EXPLANATION PARCTIONS

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MINNITER OF STAIL MERKETS

WOMEN'S INSTITUTES

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In Cooperation with the t such proceedings on the WOMEN'S INSTITUTE BRANCH

Sould be recorded in the space allotted for that purpose. It is required that consist, but complete,

"B" moo'l lo sond

"Postage and Stallonery" should in

classified under the preceding headings.

Annual Statement) forwarded to the Superintendent.

date, place of meeting, the framber in attendance; the name of the poison president and a report of

ONTARIO DEPARTMENT OF AGRICULTURE

all payments for services and for travelling expenses for efficies of the thirty and the expenses its

correspondence of the District, sending out notices of meetings or the distribution of public

incurred in athending the annual second the second and a second of the second second the second seco

MINUTE AND CASH BOOK

FOR

should show the receipts and expenditures made under the direction of the atelegation of the mode bluoris The Women's Institute District

(4) Annual Report. - The district secretary is responsible for two financial statements. One

A correct copy of each of these financial statements should be prepared belove entering them in the

the district for the year. Information considered of value to the Department should be given under

the column "Remarks," as, "A strong programmed has in the women," "Small membership

Form "B" in district minute book is to be used in making a summary of the meetings within

Name of District South Lochrane a suggestion its other restitutes. The space for "Additional Mechanys" 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 institutes Where no addressis given, it will be taken Records from June 1946 to June 1948 The four forms, "A," "M," "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

ment in duplicate, one of which is to be retained by the district secretary and the other (Forms 'E'

The district secretary will receive from each Institute secretary an audited financial state-

NOTE.—This book is furnished free of cost by the Women's Institute Branch, Department of Agriculture for Ontario, and must be delivered by the retiring secretary to the newly appointed secretary. All records referring to the District Institute should also be passed on to the new secretary.

This book should last at least three years.