

(3.) He shall frequently visit the several departments of the Institution, and shall notify the Principal, for the information of the Inspector, of any defective sanitary arrangements, whether in respect to drainage, ventilation, insufficiency of clothing or bedding, the quality of the provisions, or any other defect which, in his opinion, may prejudice the health of the pupils.

(4.) He shall keep a record, in a book to be opened for that purpose, of all the pupils, officers and others whom he may visit in the Institution in his professional capacity, giving the dates of such visit, the nature of the disease or ailment, and the prescriptions made by him.

(5.) He shall make annually, or oftener if required, a report to the Inspector of the sanitary condition of the Institution, with such recommendation as he may deem necessary for the preservation of the health of the pupils.

DUTIES OF BURSAR.

18. The Bursar shall keep an inventory of all the furniture, household goods, farm stock, implements and chattels of the Institution, and of the additions made thereto, from time to time, in a book to be kept for that purpose, and shall report to the Inspector such things as may be required, and shall take care that any articles, of whatever description, in his charge, when worn out or rendered unfit for use, are returned into store and duly accounted for.

(2.) He shall keep exact accounts of all receipts and expenditures in the books of the Institution in the maner prescribed by the Inspector, and shall prepare monthly statements of such receipts and expenditures, with all accounts and vouchers, and shall forward the same to the Treasurer of the Province, or such official as the Treasurer shall direct, for settlement.

(3.) He shall see that the farm, garden and grounds are well and neatly kept, and shall have general charge of the same.

(4.) He shall see that the buildings, including the barns, stables and other out-houses, as well as the fences, are kept in a good state of repair. He shall also have charge of vehicles and farm implements, and stock, and it shall be his duty to see that all the live stock is properly fed and taken care of.

(5.) He shall superintend and direct the employees engaged at work on the farm or garden, or any other part of the grounds, and shall act in accordance with the directions and advice of the Inspector.

(6.) The Bursar shall also act as accountant and storekeeper, and under the direction of the Inspector, shall purchase and keep all the stores and supplies (other than books and educational appliances and apparatus, which shall be purchased and be under the