

When the expenditure is incurred under contract, the following words should be added to the above certificate "and according to contract."

Your accounts for contingencies, such as postage, &c., which should contain full details of expenditure, supported by receipts for cash disbursements, should be forwarded to the Department in duplicate, at least quarterly.

You will be required to keep a diary, a copy of which should be sent to the Department monthly.

Returns should be made at the end of each month on account of collections for timber or rent, on forms which will be furnished you. Each return should be in duplicate and signed by you. In case of there being no collections during a month on account of the above, one copy of return for that month should be sent in marked "Nil."

You should issue receipts for all moneys received and forward same to the Department.

A copy of your cash book should be forwarded to the Department every month.

In the event of any matter arising which may necessitate the employment of a lawyer, it will be necessary for you, before seeking legal advice or assistance, to communicate the facts to the Department.

It is important that you should familiarise yourself with the provisions of the Indian Act and any circulars, &c., sent you by the Dept.

Be good enough to confide the subject in each letter and to quote the file number and date of letter when r

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