

FOURTH CLASS  
POSTMASTER'S  
ACCOUNT



AND

CASH  
BOOK

FROM JULY 1. 1947  
TO  
JUNE 30, 1948

Form 1550-C/F. (Revised Mar. 1947)—This Account and Cash Book is for use at Fourth Class Post Offices only. It is the property of the United States and must be retained as a permanent post office record.

Upon retiring from office the outgoing postmaster must turn it over to his successor with all other Government property.



Rec. Apr. 29, 1948. Stamp stamp value \$10.00 To increase Field Credit.  
Field credit from \$100



# Inventory of Government Property

TO BE TAKEN AND RECORDED AT THE TIME OF  
STARTING THIS BOOK

P. O. BOONE GROVE

State INDIANA

Annual salary of Postmaster, \$ 1180.80

Post Office Number 34605

P. M. ALFRED J. WITZENBERG Tax Code 2

Date of Commission 3/22

1920 Amount of bond, \$ 300.

Names of Bondsmen NATIONAL SURETY CO.  
FEDERAL BONDING DEPT.

Addresses BOND BUILDING  
WASHINGTON, D.C.

NAME OF ARTICLE	CONDITION	ON HAND	RECEIVED FROM DEPARTMENT	RETURNED TO DEPARTMENT	DELIVERED TO SUCCESSOR
Postmaster's Account and Cash Book		July 1, 1947			
Postmaster's Record of Special Deliveries (Form 3953)					
Register of Money Orders issued (Form "L")					
Postal Laws and Regulations					
Official Postal Guide					
Letter Scales					
Postmarking Stamps					
Receiving Stamps					
Rating Stamps					
Ink					
Pads					
Tables					
Cases					
Safes					
Mail Key No. <u>4A 157227</u>	<u>NEW</u>	<u>1</u>	<u>FEB. 5, 1947</u>		
Mail Key No.					

Received the above-described property from the outgoing postmaster.  
Date \_\_\_\_\_, 19\_\_\_\_

## RECORD OF AUTHORIZED RESERVE

Date authorized \_\_\_\_\_, 19\_\_\_\_ Amount, \$ \_\_\_\_\_  
Date changed \_\_\_\_\_, 19\_\_\_\_ Amount, \$ \_\_\_\_\_

## RECORD OF REQUISITIONS FOR BLANK MONEY ORDER FORMS

DOMESTIC					INTERNATIONAL				
Date Ordered	Date Received	Number of Books	Serial Nos.		Date Ordered	Date Received	Number of Books	Serial Nos.	
			First	Last				First	Last
<u>5/24/48</u>	<u>6/30/48</u>	<u>5</u>	<u>30001</u>	<u>31000</u>					

**Daily posting and balancing of Cash Book**  
All receipts and payments must be posted in ink and this Cash Book balanced at the close of business each day or on the following morning, and cross balanced semimonthly. **THIS IS IMPORTANT.**

Complete instructions for making the postings appear on the opposite page. **THESE SHOULD BE READ CAREFULLY.**

General instructions for your information

## To the Postmaster

**Receipts for authorized payments**  
Receipts for all authorized payments should be taken on the Quarterly Account, Form 1550-F/C, exactly the same as heretofore.  
A receipt for each payment should also be taken in the Cash Book, for which provision is made on pages 4 to 7.

### Box rents

A record of all boxes rented and collections made should be kept on pages 48 to 50. The boxes should

**Daily and quarterly record of office business**  
Provision is made in this Cash Book for the keeping of a complete record of all stamp transactions, receipts, and other office business, as follows:

- First quarter, pages 8 to 15.
- Second quarter, pages 16 to 23.
- Third quarter, pages 24 to 31.
- Fourth quarter, pages 32 to 39.
- Extra quarter, pages 40 to 47.



# Instructions—Postmaster's Cash Book

DOLLARS  
5-  
CENTS

## Account numbers

For convenience and accuracy in posting, each line in the Cash Book has been given an identifying number (as A/C No. 1, A/C No. 2, etc.) which corresponds with the number of the same item in the Postmaster's Quarterly Account.

## RECEIPTS

### A/C No. 1.—Balance from previous day

This is the balance to be brought forward from A/C No. 98 of the previous day.

