

THE  
GENERAL STATUTES

OF THE  
STATE OF MINNESOTA

As Amended by Subsequent Legislation, with which are Incorporated  
All General Laws of the State in Force December 31, 1894

COMPILED AND EDITED BY  
HENRY B. WENZELL, Assisted by EUGENE F. LANE

WITH ANNOTATIONS BY  
FRANCIS B. TIFFANY and Others

AND A GENERAL INDEX BY THE EDITORIAL STAFF OF THE NATIONAL  
REPORTER SYSTEM

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COMPLETE IN TWO VOLUMES

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[CHAPTER 129.]

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[TITLE 1.]

[FOR SALARIES OF STATE OFFICERS.]

§ 7956. Salaries.

That the following sums of money or so much thereof as may be necessary be and the same are hereby annually appropriated out of any moneys in treasury belonging to the general revenue fund, for the payment of the salaries of the officers of the state government:

1. For salary of the governor, five thousand dollars.  
(1874, c. 114, § 1, as amended 1878, c. 29, § 1; 1885, c. 40, § 2.)
  2. For salary of the secretary of state and superintendent of public printing, eighteen hundred dollars.  
(1874, c. 114, § 1.)
  3. For salary of the state auditor \* and land commissioner, three thousand six hundred dollars.  
(Id., as amended 1878, c. 29, § 1; 1885, c. 36, § 2.)
- \*For appropriation for salary of deputy state auditor, see § 530, subd. 11.
4. For salary of the state treasurer, three thousand five hundred dollars.  
(1874, c. 114, § 1.)
  5. For salary of the attorney general, thirty-five hundred dollars.  
(Id., as amended 1878, c. 29, § 1; 1881, c. 159, § 2; 1885, c. 241, § 2.)

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FOR SALARIES OF STATE OFFICERS.

§ 7956

6. For salary of the adjutant general, fifteen hundred dollars.  
(1874, c. 114, § 1.)
7. For salary of the superintendent of public instruction, twenty-five hundred dollars.  
(Id.)
8. Salary of railroad commissioner repealed by Laws 1887, c. 10, § 21. See § 398.
9. For salary of the insurance commissioner, two thousand dollars.  
(1874, c. 114, § 1.)  
But see § 3145, appropriating \$2,500 for salary of insurance commissioner.
10. That the sum of two thousand dollars be and the same is hereby appropriated annually out of any moneys in the treasury belonging to the general revenue fund for the payment of the salary of the state librarian, which annual salary is hereby fixed at the sum of two thousand dollars.  
(1881, c. 174, § 1.)  
See § 530, subd. 8.
11. For salary of janitor, twelve hundred dollars.  
(1874, c. 114, § 1, as amended 1877, c. 54, § 1.)  
But see Laws 1879, c. 100 (ante, § 304, subd. 1).
12. For salary of the engineer, twelve hundred dollars; and for salary of fireman and day laborer, seven hundred and twenty dollars; and for salary of assistant engineer and night watchman, three hundred dollars.  
(1874, c. 114, § 1, as amended 1879, c. 32, § 2.)  
But see § 304, fixing salary of chief engineer at \$1,500 per annum, salary of fireman and day laborer at \$75 per month, and night fireman and assistant engineer at \$75 per month.
13. For salary of the military store keeper, four hundred dollars.  
(1874, c. 114, § 1.)  
See § 7961, subd. 15, for additional appropriation.
14. For salary of the governor's private secretary, fifteen hundred dollars.  
(1874, c. 114, § 1.)
15. For salary of the assistant secretary of state, one thousand dollars.  
(Id.)
16. For salary of the statistician, one thousand dollars.  
(Id.)
17. For salary of the chief clerk of state auditor, two thousand dollars.  
(Id., as amended 1881, c. 161, § 2.)
18. For salary of the land clerk, fifteen hundred dollars.  
(1874, c. 114, § 1, as amended 1878, c. 31, § 1.)
19. For salary of additional clerks in the state auditor's office, one thousand dollars.  
(1874, c. 114, § 1.)
20. For salary of the deputy treasurer, eighteen hundred dollars.  
(Id., as amended 1881, Ex. S. c. 47, § 2.)
21. For salary of clerk of the superintendent of public instruction, twelve hundred dollars.  
(1874, c. 114, § 1.)
22. For salary of clerk of the attorney general, eighteen hundred dollars.  
(Id., as amended 1881, Ex. S. c. 49, § 2; 1887, c. 252, § 2.)  
See § 530, subd. 15.
23. For salaries of judges of the supreme court and district courts, ninety-seven thousand dollars.  
(1874, c. 114, § 1, as amended 1879, c. 32, § 1; 1881, c. 80, § 1; 1881, Ex. S. c. 97; 1885, c. 98.)
24. For salary of clerk of the supreme court, fifteen hundred dollars.  
(1874, c. 114, § 1.)

