

of the Township of Gake
 to the School Inspectors for the Year Ending July 10, 1905.
 the No., and insert the name of the township in which the schoolhouse is situated.]
 ING TO SECTION 4746 OF THE COMPILED LAWS.
 ARY BY A VOTE AT A DISTRICT MEETING.

8	9	10	11	12	13	14	15	16	17	
Total days' attendance	Average daily attendance	Percentage of attendance	No. volumes added to district library during the year	Total No. of volumes in the district library	No. of U. S. flags with staff	No. of school houses	Value at school property. If no property, fill the blank with "none."	Indebtedness of district for which bonds have been issued	Total Indebtedness for all purposes July 10, 1905	Amount due the district from all sources as near as known
8400	42	66	none	28	1	one	\$200.00	none	\$ none	\$ none

20	21
Total wages of each teacher for the year	STUDIES PURSUED. (Indicate the studies by placing a * against each that is taught.)
	TEXT-BOOKS USED. (Give names of authors.)

DOLLARS	CENTS
TOTAL 920 00	

Algebra	
Arithmetic	<i>W. C. Cresswell & Harpers</i>
Botany	<i>Spencer's and Wentworth's</i>
Civil Government	<i>Peterson</i>
General History	
Geography	<i>Huffman & Harpers</i>
Geometry	<i>Swinton</i>
Grammar	
Orthography	
Pennmanship	<i>Spencers</i>
Physics	
Physiology	<i>Crofton & Brandt</i>
Reading	<i>Baldwins & Harpers</i>
U. S. History	<i>McClelland and Brans</i>

- 22. Has the district a dictionary? *yes* Has it a globe? *no* Has it maps? *yes*
 Has it other supplies required by law? *yes*
- 23. Is a schoolhouse to be built during ensuing year? *yes*
- 24. Cost of same _____
- 25. No. graduated from eighth grade during year *one*

- 26. Studies above eighth grade pursued in school: _____
- 27. No. pupils pursuing the same _____

FINANCIAL REPORT FOR THE YEAR ENDING JULY 10, 1905.

READ THIS.—If the following report is correct, the totals of receipts and expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teacher or for other expenses, it should be included in the item "Received from Loans." It is really money borrowed, and should also be included in the "Indebtedness" (item 16 above). Do not foot up the columns alike unless they actually add up alike.

RECEIPTS.		EXPENDITURES.	
DOLLARS.	CENTS.	DOLLARS.	CENTS.
<small>READ THIS.—Insert nothing here that has not come into the assessor's hands; give exact amount of each fund separately and put nothing under any head save what the head indicates. Money from funds over-drawn or advanced by any person, or loaned, should be under the head "from loans." Money remaining in the hands of the township treasurer has not been "received" by the district and no account should be here taken of it; include that in "Amount due the district" (item 17 above). 2</small>		<small>READ THIS.—The amount "paid teachers" should here show what has been actually paid during the year, including all that was paid on balance due for previous year, and net total wages of the year is shown in item 20 above. Include nothing in any item save what has actually been paid out, except in item 8.</small>	
1. Money on hand September 5, 1904	947 98	1. Paid men teachers	
2. Received from one-mill tax	52 91	2. Paid women teachers	920 00
3. Received from primary school interest fund	303 45	3. Paid for { building	
4. Received from library fund (fines, penalties, etc.)		{ site	
5. Received from tuition of non-resident pupils		{ repairs	9 00
6. Received from district taxes for all purposes except one-mill tax	250 00	4. Paid for library books and care of library	
7. Received from loans		5. Paid on indebtedness (principal)	
8. Received from all other sources (dog tax, etc.) <i>Interest</i>	14 44	6. Paid interest on tax	
9. Total receipts, including moneys on hand September 5, 1904	1602 78	7. Paid for all other purposes { apparatus	1 55
		{ free text-books	
		{ fuel	26 00
		{ other incidentals	2 00
		{ insurance	
		{ janitor's salary	12 00
		{ officers' salary	
		8. Amount on hand July 10, 1905	1839 23
		9. Total expenditures, including amount on hand	1602 78

Name of the Director for the ENSUING year Robert Harrison Postoffice Address Cassville R. F. D.

- 28. Is physiology and hygiene taught in your school as provided in Section 4680 of Compiled Laws? *yes*.
- 29. Does the district furnish free text-books, according to Section 4775 of Compiled Laws? *no* If so, please state what year it was voted to furnish them? _____ (Do not confuse this law with the one authorizing school officers to furnish books free to poor children.)

I HEREBY CERTIFY, That the above is a correct report from the aforesaid District No. one, Township of Gake, for the School Year next preceding the second Monday of July, 1905.
 Dated, July 20, 1905.

(Signed) Robert Harrison Director.
 (Approved) Frank McElhoney Moderator.
Leuris G. Fitchell Treasurer.
 _____ Trustee.
 _____ Trustee.

NOTE.—The moderator and treasurer constitute an auditing committee on the director's report and must sign all reports personally.

TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the useless from their inaccuracy and incompleteness. Many districts forfeit of omissions or mistakes in reports. Report fully under each heading, and report

" IS THE SCHOOL LEGALLY (

If the district is organized under the provisions of Chapter X of the General S simply a primary school district.

STATISTICAL.

[The numbers refer to the item, correspondingly r

Item 1.—The number of children in the district 5 years of age and under 20 year does not include those who are 20—only those under 20. Read Section 4687 of Com.

Item 2.—Directors have sometimes added the total number of pupils attending 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.

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 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 enrollments 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. 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.
2. Study each item and include only what belongs to it.
3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
4. "Total indebtedness" includes bonds, warrants, and all outstanding obligations.
5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other surces.
6. Both director and treasurer should 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. Then prepare the annual financial report to the district and to the school inspectors.

BLANKS AND REPORTS.

Four blanks are forwarded to each director of a school district. On the other side of this blank the director will, immediately at the close of the school year, make out his annual report to the district, and keep the same on file with the papers of his office, after it has been read at annual school meeting. On the back of each of the other three blanks [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 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 the three copies to the township clerk before the first Monday in August. The director's report to school inspectors 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 director 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.
2. Each officer is entitled to a copy of latest school law. Write commissioner of schools.
3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
4. Boards of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
5. Director must collect institute fee from teachers at time of hiring if not already paid. Sec. 4839.
6. Boards should hold last month's salary of teacher until all reports are filed. Secs. 4678, 4680.
7. Directors should require township clerk to specify each fund as money is apportioned. Sec. 4703.
8. School boards must use library or fine moneys for library purposes. Sec. 4762.
9. Boards of supervisors have no control over library or fine moneys.
10. School boards only vote money for teachers' wages, fuel, incidentals, and deficiencies. Sec. 4674.
11. The people vote money for building, sites, repairs, furniture, library, transportation. 4665.
12. School board adopts text-books and course of study. Sec. 4680.
13. School board cannot open schoolhouse except for public meetings; i. e., open to everybody. Sec. 4679.
14. Every child between 8 and 15 must attend school. Sec. 4847.
15. The surplus of dog tax is distributed to school districts and belongs in general fund.
16. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Secs. 1197 and 1203.

Respectfully,

Patrick H. Keely,

Superintendent of Public Instruction.