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Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER David L. Gelinis
EXECUTIVE DIRECTOR Charles R. McIntyre

September 11, 2017

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 \$864.00 in FY 2018 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
COURSES:	Auditing Principles
COURSE DATES:	October 30, 2017 – December 24, 2017
EMPLOYEE:	Sandy Goulet Agency Audit Manager
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account 06-083-083-830013-20280000 Training 066-500544
TOTAL COURSES COST:	\$864.00
STATE SHARE:	\$864.00
SOURCE OF FUNDS:	Lottery Fund



Live Free or Die

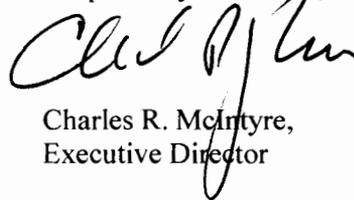
New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

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

EXPLANATION

We request permission for Sandy Goulet, Agency Audit Manager, to participate in this Auditing Principles course offered online through Southern New Hampshire University to further develop and refine techniques integral to her position at New Hampshire Lottery Commission. By strengthening her auditing skills, Sandy will be more efficient and effective in monitoring gaming establishments, as well as safeguarding revenues generated for charities and the Education Trust Fund.

Respectfully submitted,



Charles R. McIntyre,
Executive Director

CRM:cn
Attachments



Live Free or Die



REQUEST FOR TUITION ASSISTANCE

Employee

Name: Sandy Goulet

Title: Agency Audit Manager

Educational Institution

Name: Southern NH University

Address: 2500 North River Rd, Manchester NH 03106

Course Information

Title: Auditing Principles -online

Credit Hours: 3.00

Dates From: 10/30/17 To: 12/24/17

Cost: 864.00

Description:

This course presents an in-depth examination of
Audit programs and procedures. This course emphasizes
the review of internal controls as required during
an audit engagement, as well as the considerations
pertaining to both clients and auditors.

Justification and job relevance:

My position is to audit poker rooms, lucky 7 &
bingo. This course will help me audit more effectively and
more efficiently. It will give me the knowledge on how
to examine internal controls of the establishments that I am
auditing.

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

Employee Signature: [Signature] Date: 8/30/17

Approvals
Supervisor: <u>[Signature]</u>
Deputy/Executive Director: <u>[Signature]</u>
Governor & Council: _____



Over \$1.7 billion to education

EDUCATION TUITION AGREEMENT

Agreement dated this 11th day of September 2017 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 \$864.00, which monies shall be used for the purpose of enrolling the Recipient in: **Auditing Principles** which course (s) is being offered by Southern NH University and which course (s) shall commence on October 30 2017 and terminate on December 24 2017.
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.

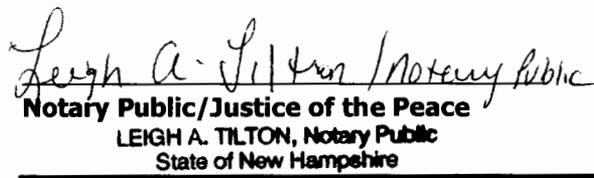


RECIPIENT

STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

On this the 11th day of September, 2017, before me, Sandy Goulet 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
 LEIGH A. TILTON, Notary Public
 State of New Hampshire



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 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

- Complete a "Request for Tuition Assistance" form 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 be achieved. If an employee has not completed a 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.

Financial Assistance

- Tuition Assistance for courses are approved on a case-by-case basis and will be based on the availability of funds at the State agency.
- Once approved, New Hampshire Lottery will pay up to 100 percent of the cost of tuition only; registration, books and other costs are the responsibility of the employee.