

any expectations or preparations to perform such special services, we have not been able to handle our work in an orderly and systematic manner, and in order that, during the coming fiscal year, we may arrange our program in an orderly and systematic manner, we shall be pleased to have you indicate the lines of services that you desire us to perform. By doing this you will afford us an opportunity of knowing the amount of appropriations necessary and the number of assistants that will be required. For the purpose of giving you information on this subject we have mapped out the following program:

SPECIAL SERVICES:

1. All of the Budget Work for the Fiscal Year, 1922-1923.
2. Auditing all of the Budgets for the Excise Board.
3. Auditing all applications for erroneous assessments.
4. Auditing of the various monthly and quarterly reports.
5. Preparation of Financial Statements and Applications for Supplemental Appropriations.
6. Regular Audits, as follows:

"A" Continuation of Justice of the Peace Audits.

"B" Completion of the Audit of Frances Harvey, Court Clerk and such further auditing as may be directed by you from time to time.

We have now on hand, uncompleted, the following Audits:

Poor and Insane Fund.

Harvey, Court Clerk's Audit.

The detail of the Audit of the Poor and Insane Fund is completed and there remains yet to be done the classification of the same, typing and installing a proper system for the operation of the Poor Farm. This work will be completed ready for your consideration in a very short time.

As you have been previously advised, and at your request, the Audit of Harvey, Court Clerk, has not been worked on continuously. Much of the preliminary work on this Audit has been done, but as you understand, this Audit will embrace in the neighborhood of 40,000 cases and will consume one fourth more time for each year than the Porter Audit, but inasmuch as we have a great amount of the preliminary work done it is advisable to so arrange our plans to complete this audit.

As you have been advised, sometime ago the Porter Audit is completed and typewritten and with the exception of two minor changes in the balance sheet is ready for binding and submission to the Department for official approval and return to you. As in the Harvey Audit we have set this Audit aside as requested by you in order to expedite other and more urgent services, but this audit will be bound up and submitted to you for your attention, if possible at your next regular meeting.

Respectfully,

ED O CASSIDY
Special Deputy State Examiner and Inspector.

EOC:HEF

In conformity with the above report, as affects Mr. H. J. Gray, Justice of the Peace, the following motions were made:

Motion was made by Geo. E. Gilmore, seconded by F. M. Wooden, that in case No. 280, the sum of \$17.75 shall be charged out of the audit upon the explanation as made by Mr. Gray that the forfeiture was in error and that he failed to properly set forth in his docket the error. Upon roll call, all members voting in the affirmative, the motion declared carried.

Motion was made by Geo. E. Gilmore, that in the case of No. Case 1127, in the amount of \$5.00 be charged off for the reason that Justice Gray had failed to make the proper notations on Docket. Motion was seconded by Ira Short. All members voting in the affirmative, motion was declared carried.