

Examined by Swan B. Molander.

REPORT OF EXAMINATION
of the
BOOKS AND AFFAIRS
of the
DEPARTMENT OF SECRETARY OF STATE

Governed by Sections 59-64, G.S. 1913 and
Chapter 33, Laws 1915.

For Fiscal Year ending June 30th, 1919.

Date of Audit October 16, 1919.

Julius A. Schmahl, Secretary of State
James A. Larson, Assistant Secretary

ANDREW E. FRITZ,
Public Examiner,
St. Paul, Minn.

BALANCE SHEET

June 30, 1919.

Assets

Furniture and fixtures	\$ 5,224.87
Supplies	5,558.25
State Treasurer (fund balances)	<u>33,397.35</u>
	\$ 44,180.47

Liabilities

Printing	\$ 1,575.50
Surplus	42,604.97
	<u>\$ 44,180.47</u>

Maintenance Fund

Receipts

Appropriation - Sec. 4, Chap. 438, L. 1917	\$ 15,500.00	
" " 2 " 462 " 1919	575.00	
Refund liberty loan	<u>102.50</u>	\$ 16,177.50

Disbursements

Payroll	\$ 14,876.68	
Deduction - account of change in fiscal year	<u>1,291.66</u>	
	\$ 16,168.34	
Balance June 30, 1919 - canceled	<u>9.16</u>	\$ 16,177.50

Contingent Fund

Receipts

Balance August 1, 1918	\$ 435.94	
Appropriation - Sec. 4, Chap. 438, L. 1917	<u>2,000.00</u>	\$ 2,435.94

Disbursements

Services	788.83	
Telephone and telegraph	332.27	
Freight, drayage and express	402.68	
Traveling expenses	232.42	
Printing and office supplies	261.44	
Drinking water	32.30	
Miscellaneous	6.25	
Equipment	<u>194.74</u>	
	\$ 2,250.93	
Deduction - account of change in fiscal year	<u>166.66</u>	
	\$ 2,417.59	
Balance June 30, 1919	<u>18.35</u>	\$ 2,435.94

Motor Vehicles Fund

Receipts

Balance August 1, 1918	\$ 20,782.77	
Appropriation - Sec. 4, Chap. 438, L. 1917	<u>25,145.00</u>	\$ 45,927.77

Disbursements

Services:		
Payroll	8,085.00	
Outside agents selling licenses	526.00	
Per diem chauffeur examiners	680.90	
Traveling expenses	325.49	
Freight, drayage and express	39.96	
Postage	1,017.75	
Printing and office supplies	986.39	
Automobile plates & chauffeurs' badges	6,199.52	
Miscellaneous	3.00	
Equipment	<u>239.83</u>	
	\$ 18,153.90	
Balance June 30, 1919	<u>27,773.87</u>	\$ 45,927.77

Exchange of Public Documents

Receipts

Balance August 1, 1918	25.96	
Appropriation - Sec. 4, Chap. 438, L. 1917	<u>500.00</u>	\$ 525.96

Disbursements

Postage	119.00	
Freight, drayage and express	73.56	
Boxes	<u>332.60</u>	
	525.16	
Balance June 30, 1919 - canceled	<u>.80</u>	\$ 525.96

MINNESOTA REPORTS

Receipts

Balance August 1, 1918	1,904.08	
Appropriation - Sec. 6, Chap. 440, L. 1917	3,200.00	
Refund	<u>13.75</u>	\$ 5,117.83

Disbursements

Purchase and distribution of Minnesota reports to the offices as per provision of law	2,066.00	
Boxing	<u>384.96</u>	
	2,450.96	
Balance June 30, 1919	<u>2,566.87</u>	\$ 5,117.83

Constitutional Amendments

Receipts

Appropriation - Chap. 21, L. 1919	12,498.75	
Refund	<u>17.75</u>	\$12,516.50

Disbursements

Publications made as provided by law	11,420.75	
Balance June 30, 1919	<u>1,095.75</u>	\$12,516.50

Publication of Session Laws

Receipts

Appropriation - Sec. 11, Chap. 463, L. 1919 \$ 50,000.00

Disbursements

Services by Edith Foster & De Marie Gunn	
indexing and numbering	300.00
Publication in newspapers	49,262.95
Three thousand supplements	180.00
	<u>\$ 49,742.95</u>
Balance June 30, 1919	<u>257.05</u> \$ 50,000.00

Salances on State Auditor's Appropriation
Ledger of 1919 for 1917 appropriation.