### Money orders issued and fees

The amount of the fee collected for issuing each money order SHALL BE ENTERED ON THE REMITTER'S APPLICATION at the time the order is issued. The daily totals of the amounts and fees as shown on the applications should agree with the actual amount of cash received, also with the corresponding entries in A/C Nos. 2, 3, 4, and 5 of the Cash Book and with the daily totals of the entries in the Register of Money Orders Issued. Any discrepancies shall be traced and corrected at once.

### A/C No. 6.—Checks on Treasurer U. S.

If the postmaster has an authorized credit with the Treasurer of the United States, each check drawn against such credit shall be entered in A/C No. 6 on the day it is drawn and dated. When a special check to meet an emergency is obtained from the Third Assistant Postmaster General it shall be entered in A/C No. 6 on the date it is received.

### A/C No. 11.—Excess on sales stamped paper

When stamped envelopes are sold singly or in odd lots a fraction of a cent accrues to the Department in each such transaction. For example, the scheduled selling price of 250 No. 5 plain extra quality 3¢ envelopes is \$8.33, whereas if each envelope should be sold singly at 4¢ each the sum of \$10 would be realized. The difference of \$1.67 represents the excess to be entered in A/C No. 11.

A suggested procedure for determining the proper amount of excess chargeable is to keep the cash from sales of stamped envelopes in a separate container and maintain an accurate record of the number of envelopes sold so that the amount actually received can be compared with the cost thereof at the invoice or schedule price.

### A/C No. 12.—Second-class pound-rate postage

This represents the postage paid in cash on second-class matter at the pound rate. The amount to be debited in A/C No. 12 includes both the payments made at the time of mailing and the amounts withdrawn during the day from advance deposits made by publishers or large mailers for that purpose.

### A/C No. 13.—Permit matter postage

This represents the postage paid in cash on first-, second-, third-, and fourth-class matter mailed under permit without stamps, and cash received for meter settings. The amount to be debited in A/C No. 13 includes payments made at the time of mailing or the setting of meters as well as withdrawals during the day from advance deposits made by large mailers for that purpose.

### A/C No. 14.—Sales of waste paper, twine, etc.

This is the amount received from the sale of waste paper, old material, and other miscellaneous sources, which shall be debited in A/C No. 14 on the date received.

### A/C No. 15.—Box rent collections

A record of boxes rented and collections made shall be entered in the Record of Box Rent Collections, which shall be kept posted to date. Ten days before the last day of each quarter the postmaster shall place a bill on Form 1538, bearing the date of the last day of the quarter, in each rented box. If a box holder fails to renew his right to his box on or before the last day of the quarter the box shall then be closed. During the last 10 days of the quarter the money collected as advance payments for rental of boxes for the succeeding quarter must not be entered in the Cash Book day by day as it is received but held aside and a memorandum of it kept. On the first day of the new quarter the accumulated box rents thus held aside are to be entered as a single item in A/C No. 15. The months closing the quarter in which the bills are to be delivered are March, June, September, and December. Subsequent collections of box rents during the quarter shall be entered daily as received in A/C No. 15.

### A/C No. 20.—Second-class application fees

All fees collected in conformity with the provisions of sections 528, 529, 532, and 555 of the Postal Laws and Regulations of 1940 shall be debited in A/C No. 20 on the date collected.

### A/C No. 21.—Nonmetered application fees

All fees collected in conformity with the provisions of sections 562 and 579 of the Postal Laws and Regulations of 1940 shall be debited in A/C No. 21 on the date collected.

### A/C No. 23.—G. A. O. differences due U. S.

This is the amount which the General Accounting Office reports as due the United States by reason of differences disclosed in the audit of previous accounts, and the full amount shall be debited in A/C No. 23, on the date the certificate of settlement is received.

### A/C No. 29.—Cash received from Central Accounting Postmaster

Should the receipts of your post office be insufficient to meet the authorized payments and the postmaster is not provided with a checking account with the Treasurer of the United States, a cash advance shall be obtained from the Central Accounting Postmaster, using Form 1847 for making the request. All cash advances shall be debited in A/C No. 29 on the date received from the Central Accounting Postmaster.

### A/C Nos. 33 and 34.—Retirement deductions; Federal Tax deductions

These accounts shall reflect the amounts which have been deducted for the retirement fund and the Federal tax from the salaries due employees, including the postmaster. The accounts reflecting the salaries of the employees shall be shown as the gross amount

earned (100 percent), however, they shall amount due after the deductions for retirement have been made. The retirement and shown as debits in A/C Nos. 33 and 34, respectively, as credits, salary payments at 1 deducted for retirement fund and withheld to the Central Accounting Postmaster credit therefor claimed in A/C No. 86.

