

C.S.

DEPARTMENTAL.
(Treasury & Customs)

19 41

No. 85/41.

SHI/CUS/1#15

Hon. Financial Secretary

SUBJECT.

19 41
24th September.

DUTIES OF STAFF OF TREASURY & CUSTOMS
DEPARTMENT.

Previous Paper.

MINUTES.

1-2.

Copy of Notice from Hon. Financial Secretary of 19. 9. 41.

V.A.

Subsequent Paper.

Treasury and Customs Department.

It has been considered necessary and convenient to readjust the various duties of the staff of this department, in order to prevent overlapping of effort, and at the same time improve its efficiency. The following remarks will apply to all concerned :-

General

1. Everyone is expected to keep punctual hours.
2. Economy should be practised in all directions. All unnecessary work should be eliminated and care should be taken to avoid waste of stationery and office requisites.
3. All work should be kept up to date, whenever possible, and under no circumstances should it be allowed to get into arrears. In such cases where delay occurs due to lack of data from other departments steps should be taken to overcome the difficulty as soon as possible. In the case of the Crown Agents' Accounts, as soon as received from London these should be attended to without delay.
4. As the usual office hours amount to 35½ hours a week, when necessity arises, in order to work up to date, overtime should be put in, but every effort should be made to get things done within the stipulated official hours, without having to resort to overtime.
5. All members of the staff are requested to co-operate, one with another in order to bring about the desired results.
6. In the event of any difficulty arising in connexion with the work, all are requested to consult the undersigned.

The following will define the principal duties corresponding to each individual member of the staff :-

Mr A.F. Lellman, Second Clerk.

Mr Lellman as second clerk will be in charge of the outer office, and staff, and will be responsible to the undersigned for the carrying out of all the work in connexion thereto.

Mr Lellman, personally will undertake the following work:-

Control of Savings Bank ledgers and Journal, and preparation of Annual Report, Annual interest calculations, will call over postings each day with Mr Bound, Provident Fund Ledger and Journal, and Annual Report, Crown Agents Accounts, Treasury Ledgers, Monthly Abstract, Adjustment Vouchers, Note Security Fund Ledger and Journal, Land Sales Fund Ledger, Monthly Abstract of Receipts and Payments, Comparative Statements, checking of Vouchers, miscellaneous clerical duties and general supervision. Will report to and consult the undersigned, each day, when necessary. On completeing each month's accounts a note of the total expended by each department should be passed to them, together with any debits from the Crown Agents, in order that they may maintain their accounts in line with the Treasury Accounts.

Mr H.E. Bound, Third Clerk.

The following duties are allotted:-

Counter duties : Writing of receipts and receiving and paying all monies, Treasury Cash Book, Daily Abstract of Receipts and Payments, Court Monies Cash Book, Recovery of advances through the Crown Agents, and occasional Trade Marks on arrival from U.K. He will satisfy himself that all vouchers paid are in order and within the vote, by consultation with the undersigned or the Second Clerk.

Cash to be balanced each day at the close of operations.

Posting to Daily Abstract should be called over and checked with the Clerical Assistant.

Collection of Stanley Rates and Water Rates. Record of unpaid rates and taxes to be kept available, collection of Gun Licences.

Savings Bank Day Book and Current Account Ledgers to be kept posted daily. Checking of postings and pass books to be done daily with Mr Lellman. Pass Books will be signed by the staff three days weekly Tuesdays, Thursdays and Saturdays.

Each day at 10 a.m. Treasury Cash Book and vouchers to be called over and checked with M.O.C.

Mr P. Biggs, Clerical Assistant and Messenger.

Responsible for the filing of all documents of the Department. Will see that files are kept in good order and in their proper place. Dips IN and OUT to be cleared each day at 10 a.m. and 2 p.m. Preparation and copying of vouchers, daily statements, letters and documents, General typing, posting of Gun Register, Calling over of Abstract figures with Mr Bound, delivery of letters, documents &c., Office Clock to be adjusted

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each morning, responsible for all books, documents and papers being in their proper place and the office generally kept in neat order.

Mr R. King-Prime.

Will attend personally to duties of:-

Income Tax Commissioner, Competent Authority B1 Forms, Collector of Customs, Commissioner of Currency, Computation of Yearly Financial Report and other statements, Control of all matters affecting accounting.

Further to the foregoing and in order to arrive at a more complete and better understanding of the work in general, and to provide against delays, or a temporary breakdown of efficiency, brought about by the absence of any member of the staff, through illness or other cause, the following procedure should be put into practice, without delay:-

Mr E.F. Lellman should take steps to familiarize himself with the details of the work done personally by Mr King-Prime, such as Income Tax, B1 Forms, Customs, Commissioner of Currency, Yearly Reports and all accounting control matters, and should be in a position to carry out these duties at any moment.

Mr H.L. Bound should take steps to familiarize himself as opportunity occurs with all Mr Lellman's work, in order to be able to carry on these duties as far as possible at any given moment.

Mr P. Biggs should familiarize himself with the work of handling the Treasury Cash Book, Vouchers, Collections of Taxes, &c., and other duties carried out by Mr Bound.

It is earnestly requested that all concerned ~~earnestly~~ co-operate in carrying out the foregoing, as outlined, the sole aim of which is to increase the efficiency of the Department. Consultation with the undersigned on all subjects in doubt will be welcomed.



For Financial Secretary.

Stanley,
19th September, 1944.