



THE NEW ZEALAND GAZETTE.

Published by Authority.

WELLINGTON, TUESDAY, NOVEMBER 13, 1867.

G. GREY, Governor.

ORDER IN COUNCIL.

At the Government House, at Wellington, the
twelfth day of November, 1867.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

WHEREAS by an Act of the General Assembly of New Zealand, intituled "The Public Revenues Act, 1867," it is enacted, amongst other things, that it shall be lawful for the Governor in Council to make Regulations not inconsistent with the provisions of the said Act, directing the manner in which and the times at which, and the bank or banks into which, all moneys legally payable to the Government of New Zealand shall be paid into the Public Account, and for the return of full and sufficient accounts relating to all such moneys, and for the guidance of all persons in the Public Service concerned in the receipt, custody, and expenditure thereof, and that all such Regulations shall come into force upon a day to be named therein:

Now therefore, His Excellency the Governor, in exercise of the power vested in him by the said Act, doth hereby, with the advice and consent of the Executive Council of the Colony of New Zealand, make the following Regulations, and doth declare that the same shall come into force upon the first day of January, one thousand eight hundred and sixty-eight, and that all existing Regulations shall thereupon cease and determine.

I.—AS TO THE RECEIPT OF PUBLIC MONEYS.

1. Every person in the public service into whose possession or control any money which is payable into the Public Account shall come, is constituted a Receiver by and within the meaning of "The Public Revenues Act, 1867," and becomes thereby charged with all the duties and subject to all the liabilities imposed upon Receivers by the said Act.

2. All public moneys of every description whatsoever, whether of the nature of Revenue, or of deposits on account of Revenue, or of moneys to be held in trust by the Government for the use of private persons, are to be paid to one or other of the four Branches of the Public Account constituted by the Public Revenues Act, in gross, without any deductions excepting for charges on the sale of public property and for such payments as Collectors of Revenue are required by special enactment to pay out of their collections.

3. The four Branches of the Public Account are severally defined in the fourth, fifth, sixth, and seventh clauses of the Public Revenues Act, and Receivers are to take particular care that moneys

paid by them into the Public Account are paid to the proper Branch, according as such money shall have arisen. The Land Fund, the Special Fund, and the Public Trust Fund, are so defined in the Act, that Receivers will have no difficulty in determining what moneys are payable to those accounts respectively. All moneys not payable to one or other of those accounts are payable into the Consolidated Fund.

4. The Bank of New Zealand is hereby appointed to be the Bank in which the Public Account is to be kept, and into which all money payable into the Public Account is to be paid, and is the Bank referred to in the Public Revenues Act and in these Regulations as "the Bank."

5. Every Receiver whose office is in a place in which there is a branch of the Bank shall pay the whole of his collections into the Bank every day immediately before the Bank closes, and shall obtain from the Bank a receipt in duplicate, in the form in the First Schedule annexed; and should he receive any money after the time when it would have been possible to pay it into the Bank, the Receiver shall pay in such money with his collections of the following day. Every Receiver whose office is in a place where there is no branch of the Bank, and who shall not be authorized to retain fees received by him by way of salary, shall transmit his collections to the Bank at Wellington, by Post Office Order or by Registered Letter, upon the last day of each month, and the Bank will transmit one copy of the duplicate Bank receipt to the Receiver by return of post, and will send the other copy to the Treasury.

6. In cases in which a Receiver is authorized to retain fees received by him by way of salary, he shall, upon the last day of each month, send to the Bank at Wellington an order in the form in the Second Schedule annexed, upon the Colonial Treasurer, in favour of the Public Account, for the total amount of all fees so received and retained by him during such month, and shall at the same time transmit to the Treasury a receipt for salary to the amount named in such order; and the Colonial Treasurer receiving such receipt shall pay the order at the Bank; and the Bank will transmit one copy of the duplicate Bank receipt to the Receiver by the next post, and will send the other copy to the Treasury.

II.—AS TO THE RECEIPT OF DEPOSITS.

