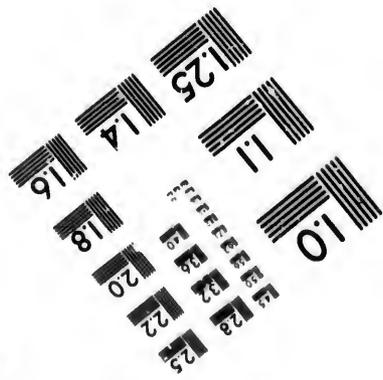
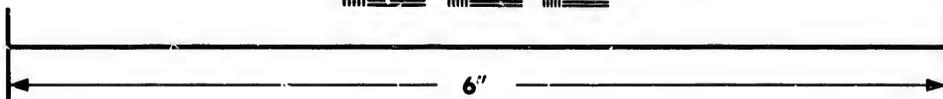
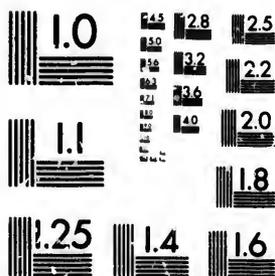


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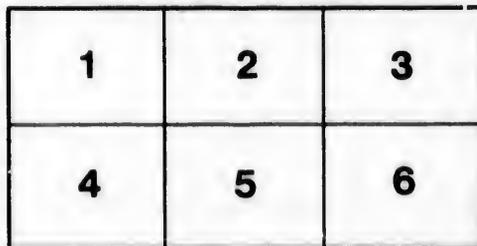
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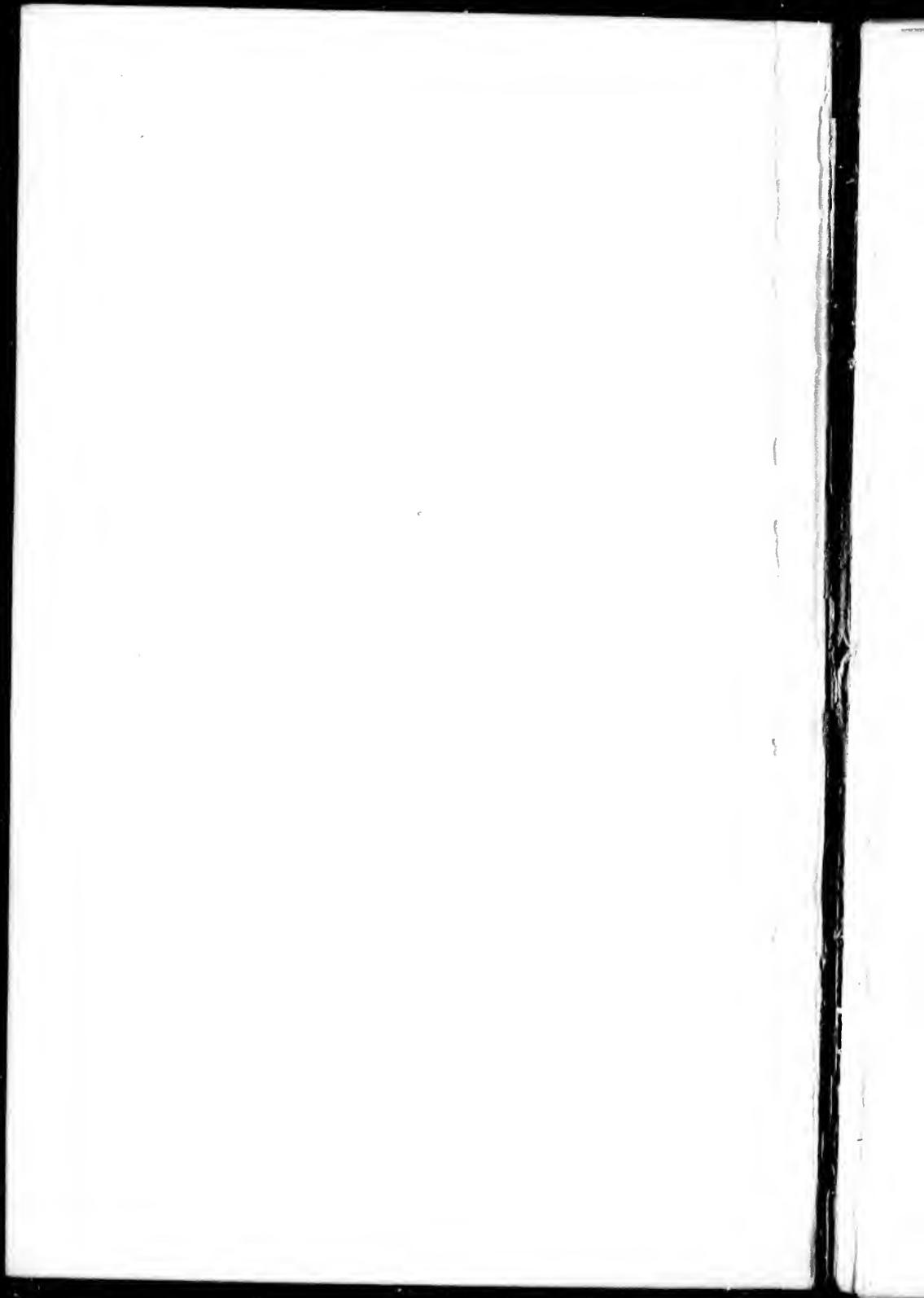
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11th August, 1860.

