Report Form No. 1,-10,500. BEFORE FILLING OUT THIS	5 BLANK REA	D THE	NOTES	AND I	NSTRUC	TIONS O	N THE	REVI	ERSE	SIDE,	AND SE	CTIONS 4	675, 4	677, 468	6, 4687, 40	88, 4689, 4	690 OF SCI	IOOL LAWS.				
ANNUAL STATISTICAL REPORT of the School District No. 2 of the Township of Inc Kinley																						
County of Hurry, to the Township Clerk for the Year Ending July 14, 1913. [If the district is a fractional one, write the word "fractional" after the No. and insert the name of the township in which the school house is situated.]																						
[If	the district is a	fraction ISTRIC	al one,	write the	word "fi	ACCOR	after ti	he No.	and	insert th	e name of	the townsl	hip in w	hich the	school house	is situated.]						
HAS 1	THE DISTRICT	ESTA	BLISHI	ED A LI	BRARY	BY A	VOTE .	AT A	DIST	TRICT 1	MEETING	12 HU	2/_		11900							
No. 5 years of and under that attended during the y	age 10 1chool Vo of				1	-	7	T	8	0	10	011	13	19	14	1.5	16	17				
No. of children in district 5 years of age and under 20. during the y (Omit non-reside do not count any If school was	school ear, into sand y twice, not enrolled in 7th grade, id by) No. of children in district enrolled in 7th grade, (Omit non-residents.)	No. of children in district	No. children in district between 14 and 18 years of age,	children between 14 and 18	No.	No, of da	ys' Tot	al Av	етаде	Per-	No. volumes	Total No.	No.		Value of school	Indebtedness	Total	Amount due the d in lown freasur hands:	MAT 8			
district 5 years of age and under 20. and under 20. If school was maintained, give if ment of pupils for tuition was year this district	in 7th grade.	in district enrolled in 8th grade. (Omit	between 14 and 18 years	between 14 and 18 yrs. of age that attended school during the year.	No. of non- resident pupils.	school during to year by qualifies teachers	he day atten	d ati	erage ally lend- nce.	Per- centage of attend- ance.	volumes added to district library during	Total No. of volumes in the district library,	No. of U. S. flags with staff.	No. of school houses,	If no property, fill the blank with "nome."	Indebtedness of district for which bonds have	for all purposes July 14, 1913.	Mill tax S				
	Total.	non-res- idents.)	of age,	during the year.							the year.		Bi-Bij.		with "none."			Voted ~ 8				
151 37 98 35 18	58 6	5-	29	8	9	160	341	1 8	6	77	2	80	1	1	\$2,0000	8	8	Library \$ Total 8				
NAME OF EACH QUALIFIED TEACHER EMPLOYED. No. of months									-		none				31	none	none					
(Do not include teachers of county normal training classes. If achool was not maintained give No. months school and No. pupils for whom tuition was paid.) No. months school and No. pupils for whom tuition was paid.)								ages ch or the	(In	STUDIES PERSUED. (Indicate the studies by placing a * against each that is faught.) (Give names of authora:												
miss Grace & Grewman &								CENTR	Alge	Algebra.												
The second secon							180			Arithmetic, Mincloses Civil Government, Beterman												
										Geography, Redua Grammar, metica						ay and	Hin	man				
										hography	, -		-	Pattengille of &								
										Penmanship,				6	Drugg							
										leading,				Baldwins mosters								
Total,									Agri	iculture,			Uphan									
				1	nestic Sc nestic Ar			-	-													
22. Has the district a dictionary? Has it a globe? Has it maps? Hes											Music and Drawing,											
Has it other supplies required by law?										26. Studies above eighth grade pursued in school:												
23. Is a schoolhouse to be built during ensuing year? OLD										27. No. pupils pursuing the same grown												
25. No. graduated from eighth grade during year in eighth Grade										28. No. 8th grade graduates for whom tuition was paid 29. Amount of treasurer's bond. Extends from 1/1/1 to 1/1/4 , \$ 3 0 0 0												
							T FOR	- CITE	11					(Good fo	or one term of	office.)	,					
READ THIS.—If the following	report is correct,	, the tota	als of rec	cinto and	ernondite	ree savit	bolo		a	.2 77 1		JLY 14, 1 enter each as	acce.	nder its pr	oper heading,	and to enter	no amount twi	ce. If money other	er than			