7. Where a Receiver shall receive money by way of deposit for Customs Duties, or for Land, or on any other account, he shall give to the depositor a Deposit Receipt in the form in the Third Schedule annexed, and shall pay the amount so received into the Public Trust Fund at the Bank to a separate account in his own name, to be called the Deposit Account; and as soon as the transaction on account of which such

deposit was made shall be completed, he shall return the deposit to the Depositor who shall give up the Deposit Receipt for the same receipted on the proper place in the form. The Receiver shall withdraw all money from the Deposit Account by cheque, which will be countersigned by such public officer as the Colonial Treasurer shall direct and shall notify to the Bank. In cases in which there is no Bank in the Receiver's neighbourhood he shall keep his deposits in such manner as he shall be instructed by the Colonial Treasurer.

III.—AS TO THE ACCOUNTS TO BE KEPT BY RECEIVERS.

8. Every Receiver shall keep a "Receiver's Cash Book," in the form in the Fourth Schedule annexed, in which he shall enter on the debit side all sums received by him, under their proper dates, in the order in which they are received, carrying out the daily totals; and shall enter on the credit side the amounts of his payments into the Bank in the same order, specifying in each case the Branch of the Public Account into which he shall have paid the money, carrying out the daily totals, and entering the number of the Bank receipt in the proper column; and every Receiver shall balance his Cash Book at the close of every month, and shall carry out at the foot the totals of receipt and payment, and see that the totals balance. In every case in which a sum is received from which a deduction is made as provided by the second of these Regulations, the Receiver shall enter the gross sum received in a short column, subtracting from it the amount of the deduction, and shall enter a sufficient description of the particulars of such deduction and of the authority under which it is made. He shall then carry out the net sum into the proper column of receipt. Sums received by way of deposit and paid into the Receiver's Deposit Account must not be entered in the Cash Book, as they will appear in the Deposit Cash Book as provided by the eleventh of these Regulations.

9. Every Receiver shall upon the first day of every month make and transmit to the Colonial Treasurer a correct copy of his Cash Book for the previous month, and shall transmit therewith the Bank Receipt (retaining the duplicate in his own office) for each payment made into the Bank, together with a Declaration in the form set forth in the Fourth Schedule annexed. If no money shall have been received during such month, the Receiver shall furnish his Return in the proper form, with the word "Nil" written in the place for writing the particulars of receipt and payment. When any deduction has been made from any receipt the Receiver shall furnish full accounts and vouchers in support of such deduction.

10. For the purpose of facilitating the work of recording the Accounts in the Treasury, Receivers who are so specially instructed by the Colonial Treasurer shall, in addition to the above monthly copy of the Cash Book transmit to the Colonial Treasurer by every mail, a copy of so much of their Cash Books as shall not have been so previously transmitted. But such Accounts need not be balanced nor accompanied by a Declaration.

11. Every Receiver who receives money by way of deposit on account of Revenue shall keep a separate Cash Book, to be called the "Receiver's Deposit Cash Book" in the form in the Fifth Schedule annexed, in which he shall enter on the debit side every sum deposited with him under the proper date in the order in which he shall have received it, carrying out the totals of daily payment into the Bank; and he shall enter on the credit side, in the same order, the sums which he shall withdraw from the Deposit

Account and shall repay to the depositor, carrying out the daily totals of such repayments, which will be the amount of his cheques on the Deposit Account; and he shall enter in the proper column the number of the Bank receipt or of the Deposit receipt as the case may be.

12. Every Receiver shall balance his Deposit Cash Book monthly, and shall on the first day of each month, transmit a copy thereof for the previous month to the Colonial Treasurer, accompanied by the Bank Receipt (retaining the duplicate in his own office) for each sum paid into the Deposit Account, and by the Deposit Receipt for each sum repaid to a depositor. He shall also transmit therewith a Certificate, in the form in the Fifth Schedule annexed, from the Bank, that the amount appearing in the Deposit Cash Book, as the balance, on the last day of the month, was the amount to the credit of the Receiver's Deposit Account in the Bank. He shall also transmit the Declaration in the form in the Fifth Schedule, that the statement of account is complete and correct. In cases in which there is no Bank in the neighbourhood of the Receiver the balance of the deposits in his hands shall be ascertained and certified in such manner as he shall be specially instructed by the Colonial Treasurer; and he will be instructed to modify the form of his Deposit Cash Book accordingly.

