

# EXPLANATIONS AND DIRECTIONS

This Minute Book is the only book necessary for keeping the records in connection with the Institute work within the district and space is provided for (1) minutes of the annual meeting, (2) minutes of meetings of the executive and directors, (3) record of receipts and expenditures, (4) annual report, (5) list of Institutes with name of secretary of each and day of meeting, and (6) record of Institute monthly meetings.

(1) **Minutes of Annual Meeting.**—The minutes of the annual meeting should state clearly the date, place of meeting, the number in attendance, the name of the person presiding and a report of the proceedings. It is not required that a copy of the minutes of the annual meeting be forwarded to the Department, although it would be well to make a brief summary of such proceedings on the back of Form "B."

(2) **Minutes of Executive and Directors' Meetings.**—All meetings of the executive and directors should be recorded in the space allotted for that purpose. It is required that concise, but complete, records of all such meetings be kept.

(3) **Cash Account.**—Under "Explanation" particulars should be given in regard to the sources of receipts and purposes of expenditures. Under "Expenses of Meetings" should be recorded only the expense connected with regular meetings. "Officers' Honoraria and Expenses" should include all payments for services and for travelling expenses for officers of the District. The expenses incurred in attending the annual area convention should be recorded under "Miscellaneous." "Postage and Stationery" should include all outlay under this heading, whether it be for general correspondence of the District, sending out notices of meetings or the distribution of publicity material, etc. "Printing and Publicity" should include amounts paid for programmes, posters and notices in local press. "Lecturers' Expenses" should include only the amount paid for the expenses of lecturers sent out by the Department. "Books and Periodicals" should include all outlay for literature for the Institute programme. "Miscellaneous" should include all items which cannot be classified under the preceding headings.

(4) **Annual Report.**—The district secretary is responsible for two financial statements. One should show the receipts and expenditures made under the direction of the district officers themselves. Form "A" should be used for this statement. The other should summarize the financial statements submitted by the Institutes. Form "A1" should be used for this summarized statement. A correct copy of each of these financial statements should be prepared before entering them in the book. Form "B" in district minute book is to be used in making a summary of the meetings within the district for the year. Information considered of value to the Department should be given under the column "Remarks," as, "A strong programme has interested more women," "Small membership but aggressive workers." Mention should be made of any special work undertaken and of value as suggestion to other Institutes. The space for "Additional Meetings" will be required only in exceptional cases. When filling in Form "C," secretaries are requested to give the exact names and addresses of officers of Institutes, as well as the name of each Institute. 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 Institute.

The four forms, "A," "A1," "B" and "C" make a complete set to be used each year. This book provides three such sets and, therefore, covers a period of three years. All the forms are in duplicate, one copy to be left in the book and the perforated copy to be forwarded to the Department.

The district secretary will receive from each Institute secretary an audited financial statement in duplicate, one of which is to be retained by the district secretary and the other (Form "E" Annual Statement) forwarded to the Superintendent.

(5 & 6) **Institutes in District and Record of Institute Meetings.**—These two forms explain themselves. Care should be taken to mention "First Friday" rather than "Friday" under the heading "Day of monthly meeting."