



NEW ZEALAND GOVERNMENT GAZETTE

PROVINCE OF CANTERBURY.

Published by Authority.

All Public Notifications which appear in this Gazette, with any Official Signatures, are to be considered as Official Communications made to those persons to whom they may relate, and are to be obeyed accordingly.

By His Honor's Command,

F. E. STEWART,
Provincial Secretary.

VOL. XIV.]

THURSDAY, AUGUST 29, 1867.

[No. LVII.]

Provincial Secretary's Office,
Christchurch, August 27, 1867.

HIS Honor the Deputy Superintendent directs the publication of the following Regulations for the guidance of the various Departments under the Provincial Government.

A. BLAKISTON,
Under Secretary.

REGULATIONS

FOR THE

PROVINCIAL GOVERNMENT OFFICERS OF THE
PROVINCE OF CANTERBURY.

HIS HONOR the Deputy Superintendent of the Province of Canterbury, with the advice of the Executive Council, hereby notifies that, from and after the First day of September, 1867, the following Regulations shall be observed:—

1. The Departments of the Provincial Government being under the responsible charge of the following Executive Officers: viz., the Provincial Secretary, the Secretary for Public Works, and the Secretary for the Gold Fields, all communications which it is necessary should be brought under the notice and consideration of the Government must be addressed to those Officers, respectively, as follows:—

To the Provincial Secretary, on matters relating to the undermentioned offices, &c.:

Provincial Treasurer's,
Provincial Solicitor's,
Police,
Gaols,
Hospitals,
Lunatic Asylum,
Sheep Inspection,
Charitable Aid,
Immigration,
Weights and Measures,
Education.

To the Secretary for Public Works, on matters relating to the undermentioned offices, &c.:

Lands,
Surveys,
Geological,
Meteorological,
Engineer,
Telegraph,
Parks and Domains,
Acclimatisation,
Harbours,
Public Buildings,
Ferries and Bridges,
Wharves and Jetties,
Municipalities and Road
Boards,
Railways,
Harbour Works,
Miscellaneous Public Works.

To the Secretary for the Gold Fields, on all matters relating to the Administration of the Gold Fields.

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2. Prompt and careful attention must be given by all officers, and others in the employment of the Provincial Government, to the instructions they may receive from the above named Heads of Departments; and any information which such officers may be called upon to give must be rendered as fully and accurately as possible, and without delay.

3. Official letters are to be addressed to the various Government Officers by their official title, and each letter to be exclusively confined to one subject. A register shall be kept in each Department of all communications received and forwarded, and each communication is to be numbered so as to facilitate reference.

4. All Government Offices shall be open, until further notice, from 10 a.m. to 5 p.m., except on Saturdays, and then from 10 a.m. to 1 p.m.; and no Government Officer other than the Head of the Office shall absent himself during those hours unless upon leave granted to him by the proper Officer.

5. An appearance sheet shall be kept in every office, in which the names of all persons employed therein, together with the hour at which they enter the office and the hour at which they leave the same shall be returned by such Officer as the Head of the Office shall appoint. The appearance sheets of the previous week shall be left at the Provincial Secretary's Office not later than 10.30 every Monday morning. This regulation shall not be understood to apply strictly to Heads of Offices.

6. The Provincial Treasury will be open for payments on Tuesdays, Wednesdays, and Thursdays from ten a.m. to three p.m., and on Saturday from ten a.m. to twelve.

7. Every person authorised by His Honor the Superintendent to receive money on account of the revenues of the Province shall keep regularly posted up a cash book containing particulars of all moneys received by him, and shall on the last day of each month, or whenever they amount to the sum of £10, pay the same to the Provincial Account at the Bank of New Zealand; or if there be no branch or agency of that bank at the place where the person so authorised resides, then at some other bank (if there be one) to the credit of the Provincial Treasurer; and if there be no bank, then the amount is to be remitted to the Provincial Treasurer by Post Office order, or in such other way as may be directed; and he shall at the same time forward to the Provincial Treasurer a detailed account thereof in duplicate, copied from the cash book in form A; one copy to be forwarded to the Provincial Auditor by the Provincial Treasurer.

8. The printed Estimates of Expenditure passed by the Provincial Council in each year, are in all cases to form the basis of the

system of accounts, and care is to be taken that heads of expenditure are the same in the Accounts as in the Estimates.

9. Heads of Offices will forward to Heads of Departments for examination all vouchers for the expenditure of money, and will also forward weekly a schedule setting forth the names of all persons whose accounts they have certified during the week as correct, which have been forwarded by them to the Head of Department, together with all necessary particulars connected with such accounts.

10. It shall be the duty of every Head of an Office to send in the salary account for his office to the Head of the Department on the last day of every month.

11. Accounts transmitted for payment in an incomplete state, or altered in any essential particular by erasure or interlineation or otherwise, will be returned to the office from which they were received in order that they may be completed or made out anew, as the case may require.

12. Sub-Treasurers of the Provincial Government will furnish to the Provincial Treasurer at the end of every month a copy of their cash-book, together with a certified copy of the Bank pass-book.