13. Every Receiver shall prepare the Bank Receipts in original and duplicate for signature at the Bank, and shall number them in the proper place on the form consecutively from one upwards, commencing on the first day of July in each year, the original and duplicate of each such Receipt bearing the same number.

14. Receivers will be specially instructed in each case as to the original vouchers and other documents which they will be required to transmit to the Treasury or to the Audit Office in support of the correctness of the amounts collected by them.

IV.—AS TO THE PAYMENT OF PUBLIC MONEY.

15. A Paymaster will be appointed for each district of the Colony, or for each particular service, as the Colonial Treasurer shall direct; but every other person in whose hands any public money shall be placed by the Colonial Treasurer, or by any Paymaster, for the purpose of being paid to the persons to whom the same may be due, is constituted a Sub-Paymaster by the Public Revenues Act and is rendered liable to the duties and penalties which are attached to Sub-Paymasters under the Act.

16. The Colonial Treasurer will, from time to time, transmit to Paymasters such sums as will be sufficient to enable them to meet all authorized payments, and all such sums shall be paid into a separate Public Account with the Bank, in the name of the Paymaster, to be called "The Paymaster's Disbursement Account."

17. Sub-Paymasters, at a distance from the Paymaster's office, who shall receive money for disbursement from the Paymaster, shall keep all such money in a separate Public Account in the nearest branch of the Bank, to be called "The Sub-Paymaster's Disbursement Account." And if there be no Bank in the neighbourhood of the place where the Sub-Paymaster's office is situated, he shall keep money advanced to him by the Paymaster in such manner as the Colonial Treasurer shall in each case specially direct.

18. No payment of Public Moneys shall be made except upon the authority of the Colonial Treasurer. Authorities granted by the Colonial Treasurer will be of two kinds—"General" and "Special."

19. General authorities will be granted to Pay-

masters for all fixed salaries, money allowances, pensions, and other regularly recurring payments authorized by law, and for payments under contracts for a specific amount duly entered into by the proper officer, and registered in one of the executive departments at the seat of Government.

20. Special authorities will be required for all claims for which the Paymaster does not hold a General authority, and all such claims, whether for salaries or charges, must be forwarded by the Paymaster, together with a requisition in the form in the Sixth Schedule annexed, to the Colonial Treasurer, who will return the Special authority for the payment of such claims as are approved of.

21. Every Paymaster will be supplied by the Treasury with a Schedule of all officers in the Public Service in the district or service for which he is Paymaster, showing the rate of salary and allowances to be drawn by each; and also with a list of all Sub-Paymasters within his district to whom he may be authorized to advance money.

22. Payments of sums of one pound and upwards are as a general rule to be made by cheque on the Disbursement Account, and the number of such cheque is to be written in the body thereof instead of the name of the person to whom it is paid, and a corresponding number is to be at the same time written in the proper place on the voucher or vouchers covered by such cheque. Cheques for petty cash will contain the words "Petty Cash" in addition to a number. Cheques will be signed by the Paymaster or Sub-Paymaster as the case may be, either alone, or countersigned by such other public officer, as the Colonial Treasurer shall direct.

23. Petty Cash expenses must be paid out of moneys which must be drawn by cheque in favour of Petty Cash out of the Disbursement Account; but no more money must be drawn for Petty Cash than is absolutely necessary for such payments, and on the last day of every month the Paymaster or Sub-Paymaster shall pay back into his Disbursement Account with the Bank the whole of the unexpended Petty Cash in his hands.

24. In the case of Paymasters for special services, such as Paymasters of the Colonial Forces, where cash payments exceeding one pound are required to be made at a distance from a Bank, the Paymaster will draw the sums necessary for such payments from his Disbursement Account by cheque, and will account for the same as Petty Cash payments; and in special cases, the Paymaster will be authorized by the Colonial Treasurer to repay the balance of cash in his hands into his Disbursement Account at the Bank at the end of every quarter, instead of at the end of every month as above provided. In such case, the balance of cash in his hands at the close of each month will be inspected and certified by such person as the Colonial Treasurer shall direct.