From G-164.

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TREASURY INSTRUCTIONS

FOR

THE GUIDANCE OF

THE

AGENTS-GENERAL FOR CROWN COLONIES,

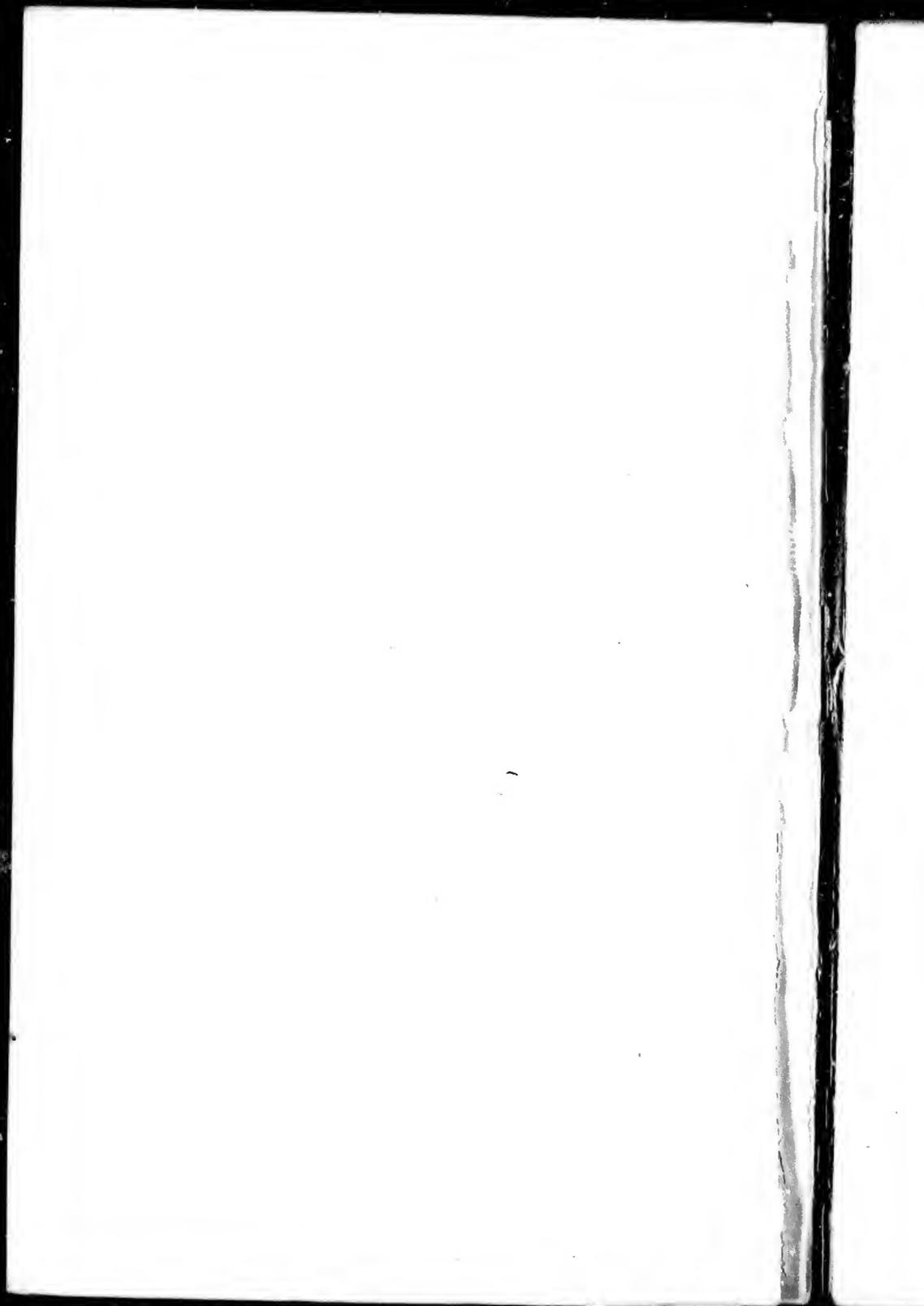
5TH MARCH, 1860.



