

MAINE STATE LEGISLATURE

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MAINE PUBLIC DOCUMENTS

1950-52

(in three volumes)

VOLUME I

5

Thirty - Third Report

OF THE

State Auditor



STATE OF MAINE

FOR PERIOD

July 1, 1951 - - June 30, 1952

FRED M. BERRY
STATE AUDITOR

STATE OF MAINE

Thirty-Third Report

Of The

State Auditor



For Period

JULY 1, 1951 to JUNE 30, 1952

FRED M. BERRY

State Auditor

*State Auditors
and
Terms Of Office*

1907 - 1910	Charles P. Hatch	Portland
1911 - 1912	Lamont A. Stevens	Wells
1913 - 1914	Timothy F. Callahan	Lewiston
1915 - 1916	J. Edward Sullivan	Bangor
1917 - 1921	Roy L. Wardwell	Augusta
1922 - 1940	Elbert D. Hayford	Farmingdale
1940 - 1944	William D. Hayes	Bangor
1945 -	Fred M. Berry	Augusta

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FRED M. BERRY
STATE AUDITOR



STATE OF MAINE
State Department of Audit
Augusta

December 17, 1952

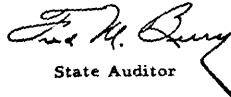
The Honorable Frederick G. Payne
Governor of Maine
Members of the Ninety-fifth Legislature

In accordance with the provisions of Chapter 16, Revised Statutes of 1944, and amendments thereto, it is my pleasure to submit the annual report of the State Auditor for the fiscal year ended June 30, 1952.

You will note that certain changes have been made this year in our reporting presentation including the innovation of reviewing recommendations in previous years' audit reports. This report also deals with the major funds and their operations rather than departmental activities as has been the custom in the past. It is believed that the audit report forthcoming from Ernst & Ernst, independent auditors, will cover many of the departmental activities. Therefore, duplication will be avoided by this change.

In our work, procedures applicable to governmental auditing have been applied to the extent believed necessary in order to discharge our duties under the letter and spirit of the statutes, and I trust the report will prove of value to the taxpayers of Maine. I am happy to certify that it reflects to the best of my knowledge and belief, true statements of the State's financial affairs. Our work could not have been accomplished without the splendid cooperation which has been received from you, the department heads, and the very faithful employees of the Department of Audit.

Respectfully submitted,


State Auditor

Annual Report
State Department of Audit
Fiscal Year 1951-52

During the past several years, the policy of the State Auditor has been to render an annual report to the Governor and Legislature which included recommendations and remarks concerning the financial status of the State and general comments relative to the financial activities of the larger State departments and institutions. The departmental and institutional reporting will be eliminated this year due to an innovation which reviews all of the recommendations of the department since the fiscal year 1944-45.

It is believed the inclusion of this material will be of particular benefit inasmuch as a study of these recommendations indicates that, while a large number of the recommendations made were adopted, some have not received the full interest that is believed these recommendations should hold. While it is readily understood that it is practically impossible to expect all recommendations to be accepted, nevertheless, it seems desirable that a higher percentage should be reached in the interest of a stronger fiscal control than the State presently enjoys.

The information regarding past years' recommendations discloses the benefits which the State has realized over the years and the cooperation that has been extended by the State officials who have made these benefits possible. It is urged that all of the recommendations or suggestions which have not received favorable consideration in the past be again reviewed by the responsible officials.

STATE OF MAINE FINANCIAL STATUS

The State of Maine financial status is sound. The cash position is strong and the bonded debt of the State was reduced by \$1,419,000.00 during the year. This brings the bonded debt of the State to a low of \$5,554,500.00 which has not been equaled since 1919.

Budget-wise, the State is in an enviable position, for its two major funds closed in the black. The general fund shows an operational gain of \$5,923,446.11 for the year and the highway fund reflects a similar gain of \$986,005.83. These results are indicative of good management and bring out clearly the value of a strong budgetary system under which the State of Maine presently operates.

Accounting-wise, the State may expect improvements. Particular attention should be directed to the preparation of the "Condensed Summary of Financial Statements" which is publicly released by the State Controller each year. This matter has received the interest of the present Governor and a conference was held between the Governor, Commissioner of Finance, a representative of Ernst & Ernst, certified public accountants, and the State Auditor. It is hoped that the outcome of this conference will be the development of financial statements in future years which may be better understood by the average financial reader.

At the year end, the amount of demand, time deposits and petty cash totaled \$13,280,859.16, while securities in the custody of the State Treasurer reflected a book value of \$29,060,026.06. Both cash and securities were verified by the Department of Audit, the cash by letters received directly from the various banks and trust companies, and the securities by physical count and inspection.

The "Reserves" of the State are well funded and may be classified as expendable and nonexpendable reserves.

Expendable reserves amounted to \$50,877,134.26 at the year end, the greater part representing the Unemployment Benefit Fund. This fund shows a balance of \$39,766,456.32 most of which is on deposit with the Federal Government. The balance of the expendable reserves is comprised chiefly of funds carried forward from year to year by law for specific purposes only.

Nonexpendable reserves amounted to \$19,941,669.21 and consist of items such as trust and guarantee funds, the principals of which cannot be expended for any purpose.

RECOMMENDATIONS

During the fiscal year, suggestions which have not been covered in past years' reports have been initiated and are presented for the careful consideration of the officials concerned:

The Commissioner of Finance should undertake a study to determine to what extent the State of Maine may extend credit. There are several State departments which offer credit for services rendered or materials sold. It is doubtful if this privilege, which has been in effect for many years, should be continued without benefit of legislative authority.

The State Controller should extend every effort to strengthen the financial reporting and accounting practices of the State. While the present fiscal policies are basically sound, nevertheless, certain improvements in procedures and classification of accounts may be expected following industrious study. Perhaps this could be accomplished best through a system survey by accounting specialists.

During the past four years, Governor Payne has formulated a strong policy of dealing with the individual audit reports pertaining to State departments and institutions. The Governor has requested all department heads to explain the action which would be taken in regard to the suggestions offered in these reports. This policy has proved very effective and should be considered by succeeding governors.

In 1945, the legislature amended a law relating to "Expense Accounts of State Officers." The law originally required state and county officers to make oath and itemize their expense accounts; however, the amendment eliminated the word "state." (Chapter 10, Public Laws of 1945.) It is believed the present law should revert to its original status so that state as well as county officers will be required to make oath and itemize their expense accounts.

All allocations of money for specific projects authorized by the Governor and Council should be individually controlled accounting-wise. Usually these allocations are restricted to a maximum of spending. The present system does not provide for this control.

Consideration should be given to the present policy of insuring State properties whereby the premium is paid on a three-year basis. A change to a five-year plan would produce savings approximating four per cent.

A cost system for State institutions should be considered in order to provide profitable information regarding institutional operations. This suggestion has been brought to the attention of Governor Payne who has authorized a complete study which is now underway. Such a system is advocated by leading accounting authorities wherever costs can be measured. This type of system would also provide a closer control of supply inventories.

The establishment of an operating record for State-owned motor vehicles, similar to that utilized by the United States Department of

Agriculture — Bureau of Public Roads, would provide detailed cost data for State car operations. It is believed benefits would result by the adoption of this record.

An incentive should be provided for departments and institutions to collect their accounts receivable. Consideration should be given to the practicability of reducing appropriation accounts with the amount which may be written off as uncollectible or to supplement the appropriations with collections of the accounts receivable. Either method would tend to increase efficiency in collection practices.

A study of the several federal accounts which are administered by the State indicates the possibility of recovering or obtaining monies for retirement benefits from the Federal Government. Substantial sums of money have been paid from the general fund over the past several years as contributions to the State Retirement System for employees of federal-sponsored programs.

GENERAL FUND

Budgetary

At the close of the 1951-52 fiscal year, the general fund showed an operational gain of \$5,923,446.11 which is attributed to the following budgetary factors:

Overlay—Estimated revenue over appropriations	\$2,257,846.00
Gain in Revenue over Estimate	2,698,587.11
Lapsed Balances of Appropriation Accounts (savings)	967,013.00
Excess of Available Funds over Expenditures (operational gain)	\$5,923,446.11

The "Overlay" of \$2,257,846.00 is the result of legislative planning which forecast this amount of revenue over and above that required for estimated expenditures.

The "Gain in Revenue Over Estimate" of \$2,698,587.11 resulted principally from sales tax collections which exceeded expectations by approximately \$2,000,000.00. Other gains over estimates were: net profit from liquor operations, \$276,000.00; cigarette tax, \$196,000.00; and other miscellaneous revenues, \$225,000.00. It should be borne in mind, however, that the revenue this year included an amount of \$5,500,000.00 representing State tax on cities and towns, which will not be assessed in future years. This tax will be replaced by the sales

tax revenue which was enacted into law by the last session of legislature.

Lapsed balances from appropriation accounts represent savings of the State departments and institutions, i. e., their operational costs were less than estimated by the legislature. Therefore, an amount of \$967,013.00 was turned back to the State's unappropriated surplus.

Operational

An analysis of the figures reported by the Controller in his "Condensed Summary of Financial Statements" showed total revenues to be \$46,078,766.00, an increase of \$11,800,000.00 over the previous year. This increase was due principally to the sales tax which produced \$11,200,000.00 this year.

Expenditures were shown as \$38,820,427.00, an increase of \$3,000,000.00 over the previous year. The major items contributing to the increase were educational and institutional services of \$1,100,000.00 and \$470,000.00 respectively.

The general fund unappropriated surplus account as reported by the Controller shows a net increase of \$5,911,675.00 for the year. The principal factors contributing to this increase are as follows:

Net Increase from General Fund Operations	\$5,863,973.00
Adjustments of Prior Years	27,075.00
Working Capital Adjustments (net)	20,627.00
Total Increase	<u><u>\$5,911,675.00</u></u>

Audit

Audits of the State departments and institutions are in progress but complete audits of all general fund activities will not be finished until a later date. However, an analysis has been made of the figures reported by the State Controller in the "Condensed Summary of Financial Statements" which was publicly released in August, 1952. The following tabulation shows the differences which are taken into account by the State Auditor in his reporting of the financial statements of the general fund.

Prior to making comment of the differences noted in our fund analyses, the following explanation appears advisable. It is easily understood that individuals concerned with accounting principles and

procedures many times are at variance as to the method of handling certain basic accounting principles which, regardless of their handling, comes to the same basic conclusions provided errors and omissions are eliminated. The comparisons that are set forth under the following sections merely indicate the accounting approach this department has taken to reflect the financial operations of the State. We believe our presentation sets forth the financial status of the State funds in a clear and concise manner and hope the data will prove of value to the State's fiscal officers.

	<u>Controller</u>	<u>Auditor</u>	<u>Increase (Decrease)</u>
Revenue	\$46,078,765.98	\$47,449,287.35	\$ 1,370,521.37
Expenditures	38,820,427.16	39,820,877.96	1,000,450.80
Assets	17,207,690.32	17,541,884.11	334,193.79
Liabilities	1,759,478.29	2,095,523.95	336,045.66
Reserves	8,933,943.90	3,135,922.96	(5,798,020.94)
Appropriated Surplus		5,797,016.87	5,797,016.87
Unappropriated Surplus	6,514,268.13	6,513,420.33	(847.80)

These differences are more detailed in the reconciliation statements which are incorporated elsewhere in this report.

The revenue figures as reported by the Controller have been increased by \$1,370,521.37. This is due principally to the fact that the Controller included the net revenue from the sale of liquor in his report, while the Auditor reports the gross revenue from liquor sales. By law the net revenue must be credited to the general fund. The Controller's presentation, however, does not include \$1,292,043.34 in earned liquor revenue which was used to pay for operating expenses. It is believed this revenue which finances liquor operations should be reflected in the statement of operations of the general fund and for that reason the figures are included in the Auditor's report.

The revenue figures have also been increased by \$121,907.00, this amount representing other items which the Controller reported as net revenue. Of this amount \$57,907.20 represents reserves which have been established for doubtful and uncollectible accounts receivable. It is understandable that such receivable items as may be current revenue and doubtful of collection should be adjusted in the current year to permit sound appraisal. However, items pertaining to prior years' operations should be adjusted through a surplus account rather than to be deducted from current revenue. The practice as followed tends to distort accurate reporting and makes comparisons very confusing.

Also, an amount of \$62,817.30 has been deducted from current revenue for railroad and telegraph taxes paid to municipalities. Chapter 14, Section 121, Revised Statutes of 1944, provides for the apportionment of this tax to cities and towns. Therefore, it is believed the operating statement should reflect this payment. Furthermore, by following this practice it will permit full accountability of the taxes collected from railroad and telegraph companies.

In the Controller's revenue is an amount of \$43,428.97 which represents transfers. These items are appropriations made by the legislature for specific purposes; therefore, they have been excluded as a revenue item in the Auditor's fiscal presentation.

Expenditures as reported by the Controller have been adjusted by \$1,000,450.80. For the most part this is due to the inclusion of liquor administrative costs of \$1,292,043.34 being considered as a general fund activity. Other additions to the Controller's expense figures are expenditures from appropriations from surplus of \$106,055.72 and railroad and telegraph tax payments to cities and towns in the amount of \$62,817.30. Deductions from the expenditure figure amount to \$461,922.30, of which \$460,444.50 represents inter-fund transfers. These transfers are legislative appropriations for specific purposes.

The assets of the general fund have been increased by \$334,193.79. The principal reason for the increase is the inclusion by the State Auditor of the total assets of the State Liquor Commission. The Controller reports \$3,000,000.00 as other assets, this amount representing a working capital advance for liquor operations, while the State Auditor reports the total assets of the Liquor Commission amounting to \$3,330,928.84. The complete reporting by the Controller of the assets and liabilities of the State Liquor Commission is under public service enterprises fund.

The large differences noted in the Reserves and Appropriated Surplus accounts are compensatory. It is believed, however, the following items should more properly be classified as appropriated surplus:

Working Capital	\$3,509,906.80
Operating Capital—general fund	2,000,000.00
Maine State Office Building Advance	287,110.07
Total	<u>\$5,797,016.87</u>

It is suggested that the adjustments which have been made to the balance sheet and operating accounts should be studied by the State's fiscal officers so that such changes as are deemed desirable may be incorporated in the next year's "Condensed Summary of Financial Statements" as published by the State Controller. The more exacting and complete a report of this kind can be, the more informative it will be to the general public.

HIGHWAY FUND

Budgetary

The highway fund of the State showed an operational gain of \$986,005.83 for the year ended June 30, 1952, and the budgetary factors contributing to this gain are:

Overlay—Estimated revenue over appropriations	\$ 32,000.00
Gain in Revenue over Estimate	863,857.06
Lapsed Balances of Legislative Appropriation	
Accounts (savings)	90,148.77
	<hr/>
Excess of Available funds over Expenditures	
(operational gain)	<u>\$986,005.83</u>

The gain in revenue over estimates of \$863,857.06 is due principally to gains in the gasoline tax and motor vehicle accounts in the amounts of \$285,000.00 and \$356,000.00 respectively. Lesser gains were noted in several other accounts to make up the difference.

The lapsed balances of legislative appropriations shown as \$90,148.77 represent savings in the legislative program. Also reflected in the highway fund were additional balances of \$174,908.59, representing unspent monies in accounts to which surplus transfers had been made by authority of the State Highway Commission with approval of the Governor and Council. Therefore, rather than to show this amount of money as an operational gain or lapsed balance, it was deemed advisable to re-transfer this amount to surplus. A similar accounting practice is followed in the general fund by transferring to the State contingent account unspent monies of certain allocations made by the Governor and Council.

Operational

Revenue as reflected on the records of the State Controller is \$26,832,990.00, an increase of \$1,252,784.00 over the preceding year. The increase is due principally to additional gas tax revenue of \$671,721.00 and additional revenue from cities and towns of \$362,359.00.

Expenditures totaled \$25,665,878.00 which reflected an increase over the previous year of \$836,995.00. The increase is due chiefly to greater costs for snow removal and sanding to the extent of \$938,155.00.

The highway fund unappropriated surplus account as reported by the Controller shows a net reduction of \$372,141.22 for the year. This is due to several factors, more particularly the apportionments of \$1,370,671.49 from surplus by the Highway Commission, said apportionments being for highway activities. Of this amount, however, \$174,908.59 was returned to the surplus account at the year end in the form of lapsed balances. The factors contributing to the decrease in surplus are as follows:

Apportionment from Surplus (net)	(\$1,195,762.00)
Working Capital Advances (net)	(45,000.00)
Prior Years' Adjustments	(86,020.00)
Net Increase from Highway Fund Operations	954,641.00
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Net Reduction in Surplus	(\$ 372,141.00)
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Audit

A complete audit of the fiscal transactions of the highway fund has not been made at this time. However, an analysis of the figures reported by the Controller in the "Condensed Summary of Financial Statements," reveals that several adjustments are necessary to report more accurately the financial operations of this fund. The following tabulation shows the differences which have been taken into account and reflected in the financial statements of the State Auditor:

	Controller	Auditor	Increase (Decrease)
	<hr/>	<hr/>	
Revenue	\$26,832,990.67	\$26,665,394.18	\$ (167,596.49)
Expenditures	25,665,879.18	25,204,882.20	(460,996.96)
Assets	13,696,803.20	13,238,898.60	(457,904.60)
Liabilities	4,408,790.03	4,444,038.51	35,248.48
Reserves	7,239,753.13	4,928,872.47	(2,310,880.66)
Appropriated Surplus		1,837,500.00	1,837,500.00
Unappropriated Surplus	2,048,260.04	2,028,487.62	(19,772.42)

These differences are summarized in a reconciliation statement which is incorporated elsewhere in this report.

In the revenue figure of the Controller is an interfund transfer totaling \$85,857.00 representing an appropriation to finance State Police activities. This amount has been eliminated in the Auditor's

fiscal presentation as well as an amount of \$81,739.49 which represents licenses and fees collected by the Public Utilities Commission for "Control Over Trucking." The latter account is in the category of a special revenue fund rather than a highway activity and is so reported in the Auditor's presentation.

Expenditures as reported by the Controller have been increased \$34,968.52 which represents for the most part monies due other funds for services rendered. Expenditures have been decreased \$495,965.50 of which \$65,431.11 represents accounts payable of the previous year and liquidated in the current year. Also deducted were expenditures of \$363,040.10 representing payments on account of the new Bangor-Brewer and Fore River bridges and preliminary engineering of State highways. These payments were financed by a loan from surplus pending receipt of bond money for these purposes. For this reason, these payments have been treated as deferred charges in order to reflect more appropriately the status of the highway surplus and operating expenditures. Other deductions include interfund transfers totaling \$11,000.00 and reclassification of expenditures totaling \$56,494.29 for "Control Over Trucking" as a special revenue fund activity rather than a highway operation.

The assets of the highway fund have been decreased by \$457,904.60 which is due principally to three major factors.

Deduction of assets has been made in the amounts of \$745,000.00 and \$76,530.00 to eliminate working capital advances to the Highway Garage and to classify funds representing "Control Over Trucking" of the Public Utilities Commission as a special revenue fund. The first item has been eliminated from the highway fund to conform with the requirements of Council Order No. 311, dated June 25, 1952, which stipulates that—"All working capital advances in the past be made permanent."—Therefore, it is our opinion that working capital advances which have been made to the Highway Garage are not expected to be returned to the highway fund, consequently, they should not be listed as an asset in the highway fund. Accounting of this item, however, will show in the Highway Garage working capital account. The second item of \$76,530.00 represents a transfer between funds. It is believed the balance in the "Control Over Trucking" account should more properly be reflected as a special revenue fund account rather than a highway operation.

An addition to the highway fund assets has been made in the amount of \$363,040.10 representing deferred charges which have been

established for the expenditures on the Fore River and Bangor-Brewer bridges and preliminary engineering of State highways. These charges will become operating expenses when bond monies are available to finance these special highway projects.

The liabilities of the highway fund have been increased \$35,248.48 which represents monies due to other funds for services rendered. The other funds involved have taken this item into account as an asset, classified as Due From Other Funds.

The major differences noted between the Reserves and Appropriated Surplus accounts are compensatory. Working capital advances for specific projects have been treated as a segregation of surplus rather than a reserve. The items involved are:

Working Capital	\$ 37,500.00
Augusta Toll Bridge Advance	1,140,000.00
Deer Isle-Sedgwick Bridge Advance	75,000.00
Special Highway Projects (loan in anticipation of bond issues)	585,000.00
Total	<u><u>\$1,837,500.00</u></u>

A net adjustment of \$19,772.42 has been made in the unappropriated surplus account and is due to certain accounts receivable and payable items not having been set up at the year end.

It is suggested that the State's fiscal officers review the various adjustments which have been made in the audit presentation of the highway fund to determine the advisability of making such changes as may be desirable in the next reporting of the State Controller's "Condensed Summary of Financial Statements."

ALL OTHER FUNDS

Funds maintained in the accounting structure of the State, other than the two major operating funds, the general and highway funds, are classified as follows and for the purpose of this report will be dealt with as "All Other Funds":

Maine Employment Security Fund
Special Revenue Funds
Working Capital Funds

Bond Fund
Public Service Enterprises
Trust and Agency Funds

Budgetary

Funds in these categories are not financed by legislative appropriations but by fees and other types of revenue which make them self-supporting activities. Budgetary control is maintained to the extent that expenditures are not permitted to exceed the amount of available funds.

Operational

An analysis of the figures reported by the State Controller in the "Condensed Summary of Financial Statements" shows total revenues and expenditures of "Other Special Revenue Funds" to be \$5,991,344.00 and \$5,343,526.00 respectively. These figures include fiscal operations of the Special Revenue Fund and the Administration Account of the Maine Employment Security Fund. Some of the major accounts reported under the category of special funds are:

Inland Fisheries and Game	Certification of Seed
Shipping Point Inspection	Potato Tax
Sardine Development Tax	Maine Forestry District Tax
Examining Boards	Special Federal Activities

Revenues show a net increase of approximately \$866,500.00 over the previous year and this may be attributed principally to increased revenue in hunting and fishing licenses of \$117,000.00 and sardine development tax revenue of approximately \$417,000.00.

Expenditures increased \$331,100.00 which is due principally to the new program for publicizing and marketing sardines under special legislative act.

The figures of the Controller do not include fiscal operations of the working capital, bond, and public service enterprises funds. Included in these categories would be the operations of the State Liquor Commission, toll bridges, and the State airport. All of these activities are of prime concern and it is believed they should be reflected in a public report of this kind.

Audit

A complete examination of the accounts classified as "All Other Funds" will not be concluded until a later date. An analysis of the figures as presented by the Controller, however, reveals several adjustments are required to report the fiscal operations of these funds on a more informative basis. The following tabulation reflects the differences which have been taken into consideration by the State

Auditor in the reporting of the financial statements for "All Other Funds":

	Controller	Auditor	Increase (Decrease)
Revenue	*\$ 5,991,343.93	\$ 8,650,887.25	\$ 2,659,543.32
Expenditures	* 5,343,525.53	7,705,068.94	2,361,543.41
Assets	74,221,734.47	70,973,201.97	(3,248,532.50)
Liabilities	3,368,523.02	3,312,037.44	(56,485.58)
Reserves	62,796,847.44	62,754,008.04	(42,839.40)
Appropriated Surplus	6,937,517.65	3,937,517.65	(3,000,000.00)
Unappropriated Surplus	1,118,846.36	969,638.84	(149,207.52)

*Special Revenue Funds Only

The principal reason for the wide variances noted between the reporting of the financial statements of the Controller and Auditor is the inclusion of the fiscal operations pertaining to several funds which are not reflected in the "Comparative Statement of Revenues and Expenditures" of the Controller. The Auditor's statements reflect the fiscal operations of the Augusta State airport, toll bridges, institutional farms, highway garage, departmental garage, prison industries, and other miscellaneous accounts. It is believed a more comprehensive financial presentation results by the inclusion of these operating revenues and expenditures. Other adjustments which have been made are the elimination of transfers from revenues totaling \$71,587.50 and miscellaneous adjustments amounting to \$3,055.07. Similar adjustments have been made in the classification of expenditures by deducting transfers amounting to \$34,516.92, plus miscellaneous adjustments of \$50.63.

The principal reason for the large differences noted in the balance sheet accounts; i.e., assets, liabilities, reserves and surplus, is due to the fact that the Controller has listed the assets and liabilities of the Liquor Commission as part of the Public Service Enterprises Fund, whereas in the Auditor's financial statements the Liquor Commission operations are reflected as part of the general fund.

All of the noted adjustments between the report of the Controller and Auditor are more fully detailed in the reconciliation statements which may be found elsewhere in this report.

ACCOUNTING PRACTICES REVIEWED

Encumbrances

The present system of accounting for encumbrances deserves study to determine if savings in labor and money may not result if

modification of the present system is attained. While it is generally recognized that a detailed encumbrance system has advantages, it must also be realized that it may have disadvantages unless it is carefully and practically administered.

The amount of work involved under the present system of encumbering purchase orders, salaries, and other items of expense is great. A study should be made to determine whether day-to-day encumbering is feasible when perhaps a modified plan would work as well. The law prohibits department heads from overexpending their appropriations and a severe penalty may be imposed if this is done. This law far exceeds the value of the day-to-day encumbrance procedure. Also, it would appear that the strong quarterly allotment system, now in use is more than sufficient, if supplemented by an encumbrance listing by departments and institutions at the end of each quarter. Certainly it would alleviate to a considerable extent much of the work now required.

Another factor deserving of study is the carrying forward of balances as encumbrances for use in the succeeding year. This practice may be perfectly proper in certain instances; however, these balances should not include items of expense when the appropriation of a succeeding year takes them into account. Furthermore, balances should not be encumbered because it is determined near the end of the year that available funds will exceed the current year's budget requirements. These conditions exist and tend to increase the cost of governmental operations.

The following statistics indicate a trend and unless corrective action is taken the State's surplus will be less and less as the years go on.

	Encumbered Balances Carried Forward	Lapsed Balances
	(Controller)	(Auditor)
1947	\$ 96,974.99	\$378,465.84
1948	135,177.63	489,347.60
1949	55,684.81	209,553.26
1950	486,612.17	335,277.13
1951	534,181.74	466,303.13
1952	920,186.15	967,013.00

In the last three years, since the encumbrance system has had its start, it is interesting to note from the above statistics that the encumbered balances have increased 575 per cent over the previous

three years while lapsed balances or savings from appropriation accounts have increased only 68 per cent. Actually the main purpose of the encumbrance system is to keep expenditures within the allotted funds during a fiscal year and not to provide monies from one year's appropriation for expenditures which would normally be liquidated from another year's appropriation.

Accounts Receivable Reserve

At June 30, 1952, the balance of the accounts receivable of the general fund was \$764,987.82 against which a reserve was established for uncollectible accounts of \$65,090.42. Of this reserve, 88.4 per cent was identified with six State institutions whereas their receivable accounts represented only 31.2 per cent of the total.

This condition may be due to two factors; the inability to effectively appraise the collectibility of unpaid accounts, and the present formula applied by the Controller to determine the amount of the reserve. The method in use to appraise the receivable accounts is to determine whether they are collectible, doubtful, or uncollectible. A fifty per cent reserve is established for doubtful accounts and a one hundred per cent reserve for uncollectible accounts.

It is believed a change in this formula would result in a more effective appraisal of reserves. The receivables should be classified on a basis of age, plus considered judgment, rather than by the present formula which permits individual judgment alone. This suggestion has been offered in prior audit reports but has not received favorable consideration.

