

## EXPLANATIONS AND DIRECTIONS

In addition to the general rules and regulations as contained in the Hand Book, secretaries are requested to read carefully the following directions:—

This Minute Book and the Membership Book, which will be furnished to each district secretary, are all the books necessary for keeping the records in connection with the Institute work within the district. Separate forms for making records of the branch financial statements, list of members, and reports of meetings, will be furnished the district secretaries from time to time.

**Cash Account.** Under "Explanation" should be given such particulars as will make it clear from what source the receipts have been derived and the purposes for which the expenditures have been made. Under "Expenses of Meetings" should be recorded the outlay for meetings not noted in other columns. "Officers' Salaries and Expenses" should include all payments for travelling expenses, etc., for officers of the Institute, as well as amounts paid them for services. The expenses incurred in attending the Annual Provincial Convention should be recorded under "Sundries." "Postage and Stationery" should include all outlay under this heading, whether it be for general correspondence of the Institute, sending out notices of meetings, or the distribution of advertising material, etc. "Printing and Advertising" should include amounts paid for bills, posters, etc., and notices in the local press. "Lecturers' Wages and Expenses" should include only the amount paid for the services of lecturers sent out by the Department, or secured from other sources, as well as the travelling expenses and hotel bills incurred by them. "Books and Periodicals" should include all outlay on account of literature for Institute members. "Sundries in Detail" should include all items which cannot be classified under the preceding headings.

**Records of Meetings.** The district secretary will be expected to retain the forms upon which the branch secretaries have forwarded reports of meetings. A brief record of these should be made in the district minute book as indicated in the space allotted for that purpose, and it would be well to make SHORT comments, occupying, say, two lines, regarding each meeting under the column headed "Remarks." District secretaries will, of course, report these meetings to the Department upon the forms furnished for that purpose. Under the heading, "Attendance," please record the number present at the afternoon session in the corresponding column, and, if an evening session is held, the attendance should be entered in the column left for that purpose.

**Minutes of Annual Meeting.** The minutes of the annual meetings should state clearly the date, place of meeting, the number in attendance, the name of the person presiding and a full report of the proceedings. It is not required that a copy of the minutes of the annual meeting be forwarded to the Department, although it would be well to make a brief report of such proceedings on the back of Form "B."