

Financial Statements. In making out the financial statements for the year the one should indicate the receipts and disbursements under the direct control of the district officers, while the other should include the finances of the whole district—that is, a combined statement of the district funds, and those of the branches. Each branch will be expected to forward to the district secretary an audited statement for the branch concerned. The district secretary will retain this statement and send a copy of the same to the Superintendent.

Form "B" is to be used in making a summary of the work within the riding for the year. The name of each branch at which meetings have been held should be given, next to this, the number of meetings held by said branch. Following this, the total attendance at all afternoon sessions should be given in the column headed "P. M.," and the total attendance at evening sessions in the column marked for that purpose. In the column headed "Number of Papers and Addresses" should be recorded the total number of such papers or addresses given at all meetings for the year. Such statements as are considered of value to the Department should be given under the column "Remarks"—examples: "This Institute is in a flourishing condition," "Seems to be lack of interest on the part of officers," "Difficult to get members to take an active interest," "Small membership, but aggressive workers." Mention should be made of any special work undertaken, especially if it is successful and of value to suggest to other organizations. The space for "Additional Meetings" will be required only in exceptional cases.

Form "C" In filling in Form "C," secretaries are requested to give the exact addresses of officers of branches in cases where the name of the branch is not the address of the officer. Where no address is given, it will be taken for granted that the officer is to be addressed at the post office corresponding to the name of the branch.

Form "D" is to be used when sending in the list of places at which it is desired to hold the regular series of *summer* meetings. This form cannot, of course, be filled in and forwarded at the time the rest of the annual report is made up, but should be sent to the Department upon the request of the Superintendent, usually in February.

All *Meetings of Directors and Executive Officers* should be recorded in the space allotted for that purpose. It is required that concise, but complete records of all such meetings be kept.