General Accounting System

In past years, comment has been made that decentralization of the State's accounting structure, to a certain extent, might prove beneficial. At the annual conference of the National Association of State Auditors, Comptrollers, and Treasurers held in Seattle, Washington, last year, the following report was rendered by one of its panel committees:

“There was an interesting discussion on the question of how centralized the accounting records and procedures should be in the State. It was the opinion of the panel that an adequate system could be designed by having the controller maintain control accounts of the funds

showing receipts and disbursements with each department maintaining an adequate record of the operating details for the benefit and guidance of their individual operations.”

The opinion of this committee should be given serious consideration by the State of Maine fiscal officers. Much can be done in this respect and savings may be in the making if such a policy is adopted.

Some of the advantages of decentralized accounting would be as follows:

A greater sense of responsibility for the all-around success of an individual agency on the part of executives in charge may result.

The accuracy and promptness of decisions may be facilitated if local executives are authorized to act on their own initiative.

Too much centralization of records carried out too extensively may result in insufficient information for local management. If additional records are established locally, for local use, there is risk of duplication of records and efforts. Duplication should be avoided in favor of local authority so that management may establish some sort of record to protect himself from poor management practices and decisions.

The needs of the central accounting department could be met by periodic summary reports from the local agencies who in turn would be subject to periodic tests by the central agency to determine compliance with established rules.

Overtime Payments

Overtime payments to State employees for the past three years, as shown on the records of the Bureau of Accounts and Control, are as follows:

1949-50	\$ 33,355.79
1950-51	29,612.02
1951-52	58,764.32
Total	<u>\$121,732.13</u>

These figures do not reflect all of the overtime payments to employees, for in certain instances overtime pay has been classified

erroneously as regular salaries and wages. This condition should be corrected so that it will be possible to determine, with a degree of accuracy, the amount paid for overtime in any fiscal period.

It is a regulation of the Department of Personnel (Rule 11.2) that certain conditions should be met before overtime work may be performed and this regulation requires each appointing authority;

- a) To prepare written regulations covering conditions under which overtime may be performed.
- b) To prepare written regulations setting forth conditions under which overtime compensations will be made by stipulating either cash payment or compensating time off.

An examination of the files in the Department of Personnel revealed that appointing authorities had not prepared regulations relating to overtime. Subsequent to July 1, 1952, four authorizations granting overtime pay were noted:

Department of Agriculture—August 14, 1952
Central Maine Sanatorium—September 8, 1952
Public Buildings—October 14, 1952
Maine School for the Deaf—October 17, 1952

The Department of Personnel should insist that all appointing authorities submit regulations to govern overtime. Also, State departments and institutions should classify overtime payments properly. This effort would assist in procuring maximum control of overtime reimbursements.

Accounts Receivable Control

From an analysis of charges to the accounts receivable control in the general ledger, it appears that substantial amounts of money were due the State at June 30, 1952, that were not considered as accounts receivable at that time. Instances were noted where services had been performed and invoices prepared prior to the close of the fiscal year, but which were not recorded in the general ledger until July or later. It was also noted that other services had been rendered prior to the close of the year, but invoices were not prepared until a subsequent date. These differences were found in the accounts of the following State departments:

Highway	\$295,796.82
Highway Garage	5,776.46
Inland Fisheries and Game	5,226.44
Agriculture	1,659.99
	<hr/>
Total	<u>\$308,459.71</u>

The above tabulation does not intend to convey that these are all of the receivables in the noted categories. It does indicate, however, that the matter of determining the accounts receivable at the year end deserves attention so that a more accurate presentation of State assets will result.

Chapter 79, Public Laws of 1947, provides that at the close of each month the State departments and institutions shall certify to the State Treasurer for collection all items of income accruing to the State and not paid within ninety days. Numerous instances were noted where this requirement is not followed. A system to control ninety-day receivables should be devised so that a control account in the general ledger may be reconciled periodically with the detailed records kept by the Treasurer. This matter has been called to the attention of the State fiscal officers in prior years. To date the condition remains unchanged.

Institutional Farm Accounting

A review of the institutional farm accounting practices was made in the current year and revealed that financial operations of the farms are being reported on a so-called cost basis, i.e., reflecting such items as cost of sales, gross profit, operating expense, operating profit, birth and growth, mortality, other income, et cetera. Because of the great complexity and difficulty in obtaining accurate costs of production of farm products, a simple statement of income and expense would be sufficient to reflect the fiscal operations of the farms at State institutions. Such a policy has been approved by recognized accounting authorities and would provide the necessary medium to obtain practical results.

Maine Seed Potato Board

An examination of the records and financial transactions of the Maine Seed Potato Board indicated that particular attention should be directed to an item on the balance sheet captioned "Work-in-Progress." Work-in-progress represents expenditures necessary to finance crops before the product is ready for harvest. The cost of

work-in-progress includes not only materials to which labor has been applied but also other services that have been required to bring the work to a state of completion.

The method of determining the amount of work-in-progress, each year, has been to assemble all expenditures processed for payment by the Bureau of Accounts and Control during the months of May and June, plus any adjustments which are required. The audit revealed that several expenditures had been made in months other than May and June and which should have been included in the work-in-progress account. It was also noted that certain items which had been included in the expenditures of May and June had no direct connection with the crop harvest.

Therefore, the work-in-progress should be determined by the Seed Potato Board rather than by employing the present formula. Under this system a more exact reporting of profits should result.

MUNICIPAL

The State Auditor is required by law to publish statistics relative to the financial activities of cities, towns, and village corporations. This information is incorporated in the financial section of this report and has been assembled from audit reports on file with the Department of Audit.

During the year, the State Department of Audit was petitioned by voters of the Town of Dedham to conduct a re-examination of its accounts. This request was in accordance with the provisions of Chapter 80, Section 116, Revised Statutes of 1944, which provides in part as follows:

“In case of dissatisfaction with the audit made by others than the state department of audit, upon petition of 10% of the legally qualified voters of any city, town, plantation, or village corporation, the state department of audit shall make another audit, and the parties making such audits shall have access to all necessary papers, books, and records.”

The result of this audit revealed the need to strengthen certain accounting procedures of the town and recommendations were offered which, if followed, should aid materially in accomplishing this purpose.

Also, during the year, two deficiencies were uncovered in the accounts of the Tax Collectors of Palermo and Camden in the amounts of \$5,066.71 and \$549.42 respectively. The Governor and Attorney General were notified in accordance with statutory requirements and both cases were subjected to the due course of law.

Of the 214 audits conducted for municipalities and municipal districts, the majority showed compliance with statutory requirements and in general maintained satisfactory accounts. However, local governments should continue to survey present budget procedures and control of expenditures to achieve the best methods for the financial operation of essential services. Carefully balanced budgets are of paramount importance and deficits or overdrafts in appropriation accounts should be strictly avoided.

An analysis of audit costs, as billed by the State Department of Audit for the 1951 municipal year, revealed the following average costs based on a representative number of audits conducted:

Tax Commitment	Average Cost	Highest Cost
Under \$25,000	\$126.08	\$ 227.30
\$ 25,000 to \$ 50,000	193.15	333.28
\$ 50,000 to \$ 75,000	223.20	426.41
\$ 75,000 to \$125,000	263.96	485.86
\$125,000 to \$250,000	385.23	868.46
Over \$250,000	793.73	1,579.66

Information in the Department of Audit reveals that of the 491 municipalities in the State, 487 either have had the audit of their 1951 accounts completed or have made the necessary arrangements to do so. The following tabulation (December 15) shows the number of municipalities that have made provisions for audits, together with those that have not done so.

Audits by State Department of Audit	185
Audits by Outside Public Accountants	302
No provisions for audits	4
Total	491

If satisfactory arrangements are not made by the four municipalities that have made no provisions for audits, in due time, the Attorney General will be notified of the delinquencies.

COUNTIES

Examinations of the books and records of the sixteen counties will have been completed for the 1951 fiscal year by the end of December, 1952. Unexpected volume of work in the department has made the schedule of county audits very difficult this year. Statements pertaining to county operations, however, are included in the financial section of this report and show the financial status and operating result of each county.

Substantial improvements have been noted in the accounting structure of the counties, several having adopted the uniform State system of accounting this year. There are still opportunities to strengthen the systems in some county offices, particularly with respect to maintaining cashbooks and prenumbered receipts. It is also advisable that all county officers who handle county funds should maintain a bank account in the name of their office when it is not practical to make current deposits with the county treasurer.

COURTS

During the year, fifty-one audits were conducted of municipal and superior courts and trial justices. Considerable improvement was noted in the handling of records and the State uniform system has been adopted by many of the courts.

A new audit policy has been developed this year whereby the courts having the State system of accounting may be audited at approximately one-third of the cost of those not utilizing the system. The system includes a cashbook, prenumbered receipts, and duplicate deposit slips. Courts not equipped with this system should give consideration to its early adoption in the interest of lesser audit costs. The use of prenumbered warrants also should receive consideration by court officials.

STATE DEPARTMENT OF AUDIT

Departmental Division

The Departmental Division of the State Department of Audit performs post audits of all accounts of the State Government and any department or agency thereof. Funds available for the operations of this division totaled \$85,273.42 which is comprised of the legislative appropriation and the encumbered balance carried forward from the previous year. Expenditures totaled \$84,866.70, reflecting an increase

of \$6,128.31 over the preceding year. This increase resulted principally from the reclassification of State employees' pay levels and cost of part-time employees to meet the working needs of the division.

The results of its operations for the past two fiscal years are summarized as follows:

	June 30	
	1952	1951
Balance—July 1 (Encumbered)	\$ 225.92	\$ 356.56
Funds Provided by:		
Legislative Appropriation	80,424.00	75,444.00
Transfer—Pay Roll Increases	4,556.00	3,545.00
Other Income	67.50	
Total Available	<u>85,273.42</u>	<u>79,345.56</u>
Expenditures:		
Salaries	75,049.44	68,706.19
Travel Expenses	5,004.32	5,294.90
Other Expenses	4,812.94	4,737.30
Total Expenditures	<u>84,866.70</u>	<u>78,738.39</u>
Unexpended Balance—June 30:		
Lapsed to Unappropriated Surplus	180.09	369.10
Carried Forward (Encumbered)	226.63	238.07
Total	<u>\$ 406.72</u>	<u>\$ 607.17</u>

Following is a tabulation of the audits completed by this division for the fiscal year 1951-52:

State Departments	63
Agricultural Fairs and Race Meetings	18
Boards	17
Public Administrators	16
Institutions	13
Normal Schools and Teachers' Colleges	5
Quasi-Independent Agencies	2
Total	<u>134</u>

Municipal Division

The Municipal Division operates on a self-supporting basis, receiving its revenue from auditing services rendered to municipalities, counties, and related governmental agencies. Expenditures for the

year were \$71,046.01, an increase of \$9,102.83 over the previous year. Expenditures for personal services represent the major portion of the increase. Revenue of the division was \$73,635.81, as compared with \$56,734.79 for the preceding year. This increase was principally a result of the increased cost of field examiner services. The result of operations for the past two fiscal years is summarized as follows:

	June 30	
	1952	1951
Balance at beginning	\$ 3,948.73	\$ 9,157.12
Income:		
Municipalities	53,175.55	36,840.98
Other Agencies	20,460.26	19,893.81
Total Income	73,635.81	56,734.79
Total Available	77,584.54	65,891.91
Expenditures:		
Salaries	51,748.90	43,939.43
Other Expenses	19,297.11	18,003.75
Total Expenditures	71,046.01	61,943.18
Balance at close:		
Carried Forward	6,538.53	3,948.73
Work-in-Process (not billed)	16,662.21	9,497.53
Total Balance	<u>\$23,200.74</u>	<u>\$13,446.26</u>

A tabulation of the number of audits conducted by the municipal division in the fiscal year 1951-52, is as follows:

Municipalities and Municipal Districts	214
Municipal and Superior Courts	30
Trial Justices	21
Academies	15
Counties (Includes Clerks of Courts, Registers of Deeds, and Registers of Probate)	7
County Jails	7
Probation Officers	9
Special Audits	6
Total	<u>309</u>

DISPOSITION
OF
PAST YEARS' RECOMMENDATIONS
1944 - 1951

*Recommendations of the State Auditor
and
Their Disposition*

FISCAL YEARS 1944-45—1950-51

Fiscal Year 1950-51

In view of a recent New Hampshire supreme court decision relative to expenditures of State monies and the payment thereof by the State Treasurer, it would appear advisable to obtain legal advice from the Attorney General of this State in regard to the requirements of the Treasurer as set forth in Article V, Part 4, Constitution of Maine. It provides in part as follows:

“No money shall be drawn from the treasury, but by warrant from the Governor and Council, and in consequence of appropriations made by law; . . .”

At present, the accounting system maintained by the Treasurer does not permit appropriation control.

Reference: 1951 Report - Page 3

This matter deserves the attention of the State Treasurer.

* * * * *

In cases where evidences of illegal transactions are noted in municipal audits by public accountants or others who examine municipal fiscal affairs, it is believed the public accountants should report their findings to the Governor and Attorney General as is required of the State Auditor.

Reference: 1951 Report - Page 4

This suggestion deserves further study before adoption.

* * * * *

It would appear that the Maine State Retirement System should conduct a study which would develop the economic value of pensions being paid today in relation to the earned compensation on which the pensions were originally based. The study should develop factual data to determine if earned pensions are commensurate with the inflationary trend of the present day.

Reference: 1951 Report - Page 3, 19

This matter deserves continued study, for retired employees have earned the right to participate in economic changes which affect salary or pension status.

* * * * *

The result of audits for municipalities and counties reveal that "overdrafts" in appropriation accounts are prevalent. The municipal and county officers should give serious consideration before approving expenditures which would be in excess of appropriated funds.

Reference: 1951 Report - Page 4, 45, 49

This suggestion deserves continued attention of county and municipal officers.

* * * * *

There are State-owned cars now operated and controlled by some State departments and institutions. It is believed consideration should be given to the adoption of a uniform system of accounting to reflect the operating costs of each car and to provide a record showing the use of these vehicles.

Reference: 1951 Report - Page 5

This suggestion deserves further study by the State Controller.

* * * * *

All movable property; such as, furniture, typewriters, books, book-cases, adding machines, etc., should be branded with an official identification mark of the State. Some of the means of marking are; metal tags, rubber stamps or stencils, electric pencils, India or indelible ink, etc. This matter should receive the attention of the State Controller.

Reference: 1951 Report - Page 5

Further study of this matter appears advisable.

* * * * *

A uniform system of internal control to safeguard revenues and receipts should be established for all State departments, institutions, and agencies that are not presently equipped. This may be effected best by the use of cashbooks and when cash collections are large, by the additional use of cash blotters. Also, the proper system for handling cash should divide the work among employees of a department or division so that one person's duties are complementary to or checked by another employee.

Reference: 1951 Report - Page 5

This suggestion deserves undivided attention and a study should be made to provide a strong system for handling of cash, etc. Study of this matter by the State Controller appears desirable.

* * * * *

The State Treasurer should review the present practices of reconciling State bank accounts and signing State checks to determine if the responsibility of these activities is properly delegated. At present, the State Controller assumes these responsibilities.

Reference: 1951 Report - Page 5

Further study of this matter by the State Treasurer appears advisable.

* * * * *

The State Treasurer should analyze the balances on deposit with State banks to determine if any deposits exceed the legal limitations. Chapter 15, Section 11, Revised Statutes of 1944, provides in part, "No sum exceeding an amount equal to 25% of the capital, surplus, and undivided profits of any trust company or national bank . . . shall be on deposit therein at any one time."

Reference: 1951 Report - Page 6

This suggestion has received the attention of the State Treasurer and corrective action has been taken.

* * * * *

All traveling employees of the State are reimbursed for out-of-pocket expenses within certain prescribed policies as effected by the State Controller. It is believed that regulations pertaining to these allowances should be prepared in a comprehensive pamphlet form so that each employee who is subject to travel would be equipped with specific information pertaining to travel reimbursement regulations.

Reference: 1951 Report - Page 8

This suggestion deserves study by the State's fiscal officers.

* * * * *

It is believed that present procedures in determining the State employees on military leave could be strengthened . . . It is suggested that when the new manual of instructions is issued by the Department of Personnel, a clear-cut policy should be outlined for the department heads to follow in cases of military leave.

Reference: 1951 Report - Page 19

Covered in new manual adopted by Personnel Board effective July 1, 1952.

* * * * *

A ledger control for State checks over ninety days old should be established. At present, these checks cannot be cashed until either a new one is issued or the date is changed on the original check to validate it. It is believed a stronger control would exist if a "Clearing Account" were established for this purpose. — Also, a "Clearing Account" should be established to reflect all bank transfers made by the State Treasurer. At present, no control is maintained of these items.

Reference: 1951 Report - Page 20, 21

Deserves administrative attention of the State Controller.

* * * * *

Attention is directed to the handling of contingent account charges in the fiscal year. The Governor and Council authorized transfers totaling \$177,996.46 for specific purposes. Chapter 14, Section 24, Revised Statutes of 1944, as amended, provides that, ". . . there shall be transferred from the unappropriated surplus an amount sufficient to restore the state contingent account to \$450,000.00."

Reference: 1951 Report - Page 23, 24

This suggestion deserves the attention of the State's fiscal officers.

* * * * *

Suggestions contained in audit reports to various State agencies many times border on the Bureau of Accounts and Control administrative responsibilities. These matters should receive considerate and prompt attention by the Bureau of Accounts and Control.

Reference: 1951 Report - Page 25

This suggestion deserves attention of the State Controller.

* * * * *

Accounts receivable listings which are obtained annually from State departments and institutions should include the aging of the accounts receivable.

Reference: 1951 Report - Page 25

Deserves administrative attention of the State Controller.

A study should be made by the Bureau of Accounts and Control of all post audit adjustments so that corrections or changes may be made to eliminate the necessity of repeating similar adjustments each year.

Reference: 1951 Report - Page 25

Deserves administrative attention of the State Controller.

* * * * *

It is believed when temporary loans are made to the highway garage it should be stated specifically for what purpose they are to be used and also the time that they are to be repaid.

Reference: 1951 Report - Page 27

Corrected by administrative action. See Council Order No. 311, dated June 25, 1952.

* * * * *

It is believed consideration should be given to the following suggestions:

The monetary control of the supply inventory of the Highway Garage should represent items of value and such other items that might be of personal use. Also, many inventory items now controlled on a monetary basis could be eliminated, thereby saving considerable work of coding, pricing, etc. Other items considered expendable at time of purchase should be controlled by item count only.

Reference: 1951 Report - Page 26, 27, 28, 29

This suggestion has received attention through survey by Ernst & Ernst, independent Certified Public Accountants, who have recommended changes necessary to correct these conditions.

* * * * *

The physical construction of the supply room needs revision.

Reference: 1951 Report - Page 28

See "survey" report by Ernst & Ernst, Certified Public Accountants.

* * * * *

It was noted that insurance coverage on automobiles of the Departmental Garage was limited to liability and property damage. It would appear that consideration should be given to insurance coverage for fire and theft.

Reference: 1951 Report - Page 30

Further study of this suggestion by the State Insurance Commissioner appears advisable.

* * * * *

The unclaimed ticket money for the 1950 racing season has not been settled due to legal complications. The Running Horse Racing Commission has advised that the account was closed on March 8, 1951, with the amount of \$5,562.40 remaining to be divided between the Maine State Raceways, Inc., and the State. It is believed the matter should be adjudicated by the Attorney General's Department. (Chapter 289, Section 16, Public Laws of 1949.)

Reference: 1951 Report - Page 38

This matter has been referred to the Attorney General's Department for settlement.

* * * * *

In instances where tax liens are utilized by towns, consideration should be given to transfer the equity of the lien to a tax acquired property account after the legally allotted time has expired for liens.

Reference: 1951 Report - Page 45

Deserves continued attention of municipal officers.

* * * * *

The law requires the municipal officers of towns to review periodically the financial transactions of treasurers and tax collectors. It is believed attention to this matter would strengthen the financial structure of the municipalities.

Reference: 1951 Report - Page 45

Deserves continued attention of municipal officers.

* * * * *

It is believed the system of accounting for court funds as prescribed by the State Auditor should be adopted by all courts where installation has not been made. This system consists of the following records; cashbook, prenumbered receipts, prenumbered warrants, duplicate deposit slips, monthly report to State of fees due State agencies and certified bills of cost for each criminal case.

Reference: 1951 Report - Page 51, 52

Deserves continued attention of county officials.

An advance of \$500,000.00 was received from the Federal Government for working capital purposes and was deposited as a federal trust fund on August 8, 1950. - - - It is believed this amount should be shown as "cash" in the Controller's financial presentation rather than classified as "other assets."

Reference: 1951 Report - Page 24

Attention has been received and the error corrected.

* * * * *

Some of the variances noted during the audit of the Liquor Commission accounts were; - - - overpayments by wholesale licensees should be credited to an accrued liability account rather than direct to income, the income ledger should be reconciled monthly with gross cash receipts, changes in rental rates should be considered when establishing accrued rental charges, and insurance coverage on equipment should be reviewed.

Reference: 1951 Report - Page 24

These matters deserve the attention of the State Controller.

* * * * *

Accounting procedures of the highway garage require study so that a complete reporting may be had of all revenues and expenditures. At present, certain costs incurred in work of interdepartmental nature are 'netted' against revenues or expenditures. These amounts approximate \$200,000.00 annually and tend to distort the financial statement of garage operations.

Reference: 1951 Report - Page 27

A new system of accounting for fiscal activities of the State Highway Garage, as prescribed by Ernst & Ernst, Certified Public Accountants, should eliminate further comment of this matter.

* * * * *

The examination of the Departmental Garage accounts shows that the monthly cash balance averaged approximately fifty thousand dollars. This indicates use of about one third of the working capital authorized and suggests that the present working capital advance of \$75,000.00 may be too high. However, considering the fact that the account has a surplus of \$30,102.22, it may be advisable to transfer the surplus to the general fund rather than to reduce the working capital advance of the garage.

Reference: 1951 Report - Page 30

This matter has received the attention of the Commissioner of Finance who deemed it advisable to await the next legislative session before making disposition of the balance. It appears that rising costs, etc., may require more working capital than presently advanced. (\$75,000.00)

* * * * *

All incoming mail (Liquor Commission) should be received and opened by a person having no other duties or responsibilities relating to cash and cash records and also without access to the cash receivable records. All cash and checks extracted from letters should be listed in duplicate, and the original list should be directed to the various divisions to which it applies. This procedure will effect a stronger internal control than presently exists.

Reference: 1951 Report - Page 34

This suggestion has received partial attention of the State Liquor Commission. However, further strengthening of the internal control is desirable.

* * * * *

The State Liquor Commission should review the insurance coverage for open stock burglary for warehouse stock inasmuch as the warehouse stock is not covered under the present insurance policy. The warehouse stock represents a large percentage of the total inventory and should be insured on the same basis as stock in liquor stores.

Reference: 1951 Report - Page 8, 34, 35

This matter has received attention of the Liquor Commission and insurance coverage limited to \$100,000.00 now includes the warehouse location.

* * * * *

A review of the internal control and operational procedures of the Motor Vehicle Division indicated a study should be made to determine the possibility of strengthening the controls for issuing operators' licenses and handling of incoming mail. It is suggested that consideration should be given to the use of a mechanical device which would validate each operator's license at time of issue and provide a locked-in control of the number issued. Also, consideration should be given to the utilization of a cash blotter at the time the mail is opened. This record would provide a strong control of incoming cash and enable a reconciliation of cash with income statements which are prepared by other divisions of the department.

Reference: 1951 Report - Page 36

This suggestion is being studied by the Secretary of State.

* * * * *

The examination of the Maine State Library accounts revealed a large inventory of the 1944 Revised Statutes. The records indicate the sale of these books to be small when compared with the inventory. If a new revision of statutes takes place in the immediate future, as may be expected, then a substantial loss would result unless some means are found to dispose of these volumes. Possibly a reduction of the selling price of these books might produce a larger sale and the State would recover a part of its investment.

Reference: 1951 Report - Page 38

This matter has received administrative attention.

* * * * *

Audits were made of the records and financial transactions of the State Examining Boards. In several instances, it was noted that the unexpended balances at the year end were substantial and this may warrant the attention of the respective Boards. (Chapter 15, Section 27, Revised Statutes of 1944.)

Reference: 1951 Report - Page 43

This suggestion will require continued attention of each Examining Board where large balances exist.

* * * * *

Each county not presently equipped with the approved accounting system of the State Auditing Department should give consideration to its adoption.

Reference: 1951 Report - Page 48, 49

Twelve of the sixteen counties are presently equipped with the State's uniform system of accounting; four are partially equipped but have not adopted the complete system.

Fiscal Year 1949-50

A study of allocations of pension fund costs should be made by the Commissioner of Finance relative to charging all special revenue accounts for their proportionate share of these costs. If such contributions were made from these special funds, savings would result in the demands on the general fund amounting to over one hundred thousand dollars annually.

Reference: 1950 Report - Page 1, 2, 15
1951 Report - Page 18

This matter has received administrative attention. Further consideration should be given when the budget hearings are held for the next biennium.

* * * * *

A study should be made of the valuations placed on State properties for insurance purposes. It is believed that present valuations on buildings are, in many instances, in excess of current building values. This has been determined by applying a formula showing values as established by a building value chart. A study by independent appraisers would possibly result in savings of premium costs to the State.

Reference: 1950 Report - Page 2
1951 Report - Page 7

Received administrative attention; however, further effort by the State's Superintendent of Buildings and Insurance Commissioner appears desirable.

* * * * *

County and town officers should consider the advisability of adopting a blanket bond policy for all public employees. The need for bonding public officials and employees should be self-evident, for it is quite impossible to select with certainty those public servants who might not cause losses through dishonesty or neglect of their duties. It is believed that the small cost involved would meet with public approval.

Reference: 1950 Report - Page 3, 29, 31
1951 Report - Page 8, 45, 49

Many towns and counties of the State are now utilizing the blanket bond coverage for their employees. However, this matter warrants continued attention of all county and town officials.

Current laws in regard to depositing town and county funds should be strengthened in certain instances to require deposits of money at more frequent intervals. This relates to county and town officers who are not presently required by law to make frequent deposits. Town and county officers, also, should be required to make deposits of public funds in bank accounts in the name of the office when deposits are not made directly to the treasurer of the town or county.

Reference: 1950 Report - Page 3
1951 Report - Page 8, 48

This recommendation deserves further consideration of county and town officials.

* * * * *

The State Liquor Commission should consider the advantages of purchasing liquor on an f.o.b. delivered basis. Since 1942, most of the purchasing and pricing has been on an f.o.b. shipping point basis. Price quotations by vendors on an f.o.b. warehouse price or delivered basis would simplify and lessen the work and expense of processing claims, establishing retail prices, etc.

Reference: 1950 Report - Page 3, 21

This recommendation deserves consideration of the State Liquor Commission.

* * * * *

A uniform policy should be established in regard to billing of accounts receivable. State departments which are charged with handling accounts receivable should be required to render monthly statements as a follow-up to the original billings. The State Treasurer should consider adopting the same policy after ninety-day receivable accounts have been certified to him for collection by State departments, institutions, etc. This policy would conform to accepted business practice and assist in the collections of outstanding accounts. The matter should have the attention of the Commissioner of Finance and the State Treasurer.

Reference: 1950 Report - Page 3, 13

This suggestion deserves further study

* * * * *

The State Controller should consider the advisability of establishing a system division within his department to install and review accounting systems of all State agencies.

Reference: 1950 Report - Page 3
1951 Report - Page 4

This suggestion deserves further study.

* * * * *

All commissions and boards should give particular attention to keeping minutes of their meetings so that every action involving financial administration will be a matter of public record.

Reference: 1950 Report - Page 4

This matter requires continued attention of commissions and boards.

