

No. **1834** SERIES U  
DOMINION EXPRESS CO.

Remitter's Receipt—KEEP IT!

Amount of Order, \$ 1.45  
Sent to Mr. Melbourne  
By Mr. W. H. Caldwell  
Apr 26 1911

**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:**

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

No. **1835** SERIES U  
DOMINION EXPRESS CO.

Remitter's Receipt—KEEP IT!

Amount of Order, \$ 1.00  
Sent to Miss M. Walker  
By Mr. W. H. Caldwell  
July 27 1911

**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:**

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

**1835** SERIES U  
DOMINION EXPRESS CO.

Remitter's Receipt—KEEP IT!

Amount of Order, \$ 1.88  
Sent to Miss M. Walker  
By Mr. W. H. Caldwell  
Apr 26 1911

**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:**

Over \$ 5 and under	3 Cents
Over 5 to \$10	6 "
Over 10 " 30	10 "
Over 30 " 50	15 "
Over \$50 use same rate	

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 should be entered in the respective columns, on the right hand page.

**SAMPLE OF CORRESPONDENCE**

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

**SAMPLE OF CORRESPONDENCE RECEIPTS.**

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

No. **618482** SERIES BB  
DOMINION EXPRESS CO.

Remitter's Receipt—KEEP IT!

Amount of Order, \$ 3.45  
Sent to Mr. J. T. Smith  
By Mr. W. H. Caldwell  
Jan 27 1911

**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:**

Over \$ 5 and under	3 cents
Over 5 to \$10	6 "
Over 10 " 30	10 "
Over 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 balance on hand at the end of the year. This statement must be certified to by two members.

(6) Do not enter any names in the membership list 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 balance on hand at the end of the year. 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.