Constitutional Amendments	675.50	
Publication of Session Laws	<u>900.00</u>	\$ 1,575.50

This balance is caused by several publishers having failed to return their certified orders to the State Auditor so vouchers can be issued for amounts due for publication.

Loss and Gain

Receipts

Appropriations	\$ 109,418.75	
Less deductions account of change in fiscal year	<u>1,458.32</u>	\$ 107,960.43
All other receipts		<u>134.00</u>
Amount available for departmental expenditures		\$ 108,094.43

Disbursements

Services:		
Payroll	22,961.68	
Department services	788.83	
Session laws services	300.00	
Motor vehicle outside agents	526.00	
Per diem chauffeur examiners	<u>680.90</u>	
Total services		\$ 25,257.41
Expenses:		
Traveling expenses	557.91	
Telephone and telegraph	332.27	
Postage	1,136.75	
Freight, drayage and express	516.20	
Boxes for shipping	717.56	
Publishing session laws and constitutional amendments	60,863.70	
Distribution of Minnesota Reports	<u>2,066.00</u>	
Total expenses		\$ 66,190.39
Supplies:		
Stationery and office supplies	1,247.83	
Drinking water	32.30	
Motor Vehicle supplies	6,199.58	
Miscellaneous	<u>9.25</u>	
Total supplies		\$ 7,488.96
Total operation and maintenance		\$ 98,936.76
Equipment:		
Office equipment	<u>484.57</u>	
Total capital outlay		484.57
Total disbursements		\$ 99,421.33
Gain transferred to income and expenditures		<u>8,673.10</u>
		\$ 108,094.43

Income and Expenditures

Increased Assets

Gain	\$ 8,673.10	
Furniture and fixtures	<u>484.57</u>	
Gross Income		\$ 9,157.67

Diminished Assets

None		
Net income	9,157.67	
Surplus July 31, 1918	<u>33,447.30</u>	
" June 30, 1919		\$42,604.97

Expense:

State appropriations	109,418.75	
Net income	<u>9,157.67</u>	
Expense to State		\$100,261.08

Motor Vehicle License Fees

Collected under provisions of Chapter 33, G.L. 1915.

Automobiles

Numbers below #195602 in hands of outside agents
and on counter in office August 1, 1918.

Office Sales-			
#195434-195499, Incl. @ \$5.00		325.00	
Guy V. Howard-			
#192400-194499	" " "	500.00	
#194000-194499	" " "	2,500.00	
Odin Haldin-			
#189000-189299	" " "	1,500.00	
H. W. Siegloff-			
#185049-185199	" " "	750.00	
W. H. Schmelzel-			
#194900-194949	" " "	250.00	\$ 5,825.00
#195603-204540	" "	44,690.00	
Less-			
#200000 issued out of turn to S. R. Van Sant & reported prior to Aug. 1, 1918	5.00		
Returned to office by-			
Guy Howard #203983-203999	85.00		
B. M. Nelson #203983-204049	140.00		
Fred M. Smith 201102-201124	115.00		
Odin Haldin 201036-201041	30.00		
" " 201065-201068	20.00		
" " 201091-201094	20.00		
Up to January 1, 1919 @ \$5.00		415.00	\$ 44,275.00
			\$ 50,100.00
January 1 to June 30, 1919 @ \$3.50-			
#203-983, 204022-204049, 201102-201124			
201036 - 201041-201065- 201068-201091			
201094, aggregating 82 tags @ \$3.50		287.00	
#222222 sold in out of turn before Jan.			
Jan. 1 at \$5.00		1.50	
#204541-235193 incl. @ \$3.50		107,285.50	
Total		\$ 107,574.00	
Less-			
Numbers on office counter unsold			
#234952-234999 - total	48		
In hands of outside agents unsold-			
Guy V. Howard #234000-234499	500		
Fred M. Smith #228961-228999	39		
W. H. Schmelzel #230100-230149	50		
W. H. Borgen #231500-231599	100		
" #234500-234699	200		
H. W. Siegloff #234700-234799	100		