* * * * *

The Director of Personnel should study the procedures necessary to maintain a perpetual roster of all State employees. The provisions of Chapter 59, Section 17, Revised Statutes of 1944, requires, "The director shall maintain a perpetual roster of all officers and employees in the classified and unclassified services, showing for each person such data as the board deems pertinent." The department does not maintain this information in complete form. It is believed it would be beneficial to do so.

Reference: 1950 Report - Page 4

This matter has received administrative attention and a new system has been developed in the Department of Personnel for this purpose.

* * * * *

All municipalities would benefit by the installation of property records and insurance registers.

Reference: 1950 Report - Page 4

These records are now a part of the State's uniform system of accounting for municipalities.

* * * * *

The Commissioner of Finance should make a study to determine the advisability of consolidating in one central agency, the fiscal operations pertaining to issuing licenses and permits. This might be advantageous for the smaller agencies and, in all probability, would result in a substantial increase of efficiency and economy.

Reference: 1950 Report - Page 4

This matter has received the attention of the Commissioner of Finance and a study is being made to determine the feasibility of adopting such a plan.

* * * * *

A manually posted general ledger should replace the present machine posted general ledger, which is kept in the Bureau of Accounts and Control. This change would eliminate many mechanical errors which occur under the machine accounting set up. At present, certain detail ledgers which are posted manually contain numerous transactions, while the general ledger, in summary form only, is posted by machine. It is believed the opposite procedure would be more practical and consistent with good bookkeeping practices.

Reference: 1950 Report - Page 4, 5
1951 Report - Page 20, 21

Further study of this matter by the State Controller is suggested.

* * * * *

The filing system in the office of the State Controller should be studied to determine the advisability of discontinuing the present system of filing paid bills alphabetically. A system of numerical filing by date of payments would appear to be more efficient. Such a system would permit full accounting for all vouchers filed in the office of the State Controller. It would provide, also, an added safeguard if numbering of the vouchers were assigned by the department processing them. Alphabetical arrangements for filing would not be entirely eliminated under this method inasmuch as the third copy of the voucher jacket is filed alphabetically.

Reference: 1950 Report - Page 5
1951 Report - Page 25

This suggestion deserves further consideration.

* * * * *

Traveling expenses of State officials and employees which were paid from the general fund of the State for the fiscal year ended June 30, 1950, amounted to \$471,812.75. Present regulations pertaining to travel costs permit actual reimbursement for out-of-pocket expense. Considerable detail is involved to properly administer this phase of the State's business. The cost of processing this detail work is expensive. Therefore, it is believed consideration should be given to the so-called "per diem" plan which establishes a fixed sum for daily expenses. This is exclusive of transportation costs. The Federal Govern-

ment operates under such a plan and it would appear a practical method to follow. Under the plan, uniformity of expense exists, also, considerable detailed checking and vouchering is eliminated.

Reference: 1950 Report - Page 5

It appears that further study of this matter by the State's fiscal officers is desirable.

* * * * *

Discount terms should be clearly stated on all purchase orders and bid quotation forms. It is believed that this policy would strengthen present purchasing practices.

Reference: 1950 Report - Page 19, 20
1951 Report - Page 30

Continued administrative attention of the State Purchasing Agent is desirable.

* * * * *

The Running Horse Racing Commission should consider adopting a regulation which will require the State tax to be deposited daily in a separate account by the licensee to the State's credit. This would simplify the accounting of such funds and assure the State of Maine that the tax collected on each race would not be intermingled with track funds.

Reference: 1950 Report - Page 24

This matter has received administrative attention and a regulation has been adopted regarding payment of State tax.

* * * * *

It is suggested when municipal officers order their excise tax forms from the Secretary of State, they base their requests on the number issued in the past year, plus or minus a reasonable difference to cover estimates for the current year. This would eliminate receiving unnumbered receipts and, also, insure the accountability of all receipts issued to excise tax collectors. Prenumbering of excise tax receipts would materially strengthen the accounting of this type of revenue.

Reference: 1950 Report - Page 29

This suggestion deserves continued study by all municipal officers and the Secretary of State.

Consideration is warranted in connection with the matter of interest charges of the new Augusta Toll Bridge. Chapter 185, Private and Special Laws of 1947, provides in part,

“The commission shall charge and collect such tolls . . . as may from time to time be determined and ordered by it, having due regard to the value of services rendered, . . . and recovery with interest of the amount appropriated.”

The establishment of a definite allowable interest rate would appear desirable in future budgeting by the Commission.

Reference: 1950 Report - Page 18
1951 Report - Page 26

Under date of January 8, 1951, the Chief Engineer of the Highway Department advised the State Controller as follows:

“In accordance with the stipulations in Chapter 185, Private and Special Laws of 1947, the Commission has established an interest rate of 1½% on state funds applied to the project for the construction of that portion of the bridge and approaches as is located between the traffic circles . . . It is recommended that interest be computed for the period beginning December 1, 1949.”

* * * * *

In order to properly assess all taxes, supplemental taxes of towns should be committed to the tax collector in accordance with the provisions of Chapter 81, Section 29, Revised Statutes of 1944.

Reference: 1950 Report - Page 30
1951 Report - Page 45

This suggestion is receiving the attention of town officials; however, continued attention is desirable.

* * * * *

Attention is directed to expenditures which are made from the capital reserve funds. These funds may be expended only for the purposes for which they were established and upon completion of the project any unexpended balance remaining in the fund may be transferred to another capital reserve fund.

Reference: 1950 Report - Page 30

In only a few instances is this recommendation applicable. Not many municipalities have established “capital reserve funds.” However, in instances where such funds are created, the provisions of the statutes are being followed.

Fiscal Year 1948-49

Exploration of the feasibility of having surveys made by competent administrative analysts of policies, procedures, and utilization of personnel of the major State departments and agencies to the end that increased efficiencies and/or savings may result. It is believed that the cost would be negligible as compared with the results. Steps have already been taken in this direction by employment of specialists to review plans of the Maine State Office Building Authority. Activities of the State Personnel Department will also be reviewed by independent analysts in the near future.

Reference: 1949 Report - Page 1, 2
1950 Report - Page 1, 5
1951 Report - Page 2

Surveys were conducted by Ernst & Ernst, Certified Public Accountants, of the following departments: Bureau of Purchases, in January, 1950; State Highway Department, in May, 1950; Motor Transport Division (Highway Department), in December, 1951. — Favorable results have been forthcoming from these surveys.

* * * * *

A public actuary should be employed to review the financial structure of the Maine State Retirement System. It seems logical that a review of a system of this magnitude should be made periodically by independent examiners. The legislature requires outside public auditors to audit the books of the State at least once every four years and a similar requirement relative to actuarial examinations should likewise be considered.

Reference: 1949 Report - Page 2
1950 Report - Page 5
1951 Report - Page 2

This matter deserves further consideration of the Maine State Retirement Board.

* * * * *

The Commissioner of Finance and State Controller should review the recent contract relating to annual payments to be made by the Maine Central Railroad to liquidate their proportionate share of the Kennebec Carlton Bridge cost. It appears that errors have been made in past years and are reflected in the State account "Sinking Fund for Retirement of Kennebec Bridge Bonds." The balance of this account as of June 30, 1948, (including these errors) was used as a basis for determining the annual payments to be made by the Railroad to the

State for the next twenty odd years. Inasmuch as a change in the present contract is contemplated in 1952, it is believed that a careful study of this matter should be developed before consummating a new contract with the Railroad.

Reference: 1949 Report - Page 2
1950 Report - Page 2, 16, 17
1951 Report - Page 2, 31

This matter has received the attention of the Governor, Commissioner of Finance, and Attorney General. Final settlement is anticipated in 1952.

* * * * *

A cost-of-living pay roll plan should be studied. A plan similar to that used by large business corporations and also one State, Minnesota, would appear to be feasible. Such a plan, based on the United States Bureau of Labor Statistics (Consumer's Index), provides increases or decreases in employees' salaries as the cost of living increases or decreases. Salaries are of major concern to employees and to the State; therefore, they are deserving of special study. Inasmuch as such a plan is working satisfactorily in industry for employees and employer, it would appear worthy of consideration and study by government.

Reference: 1949 Report - Page 2, 11, 12
1950 Report - Page 6

This matter was reviewed by the Department of Personnel and Ninety-fifth Legislature. It is believed continued study is desirable so that employees and pensioners alike will receive equal consideration in pay status when cost of living increases or decreases.

* * * * *

Consideration should be given by the Legislature and Commissioner of Finance to provide a sufficient amount of working capital to finance highway fund activities. It is estimated that at least a one million dollar working capital balance is desirable. In the past, sizable overdrafts have been noted in the highway fund cash account. In line with this suggestion, an improved accounting system would provide more pertinent information and stronger controls which are so vital in the administration of highway financial activities.

Reference: 1949 Report - Page 3, 13, 19

Subsequent to the survey of the State Highway Department by outside analysts, a revised system of accounting has been adopted for highway activities. It would appear, however, that continued study should be made of this matter by the State Highway Commission.

The Ninety-fourth Legislature appropriated \$27,527.22, representing interest deficiency, for the Maine State Retirement System. This deficiency was created by crediting three per cent interest to all retirement accounts when actual earnings on investments were approximately two and one-half per cent. Consideration should be given to eliminate such deficiencies by action of the Retirement Board.

Reference: 1949 Report - Page 3, 22

This matter received the attention of the Maine Retirement Board at a meeting on March 14, 1950. It was stated: "The Board is in accord with most of the recommendations expressed (by the Department of Audit) and have already put into effect recommendations . . . re: that cash balances in excess of monthly operations be kept at a minimum by prompt investment." — "In the evolution of the Retirement Plan, the actuarial study was made on a 3% interest basis . . . It was the feeling of all the Trustees that we did not wish to lessen benefits nor would we feel that we had the legal authority to do so." (Letter dated April 10, 1950, to Governor Payne.)

* * * * *

Prior to issuing purchase orders for capital outlays, requisitions of State departments and other agencies should be checked by the Purchasing Department with the information the legislature received pertaining to their needs. Such lists are on file in the budget office and are readily available for checking purposes. In instances where items requisitioned are not a part of the original planning, these matters should be referred to the Commissioner of Finance and/or Governor and Council for approval before the orders are placed. It is understandable that line budgeting is difficult, nevertheless, any change in the plans as originally presented to the legislature should receive proper approval before purchase is authorized.

Reference: 1949 Report - Page 3

This suggestion deserves further study by the State's fiscal officers.

* * * * *

The legislature should consider the feasibility of eliminating from the "Departmental Budgets" all expenditure authorizations for capital outlays other than equipment. Creation of a separate "Capital Outlay Appropriation" account would help to clarify the budget for normal operations and would lend itself to greater control of the State's fiscal policy.

Reference: 1949 Report - Page 3

This matter has received budgetary attention in letter explaining "Instructions for Budget Requests" for 1953-54 and 1954-55. Letter from Budget Office to all State departments, institutions, and agencies, dated June 17, 1952.

* * * * *

A "manual" listing the operating requirements for financial administration of State departments and institutions should be prepared and furnished by the Department of Finance as a guide for all State agencies. This would be invaluable. At present, numerous financial policies are carry-overs of many years and consequently a clear-cut up-to-date operating guide does not exist. Detailed requisites relating to such items as expense accounts, invoices, receiving reports, purchase orders, allotments, use of State properties, etc., which are of financial nature should be covered and clearly explained.

Reference: 1949 Report - Page 3
1950 Report - Page 4, 6
1951 Report - Page 3

This matter has received the attention of the Commissioner of Finance and a financial manual has been issued to State departments.

* * * * *

A fleet insurance policy should be considered for State-owned vehicles not so insured, and as relates to fire, theft, and collision insurance, etc. At present, separate policies are purchased by some departments at the discretion of the department head. It would appear that a fleet policy would be more comprehensive inasmuch as the coverage would be uniform. Furthermore, it could be obtained at a more advantageous premium cost.

Reference: 1949 Report - Page 3, 4

This matter appears deserving of further attention by the State Insurance Commissioner.

* * * * *

Every effort should be exerted toward standardization of equipment used by the State. This would permit purchasing items; such as, desks, chairs, typewriters, files, etc., in quantity lots and at substantial savings. Anticipation of yearly needs would result in economies, if practiced.

Reference: 1949 Report - Page 4, 18

It has been explained by the Purchasing Agent that savings would not result by the adoption of the above suggestions. However, it

appears that the matter deserves further study.

* * * * *

The State Purchasing Agent should consider the feasibility of obtaining written price agreements from vendors when it is impractical to purchase certain materials or service by competitive bids. Such agreements would contain either discounts or favorable prices which would be allowed the State Government in its fiscal operation. State departments and institutions should be advised accordingly when price agreements are made.

Reference: 1949 Report - Page 4, 18
1950 Report - Page 19

This suggestion appears deserving of further study by the State Purchasing Agent.

* * * * *

Adequate records should be devised for use of State departments and institutions to insure close control of hours worked and materials used by contractors when such work is done without the benefit of competitive bidding. It has been noted that invoices are paid for contractual services which do not contain a detailed itemization of the work done or materials used. At present, many of these invoices are approved for payment in a routine manner and without the benefit of information needed for checking purposes.

Reference: 1949 Report - Page 4, 18, 19

This matter appears worthy of further study by the State Controller.

* * * * *

Definite policies should be established concerning revenues from vending machines located on State properties. Presently, the returns from some of these machines are used for the benefit of State employees. The control of all vending machines might well be under the supervision of the Superintendent of Public Buildings. The revenue should be earmarked for whatever use is authorized either by the Governor and Council or the Legislature.

Reference: 1949 Report - Page 4
1951 Report - Page 7

The Governor and Council passed Council Order No. 296, dated June 25, 1952, which provides regulations for handling vending machines in State departments. It provides that employee organizations may use proceeds for their benefit; also, that their

finances are subject to periodic audit. Clarification is needed as to when and by whom audits shall be made.

* * * * *

Two items of particular importance which have had legislative revision should again be considered inasmuch as economies would result if changes were made in the present law.

Changing the weekly pay roll to bi-weekly would reduce the number of State checks now being issued, thereby creating savings of over \$10,000.00 annually as estimated by the State Controller.

Use of State-owned cars rather than the prevailing plan of paying employees for use of personally owned cars would result in savings of more than \$50,000.00 yearly as estimated by the State Purchasing Agent.

Reference: 1949 Report - Page 4, 5, 16

These matters appear to warrant further study by the State fiscal officers.

* * * * *

The major item of post audit adjustment — general fund was the segregation of the advances totaling \$233,466.38 to the Maine State Office Building Authority as appropriated surplus, rather than unappropriated surplus. It is believed that since these advances will not be repaid until such time as the Authority has funds they should not be a part of the unappropriated surplus, which is available for expenditure by legislative act.

Reference: 1949 Report - Page 8
1950 Report - Page 2, 9
1951 Report - Page 43

Corrective action has been taken by the Bureau of Accounts and Control and the ledger accounts pertaining to this matter have been adjusted accordingly.

* * * * *

The Department of Personnel promulgates rules and regulations affecting employees of the State, including regulations pertaining to sick leave and vacation. The time an employee spends away from his work has particular significance in personnel costs. For this reason, it appears logical that complete records should be maintained to show the status of each employee as relates to these privileges.

Reference: 1949 Report - Page 2, 10, 11

A uniform system has been provided by the Department of Personnel to reflect employee status as to vacation, sick leave, etc. As of June, 1952, most of the State departments have adopted this system. (Memo of Department of Personnel dated November 3, 1949.)

* * * * *

The large investment in supply inventories by some State departments and institutions make it obvious that strong internal control is not only desirable but necessary. Therefore, all State departments and institutions which deal with an inventory problem by virtue of operating stockrooms, should be equipped with suitable controls.

Reference: 1949 Report - Page 2, 10, 21
1950 Report - Page 6
1951 Report - Page 2, 31

This matter is under study by the independent public accountants, per direction of Governor Payne.

* * * * *

Consideration should be given to the revision of inventory records of the Department of Inland Fisheries and Game: Capital expenditures over the past three years totaled \$249,572.97 (exclusive of an additional \$408,276.09 spent for new construction.) Such amounts would appear to warrant early priority in the establishment of a standardized continuing property record for land, buildings, and equipment.

Reference: 1949 Report - Page 15
1950 Report - Page 22

This matter has received administrative attention and considerable improvement is noted.

* * * * *

The Department of Inland Fisheries and Game maintains no centralized control of accounts receivable. Such a record appears desirable, particularly in view of the increasing number of billings being made to the Federal Government by the Wildlife Restoration Division.

Reference: 1949 Report - Page 15
1950 Report - Page 22

Administrative action has been taken to strengthen accounts receivable control and considerable improvement is noted.

Consideration should be given to coordinate purchasing practices between divisions of the Department of Inland Fisheries and Game. — To establish stronger control of inventory reports furnished by the Superintendents of hatcheries and game farm for more exact accounting of fish and pheasants raised by the Department. — To install records showing usage of all motor equipment owned by the department as well as operating costs of same. — To review insurance coverage on properties of the department to determine if they are sufficiently insured.

Reference: 1949 Report - Page 15, 16
1950 Report - Page 22

Corrective action has been taken on all subjects with substantial improvements noted.

* * * * *

Bureau of Purchases should file complete information with purchase orders when awards are made without benefit of competitive bidding. — To follow up to a greater degree than at present, specifications relating to purchases by testing, counting, and weighing materials received, to determine that they are meeting purchase requirements. — To consummate purchase agreements with vendors when it is impossible to obtain merchandise or service by competitive bids. Such a practice would assure the State the best possible price by obtaining discounts or favorable prices that may be applicable to governmental operations.

Reference: 1949 Report - Page 17, 18

These suggestions appear to warrant continued study by the State Purchasing Agent.

* * * * *

A detailed explanation should be provided the State Controller by the State Highway Department when payments of construction contracts exceed the original estimates. The Federal Government requires a detailed explanation of all items which exceed the original estimate by ten per cent—or fifty per cent for items of less than \$500.00 prior to reimbursement. A similar report to the State Controller prior to the payment for unusual estimates would appear advisable.

Reference: 1949 Report - Page 18, 19

This matter deserves further attention of the State Controller.

Review of the federal secondary roads account indicates that the Federal Government, in some instances, does not participate on the customary basis of fifty per cent of actual cost. Cost restrictions are placed on work done by the State which do not apply when work is done by private contractors. In view of these restrictions, it would appear advisable, from a financial standpoint, for the Highway Department to consider employing private contractors for all work of this type.

Reference: 1949 Report - Page 19

Administrative action has been directed to this problem, and continued study by the State Highway Commission appears desirable.

* * * * *

Of the \$6,886,749.01 expended for "Maintenance," \$6,431,376.28 was for the maintenance of State and State aid highways. Accounting is on a county wide basis indicating the type of road and function performed; such as, "cutting bushes," "installing culverts," etc. The volume of expenditures would appear to warrant more detail accounting for cost analysis, particularly classifications of expense; such as, personal services, labor, commodities, equipment, traveling expenses, etc.

Reference: 1949 Report - Page 19, 20
1950 Report - Page 18

Subsequent to the survey of the State Highway Department by outside analysts, a new system of accounting has been installed and provides a more detailed cost analysis for classification of expenses. Substantial improvement is noted.

* * * * *

An examination of the records of the Maine Aeronautics Commission for the fiscal year 1948-49 revealed certain weaknesses. The establishment of proper control records for handling cash and inventories is desirable.

Reference: 1949 Report - Page 20

This matter has received administrative attention and controls have been established to correct these weaknesses.

* * * * *

Analysis of expenditures of the Maine Aeronautics Commission indicated that the services of the Bureau of Purchases should be more fully utilized in order that the most favorable prices may be obtained.

Other matters of importance and deserving of the Aeronautics Commission's attention are:

That all purchase orders reflect the object or purpose for which materials and labor are received.

That invoices for repair work should contain detail information pertaining to material and labor used.

The use of receiving reports is also of prime importance and should bear the signature of the employee who actually receives the services or materials from the vendor. It has been the practice for an office clerk to sign receiving records in a routine manner without the benefit of knowing whether or not the items were in agreement with the contracts.

Reference: 1949 Report - Page 20, 25

Administrative attention has been directed to this matter. Continued attention by the State's Aeronautics Commission is desirable.

* * * * *

A formal rent agreement should be entered into by the Aeronautics Commission and tenants of the airport building so that complete information will be available as to the privileges offered in the rent contract. Such data could be incorporated either in a lease form or by recording verbal agreements in the minutes of the Commission's meetings.

Reference: 1949 Report - Page 21

Attention has been given this matter subsequent to the close of the fiscal year ended June 30, 1949. The Aeronautics Commission has recorded the agreements made in the minutes of its meetings.

* * * * *

In the course of the many audits which have been conducted during the 1948-49 fiscal year, there are certain phases of governmental operations which appear worthy of further attention.

Invoices should be carefully checked to obtain full benefit of cash discounts.

More responsibility should be attached to required signatures and "rubber-stamp" type of signature should be eliminated. Periodic review of insurance information furnished Insurance Department is desirable, to ascertain that coverage desired is complete and up-to-date.

Reference: 1949 Report - Page 24

Receiving reports and certificate of receipt should be executed by individuals having first-hand knowledge of materials received.

Reference: 1949 Report - Page 25
1951 Report - Page 4, 29, 30

All licenses and permits issued by the various State departments and agencies should be prenumbered for audit control.

Studies should be made by department heads looking toward elimination of duplication of efforts.

A standard system should be established for controlling accounts receivable in all State departments and institutions. The requiring of daily mileage reports for State-owned cars and usage records for other motor equipment appears desirable.

Reference: 1949 Report - Page 25

A final biennial budget report should be prepared to show not only requests, and estimates of State departments, institutions, and agencies and also the estimates of the Governor's budget committee, but also the actual result of legislative action.

Reference: 1949 Report - Page 25
1950 Report - Page 4

The above suggestions appear worthy of continued attention by the State's fiscal officers.

* * * * *

The Department of Personnel should consider preparing and publishing, periodically, a revised up-to-date booklet setting forth all rules and regulations adopted by the Board for the guidance of all State departments and agencies. The last report of this type was prepared in July, 1945.

Reference: 1949 Report - Page 25
1950 Report - Page 4, 6
1951 Report - Page 19

A new set of rules and regulations have been provided by the Department of Personnel and became effective July 1, 1952. The revision was approved by the Governor, May 21, 1952. Many improvements are noted.

Fiscal Year 1947-48

Consideration should be given by the Commissioner of Finance to require the State Purchasing Agent to submit an annual report of his activities. It is suggested that this report include such items as:

Number and value of all purchase orders.

Number and value of emergency purchase orders.

Number and value of regular purchase orders, also indicating:

- a) Number and value purchased when there is over one bidder.
- b) Number and value purchased with formal contracts.
- c) Number and value purchased under specifications.

Cost of purchasing in relation to total value of purchases.

Records of nonusable supplies and equipment with salvage value.

At the present time, little information is assembled with which to provide this data. It is believed that information of this kind would be of benefit.

Reference: 1948 Report - Page 2

This recommendation is deserving of further study by the State's Purchasing Agent.

* * * * *

A salvage division should be established within the Bureau of Purchases.

Reference: 1948 Report - Page 2, 12
1949 Report - Page 5, 25
1950 Report - Page 6
1951 Report - Page 2

By direction of Governor Payne, a salvage committee has been created and now functions to dispose of surplus properties, etc. Considerable improvements are noted.

* * * * *

Authority for direct purchases by anyone other than the Bureau of Purchases should only be granted in writing by the Purchasing Agent. Any deviation from this practice should be fully explained by the department or institution when submitting emergency orders and invoices for payment. It appears that the statutes contemplate this practice being followed. (Chapter 14, Section 38, Revised Statutes of 1944.)

Reference: 1948 Report - Page 3

Corrective action has been taken; however, present practices by

the State Purchasing Agent appear deserving of continued attention.

* * * * *

Annual audits of special activity funds, maintained in school systems should be required. At the present time, audits of municipalities apply only to public funds received and expended. It is believed that municipal employees, such as school principals, superintendents, etc., who are empowered to handle special funds by virtue of their office, should have such accounts audited annually. This is a protection which should be afforded all who support school activities.

Reference: 1948 Report - Page 3, 23

This recommendation was considered by the Ninety-fourth Legislature and did not receive favorable action by the Committee on Legal Affairs. It is believed further study is advisable.

* * * * *

The Ninety-fourth Legislature should consider the feasibility of requiring annual audits for municipal activities; such as, school and sewer districts which are not required to be audited under the present statutes.

Reference: 1948 Report - Page 3, 23
1949 Report - Page 6

The Ninety-fourth Legislature enacted a law requiring annual audits of sewer and school districts. (Chapter 172, Public Laws of 1949.)

* * * * *

Adequate and uniform records should be maintained by all State departments and institutions for recording cash and inventory transactions. The law gives the State Controller authority to install systems of accounting and this should have his attention at the earliest opportunity time. (Chapter 14, Section 16, Paragraph VII, Revised Statutes of 1944.)

Reference: 1948 Report - Page 3, 21

Most all of the State departments and institutions have complied with this recommendation as pertains to a record for controlling cash receipts and equipment inventory. However, a uniform system for cash approved by the Controller is advisable for all State departments and institutions.

The Ninety-fourth Legislature should give consideration to include in the Appropriation Act, additional information that will show the revenue by which appropriations will be financed. At present, the Bureau of Budget lacks this information which will show the final result of legislative budgetary action.

Reference: 1948 Report - Page 5

This recommendation deserves further study by the State Budget Officer.

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The present law (Chapter 190, Section 1, Private and Special Laws of 1947), permitting transfers to the highway accounts from the highway unappropriated surplus account by order of the State Highway Commission, should be amended. It is believed that the amendment should be: "With the consent of the Governor and Executive Council." Laws enacted prior to 1947 included this provision.

Reference: 1948 Report - Page 4
1949 Report - Page 6

The Ninety-fourth and Ninety-fifth Legislatures have provided certain purposes for which funds may be appropriated from "Unappropriated Surplus" and now require approval of such transfers by action of the Governor and Council. (Chapter 208, Private and Special Laws of 1949.)

* * * * *

Consideration should be given by the various county commissioners to supply prenumbered duplicate receipt books for use of the municipal and trial justice courts. The duplicate receipt system should also be used by sheriffs, clerks of courts, probation officers, and other county officers who handle cash.

Reference: 1948 Report - Page 5, 24
1950 Report - Page 7, 31
1951 Report - Page 49

This recommendation should receive continued attention of the county officers. Approximately fifty per cent of all county officers are now utilizing prenumbered receipts.

* * * * *

The legislature should consider the feasibility of microfilming State records in lieu of the current practice to retain all required documents in original form. An enormous reduction in filing space would result if a law were passed to permit this treatment of State

records. It was stated by Governor Payne at a budget hearing that a mile and a half of filing cabinets are now in use for the storage of Maine State papers, and he has advocated a program of microfilming of State records to reduce the amount of space taken up by papers not in current use. It was estimated that about 4,000 files containing 16,000 drawers of old records are rarely, if ever, used.

Reference: 1948 Report - Page 5
1950 Report - Page 3

The Ninety-fourth Legislature enacted Chapter 91, Public Laws of 1951, "An Act Relating to Destruction of Old Records," which permits microfilming.

* * * * *

The Ninety-fourth Legislature should consider restoring the amounts of cash necessary to replace the amounts now impounded in closed banks, with no realizable value, to the University of Maine Land Grant Fund and the Penobscot Tribe of Indians Trust Fund. The provisions relating to the acceptance of these trusts require that the principal of their funds shall forever remain intact. The amounts involved are: University of Maine Land Grant Fund, \$17,847.84; Penobscot Tribe of Indians Trust Fund, \$25,325.63.