LONDON:

PRINTED BY W. MITCHENER, 23, RED LION STREET, HOLBORN.

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TREASURY CHAMBERS,
5th March, 1860.

GENTLEMEN,

I am directed by the Lord's Commissioners of Her Majesty's Treasury, to transmit to you the enclosed Instructions which have been prepared by the Commissioners of Audit, and which have been approved by their Lordships; and I am to desire that you will adopt the same, for your guidance in the transaction of the business of your agency.

You will observe that there are two lists of Colonies attached to these Instructions, one of "Crown Colonies," to which the Instructions are to be strictly applied, and the other of "Representative Colonies," the agency for which is at present under your charge, and to which the instructions are to be applied as far as practicable.

Their Lordships are of opinion, that, so long as the Agency for Representative Colonies is in your

hands, the Instructions should be acted upon generally, provided that they do not clash with any directions that you may have received from the Governments of those Colonies.

With a view to a distinction being made in this matter, their Lordships request that you will in future, furnish the Commissioners of Audit with the Accounts of these Colonies separately from the transactions relating to Crown Colonies.

I am, &c.,

(Signed) GEO. A. HAMILTON.

To EDWARD BARNARD,
and
PENROSE G. JULYAN, Esqrs.,
Agents-General for Crown Colonies,
6, Adelphi Terrace, London.

INSTRUCTIONS

TO THE

AGENTS-GENERAL FOR CROWN COLONIES,

FOR THEIR

GUIDANCE IN THE PECUNIARY TRANSACTIONS
OF THEIR AGENCIES.

1. All monies, remittances, and bills, ^{Receipt of} receivable for the service of the Crown ^{Monies} Colonies, with the agency of which you are charged, are to be paid in, remitted, or endorsed over to your joint account at the Bank of England.

2. You will keep a cash book, a bill book, ^{Books to be} a ledger; and a journal if it should be found ^{kept} that the cash book cannot be made to answer the purpose of a journal.

3. You will keep a register of any debentures, ^{Register of} the interest or principal of which may ^{Debentures.} be payable by you.

Classifica-
tion of
Debentures. The debentures are to be registered in their separate classes, according to the service for which they have been issued, and the register is to record the date and No. of each debenture, and the date on which it is terminable.

Entries in
Cash Book 4. In your cash book you will enter day by day every receipt and payment of whatever description, in its actual order of occurrence, giving the date of every such receipt and payment.

Balancing
Cash Book 5. The cash book is to be cast and balanced at the end of every month, and a copy of the same, together with all documents and vouchers in support thereof, forwarded to the Commissioners for auditing the public accounts on or before the last day of the following month.

