

3. Each Administration retains the right to prepare at its discretion special accounts for different branches of the service, and to settle them as it thinks fit with the corresponding Administrations, without employing the medium of the International Bureau, to which it simply indicates for what branches of the service and in respect to what countries it desires the services of the Bureau.

4. Administrations which avail themselves of the services of the International Bureau for the balancing and liquidation of accounts may cease to use those services three months after giving notice to that effect.

ARTICLE 79

Preparation of Accounts

1. When the individual accounts have been checked and agreed upon, the debtor Offices forward to the creditor Offices, for each class of operations, an acknowledgment, made out in francs and centimes, of the amount of the balance of the two individual accounts, indicating the subject of the credit and the period to which it relates.

In the absence of any understanding to the contrary, an Office which desires, for its own accounting purposes, to have general accounts, must prepare them itself and submit them to the corresponding Office for acceptance.

Offices may agree to apply another system in their relations with one another.

2. Each Office forwards to the International Bureau, monthly or quarterly, if special circumstances render it desirable, a statement showing the total Credit due to it on the individual accounts, as well as the total of the sums which are due to it from each of the contracting Offices; each credit appearing in this table must be supported by an acknowledgment from the debtor Office.

This statement must reach the International Bureau not later than the 19th of each month or of the first month of each quarter. Failing this, it is included in the settlement of the month or the quarter following.

3. The International Bureau checks the correctness of the statements by comparing the acknowledgments. Any correction that may be necessary is notified to the Offices concerned.

The Debit of each Office to another is carried forward into a summary; and in order to arrive at the total amount due from each Office, it is only necessary to add up the different columns of this summary.

ARTICLE 80

General Balance Sheet

1. The International Bureau combines the tables and the summaries in one general balance sheet showing:

(a) The total of the Debit and of the Credit of each Office;

(b) The debit or credit balance of each Office, representing the difference between the Debit and the Credit;

(c) The sums to be paid by certain members of the Union to an Office, or, reciprocally, the sums to be paid by the latter.

As far as possible, it takes care that each Office, in order to settle its debts, shall have to make only one or two distinct payments.

Nevertheless, an Office which habitually finds a sum exceeding 50,000 francs owing to it from another has the right to claim remittances on account.

These remittances on account are entered, both by the creditor Office and by the debtor Office, at the foot of the statements to be forwarded to the International Bureau.

2. The acknowledgments forwarded to the International Bureau with the tables are classified by Offices.

They serve as the basis for settling the accounts of each of the Offices concerned. In this settlement there must appear:

(a) The sums relating to the special accounts concerning the different services;

(b) The total of the sums resulting from all the special accounts relating to each of the Offices concerned;

(c) The totals of the sums due to all the creditor Offices on account of each branch of the service, as well as their general total.

This total must be equal to the total of the Debit which appears in the summary.

At the foot of the settlement account, a balance is struck between the Debit and the Credit resulting from the statements forwarded by the Offices to the International Bureau. The net amount of the Debit or of the Credit must be equal to the debit balance or to the credit balance carried into the general balance sheet. Moreover, the settlement account indicates the Offices to which payment must be made by the debtor Office.

The settlement accounts must be forwarded by the International Bureau to the Offices concerned not later than the 22nd of each month.