

evidence of the *additional* Postage, and are *not* to be sent to the General Post Office, provided the Amount *sent* and *received* agree.

Monthly Sheets.

23.—The *Monthly Sheets* have a “Received side” and a “Sent side,” and are intended to include the whole Correspondence for one Month between your Office and the Offices with which you correspond, and which are named at the head of the several columns, having the entries of the Letter Bills *sent from your Office on the one side*, and the entries of the Letter Bills *received by you on the other side, of the same Sheet*. The names of the Corresponding Offices are to be inserted Alphabetically.

Contents of Monthly Sheets.

24.—The *Monthly Sheets* thus filled up will contain all the entries of Mails *received* from your Corresponding Offices, and of Mails *sent* by you to those Offices, and should consequently present a perfect account of all the Postage collected by you, both on “*Sent Paid*” and “*Received Unpaid*” Letters.

Sending in Monthly Sheets.

25.—The Sheets for each month are to be signed by the Postmaster, then enclosed in the Printed Cover furnished for the purpose, and transmitted to the General Post Office, *Halifax*, punctually *within six days after the 5th of each month*, the Postmaster being careful to insert the *Aggregate Amount* of “*Unpaid received*” and of “*Paid sent*,” charged upon his Office in the entries of the month, in the place assigned for the purpose *on the Printed Cover*.

System of Check between Postmasters.

26.—It will be observed, that the system explained above will establish a Check on the Amount of Revenue which passes through the hands of each