Rendering
accounts

A certificate must be written at the foot of this monthly account, and signed by you in the following form:—

Certificate

We hereby certify that the foregoing account is just and true according to the best of our knowledge and belief.

(Accountants' Signatures)

6. You will on or before the 10th day ^{Monthly} of each month, make a return to the Com- ^{return of} missioners of audit of the amount of balances ^{balances} in hand on the last day of the preceding month on account of each Colony, and of the probable demands thereupon, and you will ^{Statement of} append thereto a statement of the funds ^{Investments.} invested in respect of each Colony, supported in the case of Exchequer Bills by the bank certificate.

7. As regards the Colony of Mauritius, ^{Balance of} you will whenever the balance in your hands ^{Mauritius.} exceeds £6000, invest in Exchequer Bills or such public securities as the Secretary of state may from time to time direct all sums beyond that amount.

8. When an order may be given for an ^{Evidence of} investment, you are to produce at the audit ^{Investments.} office the transfer paper, deposit receipt, or other document, to prove that the investment or deposit has been made as directed, such document is to be so transmitted as soon as ^{Treasury au-} the order has been executed. No transfer ^{thority for} or sale of such investments should take place ^{the sale or} without the authority of the Lords Commis- ^{transfer of} sioners of H. M. Treasury ^{investments.}

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

vouched in accordance with the following regulations :—

12. You are to take receipts duly stamped ^{Stamped receipts.} for all payments made by you, unless in cases where such receipts may be by law exempt from stamp duty.

The receipts are to specify on what account ^{Form of receipt to be taken.} the money is paid, and, in the instance of salaries or pensions, the rates of the same, and the period in respect of which the payment is made.

13. When any payment is claimed by ^{Payment to an Attorney.} the attorney or other representatives of the person to whom the money is due, you will take care that a sufficient legal authority is produced by such attorney or representative ; ^{Powers of Attorney to be registered} you will cause the same to be registered in the Audit Office, previously to the payment being made, and you will observe that any assignment or power which, from its having been executed abroad, may not have been ^{Powers of Attorney to be stamped.} stamped, is to be duly stamped in this country, in default of which no payment can be legally made to the holder.

Requisitions
for Stores
for Crown
Colonies.

14. Upon the receipt of any requisition from the Colonial Governments for stores, you will submit the same to the Secretary of State for the Colonies, together with an estimate of the probable expense to be incurred in procuring and transmitting such stores to the Colony; and you will not consider yourself at liberty to comply with any such requisition until the pleasure of the Secretary of State shall have been signified to you thereon. This regulation applies only to Crown Colonies.

Stores how
to be
procured.

15. You are to procure all such stores by public tender and open competition, or by applying to three or more different tradesmen for a list of the net cash prices at which they would supply the articles required; in which latter case the lowest tender is to be accepted. The several tenders or lists are to be sent with the accounts.

Medicines in
certain cases
to be exempt
from fore-
going rule.

Medicines, however, are to be excepted from the above rule when procured from the Apothecaries' Company.

Stores
valued at less
than £100

In cases where the value of the articles required shall be less than £100, it shall not be compulsory on the Agents to call for tenders.

16. In any case in which articles are under special instructions, procured from a particular tradesman, a similar tender is to be obtained previously to the order being given. In any case, however, where the Agent shall consider it more to the advantage of the Service to obtain stores otherwise than by tender, he will be at liberty to report the circumstances to the Secretary of State, and request authority for departing from the regulations 15 and 16. It will only be necessary to apply to the Lords Commissioners of H. M. Treasury upon extraordinary occasions.

Stores procured under special instructions.

Secretary of State for the Colonies may authorize a departure from Articles 15 & 16

When the Lords of the Treasury are to be applied to.

17. All charges for articles purchased are to be vouched by the requisition or other authority for sending out the supply, and also by bills of particulars and bills of lading, or other sufficient evidence of the actual shipment for the Colony, and by a copy of the letter submitting the requisition to the Secretary of State, and by the authority of the latter any disbursements included in a tradesman's bill, or incurred by you for insurance, duties, and shipping charges, are

Invoices how to be vouched.;

Bills of lading, policies of insurance and shipping notes.

to be vouched by the policies of insurance and the Shipping Broker's Notes.

