

herein mentioned, I may state that in my opinion the result will in the end justify the expenditure now proposed to be incurred.

Your attention is desired in particular to these suggestions, not only with a view of getting your approval, but for the purpose of enabling you to suggest changes or additions or the two combined if found necessary.

I respectfully suggest that the following books be procured at once :—

- 1 Cash Book.
- 1 Journal.
- 1 Ledger.
- 1 Address Book.
- 1 Letter Record Book.
- 1 Minute Book.

I would further suggest that the above be of a uniform size, as to breadth and length, so as to permit their being packed in a case to be made for the purpose, so as to facilitate transportation from place to place as circumstances direct.

I deem it of the utmost importance that these books should be taken to every Meeting, as a means of reference and for the purpose of being audited.

The books to be printed specially for the Club and ruled in accordance with the requirements in each case.

With regard to the above books, the Cash, Journal and Minute Books require no explanation. The Ledger is