25. At the close of every quarter all moneys in the hands of Paymasters are required by the Public Revenues Act to be paid back into the Colonial Treasurer's Account at the Bank at Wellington, except at the close of the financial year, on the 30th June, when all Public Moneys in the hands of Paymasters must be paid into the proper Branch of the Public Account. Sub-Paymasters will repay the balances in their hands to the Paymasters from whom they obtained such money the day before the last day of each quarter. For the purpose of these repayments any day on which the Bank is closed is to be considered a *dies non*.

V.—AS TO THE PREPARATION OF ABSTRACTS AND VOUCHERS.

26. All abstracts of salaries must be prepared in the form in the Seventh Schedule annexed, and must

be duly certified by the chief local officer of the department, and must show in the proper column the number of the General authority for payment of such salaries.

27. The proportion of an annual salary payable for any part of a month is to be computed by multiplying the monthly rate of salary by the number of days for which it is payable, and dividing by the number of days in that month.

28. The amount of salary payable for any month or quarter to an officer whose salary is paid out of the fees received by himself, must not exceed the monthly or quarterly proportion of the salary authorized for the year; but if during any month or quarter there should not have been sufficient fees received to pay such proportion, then the amount may be made up out of any surplus fees received during any previous or subsequent month or quarter in the same financial year, so that the whole sum paid to such officer does not exceed either the total amount of his collections, or the sum authorized to be paid on account of the year.

29. Salary abstracts, in which the salaries of several officers are included, but not all paid within the period within which an account is prepared, are to be transmitted as vouchers to the account in which the salaries so paid are charged. Abstracts are to be prepared for the salaries remaining unpaid, and the receipts of the officers subsequently taken thereon. These last-mentioned abstracts are not to be certified, but must bear a reference to the voucher number of the original.

30. In making payment of such salaries, pensions, or allowances, as are to be paid quarterly, the first payment must be calculated to the end of a calendar quarter, the 31st March, 30th June, 30th September, or 31st December, as the case may be, so that payments may fall due on those dates.

31. In stating periods, the first and last day specified are both to be considered as inclusive. In computing the amount due for a specified period, on account of wages or allowances fixed according to a daily rate, the total number of days within that period is to be taken, except it is stated that the allowance is for working days only.

32. When any public officer is removed from one part of the Colony to another, he will be required, before receiving payment of salary, to show a certificate from the Paymaster by whom the last payment was made to him, stating the date up to which his salary was paid before his removal.

33. All claims for the payment of contingent services must be made out in the form in the Eighth Schedule annexed and the particulars of such claims, whether for services or for supplies, must be fully set forth; in the case of services, the exact date or period, the rate of remuneration, and the nature of the services performed; and in the case of supplies, the exact dates of supply, the quantities and prices of the several articles, and where such information is not apparent on the voucher, the purpose for which the articles were required.

34. Such accounts must also be authenticated by the signature (opposite to the total) of the person making the claim, and in no case are they to be so signed by an agent except under a power of attorney, to be produced either in the original or else by a properly certified copy, and the date of such deed is to be noted on the account. No such account must be paid, unless it show upon its face the number of the vote and item or special account against which the payment is to be charged, and the number of the authority for such payment. Accounts are to be certified by the officer by whom the expenditure was incurred, or in the case of Public Works, by the officer superintending such works.

35. All abstracts are to be prepared in duplicate, but the duplicate is in no case to be certified. The duplicate is to be retained by the Paymaster or Sub-Paymaster by whom the payment is made. No abstract of claims is to include expenditure upon more than one department or service.

36. Every Paymaster and Sub-Paymaster is at the time of making payment of an account, to obtain from the person to whom the same is paid a receipt under the hand of such person for the amount so paid, and every such receipt is to be in duplicate, and is to be written in words at length on the account to which it relates.

