

## SECOND DAY'S SESSION.

The Board convened at 8 o'clock A. M.

Present: Trustees Cobb, McLean, Millard, Paden, and Pearman.

The Committee on system of Bookkeeping submitted the following report:

### REPORT OF COMMITTEE ON ACCOUNTS.

*To the Trustees of the Illinois Industrial University:*

GENTLEMEN: Your committee to whom has been referred the revision of the system of accounts used in the business of the University, has carefully considered the subject referred to it, and reports and recommends as follows:

1. The accounts have been kept from the beginning of the University in an accurate and methodical manner, and with great fidelity. Such changes as may be recommended will be rather in detail than in principle, and are not to be construed as reflecting upon former methods or accounts. It has been thought better to restate a system than to describe amendments to one which already exists.

2. All accounts should be closed and a balance struck at the end of each year, on the first day of September, and the balance sheet be reported to the Trustees on the regular meeting held in that month.

3. The leading accounts will be those of current expenses and State appropriations. The account of State appropriations will be charged with all sums paid out from this fund by order of the Trustees, and credited with all sums received on this account from the State Treasurer. When closed, the balance, if any exists, will be carried forward to a new account.

The account of current expenses will have subordinated to it such and so many others as may be found desirable for convenience of classification, as Board expenses, salaries for instruction, fuel and lights, buildings and grounds, the several departments, the laboratories, students' fees, etc., etc. Each of these subordinate accounts will be charged with the moneys paid out on its account, and credited with the funds received for its use. For example:

	<i>Dr.</i>	<i>Cr.</i>
Salaries for instruction—		
To monthly vouchers for salaries, say .....	\$15,000	
By interest from endowment .....		\$1,000
By State appropriation .....		3,000
Balance to current expenses .....		1,000
	\$15,000	\$15,000
Chemical laboratory—		
To paid for chemicals and apparatus .....	\$1,000	
By receipts from students .....		\$600
By State appropriation, laboratory .....		500
Balance to current expenses .....	100	
	\$1,100	\$1,100

	<i>Dr.</i>	<i>Cr.</i>
Agricultural department—		
By sums received from sales, etc.....		\$17,000
To sums paid for labor, etc.....	\$15,000	
Balance to current expenses.....	2,000	
	<u>\$17,000</u>	<u>\$17,000</u>

	<i>Dr.</i>	<i>Cr.</i>
Buildings and grounds—		
To sums paid out for sundry purposes.....	\$3,500	
By State appropriation.....		\$3,000
Balance to current expenses.....		500
	<u>\$3,500</u>	<u>\$3,500</u>

When these accounts are closed to current expenses that account will stand thus:

Current expenses:	<i>Dr.</i>	<i>Cr.</i>
By balance from last year (say).....		\$7,000
By balance account chemical laboratory.....		100
By balance account agricultural department.....		2,000
To balance account salaries for instruction.....	\$1,000	
To balance account buildings and grounds.....	500	
Balance to new account.....	7,500	
	<u>\$9,100</u>	<u>\$9,100</u>

The corresponding account of State appropriations will stand thus:

State appropriations:	<i>Dr.</i>	<i>Cr.</i>
By sums received from the State Treasurer (say).....		\$7,000
To paid account salaries for instruction.....	\$3,000	
To paid account buildings and grounds.....	3,000	
Balance to new account.....	1,000	
	<u>\$7,000</u>	<u>\$7,000</u>

The balances found in this and the preceding account will, when added, equal the cash in the Treasurer's hands, exclusive of that belonging to the endowment fund, to be separately provided for.

An interest account will be kept thus:

Interest from endowment:	<i>Dr.</i>	<i>Cr.</i>
By interest — county bonds.....		\$1,000
By interest — county bonds.....		11,000
Balance to account salaries for instruction.....	\$12,000	
	<u>\$12,000</u>	<u>\$12,000</u>

This account is closed to salaries for instruction in order that it may appear that the interest from endowment is all used for this purpose, as the law requires. But if at the end of any year a balance should remain, then so much as has been paid out should be transferred to that account, and the account of interest should be closed by balance to a new account, so that none of the interest may find its way into the account of current expenses.

An endowment account may be kept thus:

Endowment account:	<i>Dr.</i>	<i>Cr.</i>
By sums received for bonds redeemed.....		\$20,000
To paid for new bonds (face).....	\$10,000	
To paid premium on bonds.....	200	
Carried to new account.....	10,000	
Balance to current expenses.....		200
	<u>\$20,200</u>	<u>\$20,200</u>

The cash (\$10,000) will be separately reported.

4. At the beginning of each half year, and at such other times as may be needful, the necessary appropriations will be made to each of the separate departments. These appropriations will carry no money into accounts. They will be listed in a suitable memorandum, and will be the authority for using so much money from a specified source, if such an expenditure should be found needful. In any case the balances carried to the general account of current expenses will never exceed the corresponding appropriations.

The memorandum of appropriations will show, as now:

Sums appropriated.	Expended.	Balances.
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The warrant book will continue to be used, as now.

