

Classifica-
tion of
Debentures. The debentures are to be registered in their separate classes, according to the service for which they have been issued, and the register is to record the date and No. of each debenture, and the date on which it is terminable.

Entries in
Cash Book 4. In your cash book you will enter day by day every receipt and payment of whatever description, in its actual order of occurrence, giving the date of every such receipt and payment.

Balancing
Cash Book 5. The cash book is to be cast and balanced at the end of every month, and a copy of the same, together with all documents and vouchers in support thereof, forwarded to the Commissioners for auditing the public accounts on or before the last day of the following month.

Rendering
accounts

A certificate must be written at the foot of this monthly account, and signed by you in the following form:—

Certificate

We hereby certify that the foregoing account is just and true according to the best of our knowledge and belief.

(Accountants' Signatures)