Reference: 1948 Report - Page 5, 6, 17
1949 Report - Page 6

The Ninety-fourth Legislature enacted Chapter 31, Public Laws of 1949, "Relating to Permanent Trust Funds" and provided an appropriation of \$42,681.04 to restore the original principal of "Permanent Trust Funds."

* * * * *

Consideration should be given by the Legislature and Finance Commissioner to provide a sufficient amount of working capital for use of the State Treasurer. The State Treasurer estimates that a one million seven hundred thousand dollar working capital balance must remain in depository banks to handle the State's checking accounts.

Reference: 1948 Report - Page 4, 5, 15
1949 Report - Page 6, 13

The Ninety-fourth Legislature enacted Chapter 54, Private and Special Laws of 1949, which provided "Reserve for Operating Capital" of \$2,000,000.00.

* * * * *

Consideration should be given by the Ninety-fourth Legislature to amend Chapter 87, Public Laws of 1945, An Act providing for the

nonsegregation of trust fund investments and earnings. The Attorney General has issued an opinion concerning the administration of this law and indicates that further legislation is necessary before the provisions of this statute can be practically administered.

Reference: 1948 Report - Page 6, 18

Legislative action forthcoming by enactment of Chapter 31, Public Laws of 1949, "An Act Relating to Permanent State Trust Funds."

* * * * *

The Liquor Commission should study the advisability of maintaining their own accounting system with control accounts only in the Department of Finance. At present, the detailed accounts are kept by the Bureau of Accounts and Control.

Reference: 1948 Report - Page 14

Further study of this suggestion appears desirable by the State Liquor Commission.

* * * * *

At June 30, 1948, several special funds had substantial cash balances. It would appear advisable to give consideration to investing these monies in bonds where a fair rate of income would be realized. The funds are the Lands Reserve Funds, Permanent School Fund, and Teachers' Retirement Fund, Waldo-Hancock Bridge Account, and the Kennebec Carlton Bridge Account.

Reference: 1948 Report - Page 15

This suggestion has received the administrative attention of the State Treasurer. Considerable improvement is noted.

* * * * *

A system of accounting should be devised to handle and control ninety-day accounts receivable (Treasury Department) so that prompt and accurate disposition of all delinquent accounts will result.

Reference: 1948 Report - Page 16
1949 Report - Page 4, 13
1950 Report - Page 3, 13
1951 Report - Page 15, 20

This matter is deserving of further consideration by the State Controller and State Treasurer.

Fiscal Year 1946-47

So that proper control of inventory may be forthcoming, it is suggested that the Liquor Commission give consideration to strengthening its present system of merchandising. Improved merchandising practices will allow closer control of inventories, and also permit more equitable stocking of liquors sold in State stores. As soon as liquor stocks are available in sufficient quantities to adequately supply demand, it is believed that a return to the old system of requiring the store managers to requisition their needs from the Commission would be advisable. This system will be of benefit to the Commission and the public. It has worked successfully in the past.

Reference: 1947 Report - Page 5, 11
1948 Report - Page 13
1949 Report - Page 2, 14
1950 Report - Page 6, 20
1951 Report - Page 6, 34

This suggestion deserves continued study by the State Liquor Commission.

* * * * *

Consideration should be given to the establishment of a "replacement cost" insurance policy which would be an endorsement to the present fire insurance schedule of the State. This is sometimes known as a "depreciation endorsement" policy, and permits the insured to recover full value for fire losses rather than part settlement on the basis of reproduction cost, less depreciation.

Reference: 1947 Report - Page 4

This suggestion deserves continued study by the State's Insurance Commissioner.

* * * * *

Attention is directed to keep the use of emergency purchase orders at a minimum. Competitive bidding for purchases of all items of consequence is desirable and should be followed whenever possible.

Reference: 1947 Report - Page 5
1948 Report - Page 12
1949 Report - Page 17, 25
1950 Report - Page 19

Administrative action received and emergency purchase orders have been reduced to a minimum by action of the State Purchasing Agent.

The Department of Personnel should give careful attention to all overtime payments to State employees in order that they may be kept at a minimum. Also, a stronger control should be required of allowances for overtime credits which may be compensated for by time off allowances. The Department of Personnel should examine the personnel records of each department and agency to determine if the regulations pertaining to overtime requirements have been complied with.

Reference: 1947 Report - Page 17
1951 Report - Page 7

Overtime payments should be kept at an absolute minimum in government service. This will require continued and constant attention of the Department of Personnel.

* * * * *

A system for cities and towns to account for municipally owned properties is recommended. The State Department of Audit has approved a record for this purpose and it is a part of the State's uniform system of accounting for municipalities.

Reference: 1947 Report - Page 18
1949 Report - Page 5
1950 Report - Page 4, 29

This system is now being utilized by the larger towns and cities that are audited by the State Department of Audit.

* * * * *

The Treasurer of State should have control of the check writing equipment now under the supervision of the Bureau of Accounts and Control, and Maine Employment Security Commission; he should also have custody of canceled checks.

Reference: 1947 Report - Page 5

This matter appears deserving of further study by the State Treasurer.

* * * * *

The Employees' Retirement Board should consider three questions which relate to the employees' pension fund:

Request the legislature for the amount of money which may be needed to pay contributions for former members of the Maine Teachers' Retirement Association with military service.

Request the legislature to provide funds covering the State's liability for amounts paid in by teachers for pensions under the old noncontributory pension law.

Arrange for settlement of the overpayment to the Maine Teachers' Retirement Association Fund by the State which is estimated to be approximately \$100,000.00.

Reference: 1947 Report - Page 2, 5, 12, 13
1948 Report - Page 1, 2, 18, 19
1949 Report - Page 5, 23

Corrected by legislative appropriation act - Chapter 196, Private and Special Laws of 1949 - and administrative action.

Also by legislative action - Chapter 128, Resolves of 1949. —
"Transferring moneys from the Pension Accumulation Fund to the Teachers' Savings Fund."

* * * * *

Although general improvement is noted in the accounting system of State institutions since the close of the year, consideration should be given to establish proper controls for inventories. Adequate farm records are also needed for institutions which are not presently equipped.

Reference: 1947 Report - Page 5, 6
1948 Report - Page 19, 20, 21
1950 Report - Page 6

All State institutions were equipped with a uniform bookkeeping system. Farm accounting systems have also been adopted by administrative action. Continued study is advisable, however, for inventory controls.

* * * * *

The Controller should give consideration to appending a qualifying statement to his summarized report of State finances which is published in newspapers on or before September 5 of each year. This will permit changes to reflect any differences noted during the interim between date of newspaper publication and publication of the Controller's annual report.

Reference: 1947 Report - Page 6

This suggestion has been adopted and qualification is now made when newspaper publications are released.

* * * * *

Liquor Commission selling costs should, insofar as possible, follow the same trend as sales. Also, liquor inventories should be maintained in the same ratio as sales.

Reference: 1947 Report - Page 10, 11

A formula has been developed which shows number of personnel required to man liquor stores on basis of sales. Estimated savings resulting by application of this formula will amount to approximately fifty thousand dollars per year.

* * * * *

Purchase of liquors should be made to conform with good merchandising practices so that the brands listed for sale by the Commission will not be out of stock in the State stores.

Reference: 1947 Report - Page 11
1948 Report - Page 13
1949 Report - Page 13, 14
1950 Report - Page 6, 20

A formula for purchasing liquor has been provided which appears to be working satisfactorily. Also, a formula for stocking State stores has presently been adopted. It is still urged, however, that store managers be given the opportunity to participate in merchandising practices.

* * * * *

At present, the State accounting system contains certain budgetary accounts which are commingled in the general ledger with accounting transactions. While State budgetary and accounting activities are closely related, they should not be intermingled to the extent of complicating centralized accounting records. This condition may be corrected by the creation of a "Budget Fund" which should be kept apart from regular accounting transactions. This change would still provide information relating to estimated fiscal transactions and would strengthen the factual accounting records of the State.

Reference: 1946 Report - Page 21, 22
1947 Report - Page 13
1951 Report - Page 22

Deserves further study by the State finance officials.

* * * * *

During the examination of records of the State departments and institutions for the fiscal year ended June 30, 1947, it was noted that the provisions of Chapter 14, Section 14, Revised Statutes of 1944, relating to work programs and allotments of funds were not closely followed

Reference: 1947 Report - Page 3, 14
1948 Report - Page 9, 10

During the fiscal year 1947-48, steps were taken by the Commissioner of Finance to correct this condition.

All unused balance of encumbered funds should be lapsed to the general fund of the State each year and not be spent for other purposes. It may be advisable to set up separate accounts for these funds rather than to merge them with succeeding year's appropriations.

Reference: 1947 Report - Page 16

Close attention by the budget office has corrected this condition to a great extent.

* * * * *

A change in the present State Liquor Commission laws is suggested as relates to discounts which are allowed wholesale licensees for liquor purchased. The present statute is not clear concerning discount allowances.

Reference: 1947 Report - Page 17

Corrected by legislative act — Chapter 200, Public Laws of 1949.

* * * * *

Prepaid insurance totaling approximately \$125,000.00 was not considered in the records of the State at the close of the year. It is suggested that this matter have attention when preparing financial statements of the State's assets and liabilities.

Reference: 1947 Report - Page 17

This suggestion appears deserving of further consideration by the State Controller.

* * * * *

The present policy of paying "overtime" to employees of State hospitals appears unnecessary. It would seem that an adjustment of wages would be more advisable. The entire cost of this overtime pay is approximately \$79,000.00 per year.

Reference: 1947 Report - Page 17
1951 Report - Page 7

Corrective action has resulted by acceptance of the survey of the Public Administration Service of Chicago. Changes in rules and regulations concerning this matter have been adopted.

* * * * *

Attention should be given to establishing proper accounting policies with respect to handling profits and losses on securities which are applicable to the various trust funds of the State.

Reference: 1947 Report - Page 17

Corrected by administrative action of the State Treasurer.

Consideration should be given by the county commissioners to supply prenumbered warrants for the use of the municipal and trial justice courts. It appears advisable that each court should be required to account for all warrants issued by them.

Reference: 1947 Report - Page 21, 22
1948 Report - Page 5, 24
1949 Report - Page 28
1950 Report - Page 7, 31, 32
1951 Report - Page 49

This suggestion has been adopted by several courts and trial justices, and appears to be working successfully. The suggestion deserves continued study by county officials.

* * * * *

Detailed inventory records of equipment are not maintained at the Maine Maritime Academy. In addition to equipment which has been purchased by the Academy, considerable surplus items have been acquired from the Federal Government. At present, these items are not included on the records. It is recommended that this condition be given attention for stronger control and insurance purposes.

Reference: 1947 Report - Page 22, 23
1951 Report - Page 39

This suggestion appears to warrant continued study by the fiscal officers of the Maine Maritime Academy.

Fiscal Year 1945-46

All recommendations of the Department of Audit should be carefully studied so that benefits which may accrue will be received. These recommendations are the result of considerable study and worthy of careful consideration.

Reference: 1946 Report - Page 4

Since 1948, recommendations included in audit reports have received the personal attention of Governor Payne. His close attention to these matters has resulted in benefits to the State. Further benefits will result, if due study is given by all who may be concerned.

* * * * *

The present system of accounting used in payment of monthly pensions, old age assistance, aid to dependent children, etc., should be strengthened to avoid the possibilities of overpayments.

Reference: 1946 Report - Page 7

Attention has been given to this matter by the Commissioner of Health and Welfare through the use of field workers; consequently, a much stronger control presently exists.

* * * * *

It is urged that the Controller who is required by law to establish accounting systems for State agencies, cooperate to the fullest extent by correcting any unfavorable conditions that may be found to exist and as reported by the Department of Audit. This will materially assist in providing maximum protection in the handling of public funds.

Reference: 1946 Report - Page 3, 4, 7
1948 Report - Page 3, 21
1949 Report - Page 2, 3, 4, 5, 10, 25
1950 Report - Page 6
1951 Report - Page 5, 21

Continued study should be made by the Controller to the end of providing stronger controls through the establishment of uniform systems for State departments, agencies, etc.

* * * * *

It is believed that certain appropriation accounts which are supplemented by revenues from sources having a direct interest in benefits to be received from these revenues should be "carrying accounts." This

would enable a more careful accounting so that these revenues would always be used for the purpose for which they were intended.

Reference: 1946 Report - Page 11
1948 Report - Page 11
1949 Report - Page 8
1950 Report - Page 9

Continued study of this matter appears desirable.

* * * * *

Diligent care should be exercised by department heads and other officials concerned so that encumbrances when approved do not exceed the annual budget plan of the State Legislature.

Reference: 1946 Report - Page 12
1947 Report - Page 4, 15

Chapter 189, Private and Special Laws of 1947, reworded the Appropriation Act relative to encumbering balances of appropriation accounts. It is believed continued study of handling encumbrances will result in savings to the State.

* * * * *

Straight-line budgeting may be difficult to administer, but the legislature should insist on holding the purse strings of the Treasury at least to control the amount allocated for each approved activity. This power should only be released when contingencies must be met which were not anticipated, and then only to the Governor and Council who have authority to transfer monies from the State contingent account.

Reference: 1946 Report - Page 14
1947 Report - Page 14
1948 Report - Page 9, 10

Continued study of this matter appears advisable.

* * * * *

It is believed that the simpler the newspaper presentation of the Controller's financial statement is made, the more intelligible it will be to those who read it. It is suggested that the presentation should include a consolidated balance sheet rather than combined balance sheets. This will be more readily understood by the average citizen.

Reference: 1946 Report - Page 14, 15
1947 Report - Page 6
1951 Report - Page 6, 22, 23

A study of this suggestion is being made by independent public accountants who were engaged to audit the State's books.

A study should be made of the present State encumbrance system to determine whether the cost and effort to maintain it is warranted. In view of the strong allotment system now utilized by the State and a law which provides a severe penalty, if department heads exceed their appropriations, it appears that considerable work and expense could be curtailed if the present encumbrance system were modified.

Reference: 1946 Report - Page 20
1951 Report - Page 4, 5

This suggestion deserves continued study by the State's fiscal officers.

* * * * *

The present practice of encumbering balances of appropriation accounts should be discontinued. This may be accomplished by rewording the Appropriation Act.

Reference: 1946 Report - Page 20
1951 Report - Page 4, 5

Chapter 189, Private and Special Laws of 1947, reworded the Appropriation Act, but did not discontinue the practice of encumbering appropriation balances. Continued study of encumbrances appears advisable by the State's fiscal officers.

* * * * *

Attention should be given to combine similar functions within departments, and to eliminate duplication of work. It is the duty of the Budget Officer to investigate duplication of work between departments and other agencies of State Government and to formulate policies for a better and more effective management.

Reference: 1946 Report - Page 20, 21
1947 Report - Page 6
1948 Report - Page 3
1949 Report - Page 5, 25

These conditions have been corrected to some extent by employment of "outside" analysts to study fiscal procedures of certain State departments.

Governor Payne made the following statement in a radio address to the people on September 1, 1949:

"We are at work to eliminate duplication of effort and to bring to you a clear-cut demonstration of business methods in government to provide the best possible service at the lowest possible cost."

State departments, institutions, and normal schools should be required to maintain adequate accounts pertaining to their financial operation. At present, detailed accounting material is assembled in the Bureau of Accounts and Control. The latter department should maintain control accounts only.

Reference: 1946 Report - Page 21
1951 Report - Page 21, 22

Only partial administrative action has been taken. There appears need for further study of this matter by the State Controller.

* * * * *

A provision of law should be enacted requiring town treasurers to deposit funds received by them, periodically, in banking institutions for safekeeping.

Reference: 1946 Report - Page 21
1947 Report - Page 4

Legislative action received by enactment of Chapter 225, Public Laws of 1947, which provides for prompt deposits of money by town treasurers.

* * * * *

A recommendation has been made to the Commissioner of Education that the State normal schools be equipped with a uniform system of accounting. Present systems in use are not considered adequate to meet sound accounting practices. Subsequent to the close of the fiscal year, the Commissioner recommended to the Board of State Normal Schools and Teachers' Colleges that the State Controller be requested to prescribe a system for the Farmington State Teachers' College. It is urged that systems be installed at other State normal schools at the earliest opportune time.

Reference: 1946 Report - Page 21
1947 Report - Page 17
1948 Report - Page 25

System installed at Farmington State Teachers' College. Systems for other normal schools to be studied by the State Board of Education - (per letter to Governor Payne - 5/18/51 from Frank S. Hoy, Chairman.) Subsequent attention has been given this matter by the Board of Education.

* * * * *

The present system of accounting in the Bureau of Accounts and Control should be simplified. Currently, budget estimates of revenues and expenditures are carried along from month to month in conjunc-

tion with the actual operating figures. The elimination of these estimates, which belong in the budget office, will materially assist in providing a practical set of accounts which would be clear in meaning and will readily reflect the true and proper status of the State's finances. There were over four thousand individual journal entries used during the 1945-46 year to reflect certain fiscal transactions. Journal entries are an essential part of any bookkeeping system, but should be kept at a minimum and used only in case of absolute necessity.

Reference: 1946 Report - Page 21, 22
1947 Report - Page 13
1948 Report - Page 5
1949 Report - Page 9
1950 Report - Page 4, 5
1951 Report - Page 20, 21, 22

Administrative action received in regard to minimizing journal entries; however, further study appears warranted in regard to separation of budget estimates from control accounts. This may be done by creating a "budget fund" in the general ledger.

* * * * *

Provisions should be made by the Ninety-third Legislature to authorize either the reduction of the principal of trust funds by the amount of losses incurred in closed banks or appropriate like sums to re-establish the original amount of the trusts. The cost of replacing impounded funds would be approximately \$89,000.00.

Reference: 1946 Report - Page 8, 22
1947 Report - Page 4
1948 Report - Page 5, 6, 17
1949 Report - Page 6
1950 Report - Page 13

Legislative action has been received by enactment of Chapter 31, Public Laws of 1949. Funds have been provided to cover losses in closed banks of certain State trust funds.

* * * * *

A review of the accounting and inventory control system of the Highway Garage should be undertaken.

Reference: 1946 Report - Page 22
1947 Report - Page 4
1951 Report - Page 26, 27, 28, 29

Received administrative attention and by directive of Governor Payne an independent survey by outside public accountants was conducted of Highway Garage. A new system of accounting and control has been recommended by public accountants.

The State Controller is required by law to publish annually in all newspapers of the State, a condensed summary of the State's fiscal affairs. The present summary form prepared by the Controller is in need of revision so that the average reader may be more clearly informed of the State's fiscal operations. While the present form is technically correct, it does not show the result of administrative stewardship of State, nor does it reflect the total assets, liabilities, reserves, and surplus in a manner which can be readily and accurately determined by those who study this presentation. The matter appears worthy of consideration, for simplification of public reporting is desirable in the interest of better government.

Reference: 1946 Report - Page 14, 15
1947 Report - Page 6
1951 Report - Page 6, 22, 23

This suggestion has received the attention of Governor Payne who has requested a study by Ernst & Ernst, independent certified public accountants. Further study is advisable by the State Controller.

* * * * *

The State Controller should review the record keeping of the State departments and institutions to determine if certain detailed work now performed by his office might not be curtailed. While centralized records are necessary, nevertheless, it would appear advisable to define the relationship between the accounts of the central accounting office with those of the various departments, institutions, etc., in order to provide a more coordinated, integrated system.

Reference: 1946 Report - Page 21
1951 Report - Page 21, 22

Deserves study by the State finance officials.

Fiscal Year 1944-45

Establishment of Deputy State Auditor position.

Reference: 1945 Report - Page 2

This position was created by the Personnel Board and has proved of considerable benefit. (Chapter 81, Public Laws of 1949.)

* * * * *

Elimination of "Resident Auditor" plan.

Reference: 1945 Report - Page 2
1946 Report - Page 4

Under this procedure, one or more auditors are assigned to specific tasks as scheduled, and the work is done periodically rather than by full time assignments.

* * * * *

Audit certificates to be used by State Auditor.

Reference: 1945 Report - Page 2

Each report of audit which is made to a department, institution or other agency of government includes a certificate from the State Auditor. The certificate broadly states the audit determinations, scope of audit, etc.

* * * * *

External verification methods utilized by State Department of Audit.

Reference: 1945 Report - Page 3

The department has made extensive use of verification methods and established other external controls which are beneficial. These independent sources of information have proved exceedingly valuable and led to the discovery of defalcations and other conclusions which have contributed to eliminate weaknesses in the financial administration of governmental agencies.

* * * * *

It was recommended to the Secretary of State that a perpetual inventory system for handling registration plates, with daily control, be established at the main and branch offices of the Motor Vehicle Division. This will afford a stronger internal control.

Reference: 1945 Report - Page 4

This system has been adopted by the Secretary of State for all of the branch offices, and it is operating very successfully. Continued study appears advisable, however, with respect to the main office.

It was suggested that the manner of handling transfers between accounts tended to cloud the picture of financial operations, and it was urged that transfers should be shown entirely supplemental and apart from the actual operation costs of departmental activities.

Reference: 1945 Report - Page 4, 10
1946 Report - Page 3, 14
1947 Report - Page 4, 9, 14, 15
1948 Report - Page 4, 10, 11

Transfers of all monies for operational purposes should receive fiscal attention with complete explanation concerning them. This matter deserves continued attention of the State's Budget Officer.

* * * * *

When expenditures exceed the original budget plan of the legislature, it should be so set forth and a reasonable explanation of the circumstances would be of material value to those charged with the responsibility of raising and allocating State funds.

Reference: 1945 Report - Page 4, 10

This condition has been corrected to a great extent by closer budgetary control exercised by the Commissioner of Finance since 1946.

* * * * *

Steps should be taken to re-establish, at the earliest possible date, a practical system of bookkeeping at the State institutions.

Reference: 1945 Report - Page 5, 13
1946 Report - Page 21
1948 Report - Page 3, 19
1949 Report - Page 2, 21

All institutions have been equipped with a uniform bookkeeping system at the direction of Governor Hildreth. Considerable accounting progress has been noted since its installation.

* * * * *

Refunds of insurance premiums should be requested of the University of Maine and Maine Maritime Academy, in the amounts of \$4,191.72 and \$182.37 respectively, to correct billing errors.

Reference: 1945 Report - Page 5, 6

Refunds were received for these amounts to compensate for errors in computing premium allocations.

* * * * *

Steps should be taken to adjust insurance rates applicable to State

departments on the basis of the correct formula promulgated by the New England Fire Insurance Rating Association.

Reference: 1945 Report - Page 6

This matter has been corrected by receiving the attention of the State Insurance Commissioner and Commissioner of Finance.

* * * * *

A lump sum appropriation should be made by the legislature as in past years to pay fire insurance premiums of the State. This would cover charges against each department and institution financed from the general fund.

Reference: 1945 Report - Page 6
1946 Report - Page 21
1947 Report - Page 4

Corrected by legislative act - Chapter 189, Private and Special Laws of 1947.

* * * * *

The Governor and Council should issue an order authorizing rates to be used by the Insurance Department when computing premiums applicable to outside agencies. These rates should be obtained from the New England Fire Insurance Rating Association.

Reference: 1945 Report - Page 6

This recommendation was followed and the condition corrected by action of the State Insurance Commissioner.

* * * * *

All matters relating to insurance of any kind should be referred to the Insurance Department for approval before final action is taken. This will utilize the facilities of the department in the manner contemplated. Also, claims for fire losses should be filed for collection of losses more promptly than in the past. By so doing, it will tend to eliminate controversial matters which otherwise may arise in settlement of the claims.

Reference: 1945 Report - Page 6, 7

This recommendation has received administrative attention; however, continued study appears advisable by the State Insurance Commissioner.

* * * * *

Change in method of bonding State employees is recommended by adopting a blanket bond coverage.

Reference: 1945 Report - Page 7
1946 Report - Page 21
1947 Report - Page 4

The Governor and Council has approved a plan by which all employees are covered under a blanket bond and for a maximum of fifty thousand dollars (\$50,000.00) per employee. The cost of this bond is slightly less than under the old plan, and provides a broader and more comprehensive bond coverage.

* * * * *

State Auditor's certificate not to appear on the financial statement issued by the State Controller. Deviation from this practice was necessitated because of the need to qualify the certificate due to the incomplete status of audit at the time the Controller's report is published.

Reference: 1945 Report - Page 8

The legislature was helpful in this respect by enacting Chapter 4, Public Laws of 1945, which permits the State Auditor to make his report within four months after the official closing of the Controller's books.

* * * * *

Simplicity is desired when presenting the annual financial report of the State to the people who as a whole are not familiar with technical accounting reporting. Change in present form recommended.

Reference: 1945 Report - Page 9
1946 Report - Page 14
1951 Report - Page 22

This matter deserves continued study by the State Controller.

* * * * *

Consideration should be given to the establishment of a uniform system to control inventories of State departments; such as, office equipment, office supplies, etc.

Reference: 1945 Report - Page 9
1946 Report - Page 21
1947 Report - Page 6
1948 Report - Page 21
1949 Report - Page 9, 10

This matter has received administrative attention and a uniform system has been established and installed in State departments and institutions. (Chapter 14, Section 35, Subsections VII and VIII - Chapter 266, Section 4, Public Laws of 1951.)

Consideration should be given to amend the statutes which would relieve the State Auditor from membership on the Farm Lands Loan Commission, the Emergency Municipal Finance Board, and the Committee on Destruction of Records.

Reference: 1945 Report - Page 9, 10
1946 Report - Page 21
1947 Report - Page 4

Received legislative approval - except as membership on the Committee for Destruction of Old Records, and it is believed this exception is proper and the original recommendation stands corrected. (Chapter 30, Revised Statutes of 1944 - Repealed; Chapter 26, Public Laws of 1947, amended Chapter 90, Revised Statutes of 1944; Chapter 65, Public Laws of 1947, amended Chapter 14, Revised Statutes of 1944.)

* * * * *

A desirable and logical change in the financial setup of the State Government would be effected by separation of the Budget Office from the Department of Finance and Bureau of Accounts and Control.

Reference: 1945 Report - Page 10
1946 Report - Page 13, 20

Subsequent to making this suggestion, time has proved that budget control is working effectively under the direction of the Commissioner of Finance.

* * * * *

A thorough study should be made of the problem to provide adequate and readily accessible storage space for the State's records.

Reference: 1945 Report - Page 10
1946 Report - Page 22
1947 Report - Page 16

Received legislative action by approving microfilming process. (Chapter 91, Public Laws of 1951.)

* * * * *

Increase in per diem charges for auditors (municipal division) was requested commencing January 1, 1946.

Reference: 1945 Report - Page 15
1946 Report - Page 17
1947 Report - Page 19, 20
1948 Report - Page 24
1949 Report - Page 26

Approved by Governor and Council - Council Order No. 302, December 4, 1945.

Revenue and expenditure figures of the Auditor's report differ from those shown by the Controller's report, for it is believed that certain revenue items, from which expenditures have been deducted, should more properly be shown as gross revenue.

Reference: 1945 Report - Page 12
1947 Report - Page 9, 16
1948 Report - Page 9
1951 Report - Page 21, 27

This matter deserves further study by the State Controller. It has been referred to the independent public accountants to resolve during their audit of the State's accounts.

* * * * *

Careful attention should be given by municipal officials to the handling of trust funds.

Reference: 1945 Report - Page 16
1946 Report - Page 16
1947 Report - Page 18
1950 Report - Page 27, 29, 30

In many instances, trust fund assets which have been borrowed by municipalities in past years have been restored either in part or in full. It appears that the municipal officers are giving this suggestion due consideration.

* * * * *

The legislature should conduct a study of the fee system now in use by trial justice courts, as well as its application to any other division of government, with the object of eliminating personal gains which may accrue by this method.