Fees, Commission, &c.

18. When any fees, commission, or other charges, are included in an account, as having been paid by the person rendering such account, you will require and produce with the account, a receipt or certificate from the person entitled to receive payment, together with any other documents to show that the charge has been properly incurred.

Interest on Debentures.

19. All receipts for interest on debentures are to be accompanied by a statement showing the period of interest, and the particular class as well as No. of the debenture, in respect of which the interest is claimed,—the cancelled coupons are also to accompany the receipts.

Cancelled Coupons.

Cancelled Debentures

When debentures are paid off, the cancelled debentures are to be transmitted, accompanied by receipts, whenever the principal may be payable to an individual or to order.

Cancelled Coupons or Debentures required by the Colonies

Whenever cancelled coupons or debentures are required by the Colonial Governments to be returned to them, they should be for-

warded to the office of the Commissioners of Audit for examination, and record, previously to their being transmitted to the respective Colonies.

20. You will not pay to any officer who may be absent from the Colony on leave or otherwise, any portion of his salary or allowance, unless a letter from the Chief Secretary or other proper officer in the Colony be produced to you, notifying the leave of absence granted, accompanied by a certificate from the Colonial Treasurer or Paymaster, stating the period up to which any salary or allowance may have been paid to the absentee, previously to his quitting the Colony, and also specifying the rate of payment; which documents you will submit to the Secretary of State for the Colonies for his directions thereon, and you will consider such documents together with the Secretary of State's authority as necessary vouchers for the first issue of any salary or allowance in this country.

Salary of
Officer ab-
sent on leave

Certificate
from Colonial
Treasurer

Rate of
payment.

Secretary of
State's au-
thority for
first issue of
salary.

21. Should the above mentioned documents not be produced to you, you will, notwithstanding any authority for the issue

Issue of
salary to be
suspended in
certain cases.

of salary or allowance which the absentee may have obtained from the Secretary of State, suspend making payments in respect thereof until you shall have represented to the Secretary of State the defect in the vouchers required for the admission of the charges in your accounts; and you will then be guided by such special instructions as you may thereupon receive from the Secretary of State, and these instructions will be necessary vouchers for the admission of any payment which may be made by you under the circumstances referred to.

Advance of
salary to
absentees.

22. No salary or allowance is to be issued to any absentee in advance, or for a period after the expiration of the term for which he may have obtained leave of absence, unless he shall produce a special authority to that effect, which authority is to be annexed to your accounts.

Certificate to
be granted
to Officers
newly ap-
pointed, or
returning to
a Colony
after leave.

23. To any officer newly appointed to the Colonial Service, or returning to the Colony after leave, you will grant a certificate, specifying the rate and amount of any salary or allowance, and the nature of the allowance

that may have been issued to him, and the period for which such issue may have been made, and further stating whether such advance or allowance is to be accounted for in the Colony, and you will be careful not to make any further payment on account of the salary, or allowance to which such certificate may refer, without first withdrawing and cancelling the same.

24. Should you be required to make any issue of Military pay or allowance to officers or men of any Colonial corps, or pensions to the widow or children of such officers or men, you will, in making the payments, be guided by the Army Regulations, and you will invariably call for the several certificates and other documents required by those regulations.

25. In the event of your being authorized to pay pensions to retired officers or other persons, whether out of monies provided from particular funds, such as the Ceylon Civil Fund, or from the general Revenues of the Colonies, or to pay pensions to widows of officers of Colonial corps under the Army

Magistrate's
or Minister's
certificates.

regulations, you will in all cases where the pensioners do not apply for their pensions in person, require a declaration before a magistrate or other competent authority, or a certificate from the Minister or Churchwardens of the Parish where such Pensioners reside, as to their being alive at the time the payment became due.

Certificate of
personal
appearance

26. If the pensioner appear personally to receive his pension, you will cause a certificate of such personal appearance to be endorsed on, or attached to, the receipt for the pension, which certificate is to be signed by you, or by the person making the payment.

