

DRAFT REGULATIONS.

Governor.

ORDER IN COUNCIL.

At the Government , at Wellington, this
day of , 1911.

Present :

IN COUNCIL.

IN pursuance and exercise of the power and authority conferred upon him by the Hospital and Charitable Institutions Act, 1909, His Excellency the Governor of the Dominion of New Zealand, acting by and with the consent of the Executive Council of the said Dominion, doth hereby make the regulations and provisions herein-after set forth in respect to the accounts to be kept by Hospital and Charitable Aid Boards.

REGULATIONS.

1. "BOARD" means a Hospital and Charitable Aid Board under the Hospitals and Charitable Institutions Act, 1909.

2. Each Board shall keep a cash-book showing all moneys received and expended by such Board.

3. All money received by a Board shall, as soon after receipt as possible, be paid into the Board's banking account.

4. Receipts on proper printed forms numbered consecutively shall be given for all moneys received by a Board.

5. All expenditure over 10s. in amount shall be made by cheque.

6. Receipts to be obtained for all payments made by a Board over 5s. in amount, and the same to be attached to an account clearly showing the nature of the expenditure.

7. A Board shall keep such journals and ledgers as will enable its secretary to produce a statement of income and expenditure and a balance-sheet for each financial year. Such a statement of income and expenditure shall be deemed to mean a statement showing all moneys received by and due to a Board, and all moneys expended and owing by a Board, together with such other sources of profit and loss, for such financial year only.

8. A copy of such statement and balance-sheet, and also a statement of expenditure for each institution under the Board's control, in the form set forth in the Schedule hereto, shall be forwarded to the Inspector-General of Hospitals not later than the 1st day of May in each year, whether the same shall have been audited or not, and a copy thereof shall be forwarded to the Inspector-General of Hospitals as soon as may be after it has been duly audited.

9. A Board shall further keep such books or forms as shall show, *inter alia*,—

- The average number of inmates per diem in each institution;
- The number admitted and discharged during each financial year;
- The individual average day's stay;
- Prices paid for articles consumed;
- The number of applicants for charitable relief;
- The causes which led to the poverty of such applicant;
- The nature and amount of relief given in each financial year:

and shall furnish the Inspector-General of Hospitals with this information, and such other returns and statistics as he may require, not later than the 1st day of May in each year.

10. Every Board shall keep for each of its institutions a proper record of stores received and given out, in such form as is suited to the requirements of each institution, and as may be approved by the Inspector-General of Hospitals.

11. The foregoing regulations apply in all respects to separate institutions under the Hospitals and Charitable Institutions Act, 1909.

SCHEDULE.

Expenditure for Year ending 31st March, 19 .

(a.) MAINTENANCE.

I. Provisions.

	£	s.	d.	£	s.	d.
1. Meat						
2. Fish, poultry, &c. (*) ..						
3. Butter						
4. Milk						
5. Eggs						
6. Bread and flour, &c. (*) ..						
7. Vegetables and fruit (*) ..						
8. Grocery (provisions only, not including chandlery)						
Total provisions						

(* NOTE.—Please state within these brackets the approximate value of any poultry, butter, milk, eggs, vegetables, &c., produced on premises. This amount should be included also in the total of the item—e.g., if £10 worth of eggs were purchased and £20 worth produced in grounds, the expenditure under "Eggs" would be £30. Please also state whether bread is baked on premises.)

II. Surgery and Dispensary.

	£	s.	d.	£	s.	d.
9. Drugs, chemicals, disinfectants, &c. ..						
10. Dressings, bandages, &c. ..						
11. Wines and spirits and malt liquors ..						
12. Aerated waters and ice						
13. Surgical instruments and appliances ..						

Total surgery and dispensary ..

III. Domestic and Establishment.

	£	s.	d.
14. Renewal and repair of furniture ..			
15. Renewal and repair of bedding, linen, and drapery			
16. Renewal and repair of hardware, crockery, brushes, &c. ..			
17. Laundry			
18. Cleaning and chandlery			
19. Water			
20. Fuel and light—			
(a.) Coal			
(b.) Wood			
(c.) Gas			
(d.) Electric light			
(e.) Oil, candles, &c. ..			

Total fuel and light ..

21. Uniforms			
22. Repairs to buildings			
23. Grounds* (including gardener's wages)			
24. Printing, stationery, &c. ..			
25. Insurance			
26. Annual cleaning			
27. Ambulance			
28. Funerals			
29. Sundries (principal items):—			

Total sundries ..

Total domestic and establishment ..

* From the amount of this item should be deducted the estimated amount of eggs, butter, milk, vegetables, &c., produced from the grounds and consumed in the institution.

IV. Salaries and Wages.

	£	s.	d.
28. Medical			
29. Dispensers, &c.			
30. Nursing			
31. Engineers, porters, &c. (gardener's and laundress's wages are not to be included)			
32. Domestic staff			

Total salaries and wages ..

Total maintenance ..

(b.) ADMINISTRATION.

	£	s.	d.
33. Board's travelling-expenses, &c. ..			
34. Secretary and assistant's salaries ..			
35. Office printing and stationery ..			
36. Postage, telegrams, and telephone ..			
37. Office rent			
38. Advertising			
39. Sundries (principal items):—			

Total sundries ..

Total administration ..

Total maintenance and administration ..

(c.) CAPITAL EXPENDITURE.

	£	s.	d.
40. Land			
41. Buildings			
42. Equipment			
43. Other capital expenditure (principal items):—			

Total of other capital
expenditure ..

Total capital expenditure ..

(d.) MISCELLANEOUS EXPENDITURE.

	£	s.	d.
44. Rent, rates, and taxes			
45. Interest			
46. Pensions			
47. Sundries (principal items):—			

Total sundries ..

Total miscellaneous expenditure ..

Total expenditure ..

Clerk of the Executive Council.