Reference: 1945 Report - Page 17
1946 Report - Page 19, 21
1947 Report - Page 22

Received legislative action by enactment of Chapter 262, Public Laws of 1947.

1951 - 1952

FINANCIAL STATEMENTS

State Of Maine
Balance Sheets, June 30, 1952, and Consolidated

ASSETS

Schedule No.	Consolidated*	— FUNDS —		
		General	Highway	All Others
A- 1	Cash	\$ 6,330,772.87	\$ 2,453,476.86	\$ 4,496,609.43
A- 2	Investments	5,310,309.12	4,005,624.55	19,744,092.39
	Deposits with Federal Government			39,408,620.26
A- 3	Taxes Receivable (net)	1,909,890.60	1,949.39	418,324.30
A- 4	Accounts Receivable (net)	699,897.40	1,084,683.60	293,525.69
A- 5	Inventories	2,479,099.31		639,587.95
A- 6	Other Assets	178,782.31	3,124.10	1,231,703.24
A- 7	Fixed Assets (net)	123,225.70		3,420,738.71
A- 8	Deferred Charges		363,040.10	
	Due from Other Funds—Working Capital Advances (contra)	509,906.80	1,252,500.00	
	Total Assets	\$17,541,884.11	\$ 9,164,398.60	\$69,653,201.97
	Capitalized Expenditures:			
	Bonded Debt		4,074,500.00	180,000.00
	Augusta Toll Bridge			1,140,000.00
		5,394,500.00	4,074,500.00	1,320,000.00
	Total Assets and Capitalized Expenditures	\$17,541,884.11	\$13,238,898.60	\$70,973,201.97

LIABILITIES, RESERVES AND SURPLUS

Liabilities					
	Accounts Payable	\$ 1,388,778.74	\$ 1,045,390.00	\$ 38,504.03	\$ 304,884.71
A- 9	Other Current and Accrued Liabilities	1,634,854.49	1,050,133.95	331,034.48	312,152.73
	Due to other Funds—Toll Bridge Loans (contra)				1,215,000.00
A-10	Bonds Unmatured	5,554,500.00		4,074,500.00	1,480,000.00
	Total Liabilities	8,578,133.23	2,095,523.95	4,444,038.51	3,312,037.44
Reserves—Expendable:					
	Maine Post War Public Works	15,515.13	15,515.13		
	Carrying Balances	10,546,842.39	2,670,407.83	4,928,872.47	2,947,562.09
	State Contingent Account	450,000.00	450,000.00		
A-11	Trust Funds—Undistributed Income and				
	Reserve for Losses	98,320.42			98,320.42
A-12	Unemployment Benefit Fund	39,766,456.32			39,766,456.32
	Total Expendable Reserves	50,877,134.26	3,135,922.96	4,928,872.47	42,812,338.83
Reserves—Nonexpendable:					
A-12	Trust and Guarantee Funds—Principal	19,941,669.21			19,941,669.21
Surplus:					
Appropriated:					
	Operating Capital—General Fund	2,000,000.00	2,000,000.00		
A-13	Working Capital	6,937,517.65	3,000,000.00		3,937,517.65
	Advances to Other Funds (contra)		509,906.80	37,500.00	
	Advance to Maine State Office Building Authority	287,110.07	287,110.07		
	Advances from Highway Fund—				
	Special Highway Projects	585,000.00		585,000.00	
	Augusta Toll Bridge	1,140,000.00		1,140,000.00	
	Deer Isle-Sedgwick Bridge	75,000.00		75,000.00	
	Total Appropriated Surplus	11,024,627.72	5,797,016.87	1,837,500.00	3,937,517.65
	Unappropriated Surplus	9,511,546.79	6,513,420.33	2,028,487.62	969,638.84
	Total Liabilities, Reserves and Surplus	\$99,933,111.21	\$17,541,884.11	\$13,238,898.60	\$70,973,201.97

Unappropriated surplus of the general fund is subject to the following allocations:

Hospital Building—Central Maine Sanatorium	\$518,000
Rockland Wharf and Terminal	\$50,000

Included in "All Other Funds" is the Highway Garage Working Capital Account, a component part of the Highway Fund.

*Certain offsetting interfund items are eliminated in the consolidated balance sheet.

Reconciliation of Balance Sheets

Controller's Published Report and Audit

As of June 30, 1952

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	Assets	Liabilities	Reserves	Surplus	
				Appropriated	Unappropriated
<u>General Fund</u>					
Balance Sheet per Controller	\$17,207,690.32	\$ 1,759,478.29	\$ 8,933,943.90	\$	\$ 6,514,268.13
Audit Additions:					
Liquor Commission Adjustment—considered in Audit report as a General Fund activity	330,928.84	330,928.84			
Post Audit Adjustment	3,660.08	3,660.08			
Interfund Items—not set up		1,456.74			
Transferred from Reserves—					
Working Capital				3,509,906.80	
Operating Capital				2,000,000.00	
Advance to Maine State Office Building Authority				287,110.07	
Total Additions	334,588.92	336,045.66		5,797,016.87	

Audit Deductions:					
Interfund Items Eliminated			1,004.07		452.67
Reserve for Taxes Receivable—Transferred from All Other Funds	395.13				395.13
Transferred to Appropriated Surplus— Working Capital			3,509,906.80		
Operating Capital			2,000,000.00		
Advance—Maine State Office Building Authority			287,110.07		
Total Deductions	395.13		5,798,020.94		847.80
Balance Sheet per Audit	\$17,541,884.11	\$ 2,095,523.95	\$ 3,135,922.96	\$ 5,797,016.87	\$ 6,513,420.33
<u>Highway Fund</u>					
Balance Sheet per Controller	\$13,696,803.20	\$ 4,408,790.03	\$ 7,239,753.13	\$	\$ 2,048,260.04
Audit Additions:					
Interfund Items—not set up	585.30	35,248.48			
Special Highway Projects—Deferred Charges	363,040.10				
Advances for Special Projects Transferred from Reserves— Working Capital				585,000.00	
Advance—Augusta Toll Bridge				37,500.00	
Advance—Deer Isle-Sedgwick Bridge				1,140,000.00	
				75,000.00	
Total Additions	363,625.40	35,248.48		1,837,500.00	

RECONCILIATION OF BALANCE SHEETS — Continued

	Assets	Liabilities	Reserves	Surplus	
				Appropriated	Unappropriated
Audit Deductions:					
Post Audit Adjustment (Working Capital Advances)	745,000.00		745,000.00		
Interfund Items Eliminated			14,890.76		19,772.42
Public Utilities Commission—Control over Trucking, Transferred to All Other Funds	76,530.00		76,530.00		
Special Projects—Carrying Balances Adjusted			221,959.90		
Transferred to Appropriated Surplus— Working Capital			37,500.00		
Advance—Augusta Toll Bridge			1,140,000.00		
Advance—Deer Isle-Sedgwick Bridge			75,000.00		
Total Deductions	821,530.00		2,310,880.66		19,772.42
Balance Sheet per Audit	\$13,238,898.60	\$ 4,444,038.51	\$ 4,928,872.47	\$ 1,837,500.00	\$ 2,028,487.62
<u>All Other Funds</u>					
Balance Sheets per Controller					
Other Special Revenues Funds	\$ 2,449,790.93	\$ 191,795.99	\$ 2,257,994.94	\$	\$
Proceeds of General Bond Issues	409,118.30		409,118.30		
Public Service Enterprises	7,018,540.55	3,027,820.35	56,756.37	3,787,075.14	146,888.69
Working Capital Funds	4,259,665.72	137,265.54		3,150,442.51	971,957.67
Trust and Agency Funds	20,311,991.23	2,455.22	20,309,536.01		
Maine Employment Security Fund	39,772,627.74	9,185.92	39,763,441.82		
Total	74,221,734.47	3,368,523.02	62,796,847.44	6,937,517.65	1,118,846.36

Audit Additions:					
Interfund Items—not set up	3,338.18	4,896.88			
Public Utilities Commission—Control over Trucking, transferred from Highway Fund	76,530.00		76,530.00		
Accounts Receivable—not set up	49,013.40		49,013.40		
Reserve for Taxes Receivable transferred to General Fund	395.13		395.13		
Carrying Balances—Toll Bridges—reclassified as Reserve			146,882.69		
Agency Funds reclassified as Liability		269,546.38			
Total Additions	129,276.71	274,443.26	272,821.22		
Audit Deductions:					
Interfund Items Eliminated			115.34		1,443.36
Liquor Commission Accounts transferred to General Fund	3,330,928.84	330,928.84		3,000,000.00	
Post Audit Adjustment	881.47				881.47
Reserve for Accounts Receivable—not set up	45,998.90		45,998.90		
Carrying Balances—Toll Bridges—reclassified as Reserve					146,882.69
Agency Funds reclassified as Liability			269,546.38		
Total Deductions	3,377,809.21	330,928.84	315,660.62	3,000,000.00	149,207.52
Balance Sheet per Audit	\$70,973,201.97	\$ 3,312,037.44	\$62,754,008.04	\$ 3,937,517.65	\$ 969,638.84

Operating Funds

Statement of Available Funds and Expenditures

Year Ended June 30, 1952

	Consolidated	— F U N D S —		
		General	Highway	All Others
Revenues:				
Taxes	\$43,578,757.36	\$28,292,202.76	\$14,045,124.93	\$ 1,241,429.67
Liquor (Gross)	8,066,937.65	8,066,937.65		
Federal Grants	13,552,259.36	7,710,596.02	3,102,445.25	2,739,218.09
Other Grants and Assessments	2,947,971.59	917,656.67	2,020,124.52	10,190.40
Motor Vehicles	7,030,898.70		6,949,159.21	81,739.49
Other Services and Fees	1,939,858.92	1,001,686.29	378,145.81	560,026.82
Rents and Concessions	120,043.54	111,159.38	3,329.81	5,554.35
Hunting and Fishing Licenses	1,280,214.51			1,280,214.51
Interest Earned	51,585.45	7,557.45	44,028.00	
Bridge Tolls	286,992.39			286,992.39
Sales and Services	2,233,149.43			2,233,149.43
Other Revenue	1,676,899.88	1,341,491.13	123,036.65	212,372.10
Total Revenues	82,765,568.78	47,449,287.35	26,665,394.18	8,650,887.25
Add:				
Contingent Account Transfers	57,660.51	57,660.51		
Transfers In	405,873.47	85,428.97	85,857.00	234,587.50
Appropriations from Surplus:				
By Legislature	30,000.00	30,000.00		
By Highway Commission	1,370,976.83		1,370,976.83	
	84,630,079.59	47,622,376.83	28,122,228.01	8,885,474.75

Deduct:				
Increase in Carrying Balances	2,932,883.52	1,294,805.93	1,075,431.39	562,646.20
Reserves for Uncollectible Accounts from Current Revenues	58,302.33	58,302.33		
Appropriations by Highway Commission Returned to Appropriated Surplus	585,000.00		585,000.00	
Appropriations by Highway Commission Returned to Unappropriated Surplus	174,908.59		174,908.59	
Transfers Out	923,373.47	524,944.50	96,000.00	302,428.97
	4,674,467.91	1,878,052.76	1,931,339.98	865,075.17
Total Available Funds for Current Operations	79,955,611.68	45,744,324.07	26,190,888.03	8,020,399.58
Expenditures:				
General Administration	3,218,813.28	2,077,312.34	1,070,454.93	71,046.01
Liquor Commission	1,292,043.34	1,292,043.34		
Protection of Persons and Property	2,764,287.36	1,241,707.13	941,814.11	580,766.12
Development and Conservation of Natural Resources	4,278,024.66	1,548,077.76		2,729,946.90
Health, Welfare, and Charities	16,971,145.89	16,365,699.16		605,446.73
Institutions	5,550,804.90	5,550,804.90		
Education and Libraries	10,100,747.11	9,566,893.01		533,854.10
Highways and Bridges	21,597,461.70		21,597,461.70	
Maine Employment Security Commission Administration	1,087,026.87			1,087,026.87
Recreation and Parks	163,837.41	163,837.41		
Toll Bridges	179,163.42			179,163.42
Working Capital Funds	1,917,818.79			1,917,818.79
Interest on Bonded Debt	185,078.50		185,078.50	
Debt Retirement	1,119,000.00		1,119,000.00	
Miscellaneous	371,591.88	371,591.88		
Contributions and Transfers:				
Maine State Retirement System	1,766,520.45	1,586,642.13	179,878.32	
Trust Fund Deficiencies	52,268.90	52,268.90		
Replace Trust Funds	4,000.00	4,000.00		
Payments for Services Rendered	111,194.64		111,194.64	
Total Expenditures	72,730,829.10	39,820,877.96	25,204,882.20	7,705,068.94
Excess of Available Funds over Expenditures—To Surplus	\$ 7,224,782.58	\$ 5,923,446.11	\$ 986,005.83	\$ 315,330.64

Included in "All Other Funds" is the Highway Garage Working Capital Account, a component part of the Highway Fund.

Statement Of Revenues

Year Ended June 30, 1952

	General Revenue (To Finance Appropriations)		Departmental Revenue (To Supplement Appropriations)			Total
	General Fund	Highway Fund	General Fund	Highway Fund	Other Funds	
Taxes:						
Sales and Use Tax (Less Refunds)	\$11,208,526.44		\$		\$	\$11,208,526.44
Gasoline Tax (Less Refunds)		\$ 14,041,742.42			71,217.68	14,112,960.10
State Tax—Cities and Towns	5,576,922.01					5,576,922.01
Public Utilities Tax (Gross)	2,539,255.78		62,817.30			2,602,073.08
Cigarette and Tobacco Tax	5,325,448.12					5,325,448.12
Inheritance and Estate Taxes	1,512,489.43					1,512,489.43
Insurance Companies' Tax	1,468,429.95				73,303.29	1,541,733.24
State Tax—Unorganized Townships	318,088.21					318,088.21
Corporation Tax	196,335.00					196,335.00
Potato Tax					198,386.64	198,386.64
Sardine Development Tax					422,937.67	422,937.67
Maine Forestry District Tax					352,843.16	352,843.16
Trust and Banking Co. Tax	71,174.70					71,174.70
Other Taxes	9,445.72	3,382.51	3,270.10		122,741.23	138,839.56
Total Taxes	28,226,115.36	14,045,124.93	66,087.40		1,241,429.67	43,578,757.36
Liquor (Gross)	6,774,894.31		1,292,043.34			8,066,937.65
Federal Grants	51,002.12		7,659,593.90	3,102,445.25	2,739,218.09	13,552,259.36

Other Grants and Assessments:						
Counties, Cities, and Towns	350.00		656,174.33	2,018,124.52	1,937.76	2,676,586.61
Private Contributions	64,001.13		197,131.21	2,000.00	8,252.64	271,384.98
Total Other Grants and Assessments	64,351.13		853,305.54	2,020,124.52	10,190.40	2,947,971.59
Motor Vehicles:						
Registrations		5,956,191.04				5,956,191.04
Drivers' Licenses		686,952.75				686,952.75
Other Motor Vehicle Fees		281,051.92		24,963.50	81,739.49	387,754.91
Total Motor Vehicles		6,924,195.71		24,963.50	81,739.49	7,030,898.70
Other Services and Fees	679,498.49	38,913.83	322,187.80	339,231.98	560,026.82	1,939,858.92
Rents and Concessions	9,029.86	194.62	102,129.52	3,135.19	5,554.35	120,043.54
Hunting and Fishing Licenses	7,494.45	44,028.00			1,280,214.51	1,280,214.51
Interest Earned			63.00			51,585.45
Bridge Tolls					286,992.39	286,992.39
Sales and Services—Working Capital Funds					2,233,149.43	2,233,149.43
Other Revenues:						
Sales	26,979.67		307,973.67	23,752.12	25,249.67	383,955.13
Commissions—Pari Mutuel Pools	591,637.95		28,824.17			620,462.12
Other Licenses	247,070.32	22,196.60	10,889.00	3,020.06	128,725.84	411,901.82
Fire Loss Settlements			5,954.43		6,025.65	11,980.08
Fines and Forfeitures	121,379.12	73,339.10	450.72		51,712.96	246,881.90
Others		727.27	332.08	1.50	657.98	1,718.83
Total Other Revenues	987,067.06	96,262.97	354,424.07	26,773.68	212,372.10	1,676,899.88
Total Revenues	\$36,799,452.78	\$21,148,720.06	\$10,649,834.57	\$ 5,516,674.12	\$ 8,650,887.25	\$82,765,568.78

Reconciliation of Revenues And Expenditures

Controller's Published Report And Audit

Year Ended June 30, 1952

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	General Fund	Highway Fund	Other Funds
Revenues per Controller	\$46,078,765.98	\$26,832,990.67	\$ 5,991,343.93
Audit Additions:			
Revenues Not Published:			
Toll Bridges			286,992.39
Augusta State Airport			131,859.45
Bond Fund			50.00
Institutional Farms			400,243.29
Liquor Commission	1,292,043.34		
Working Capital Funds			1,832,906.14
Deductions from Revenue:			
Railroad and Telegraph Tax Payments	62,817.30		
Reserve for Losses—Accounts Receivable	57,907.20		395.13
Public Utilities Commission—Control over Trucking			81,739.49
Post Audit Adjustments	1,182.50		
Total Additions	1,413,950.34		2,734,185.89
Audit Deductions:			
Interfund Transfers	43,428.97	85,857.00	71,587.50
Public Utilities Commission—Control over Trucking		81,739.49	
Post Audit Adjustments			3,055.07
Total Deductions	43,428.97	167,596.49	74,642.57
Revenues per Audit	\$47,449,287.35	\$26,665,394.18	\$ 8,650,887.25

Expenditures per Controller	38,820,427.16	25,665,879.18	5,343,525.53
Audit Additions:			
Expenditures from Appropriations from Unappropriated Surplus	106,055.72		
Liquor Commission Expense	1,292,043.34		
Railroad and Telegraph Tax Payments	62,817.30		
Replacement of Railroad Warning Signs		305.34	
Public Utilities Commission—Control over Trucking			56,494.29
Due to Other Funds—Not Set Up	1,456.74	34,663.18	115.34
Expenditures Not Published:			
Toll Bridges			179,163.42
Augusta State Airport			242,031.03
Bond Fund			488.09
Institutional Farms			364,224.12
Working Capital Funds			1,553,594.67
Total Additions	1,462,373.10	34,968.52	2,396,110.96
Audit Deductions:			
Interfund Transfers	460,444.50	11,000.00	34,516.92
Advances for Preliminary Surveys on Special Projects		363,040.10	
Public Utilities Commission—Control over Trucking		56,494.29	
Post Audit Adjustments	1,477.80	65,431.11	50.63
Total Deductions	461,922.30	495,965.50	34,567.55
Expenditures per Audit	\$39,820,877.96	\$25,204,882.20	\$ 7,705,068.94

Note: Revenues and expenditures per Controller as shown in
“Other Funds” represent only “Special Revenue Funds.”

Analysis Of Unappropriated Surplus

Year Ended June 30, 1952

	General Fund	Highway Fund	Other Funds
Balance July 1, 1951	\$ 601,039.07	\$ 2,294,264.51	\$ 602,636.11
Adjustments of Prior Years	24,367.39	(10,714.48)	4,481.45
Adjusted Balance	625,406.46	2,283,550.03	607,117.56
Additions for Year:			
Overlay—Estimated Revenue over Appropriations	2,257,846.00	32,000.00	
Gain in Revenue over Estimate	2,698,587.11	663,857.06	
Lapsed Balances — Appropriation Accounts	967,013.00	90,148.77	
Excess of Available Funds over Expenditures (Exhibit B)	5,923,446.11	986,005.83	
Net Gain from Operation—Instit'l. Farms & Working Capital Funds (Ex. B)			315,330.64
Return of Funds Advanced—			
From Liquor Commission	500,000.00		
From Institutional Farms	50,000.00		
From Maine State Office Building Authority	627.38		
From Betterment Fund		85,000.00	
From Augusta Toll Bridge		45,000.00	
Sale of Lands as Authorized by Legislature	1,600.89		
Gain from Settlement of Fire Losses			47,190.64
Total Additions	6,475,674.38	1,116,005.83	362,521.28
Total	\$ 7,101,080.84	\$ 3,399,555.86	\$ 969,638.84

Deductions for Year:			
Appropriation from Surplus by 95th Legislature	30,000.00		
Restoration of Contingent Account	57,660.51		
Working Capital Advances —			
To Liquor Commission	500,000.00		
To Highway Garage		175,000.00	
Apportionments By Highway Commission		1,370,976.83	
Less: Apportionments Lapsed		(174,908.59)	
Total Deductions	587,660.51	1,371,068.24	
Balance June 30, 1952	\$ 6,513,420.33	\$ 2,028,487.62	\$ 969,638.84

Unappropriated surplus of the general fund is subject to the following allocations:

Hospital Building—Central Maine Sanatorium	\$518,000
Rockland Wharf and Terminal	\$50,000

Statement of Departmental Operations

Year Ended June 30, 1952

	General Fund	Highway Fund	Other Funds
Balances Forward July 1, 1951	\$1,400,798.77	\$3,854,933.69	\$2,382,136.76
Adjustments	(25,196.87)	(1,492.61)	2,779.13
Adjusted Balances	1,375,601.90	3,853,441.08	2,384,915.89
Add:			
Legislative Appropriations	31,814,717.34	20,252,863.00	
Apportionments from Surplus by Highway Commission		1,370,976.83	
Departmental Receipts	10,649,834.57	5,516,674.12	8,650,887.25
Contingent Account Transfers	57,660.51		
Transfers In	85,428.97	85,857.00	234,587.50
Total Available	43,983,243.29	31,079,812.03	11,270,390.64
Deduct:			
Expenditures	39,820,877.96	25,204,882.20	7,705,068.94
Transfers Out	524,944.50	96,000.00	302,428.97
Apportionments by Highway Commission:			
Reclassified as Appropriated Surplus		585,000.00	
Returned to Unappropriated Surplus		174,908.59	
Total Deductions	40,345,822.46	26,060,790.79	8,007,497.91
Balances June 30, 1952			
Lapsed to Surplus	967,013.00	90,148.77	
Carried forward to 1952-53 year	2,670,407.83	4,928,872.47	2,947,562.09
Net Gain from Operations — Institutional Farms and Working Capital Accounts			315,330.64
Total	\$3,637,420.83	\$5,019,021.24	\$3,262,892.73

Schedule Of Cash

As of June 30, 1952

Cash in Banks	Total	Demand Deposits	Time Deposits
Androscoggin County Savings Bank	\$ 5,400.56	\$	\$ 5,400.56
Aroostook Trust Company	97,722.62	97,722.62	
Ashland Trust Company	15,000.00	15,000.00	
Auburn Savings Bank	10,757.00		10,757.00
Augusta Savings Bank	24,694.23		24,694.23
Bangor Savings Bank	8,307.03		8,307.03
Bar Harbor Banking and Trust Company and Branches	53,763.34	53,763.34	
Bath National Bank	71,209.74	71,209.74	
Bath Trust Company	36,128.32	36,128.32	
Biddeford Savings Bank	10,649.37		10,649.37
Brewer Savings Bank	38,722.15		38,722.15
Brunswick Savings Institution	7,175.28		7,175.28
Camden National Bank	30,544.32	30,544.32	
Canal National Bank	167,703.50	167,703.50	
Casco Bank and Trust Company and Branches	525,061.73	525,061.73	
Community Trust Company and Branches	57,365.07	57,365.07	
Depositors Trust Company and Branches	6,240,599.93	6,239,906.93	693.00
Eastern Trust and Banking Company and Branches	387,260.81	387,260.81	
Federal Trust Company	152,995.45	152,995.45	
First Auburn Trust Company	137,997.87	137,997.87	
First National Bank—Bar Harbor	72,415.56	72,415.56	
Bath	24,060.01	24,060.01	
Belfast	65,434.76	65,434.76	
Biddeford	111,537.40	111,537.40	

SCHEDULE OF CASH — Continued

Cash in Banks	Total	Demand Deposits	Time Deposits
Brunswick	97,245.13	97,245.13	
Damariscotta	62,346.47	62,346.47	
Farmington	57,736.85	57,736.85	
Fort Fairfield	48,000.00	48,000.00	
Fort Kent	59,448.02	59,448.02	
Houlton	89,193.15	89,193.15	
Lewiston	100,628.77	100,628.77	
Pittsfield	15,133.07	15,133.07	
Rockland	69,240.20	69,240.20	
First National Granite Bank	793,387.30	791,098.13	2,289.17
First Portland National Bank	196,501.11	196,501.11	
Franklin County Savings Bank and Branches	100.00		100.00
Frontier Trust Company	57,807.26	57,807.26	
Gardiner Savings Institution	6,021.69		6,021.69
Gorham Savings Bank	10,334.13		10,334.13
Guilford Trust Company and Branches	90,192.42	90,192.42	
Houlton Savings Bank	1,032.03		1,032.03
Houlton Trust Company	30,985.90	30,985.90	
Katahdin Trust Company and Branches	16,311.00	16,311.00	
Kennebec Savings Bank	37,016.51		37,016.51
Kezar Falls National Bank	13,000.00	13,000.00	
Knox County Trust Company	93,574.71	93,574.71	
Lewiston Trust Company	175,237.21	175,237.21	
Liberty National Bank	48,613.84	48,613.84	
Lincoln Trust Company	55,371.69	55,371.69	
Livermore Falls Trust Company	51,815.30	51,815.30	
Manufacturers National Bank	96,479.83	96,479.83	
Mechanics Savings Bank	25,000.00		25,000.00
Merchants National Bank	357,103.96	357,103.96	
Merrill Trust Company and Branches	690,886.19	690,886.19	
Millinocket Trust Company	52,256.69	52,256.69	

National Bank of Commerce	261,504.53	261,504.53	
National Bank of Gardiner	48,389.79	48,389.79	
Newport Trust Company	45,700.11	45,700.11	
North Berwick National Bank	20,000.00	20,000.00	
Northern National Bank and Branches	197,928.27	197,928.27	
Norway National Bank	57,796.40	57,796.40	
Norway Savings Bank	6,000.000		6,000.00
Ocean National Bank	12,000.00	12,000.00	
Peoples National Bank	60,568.45	60,568.45	
Pepperell Trust Company	51,488.72	51,488.72	
Phillips Trust Company	10,000.00	10,000.00	
Piscataquis Savings Bank	1,466.33		1,466.33
Portland Savings Bank	10,712.75		10,712.75
Rangeley Trust Company	26,080.07	26,080.07	
Rumford Bank and Trust Company	49,987.84	49,987.84	
Sanford Institution for Savings	5,000.00		5,000.00
Sanford Trust Company	79,907.95	79,907.95	
Skowhegan Savings Bank	14,675.07		14,675.07
South Berwick Trust Company	16,825.84	16,825.84	
South Paris Savings Bank	17,998.57		17,998.57
Springvale National Bank	20,000.00	20,000.00	
Thomaston National Bank	61,246.41	61,246.41	
Union Trust Company	103,735.37	103,735.37	
Washburn Trust Company	17,078.81	17,078.81	
Waterville Savings Bank	34,477.67		34,477.67
Westbrook Trust Company	90,752.84	90,752.84	
Wilton Trust Company	14,438.84	14,438.84	
York National Bank	68,582.05	68,582.05	
Total Cash in Banks	\$13,254,849.16	\$12,976,326.62	\$ 278,522.54
Petty Cash and Change Funds	26,010.00		
Total Cash	\$13,280,859.16		

Summary Of Investments

As of June 30, 1952

	Total All Funds	General Fund	Highway Fund	Other Funds	T R U S T F U N D S					
					Total Trust Funds	Maine State Retirement System	Trust and Guarantee Deposits	Lands Reserved for Public Uses	Permanent School Fund	Other Trust Funds
Bonds at Par:										
U. S. Government—Short Term	\$ 9,700,000.00	\$ 5,300,000.00	\$ 4,000,000.00	\$ 400,000.00	\$	\$	\$	\$	\$	\$
U.S. Government—Long Term	8,078,625.00			28,000.00	8,050,625.00	4,944,000.00	863,925.00	783,500.00	614,600.00	844,600.00
City Government	10,000.00				10,000.00		10,000.00			
Dominion Government	95,000.00				95,000.00	60,000.00	35,000.00			
Puerto Rico	25,000.00				25,000.00		25,000.00			
Railroads	2,443,000.00				2,443,000.00	2,217,000.00	5,000.00	211,000.00		10,000.00
Other Utilities	7,254,000.00				7,254,000.00	6,825,000.00	5,000.00	424,000.00		
Industrials	936,000.00				936,000.00	930,000.00		6,000.00		
Total Bonds at Par	28,541,625.00	5,300,000.00	4,000,000.00	428,000.00	18,813,625.00	14,976,000.00	943,925.00	1,424,500.00	614,600.00	854,600.00
Unamortized Premiums on Bonds	436,825.94	8,911.62	5,624.55		422,289.77	392,345.04		29,813.60		131.13
Discount on Bonds	(89,590.66)			(576.00)	(89,014.66)	(76,846.23)		(7,700.00)	(604.69)	(3,863.74)
Net Carrying Value of Bonds	28,888,860.28	5,308,911.62	4,005,624.55	427,424.00	19,146,900.11	15,291,498.81	943,925.00	1,446,613.60	613,995.31	850,867.39
Stocks at Cost:										
Bank Stocks	58,199.38	1,397.50			56,801.88	51,801.88	5,000.00			
Other Stocks	111,463.00				111,463.00	89,188.00	14,400.00	7,875.00		
Net Carrying Value of Stocks	169,662.38	*1,397.50			168,264.88	140,989.88	19,400.00	7,875.00		
Farm Mortgage Loans	1,147.40				1,147.40			1,147.40		
State Owned Property— Foreclosed Mortgages	356.00				356.00			356.00		
Total Investments	\$29,060,026.06	\$ 5,310,309.12	\$ 4,005,624.55	\$ 427,424.00	\$19,316,668.39	\$15,432,488.69	\$ 963,325.00	\$ 1,455,992.00	\$ 613,995.31	\$ 850,867.39

* Reserve of \$140.00 carried against this item has been deducted.

