

Imperial equipment lists have been quoted in this respect, but they are, however, no authority to purchase stores until approval is obtained. True, in time we may reach to their detail. They are at present only a guide in building up our equipment, &c.

6. EMERGENCY AUTHORITY.

A schedule of decisions, as authority for expenditure not otherwise provided for or pending necessary amendments to regulations, &c., will later be issued by Headquarters fortnightly or monthly, copies of which will be sent to Audit, Treasury, and District Headquarters as authority to quote on vouchers, respecting new works, drill-halls, rifle ranges, lands, establishments, special claims for compensation, &c., not included in General or Financial Regulations.

A.Q.M.G.s, as Administrative Officer in each District.

7. DUTIES ADMINISTRATIVE STAFF.

The duties at Headquarters, being directly under the Quartermaster-General, need no discussion here. The duties under an A.Q.M.G. will be arranged on similar lines with similar relation to O.C. District and the General Staff in each district. The A.Q.M.G. is relieved of the duties of A.A.G. (see table of duties attached). This table to be adapted to local requirements in each district, as follows:—

A.Q.M.G. (district being the equivalent of) the Q.M.G.	
District Accountant (district being the equivalent of) the Q.M.G. 1.	
A.D.S.T.	Q.M.G. 2.
District Storekeeper	Q.M.G. 3.
P.V.O.	Director Veterinary Services and Remounts.
P.M.O.	Director Medical Services.

NOTE.—Until the designation of District Accountant is finally settled he may be locally designated Chief or Senior Clerk, and be placed in charge of the Clerical Staff and clerical work of the district.

The A.Q.M.G. in a district is responsible for all administration and clerical services. He is the local authorizing and accounting officer up to the financial allocations and authorities for these services placed at his disposal from time to time by the Q.M.G.

All above officers must keep themselves thoroughly conversant with Public Revenues Act, Treasury Regulations, and penalties therein contained.

8. INSPECTION.

The A.Q.M.G. District (or when necessary the District Accountant) must periodically inspect maintenance accounts kept by units. He will report to the Q.M.G. any accounts not kept in a satisfactory manner or unlikely to stand audit.

No grant will be paid to any unit not keeping proper accounts. Where necessary the District Accountant will instruct units in keeping the account and balance-sheet. The keeping of this account is so simple there can be no excuse for non-compliance with the regulations.

Items chargeable to maintenance grant are being amended to further simplify the account.

All equipment, stores, &c., on charge throughout the district must be at least annually inspected and checked with equipment on ledger charge—viz., mobilization stores and equipment, &c., on issue to area or sub-area officers' units, &c. This must also be done on handing over in case of every transfer, and charges made for any deficiencies. The foregoing is what is known in business as an annual stock-taking, and the 30th September in each year is the time such stock-taking should take place.

9. EXPENDITURE ON WORKS.

The A.Q.M.G., in consultation with O.C. District, to have the power to approve and carry out repairs to drill-halls and rifle ranges in amounts up to, say, £10 against the district allocation, in cases where it is obvious delay will add to the cost, or be likely to create danger on a rifle range.

NOTE.—Revenue derived from drill-halls and rifle ranges must be paid to credit of Public Account. Endeavour is being made to so arrange that such revenue will come again to credit of the Defence Department to meet maintenance and repairs, &c.

10. PAYMENTS.

The method of payment in districts will be (as at present)—

- (a.) Out of imprest.
- (b.) Through the Post Office.
- (c.) Through Headquarters.

(a.) Includes travelling-allowances, pay for camps, R.N.Z.A. pay, casual labourers, camp, messing, forage and ration allowances for local camps of instruction.

(b.) Small amounts under various authorities up to £5 for accounts in outlying parts of the district.

(c.) Claims not included in above and not urgent, such as railway freight and fares, drill-halls and rifle-range construction contracts, progress payments, salaries R.N.Z.A., N.Z.S.C. Permanent Staff, forage allowances, pensions, shipping charges, &c.

11. CLERICAL WORK.

(a.) A lessening of correspondence can be made by local decision instead of forwarding to Headquarters every request and application, so many of which are answered by reference to the various regulations, circulars, General or District Orders.