

No. **1834**  
**DOMINION EXPRESS**

Remitter's Receipt

Amount of Order, \$

Sent to

By

**NOTICE**  
 If lost the amount of the order will be refunded on presentation of this receipt and execution of a Bond of Indemnity.

**EXPRESS MONEY ORDERS ABSOLUTELY SAFE.**

**RATES:**

\$ 5 and under - - - - - 3 cents  
 Over 5 to \$10 - - - - - 6 "  
 " 10 " 30 - - - - - 10 "  
 " 30 " 50 - - - - - 15 "  
 Over \$50 use same rates.

pt. *Eareton apl 26.11*

*Mrs Caldwell*

*Please pay to Geo. King the sum of ten dollars, being the donation of the W.S. Institute to the Sidelwalk*

*A.C. Trasher*

**1835**  
**DOMINION EXPRESS**  
 Remitter's Receipt

Amount of Order, \$

Sent to

By

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is for a record of cash transactions. The left hand page should be kept of both receipts and expenditures; that is, the source from which the purpose for which they are expended. The detailed amounts in the respective columns, on the right hand page.

SAMPLE OF

Dec. 30 Mem. fees, Dec  
 Jany. 8 Expenses of Mt  
 Jany. 10 Queen's Hotel,

SAMPLE OF CORRES

RECEIPTS.

Members' Fees	Totals	Lecture Expense	Wages
\$8.50	\$18.50		\$1.25

No. **618482** SERIES BB  
**DOMINION EXPRESS CO.**  
 Remitter's Receipt - **KEEP IT!**  
 Amount of Order, \$  
 Sent to  
 By *Mrs. Caldwell*  
 1911

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 Over 5 to \$10 - - - - - 6 "  
 " 10 " 30 - - - - - 10 "  
 " 30 " 50 - - - - - 15 "  
 Over \$50 use same rates.

(5) The financial statement for the year should be prepared in duplicate, one copy being sent to your District Secretary. This statement must include the balance on hand at the beginning of the year and must also contain an accurate record of the expenses for the year and a statement of the assets. This statement must be certified to by two members.

(6) Do not enter any names in the membership list. 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 in 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.

in duplicate, one copy being sent to your District Secretary. This statement must include the balance on hand at the beginning of the year and must also contain an accurate record of the expenses for the year and a statement of the assets. This statement must be certified to by two members.

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 in 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.