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- 56. (1) A cash book shall be kept showing (a) on the debit side statements of all amounts deposited in the bank to the credit of the Society, with an analysis, under the appropriate headings, of the various items of receipts comprised in each deposit, and a posting summary at the end of each month, and (b) on the credit side, the various items of expenditure classified, at the end of each month, under the appropriate headings.
- (2) The Secretary shall lay before the Finance Committee each month, a debit and credit statement of account of all moneys received up to and including the last day of the preceding month.
- (3) Such statement of account shall show all deposits made in the bank of the Society to the credit of the Society, and all cheques drawn upon such bank; and shall also show all disbursements made, and be accompanied with vouchers.
- (4) Such accounts shall be audited monthly by a professional auditor annually appointed for that purpose on the first day of meeting in Easter Term in each year.
- 57. The Bank of Hamilton or other Bank duly authorized by the Finance Committee shall be the Bank of deposit and account for the "Law Society of Upper Canada," and the Secretary shall, from time to time, deposit therein to the credit of the Society, all moneys received for and on account of the Society, which being done, such deposit shall exonerate the Secretary making such deposit.
- 58. The moneys of the Society, deposited in the said Bank, when required for the payment of salaries, contingencies and other accounts from time to time required to be paid by the Rules or Orders of the Society or by any Committee acting under or in accordance with any such Rules or Orders, shall be drawn and paid out upon a cheque signed by the Treasurer, or by any member of the Finance Committee who may be named by that Committee, and whose name and signature shall be furnished to the Bank by the Treasurer and Secretary, and such cheques shall always be counter-signed by the Secretary.