When particular conditions are attached to pensions.

Should any particular conditions be attached to the grant of the pension, you will, in all such cases, require a declaration or other sufficient proof, as to the said conditions having been complied with.

Authority
required for
special payments.

27. All special payments for the service of the Colonies, which do not come under the foregoing heads, must be supported by the special authority for the same, and such authority, together with any correspondence with the Colonial Government, or with any

other persons, which may tend to explain the transactions, is to be produced to the Commissioners of Audit, together with the vouchers for the payment.

28. When in any case the same authority is to serve for a succession of payments, the period of the account and the number of the first voucher should be referred to on the receipts for all subsequent payments.

Successive payments on the same authority.

29. You will endeavour to make such arrangements with the Governors of those Colonies with the Agency of which you may be charged, as will ensure your being furnished with sufficient funds, by remittances from each Colony. Should remittances be made to you, or directions given to you to invest the moneys of any Colony in consols or other securities, you are not to consider yourself at liberty to delay such investment, or to apply any portion of such funds to the temporary service of another Colony under article 30.

Arrangements with Governors of Colonies respecting the provision of funds.

Remittances for investment.

30. You are at liberty to make advances from your general balance for the service of

Advances from general balance.

any Colony, provided the amount be properly adjusted on the receipt of remittances from the particular Colony on whose account the advances may have been made, and you will take care to give timely advice of the advances to the authorities in each case, in order that no delay may occur in the adjustment of the same.

Advances to be advised

Advances to be reported to the Secretary of State.

You are also to report for the sanction of the Secretary of State all advances made on this account.

Advances not to be made in certain cases.

31. You are not to exercise the above power of making advances until the funds in this country appertaining to the particular Colony are exhausted.

Sale of funds separately invested.

If, however, it should appear to you inexpedient to effect a sale of funds separately invested, you will report the special circumstances for the consideration and direction of the Secretary of State.

Acceptance of bills drawn by Crown Colonies.

32. You will not accept any bills drawn upon you, or upon any former Colonial Agents by the Governor of any of the Crown Colonies without obtaining the previous sanction of the Secretary of State for that

purpose, and you will make all bills payable at the Bank of England, out of the funds of your general account there, subject to the directions contained in the preceding instructions.

33. In drawing upon your general account at the Bank, the cheques may be signed by either of the joint agents, and every cheque is to be countersigned by the assistant agent or gentleman whose duty for the time being it shall be to enter them. Cheques how to be drawn.

34. Each agent is at liberty to retain in his own hands, or at his private bankers, a sum not exceeding, at any time, £200 for payments under £5. Payment of sums under £5

You will deliver the originals of all authorities and other documents, with your account, to the Commissioners for auditing the public accounts. Delivery of accounts and authorities.

In those instances in which peculiar circumstances may prevent your so doing, you are to state those circumstances, and to transmit duly authenticated copies of such original authorities.

COLONIES
 TO BE
CONSIDERED AS CROWN COLONIES,
 TO WHICH THE
FOREGOING INSTRUCTIONS
 ARE TO BE STRICTLY APPLIED.

Ceylon Mauritius Western Australia Gibraltar Malta (partly representative). Natal (ditto) Labuan Sierra Leone Gambia Gold Coast Hong Kong Trinidad	St. Lucia Bahamas } Crown Funds Turks Islands } only. Jamaica } Remittances Grenada } and Invest- } ments for loans Bermuda, Convict Service only. British Guiana (partly repre- } sentative) British Columbia British Kaffraria St. Helena Falkland Islands Heligoland
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REPRESENTATIVE COLONIES
 TO WHICH THE
FOREGOING INSTRUCTIONS
 ARE TO BE APPLIED WHEN PRACTICABLE.

Victoria Tasmania Cape of Good Hope New Zealand	New Brunswick Newfoundland St. Kitts Vancouvers Island
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MEMORANDUM
OF THE
PRINCIPAL SERVICES
PERFORMED BY THE
AGENTS-GENERAL FOR CROWN COLONIES.