For appropriation for salary of deputy clerk, see § 375.

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§§ 7956-7959

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25. For salary of the reporter of the supreme court, from and after the first day of January next, A. D. one thousand eight hundred and eighty-two, fifteen hundred dollars.

(1874, c. 114, § 1, as amended 1881, Ex. S. c. 41, § 1; Id. c. 97, § 1.)

But see § 530, subd. 25, and § 2283.

26. For salary of the marshal of the supreme court, two hundred dollars.

(1874, c. 114, § 1.)

But see § 7961, subd. 20.

27. Stricken out by Laws 1879, c. 32, § 2.

28. For salary of messenger, six hundred dollars.

(1874, c. 114, § 1, as amended 1879, c. 32, § 2.)

29. For salary of insurance clerk, twelve hundred dollars.

(1879, c. 32, § 1.)

See § 530, subd. 17.

30. For salary of the clerk of the secretary of state, twelve hundred dollars.

(1879, c. 32, § 1, as amended 1883, c. 148, § 2.)

31. For services of superintendent and labor on experimental fruit farm, one thousand dollars.

(1879, c. 32, § 1.)

32. For salary of the public examiner, thirty-five hundred dollars.

(Id.)

33. For the salary of book-keeper in state auditor's office, fifteen hundred dollars.

(1883, c. 146, § 3.)

34. For salary of assistant land clerk in the state land-office, twelve hundred dollars.

(Id.)

35. [For appropriation for salary of deputy clerk of supreme court, one thousand dollars. See § 375.]

## § 7957. State treasurer's clerk.

That the sum of twelve hundred dollars be and the same is hereby appropriated annually out of any moneys in the treasury belonging to the general revenue fund, for the payment of the salary of the state treasurer's clerk, which annual salary is hereby fixed at twelve hundred dollars.

(1885, c. 254, § 1; G. S. 1878, v. 2, c. 7, § 1, subd. 14; as amended 1889, c. 250, § 1.)

See 1893, c. 230, for appropriation of \$900 for clerk hire.

## § 7958. Deputy public examiner, etc.

There is hereby annually appropriated the sum of eighteen hundred dollars out of any funds in the state treasury not otherwise appropriated, for the salary of the said deputy, and also the further sum of seven hundred dollars for clerk hire, traveling, and other expenses of the public examiner's office.

(1887, c. 218, § 2.)

## [TITLE 2.]

### [FOR GENERAL EXPENSES OF STATE GOVERNMENT.]

## § 7959. Appropriation for postage, etc.

That the sum of three hundred dollars, or so much thereof as may be necessary, be appropriated annually out of any money in the state treasury not otherwise appropriated, for the payment of expressage and postage on books and documents sent to other states, in exchange for similar books and documents of such states.

(1878, c. 114, § 1; G. S. 1878, v. 2, appendix, c. 5, § 34a.)

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Tit. 2] FOR GENERAL EXPENSES OF STATE GOVERNMENT. §§ 7960-7961

## § 7960. Same—Statement and warrant.

That, on the presentation by the secretary of state of a statement of amounts expended by him for the purposes specified in the foregoing section, the state auditor shall draw a warrant on the state treasurer for the amount so expended.

