

in the monthly statements obtained from it, will make no distinction between the credits opened for different purposes, but may comprehend the whole in one statement: this however will make no difference in fact, and the two or more statements furnished by the Dept. should always, if correct, agree as to the total amount at the credit of the Department at the end of the month, with that furnished by the Bank.

Too much care cannot be bestowed in the preparation of these monthly statements which should be absolutely correct as to figures and from which it is desired and expected the Dept. will be able to arrive at all the data necessary to a complete knowledge of every essential point in connection with the expenditures in the Province.

#### Correspondence sent

1. All letters addressed by the Dept. to the Department or to individuals on official business on and after the 1st February 1876 will be numbered consecutively from '1' upwards.
2. In referring to previous correspondence quote the date and number of each letter referred to.
3. Deal with one subject only in each letter, if it should be necessary to write on more than one subject to the Department by the same mail make each subject the theme of a separate communication

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