Schedule Of Taxes Receivable

As of June 30, 1952

	Total	Current	Over 90 Days	Over 6 Months	Over 1 Year
General Fund:					
Tax on Cities and Towns — 1951	\$ 28,838.34	\$	\$	\$ 28,838.34	\$
Tax on Corporations — 1951	1,500.00			1,500.00	
Inheritance Tax	142,806.19	100,192.45	6,609.12	20,830.97	15,173.65
Tax on Personal Property — 1946	.20				.20
— 1947	13.08				13.08
— 1948	149.19				149.19
— 1949	340.28				340.28
— 1950	877.74				877.74
— 1951	1,604.64			1,604.64	
Property Outside Forestry District — 1951	131.46				131.46
— 1952	2,699.71	2,699.71			
Premium Tax on Insurance Companies — 1951	790.26				790.26
— 1952	755.94	755.94			
Tax on Railroad Companies — 1952	998,720.66	998,720.66			
Tax on Savings Banks — 1951	5.77	5.77			
School Tax Assessment — 1951	1,021.07				1,021.07
— 1952	111,402.83	111,402.83			
Tax on Telephone Companies — 1952	3,699.48	3,699.48			
Tobacco Tax	255,700.00	255,700.00			
Tax on Wild Lands — 1951	669.70				669.70
— 1952	360,271.83	360,271.83			
	1,911,998.37	1,833,448.67	6,609.12	52,773.95	19,166.63

SCHEDULE OF TAXES RECEIVABLE — Continued

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	Total	Current	Over 90 Days	Over 6 Months	Over 1 Year
Highway Fund:					
Gasoline Tax	830.50	830.50			
Motor Carrier Tax	882.69	803.38			79.31
Use Fuel Tax	334.47	334.47			
	2,047.66	1,968.35			79.31
Special Revenue Funds:					
Forestry District Tax — Organized Towns — 1952	76,384.00	76,384.00			
— Unorganized Towns — 1951	376.53				376.53
— 1952	270,609.94	270,609.94			
Prevention Tax on Insurance Companies — 1952	2.39	2.39			
	347,372.86	346,996.33			376.53
Agency Funds:					
Bank Stock Tax	65,647.50	65,647.50			
Tax on Unorganized Towns 1952 —					
Dead River Plantation	2,501.07	2,501.07			
Flagstaff Plantation	2,802.87	2,802.87			
	70,951.44	70,951.44			
Total Taxes Receivable	2,332,370.33	2,253,364.79	6,609.12	52,773.95	19,622.47
Less: Reserve for Losses	2,206.04				
Net Taxes Receivable	\$ 2,330,164.29				

Schedule Of Accounts Receivable

As of June 30, 1952

	Total	Current	Over 90 Days	Over 6 Months	Over 1 Year
Due from Federal Government:					
General Fund:					
Adjutant General's Department	\$ 7,403.04	\$ 7,403.04			
Withholding Tax Refunds	2.80		2.80		
Forestry Department	10,356.36	10,304.18			52.18
Total General Fund	17,762.20	17,707.22	2.80		52.18
Highway Fund:					
Highway Loan Fund	368,001.75	278,788.91	89,212.84		
Federal Secondary Roads	318,873.50	188,074.12	76,427.74	54,371.64	
Suspense Account	38,254.00			38,254.00	
Special Project — Limestone	86,988.00	86,988.00			
Other Projects — Brunswick	59,100.77	59,100.77			
— Kittery	3,167.66	3,167.66			
— Caribou - Limestone	1,931.95	1,931.95			
Total Highway Fund	876,317.63	618,051.41	165,640.58	92,625.64	
Special Revenue Funds:					
Inland Fisheries and Game	15,110.48	15,110.48			
Total Due from Federal Government	909,190.31	650,869.11	165,643.38	92,625.64	52.18
Other Accounts Receivable:					
General Fund:					
Adjutant General's Department	40.00	40.00			
Atlantic Sea Run Salmon	32.00				32.00
Augusta State Hospital	115,153.95	25,552.55	10,052.02	16,085.39	63,463.99
Bangor State Hospital	18,247.82	10,152.44	2,144.08	2,859.46	3,091.84
Education Department	44,327.02	32,842.75	2,913.82	2,192.89	6,377.56

SCHEDULE OF ACCOUNTS RECEIVABLE — Continued

	Total	Current	Over 90 Days	Over 6 Months	Over 1 Year
Emergency Tuberculosis Service	79,928.86	8,532.68	3,114.77	6,300.80	61,980.61
Forestry Commission	(443.00)	(443.00)			
Health and Welfare Department	165,679.79	141,926.75	5,158.78	5,599.22	12,995.04
Institutional Service	6,557.30	6,557.30			
Insurance Recoveries	625.10	457.77		167.33	
Maine State Office Building Authority	287,110.07				287,110.07
Maine State Library	270.41	76.45	162.97	1.00	29.99
Maine State Prison	3.21				3.21
Miscellaneous—Animal Industry	100.00				100.00
Pownal State School	17,160.98	5,015.86	273.74	3,634.86	8,236.52
Superintendent of Buildings	120.00	30.00	45.00	45.00	
Protested Checks	1,676.10	1,346.77	324.33	5.00	
Equity — W. A. Runnell's Estate	913.96				913.96
Total General Fund	737,503.57	232,088.32	24,189.51	36,890.95	444,334.79
Highway Fund:					
Administration	22.62	5.34	14.28		3.00
Planning Survey	531.92	79.89			452.03
Maintenance of Bridges	1,611.35	1,244.45			366.90
Maintenance of State and State Aid Highways	4,036.79	2,346.61	201.08	190.56	1,298.54
State Aid Construction	296.11	296.11			
Traffic Services	138.80	60.00		78.80	
Snow Removal	4,480.74	713.03	2,956.79		810.92
Bridge Loan Fund	188,411.81	75,602.55	36,695.96	57,816.77	18,296.53
Rock Crusher Account	398.00				398.00
Reimbursable Work Account	9,135.06	2,843.74	208.54	4,327.17	1,755.61
Protested Checks	177.00	175.00	2.00		
Total Highway Fund	209,240.20	83,366.72	40,078.65	62,413.30	23,381.53
Special Revenue Funds:					
Blueberry Inspection	337.98			337.98	
Agricultural Department	16,569.89	5,057.74	1,633.20	515.73	9,363.22
Education Department — Surplus Food Distribution	89.52		89.52		
Audit Department — Municipal Division	13,087.95	8,310.82	2,023.43	2,722.90	30.80
Total Special Revenue Funds	30,085.34	13,368.56	3,746.15	3,576.61	9,394.02

Public Service Enterprises:					
Liquor Commission	9,722.05	2,960.83	30.19		6,731.03
Augusta State Airport	388.13	388.13			
Waldo-Hancock Bridge	261.65	261.65			
Total Public Service Enterprises	10,371.83	3,610.61	30.19		6,731.03
Maine Employment Security Commission	220,342.03	16,179.76	15,980.43	27,734.77	160,447.07
Working Capital Funds:					
Educational Surplus Property Pool	256.73	204.70		52.03	
Prison Industries	1,258.64	710.80	134.55	67.68	345.61
Highway Garage	19,227.08	18,642.20		537.70	47.18
Schooling Children in Unorganized Territories	9,925.35	9,925.35			
State Reformatory for Men	2,373.96	194.22	2,036.38	143.36	
Total Working Capital Funds	33,041.76	29,677.27	2,170.93	800.77	392.79
Trust and Agency Funds:					
Maine State Retirement System	15,754.40	12,145.71	3,414.98	193.71	
Lands Reserved for Public Uses	25,000.00	25,000.00			
Total Trust and Agency Funds	40,754.40	37,145.71	3,414.98	193.71	
Total Other Accounts Receivable	1,281,339.13	415,436.95	89,610.84	131,610.11	644,681.23
Total Accounts Receivable	2,190,529.44	1,066,306.06	255,254.22	224,235.75	644,733.41
Less: Reserve for Losses	112,422.75				
Net Accounts Receivable	\$ 2,078,106.69				

Schedule Of Inventories

As of June 30, 1952

Merchandise	\$2,475,302.11
Finished Goods	9,151.98
Livestock	100,634.87
Supplies	452,924.47
Work in Progress	80,673.83
Total	\$3,118,687.26

Schedule Of Other Assets

As of June 30, 1952

Contract with M.C.R.R. (Kennebec Carlton Bridge)	\$1,165,915.24
Prepaid Items:	
Insurance	169,476.29
Other	2,779.79
Suspense Items	16,971.66
Total	\$1,355,142.98

Schedule Of Fixed Assets

As of June 30, 1952

	Book Value	Depreciation Taken	Net Value
Augusta State Airport:			
Land and Buildings	\$ 108,794.64	\$	\$ 108,794.64
Structures and Improvements	640,586.78		640,586.78
Other Equipment	37,693.72		37,693.72
Highway Garage:			
Land and Buildings	640,459.83	245,194.81	395,265.02
Autos and Working Equipment	2,687,534.37	1,468,298.31	1,219,236.06
Garage and Shop Equipment	80,488.30	36,106.76	44,381.54
Furniture and Fixtures	10,181.54	7,066.47	3,115.07
Departmental Garage:			
Autos and Working Equipment	103,224.21	31,756.51	71,467.70
Garage and Shop Equipment	1,392.04	391.59	1,000.45
Liquor Commission:			
Furniture and Equipment	230,187.28	106,961.58	123,225.70
Prison Industries:			
Buildings	2,998.27		2,998.27
Garage and Shop Equipment	78,832.09	43,651.56	35,180.53
Other Equipment	2,108.59	83.24	2,025.35
Seed Potato Board:			
Land and Buildings	65,344.46	9,533.69	55,810.77
Other Equipment	23,346.98	9,746.35	13,600.63
Scientific Investigation with Blueberries:			
Land and Buildings	25,000.00		25,000.00
Rock Crusher:			
Equipment	34,303.40	17,867.00	16,436.40
Institutional Farms:			
Land	144,091.58		144,091.58
Buildings	504,091.61	41,221.98	462,869.63
Equipment	191,128.72	61,468.64	129,660.08
Other Fixed Assets	11,524.49		11,524.49
	\$5,623,312.90	\$2,079,348.49	
Net Total Fixed Assets			\$3,543,964.41

Schedule Of Deferred Charges

As of June 30, 1952

Preliminary engineering and work performed in anticipation of bonds to be issued for the following highway projects:

Bangor-Brewer Bridge	\$ 21,015.88
Portland Fore River Bridge	223,514.94
State Highways	118,509.28
	<u>363,040.10</u>
Total	<u><u>\$363,040.10</u></u>

Schedule Of Other Current and Accrued Liabilities

As of June 30, 1952

Bonds Matured—Not Presented	\$ 22,000.00
Interest Matured—Not Presented	4,780.00
1952-53 Deferred Credits:	
Federal Grants	587,843.18
Deposit on Purchase of Bonds to be Issued	270,000.00
Other	275,058.46
Federal Withholding Tax	147,024.26
Advance Contribution—Retirement Fund	6,597.00
Employees' Subscriptions to Government Bonds	10,924.43
Associated Hospital Blue Cross	6,772.90
Federal Social Security	8,722.23
Unredeemed Pari Mutuel Tickets	4,048.60
Property Tax—Partial Payments	452.56
Accrued Rent and Pay Rolls	26,532.09
Bank Stock Taxes	254,166.15
Dog Licenses	9,417.23
Other	515.40
	<u>1,634,854.49</u>
Total	<u><u>\$1,634,854.49</u></u>

Bonded Debt - - By Maturities

As of June 30, 1952

Year Ending	Total for Year	Payable from Public Service Enterprises			Payable from Highway Fund	Interest Requirements
		Waldo Hancock Bridge	Kennebec Carlton Bridge	Total		
June 30, 1953	\$1,024,000.00	\$	\$ 80,000.00	\$ 80,000.00	\$ 944,000.00	\$ 167,297.50
1954	799,000.00		80,000.00	80,000.00	719,000.00	132,875.00
1955	841,500.00		30,000.00	30,000.00	811,500.00	98,102.50
1956	530,000.00		30,000.00	30,000.00	500,000.00	71,460.00
1957	480,000.00	45,000.00	35,000.00	80,000.00	400,000.00	53,047.50
1958	680,000.00	45,000.00	35,000.00	80,000.00	600,000.00	32,251.25
1959	230,000.00	45,000.00	85,000.00	130,000.00	100,000.00	17,455.00
1960	135,000.00	45,000.00	90,000.00	135,000.00		13,908.75
1961	40,000.00		40,000.00	40,000.00		12,293.75
1962	40,000.00		40,000.00	40,000.00		11,743.75
1963	90,000.00		90,000.00	90,000.00		11,193.75
1964	45,000.00		45,000.00	45,000.00		9,893.75
1965	70,000.00		70,000.00	70,000.00		9,275.00
1966	50,000.00		50,000.00	50,000.00		8,250.00
1967	100,000.00		100,000.00	100,000.00		7,500.00
1968	50,000.00		50,000.00	50,000.00		6,000.00
1969	50,000.00		50,000.00	50,000.00		5,250.00
1970	100,000.00		100,000.00	100,000.00		4,500.00
1971	50,000.00		50,000.00	50,000.00		3,000.00
1972	100,000.00		100,000.00	100,000.00		2,250.00
1973	50,000.00		50,000.00	50,000.00		750.00
Total	\$5,554,500.00	\$ 180,000.00	\$1,300,000.00	\$1,480,000.00	\$4,074,500.00	\$ 678,297.50

Note: Contingent Liability—Deer Isle-Sedgwick Bridge Bonds \$347,000.00

Bonded Debt By Issues

As of June 30, 1952

Purpose of Issue	Date of Issue	Maturities	Rate of Interest	Amount of Issue	Amount Matured or Called	Balance Unmatured June 30, 1952
Highways and Bridges	Sept. 1, 1913	1914-53	4%	\$ 300,000.00	\$ 285,000.00	\$ 15,000.00
	July 1, 1914	1915-54	4	500,000.00	465,500.00	34,500.00
	April 1, 1920	1930-54	5	2,500,000.00	2,300,000.00	200,000.00
	July 1, 1922	1943-52	4	1,250,000.00	1,125,000.00	125,000.00
	July 1, 1924	1949-58	4	1,000,000.00	300,000.00	700,000.00
	July 1, 1931	1932-51	3½	2,000,000.00	2,000,000.00	
	Sept. 1, 1931	1932-51	3½	2,000,000.00	2,000,000.00	
	Dec. 1, 1931	1932-51	4	500,000.00	500,000.00	
	July 1, 1932	1945-54	4	2,000,000.00	1,400,000.00	600,000.00
	Aug. 1, 1932	1951-54	4	1,000,000.00	200,000.00	800,000.00
	Sept. 1, 1932	1954-57	4	1,500,000.00		1,500,000.00
	July 1, 1941	1942-51	7/8	500,000.00	500,000.00	
	April 1, 1942	1947-53	1	700,000.00	600,000.00	100,000.00
					15,750,000.00	11,675,500.00
Waldo-Hancock Bridge	March 1, 1946	1947-60	7/10	600,000.00	420,000.00	180,000.00
Kennebec Carlton Bridge	Jan. 1, 1927	1951-65	4	500,000.00	500,000.00	
	June 1, 1947	1952-73	1½	900,000.00	50,000.00	850,000.00
	Jan. 1, 1952	1953-73	1¾	450,000.00		450,000.00
				1,850,000.00	550,000.00	1,300,000.00
Total—All Bonds				\$18,200,000.00	\$12,645,500.00	\$ 5,554,500.00

Bonded Debt - - Interest Requirements

As of June 30, 1952

Year Ending	Total for Year	Payable from Public Service Enterprises			Payable from Highway Fund
		Waldo- Hancock Bridge	Kennebec Carlton Bridge	Total	
June 30, 1953	\$167,297.50	\$ 1,260.00	\$ 18,937.50	\$ 20,197.50	\$147,100.00
1954	132,875.00	1,260.00	17,775.00	19,035.00	113,840.00
1955	98,102.50	1,260.00	16,612.50	17,872.50	80,230.00
1956	71,460.00	1,260.00	16,200.00	17,460.00	54,000.00
1957	53,047.50	1,260.00	15,787.50	17,047.50	36,000.00
1958	32,251.25	945.00	15,306.25	16,251.25	16,000.00
1959	17,455.00	630.00	14,825.00	15,455.00	2,000.00
1960	13,908.75	315.00	13,593.75	13,908.75	
1961	12,293.75		12,293.75	12,293.75	
1962	11,743.75		11,743.75	11,743.75	
1963	11,193.75		11,193.75	11,193.75	
1964	9,893.75		9,893.75	9,893.75	
1965	9,275.00		9,275.00	9,275.00	
1966	8,250.00		8,250.00	8,250.00	
1967	7,500.00		7,500.00	7,500.00	
1968	6,000.00		6,000.00	6,000.00	
1969	5,250.00		5,250.00	5,250.00	
1970	4,500.00		4,500.00	4,500.00	
1971	3,000.00		3,000.00	3,000.00	
1972	2,250.00		2,250.00	2,250.00	
1973	750.00		750.00	750.00	
Total	\$678,297.50	\$ 8,190.00	\$220,937.50	\$229,127.50	\$449,170.00

State Trust Funds - - Income and Payments

Year Ended June 30, 1952

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	Balance Undis- tributed 7-1-51	Net Income For Year	State Appro- priations	Total	Income Added To Principal	Income Distributed During Year	Reserve Against Losses	Balance Undis- tributed 6-30-52
Retirement Fund:								
Maine State Retirement System:								
Pension Fund	\$	\$374,860.22	\$	\$374,860.22	\$374,860.22	\$	\$	\$
Expense Fund		11,908.91	39,974.00	51,882.91		51,668.95		213.96
Total Retirement Fund		386,769.13	39,974.00	426,743.13	374,860.22	51,668.95		213.96
Lands Reserved for Public Uses		108,432.67	45,472.34	153,905.01	70,477.29	52,263.80		31,163.92
Permanent School Fund	49,268.13	16,288.92		65,557.05		16,288.92	49,268.13	
Other Trust Funds:								
Augusta State Hospital	959.87	2,246.29	1,390.66	4,596.82		3,368.18	590.18	638.46
Bangor State Hospital		36.61		36.61		36.61		
Baxter State Park	36.60	18.98		55.58	55.58			
Central Maine Sanatorium	7.59	40.18		47.77		47.77		
Eastern State Normal School	162.50	25.00		187.50				187.50
Education Fund		26.21		26.21		26.21		

Farmington State Teachers' College	5,052.99	2,314.43		7,367.42		1,128.92		6,238.50
Former Governor's Cemetery Fund	8.32	6.24		14.56		10.00		4.56
Foxcroft Academy		35.43		35.43		35.43		
Hebron Academy		35.43		35.43		35.43		
Houlton Academy		60.43		60.43		60.43		
Indigent Deaf, Dumb, and Blind	116.81	14.87		131.68				131.68
Jordan Forestry Fund	77.76	27.35		105.11				105.11
Madawaska Territory School		127.75		127.75				127.75
Madison School District No. 2		35.43	14.57	50.00		50.00		
Maine School for the Deaf	263.20	548.55		811.75		811.75		
Military and Naval Children's Home	147.91	450.66		598.57		598.57		
Ministerial and School Funds	10.32	46.22		56.54		56.54		
Passamaquoddy Tribe of Indians	4,104.46	4,735.59		8,840.05	100.00	4,635.59	4,104.46	
Penobscot Tribe of Indians		2,423.17		2,423.17		2,423.17		
Pownal State School	52.09	158.73		210.82		210.82		
Reid Memorial Park	39.66	20.24		59.90		59.90		
State School for Boys	3.19	17.33		20.52		20.52		
State School for Girls	45.24	288.30		333.54		333.54		
University of Maine	1,610.73	5,854.61	5,391.33	12,856.67		9,924.75	1,607.48	1,324.44
Vaughn Woods Memorial Fund	16.67	825.00		841.67		8.25		833.42
Western Maine Sanatorium	1,834.63	2,760.85		4,595.48		2,989.61	1,605.87	
Total Other Trust Funds	14,550.54	23,179.88	6,796.56	44,526.98	155.58	26,871.99	7,907.99	9,591.42
Reserve Fund	175.00			175.00				175.00
Total — All Funds	\$ 63,993.67	\$534,670.60	\$ 92,242.90	\$690,907.17	\$445,493.09	\$147,093.66	\$ 57,176.12	\$ 41,144.30

Analysis Of Change In Principal - - State Trust Funds

Year Ended June 30, 1952

	Balance of Principal 7-1-51	Additions		Deductions	Balance of Principal 6-30-52
		Earnings Contributions etc.	State Appropriations	Withdrawals, Payments, etc.	
Retirement Funds:					
Maine State Retirement System	\$13,156,488.23	\$ 2,495,756.84	\$ 1,785,930.03	\$ 1,810,424.23	\$15,627,750.87
Trust and Guarantee Deposits:					
Deorganized Towns	15,595.79	7,452.56		16,551.55	6,496.80
Guarantee Deposits	838,490.45	126,029.60		6,017.74	958,502.31
Committed Children	16,879.67	38,312.16		39,247.77	15,944.06
Jefferson Camp — Inmate		832.35			832.35
Industrial Accident Commission — Second Injury	10,630.42	900.00		3,007.64	8,522.78
Financial Responsibility Deposits	36,405.00	37,499.85		21,225.00	52,679.85
Public Administrators' Funds	75,973.17	1,247.09		2,280.42	74,939.84
Receivers' Funds — Defunct Banks	204,011.54			2,931.44	201,080.10
State School for Boys	14.19				14.19
Unclaimed Dividends	445.84	18,717.01		442.20	18,720.65
Construction of Hospitals		1,296,780.89		1,268,965.81	27,815.08
Total Trust and Guarantee Deposits	1,198,446.07	1,527,771.51		1,360,669.57	1,365,548.01
Lands Reserved for Public Uses	1,438,383.28	70,477.29			1,508,860.57
Permanent School Fund	565,204.48				565,204.48
Other Trust Funds:					
Augusta State Hospital	76,773.44		2,000.00		78,773.44
Bangor State Hospital			2,000.00		2,000.00
Baxter State Park	759.53	2,515.82			3,275.35

Central Maine Sanatorium	2,012.02				2,012.02
Eastern State Normal School	1,000.00				1,000.00
Education Fund	2,071.88				2,071.88
Farmington State Teachers' College	83,417.15				83,417.15
Former Governor's Cemetery Lot	250.00	85.54			335.54
Foxcroft Academy	1,000.00				1,000.00
Hebron Academy	1,000.00				1,000.00
Houlton Academy	2,000.00				2,000.00
Indigent Deaf, Dumb, and Blind	600.00				600.00
Jordan Forestry Fund	1,000.00				1,000.00
Madawaska Territory School	5,000.00				5,000.00
Madison School District No. 2	1,000.00				1,000.00
Maine School for the Deaf	22,030.85				22,030.85
Military and Naval Children's Home	17,582.94				17,582.94
Ministerial and School Funds	1,450.36	1,516.08			2,966.44
Passamaquoddy Tribe of Indians	175,223.89	100.00			175,323.89
Penobscot Tribe of Indians	95,642.44				95,642.44
Pownal State School	6,000.00				6,000.00
Reid Memorial Park Fund	1,580.00			1,580.00	
State School for Boys	700.00				700.00
State School for Girls	11,712.15				11,712.15
University of Maine	218,575.00				218,575.00
Vaughn Woods Memorial Fund	35,000.00				35,000.00
Western Maine Sanatorium	104,286.19				104,286.19
Total Other Trust Funds	867,667.84	4,217.44	4,000.00	1,580.00	874,305.28
Total State Trust Funds	\$17,226,189.90	\$ 4,098,223.08	\$ 1,789,930.03	\$ 3,172,673.80	\$19,941,669.21
Employment Security Trust Fund:					
Balance of Fund 7-1-51	\$37,863,415.16	\$	\$	\$	\$
Employers' Contributions		7,305,680.00			
Penalties and Interest		10,035.28			
Interest Earned on Fund		844,005.28			
Benefit Overpayments (net)		3,014.50			
Benefits Paid to Unemployed				6,259,693.90	
Total Employment Security Trust Fund	\$37,863,415.16	\$ 8,162,735.06	\$	\$ 6,259,693.90	\$39,766,456.32

Working Capital

(Appropriated Surplus)

As of June 30, 1952

General Fund:

Liquor Commission		\$3,000,000.00
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All Other Funds: ,

Educational Surplus Property Pool	\$ 2,000.00	
Prison Industries	122,406.80	
Highway Garage	745,000.00	
Departmental Garage	75,000.00	
Schooling Children in Unorganized Territories	140,000.00	
Departmental Supplies	21,000.00	
Post Office	10,000.00	
Seed Potato Board	100,000.00	
Scientific Investigation with Blueberries	25,000.00	
Rock Crusher	37,500.00	
Reformatory for Men — Farm	2,500.00	
Reformatory for Women — Farm	2,500.00	
Maine State Prison — Farm	9,500.00	
Donated Surplus—		
Augusta State Airport	787,075.14	
Highway Garage	1,000,000.00	
Institutional Farms	858,035.71	3,937,517.65