the funds of the district is advanced by a Do not foot up the columns alike unless t	ny one in paying	reacties	01 101 001	ter expens	es, it sho	uld be inc	luded in	the iten	n "Re	ceived fro	m Loans."	It is really	y money	borrowed,	and should ai	so be included	in the "Indeb	tedness" (item 18	above).			
READ THIS BE Insert nothing here the		CEIPTS		and a day		. 1 -	ollars.	1-	-						PENDITUR							
HEAD THIS—42-risert nothing here that has not come into the treature's hands; give exact smouth of each fund separately and put nothing under any need are weak the head indicates. Anone from funds in the hands of the township feature has not been, "received" by the different sales. Money remaining here taken of it; include that in "Amount doub the district" (timen I'd above), and in account should be retaken of it; include that in "Amount doub the district" (timen I'd above), and in account should be retaken of the state of the sta								Cents.	duri: The been	READ THIS.—48-The amount "pald teachers" should here show what has been actually raiduring the year, including all that was paid on balance due for previous year, and not what may still been pald out, except in least 8. Include nothing in any item are what has a ctuall been pald out, except in least 8.								aid Dollars.	Centa.			
	primary money		-			1. Paid men teachers									-							
1. Money on hand July 8, 1912.	general fund		2	45	2.	Paid we	omen teac	hers					480	00								
	library			20	48	Se	Paid for (From building and site site fund.) site site fund. See . 20 (6). buildings															
building and site									4.	Paid for	library b	ooksund.)										
2. Received from one mill tax. If not assessed, state that fact. (Mill tax belongs to general fund.)								-	5.	Paid for	indebted	ness (prine interest.)	ipal)		-			_				
3. Received from primary school interest fund						- 6	48	15	6.	Paid for		3				not maintaine	d)	101.	-			
Received from library fund (Fines from county treasurer.)								-			Form 1.)	portation o	1000	le gradua	tes			124	00			
Received from tuition of non-resident pupils. (Belongs to general fund.)									7.	Pai	l for gener	ral nurnoses	(From	general fo	und)			491	32			
6. Received from district taxes.							84	05	1	ti ii d	erest on loan acidentals, s actionary, fr	s; unusual er such as brooke textbooks building of fe	tpenses, ins, chal	such as law c, towels, supply or	suits; rent; fue sosp; census; well; record an	ind apparatus; l; janitor; clear appendages, su l account book	officers' salaries sing of school he ch as globe, m s; care and gra	s; in- ouse; inps, dine				
(building and site fund											grounds; r	outuing of fe	ry mon	nouses, rep	airs on school	buildings.	4 15		1			
7. Received from loans	[interest							-					d fund				. 60					
8. Received from all other sources.	dog tax								8.	July 14	on hand , 1913.	librar	7			820	48					
(Belongs to general fund.)	delinquent tax							-				buildi	ng and	site		\$						
	miscellaneous.						6 42							Total on hand 66. 18					1			
9. Total receipts, including moneys or	hand July 8, 19)12	***************************************				-6/	150	9.	Total es	rpenditure	s, including	amoun	t on hand	d			1161	50			
	[1	Director	K	ober	1-	Ster	vai	1-					Postoff	ice Add	ress Pr	geon	R. J.	10. 1				
Names of the Officers for the ENSU	JING year {]	Moderat	or	19		lno	der	0	1				. "	ш	Pr	geon 1	RJ.	10.1				
20 1 1 11		Treasure		ho		as	1000	0	-22	0	. (2/10	u	"	Ba	y Parl	Rel	10. 1				
30. Is physiology and h 31. Does the district fur										Laws?	.0	no				If so al	vae state sek	at year it was r	roted to			
furnish them.										rs to fur	nish book	s free to p		ldren.)		, pu	was sunt wil	year u was t				
[Officers:—Do not si	gn this report unles	s the amo	unt in the	district tre	casurer's h	ands coinci	des with t	he amou	ints in	8 Expen	-											
h Kanley	Y, That the										day of T	Jwo						, Towns	ship of			
Dated July Ferniten	th		, for 1913.	ine Schi	oot Year	next p	receding	, the	econ	ut Mon	day of J (Signe	uly, 1913. d)	of	est	Ste	word	+	n	irector.			
												- (-		9.1.	and	ersor	2		derator.			
NOTE.—The moderator and treasurer creport and must sign all reports personally	constitute an audit	ting com	mittee on	the direc	ctor's						(Appro	oved) {	I	how	as di	vilja	ng		easurer.			
report and must sign all reports personally												-							Trustee.			

