

123. He shall make an exact copy in the Day Book of every account paid by the Penitentiary, and shall accurately analyze the same under proper heads of service on the Journal side. He shall in the same way enter all articles sold for the benefit of the Institution, as also articles manufactured within the prison for parties outside. He shall receive all moneys paid therefor.

124. He shall examine the Time Book of the Trade Instructors, Keepers and Guards, weekly, to see that they are correctly kept, and shall charge in a book to be kept for the purpose, the amount of convict labour expended upon any alteration, improvement, repair, or addition to any of the buildings, works, machinery, drains or property of the Penitentiary, or any labour expended on the Farm, distinguishing capital from expense account, so that the precise value of convict labour, used in every single undertaking, may be ascertained and preserved.

125. Under the directions of the Warden he shall be responsible for the safe keeping and orderly arrangement of all the accounts, vouchers, bills and other documents of every kind confided to him, as well as of all books of account and other books recording the money transactions of the Prison.

126. He shall make out all money statements, and statements of account of every kind, at such times, as may be required by the Directors or the Warden.

127. He shall be diligent in collecting all debts due to the Penitentiary, and he shall lay before the Directors at every quarterly meeting, a list of all then outstanding.

128. The Accountant shall make up as at 31st December in every year, all statements relating to the finance of the Penitentiary for the previous year.

129. He shall make up an estimate of the expense of the Prison, for the ensuing year, under every head of expenditure separately.

STOREKEEPER.

130. The Storekeeper shall attend at the Prison from nine o'clock in the morning until five o'clock in the afternoon, unless he shall be on business of the Penitentiary elsewhere, of which he shall notify the Warden or Deputy Warden before leaving the Prison.

131. He shall make such purchases of goods, wares and supplies required for the Penitentiary and Asylum, as the Warden may direct, and shall have the care, custody and protection of all such goods, wares and supplies, until they are sent to the Asylum or issued for actual consumption.

132. He shall purchase no article on account of the Penitentiary or Asylum, except upon a requisition signed by the officer for whose department the article is required, and countersigned by the Warden as approving.

133. In order that a strict system of economy may be ensured, and enforced in every branch of the Penitentiary service, it shall be the duty of the Storekeeper, before submitting any requisition to the Warden for the purchase of any article mentioned in a requisition, to ascertain by inspection the balance in the hands of the officer making the requisition, and should