37. When any payment is made to a person unable to write, the mark of such person is to be affixed to the account, and to be vouched by a witness as being made in his presence; and when any payment is required to be made through an agent, such agent must produce a written order from his principal in the form in the Ninth Schedule annexed, and the power to receive money under such order cannot be delegated or transferred by such agent. When any payment is so made to an agent, the words "Order attached" are to be written under his signature, and the order is to be attached accordingly.

38. Accounts in favour of a bankrupt for services rendered or supplies furnished prior to the date of the bankruptcy or of the deed of assignment to trustees for creditors may be paid to the sequestrator or trustees, or order, provided that notice of such bankruptcy or deed of assignment shall have been lodged at the Treasury, and published in the *New Zealand Gazette*.

39. Accounts payable in respect of claims of a deceased person are to be paid to the executor or administrator upon production of probate or letters of administration issued out of the Supreme or District Court.

VI.—AS TO THE ACCOUNTS TO BE KEPT BY PAYMASTERS AND SUB-PAYMASTERS.

40. Every Paymaster shall keep a Paymaster's Cash Book in the form set forth in the Tenth Schedule annexed, in which he shall enter on the debit side in the second column all Public Moneys received by him from the Treasury, and in the first column all Petty Cash drawn by cheque from his Disbursement Account, placing each transaction under its proper date in the order in which the same shall occur; and he shall enter on the credit side in the same order all sums which he shall pay to persons entitled to receive the same, placing the amounts in separate columns according as he shall make the payment out of Petty Cash or by cheque. Every entry of a payment will contain a reference in the column provided to the number of the voucher supporting the payment.

41. Every Paymaster shall balance his Cash Book at the close of each month, and for that purpose he shall carry out into the second column on the credit side the total of the sums in the Petty Cash column, and shall add the balance of his Disbursement Account in the Bank, less the unrepresented cheques. The second columns on the two sides of the account must then balance. He shall then enter in the Petty Cash column on the credit side the balance of his Petty Cash, which he has paid back into the Bank, when the totals of the Petty Cash columns on the two sides of the account must balance. The final balance in the last column on the credit side will represent the whole of the public money in the hands of the Paymaster at the close of the month, and will be carried on to the debit side of his Cash Book for the following month.

42. Every Paymaster shall upon the first day of

every month make and transmit to the Colonial Treasurer a correct copy of his Cash Book for the previous month, and shall transmit therewith the certified voucher for every sum paid by him, together with a Declaration in the form in the Tenth Schedule annexed, and a Certificate from the Bank, in the form in the Tenth Schedule annexed, that the sum appearing in his Cash Book as the Bank balance was the sum standing to the credit of his Disbursement Account at the Bank; and he shall also transmit a list of the cheques unrepresented at the Bank at the close of the month. The Paymaster shall at the same time transmit all the copies of Sub-Paymasters' Cash Books, with the vouchers supporting the same, as provided by the Forty-fourth of these Regulations.

43. For the purpose of facilitating the work of recording the Accounts in the Treasury, Paymasters who are so specially instructed by the Colonial Treasurer, shall, in addition to the above monthly copy of their Cash Book, transmit to the Colonial Treasurer by every mail a copy of so much of their Cash Book as shall not have been so previously transmitted. But such accounts need not be balanced nor accompanied by a Declaration or Bank Certificate.

44. Every Sub-Paymaster shall keep a Sub-Paymaster's Cash Book, in exactly the same form as the Paymaster's Cash Book, and shall balance the same on the last day but one in each month; and shall on the same day transmit to the Colonial Treasurer, through the Paymaster from whom he shall have received any advance of Public Money, a correct copy of his Cash Book for the previous month, accompanied by the vouchers in support of his disbursements, and by the Declaration and Bank Certificate in the same form as hereinbefore provided for Paymasters. In cases in which only small sums are in the hands of a Paymaster or Sub-Paymaster, and there is no Bank in the neighbourhood, the correctness of the balance will be ascertained and certified in such manner as the Colonial Treasurer shall in each case direct, and his form of account modified accordingly.