BEFORE FILLING THIS BLANK STUDY THE FOLLOWING INSTRUCTIONS.

DEPARTMENT OF PUBLIC INSTRUCTION.

Lansing, Mich., April 15, 1913.

TO THE DIRECTOR.

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

"IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks

Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district. Those under 20, who are married, are to be reported wherever the husband makes his home.

Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told give an estimate. If school was not maintained, include those for whom tuition was paid by district.

Item 6.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.

Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8—Divide item 7 (total days' attendance) by item 6 (number of days' school.)

Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollment for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting," is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.

- See that your manies are absorbedy objects and solved belay. Study each item and include only what belongs to it.

 Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.

 "Total indebtedness" is a written statement of debt and includes bonds, warrants, and all outstanding obligations incurred by borrowing money.

 Do not fail to give carefully "amount due the district," that is, from township treasurer.
- Both director and treasurer must keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand and amount reported in 8 expenditures should be the same.

 8. Report carefully all interest received or accrued on school funds.

 - Item 6 expenditures "paid for tuition general," refers to districts where school has not been maintained, and it has been voted to pay tuition for children in another district.

BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers of his office, after it has been read at the annual school meeting. On the back of each of the other four banks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report the other four banks [No. 2] will be found a blank for the census list, with amidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the officers for the ensuing year. Write plainly.

POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
 - Each officer is entitled to a copy of latest school law. Write commissioner of schools.
 - All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
 - Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.

 Director must collect institute fee from teacher at time of hiring if not already paid. Sec. 4839.

 - Board should hold last month's salary of teacher until all reports are filed. Sec. 4678, 4680.

 Director should require township clerk to specify each fund as money is reported. Sec. 4703.

 Treasurer should not accept school money from township treasurer unless it is itemized so as to show to what fund it belongs.
 - 9. School board must use library (penal fine moneys) money for library purposes only. Sec. 4762.
- School board must use norary (penal line moneys) money for norary parposes only. Sec. 4762.
 Board of supervisors has no control over library or fine moneys, nor has township board.
 School board, only, votes money for teachers' wages, fuel, deficiencies, officers' salaries, repairs, furniture, tuition, library, transportation, appendages, fences, outbuildings. ec. 4674
- The people vote money for building, sites, and tuition for eighth grade graduates in excess of \$20 per pupil. Sec. 4665 and 65 of 1909.
 School board adopts textbooks. Sec. 4680.
- School board cannot open schoolhouse except for public meetings, i. e., open to everybody. Sec. 4679. Every child between 7 and 16 must attend school. Act 200, 1905, amended in 1907. The surplus of dog tax is distributed to school districts and belongs in general fund.

- All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Sec. 1197 and 1203.
- 18. School funds cannot be loaned.
- If school funds are deposited in bank and draw interest, the interest belongs to the general fund of the district. Sec. 1200.
- Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.

 When a report is returned to you for correction, do not correct it in accordance with suggestions from the Department, unless the corrections indicated are true to fact.

Respectfully.

L. L. Might-

Superintendent of Public Instruction.