Total — Working Capital		<u><u>\$6,937,517.65</u></u>
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Valuation and Debt Statistics
OF
Cities, Towns and Plantations
BY
Counties

Valuation and Debt Statistics Of Cities, Towns, and Plantations By Counties

ANDROSCOGGIN COUNTY
At Close of 1951 Fiscal Year

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appro- priated	Unappro- priated
Auburn	23,134	\$21,202,913	\$59.00	\$1,270,203	\$ 563,729	\$1,060,146	\$(6,371)	\$135,698
Durham	1,050	553,367	64.00	36,180	3,200	27,668	2,218	6,091
Greene	974	745,080	69.00	52,164	4,190	37,254	23	1,962
Leeds	797	427,673	93.00	40,353	1,817	21,383	1,733	1,142
Lewiston	40,974	38,843,499	50.50	1,993,401	1,831,409	2,233,501*		330,962
Lisbon	4,318	3,722,633	62.00	234,463	103,400	186,131	119,545	29,627
Livermore	1,313	769,554	78.00	61,051	6,007	38,478	(904)	23,032
Livermore Falls	3,359	2,480,677	72.00	181,144	121,016	124,033	32,867	14,942
Mechanic Falls	2,061	1,410,560	77.00	110,215	14,591	70,528	2,900	17,219
Minot	750	401,662	72.00	29,535	5,759	20,083		14,007
Poland	1,503	1,204,250	70.00	85,360	302	60,213	4,856	2,812
Turner	1,712	1,104,620	84.00	94,147	35,278	55,231	3,057	15,345
Wales	437	319,250	57.00	18,542	6,396	15,963	1,572	(2,477)
Webster	1,212	769,655	78.00	60,981	7,754	38,483	8,641	3,178

AROOSTOOK COUNTY

Amity	300	92,095	116.00	10,866	6,031	4,605	2,517	(5,689)
Ashland	2,370	1,048,210	118.00	124,970	33,685	52,411	9,907	18,001
Bancroft**	165	102,723	92.10	9,584	1,000	5,136	323	115
Benedicta	225	113,186	88.50	10,185	1,100	5,659	2,635	6,007
Blaine**	1,118	532,730	88.00	47,654	265	26,637	7,527	11,873
Bridgewater	1,279	731,917	79.00	58,672	25,026	36,596	1,906	18,298
Caribou	9,923	6,941,945	75.00	525,863	12,700	347,097	41,188	28,638
Castle Hill	581	399,285	78.00	31,522	10,500	19,964		13,869
Chapman	381	183,495	100.00	18,593	12,465	9,175	2,103	8,587
Crystal	373	240,950	72.00	17,588		12,047	2,787	9,810

Dyer Brook	219	124,820	90.00	11,363		6,241	1,834	37,745
Eagle Lake	1,516	292,410	144.00	42,893	7,487	14,621	1,209	16,062
Easton**	1,664	1,126,100	118.00	133,894	26,000	56,305	31,050	2,934
Fort Fairfield	5,791	4,591,987	79.00	436,507	52,808	229,599	33,906	47,284
Fort Kent	5,343	1,546,590	140.00	219,132	37,877	77,330	22,368	13,503
Frenchville	1,528	436,790	109.00	48,375	256	21,840	1,498	11,868
Grand Isle	1,230	338,090	100.00	34,421		16,905	3,977	16,519
Haynesville	185	85,272	106.00	9,174		4,264	1,840	1,796
Hersey	116	89,867	70.00	6,387	407	4,493	987	1,084
Hodgdon	1,162	603,313	78.00	47,772	3,000	30,166	6,642	12,691
Houlton	8,377	6,577,077	81.00	539,271	102,543	328,854	96,591	59,388
Island Falls	1,237	558,169	102.00	57,884	1,000	27,908	1,374	22,792
Limestone	2,427	1,353,831	112.00	152,856	2,951	67,692	13,625	3,221
Linneus	777	356,055	81.00	29,347	4,640	17,803	971	4,652
Littleton **	1,001	588,984	77.00	46,030	19,875	29,449	9,531	(3,744)
Ludlow **	361	119,831	101.00	12,283	4,007	5,992	3,495	2,870
Madawaska	4,900	3,353,523	114.00	385,260	163,108	167,676	8,398	(5,883)
Mapleton	1,367	808,760	100.00	81,767	14,100	40,438	4,826	8,458
Mars Hill	2,060	1,506,300	80.00	121,989		75,315	2,309	12,041
Masardis	523	431,430	80.00	34,871	7,397	21,572	3,022	437
Merrill	383	191,220	105.00	20,336		9,561	4,000	15,218
Monticello **	1,284	702,683	77.00	55,270	17,083	35,134	1,139	2,763
New Limerick	543	249,970	88.00	22,448		12,499	2,143	6,187
New Sweden	827	469,184	86.00	41,039	3,060	23,459	5,793	3,673
Oakfield	1,009	377,688	116.00	43,812		18,884	4,075	19,615
Orient	176	110,033	94.00	10,457	2,142	5,502	996	(261)
Perham	572			No figures available				
Portage Lake	542	344,700	100.00	34,809	14,151	17,235	7,594	5,618
Presque Isle	9,954	17,090,760	38.50	665,188	47,000	854,538	10,065	98,600
St. Agatha	1,512	452,095	130.00	59,462	9,805	22,605	5,924	5,019
Sherman	1,029	472,400	110.00	52,675	36,303	23,620	(871)	(1,377)
Smyrna	349	210,277	90.00	19,207	750	10,564	1,400	8,400
Stockholm **	641	199,973	104.00	21,301	385	9,999	(361)	14,667
Van Buren	5,094	1,922,877	93.00	181,381	66,405	96,144	14,343	(8,724)
Wade **	343	172,570	116.00	20,243	10,877	8,629	2,959	(5,455)
Washburn	1,913	1,297,682	84.00	110,196	8,100	64,884	138	37,859
Westfield	557	489,350	86.00	42,475		24,468	2,818	16,679
Weston	248	97,353	125.00	12,316	931	4,868	553	2,313

* Five and three quarters per cent debt limit.

** 1950 figures used.

AROOSTOOK COUNTY—Continued

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Woodland	1,292	630,170	86.00	55,017	3,075	31,509	8,177	13,238
Allagash Plantation	680	422,728	151.00	64,243	3,338	21,136	6,583	1,912
Cary Plantation	278	86,111	93.00	8,194		4,306	3,152	334
Caswell Plantation	687	220,840	150.00	33,486	5,000	11,042	2,514	3,975
Cyr Plantation **	256	166,710	73.00	12,326		8,336	5,261	3,311
E. Plantation	30	45,038	64.00	2,906		2,252	656	1,710
Garfield Plantation **	116	40,330	140.00	5,754		2,017	2,630	11,953
Glenwood Plantation	53	49,438	92.00	4,584		2,472	2,317	375
Hamlin Plantation **	430	156,925	88.00	14,013		7,846	1,487	12,691
Hammond Plantation	120	91,676	75.00	6,927	58	4,584	2,892	3,144
Macwahoc Plantation	131	90,304	50.00	4,635	295	4,515	801	4
Moro Plantation **	84	81,812	70.00	5,802	1,000	4,091	750	2,296
Nashville Plantation **	28	72,096	55.00	3,989	2,963	3,605	1,526	456
New Canada Plantation	444	167,519	125.00	21,144	6,005	8,376	1,305	(376)
Oxbow Plantation **	189	96,338	61.00	6,060		4,817	1,747	2,646
Reed Plantation	351	92,040	118.00	10,861	255	4,602	1,727	10,876
St. Francis Plantation	1,384	196,610	190.00	38,424		9,831	17,455	17,792
St. John Plantation	569	130,187	130.00	17,203	1,302	6,509	2,470	841
Wallagrass Plantation	1,035	198,666	155.00	31,372	5	9,933	6,594	(86)
Westmanland Plantation **	77	124,490	53.00	6,655	1,000	6,225	1,731	149
Winterville Plantation	373	65,348	60.00	4,122		3,267		8,503

CUMBERLAND COUNTY

Baldwin	725	719,553	78.00	56,731		35,978	5,022	7,416
Bridgton	2,950	2,016,763	80.00	163,705	60,464	100,838	6,075	32,809
Brunswick	10,996	9,510,340	56.00	540,721	114,635	475,517	32,725	76,856
Cape Elizabeth	3,816	4,880,355	56.00	276,369	96,000	244,018	16,136	(38,236)
Casco	881	850,867	47.00	40,643	7,744	42,543	1,080	2,086
Cumberland	2,030	2,147,813	67.00	145,536	76,203	107,391	2,129	(49,258)
Falmouth	4,342	4,102,590	62.00	258,081	179,000	205,130	5,317	(144,167)
Freeport	3,280	2,381,302	80.00	192,727	67,669	119,065	(7,237)	35,425
Gorham **	4,742	3,167,585	60.00	193,367	103,810	158,379	6,795	33,189
Gray	1,631	1,006,105	94.00	95,825	19,666	50,305	4,157	13,044

Harpswell	1,664	1,530,290	66.00	102,442	19,301	76,515		43,756
Harrison	1,026	890,995	58.00	52,539	13,228	44,550	5,646	5,895
Naples	747	902,154	55.00	50,332	42,128	45,108	(281)	13,202
New Gloucester	2,628	774,195	80.00	62,986	17,017	38,710	2,770	8,984
North Yarmouth **	942	474,511	83.00	40,002	8,652	23,726		6,219
Otisfield	599	579,580	68.00	39,922	21,648	28,979	724	4,443
Portland *	77,634	100,251,575	58.40	5,916,954	5,156,756	7,518,868	351,967	100,649
Pownal	752	286,930	108.00	31,426	5,400	14,347	748	3,384
Raymond	620	937,167	62.00	58,713	35,216	46,858	618	161
Scarboro	4,600	3,254,821	80.00	263,635	40,644	162,741	2,095	37,451
Sebago	577	823,365	79.00	65,598	51,151	41,168	6,055	6,656
South Portland	21,866	19,441,155	62.00	1,222,551	821,716	972,058	15,580	81,371
Standish **	1,786	2,067,718	68.00	142,000	2,149	103,386	(742)	16,586
Westbrook	12,284	11,883,256	52.00	698,818	405,332	594,163	6,538	10,540
Windham	3,434	3,027,261	77.00	235,605	76,574	151,363	4,850	18,541
Yarmouth	2,669	1,688,475	86.00	147,312	24,235	84,424	2,134	26,653

FRANKLIN COUNTY

Avon	391	185,088	80.00	15,104	2,700	9,254	534	2,060
Carthage **	339	179,913	80.00	14,621	8,904	8,996	(4,587)	3,589
Chesterville	588	296,665	98.00	29,505	4,117	14,833	720	366
Eustis	763	533,693	67.00	36,418	16,800	26,685	8,753	(3,862)
Farmington	4,677	3,479,815	62.00	219,040	24,130	173,991	25,836	16,120
Industry **	315	191,000	82.00	15,890	48	9,550	1,190	4,529
Jay	3,102	2,394,826	80.00	193,737	10,462	119,741	1,525	5,289
Kingfield	963	418,688	80.00	34,341	1,215	20,934	1,601	6,632
Madrid	162	97,885	90.00	8,912	3,870	4,894	2,634	1,886
New Sharon	755	346,847	100.00	35,264	15,461	17,342	737	(12,703)
New Vineyard	447	245,294	84.00	20,932	13,088	12,265	356	(8,004)
Phillips	1,088	646,705	108.00	70,670	11,693	32,335	4,550	15,180
Rangeley	1,228	1,962,635	57.00	113,011	28,483	98,132	11,395	(18,041)
Strong	1,036	740,254	73.00	54,952	45,068	37,013	5,748	3,484
Temple	284	176,795	68.00	12,268	1,302	8,840	(24)	1,937
Weld	361	493,815	64.00	31,931	1,260	24,691	825	4,288
Wilton	3,455	2,320,605	84.00	198,444	75,575	116,030	32,449	27,432
Coplin Plantation	64	94,135	36.00	3,452		4,707	2,674	1,970
Dallas Plantation	81	223,335	59.00	13,267		11,167	1,569	1,439
Rangeley Plantation	44	243,128	42.00	10,262		12,156	1,770	2,237
Sandy River Plantation	55	195,980	38.00	7,495	1,000	9,799	(684)	521

* Seven and one-half per cent debt limit.

** 1950 figures used.

HANCOCK COUNTY

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Amherst **	151	77,472	87.00	6,887	189	3,874	1,455	2,347
Aurora	91			No figures available				
Bar Harbor	3,864	7,620,910	51.00	391,993	118,213	381,045	4,177	34,216
Bluehill	1,308	1,137,845	74.00	85,346	40,100	56,892	(26,000)	13,883
Brooklin **	546	579,340	57.00	33,594	170	28,967	4,304	14,954
Brooksville	751	337,245	114.00	39,109	16,966	16,862	(15,998)	5,221
Bucksport	3,120	4,829,394	59.00	287,464	206,805	241,470	7,734	30,719
Castine	793	641,319	60.00	38,905	512	32,066	1,472	671
Cranberry Isles	228	414,515	47.00	19,744		20,726	4,364	4,369
Dedham	374	433,918	66.00	28,975	23,902	21,696	730	3,687
Deer Isle **	1,234	664,330	76.00	51,635	504	33,217	2,844	6,221
Eastbrook **	199	110,505	72.00	8,103	402	5,525	48	846
Ellsworth **	3,936	7,908,011	36.00	288,249		No figures available		
Franklin **	709	301,289	68.00	21,019	7,315	15,064	(4)	(1,322)
Gouldsboro **	1,168	733,465	62.00	46,477	14,881	36,673	82	5,715
Hancock	755	428,600	68.00	29,784		21,430	1,151	5,649
Lamoine **	443	232,573	82.00	19,503	10,923	11,629	2,798	(7,541)
Mariaville	153	100,523	90.00	9,167	1,000	5,026	1,036	932
Mount Desert	1,776	4,151,630	68.00	284,168	24,008	207,582	22,838	9,541
Orland **	1,155	414,458	84.00	35,689	8,000	20,723	4,841	14,118
Otis	109			No figures available				
Penobscot	699	244,005	115.00	28,640	706	12,202	(4,193)	18,568
Sedgwick	614	284,129	100.00	28,896	2,600	14,206	270	(424)
Sorrento **	201	338,194	56.00	19,128	1,064	16,910	279	4,687
Southwest Harbor	1,534	1,627,330	68.00	111,816	40,500	68,585	10,161	30,534
Stonington **	1,660	785,385	84.00	67,355	814	39,269	34,369	12,286
Sullivan **	762	413,770	64.00	27,060	1,287	20,689	336	10,494
Surry **	448	309,460	71.00	22,429	3,715	15,473	20	5,471
Swan's Island **	468	198,120	86.00	17,427	6,436	9,906	(316)	(1,419)
Tremont	1,115	567,935	80.00	46,281	2,908	28,397	3,287	11,120
Trenton **	358	228,793	56.00	13,097	93	11,440	(2,191)	8,053
Verona	374	116,595	97.00	11,625	214	5,830	932	4,184
Waltham **	154	92,792	70.00	6,621		4,640	1,738	1,979

Winter Harbor	568	487,630	69.00	34,004	6,788	24,382	2,503	(1,878)
Long Island Plantation **	97	45,225	54.00	2,553		2,261	2,237	1,151
Osborn Plantation **	49	59,282	55.00	3,295		2,964	615	1,163
No. 33 Plantation **	37	60,541	57.00	3,517		3,027	628	1,219

KENNEBEC COUNTY

Albion	992	512,750	85.00	44,271	105	25,638	1,307	7,807
Augusta	20,913	18,204,860	54.00	1,000,749	390,718	910,243	9,740	127,876
Belgrade	1,099	888,848	80.00	71,894	28,620	44,442	10,768	17,428
Benton	1,421	590,172	86.00	51,760	250	29,509	2,479	15,539
Chelsea	2,169	343,245	85.00	29,920	5,172	17,162	5,055	7,943
China	1,375	834,000	66.00	55,956	17,048	41,700	3,912	9,474
Clinton	1,623	753,558	85.00	65,372	22,527	37,678	(89)	11,115
Farmingdale	1,449	1,046,655	64.00	68,033	5,160	52,333	5,155	11,370
Fayette	397	261,497	81.00	21,531	3,198	13,075	(3,542)	3,127
Gardiner	6,649	5,193,475	68.00	358,301	346,758	259,674	22,548	289,527
Hallowell	3,404	2,168,751	66.00	145,520	52,000	108,438	424	(34,506)
Litchfield **	953	505,520	80.00	41,093	91	25,276	3,009	14,940
Manchester	664	561,260	61.00	34,795	6	28,063	7,502	8,950
Monmouth	1,683	1,405,815	60.00	85,855	17,300	70,291	709	(8,318)
Mount Vernon	653	455,209	84.00	38,742	9,624	22,760	(7,756)	3,304
Oakland	2,679	2,061,732	71.00	148,882	47,010	103,087	10,592	(28,965)
Pittston	1,258	410,260	92.00	38,515	7,628	20,513	4,202	549
Randolph	1,733	487,550	92.00	46,157	20,530	24,378	(647)	9,534
Readfield	1,022	548,110	72.00	40,247	3,236	27,405	2,613	2,177
Rome	420	433,830	65.00	28,479	992	21,692	1,297	6,993
Sidney	918	518,570	78.00	41,159	10,636	25,929	3,599	5,928
Vassalboro	2,261	1,421,590	72.00	103,989	60,460	71,080	3,095	(27,590)
Vienna	231	136,845	78.00	10,899	2,769	6,842	(2,048)	2,566
Waterville	18,287	20,434,700	45.00	937,931	452,823	1,021,735		149,786
Wayne	459	449,225	67.00	30,591	12,303	22,461	(5,429)	(2,768)
West Gardiner	946	480,710	78.00	38,254	10,492	24,036	(903)	4,649
Windsor	740	433,340	82.00	36,128	15,135	21,667	3,195	9,363
Winslow	4,413	3,710,082	59.00	222,388	25,499	185,504	22,942	988
Winthrop	3,026	2,492,445	63.00	159,740		124,622	14,795	46,832

** 1950 figures used.

KNOX COUNTY

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Appleton	671	280,945	91.00	26,007	136	14,047	4,888	349
Camden	3,670	4,942,365	53.00	265,040	152,219	247,118	65,187	31,924
Cushing	376	214,402	84.00	18,366	63	10,720	(5,486)	13,736
Friendship	772	558,490	60.00	34,160	3,112	27,925	1,193	5,402
Hope **	504	329,160	67.00	22,474	192	16,458	583	3,715
Isle-au-Haut	82	125,931	62.00	7,901	2,635	6,297	(1,687)	667
North Haven	410	913,055	51.60	47,384	5,276	45,653	411	(4,330)
Owl's Head	784	433,690	68.00	30,049	2,696	21,685	4,414	7,147
Rockland	9,234	9,057,640	54.00	496,502	499,879	452,882	32,117	294,401
Rockport	1,656	1,404,152	79.00	112,254	8,831	70,208	(813)	12,875
Saint George	1,482	868,450	67.00	59,335	9,000	43,422	(247)	21,868
South Thomaston	654	298,347	75.00	22,916	1,855	14,917	(5,215)	10,127
Thomaston	2,810	1,849,376	67.00	125,853	81,629	92,469	14,031	4,280
Union	1,085	678,618	78.00	53,844	31,238	33,931	4,505	2,653
Vinalhaven	1,427	840,732	99.00	84,614	5,749	42,037	7,706	6,870
Warren	1,576	1,033,322	68.00	71,655	28,083	51,666	4,456	9,045
Washington **	722	298,210	84.00	25,550	298	14,911	424	7,164
Matinicus Isle Plantation **	188	55,012	57.00	3,295	104	2,751	(201)	950

LINCOLN COUNTY

Alna	350	204,265	88.00	18,272	3,190	10,213	1,815	2,409
Boothbay	1,559	1,326,320	81.00	108,738	21,134	66,316	1,268	10,603
Boothbay Harbor	2,290	2,690,790	58.00	158,250	10,514	134,539	2,669	3,338
Bremen **	409	286,624	65.00	18,961	520	14,331	1,332	7,191
Bristol	1,476	1,046,332	78.00	82,820	10,342	52,317	2,551	1,275
Damariscotta	1,113	980,231	58.00	57,735		49,012	5,489	16,512
Dresden	729	286,000	80.00	23,384	7,214	14,300	4,887	5,461
Edgecomb	447	324,970	71.00	23,457	194	16,249	5,080	4,208
Jefferson **	1,215	524,729	78.00	41,688	8,047	26,236	271	5,475
Newcastle	1,021	795,589	66.00	53,358	20,028	39,779	2,239	4,383
Nobleboro **	654	344,822	88.00	30,836	465	17,241	1,559	16,833
South Bristol	631	764,740	64.00	49,459	3,300	38,237	5,078	7,213
Southport	435	1,221,475	66.00	81,034	14,185	61,074	8,712	(1,142)

Waldoboro	2,536	1,459,725	70.00	104,521	68,729	72,986	22,946	6,273
Westport	146	169,530	90.00	15,408	7,930	8,477	730	1,661
Whitefield **	1,030	491,901	84.00	42,061	121	24,595	(50)	11,461
Wiscasset	1,584	2,056,250	66.00	137,002	96,153	102,813	3,071	11,674
Monhegan Plantation	75	170,923	47.00	8,151	3	8,546	3,097	297
Somerville Plantation	227	63,186	124.00	8,018	686	3,159	995	3,032

OXFORD COUNTY

Andover	756	504,268	68.00	34,833	6,749	25,213	(4,276)	14,532
Bethel	2,367	1,741,916	63.00	111,755	71,750	87,096	21,129	21,345
Brownfield	612	311,191	92.00	29,149	2,094	15,560	4,055	2,099
Buckfield	899	565,377	72.00	41,442	10,152	28,269	(1,103)	5,703
Byron	96	144,475	70.00	10,209	361	7,224	1,715	1,742
Canton	746	415,885	78.00	33,057	4,307	20,794	3,116	4,032
Denmark	447	408,105	78.00	32,276	5,205	20,405	2,256	7,092
Dixfield	2,022	1,127,060	85.00	97,476	34,967	56,353	(4,419)	(18,416)
Fryeburg	1,926	1,316,028	66.00	88,400	2,500	65,801	3,389	21,011
Gilead	140	276,000	51.00	14,190	696	13,800	180	1,985
Greenwood	604	438,410	80.00	35,589	8,008	21,921	1,745	8,237
Hanover	211	137,950	68.00	9,582	79	6,898	1,114	972
Hartford	381	315,932	74.00	23,745	2,096	15,797	1,838	5,048
Hebron	829	308,050	86.00	26,966	6,190	15,403	1,295	16,136
Hiram	804	497,089	100.00	50,342	3,751	24,854	2,513	5,649
Lovell	640	1,261,233	46.60	59,387	1,000	63,062	3,007	11,210
Mexico	4,762	1,641,780	84.00	141,618	28,967	82,089	(6,887)	38,172
Newry	188	234,870	62.00	14,697	860	11,744	167	2,265
Norway	3,811	2,496,695	82.00	207,795	92,218	124,835	15,648	12,012
Oxford	1,569	750,195	98.00	74,662	5,283	37,510	7,322	6,503
Paris	4,358	3,077,660	74.00	231,038	730	153,883	46,516	65,778
Peru	1,080	1,058,529	76.00	81,309	30,689	52,926	15,551	5,070
Porter	1,052	310,222	116.00	36,811	5,534	15,511	5,278	(2,196)
Roxbury	348	190,715	86.00	16,642	2,206	9,536	(730)	2,694
Rumford	9,954	7,947,025	80.00	642,812	130,997	397,351	10,703	49,733
Stoneham	216	192,498	76.00	14,810	6,810	9,625	4,035	(1,454)
Stow	147	131,099	56.00	7,453		6,555	466	1,767
Sumner	526	298,533	90.00	27,249	11,903	14,927	2,998	4,578
Sweden **	212	182,850	84.00	15,509	237	9,143	2,891	(544)
Upton	105	155,501	82.00	12,820		7,775	9,940	1,301

** 1950 figures used.

OXFORD COUNTY—Continued

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Waterford	828	805,240	70.00	57,021	13,100	40,262	666	8,496
Woodstock **	971	638,155	69.00	44,829	16,275	31,908	4,628	12,021
Lincoln Plantation	71	617,242	37.00	22,931	117	30,862	2,361	4,743
Magalloway Plantation	83	356,473	42.50	15,216	76	17,824	10,203	4,511

PENOBSCOT COUNTY

Alton	314	69,591	113.00	8,047	66	3,480	3,778	637
Bangor	31,558	37,555,470	56.00	2,126,983	1,217,000	1,877,773	27,921	204,842
Bradford	793	281,500	106.00	30,365	2,142	14,075	1,975	18,169
Bradley	786	249,683	119.00	30,240	1,084	12,484	4,704	2,750
Brewer	6,862	11,337,045	47.00	538,864	175,145	566,852	2,581	76,593
Burlington **	425	177,068	94.00	16,968	136	8,853	3,602	4,396
Carmel	996	383,940	91.00	35,596	22,196	19,197	2,739	(14,495)
Charlestown	771	385,355	82.00	32,187	11,256	19,268	3,794	9,823
Chester	256	71,156	115.00	8,360	1,385	3,558	676	1,332
Clifton	193	85,361	85.00	7,430	845	4,268	525	1,970
Corinna	1,752	940,145	80.00	76,436	9,263	47,007	2,972	11,378
Corinth	1,167	507,056	89.00	45,954	16,548	25,353	7,241	2,995
Dexter	4,126	2,671,040	77.00	208,949	17,618	133,552	19,751	10,031
Dixmont	631	204,340	96.00	19,980	257	10,217	2,952	7,156
East Millinocket	1,358	2,899,900	60.00	175,071	2,844	144,995	6,542	7,839
Eddington	664	298,880	86.00	26,211	343	14,944	2,415	4,698
Edinburg	36	51,312	77.00	3,978		2,567	18	1,807
Enfield **	1,196	510,915	86.00	44,569	1,799	25,546	8,385	10,890
Etna	458	146,850	102.00	15,249	3,030	7,343	(1,077)	3,489
Exeter	734	294,256	137.00	40,775	6,236	14,713	1,608	5,246
Garland **	581	265,755	84.00	22,746	5,647	13,288	1,833	2,654
Glenburn	694	214,414	105.00	22,999	11,721	10,721	2,301	4,243
Greenbush **	477	94,525	138.00	13,356	5,472	4,726	3,366	(282)
Greenfield	88	78,603	81.00	6,454	2,131	3,930	765	(1,660)
Hampden	3,608	1,314,028	104.00	139,236	42,913	65,701	2,589	12,249
Hermon	1,728	596,470	106.00	64,261	5,994	29,824	(6,401)	7,994
Holden **	754	284,155	76.00	22,157	563	14,208	240	3,035