FINANCIAL.

- Disposal of Colonial Government Debentures
- Receiving remittances for general purposes
 - Ditto Half-yearly dividends on Public Stocks
 - Ditto Interest on other Investments
- Payment of Interest on Colonial Debentures
 - Ditto ditto on Public Loans
 - Ditto on account of Sinking Funds
 - Ditto Guaranteed interest on Railways and other
Public Works
 - Ditto Bills of Exchange
 - Ditto Half Salaries to Colonial Officers on leave of
absence
 - Ditto Pensions to retired Colonial Officers and to
Widows
 - Ditto for supplies of every kind
- Investments in the Public Funds
- Deposits on interest in Joint Stock Banks

SUPPLIES.

PROCURING AND FORWARDING TO THE COLONIES THE
FOLLOWING ARTICLES.

Anchors and Chains	Distilling Apparatus
Asphalte	Diving ditto
Arms, Rifles, Swords and Pistols, &c.	Engines, Steam, &c.
Agricultural Implements	Engineers' Tools
Books—Printed and Account	Fire Engines
Bank Notes	Glass of all kinds
Bricks	Gunpowder
Coals	Hemp
Chemicals of all kinds	Hardwares
Clothing, Local Corps, Police, Prison, Hos- pital, and Asylum	Iron of all kinds
Cloth, and Materials for making clothing	„ Bridges
Cement	„ Buildings
Canvas	„ Boats
Copper Coins	„ Gates and Railings
Cranes	„ Vessels
Dredging Vessels	Ironmongery, general
Dies and Crests for Public Bodies	Lead
	Leather
	Life Boats, and apparatus for saving life
	Light House apparatus and Lanterns
	Lathes, Duplex, &c.

Metals of all kinds	Police equipments
Medicines	Rope of all kinds
Machinery of all kinds	Stationery of all kinds
Mathematical Instru- ments	Saddlery and equipments for mounted corps
Meat, Salt, Navy	Slates and Tiles
Meats preserved	Surgical Instruments
Moorings for Ships	Sub-Marine Telegraph Cables
Oils, Lighthouse and Linseed	Steam Vessels
Paints	Timber, various ,, Creosoted
Pitch	Tools, mechanical self- acting and other
Plant for Railways, Gas, and Water Works	Telegraph apparatus
Plates for Debentures, Bonds, Bank Notes, and Postage Stamps	Tin sheet and Block
Paper	Tallow
Postage Stamps	Tar
Photographic Apparatus	Vessels, of various kinds
	Zinc and other Metals

INCIDENTAL DUTIES.

Custom House duties of all kinds
Warehousing Goods
Securing Freights
Insurances, Marine and Fire
Instituting enquiries respecting persons and property
in the Colonies.

NOTE.—Marine insurances are effected at an advantage of 15 per cent. as compared with Mercantile Agencies, viz., 5 per cent. brokerage, and 10 per cent. discount allowed by Insurance Offices to Brokers for introducing business. These allowances are credited by the Agents-General to the several Colonies, by deduction on the face of the accounts.

All trade discounts are deducted in like manner.

In the execution of orders for Vessels, Bridges, and Engineering Works generally, properly qualified professional men are employed by the Agents-General (when not selected by the Colony) to draw up the contracts and specifications and to see that the work is properly performed. It is preferred, however, that the Colonies should select their own Engineers.

Arms, Clothing, Tools, and Hardwares, are inspected by experienced practical viewers, either at the Tower or on the premises where the packing is carried out.

Goods in transit are invariably insured.

All investments, which take place by direction of the Treasury, or the Secretary of State for the Colonies, on account of sinking funds, guaranteed loans, and superannuation funds, &c., &c., are made in the names of three gentlemen selected by the Lords Commissioners of Her Majesty's Treasury.

Bankers to the Agency—
BANK OF ENGLAND.

Brokers—
MESSRS. MULLENS & MARSHALL, 3, LOMBARD STREET.

Shipping Agent—
MR. W. A. WINKLEY, 23, BIRCHIN LANE, COBNHILL.

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