



Nearly \$2 Billion and Counting for our Schools

IF \$B

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COMMISSIONER Paul J. Holloway  
COMMISSIONER David L. Gelinis  
EXECUTIVE DIRECTOR Charles R. McIntyre

February 15, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The New Hampshire Lottery Commission requests to place an item on the Consent Calendar.

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,728.00 as follows:

**INSTITUTION:** Online  
Southern New Hampshire University  
2500 N. River Road  
Manchester, NH 03106

**COURSES:** a. Governmental and Non-profit Accounting  
b. Strategic Management and policy

**COURSE DATES:** March 5, 2018 – April 29, 2018

**EMPLOYEE:** Sandy Goulet  
Agency Audit Manager

**DISTRIBUTION CODE:** Funds to be encumbered from the following account:  
New Hampshire Lottery Commission, Lottery Division  
06-083-083-830013-10290000  
Training 066-500544

**TOTAL COURSES COST:** \$1,728.00

**STATE SHARE:** \$1,728.00

**SOURCE OF FUNDS:** Lottery fund



*Live Free or Die*

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

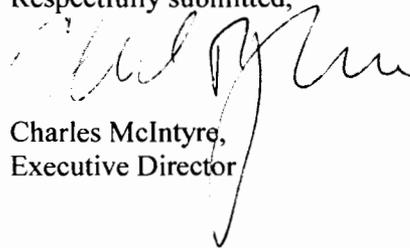
February 15, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

**EXPLANATION**

We request permission for Sandy Goulet, Agency Audit Manager, to participate in the online courses, Governmental and non-profit accounting, and Strategic management and policy, offered through Southern New Hampshire University. With a broad range of duties for the New Hampshire Lottery, we are confident that these courses will strengthen Sandy's abilities and expand on her current skill set, assisting in intricate accounting-related tasks and improving the workflow and productivity of her department. Additionally, these courses will help Sandy understand the fundamentals of the charities our agency works with, along with the states side of the accounting and auditing processes in regards to those charities.

Respectfully submitted,



Charles McIntyre,  
Executive Director

CM:al  
Enclosures



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TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 [www.nhlottery.com](http://www.nhlottery.com)



Over \$1.7 billion to education

## **EDUCATION TUITION ASSISTANCE**

### **Purpose**

It is the policy of New Hampshire Lottery to encourage personnel to improve their work knowledge and skills by attending local colleges. The New Hampshire Lottery recognizes that participation in continuing education programs is a valuable component of competency and career development, and accordingly may grant tuition assistance. Tuition Assistance is not an automatic employee benefit and no college courses funded by the agency may be pursued during working hours.

### **Eligibility**

- The applicant shall be a full-time, permanent employee who has successfully completed the initial (12-month) probationary period.
- The course content shall be directly related to the applicant's current job responsibilities. Courses that are part of the degree program but are not directly related to the applicant's current job responsibilities may not meet the eligibility criteria.
- The applicant shall not have been involved in any formal disciplinary proceedings within the past 6-month period, or have disciplinary proceedings pending. Supervisors must use discretion in the approval/denial process.

### **Procedure for College Courses**

- Complete a "Request for Tuition Assistance" form (a separate form is available for the College of America) and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the course to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee receives a grade of a B or better and continues their employment for six months beyond the end of the course. This is cumulative; for example if an employee enrolls in two courses at one time, they must receive a passing grade and be employed for 12 months beyond the completion of the courses before this loan will be forgiven.
- Payment will be made directly to the educational institution.
- After the course is completed, a copy of the grade transcript must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that a passing grade of a B or better be achieved. If an employee does not complete the course, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.



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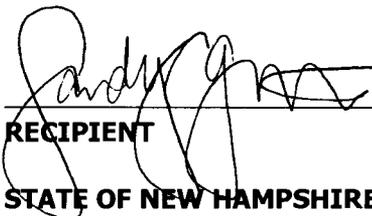
# EDUCATION TUITION AGREEMENT

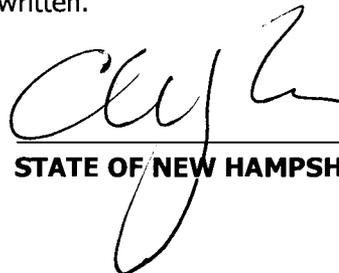
Agreement dated this 21st day of February 2018 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Sandy Goulet hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$1,728.00, which monies shall be used for the purpose of enrolling the Recipient in: Governmental and Non-profit Accounting, and Strategic Management & Policy, which course (s) is being offered by Southern NH University and which course (s) shall commence on March 5 2018 and terminate on April 29 2018.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the recipient fail to complete or achieve a grade of B or better in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue to be an employee of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of 12 months.
5. Should the recipient breach any of the conditions set forth in the paragraphs above, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course (s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
6. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
7. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

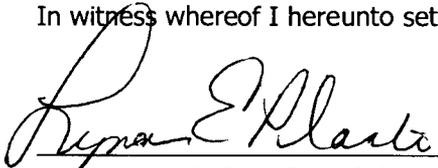
**IN WITNESS WHEREOF** the representative of the State, in his/her official capacity only, and without personal liability, and the Recipient, has hereunto set their hands on the date first above written.

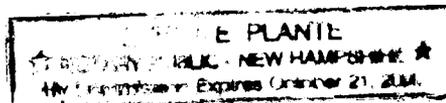
  
 \_\_\_\_\_  
**RECIPIENT**  
 STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

  
 \_\_\_\_\_  
**STATE OF NEW HAMPSHIRE**

On this the 21<sup>st</sup> day of February, 2018, before me, Lynda Plante the undersigned officer, personally appeared, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

  
 \_\_\_\_\_  
**Notary Public/Justice of the Peace**





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# REQUEST FOR TUITION ASSISTANCE

**Employee**

Name: Sandy C Goulet

Title: Agency Audit Manager

**Educational Institution**

Name: Southern NH University

Address: 2500 N. River Rd Manchester NH

**Course Information**

Title: OL-421 Strategic Management & policy - online

Dates From: 3/5/18 To: 4/29/18

Cost: \$864.00

**Description:**

This class is the study of the process of strategic management which includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit-making US & international corps, & public & non-profit organizations.

**Justification and job relevance:**

This course will teach me how to organize Audits. It will help me evaluate which Audit should be first. It will help me understand how to prioritize the work. I will be able to analyze the planning of an audit.

This course is one of my last classes required for my accounting degree.

**I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.**

Employee Signature: [Signature] Date: 9/26/17

Approvals  
Supervisor: [Signature]  
Deputy/Executive Director: [Signature]  
Governor & Council: \_\_\_\_\_



## REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Sandy C Goulet

Title: Agency Audit Manager

### Educational Institution

Name: Southern NH University

Address: 2500 N. River Rd Manchester NH

### Course Information

Title: ACC-322 Governmental & Non-Profit Accounting - online

Credit Hours: 3.0

Dates From: 3/5/18 To: 4/21/17

Cost: \$ 804.00

### Description:

This course covers the accounting and procedures applicable to governmental and nonprofit institutions.

### Justification and job relevance:

This course will help me understand how the charities I work with operate. I will be able to understand their accounting procedures. I will also learn the state side of accounting as we start to audit within.

I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.

Employee Signature: [Signature]

Date: 4/21/17

### Approvals

Supervisor: [Signature]

Deputy/Executive Director: [Signature]

Governor & Council: \_\_\_\_\_