

*Vehicles and Horses.* Certificates from the head of each department should be obtained, setting out the number of

Automobiles

Horses

Wagons

Tools, etc.

or such of them as may be. These should be checked to the previous year, and discrepancies accounted for to the auditor's satisfaction.

*Coupon Accounts.* These sometimes present considerable difficulty, especially where there has been a change of auditors. Every well-kept set of city books should have a subsidiary book recording coupons provided for, those paid, and those not presented. The latter should, of course, always agree with the amount in the bank account. Difficulty is most often encountered in getting a proper starting point. Once this is done and payments from the coupon account checked and recorded, the auditor need experience no difficulty in proving the balance. Where coupon accounts are kept in New York and London, the balances as given by the bankers at those points must be verified by certificate. The amount outstanding at the date of report does not of necessity agree with the books of the city, and care must be taken in this respect. For instance, a city might remit London funds on Dec. 20th to retire coupons maturing on the ensuing January 2nd. The books of the city would show the bank balance the greater by the sum remitted. On the other hand, London might pay out for coupons on December 31st and the necessary entry could not be made in the books of the city for some time thereafter. These points need careful watching by the auditor.

*Sinking Fund.* Verification of sinking fund assets should be made very carefully. The chapter on keeping sinking fund books sets out what is good and what is bad in this class of work, and the auditor should endeavor to see that these lines are followed. It must be distinctly under-