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EXPLANATIONS

(1) The Secretary-Treasurer should familiarize herself with the rules and regulations governing Women's Institutes as contained in W. I. Hand-Book.

(2) The blank space allowed for Minutes of "Monthly Executive and Directors' Meetings" should be used to record ALL meetings, of whatever nature, connected with the Institute. The minutes should be entered consecutively according to dates on which the meetings are held.

(3) The second section is for a tabulated record of meetings. This record should contain the place of meeting, attendance, and number of addresses. Special lines of work should be briefly recorded and reported through the District Secretary or direct to the Department.

(4) The next section is for a record of cash transactions. The left-hand page should contain a full explanation of both receipts and expenditures, that is, the source from which moneys are received and the purpose for which they are expended. The detailed amounts should be entered in their respective columns, on the right-hand page.

SAMPLE OF LEFT-HAND PAGE

1927.

Dec. 30—Members' fees, Dec. 1 to 30, $8.50; Township grant, $10.00
Jan. 8—Expenses of Mrs. A. in attending convention, $3.45.
Jan. 10—Queen's Hotel, board for delegate, $1.25; postage, 20c.

SAMPLE OF CORRESPONDING RIGHT-HAND PAGE

RECEIPTS		EXPENDITURE			
Members' Fees	Totals	Lecturers' Expenses and Wages	Postage and Stationery	Miscellaneous	Totals
$8.50	$18.50			$3.45	$3.45
		$1.25	20		1.45

(5) The financial statement for the year ending April 30 is to be made out in duplicate in the section following the cash record, one copy being sent to your District Secretary and the other left in the book. This statement must include the balance on hand according to the annual report of the previous year, and must also contain an accurate record of all receipts, from whatever source as well as the expenses for the year and a statement of the balance on hand at the end of the year. This statement must be certified to by two auditors and by the Secretary-Treasurer.

(6) Record names and addresses of officers each year in space allowed for purpose. Do not enter any names in the membership list until the fee of 25 cents has been paid. The list of members from the beginning of each year, May 1st, should be recorded on a new page as the fees are paid. Indicate when the name was sent to the District Secretary, and do not duplicate same during the year. Get the correct names of members and always record them in the same way. Do not send the name of Mrs. J. T. Smith one year and Mrs. James Smith the next, or Mrs. (Rev.) or (Dr.) Smith some other time. This is confusing in the Department and the District Secretary is unable to tell whether it is one and the same person or a new member. Give the date of entry; also the date upon which fees were entered in the cash book.