(1878, c. 114, § 2; G. S. 1878, v. 2, appendix, c. 5, § 34b.)

## § 7961. Miscellaneous.

That the following sums of money, or so much thereof as may be necessary, are hereby appropriated from any moneys in the state treasury belonging to the general revenue fund not otherwise appropriated, for the purposes herein named, for the fiscal year ending July thirty-first, one thousand eight hundred and eighty-eight and annually thereafter.

First—For executive contingent for state purposes and incidental expenses of the governor's office, three thousand dollars.

Second—For incidental expenses of the secretary of state's office, four hundred dollars.

Third—For incidental expenses of the office of the state auditor and land commissioner, six hundred dollars.

Fourth—For incidental expenses of the state treasurer's office, three hundred and fifty dollars.

Fifth—For incidental expenses and per diem, as allowed by law, of the attorney general, one thousand dollars.

Sixth—For incidental expenses and clerk hire of the public examiner's office, fifteen hundred dollars.

Seventh—For incidental expenses of the office of superintendent of public instruction, one thousand dollars.

Eighth—For incidental expenses of the office of insurance commissioner, four hundred dollars.

Ninth—For incidental expenses of the supreme court, payable only on the order of a justice of the court, five hundred dollars.

Tenth—For incidental expenses of the adjutant general's office, two hundred dollars.

Eleventh—For clerk hire in the adjutant general's office, twelve hundred dollars.

Twelfth—For clerk hire for the governor's office, twelve hundred dollars.

Thirteenth—For salaries of the railroad and warehouse commissioners, their secretary and clerk, and for incidental expenses of the commission, fourteen thousand dollars.

Fourteenth—For additional clerk hire in the insurance commissioner's office, six hundred dollars.

Fifteenth—For an additional amount for the salary of the military storekeeper, eight hundred dollars.

Sixteenth—For an additional amount for the salary of the assistant superintendent of public instruction, three hundred dollars.

Seventeenth—For additional clerk hire in the office of the auditor and land commissioner, eighteen hundred dollars.

Eighteenth—For additional help for care of the capitol building and grounds, two thousand dollars.

Nineteenth—For salary of a janitor to have charge of the supreme court room and the rooms of the judges and clerk of the supreme court, and of the state library, to be appointed by and to be under the control of the supreme court, nine hundred dollars.

Twentieth—For payment of the services of a marshal of the supreme court, four hundred dollars.

Twenty-first—For payment of the expenses of the state board of health, five thousand dollars.

Twenty-second—For clerk hire in the office of superintendent of public instruction, sixteen hundred dollars.

Twenty-third—For binding books for the law library, two hundred and fifty dollars.

Twenty-fourth—For support of the State Historical Society, six thousand dollars.

(1887, c. 222, § 1.)

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§§ 7962-7964

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## § 7962. Same.

That the following sums of money or so much thereof as may be necessary be and the same are hereby appropriated to be expended in accordance with the laws relating to the objects for which the same are appropriated.

First. For expenses [of] enforcing the law relating to the manufacture and sale of baking powders, sugar, syrups, vinegars, lard, spirituous and malt liquors, the sum of three thousand dollars annually from and after August first, one thousand eight hundred and eighty-nine.

Eighteenth. For the general expenses of the state board of corrections and charities, five thousand five hundred dollars for the fiscal year ending July thirty-first, one thousand eight hundred and ninety, and six thousand dollars for the fiscal year ending July thirty-first, one thousand eight hundred and ninety-one, and annually thereafter.

(1889, c. 272, § 6.)

## § 7963. Same.

That the following sums of money, or so much thereof as may be necessary, are hereby appropriated from any moneys in the state treasury belonging to the general revenue fund not otherwise appropriated, for the purposes herein named, for the fiscal year ending July thirty-first, eighteen hundred and ninety, and annually thereafter.

First. For salary of stenographer in the governor's office, nine hundred dollars.

