

2. He shall keep in books, provided for that purpose, an account of all stores brought into the Hospital—and shall not deliver any stores under his charge, unless on a requisition from the Matron, entered by her in a book provided for the purpose.

3. He shall keep pass books into which shall be entered all articles purchased from those tradesmen with whom the Committee of Management may open accounts; and for all other articles, he shall obtain bills of parcels; all of which he shall lay before the Committee of Management at each of their meetings.

4. He shall keep an account of the moneys due by the pay-patients, and collect the same.

5. He shall present to the Committee of Management, every three months, or oftener, if required, a statement of his accounts and shall show his books when required.

6. He shall give timely notice, in writing, to the Committee of Management, when any of the stores are nearly expended.

7. He shall immediately on the admission of a patient, take an inventory, in a book to be kept for that purpose, of his or her clothes and other effects—shall order the clothes to be purified, if necessary—and shall be accountable for the safe delivery of the same to the patient on leaving the Hospital, or in case of death, to any person whom the Committee of Management shall authorise to receive the same. Provided, that if the clothes of any patient be in such a state as to render it necessary that they should be burned, it shall be done, if sanctioned by the attending Medical Officer.

8. He shall keep, in a book for the purpose, an account of the servants' time and wages, and pay the same when ordered by the Committee of Management.

9. It shall be his duty to take care that every part of the premises, without the Hospital, be kept in proper order.

10. He shall keep the keys of the outer doors and gates, and lock them at 10 o'clock, P. M., and open them at 6, A. M., from the first of May to the first of November, and lock them at 8, P. M., and open them at 7, A. M., during the rest of the year; unless ordered otherwise by the Committee of Management, or in case of emergency, for the service of the patients.

11. He shall report, to the Committee of Management, any misconduct or irregularity that may come under his notice.

12. He shall write the minutes, &c., of the Committee of Management when required.

13. He shall hang up in the Hall of the Hospital, the names of the weekly visiting Governors, and shall on the Saturday preceding their week of attendance, give them notice thereof by letter.

14. He shall lay his books of accounts on the table in the Committee Room at all meetings of the Governors.

15. As soon as the body of a patient, dying in the Hospital, is