



THE NEW ZEALAND GAZETTE EXTRAORDINARY

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Resignations of Parliamentary Under-Secretary

Prime Minister's Office,
Wellington.
22 December 1969.

PURSUANT to the Civil List Act 1950, His Excellency the Governor-General has been pleased to accept, as from 22 December 1969, the resignation of—

Douglas Julian Carter, Esquire

Parliamentary Under-Secretary in relation to the office of the Minister of Agriculture.

Dated at Wellington this 22nd day of December 1969.

KEITH HOLYOAKE, Prime Minister.

Resignation of Members of the Executive Council and of Ministers

HIS Excellency the Governor-General has been pleased to accept the resignations of—

The Honourable Arthur Ellis Kinsella, holding a seat in the Executive Council, and the office of Minister of Education; and

The Honourable William John Scott, holding a seat in the Executive Council, and the offices of Postmaster-General and Minister of Marine.

Dated at Wellington this 22nd day of December 1969.

By Command—

D. C. WILLIAMS, Official Secretary.

Resignation of Ministers

HIS Excellency the Governor-General has been pleased to accept the resignations of—

The Right Honourable John Ross Marshall, of the office of Minister of Industries and Commerce;

The Honourable Norman Leslie Shelton, of the office of Minister of Customs;

The Honourable Brian Edward Talboys, of the office of Minister of Agriculture;

The Honourable David Spence Thomson, M.C., E.D., of the office of Minister of Tourism; and

The Honourable Lancelot Raymond Adams-Schneider, of the office of Minister of Broadcasting.

Dated at Wellington this 22nd day of December 1969.

By Command—

D. C. WILLIAMS, Official Secretary.

Appointment of Parliamentary Under-Secretaries

PURSUANT to the Civil List Act 1950, His Excellency the Governor-General has been pleased to appoint—

Allan David Dick, Esquire, of Oamaru, a Member of the House of Representatives

to be a Parliamentary Under-Secretary in relation to the office of the Minister of Agriculture; and
George Frederick Gair, Esquire, of Takapuna, a Member of the House of Representatives

to be a Parliamentary Under-Secretary in relation to the offices of the Minister of Education and the Minister of Science.

KEITH HOLYOAKE, Prime Minister.

Members of the Executive Council Appointed

HIS Excellency the Governor-General has been pleased to appoint—

The Honourable Douglas Julian Carter,
The Honourable Allan McCready,
The Honourable Daniel Johnston Riddiford, M.C.,
The Honourable Herbert John Walker, and
The Honourable Herbert Elmer Lorraine Pickering

to be members of the Executive Council of New Zealand; and the above-named have taken the oath of office accordingly.

Dated at Wellington this 22nd day of December 1969.

P. J. BROOKS, Clerk of the Executive Council.

Ministers Appointed

HIS Excellency the Governor-General has been pleased to appoint—

The Right Honourable John Ross Marshall, to be Attorney-General, Minister of Labour, and Minister of Immigration;

The Honourable Norman Leslie Shelton, to be Minister of Industries and Commerce and Minister of Mines;

The Honourable Brian Edward Talboys, to be Minister of Education;

The Honourable Percy Benjamin Allen, to be Minister of Electricity;

The Honourable Douglas Julian Carter, to be Minister of Agriculture;

The Honourable Duncan MacIntyre, D.S.O., O.B.E., E.D., to be Minister of Maori Affairs and Minister of Island Affairs;

The Honourable David Spence Thomson, M.C., E.D., to be Minister of Police;

The Honourable Lancelot Raymond Adams-Schneider, to be Minister of Customs;

The Honourable Allan McCready, to be Postmaster-General and Minister of Marine and Fisheries;

The Honourable Daniel Johnston Riddiford, M.C., to be Minister of Justice; and

The Honourable Herbert John Walker, to be Minister of Tourism and Minister of Broadcasting.

Dated at Wellington this 22nd day of December 1969.

By Command—

D. C. WILLIAMS, Official Secretary.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the specific procedures to be followed when recording transactions.

3. It is noted that all transactions must be recorded in the general ledger as soon as they occur. This ensures that the books are up-to-date and that any discrepancies can be identified and corrected promptly.

4. Furthermore, it is stressed that the recording process should be consistent and uniform across all departments. This helps to avoid confusion and ensures that the data is reliable and comparable.

5. The document also highlights the need for regular reconciliations between the general ledger and the subsidiary ledgers. This process is essential for verifying the accuracy of the records and for identifying any errors or omissions.

6. In addition, it is recommended that a system of internal controls be implemented to prevent and detect fraud. This includes separating duties, requiring proper authorization, and conducting regular audits.

7. The document concludes by stating that the ultimate goal of these procedures is to provide a clear and accurate picture of the company's financial performance. This information is vital for management decision-making and for providing transparency to stakeholders.

8. Finally, it is noted that the accounting department should maintain a high level of professionalism and integrity. This is essential for earning the trust of management and the public.

9. The document also mentions that the accounting system should be flexible enough to accommodate changes in the business environment. This may involve updating software or revising procedures as needed.

10. Overall, the document provides a comprehensive overview of the accounting process and the responsibilities of the accounting department. It serves as a valuable guide for anyone involved in the financial management of the company.

11. The document also emphasizes the importance of communication between the accounting department and other departments. This helps to ensure that all transactions are properly recorded and that any issues are resolved quickly.

12. In conclusion, the document stresses that the accounting department plays a critical role in the success of the company. By following the procedures outlined here, the department can ensure that the financial records are accurate and reliable.

13. The document also notes that the accounting department should be proactive in identifying areas for improvement. This may involve implementing new technologies or revising existing procedures.

14. Finally, the document reminds the accounting department that its primary responsibility is to provide accurate and timely financial information. This is essential for the company's long-term success and for maintaining the confidence of its stakeholders.