

Dear Sir:—

In connection with the audit, examination and inspection of the accounts of the municipality of ..... upon which I am at present engaged, under authority of by-law No. ...., I shall be obliged if you will furnish me with the following information:

(a) Date, amount and account for which received, of all moneys received by you from the township of ..... between ..... and ..... (the period covered by this audit.)

(b) Date, amount and account for which paid, of all moneys paid by you to the Treasurer of the said municipality between the above dates.

(c) A statement of any claim or claims, with particulars, which you have against said township as of ..... 190..., upon drainage, school, town line or other accounts.

(d) Statement of any sums due from your township to the above township as of same date, upon drainage, school, town line, or other accounts.

Thanking you in advance for the information and requesting an early reply,

Respectfully,

....., Auditor.

A statement should be requested from the local license inspector, of any sums paid to, or due to, the municipality, on account of liquor licenses, during the period covered by the audit.

A statement should be obtained from the inspector of schools, showing the apportionment to the several school sections, of the government grant or grants, during the period. Also of any special grants. If the local treasurer has retained the statements received by him from the license and school inspectors, requests for these will not be necessary.

The auditor should then proceed to become acquainted with the business transactions of the municipality by examining the records, not only reading the minutes and by-laws covering the period which is being audited, but for some time previous, so that he may be able, intelligently, to comprehend matters which will come to his attention in the course of the audit.

The reading of the minutes and by-laws will enable the auditor to ascertain to some extent what municipalities or persons were entitled to receive from, or to pay to, the treasurer of the local township, certain sums of money. Copious notes should be made as the reading proceeds. If the audit is to be brought down to a period which antedates the date of the appointment of the auditor, it will be necessary to continue the examination of the records from the date at which the audit is to close, down to the present moment. In this way, assets