

comparison with the cheques, dinner bills and Coffee Room sheets. He shall pay all salaries and House wages, all bills against the Coffee Room, and such others as the Committee may direct, handing over to the Treasurer at the end of each month whatever cash balance may remain in his hands.

He shall check all pass-books and tradesmen's bills, and keep a monthly account of all receipts and expenditure in the House, laying a statement of the same before the Committee at their first meeting in every month.

He shall pay over to the Treasurer, in full, all amounts received by him for members' subscriptions.

He shall have charge of all the wines and liquors in the main cellar, and issue the same to the Steward as may be required. He shall check the Steward's cellar, and keep a daily account with the waiters of all wine, &c., issued to them and consumed in the House. He shall keep the Cellar Book of the Club in such manner as the Committee may direct. He shall also have charge of the stock of cigars and cards, issuing them as required, and keeping a daily account of their consumption.

He shall perform duties on Ballot days as in General Rules.

He shall have general control and superintendence of the establishment, under the Committee, keeping supervision over the Steward to see that his duties are satisfactorily performed, and that all orders from the Committee are strictly attended to; reporting the contrary immediately to the Active Committee.

He shall prepare a yearly account of the financial state of the Club.

He shall place a notice in the Entrance Hall and Committee Room, stating at what hours he may be seen in the House on Club business.