



W. C. Halfpenny
Director

BUREAU OF ACCOUNTING

The Bureau of Accounting was created by the Executive Board February 28, 1929. It had previously been a section of the Executive Bureau, Department of Labor and Industry. The Bureau of Accounting prepares the budget and the estimates for the Department. It makes up a monthly report of the estimate sheet for two years, and a monthly report which must be in accordance with the estimate so that the apportionment of the appropriations is kept within the estimate. The Bureau of Accounting also makes a report to the budget office on the allotment made to the Department of Labor and Industry by the Department of Property and Supplies, and prepares all payrolls and handles all expense accounts for the Department and makes up monthly reports as well as the payroll for the State Workmen's Insurance Fund.