Second. For salary of stenographer in the attorney general's office, nine hundred dollars.

Third. For clerk hire in the attorney general's office, fifteen hundred dollars.

Fourth. For additional clerk hire in the governor's office, three hundred dollars.

Fifth. For additional salary for fireman and laborer, one hundred and eighty dollars.

Sixth. For additional allowance for incidental expenses in attorney general's office, five hundred dollars.

Seventh. For additional allowance for incidental expenses of supreme court, two hundred and fifty dollars.

Eighth. For additional allowance for incidental expenses of adjutant general's office, one hundred dollars.

Ninth. For additional allowance for auditor and land commissioner's clerks, two hundred dollars, for stenographer.

Tenth. For additional allowance for care of capitol and grounds, three hundred dollars.

Eleventh. For additional allowance for marshal of supreme court two hundred dollars.

Twelfth. For additional allowance for general expenses of the Winona normal school, two thousand dollars.

Thirteenth. For additional allowance for general expenses of the Mankato normal school, two thousand dollars.

Fourteenth. For additional allowance for general expenses of the St. Cloud normal school, two thousand dollars.

Fifteenth. For additional allowance for general expenses of the Moorhead normal school, six thousand dollars.

Sixteenth. For expenses of hatching and distributing fish, to be expended by the fish commissioners in accordance with the act providing for the propagation of food fishes, six thousand dollars.

Seventeenth. For additional allowance for the general expenses for the support of the state university, twenty-five thousand dollars.

Eighteenth. For the payment of expenses of attendance of state librarian at convention at St. Louis, fifty dollars.

(1889, c. 287, § 1.)

## § 7964. Same.

That the following sums of money, or so much thereof as may be necessary, are hereby appropriated from any moneys in the state treasury belonging to the general revenue fund, not otherwise appropriated, for the purposes

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Tit. 2] FOR GENERAL EXPENSES OF STATE GOVERNMENT. §§ 7964-7966

herein named, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter:

First—For additional allowance for clerk hire in the office of [the] insurance commissioner, six hundred dollars, and annually thereafter.

Second—For additional allowance for incidental expenses in the office of the insurance commissioner, fifty dollars, and annually thereafter.

Third—For additional allowance for clerk hire in the office of auditor and land commissioner, six hundred dollars, and annually thereafter.

Fourth—For salary of stenographer in pension department, adjutant general's office, eight hundred dollars, and annually thereafter.

Sixth—For additional allowance for the general expenses of the state normal school at Moorhead, two thousand dollars, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter four thousand dollars.

Seventh—For additional allowance for the general expenses of the state normal school at St. Cloud, two thousand dollars, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter.

Eighth—For additional allowance for the general expenses of the state normal school at Mankato, four thousand dollars, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter.

Ninth—For additional allowance for the general expenses of the state normal school at Winona, two thousand dollars, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter.

Tenth—For additional allowance for incidental expenses for adjutant general's office for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter, one hundred and fifty dollars.

Eleventh—For incidental expenses of secretary of state's office, two hundred dollars additional, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter six hundred dollars, and one hundred and twenty-five dollars, or so much as is necessary, to be used forthwith in distributing, as directed by the house of representatives, the special report of March twelfth, eighteen hundred and ninety-one, on flax and hemp in Minnesota.

Twelfth—For additional clerk hire in secretary of state's office for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter, six hundred dollars.

Thirteenth—For burial of soldiers and sailors, one thousand dollars additional, for the fiscal year ending July thirty-first, eighteen hundred and ninety-two, and annually thereafter.

Fourteenth—For additional support of the high schools, six thousand dollars, and annually thereafter.

Fifteenth—For additional insurance on state buildings, fifty-five thousand dollars, and annually thereafter.

Sixteenth—For salary for document clerk and messenger in governor's office, seven hundred and twenty dollars, and annually thereafter.

(1891, c. 163, § 4.)

