

Examined by
B. O. Lee
A. L. Bergstrom

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

Governed by Sections 59-64, G.S. 1913; Chapter 33, Laws 1915;
Chapter 366, Laws 1919; Chapters 461 and 514, Laws 1921

For fiscal year ended June 30, 1922

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Date of Audit December 28, 1923

GARFIELD W. BROWN,
Public Examiner,
St. Paul, Minn.

3/20

Board of Automobile Examiners

It was noted that in certain instances one examiner would conduct the examination. This practice should be discontinued and the examinations should be conducted by the Board of Automobile Examiners in session at such times and such places as shall be designated by the Secretary of State.

A complete record should be kept of the Board's activities, showing dates and places where examinations were held and also licenses granted and refused.

Warrant #424807 carries an expense item of \$5.00 for traveling between St. Cloud and St. Paul on April 3, 1921. This item is questionable.

On Warrants #425822 and 425824 no receipts were furnished to support the traveling expense items. The required receipts should be taken at all times to support such items of expense.

All expense accounts should be made out on the regular form provided for this purpose and the receipts should be attached thereto when submitted for payment.

A. L. Bergstrom,
Examiner.

Motor Vehicle Department

| | Balance 7/1/1921 | Appropriations | Expenditures | Fund Balances 6/30/1922 | Secretary of State Balances |
|------------------------|--------------------------|----------------|---------------|-------------------------------|-----------------------------------|
| Office help | \$ 212.25) 12,737.25) | \$ 92,178.00 | \$ 105,159.30 | \$ 31.80 | - |
| Typewriter rentals | 363.00 | 540.00 | 903.00 | - | - |
| Typewriter supplies | 4,597.00 | 5,100.00 | 6,443.11 | 3,253.89 | 3,253.89 |
| Application blanks | 510.50 | 2,850.00 | 2,366.00 | 994.50 | 994.50 |
| Envelopes | 1,994.27 | 2,625.00 | 1,751.06 | 2,868.21 | 2,868.21 |
| Sheriff's fees | 1,000.00 | 1,000.00 | - | 2,000.00 | 2,000.00 |
| Postage | 10,760.40 | 45,000.00 | 40,742.73 | 15,017.67 | 15,017.67 |
| Cost of Plates | 23,705.88 | 75,000.00 | 60,016.69 | 38,689.19 | 38,689.19 |
| Bond Premiums | 363.20 | 1,000.00 | 973.83 | 389.37 | 389.37 |
| Stationery | 778.00 | 1,100.00 | 324.75 | 1,553.25 | 1,553.25 |
| Miscellaneous printing | 1,680.25 | 2,000.00 | 2,418.07 | 1,262.18 | 1,262.18 |
| Rate books | 1,216.00 | 1,216.00 | 2,432.00 | - | - |
| Laws | 3,250.00 | 3,250.00 | 6,160.00 | 340.00 | 340.00 |
| Two adding machines | 410.00 | - | 410.00 | - | - |
| Two filing cases | 3,600.00 | - | 2,547.05 | 1,052.95 | 1,052.95 |
| Six numbering machines | 180.00 | - | 180.00 | - | - |
| Emergency | 19,601.93 | 20,000.00 | 17,793.67 | 21,808.26 | 21,808.26 |
| | \$ 86,959.93 | \$ 252,859.00 | \$ 250,621.26 | \$ 89,197.67 | \$ 89,229.47 |

A. L. Bergstrom,
Examiner.

Recording and Miscellaneous Fees

Receipts

July 1, 1921 to June 30, 1922

\$ 7,374.45

Contra

State Treasurer's receipts on file

\$ 7,374.45

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Minnesota Reports

Receipts

| | | | |
|--|----|-----------------|-------------|
| Balance July 1, 1921 | \$ | 1,504.06 | |
| Appropriation - Chapter 377, Sec. 3, L. 1921 | | <u>4,000.00</u> | \$ 5,504.06 |

Disbursements

| | | | |
|------------------------------|----|-----------------|-------------|
| Printing of reports | \$ | 4,267.38 | |
| Freight, drayage and express | | 105.49 | |
| Miscellaneous | | <u>8.37</u> | |
| | | 4,381.24 | |
| Balance June 30, 1922 | | <u>1,122.82</u> | \$ 5,504.06 |

Publication of Session Laws

1919 Extra Session

Receipts

| | | | |
|----------------------|--|----|--------|
| Balance July 1, 1921 | | \$ | 154.80 |
|----------------------|--|----|--------|

Disbursements

| | | | |
|-----------------------|--|----|--------|
| None. | | | |
| Balance June 30, 1922 | | \$ | 154.80 |

1921 Session

Receipts

| | | | |
|----------------------|--|----|--------|
| Balance July 1, 1921 | | \$ | 165.00 |
|----------------------|--|----|--------|

Disbursements

| | | | |
|-----------------------|--|----|--------|
| None. | | | |
| Balance June 30, 1922 | | \$ | 165.00 |

Fiscal Year Ended June 30, 1922

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Maintenance

Receipts

| | | | |
|--|----|------------------|--|
| Balance July 1, 1921 | \$ | 321.97 | |
| Appropriation - Chapter 377, Sec. 3, L. 1921 | | 19,100.00 | |
| | \$ | <u>19,421.97</u> | |

Disbursements

| | | | |
|-----------------------|----|---------------|--------------|
| Salaries | \$ | 18,770.76 | |
| Balance June 30, 1922 | | <u>651.21</u> | \$ 19,421.97 |

Contingent

Receipts

| | | | |
|--|----|-----------------|-------------|
| Balance July 1, 1921 | \$ | 43.39 | |
| Appropriation - Chapter 377, Sec. 3, L. 1921 | | <u>2,800.00</u> | \$ 2,843.39 |

Disbursements

| | | | |
|------------------------------|----|-----------------|-------------|
| Special services | \$ | 95.90 | |
| Office supplies | | 336.91 | |
| Equipment | | 269.93 | |
| Telephone and telegraph | | 272.15 | |
| Freight, drayage and express | | 221.66 | |
| Postage | | 416.60 | |
| Water | | 29.00 | |
| Miscellaneous | | <u>30.46</u> | |
| | | 1,672.61 | |
| Balance June 30, 1922 | | <u>1,170.78</u> | \$ 2,843.39 |

Exchange of Public Documents

Receipts

| | | | |
|--|----|--------------|-----------|
| Appropriation - Chapter 377, Sec. 3, L. 1921 | \$ | 500.00 | |
| Transferred from contingent fund | | <u>18.62</u> | \$ 518.62 |

Disbursements

| | | | |
|------------------------------|----|-------------|-----------|
| Office supplies | \$ | 141.00 | |
| Freight, drayage and express | | 248.77 | |
| Postage | | 126.00 | |
| Telephone and telegraph | | <u>2.85</u> | \$ 518.62 |

Officers

Mike Holm
J. P. Bengtson

Secretary of State
Assistant Secretary of State