45. Every Paymaster and Sub-Paymaster shall number each voucher attached to his Monthly Account in the proper place on the form consecutively from one upwards, commencing on the 1st July in each year; and the original and duplicate of every voucher shall bear the same number.

VII.—GENERAL.

46. Every declaration which is required by "The Public Revenues Act" and by these Regulations to be made before a competent witness shall, if possible, be made before a Justice of the Peace; or if no Justice is in the neighbourhood, then before some officer of the Government not being an officer in the department of the officer making the declaration; or if there be no such officer in the neighbourhood, then before some well known and respectable householder.

47. All vouchers and other papers transmitted in support of any account are not to be folded, but to be attached to each other at the upper left-hand corner.

48. Every Receiver, Paymaster, or other person in whose hands Public Moneys are placed, is made a debtor to the Crown for all such moneys until he shall have obtained a certificate of discharge from the Auditor. The Monthly Accounts of all Receivers, Paymasters, and Sub-Paymasters, are sent to the Auditor as soon as recorded in the Treasury, accompanied by all vouchers supporting such payments, and the authorities for the same; and the Auditor will issue his certificate of discharge to each Accountant as soon as he is satisfied of the correctness of the account.

49. No public money is ever, under any circumstances, to be paid into a private account, nor any private money to be paid into a Public Account.

50. The attention of all Receivers, Paymasters and other persons concerned is especially called to the penalties imposed by the Public Revenues Act, for neglect in the payment of money or the forwarding of accounts in accordance with the provisions of the said Act and of these Regulations, which penalties will be rigidly enforced.

51. The local head of each Department is enjoined to afford every possible facility to persons having claims on the Government on account of his department, to enable them to prepare their accounts; and in cases where the claimant is ignorant of the proper form, the officer is to prepare the requisite accounts so as to secure the prompt payment of all claims.

52. All Public Officers are enjoined to adhere strictly to the rules herein laid down. The efficient working of the system of accounts to be brought into operation under these regulations, will, in a great measure, depend upon such rules being duly observed.

53. Prompt and careful attention must be given by all officers having the charge or control of public moneys or accounts to the instructions they may receive from the Colonial Treasurer, the Auditor or other competent authority, and any information which such officers may in like manner be called upon to give, must be rendered as fully and accurately as possible, and without any avoidable delay.

FORSTER GORING,
Clerk of the Executive Council.

FIRST SCHEDULE.

(Duplicate) Voucher No.

PUBLIC ACCOUNT OF NEW ZEALAND
FUND.

RECEIVED into the BANK OF NEW ZEALAND at
of pounds shillings and pence, by the hands of , the sum
Dated this day of 186 . pence to the credit of the above Fund.

£ : : (For the Bank of New Zealand.)
(Signed)

First Form—Bank Receipt. [Clause 5 of Regulations.]

SECOND SCHEDULE.

£ : : (Place) No.
(Date)

PAY into the BANK OF NEW ZEALAND at Wellington, to the account of the Consolidated Fund,
the sum of pounds shillings and pence on my account.
(Signed)
(Office)

To the Honorable the Colonial Treasurer.
Second Form—Order for Fees. [Clause 6 of Regulations.]

THIRD SCHEDULE.

RECEIVED from (Place) No.
the sum of pounds shillings and pence, by way of Deposit on account of
£ : : (Date)

(Signed)
(Office)

The above Deposit has been returned to me this day.
(Signed)
(Date)

Third Form—Deposit Receipt. [Clause 7 of Regulations.]

FOURTH SCHEDULE.

COPY of CASH BOOK of (insert name of Officer) at (insert locality) for the Month ending the
day of 186 .

DATE.	PARTICULARS OF RECEIPTS.	AMOUNTS.			DAILY TOTALS.			PARTICULARS OF PAYMENTS INTO BANK.	NO. OF BANK RECEIPT.	AMOUNTS.			DAILY TOTALS.		
		£	s.	d.	£	s.	d.			£	s.	d.	£	s.	d.
	TOTALS£							TOTALS£	...						

I do solemnly and sincerely declare that the above is a correct copy of my Cash Book for the period above named, and is a true and complete account of all moneys received by me as _____, and of all moneys paid by me into the Public Account during the same period. And I make this solemn declaration conscientiously believing the same to be true.