## § 7965. Same.

That the following sums of money, or so much thereof as may be necessary, be and the same are hereby appropriated out of any moneys in the state treasury belonging to the general revenue fund, or that may hereafter be received to the credit of said fund:

For additional salary for the assistant superintendent of public instruction, there is allowed and appropriated three hundred dollars for the year eighteen hundred and ninety-one, and three hundred dollars for each year thereafter.

(1891, c. 163, § 5, subd. 6½.)

## § 7966. State treasurer's office—Additional clerk hire.

The sum of nine hundred dollars is hereby appropriated out of any moneys in the state treasury not otherwise appropriated for additional clerk hire in the office of the state treasurer for the fiscal year ending July 31st, 1893, and annually thereafter.

(1893, c. 239, § 1.)

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§§ 7967-7970

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## § 7967. Clerk in auditor's office.

That the following sums of money, or so much thereof as may be necessary, are hereby appropriated out of any moneys in the state treasury, not otherwise appropriated, belonging to the general revenue fund, for the payment of certain expenses of the state government for the fiscal year ending July thirty-first, eighteen hundred and ninety-four.

For additional salary for clerk in auditor's office, three hundred dollars for 1893 and annually thereafter.

(1893, c. 241, § 1, subd. 16.)

## § 7968. Marshal of supreme court—Additional salaries, etc.

That the following sums of money, or so much thereof as may be necessary, be and the same are hereby appropriated out of any moneys in the state treasury belonging to the general revenue fund, or that may hereafter be received to the credit of said fund.

For additional salary for the marshal of the supreme court for the fiscal year ending July thirty-first, eighteen hundred and ninety-three, and annually thereafter, two hundred dollars.

(1893, c. 241, § 3, subd. 1.)

## § 7969. Miscellaneous.

The following sums are hereby appropriated from any funds in the state treasury, not otherwise appropriated, for the purposes named:

Twelfth—For binding and repairing books for state library for fiscal year ending July thirty-first, eighteen hundred and ninety-three, and annually thereafter, three hundred dollars.

Fifteenth—For the state board of health.

(b) For additional allowance for the expenses of the state board of health, for the year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, three thousand five hundred dollars.

Sixteenth—Insuring state institutions.

For additional allowance for insuring state institutions for the fiscal year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, two thousand five hundred dollars.

Seventeenth—For the department of insurance.

(b) For an additional allowance for the contingent fund for said department for the year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, three hundred and fifty dollars.

Nineteenth—For the office of secretary of state.

For additional salary for the chief clerk for the year ending July thirty-first, eighteen hundred and ninety-three, and annually thereafter, three hundred dollars.

Twentieth—For additional clerk hire in the governor's office for the year ending July thirty-first, eighteen hundred and ninety-three, and annually thereafter, three hundred dollars.

(1893, c. 241, § 9.)

## [TITLE 3.]

[FOR STATE INSTITUTIONS, ETC.]

## § 7970. Providing suitable place for books, etc.

That the sum of one thousand dollars be annually appropriated, out of any moneys not otherwise appropriated, to aid the said Horticultural Society in the work of distributing said reports, collecting data, specimens pertaining to horticulture, providing a suitable place for its books, specimens and articles of the society, and for payment of salary and expenses of its secretary and committees for labor actually performed by them, and other uses that may, in the opinion of the board of directors, be deemed necessary and proper. The said sum shall be paid by the State Treasurer on the order of the President of the said Horticultural Society.

(1873, c. 36, § 3, as amended 1881, c. 72, § 2.)

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Tit. 3]

FOR STATE INSTITUTIONS, ETC.

§§ 7971-7974

## § 7971. Appropriation for the deaf and dumb and blind.

There is hereby appropriated out of any money in the treasury not otherwise appropriated, the sum of twenty-eight thousand dollars, for the support of the institute for the deaf and dumb and blind of the state of Minnesota, to be expended by direction of the board of directors; and the State Auditor shall draw warrants upon the State Treasurer for said amount, or any part thereof, on order of the president of said board of directors, attested by the secretary thereof.

