INSTRUCTIONS

This book contains five sets of yearly blanks. The arrangement provides for each year's business being kept together which simplifies the work of the School Treasurer.

It will be necessary for the Treasurer to balance the records each year. This simplifies the work and insures more accurate reports for the Annual School Meeting and the reports at the end of the Fiscal Year.

The Board should meet just before the Annual School Meeting and check over the year's business. The Clerk and Treasurer should check the Itemized Accounts of Receipts and Expenditures in detail in order to see if their records agree. Exercise great care in the neatness and accuracy of these reports.

Form 51 Crane & Co.

SCHOOL DISTRICT TREASURER'S RECORD

For the Year Beginning

July 1, 1955, and Ending June 30, 19___

School District No. / Syrahm County, Kansas

> Willip Van Duvull Bogue Kan Freasurer