This declaration was made and signed in my presence } (Signed).....
 at on this day of , 186 . } (Office)

Name of Witness

Description

Fourth Form—Receiver's Cash Book.]

[Clause 8 of Regulations.

FIFTH SCHEDULE.

COPY of DEPOSIT CASH BOOK of (name of officer) at (locality) for the Month ending the day of 186 .

Dr.						Cr.							
Date.	Particulars of Deposits Received.	No. of Bank Receipt.	Amounts.			Daily Totals.	Date.	Particulars of Deposits Withdrawn.	No. of Deposit Receipt.	Amounts.			Daily Totals.
			£	s.	d.					£	s.	d.	
	TOTALS					TOTALS					
	Balance in Bank on 1st	...					Balance in Bank on	...					
	TOTALS					TOTALS					

I do solemnly and sincerely declare that the above is a correct copy of my Deposit Cash Book for the period above named, and is a true and complete account of all deposits received by me as _____, paid into the Deposit Account, and refunded to depositors, during the same period. And I make this solemn declaration, conscientiously believing the same to be true.

This declaration was made and signed in my presence } (Signed).....
 at on the day of 186 . } (Office)

Name of Witness

Description

I hereby certify that the sum standing to the credit of the Deposit Account in the name of Mr. _____ in the Bank of New Zealand, at _____ at the close of business on the day of 186 , was _____ pounds _____ shillings and _____ pence.

(For the Bank of New Zealand.)

£ : :

(Signed)

Fifth Form.—Deposit Cash Book.]

[Clause 12 of Regulations.

SIXTH SCHEDULE.

SIR,—

186 .

I have the honor to forward herewith for authorization the Abstracts and Accounts specified in the annexed Schedule.

I have the honor to be,
 Sir,
 Your most obedient Servant,

The Honorable the Colonial Treasurer,
 Wellington.

..... Paymaster.

SCHEDULE.

TO WHOM PAYABLE.	PARTICULARS OF CLAIM.	AMOUNT OF CLAIM.		
		£	s.	d.

Sixth Form—Requisition for Special Authority.]

[Clause 20 of Regulations.

SEVENTH SCHEDULE.

Voucher No.....

....., New Zealand.

ABSTRACT and ACQUITTANCE of SALAR of Department, from the
to the 186 , inclusive.

Number of Authority. Number of Item.	Situation.	Names.	Period.		Number of Days.	Yearly Salary or Rate.	Daily Salary or Rate.	Amount in Sterling.			Number of Cheque.	the undersigned, do hereby acknowledge to have received from the Hon. the Colonial Treasurer, by the hands of the sum opposite respective Name being in full of salar respectively, for the period specified in this Abstract, for which have signed receipts in duplicate.	Date of Payment.
			From	To				£	s.	d.			
To be charged upon Vote No.....													
						TOTAL£						

I certify that the individual named in the above Abstract actually employed in the situation and during the period specified opposite name of each respectively.

Seventh Form—Abstract of Salaries.]

(Signature of Head of the Department.)
[Clause 26 of Regulations.]

EIGHTH SCHEDULE.

Voucher No.....

....., New Zealand.

THE NEW ZEALAND GOVERNMENT.

Department }
or Service }

Dr. to

NO. OF AUTHORITY	DATE OF SERVICE OR SUPPLY.	PARTICULARS IN FULL.	VOUCHER.	AMOUNT.		
				£	s.	d.
	186					
Signature of Claimant.			TOTAL.....£			

I certify that to the best of my knowledge and belief the foregoing Account is true and correct in every particular; that the charge reasonable, and that

To be charged to

(Signature of Officer by whom the expense was incurred.)

Vote No. Item No.

..... Under Secretary.

RECEIVED on the 186 , from the Hon. the Colonial Treasurer, by the hands of , Esquire, Paymaster at the sum of pounds shillings and pence sterling, in full payment of the above Account.

(Cheque No.)

Eighth Form—Abstract of Contingencies.]

[Clause 33 of Regulations.]