5. The drawing of credit warrants, so called, by which one department is enabled to pay another department for labor, material, etc., by a transfer on the books of the Treasurer, seems to be a useful and necessary aid in keeping the accounts of any department which is transacting miscellaneous business.

An example may be found in the repair or refitting of an apartment, to be paid out of the State appropriation for buildings and grounds. If the work were done by a carpenter not belonging to the University, he would bring in his vouchers in duplicate, be paid, and the sum would be charged in the proper account. If, instead, the work were done in the University shop, as all persons would prefer, why should not the vouchers of the department be received, as in the other case, and be charged in the same account? The receipts will be credited in the accounts of the architectural department, which employs the labor and pays for the material used.

Otherwise the shop would fail to get pay for the material, etc., charged to it, or the University would be prevented from using its own facilities for its own benefit.

The purpose of this report has been to give an outline of a method, with such illustrations as will show the consistency of its parts. Further details will readily arrange themselves.

Respectfully submitted,

S. H. PEABODY,  
JOHN W. BUNN,  
S. M. MILLARD,  
*Committee.*

URBANA, ILL., March 10, 1885.

On motion of Trustee Cobb, it was resolved that the report of the Committee on Bookkeeping be received and adopted, and that the Regent and Treasurer put the same into operation as soon as the business of the University will permit.

The Executive Committee reported back the report of the committee on Nebraska lands, with the recommendation that the resolution contained therein, as well as the form of conveyance proposed, be adopted.

On motion of Trustee Paden the resolution (incorporated in the deed) was adopted and the following form of deed approved:

Contract No. .... Deed No. ....  
KNOW ALL MEN:AY THESE PRESENTS, That in pursuance of a resolution of the Board of Trustees of the Illinois Industrial University, passed March 11th, 1885, as follows:

*Resolved*, That the President of the Board of Trustees of the Illinois Industrial University is hereby authorized and directed to execute, in the name and under the seal of said Board, deeds in fee simple of lands belonging to said University in the county of Gage, and the State of Nebraska, to purchasers who have paid the full purchase price thereof, said deeds to be countersigned by the recording secretary of said Board.

THE BOARD OF TRUSTEES OF THE ILLINOIS INDUSTRIAL UNIVERSITY, in consideration of the sum of ..... dollars, to it paid by ..... of ..... and ..... of ..... the receipt of which is hereby acknowledged, doth grant, bargain, sell and convey to the said ..... and ..... the following described real estate situated in the county of Gage, and State of Nebraska, to-wit:

The ..... quarter of Section ..... Township ..... North, Range ..... East of the Sixth Principal Meridian, containing, according to the United States survey ..... acres, subject to taxes of A. D. 188... and subsequent years, intending hereby to grant and convey all the interest of the parties of the first part and of the Illinois Industrial University, acquired by virtue of a patent to the above described premises from the government of the United States, said patent being numbered .....

In Testimony Whereof, the Board of Trustees of the Illinois Industrial University has hereunto set its seal and caused these presents to be signed by its president and countersigned by its secretary, this ..... day of ..... A. D. 188...

THE BOARD OF TRUSTEES OF THE ILLINOIS INDUSTRIAL UNIVERSITY.

[L. S.] By ..... President.  
Contersigned by ..... Recording Secretary.

STATE OF ILLINOIS, }  
..... County, } ss. I, ..... do hereby certify that on this day personally appeared before me ..... who is personally known to me to be the president of the Board of Trustees of the Illinois Industrial University, described in the foregoing instrument, and acknowledged that he executed said instrument as his free act and deed, as such president, and as the free and voluntary act of the Board of Trustees of the Illinois Industrial University.

In witness whereof I have hereunto set my hand and seal this ..... day of ..... A. D. 188...

[L. S.]

On motion of Trustee McLean, the opinion of Judge Cunningham relating to the ownership of corner lot on street car track was received and placed on file.

On motion of Trustee Cobb, the subject of maintaining a waiting room, in accordance with the request of Mr. F. G. Jaques, on the above mentioned lot, was referred to the Executive Committee and Regent with power to act.

On motion of Trustee Cobb the following resolution was adopted:

WHEREAS, For the past year there has been a gradual shrinkage in the value of all kinds of produce in the markets of the country, thereby decreasing the income from the farms of this institution, and from the indications of the future there seems to be no certainty of a speedy rise in the market for farm products; therefore be it

*Resolved*, That the farm committee and heads of the agricultural and horticultural departments be and are hereby requested to make a proportionate reduction in the price of labor which may be necessary to properly carry on their several departments.

*Resolved*, That all matters of expenditure on the farms of this institution be and is hereby declared to be subject to the supervision and control of the farm committee.

The appointed time having arrived the Board proceeded to the election of officers. The following were elected for one year:

S. M. Millard, President of the Board; Prof. E. Snyder, Recording Secretary; Prof. T. J. Burrill, Corresponding Secretary.

The following were elected for two years:

S. H. Peabody, Regent; J. W. Bunn, Treasurer.

The President appointed the following standing committees:

*Executive Committee*—Millard, Cobb, Pearman.

*Farm Committee*—Pearman, Bennett, Cobb.