(1877, c. 163, § 1.)

§ 2 of this act repeals Laws 1874, c. 121, which makes an appropriation of \$26,000 annually for the same institution. The title of the act of 1877 is the same as that of the act of 1874. Hence it is inferred that the foregoing is intended for an annual appropriation.

## § 7972. Permanent annual appropriations for a part of the current expenses of the state correctional and charitable institutions.

There is hereby appropriated from any funds in the state treasury not otherwise appropriated, the sum of five hundred and two thousand dollars for the fiscal year ending July thirty-first, one thousand eight hundred and ninety, and five hundred and two thousand dollars for the fiscal year ending July thirty-first, one thousand eight hundred and ninety-one, and a like sum annually thereafter, or as much thereof as may be necessary for the purpose of defraying, in part, the current expenses of the institutions named:

For the Fergus Falls hospital for insane, twenty-five thousand dollars.

For the St. Peter hospital for insane, one hundred and forty thousand dollars.

For the Rochester hospital for insane, one hundred and forty thousand dollars.

For the school for the deaf, thirty-five thousand dollars.

For the school for the blind, twelve thousand dollars.

For the school for the feeble-minded, forty-five thousand dollars.

For the state public school, fifteen thousand dollars.

For the state reform school, thirty-five thousand dollars.

For the state prison, forty thousand dollars.

For the state reformatory, fifteen thousand dollars.

(1889, c. 272, § 1.)

## § 7973. For school of mines.

That the following sums of money, or so much thereof as may be necessary, be and the same are hereby appropriated out of any moneys in the state treasury belonging to the general revenue fund, not otherwise appropriated, to be expended in accordance with the laws relating to the objects for which the same are appropriated:

Twenty-eighth—The sum of six thousand dollars be and is hereby appropriated for the purpose of opening "The School of Mines" in the University of Minnesota, and for furnishing the same with suitable apparatus; and that the sum of forty-five hundred dollars be and is hereby annually appropriated for the salaries of instructors in said department of such university, and for the salary of a professor of electrical engineering in said university.

(1891, c. 163, § 3.)

## § 7974. Additional appropriations for current expenses of state institutions.

There is hereby appropriated from any funds in the state treasury, not otherwise appropriated, for current expenses of state institutions:

Second—For the state normal school at Mankato.

For additional allowance for general expenses for the fiscal year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, two thousand dollars.

Third—For the state normal school at Moorhead.

For additional allowance for general expenses for the fiscal year ending

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§§ 7574-7977

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July thirty-first, eighteen hundred and ninety-three, and annually thereafter, one thousand dollars.

Fourth—For the state normal school at Winona.

For additional allowance for general expenses for the fiscal year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, two thousand dollars.

Fifth—For the state normal school at St. Cloud.

For additional allowance for general expenses for the fiscal year ending July thirty-first, eighteen hundred and ninety-four, and annually thereafter, two thousand dollars.

(1893, c. 241, § 10.)

## [TITLE 4.]

### [SYSTEM OF ACCOUNTING IN STATE INSTITUTIONS.]

#### § 7975. Applied to what institutions.

There is hereby established a uniform system of accounting for public funds in the following named institutions of the state of Minnesota, namely: the state university, the state normal schools, the state hospitals for insane, the Minnesota soldier's home, Minnesota institute for defectives (which shall render a separate account for each of the schools comprising the institute) the state public school, the state reform school, the state reformatory, the state prison and all other similar state institutions which may hereafter be established by law.

(1889, c. 269, § 1.)

#### § 7976. Accounting officers and purchasing agents to be appointed.

It shall be the duty of the managing board of each of the state institutions mentioned in section one to designate an accounting officer, whose duty it shall be to keep or supervise the financial accounts of the institutions and to perform such other duties as shall be prescribed by law or by the said managing board. They shall also designate either the said accounting officer or some other officer of the institution to act as purchasing agent, whose duty it shall be to purchase all goods and supplies needed for the institution under such rules and regulations as the said managing board shall prescribe.

