

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 Director's Meetings" should be used to record all meetings, of whatever nature, connected with the Institute. The minutes should be entered according to the dates on which the meetings are held.

(3) The second section of this book is for a tabulated record of meetings. This record should correspond with the reports sent from time to time by the Branch Secretary to the District Secretary, on blanks supplied by the Department for the purpose, and should contain the place of meeting, attendance, number of addresses, brief remarks as to speakers and subjects, weather conditions (when unfavorable), counter attractions, etc.

(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

1905

Dec. 30 Mem. fees, Dec. 1 to 30—\$5.50; Township grant, \$10.

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

Member Fees	Totals	Lecturers' Expenses and Wages	Postage and Stationery	Miscellaneous	Totals
\$5.50	\$15.55	\$1.25	20	\$3.45	\$5.45
					1.45

(5) The financial statement for the year ending May 31 is to be made out in duplicate, 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) Do not enter any names in the membership list till the fee of 25 cents has been paid. The list of members at the beginning of each year, June 1st, should be recorded on a new page. Use some mark to indicate when the name was sent to the District Secretary, and do not duplicate same during the year. Get the correct name 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 to the Department, and the District Secretary is unable to tell whether it is one and the same person or a new member. It is not necessary to enter the amount of membership fee in the membership list as it is always 25 cents, but give the date of entry; also the date upon which fees were entered in the cash book.