*Buildings and Grounds*—McLean, Follansbee, Earle.

*Finance Committee*—Bennett, Follansbee, Paden.

*Auditing Committee*—Paden, Bennett, Earle.

It was moved and carried that the bond of the Treasurer be \$100,000, to be approved by the Executive Committee and reported to the Board at the next meeting.

The following report of the Auditing Committee was read, and on motion adopted:

*To the Board of Trustees of the Illinois Industrial University:*

Your Auditing Committee would respectfully report that so much of the Business Agent's report covering the vouchers from No. 151 to 383, both inclusive, has been duly examined and found correct.

R. N. PADEN,  
E. COBB,  
J. T. PEARMAN,  
*Committee.*

The following appropriations from current funds were made for the six months ending September 1, 1885:

CURRENT APPROPRIATIONS.

Board expense.....	\$325 30
Salaries.....	
Instruction.....	16,010 00
Services.....	1,210 00
Buildings and grounds.....	50 00
Fuel and lights.....	1,000 00
Stationery and printing.....	650 00
Nebraska lands.....	100 00
Library and apparatus.....	150 00
Incidental expenses.....	200 00
Mechanical department.....	500 00
Architectural department.....	800 00
Agricultural department.....	800 00
Horticultural department.....	500 00
Chemical department.....	400 00
Military department.....	50 00
<i>Sundries</i> —	
Griggs farm.....	100 00
Physical laboratory.....	25 00
Cabinets.....	25 00
Gymnasium.....	140 00
Engraving, etc., for report.....	65 00
Library case for card catalogue.....	30 00
Drawing and photos architectural department.....	50 00
Rubber stamps engineering department.....	20 00
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	\$23,200 30

The Executive Committee submitted the following report on appointment of teacher of elocution referred to them last meeting:

*To the Board of Trustees Illinois Industrial University:*

Your Executive Committee have appointed Prof. Wm. Carnes to be instructor in elocution for the current term at a salary of \$25 per week. Some arrangement will need to be made for the next term, and the authority for further action be continued in the committee.

Respectfully submitted,

S. M. MILLARD,  
J. T. PEARMAN,

*Committee.*

The report was received and approved, and authority given to the committee to re-engage Prof. Wm. Carnes for the next term.

On motion of Trustee McLean \$50 was appropriated to make sidewalk of cinders to front gate, as recommended by the Regent.

On motion, the account of the Regent for expenses to Springfield, in attendance on appropriation committees of the Legislature, amounting to \$25.30, was allowed.

The request of the Regent relating to the return of goods exhibited at the New Orleans exposition, was referred to the Executive Committee, with power to act.

The following report from the Executive Committee was read and, on motion, adopted:

*To the Board of Trustees of the Illinois Industrial University:*

Your Executive Committee, to whom was referred the report of the Committee on Nebraska Lands in relation to the account of Burnham, Trevitt & Mattis, would recommend that the report be received and its recommendation approved.

S. M. MILLARD,  
EMORY COBB,  
J. T. PEARMAN,

*Committee.*

On motion, the inventory referred to in the Regent's report, and now submitted, was approved and ordered filed:

Department.	Articles enumerated.	Articles estimated.	Total.
Physical Laboratory.....	\$5,441 72	\$100 00	\$5,541 72
Art Gallery .....	3,084 10	.....	3,084 10
Botanical.....	2,145 85	2,700 00	4,845 85
Natural History Museum.....	6,430 00	1,600 00	8,030 00
Mechanical Engineering.....	9,685 79	1,044 36	10,730 15
Military and Gymnasium.....	7,748 25	251 75	8,000 00
Agricultural.....	2,170 80	15,260 00	17,430 80
Architectural.....	2,759 50	650 00	3,409 50
Civil Engineering.....	2,689 50	100 00	2,789 50
Chemical.....	737 85	15,000 00	15,737 85
Art and Design.....	586 06	.....	586 06
Library.....	28,520 90	.....	28,520 90
Blue Printing Laboratory.....	.....	100 00	100 00
Furniture.....	.....	3,500 00	3,500 00
Heating apparatus.....	.....	23,000 00	23,000 00
Total inventory.....	.....	.....	\$135,306 43
Belonging to the United States.....	.....	.....	7,748 25
Total belonging to University.....	.....	.....	\$127,658 18

The Auditing Committee submitted the following report:

*To the Board of Trustees of the Illinois Industrial University:*

Your Auditing Committee, to whom was referred the report of the Treasurer and Business Agent, beg leave to report that we have examined said reports and find the same correct. We have also examined and compared the books of the Treasurer with the warrants drawn upon him for the past two years, beginning March, 1883, with Nos. 348 to 667 to September 1, and Nos. 1 to 795 up to September 1, 1884, and Nos. 1 to 383 up to March 1, 1885, and found all to be in order and correct. The warrants have been cancelled and left in the hands of the Treasurer.

R. N. PADEN,  
J. T. PEARMAN,  
EMORY COBB,

*Committee.*

On motion of Trustee McLean, the Board then adjourned.

E. SNYDER,

*Secretary.*

S. M. MILLARD,

*President.*