(Id. § 2.)

#### § 7977. Institution treasurers to be appointed.

It shall be the duty of the managing board of each of the institutions named in section one within three months after the passage of this act, to appoint an institution treasurer, which treasurer shall be either some trustworthy person residing in the city or village at which the institution is located, or some solvent national or state bank in said city or village; except that the treasurer of the state shall be ex-officio the treasurer of the Minnesota soldier's home, as is now provided by law. The said treasurer shall give bonds in such sum as the managing board shall require, to be approved by said managing board and to be subject to the approval of the public examiner. It shall be the duty of the said treasurer to hold and safely keep all public funds belonging to the said institution which may come into said treasury from any source, and to pay out the same only on written orders signed by the accounting officer of the institution, and countersigned by a member of the managing board, who shall have been authorized by vote of the board to sign such orders.

(Id. § 3.)

<sup>1</sup> By § 13 of this act, Laws 1879, c. 117, §§ 2-4, and all acts and parts of acts inconsistent with this act, are repealed.

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Tit. 4] SYSTEM OF ACCOUNTING IN STATE INSTITUTIONS. §§ 7978-7980

## § 7978. Superintendents to have the custody of funds belonging to inmates.

It shall be the duty of each superintendent of the several institutions named in this act to have the care and custody of any funds belonging to inmates of the said institutions which may come into his hands, to keep accurate accounts of such funds on books provided for that purpose, and to pay out such funds under such rules and regulations as may be established by law or prescribed by the board of management, taking proper vouchers therefor in all cases; and every such superintendent shall give bonds in such sum as may be required by law or may be prescribed by the board of managers of such institution, to be subject to the approval of the public examiner, conditioned upon the faithful performance of his duties and the due accounting for the funds entrusted to his care.

(Id. § 4.)

## § 7979. Miscellaneous receipts, how treated.

(a) It shall be the duty of every officer and employe of the several institutions named in this act to pay over to the superintendent of the institution without delay, any funds which may come into his hands belonging to any inmate of the institution, and to pay over to the accounting officer of the institution, without delay, any funds which may come into his hands belonging to the institution.

(b) It shall be the duty of the accounting officer of each institution at the close of each month, or oftener, to pay over to the institution treasurer all institution funds which may have come into his hands from sales of public property, board of inmates, labor of inmates or from other sources, and at the close of each fiscal quarter to draw an order on the institution treasurer in favor of the state treasurer for the amount of all such miscellaneous receipts, and at the same time to forward to the state auditor a statement of the amount of the same, and the sources from which they have arisen.

(c) It shall be the duty of the state auditor upon receiving such statement, to place in the hands of the state treasurer a draft for the amount upon the institution treasurer, specifying the fund to which the same is to be credited, and upon payment of such draft, to place the amount so received to the credit of said institution, adding it to any appropriations that may have been previously made by the legislature for the said institution, distributing it to the several appropriations from which it may have arisen or to the current expense appropriation according to his discretion. Provided, that the miscellaneous receipts of the state prison and the state reformatory shall be paid over to the state treasurer monthly instead of quarterly, in the manner as herein provided.

(Id. § 5.)

## § 7980. Pay-rolls and bills to be in duplicate.

It shall be the duty of the accounting officer of each institution named in section one to prepare a duplicate monthly pay-roll or pay-rolls, showing the services rendered by each officer and employe of the institution, which pay-roll shall contain the receipt of said officers and employes for the orders issued to them in payment for their services. Services rendered or labor performed by persons other than officers and employes, shall be accounted for on proper vouchers made. The said accounting officer shall require all persons selling goods or supplies to the institution to furnish with such goods, when delivered, bills or invoices, in duplicate, and he may require persons who furnish goods at intervals during the month to furnish also a detailed statement in duplicate at the close of the month. The said bills and invoices shall, whenever practicable, be made upon the billheads or blanks used by such persons in their business. Provided, that in cases where it is not convenient for the seller to furnish such bills or invoices, the accounting officer may make out such bills or invoices on blanks to be provided by the institution.

