

No. **618468** SERIES BB
DOMINION EXPRESS CO.

Remitter's Receipt - KEEP IT!

Amount of Order, \$ **5.55**

Sent to *Dr. G. H. ...*

By *Adm. ...*

191

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

DOMINION EXPRESS

Remitter's Receipt - KEEP IT!

Amount of Order, \$ **1**

Sent to *Miss M. Walker*

By *Mrs. ...*

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

Remitter's Receipt - KEEP IT!

Amount of Order, \$ **1.88**

Sent to *Miss ...*

By *Mrs. ...*

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	-
5 to \$10	-
10 " 30	-
30 " 50	-
Over \$50 use same rate	

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

SAMPLE OF

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

SAMPLE OF CORRES

RECEIPTS.

Members' Fees	Totals	Lectur Expense Wag
\$8.50	\$18.50	\$1.25

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

Remitter's Receipt - KEEP IT!

Amount of Order, \$ **10.20c.**

Sent to *Dr. G. H. ...*

By *Mrs. ...*

191

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
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 balance on hand at the end of the year. This statement must be certified to by two members of the District.

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

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has been paid.

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