

increase of the amount already fixed must be made by Postmasters to their Chief Postmasters, and by the latter to the Controller of Accounts. At non-accounting offices a stamp credit equal in value to three months' salary is advanced, a receipt being taken on form P.O. 2.

(b.) The fixed reserve balance is intended to cover all payments in respect of money-orders, savings-bank warrants, and vouchers in sight. Before seeking to add to it by applying for a remittance a Postmaster must carefully estimate the probable receipts in the interval to elapse before the payments will be likely to be made. By intelligent application of this principle the wasteful and unnecessary transmission of funds backwards and forwards between offices will be avoided and the amount available for investment increased. Chief offices must keep a careful check on this question of remittances when handling the Post Office accounts, which supply ample evidence when remittances are applied for needlessly.

#### REMITTANCES.

788. (a.) Postmasters must remit to their Chief Postmasters daily all the official cash, exclusive of odd shillings and pence, in excess of the authorized reserve whenever that excess exceeds £10. At offices where there is a branch of the Bank of New Zealand, such amounts must be lodged to the credit of the Chief Postmaster's Deposit Account, and the bank receipt (Acct. 8) forwarded to the chief office with form Acct. 1 and credit claimed in the Post Office Account (Acct. 60) as a remittance. At offices where there is no branch of the Bank of New Zealand the remittance must be sent with every mail in the special envelopes or bags provided. Such remittances must be registered and entered on the letter-bill of the mail in which they are included. The particulars of the remittance must be entered on form Acct. 1, which should accompany the remittance to the chief office, credit being claimed for the amount as a remittance to chief post-office. Whenever the balance in hand of a Chief Postmaster exceeds the amount of reserve balance, the whole excess, consisting of a multiple of £100 subject to known commitments must be paid to Post Office Account. A receipt on form Acct. 7 must be taken from the bank and sent in with the Daily Cash Account in which credit for the amount is claimed under the heading "Paid Post Office Account." An explanation of the retention of any sum by Chief Postmasters in excess of the reserve balance must be noted on the back of the Daily Cash Account unless the surplus is lodged to the credit of Post Office Account on the succeeding day.

(b.) Special lodgment forms are provided for the use of Chief Postmasters in remitting to the credit of the Post Office Account amounts held in excess of their reserve balance (Acct. 7), and for a similar purpose by Postmasters to the credit of a Chief Postmaster's Deposit Account (Acct. 8). They are to be prepared in triplicate by means of carbons. The original and duplicate copies are to be left with the bank by the officer paying in. The triplicate form is to be signed by the bank teller, and used as a supporting document for the entry "Paid Post Office Account," in the case of Chief Postmasters in claiming credit on their Daily Cash Account, and in the case of Postmasters in support of claims as remittances to chief office in their Post Office Account.

789. (a.) *Remittances from sub-offices* to chief offices must be entered on the face of form Acct. 60, Sub-office Post Office Account, the entries thereon being amplified, if necessary, in the case of