(Id. § 6.)

(2101)

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STANDING APPROPRIATIONS.

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## § 7981. Vouchers, how receipted and disposed of.

Each of the original and duplicate bills mentioned in section six shall be enclosed in an envelope or jacket, on one side of which shall be a classification of the items contained in the bill, and on the other side a receipt in the following form: "Received on the \_\_\_\_ day of \_\_\_\_, 18\_\_, from the \_\_\_\_ (Here insert the title of the accounting officer) of the \_\_\_\_ (Here insert the name of the institution) an order on the treasurer of the \_\_\_\_ for the sum of \_\_\_\_ dollars, in payment of the within account;" and pay rolls and vouchers for services rendered or labor performed shall be enclosed in similar envelopes or jackets. One of the said duplicate pay rolls or bills, with the accompanying receipts, shall be retained by the said accounting officer in the files of the institution; the other shall be sent to the auditor of state within thirty days after the issuance of an order on the institution treasurer for the payment of the same.

(Id. § 7.)

## § 7982. Goods to be checked by the invoices.

It shall be the duty of the store-keeper of each institution or some person to be designated by the superintendent, to check off all goods and supplies when received by the invoices; to certify thereon the quantity and condition of the same, and to notify the superintendent or the accounting officer forthwith in case the said goods or supplies do not appear to be of the kind or the quality purchased or bargained for. In case goods are received without an invoice it shall be the duty of such store-keeper or designated person to make a memorandum bill of such goods and certify thereon, as herein required.

(Id. § 8.)

## § 7983. Monthly expense lists.

It shall be the duty of the accounting officers of the state institutions named in section one at the close of each month to make, or cause to be made, an expense list for expenses incurred during the month under appropriations for current expenses and a separate expense list for expenses incurred under appropriations for other purposes, showing the name of each person rendering service or furnishing supplies, the nature of the service rendered and at what rate, the quantity, kind, price and cost of supplies furnished, and the amount to which each person is entitled by law. Provided, that the auditor of state may in his discretion allow items of the same class amounting to less than one dollar each, except food items, to be consolidated on the expense lists as "sundries." Said expense lists shall be audited by the managing board or a committee of the same, and shall be certified by the accounting officer of each institution and a member of the managing board, to be designated by the said board, and shall be forwarded to the auditor of state by the accounting officer, not later than the eleventh day of the succeeding month.

(Id. § 9.)

## § 7984. Auditor to examine expense lists.

On receipt of such certified expense lists, the auditor of state shall examine, adjust and approve, suspend, or reject the same, and on or before the sixteenth day of each month, draw his warrants on the state treasurer for the amounts found due thereon to each institution, and no money shall be paid out of the state treasury for the use of the said institutions except on expense lists duly certified. Provided, that the auditor of state may in his discretion draw his warrants for an amount not exceeding twenty per cent. in addition to the amount of the said expense list, to be used for the immediate payment of such accounts as he may authorize to be so paid; said payments to be properly accounted for on the next monthly expense list.

(Id. § 10.)

## § 7985. Unexpended appropriations to be cancelled.

It shall be the duty of the auditor of the state, at the close of each fiscal year, to cancel all unexpended appropriations or balances of appropriations which shall have remained undrawn for the period of one year after the ex-

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piration of the year during which they became available under the law; provided, that the governor, secretary of the state and attorney general may continue such appropriations or balances in force, temporarily, on recommendation of the auditor of the state. Provided further, that nothing in this act contained shall be construed to interfere with or modify any law requiring the surplus in any fund or funds to be covered into the state treasury, at the end of any fiscal year or at any other specified time.

(Id. § 11, as amended 1893, c. 123, § 1.)

### § 7986. **Miscellaneous receipts appropriated for the use of the institutions.**

There is hereby appropriated for the use of the several institutions named in section one of this act, all of the funds paid into the state treasury from miscellaneous receipts under section five of this act.

(1889, c. 269, § 12.)

(2103)