

SECTION 7. Form of Warrant for the Collection of School Fees.

WE, the undersigned, Trustees of School Section, No —, in the Township of — in the — District, by virtue of the authority vested in us by the Act, 9^o Vic., cap. xx, sec. 27, hereby authorise and require you [here insert the name and residence of the person appointed to collect the Rate Bill,] after ten days from the date thereof, to collect from the several individuals in the annexed Rate Bill, for the quarter therein mentioned, the sum of money opposite their respective names, and to pay, within thirty days from the date thereof, the amount so collected, after retaining your own fees, to the Secretary-Treasurer, whose discharge shall be your acquittance for the sum so paid. And in default of payment on demand by any person so rated, you are hereby authorised and required to levy the amount by distress and sale of goods and chattels of the person or persons making default.

Given under our hands this —
day of —, 18—.

A. B., }
C. D., } Trustees.
E. F., }

Form of Rate Bill, as authorised by the second, fifth, and sixth clauses of the 27th section of the Act—to be annexed to the foregoing Warrant.

RATE BILL of Persons liable for School Fees, in School Section, No. —, in the Township of —, for the Quarter commencing the — day of —, and ending the — day of —, 18—.

NAMES of PARENTS or GUARDIANS.	Number of Children attending School.	Amount of Rate Bill per quarter for Tuition.			Amount Rate Bill per quarter for Fuel, Rent, &c.			Amount of Collector's Fees; five per cent.			Total amount of Rate Bill for the Quarter.		
		£.	s.	D.	£.		D.	£.	s.	D.	£.	s.	D.

Given under our hands, this —
day of —, 18—.

A. B., }
C. C., } Trustees.
E. F., }

SECTION 8. Form of Receipt to be given by the Collector, on receiving the amount named in the Rate Bill.

RECEIVED from [here insert the person's name,] the sum of [here write the sum in words,] being the amount of his [or her] Rate Bill, for the Quarter ending on the — day of —, 18—.

Dated this — day of —, 18—.

A. B., Collector.

EXPLANATORY REMARKS on the Imposition and Collection of Rate Bills, &c.—

1. The Collector should take a Receipt from the Secretary-Treasurer, for all moneys paid him. The Secretary-Treasurer should also take a Receipt from the Teacher for all moneys paid him. The taking and giving receipts for money paid and received will prevent errors and misunderstandings.

2. The Trustees can raise the School fees by voluntary subscriptions, if they please. They can also appoint the School Teacher to act as Collector, if he chooses to accept of the appointment, and give the required security. The Trustees can also impose any Rate Bill, which they may think necessary for renting, and repairing and furnishing a School-house. The Trustees can also petition their District Council to assess the inhabitants of their Section for the whole amount of their Teacher's salary.

3. As the School Accounts of each year must be kept separate by the Superintendents of Schools, so must the Rate Bills. They should therefore be dated on the first day of January, April, July, and October, when these months do not begin on the Sabbath, in which case the Rate Bill and Warrants should be dated on the second of the above-mentioned months. The Rate Bills and the Warrants can be made out for one or more Quarters of a year, at the same time, as the Trustees may think most convenient.