### A/C No. 36a.—Repayment of loans to Post Office

Repayment of postal funds previous Savings Account shall be debited in A/C repayment is made.

### Total receipts

This is the total of all amounts entered of Receipts.

## RECEIPT

FOR REMITTER

TO DETACH AND HOLD

SEE OTHER SIDE

ISSUING OFFICE  
STAMP HERE

## PAYMENTS

### A/C No. 39.—Commissions on M. O. issued

Fourth class postmasters are allowed a commission of 3 cents for each money order issued. Do not take credit, however, for this commission each day, but at the end of the month only in A/C No. 39.

### A/C No. 49.—G. A. O. differences due P. M.

This represents a credit allowed by the General Accounting Office in the audit of previous accounts and shall be credited in A/C No. 49 on the date the certificate of settlement is received.

### A/C No. 50.—Special-delivery fees

This represents the fees paid for special-delivery articles delivered at 9 cents, 10 cents, 15 cents, and 20 cents, which shall be credited in A/C No. 50.

### A/C No. 52.—Compensation of postmaster

The postmaster shall withdraw 1/24 of his annual salary on the 16th day of the month and the first day of the following month for the earning periods terminating on the 15th and last day of each month. Each amount shall be credited in A/C No. 52 on the date of its withdrawal, except for the last earning period in the quarter when the amount shall be credited as a transaction on the last day of the quarter.

### Post Office payments

Credit for payments for the following purposes can be allowed only when specifically authorized in advance by the Post Office Department. Receipts should be taken for all AUTHORIZED PAYMENTS and credit claimed therefor as follows:

A/C No. 58.—Separating Mails.

A/C No. 61.—Mail Messengers.

A/C No. 66.—Unusual Conditions.

### A/C No. 86.—Deposits—Surplus funds

Postmasters at fourth-class offices are required to remit daily to the Central Accounting Office all surplus funds (including paid money orders) unless the total on hand is less than \$50.00. (If a reserve has been authorized by the Third Assistant Postmaster General, the amount thereof may be retained when needed.) Paid money orders and postal notes are counted the same as cash and should, if any are on hand, form part of each remittance. Postmasters are permitted to retain such sums as may be required to meet "authorized post-office payments anticipated to occur within 15 days," except at the end of each quarter. Remittances should not be delayed for the purpose of paying money orders and postal notes or to meet other disbursements unless the postmaster has justifiable reason to believe that money orders or postal notes will be presented for payment or other disbursements will have to be made within 15 days in excess of the probable receipts of the office. The probable receipts must be estimated carefully and excessive cash must not be retained.

Each remittance of surplus funds shall be accompanied with a Remittance Letter, Form 1842-D, and a copy thereof, on Form 1842-E, shall be retained on file.

If the balance shown by the Cash Book on the last day of any quarter is in excess of \$50.00, a remittance shall be made on the day following the close of the quarter, and such funds shall not be retained pending completion and submission of the Quarterly Account, Form 1550-F/C.

Each remittance shall be credited in A/C No. 86 of the Cash Book on the date the remittance actually leaves the post office, except remittances made after the close of the quarters consisting of funds applicable to the previous quarter, including final remittance made to balance the Quarterly Account, which shall be credited on the last day of the quarter affected.

### A/C No. 89.—Cash advances to Postal Savings Account

When it is necessary to transfer postal funds to the Postal Savings Account to meet withdrawals of principal or interest in excess of the daily postal savings receipts, the amount so transferred shall be credited in A/C No. 89. (See sec. 1617, as amended, Postal Laws and Regulations of 1940.)

### A/C No. 98.—Balance at close of this day

This is the amount necessary to balance the Cash Book for the day for entry in A/C No. 98 and it must be supported by cash, postal notes, and paid money orders as follows:

(A) Cash in post office.

(B) Paid money orders and postal notes on hand.

(C) Suspended money orders held as cash. (These represent cashed money orders which are being held for replies to Forms 6006, 6126, and for other cause.)

### A/C No. 99.—Total payments

This is the total of all amounts entered for the day in the of Payments, including the balance at the close of the No. 98.

