

will be required MONTHLY, and when passed (if out of a continuous warrant) the amount of such account will be paid to the officer, so as to restore his advance to the sum named, thus—

An officer receives an advance of £200 "continuous," the first month he sends in accounts for the expenditure of £150 19s. 6½d., this sum of £150 19s. 6½d. will then be paid him by the Treasurer, thus restoring his cash in hand to £200; but at the end of the year any balance unexpended or unaccounted for, has to be repaid into the hands of the Treasury.

If the advance be merely a simple (not a "continuous") one, then, as the officer renders accounts for part expenditure of it, such sum accounted for will be written off the said advance. At the end of each year any sum not accounted for has to be repaid into the Treasury.

2. The fact of obtaining an Advance Warrant does not necessarily imply an authority to expend the money in any manner the Head of a Department might think proper.

In expending his Advance, the Officer does so at the risk of non-approval of such items as the Governor might object to in the MONTHLY REQUISITIONS.

If the Head of a Department has any doubt in his mind as to the propriety of incurring an expenditure, his best and safe course is to ascertain the approximate cost of the intended service, and address a letter to the Governor through the Colonial Secretary, explaining the grounds for recommending it; if approved, this will guard the item from erasure in the subsequent more formal requisition. (A note of the letter is to appear in the Remarks of the Requisition, vide Rule 3.)

When works of any magnitude are contemplated, as a matter of course special application is to be made through the Colonial Secretary, to be accompanied in all cases by detailed estimates somewhat in the form given in the Appendix to these rules.

3. MONTHLY REQUISITIONS, (Form No. 9, to be numbered consecutively in each year) which are in fact, applications for permission to expend certain sums on particular services or articles, and on those only, are required to be sent to the Gov-

ernor (through the Treasury) after the 1st of January.

Items, (which are mentioned by the Governor from the Governor's office) the place of instructions.

When a Requisition is sent to the Treasury to send his vouchers in, provided the Requisition is sanctioned, found correct, and discharged to the officer, they refer to the examination officer.

The above is not to be obtained after the 1st of January.

A Duplicate Voucher to the Duplicate BALANCE SHEET. The Voucher.

No. 1.— or material requisition, is of recipient witnesses.

No. 2.— or services obtained.

No. 3.— sons employed, with column for

No. 4.— fishment.

No. 5.— ployed, but

All these except Monthly Requisition.

All Vouchers are charged: "passage of minister;" and the duplicate is stated. In example, for Voucher for the articles.

The Petty as possible, lecting to go could be referred to disallowance.