

a statement of the months operations with the proper vouchers, who shall approve or reject said accounts, and if necessary, inquire into the subject matter. They shall also report to the Board of Directors any misconduct of any officer of the house, in reference to its commercial, financial or manufacturing affairs; and in their receipts and disbursements, shall observe the following directions, viz:

Each note to be endorsed by the clerk as heretofore, but for the future to be endorsed also by the agents, or either of them in countersign before the same may be negotiated.

The agents or either of them, at the time of such endorsement, to see that each note is properly entered in the bill book, and then to note in a column prepared for the purpose, or otherwise, the act of endorsement.

The clerk to pay all debts due by the institution, as heretofore, under check of the agents, as follows:

Bank checks to be filled up in the handwriting of the clerk and signed by him; to be countersigned by the agents, or either of them; and further, the parties making the countersign to affix in each case, a like signature to the margin of the check book, corresponding with the check countersigned.

Notes payable, to be countersigned in the same manner, and so also as to the margin of the Note book, but

Drafts from creditors of the institution, in lieu of being drawn upon the clerk as heretofore, and accepted by him alone, to be drawn upon the Maryland Penitentiary and accepted by the clerk and agents, or either of them, jointly.

Notes and drafts to be entered in the Bill book under the same regulations as that above suggested for the entry of notes receivable.

ARTICLE 3.

CLERK.

It shall be the duty of the clerk to keep the books of account, and of all the transactions of the institution, and record the minutes of proceedings of the Board of Directors. He shall present at the monthly meetings of the Board, a summary account of all the transactions of the institution, showing the amount of active capital, cash and bills receivable and payable, the checks drawn and for what purpose—all monies paid and on what account: which shall be examined and countersigned by the agents. He shall attend daily at the prison during the usual business hours, unless excused by the agents, or monthly committee, or Board of Directors. He shall not interfere with the police of the prison or the prisoners. He must see that the accounts of the different apartments are properly kept, and at the monthly meetings, present them to the Board. He shall keep a re-