

HARRISONBURG.

On December 15th I checked up the vouchers for all expenditures to December 1st, and found the same correct as shown by the Treasurer's statement. There were, however, quite a number of vouchers as noted in the Treasurer's report, which had not at that time been returned, and which will have to be checked over later.

It has been the policy of the school to have the people employed in administration work do some teaching, and for this reason it is difficult to say what part of the salary is paid for teaching, and what part for other work. For example: Mr. Smithy gets a salary of \$2,000.00 as "instructor, registrar and director of extension work," and the President's secretary does a small amount of teaching. It is almost impossible to say what Mr. Smithy gets for his services as registrar, but I am satisfied that the registrar's office is costing too much at Harrisonburg. The Assistant Registrar gets a salary of \$480.00, and the President's Secretary \$540.00. At Farmville where there are more than twice as many girls, the President's Secretary is also registrar and receives a salary of \$1080.00, the only additional expense in her office being for clerical work which amounts to not over \$40.00 a year. It seems to me that it could be arranged to attend to the registration work from the President's office, or at least that his secretary should be able to give the registrar such assistance as may be necessary.

I do not know the extent or exact nature of the extension work being carried on from the Harrisonburg school, but before any new work of this character is taken on the matter should be presented to the Board and receive its sanction.

The Superintendent of Grounds and Buildings receives a salary of \$780.00 a year. I think that a superintendent of grounds and buildings should not be necessary at the Harrisonburg school, but that the work now being done by him ought to be handled from the President's office.

There is attached hereto a copy of the estimated expenses of the Harrisonburg school for the year ending February 28th, 1915.