### Analysis of balance at close of day, A/C No. 98

The entries in A/C Nos. A, B, and C show what balance consists of (A) actual cash, (B) paid money orders and postal notes which you are holding pending disbursement to the Central Accounting Office, and (C) paid money orders which you are holding for replies to Forms 6006 and 6126.

with  
for  
NOB  
IFY







# RECEIPTS FOR AUTHORIZED PAYMENTS

Receipts for all authorized payments should be taken at the time they are made. Should request be received from the General Accounting Office for a duplicate voucher it can be cut from this page, very carefully, leaving the remainder of the sheet intact.

PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
1947 Postmaster Salary	July 1	July 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	July 16	July 31	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	July 1	July 31	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Aug. 1	Aug. 16	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Aug. 17	Aug. 31	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Aug. 1	Aug. 31	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Sept. 1	Sept. 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Sept. 16	Sept. 30	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Sept. 1	Sept. 30	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Oct. 1	Oct. 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Oct. 16	Oct. 31	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Oct. 1	Oct. 31	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Nov. 1	Nov. 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Nov. 16	Nov. 30	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Nov. 1	Nov. 30	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Replacement for Postmaster on annual leave	Nov. 8	Nov. 15	19 48	Crawford Baker
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Replacement for Postmaster on annual leave	Nov. 16	Nov. 22	19 25	Crawford Baker
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Dec. 1	Dec. 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Dec. 16	Dec. 31	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Dec. 1	Dec. 31	18 00	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Jan. 1	Jan. 15	56 58	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
1948 Postmaster Salary	Jan. 16	Jan. 31	56 58	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Jan. 1	Jan. 31	18 00	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Feb. 1	Feb. 15	56 58	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Feb. 16	Feb. 29	56 58	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Mail Messenger	Feb. 1	Feb. 29	56 58	Alfred J. Wittenberg Sr. ②
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Mar. 1	Mar. 15	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.
Postmaster Salary	Mar. 16	Mar. 31	56 58	Alfred J. Wittenberg Sr.
PAID FOR	FROM-	TO-	AMOUNT PAID	RECEIVED IN FULL THE AMOUNT SET OPPOSITE MY NAME FOR SERVICES RENDERED FOR THE PERIOD STATED, WHICH I CERTIFY TO BE CORRECT.











**COMPENSATION SCHEDULE**

Compute and enter in the spaces below the QUARTERLY COMPENSATION and other data.

A	Base pay 100%	295 20
B		
C	Rent, fuel, light, and equipment (15% of item A)	44 28
D	Total compensation (For entry in A/C No. 52)	339 48
E	Retirement deductions, 5% of item A, base pay (For entry in A/C No. 33) (See Note below Salary Table on page 3)	14 76
F	Aggregate earnings:	
	Base pay—Item A	295 20
	Money order commissions—A/C No. 39	4 95
	*Special delivery fees—A/C No. 50	32
	*Separating mails—A/C No. 58	
	*Unusual conditions—A/C No. 66	
	<b>TOTAL</b>	<b>300 51</b>
*When amounts are received by postmaster.		
G	Federal tax deductions on item F (For entry in A/C No. 34)	27 00

Postmasters are required to report, in the schedule below, the actual amount of CASH ON HAND AT CLOSE OF EACH QUARTER for (1) Key deposits (2) Advance Deposits for Printed Stamped Envelopes, (3) Advance Deposits for Second-Class Pound-rate Postage, (4) Advance Deposits for Permit Matter Postage, (5) Advance Box Rent Collections, and (6) any other cash not otherwise reported in your account.

Please note that the foregoing does not include advance deposits which HAVE BEEN USED for the payment of postage, purchase of envelopes, etc., and therefore, not cash in post office at close of quarter.

ADVANCE BOX RENT Collections during last 10 days of current quarter for next quarter's rental		ADVANCE DEPOSITS TRUST FUNDS (Amount on hand at end of quarter)	
DATE	AMOUNT		
		Key Deposits	1 24
9-23	75	Printed stamped envelopes	
9-24	1 85	Second-class pound rate	
9-25	1 45	Permit matter postage	
9-26	1 40		
9-27	50		
9-29	85		
9-30	1 10		
TOTAL to A/C No. 15, first day next quarter	7 90	TOTAL (Cash on hand)	

**BOX RENT SCHEDULE**

Report only amounts collected for boxes in use during this quarter. Report advance collections for next quarter in space provided above.