Bess M. Wilson #226976-226999	24		
Overland Perin #229900-229999	100		
	1161 @ \$3.50	4,063.50	103,510.00
			153,610.50

Motor Cycle

#3650-3699 @ \$5.00	250.00	
#4597-5127 " "	<u>2,655.00</u>	2,905.00

Less unsold-

On counter in office:

#4845-4849	25.00
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Guy Howard-

#4850-4949	500.00	525.00
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Total to Jan. 1, 1919 @ \$5.00	\$ 2,380.00
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Jan. 1 to June 30, 1919 @ 3.50	
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#4844-4949 & #5128-5925	<u>3,160.50</u>	5,540.50
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Transfers

#1554-4463 @ \$1.00		2,910.00
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Chauffeurs' Licenses

#1550		3,600.00
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Chauffeurs' Renewals

#2257-2380 & #2401-2402 @ \$1.00	126.00
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New series #1 - 3343 " "	3,346.00
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Plus 115 renewals made for two years	<u>116.00</u>	3,584.00
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Note - #2381-2400 and #2403-2600 of old series were not used. These numbers are canceled.

Lost Tags

#899-2681 @ \$1.00	1,782.00
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Three lost tags were, by error made out on transfer receipts - #4464-4465-4466

<u>3.00</u>	1,785.00
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Extra Dealers' Tags

- 783 extra tags @ \$1.00	783.00
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Dealers' Licenses

#717-837 @ \$20.00		2,420.00
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Automobile Directories

6 books sold @ \$25.00	150.00
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14 " " " 30.00	<u>420.00</u>	570.00
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Exchange

Over remittance to treasurer		11.00
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Total

\$ 174,814.10

Paid to state treasurer

\$ 174,814.10

On the face of the records the department has remitted \$11.00 more to the state treasurer than office receipts call for.

Last tag receipt #555 and transfer receipts #1516 to 1520 @ \$1.00 each had not been issued, but reported paid.

6.00

One more automobile license has been reported than the total number issued up to June 28, 1919 call for

5.00
\$ 11.00

During the rush when thousands of licenses were issued daily, small errors were almost inevitable, but if a shortage occurred on any day it was supposed to be due to error in making change and was made good at once by the clerk in charge. This has no doubt resulted in the \$11.00 surplus in the correction of errors which were non-existent.

The books, files and tags in this department are well kept and every recommendation made by examiner at the beginning of the present license period has been carried out.

Recording and Miscellaneous Fees

Month of August	\$ 237.50	
September	201.00	
October	223.00	
November	230.75	
December	307.20	
January	380.35	
February	417.75	
March	503.75	
April	421.25	
May	418.90	
June	550.00	
		<u>3,891.45</u>

Paid to state treasurer during the year
Paid July 11 for month of June

3,841.45
550.00
\$ 3,891.45

Nomination Fees

David H. Evans	50.00	
Tom Davis	50.00	
Fred E. Tillquist	50.00	
Paid to state treasurer		<u>\$ 150.00</u>

Incorporation Fees

Treasurer's receipts #8308 to 9265 incl.	\$ 81,030.00	
Corporative Associations	<u>10.00</u>	\$ 81,040.00
Credited to State Revenue	\$ 71,440.00	
Receipts for month of June not carried to ledger	<u>9,600.00</u>	\$ 81,040.00

Respectfully submitted,

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Assistant Public Examiner.

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