At a special meeting of the Board of Managers of the Maryland State Colonization Society, held October 10th 1837. present.

John H. B. Latrobe } President
John G. Proud
William Mason
Francis H. Smith
William Crane
Charles F. Mayer
J. J. Nicholson

Wm F. Giles – Rec. Sect.

The proceedings of the last meeting were read, and corrected and then approved.

The committee upon the subject of Dav. James complaint made through the Rev J. R. Williams asked further time to report which was granted –

Mr Francis H. Smith from the committee to which was referred the preparation of a system of accounts for the Colony reported the plan here inserted, – which was, upon motion of Mr. Crane adopted, and the President was requested to transmit the same to the Colony with the order of the Board that it should be forthwith carried into effect.

The Committee appointed to prepare a system of Book Keeping, to be adopted by Mr Ruffenuum in managing the affairs of the Colony, report as follows.

Let an inventory be made of all the merchandize, Palm Oil or other produce at prime cost. Let this be done as soon as practicable after this paper shall reach Mr Ruffenuum. Close every account either by Cash or note, to facilitate the new mode of Keeping the Books, which is here recommended, & enjoined. Make a list of all the promissory notes due the Agency: these are to be called Bills Receivable. In the Day Book will be entered the daily business transactions. Having complied with the above directions, making the following entries in the Day Books. The sums here used are arbitrary, merely to exp[illegible] more fully our meaning.

Sundries Dr. to Colonization Society.

Cash, (the amount on hand)	150.00
Merchandise (as per Inventory)	4.500.00
Bills Receivable (as per list)	350.00
	5.000.00

Here are four distinct accounts to be opened in the Ledger. The $5000 is to be posted to the Cr. side of Colonization Society account. The other three items, Cash, Merchandise, Bills Receivable, to the Dr. side of their respective accounts.

If the agency be indebted to any one, let the debt be paid if possible: then make a list of those unpaid, to be kept in the same book in which the Inventory and

Maryland Historical Society

The Maryland State Colonization Society Papers

I. Minutes
A. Records of the Meetings of the Board of Managers

3. January 1835--June 1838

1837