13. Duplicate accounts are in no case to be certified unless the word "Duplicate" be written in red ink across the face thereof, nor until it has been satisfactorily ascertained that the original accounts previously certified have not been paid, and that they cannot be obtained.

14. Each Head of an Office is enjoined to afford every possible facility to persons having claims against his office, so as to enable them to prepare their accounts in such a manner as to secure their prompt payment.

15. Before the close of the periods for which provision has been made in the Appropriation Ordinance, Heads of Offices will see that all accounts for expenditure incurred be obtained and liquidated, so far as is in their power.

16. Except in cases of incompleting contracts, all sums payable under an Appropriation Act not called for during the currency of the financial year, for which such appropriation shall have been granted, shall be considered in abeyance, and payment will be withheld by the Treasurer, and the Certificate of the Auditor (if previously given) will be cancelled until a new appropriation has been made by the Superintendent and the Provincial Council.

17. The Provincial Auditor is empowered to call for all books, papers and vouchers

relating to any account forwarded to him, and to examine witnesses, if necessary, touching the same. Persons failing to attend the summons of the Provincial Auditor are liable to a penalty not exceeding £100.

18. The Provincial Auditor has authority to examine the accounts of all persons entrusted with the collection, receipt, and issue of public money and stores of the Provincial Government.

19. All sums of money advanced under imprest to any Officer must be by him deposited to the credit of "Imprest Account" in his name at the Bank of New Zealand, or, if there be no branch or agency of that Bank at the place where such Officer resides, then at some other Bank, if there be one; and in no case is any Officer in receipt of public moneys to permit such moneys to be mixed with private funds, whether deposited in a Bank or not.

20. All advances under imprest will be made to officers by warrants under proper authority, and, as a general rule, the amount of such advance is not (except under special circumstances) to exceed the amount of the estimated monthly expenditure for which such imprest is required. In order, however, that the Officer requiring an advance may be supplied with funds to meet expenditure extending over a longer period than one month, the sums paid out of such advance will, if necessary, be re-imbursed the imprestee, and so on, from time to time until within one week of the expiration of the period for which the existing Appropriation Ordinance was passed, when a final Account must be sent in, the balance (if any) repaid to the Provincial Treasury, and all advances adjusted.

21. Accounts for the expenditure of sums advanced under imprest must be in Form B, and all vouchers for such expenditure must contain full particulars thereof, and be duly and properly receipted; and such accounts and vouchers must, as soon as completed, be forwarded to the respective Head of Department, and by him to the Provincial Auditor's office for audit.

22. Special requisitions for articles to be supplied, or services to be performed under the responsibility of the Head of an Office, must be forwarded to the head of department for his approval in the usual form; and every requisition must set forth the vote from which the same is to be taken and the amount of such vote unexpended, together with the grounds on which such requisition is considered necessary or proper; and every voucher shall show the title and subdivision of the Vote and the number of the requisition under which the expenditure has been incurred, or, when under contract, the number and date of the contract.

23. Heads of Offices must be careful not to send in any requisition for any expenditure in excess of the amount appropriated, unless some good and valid cause can be shown for such expenditure, and in no case is expenditure to be incurred before the requisition is returned to the office, approved by the Head of the Department.

24. No tender shall be opened, or contract entered into, except by the authority of the Executive Council.

25. Copies of all contracts are to be forwarded by the Head of the Department to the Provincial Treasurer and the Provincial Auditor.

26. The Government Storekeepers will keep a correct account of all supplies made to the various offices.

27. No Officer in the employment of the Government, will be allowed to deal on his own account with the men under his charge, for stores, under pain of immediate dismissal.

28. All former Regulations are hereby repealed, and in all cases not specially provided for by these Regulations, special instructions will be issued by the Provincial Secretary.

F. E. STEWART,
Deputy-Superintendent.

Christchurch, August 27, 1867.

FORM A.

Voucher
No.
PROVINCE OF CANTERBURY.
_____ 186



PAID into the Provincial Account
the sum of _____ pounds. _____ shillings
and _____ pence, being.

RECEIVED from _____ the sum
of _____
for the Bank of New Zealand.

FORM B.

ACCOUNT of EXPENDITURE made by
out of the sum of _____ pounds
shillings and _____ pence sterling,
received from the Provincial Treasurer, at
on the _____ day of
186 , as an advance for

Amount of Advance... .. £ s. d.
Amount expended as per State-
ment annexed _____
Balance in hand ... £ _____

(Signature of Officer accounting)

STATEMENT of SUMS PAID by me out of the
Advance of £ _____ made to me on
the _____ day of _____ 186 , in support
of which the Vouchers specified hereunder
are herewith transmitted to the Provincial
Treasurer at

(Officer accounting)

No of Voucher.	To whom Paid.	Particulars of Payment.	Amount.		
			£	s.	d.

I certify that the foregoing is in every
respect a true and faithful Account to the
best of my knowledge and belief.

(Officer accounting)