Howland	1,441	1,151,500	96.00	111,630	11,291	57,575	4,329	(357)
Hudson	455	143,392	115.00	16,844	7,265	7,170	4,839	1,626
Kenduskeag	387	162,667	98.00	16,226	975	8,133	1,156	5,487
Lagrange	511	251,093	84.00	21,440	2,171	12,555	589	6,558
Lee	610	228,954	100.00	23,363	2,700	11,448	(2,084)	10,623
Levant **	706	197,580	128.00	25,758	7,866	9,879	(2,296)	3,286
Lincoln	4,030	6,769,864	33.00	226,572	21,932	338,493	26,550	48,476
Lowell	192	82,219	90.00	7,513	1,508	4,111	980	2,082
Mattawamkeag	803	929,090	58.00	54,433	19,308	46,455	1,762	(2,639)
Maxfield	26	34,258	71.00	2,474	20	1,713	(79)	1,089
Medway	725	352,701	150.00	53,274	10,724	17,635	3,292	4,208
Milford **	1,435	774,885	73.00	57,653	24,442	38,744	13,980	721
Millinocket	5,890	4,871,660	107.50	528,171	210,994	243,583	57,618	(17,183)
Newburgh **	599	200,814	83.00	17,094	244	10,041	1,248	1,914
Newport	2,190	1,426,355	78.00	112,672	85,512	71,318	1,147	(79,609)
Old Town	8,261	6,287,445	66.40	422,907	77,215	314,372	25,394	43,145
Orono	7,504	2,174,816	97.00	213,831	64,725	108,741	4,659	(45,389)
Orrington	1,895	724,100	93.00	68,801	286	36,205	4,266	16,049
Passadumkeag **	331	92,275	112.00	10,563	992	4,614	1,637	1,190
Patten	1,536	775,470	100.00	78,732	20,179	38,775	13,200	520
Plymouth	496	189,841	110.00	21,177	12,684	9,492	1,984	(2,896)
Prentiss	315	85,256	118.00	10,159	2,107	4,263	638	1,529
Springfield	414	120,550	123.00	15,086	2,401	6,028	6,662	(2,372)
Stetson **	434	157,950	94.00	15,162	8,341	7,898	(4,025)	1,383
Veazie	776	942,473	64.00	60,885	37,318	47,124	4,416	(28,141)
Winn	497	161,805	174.00	28,487	3,142	8,090	3,384	6,005
Woodville **	91	235,662	60.00	14,209	5,116	11,783	(2,316)	9,107
Drew Plantation	72	74,756	66.00	4,988	89	3,738	1,196	884
Grand Falls Plantation **	22	62,463	76.00	4,780		3,123	2,604	1,258
Lakeville Plantation **	50	138,830	46.00	6,443		6,942	1,418	1,640
Mount Chase Plantation	250	103,602	92.00	9,693		5,180	1,809	4,493
Seboeis Plantation **	70	103,910	53.00	5,564	1,847	5,196	4,370	(2,567)
Stacyville Plantation	679	354,815	98.00	35,315	14,000	17,741	2,639	4,994
Webster Plantation	92	70,498	55.00	3,934		3,525	1,749	1,776
Carroll Plantation **	288	83,875	120.00	10,251	2,373	4,194	(1,417)	5,899

** 1950 figures used.

PISCATAQUIS COUNTY

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Abbot	462	181,515	110.00	20,312	2,892	9,076	2,418	1,775
Atkinson	400	196,072	92.00	18,285	10,000	9,804	(6,943)	6,843
Blanchard Plantation	75	104,106	79.00	8,287	724	5,205	1,221	1,441
Bowerbank	20	167,080	34.00	5,702		8,354	404	1,475
Brownville	1,964	1,144,035	70.00	81,630	12,069	57,202	(694)	19,292
Dover-Foxcroft	4,218	3,075,500	82.00	255,623	52,090	153,775	28,818	(8,950)
Greenville	1,889	1,146,340	80.00	93,345	8,505	57,317	6,130	15,754
Guilford	1,842	1,244,745	80.00	101,182	12,762	62,237	7,805	8,255
Milo	2,898	1,882,813	68.60	131,557	10,876	94,141	281	1,944
Monson	855	494,580	94.00	47,250	14,847	24,729	4,034	(1,386)
Parkman	590	260,100	92.00	24,328	5,780	13,005	4,136	603
Sangerville	1,161	583,010	111.00	65,579	22,992	29,151	2,917	(7,242)
Sebec	442	257,691	84.00	21,976	1,830	12,885	1,406	32
Shirley	212	128,020	92.00	11,976	233	6,401	360	2,217
Wellington	252	108,677	120.00	13,250	126	5,434	1,406	4,031
Willimantic	189	140,425	81.00	11,513	1,153	7,021	1,546	1,470
Barnard Plantation	66	93,624	44.00	4,182		4,681	723	1,609
Elliottsville Plantation	39	181,582	59.00	10,785	2,019	9,079	1,083	317
Kingsbury Plantation **	35	106,271	64.00	6,825	49	5,314	1,602	1,518
Lakeview Plantation	23	105,418	39.00	4,135		5,271	3,168	1,168

SAGADAHOC COUNTY

Arrowsic	172	104,160	62.00	6,590	1,600		258	274
Bath	10,644	10,475,760	58.00	616,756	303,453	523,788	13,344	153,595
Bowdoin	638	259,260	98.00	25,785	9,730	12,963	(63)	8,060
Bowdoinham	1,039	538,705	88.00	48,081	20,209	26,935	3,138	2,983
Georgetown	510	451,990	90.00	41,123	15,400	22,600	1,238	7,037
Phippsburg	1,134	755,779	90.00	68,896	18,072	37,790	4,673	8,431
Richmond	2,217	1,203,469	73.00	89,380	41,905	60,173	1,247	(2,093)
Topsham **	2,626	1,765,609	62.00	111,586	10,992	88,280	11,492	37,756
West Bath	578	527,216	54.60	29,243		26,361	587	3,530
Woolwich **	1,344	663,835	74.00	50,192	30,113	33,192	10,672	(8,414)

SOMERSET COUNTY

Anson	2,199	1,013,955	104.00	107,065	36,151	50,698	5,842	16,036
Athens **	725	303,135	96.00	29,704	8,728	15,157	1,170	5,393
Bingham	1,354	975,995	69.00	68,622	23,280	48,800	4,683	(689)
Cambridge	326	170,195	71.00	12,337	535	8,510	1,507	4,272
Canaan	785	329,295	100.00	32,930	136	16,465	1,610	4,536
Cornville	563	329,350	110.00	36,703	7,138	16,468	2,592	1,607
Detroit	492	216,550	62.00	13,765	160	10,828	2,200	8,792
Embden	303	734,246	53.00	39,126		36,712	1,334	10,038
Fairfield	5,811	3,667,341	68.40	255,433	60,897	183,367	26,123	27,238
Harmony	709	417,925	90.00	38,141	18,970	20,896	6,041	14,237
Hartland	1,310	814,415	78.00	64,403	19,653	40,721	14,889	15,511
Madison	3,639	3,728,758	57.00	215,534	3,117	186,438	2,299	40,334
Mercer	348	152,560	97.00	15,077	180	7,628	2,870	3,355
Moscow	482	2,819,254	38.00	107,486	1,407	140,963	2,717	9,349
New Portland	733	297,475	122.00	36,916	10,790	14,874	(1,342)	(4,842)
Norridgewock	1,784	754,905	106.00	81,220	23,692	37,745	2,364	19,872
Palmyra	965	397,665	96.00	38,839	19,565	19,883	2,027	7,430
Pittsfield	3,909	2,427,573	77.00	189,813	55,796	121,379	10,209	(42,534)
Ripley **	389	156,825	108.00	17,261	10,391	7,841	(3,723)	(682)
St. Albans	1,035	415,595	108.00	45,595	49,777	20,780	668	16,066
Skowhegan	7,422	5,548,324	68.00	382,533	20,220	277,416	23,231	42,124
Smithfield	354	338,073	68.00	23,298	5,716	16,904	(2,075)	2,711
Solon	746	755,000	60.00	45,891	2,091	37,750	149	12,802
Starks	421	225,535	107.00	24,445	7,885	11,277	235	2,371
Brighton Plantation	106	90,349	90.00	8,215	29	4,517	559	2,088
Caratunk Plantation	96	218,865	52.00	11,522	1,113	10,943	794	1,722
Dennistown Plantation	24	177,290	30.00	5,343		8,865	6,354	3,690
Highland Plantation	56	46,425	85.00	4,006		2,321	1,567	(333)
Jackman Plantation	964	571,730	51.00	29,975	3,010	28,587	5,068	14,400
Moose River Plantation	203	184,625	58.00	10,910		9,231	885	8,043
Pleasant Ridge Plantation	80	2,994,565	26.80	80,320	146	149,728	2,753	11,757
The Forks Plantation **	45	163,590	45.00	7,428		8,180	3,496	2,390
West Forks Plantation **	108	172,632	57.00	9,917	10,073	8,632	1,246	(4,852)

** 1950 figures used.

WALDO COUNTY

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
Belfast	5,960	4,179,190	75.00	318,192	363,217	208,959	(475)	17,902
Belmont	258	125,276	78.00	9,960		6,264	3,559	2,903
Brooks	747	360,952	103.00	37,609	9,008	18,048	(412)	10,261
Burnham	706	339,070	110.00	37,718	12,271	16,954	720	11,906
Frankfort	578	255,414	100.00	25,946	4,276	12,771	2,830	10,397
Freedom	466	198,030	92.00	18,561		2,937	9,902	4,161
Islesboro **	529	981,120	66.00	65,210	29,607	49,056	693	(20,657)
Jackson	258	145,132	104.00	15,292	795	7,257	1,415	9,468
Knox **	445	188,823	70.00	13,542	1,010	9,441	1,899	11,505
Liberty	497	246,255	86.00	21,625	4,226	12,313	2,868	2,592
Lincolnville **	881	597,495	76.00	46,115	3,219	29,875	1,505	4,109
Monroe	593	272,889	128.00	35,401	2,204	13,644	1,526	7,695
Montville **	466	192,062	90.00	17,715	107	9,603	1,422	5,940
Morrill	306	213,395	62.00	13,503	27	10,670	1,736	15,304
Northport	574	572,892	63.00	36,461	20,089	28,645	3,117	(228)
Palermo	511	255,949	94.00	24,494	6,625	12,797	(3,291)	436
Prospect	392	188,445	69.00	12,558	58	9,422	1,517	5,201
Searsmont	558	360,818	83.00	30,403	3,125	18,041	1,997	3,560
Searsport	1,457	1,239,175	66.00	82,775	882	61,959	3,768	27,856
Stockton Springs	949	466,306	85.00	40,314	118	23,315		13,465
Swanville	437	215,294	84.00	18,373	75	10,765	2,558	6,536
Thorndike	534	227,902	109.00	25,208	1,545	11,395	3,325	4,308
Troy	553	259,915	110.00	28,990	2,673	12,996	1,372	12,023
Unity	1,014	566,765	80.00	46,031	2,042	28,338	137	4,041
Waldo	324	186,917	72.00	13,707	2,083	9,346	1,534	2,463
Winterport	1,694	727,801	96.00	71,069		36,390	1,573	41,683

WASHINGTON COUNTY

Addison**	846	247,969	95.00	24,241	7,500	12,398	430	3,259
Alexander**	282	140,164	74.00	10,603	5,472	7,008	755	(1,787)
Baileyville	1,821	2,402,620	62.00	150,348	255	120,131	6,492	36,531
Beals**	590	138,419	81.00	11,690	1,004	6,921	36	1,712
Beddington**	26	54,380	75.00	4,083	1,192	2,719	(217)	(602)

Calais	4,589			no figures available					
Centerville	63	95,695	69.00	6,655		4,785	952	5,312	
Charlotte**	252	117,705	73.00	8,851	1,001	5,885	3,290	139	
Cherryfield**	904	363,320	95.00	35,344	2,178	18,166	3,089	450	
Columbia**	352	152,507	79.00	12,318	1,336	7,625	2,673	4,290	
Columbia Falls**	550	198,315	97.00	19,720	1,450	9,916	853	6,667	
Cooper**	128	91,606	66.00	6,160	5	4,580	12	3,656	
Crawford**	83	79,125	74.00	5,936	2,151	3,956	(79)	(1,197)	
Cutler**	483	147,532	87.00	13,278	1,400	7,377	4,356	10,851	
Danforth	1,174	356,294	118.00	42,955	476	17,815	1,774	7,440	
Deblois**	59	48,952	75.00	3,710	778	2,448	244	524	
Dennysville**	345	96,648	136.00	13,441	2,442	4,832	3,860	211	
East Machias**	1,101	396,625	92.00	37,495		19,831	1,145	596	
Eastport	3,123	1,646,160	88.00	147,367	18,219	82,308	27,088	9,798	
Harrington	853	261,420	94.00	25,266	3,754	13,071	1,005	(1,105)	
Jonesboro**	459	173,895	89.00	15,869	945	8,695	589	1,576	
Jonesport**	1,727	628,200	76.00	49,117	1,550	31,410	3,156	7,178	
Lubec**	2,973	1,321,925	80.00	108,403	5,244	66,096	15,101	8,782	
Machias	2,063	1,010,017	97.00	99,520	1,117	50,501	890	7,888	
Machiasport**	781	233,192	100.00	23,919		11,660	2,116	4,535	
Marshfield**	221	73,910	81.00	6,149	1,132	3,696	(5)	(85)	
Meddybemps	109	50,120	100.00	5,090	7	2,506	838	1,332	
Milbridge	1,199	510,590	80.00	41,852	1,348	25,530	1,641	6,616	
Northfield**	75	112,270	77.40	8,798	267	5,614	1,128	1,394	
Pembroke**	998	311,840	92.00	29,400	1,015	15,592	5,954	4,753	
Perry**	613	249,596	82.00	21,013	20	12,480	3,912	3,001	
Princeton	865	345,639	96.00	33,826	7,053	17,281	(6)	(420)	
Robbinston	554	212,150	74.00	16,128	325	10,608	1,186	5,658	
Roque Bluffs**	80	46,630	100.00	4,747	1,435	2,332	1,466	(42)	
Steuben**	784	267,785	97.00	26,566	3,580	13,389	417	(464)	
Talmage**	66	67,994	60.00	4,131		3,400	900	1,019	
Vanceboro**	497	265,113	84.00	22,713	4,484	13,256	2,035	(1,391)	
Waite**	117	82,475	73.00	6,108	248	4,124	326	326	
Wesley**	149	99,797	78.00	7,935		4,990		3,004	
Whiting**	354	187,309	38.00	7,436		9,365	557	4,122	
Whitneyville**	227	189,625	82.00	15,762		9,481	5,770	564	
Codyville Plantation**	62	60,381	95.00	5,781	409	3,019	(18)	2,953	
Grand Lake Stream Pt.**	294	172,718	90.00	15,801		8,636	357	4,807	

** 1950 figures used.

WASHINGTON COUNTY—Continued

(Cents omitted except as indicated)

City, Town or Plantation	Population 1950 Census	— 1951 —			Total Debt	5% Legal Debt Limit	General Fund Surplus or (Deficit)	
		Valuation	Tax Rate	Commitment			Appropriated	Unappropriated
No. 14 Plantation**	80	95,978	52.00	5,063	28	4,799	410	(54)
No. 21 Plantation**	84	76,871	50.00	3,928		3,844	596	996

YORK COUNTY

Acton	473	634,574	54.00	34,515	18,532	31,728	3,421	(12,579)
Alfred**	1,112	547,947	72.00	40,220	311	27,397	4,109	(3,133)
Berwick	2,166	1,229,587	104.00	129,779	23,323	61,479	12,819	19,852
Biddeford	20,836	16,957,950	38.00	661,070	14,827	847,898	7,069	242,111
Buxton**	2,009	2,388,976	62.00	147,731	24,428	119,449	(970)	17,380
Cornish	795	381,330	78.00	30,398	4	19,066	4,367	9,887
Dayton	502	919,213	49.00	45,402	42,185	45,961	2,696	(321)
Eliot	2,509	1,833,880	55.00	102,677	78,100	91,694	7,895	7,442
Hollis**	1,214	1,079,436	72.00	78,721	20,179	53,972	7,028	(9,107)
Kennebunk	4,273	4,038,608	58.00	237,863	124,000	201,930	11,892	(41,761)
Kennebunkport	1,522	2,106,570	72.00	152,924	26,000	105,328	15,479	14,218
Kittery	8,380	3,184,170	62.00	201,424	37,000	159,208	38,548	(6,742)
Lebanon	1,499	832,502	94.00	79,356	20,000	41,625	6,814	(7,548)
Limerick	961	473,431	105.00	50,511	2,362	23,672	2,221	5,216
Limington	851	423,267	88.00	37,911		21,163		13,010
Lyman	499	356,602	53.00	19,281	2,601	17,830	1,332	23,562
Newfield	355	311,088	44.00	14,030	6	15,554	1,385	4,030
North Berwick	1,655	970,318	90.00	88,703	36,060	48,516	5,752	22,662
North Kennebunkport	939	362,395	88.00	32,623	875	18,120	7,257	5,302
Old Orchard Beach**	4,707	6,019,775	64.00	389,266	241,220	300,989	21,014	25,948
Parsonsfield	958	738,145	66.00	49,416	9,866	36,907		(3,674)
Saco	10,324	15,684,576	39.00	619,188	491,530	784,229	157,704	70,257
Sanford	15,177	13,171,008	72.60	1,028,743	275,000	658,550	72,368	(138,234)
Shapleigh	531	466,182	75.00	35,414	2,600	23,309	4,701	15,669
South Berwick	2,646	2,717,400	36.00	100,067	58,427	135,870	37,827	5,533
Waterboro	1,071	836,810	57.00	48,336	286	41,841	443	17,648
Wells	2,321	9,463,505	32.00	305,313	172,423	473,175	19,386	50,644
York	3,256	4,459,266	68.00	306,236	33,145	222,963	31,051	4,561

** 1950 figures used.

STATISTICS

ON

COUNTIES

Comparative Statement of Assets, Liabilities and Surplus of the Sixteen Counties of the State of Maine

DECEMBER 31, 1951 AS COMPARED WITH DECEMBER 31, 1950

ASSETS

County	December 31, 1951							December 31, 1950						
	Cash	Sinking and Reserve Funds	Taxes Receivable	Amount Necessary To Retire Bonds	Other Assets	Probate Accounts	Total Assets	Cash	Sinking and Reserve Funds	Taxes Receivable	Amount Necessary To Retire Bonds	Other Assets	Probate Accounts	Total Assets
Androscoggin	\$ 40,969	\$ 7,366	\$ 2,301	\$ 19,800	\$21,103	\$ 9,113	\$100,652	\$ 21,712	\$ 7,199	\$ 1,517	\$ 23,100	\$20,747	\$11,447	\$ 85,722
Aroostook	126,898	162,939	5,607		11,295	2,900	309,639	61,663	159,186	6,493		4,092	2,823	234,257
Cumberland*	14,517	92,204		223,000		7,978	337,699	728	97,580		240,000		8,378	346,686
Franklin	27,675		3,085			4,599	35,359	31,917		2,096			4,599	38,612
Hancock	61,747		12,281	16,000	5,356	668	96,052	47,357		14,763	24,000	3,626	597	90,343
Kennebec	93,579	25,527	8,004		1,155	2,736	131,001	116,059	20,135	28		2,892	3,558	142,672
Knox	54,722		51	54,000		114	108,887	41,392		81	6,000		324	47,797
Lincoln	23,401	20,673	17	55,000		4,343	103,434	9,951	15,641	9	65,000	68	4,181	94,850
Oxford	122,266		6,275		5,609	10,724	144,874	152,338		1,975		5,658	9,334	169,305
Penobscot	57,681	32,638	2,925	70,000	10,900	10,423	184,567	75,876	31,969	5,161				113,006
Piscataquis	18,679		2,869			17,019	38,567	24,513		2,285	5,250		16,652	48,700
Sagadahoc	24,935		10			496	25,441	25,935				145	490	26,570
Somerset	67,106		4,765	12,750	602	4,449	89,672	51,281		1,046	25,500	372	4,293	82,492
Waldo	4,077		4,479			248	8,804	13,203		4,822			246	18,271
Washington	39,959	210,772	1,756	220,218	10,878	191	483,774	71,493	191,435	1,920	241,565	198		506,611
York	35,394	20,040	5,883	59,960	1		121,278	4,573	19,387		65,613			89,573
	\$813,605	\$572,159	\$60,308	\$730,728	\$66,899	\$76,001	\$2,319,700	\$749,991	\$542,532	\$42,196	\$696,028	\$37,798	\$66,922	\$2,135,467

LIABILITIES AND SURPLUS

	Accounts Payable	Bonds and Notes Payable	Probate Accounts	Total Liabilities	Surplus or (Deficit)		Total Liabilities and Surplus	Accounts Payable	Bonds and Notes Payable	Probate Accounts	Total Liabilities	Surplus or (Deficit)		Total Liabilities and Surplus
					Appropriated	Unappropriated						Appropriated	Unappropriated	
					Androscoggin	\$ 1,893						\$ 19,800	\$ 9,113	
Aroostook			2,900	2,900	185,386	121,353	309,639			2,823	2,823	175,567	55,867	234,257
Cumberland*		223,000	7,978	230,978	92,204	14,517	337,699	15,717	240,000	8,378	264,095	97,580	(14,989)	346,686
Franklin	371		4,599	4,970	7,560	22,829	35,359	600		4,599	5,199	6,073	27,340	38,612
Hancock		16,000	668	16,668	(7,580)	86,964	96,052		24,000	597	24,597	(5,008)	70,754	90,343
Kennebec	91		2,736	2,827	25,864	102,310	131,001	136		3,558	3,694	20,315	118,663	142,672
Knox		54,000	114	54,114		54,773	108,887		6,000	324	6,324		41,473	47,797
Lincoln	3,982	55,000	4,343	63,325	20,673	19,436	103,434		65,000	4,339	69,339	15,641	9,870	94,850
Oxford	12,160		10,724	22,884	9,527	112,463	144,874	59,253		9,334	68,587	6,022	94,696	169,305
Penobscot	36,300	70,000	10,423	116,723	49,615	18,229	184,567	73,200		10,958	84,158	33,628	(4,780)	113,006
Piscataquis			17,019	17,019	(5,930)	27,478	38,567		5,250	16,652	21,902	(3,903)	30,701	48,700
Sagadahoc			496	496		24,945	25,441	323		490	813		25,757	26,570
Somerset	1,041	12,750	4,449	18,240	14,860	56,572	89,672	789	25,500	4,293	30,582	7,883	44,027	82,492
Waldo			248	248		8,556	8,804	13,127		246	13,373		4,898	18,271
Washington	20,890	410,000	992	431,882	4,338	47,554	483,774	16,082	433,000	992	450,074	(5,468)	62,005	506,611
York	11,387	80,000	11,363	102,750		18,528	121,278	17,846	85,000	10,340	113,186		(23,613)	89,573
	\$88,115	\$940,550	\$88,165	\$1,116,830	\$403,883	\$798,987	\$2,319,700	\$197,181	\$906,850	\$89,370	\$1,193,401	\$355,628	\$586,438	\$2,135,467

*Subject to Audit.

(cents omitted)

Statement of Revenues and Expenditures of the Sixteen Counties of the State of Maine

YEAR ENDED DECEMBER 31, 1951

	Andros-coggin	Aroos-took	Cumber-land*	Frank-lin	Han-cock	Kenne-bec	Knox	Lincoln	Oxford	Penob-scot	Piscata-quis	Sagada-hoc	Somer-set	Waldo	Washing-ton	York
REVENUES:																
Tax Commitment	\$159,469	\$164,439	\$364,101	\$49,760	\$95,290	\$100,087	\$73,290	\$70,324	\$124,567	\$182,933	\$46,571	\$49,905	\$91,038	\$73,023	\$105,829	\$162,142
Fines and/or Costs	26,455	81,812	101,780	12,306	12,790	39,697	11,266	9,333	23,806	76,603	13,784	12,096	27,507	17,660	28,398	77,412
Fees of Office		11,598	17,664	35,193	10,045	16,527	7,119	6,206	9,912	24,024	4,311	4,338	8,163	5,937	6,046	22,992
Rentals	3,484					250	110									
Board	46	642	1,588			5,095				1,603						
Sales	400		152			13										
Excise Taxes and State (Road Repair)					7,778											535
Miscellaneous	1,133	3,485	2,188	991	189	3,099	772	6,140	6,309	7,245	1,798	266	2,280	1,122	27,694	263
TOTAL REVENUES	202,585	268,170	505,002	67,572	126,092	164,768	92,557	92,003	164,594	292,408	66,464	66,805	128,988	97,742	172,608	262,809
ADD:																
Proceeds from Bond Issue																
Proceeds from Notes Issued								50,000		70,537						
Transfer from Surplus					1,500			4,000								
Net Increase (Road Repair Overdrafts)					2,572										4,106	
DEDUCT:	202,585	268,170	505,002	67,572	130,164	164,768	146,557	92,003	164,594	362,945	66,464	66,805	128,988	97,742	172,608	262,809
Road Repair Carrying Balances Expended																
Transfer to Road Accounts				1,800		156									9,806	
TOTAL AVAILABLE FUNDS	202,585	268,170	505,002	67,772	130,164	164,612	146,557	92,003	164,594	362,945	66,464	66,805	128,988	97,742	162,802	262,809
EXPENDITURES:																
County Courts	25,710	42,757	96,548	10,055	15,345	32,818	14,318	12,240	23,808	76,406	10,138	10,422	21,105	9,037	16,263	42,623
County Officers	14,096	16,298	77,688	4,515	6,328	12,055	8,461	7,673	8,384	16,203	1,725	4,236	6,570	7,041	6,779	28,470
Sheriff's Department	21,855	6,240	16,871	3,168	12,202	381	5,011	14,149	29,400	8,805	4,496	4,864	10,120	6,920	8,708	19,938
Support of Prisoners	28,494	20,606	66,229	6,334	4,218	37,080	8,925	2,109	1,321	31,500	3,823	6,116	12,476	13,992	11,701	22,565
County Officers' Salaries	29,317	46,483	29,667	12,648	20,328	21,028	14,367	13,144	22,497	26,273	12,373	16,972	22,156	15,210	19,850	36,555
Clerk Hire	20,757	13,766		3,460	7,964	18,549	5,257	5,685	9,469	24,063	3,778	5,970	11,886	5,724	5,370	23,465
County Buildings	20,006	18,348	53,691	4,351	10,947	10,197	55,760	4,746	8,225	28,479	7,297	4,707	7,775	4,106	9,370	10,075
Highways and Bridges	4,080	7,275	66,342	21,217	840	18,367	6,390	5,000	35,019	109,135	14,220	7,297	12,750	18,371	21,775	9,591
Farm Bureau and/or 4-H Club	2,921	4,000	4,000	4,000	4,000	4,000	1,800	1,625	4,000	4,000	4,000	1,079	4,000	4,000	3,750	4,000
Law Library	2,000	1,900	1,040	932	1,000	1,500	1,000	525	2,000	1,500	800	500	2,350	858	1,000	1,750
County Indebtedness	3,797		20,899		8,960		2,225	11,250			5,408				32,017	8,300
Suppression of Crime			12,968			14,828									65	
Indexing	427	4,521			3,263								500		979	
Employees' Retirement Fund	274		26,906			3,108	3,536			8,171				7,115	3,052	6,965
Fire Marshal		6,189														
Civil Defense	142	165	2,573		83		1,456	1,314	1,899		500		350	494		2,637
Road Repair Accounts					16,138	437		708	1,889	5,369	1,244	2,751	4,403	1,216	30,766	
Miscellaneous	9,999	6,782	842	809	987	7,419	751								5,711	3,757
TOTAL EXPENDITURES	183,875	195,330	476,264	71,489	112,603	181,767	129,257	80,168	147,911	339,904	69,802	57,617	116,441	94,084	177,156	220,691
EXCESS OF AVAILABLE FUNDS OVER EXPENDITURES																
	\$18,710	\$72,840	\$28,738		\$17,561		\$17,300	\$11,835	\$16,683	\$23,041		\$9,188	\$12,547	\$3,658		\$42,118
EXCESS OF EXPENDITURES OVER AVAILABLE FUNDS																
				\$5,717		\$17,155					\$3,338				\$14,354	

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*Subject to Audit.
(Cents Omitted)

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and
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