

Annual gen-  
eral account  
of classified  
Services

9. You will forward to the Commissioners for auditing the public accounts, on or before the 31st day of March in each year, a general account of the classified service transactions for the previous year ending 31st December, with respect to the whole of the Colonies, the agency of which may be placed under your charge, shewing the receipts and payments in respect of each Colony.

Receipts to  
be vouched

10. All items of receipt are to be vouched by the authority under which the money was received, and by the correspondence or other explanatory documents relating thereto.

Sums re-  
ceived with-  
out advice

Should any sums be remitted to you without letters of advice, or sufficient information respecting the nature of the remittance, you will forthwith notify the receipt of the sums remitted to the Governor of the Colony from which the remittance may have been made, representing the omission, and requesting information on the subject; and a copy of such representation is to be annexed to your account.

Expenditure  
how to be  
vouched

11. All items of expenditure are to be supported by the proper authorities and to be