FOR PART QUARTER			FOR FULL QUARTER		
NUMBER	RATE PER QUARTER	AMOUNT	NUMBER	RATE PER QUARTER	AMOUNT
4	10			10	
	15	40	42	15	630
	20			20	
	25		6	25	150
	35			35	
	45			45	
	60			60	
	75			75	
TOTAL for part quarter		40	TOTAL for full quarter		780
Add amount collected for part quarter					40
TOTAL to be entered in A/C No. 15, this quarter					820

**FOURTH-CLASS POSTMASTER'S QUARTERLY ACCOUNT**

RECEIPTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Balance (reserve) brought forward			
Domestic money orders issued			
First number issued	29022		
Last number issued	29226		
Number issued	165	4	186 35
Number spoiled	0		
Fees—Domestic money orders	3	2	0 69
Internat'l money orders issued			
First number issued			
Last number issued			
Number issued			
Number spoiled			
Fees—International money orders	5		
Checks on Treasurer U. S. Nos.	6		
Excess on sales of stamped paper	11		14
Second-class pound rate	12		
Permit matter postage	13		2 53
Sales, waste paper, twine, etc.	14		
Box rent collections	15		8 20
Second-class application fees	20		00
Nonmetered application fees	21		
G. A. O. differences due U. S.	23		
Cash from C/A Postmaster	29		
Retirement deductions	33		14 76
Federal Tax deductions	34		27 00
Cash due Postmaster to balance this account	38		
<b>TOTAL RECEIPTS</b>		<b>4</b>	<b>259 61</b>

PAYMENTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Commissions on 165 Money Orders issued at 3c each	39		4 95
G. A. O. differences due P. M.	49		
Special-delivery fees as follows:			
@ 9c, number 4			36
@ 10c, number			
@ 15c, number			
@ 20c, number			
Total	50		36
Compensation of postmaster	52		339 48
Separating mails	58		
Mail messengers	61		54 00
Unusual conditions	66		
Deposits—surplus funds	86		385 61
<i>To Bal. this account</i>			4 66
Balance (reserve) due U. S. (Reserve authorized 19...)	98		
<b>TOTAL PAYMENTS</b>		<b>4</b>	<b>259 61</b>

At the same time the Quarterly Account, Form 1550-F/C, is postmarked, impression of the postmarking stamp should be inserted in the space provided below to show the date on which the account was forwarded to the Central Accounting Office.





# POSTMASTER'S CASH BOOK

RECEIPTS		A/C No.	1 (Day of month)	2 (Day of month)	3 (Day of month)	4 (Day of month)	5 (Day of month)	6 (Day of month)	7 (Day of month)	8 (Day of month)
Balance from previous day	1			7 98	5 44	29 64	29 64			
Domestic Money Orders issued	2	110 00	106 95	23 99					10 00	9 76
Fees—Domestic Money Orders	3	33	34	21			49 73		59 42	21 13
International M. O. issued	4						63		24	15
Fees—International M. O.	5									
Checks on Treasurer U. S.	6									
Excess, sales Stamped Paper	11									
Second-class—pound rate	12									
Permit matter postage	13									
Sales, waste paper, twine, etc.	14									
Box rent collections	15	7 65	15							
Second-class application fees	20									
Nonmetered application fees	21									
G. A. O. differences due U. S.	23									
Cash from C/A Postmaster	29									
Retirement deductions	33									
Federal Tax Deductions	34									
Repay. of loans to Pos. Sav. acct.	36a									
<b>Total receipts (A/C Nos. 1 to 36a)</b>			117 98	115 44	29 64		80 00		69 76	31 04

PAYMENTS		A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Commissions on M. O. issued	39									
G. A. O. differences due P. M.	49									
Special Delivery fees	50									
Compensation of postmaster	52									
Separating mails	58									
Mail messengers	61									
Unusual conditions	66									
Deposits—surplus funds	86	110 00	110 00			70 00			55 00	
Cash advances to Pos. Sav. acct.	89									
Balance at close this day	98		7 98	5 44	29 64		10 00		9 76	31 04
<b>Total payments (A/C Nos. 39 to 98)</b>	99		117 98	115 44	29 64		80 00		69 76	31 04
The balance A/C No. 98 consists of:										
Cash on hand	A		7 98	5 44	29 64		10 00		9 76	31 04
Paid M. O. and P. N.	B									
Suspended Money Orders	C									

RECEIPTS		A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Balance from previous day	1		42 65	4 29	19 24	20 11		51 61	5 90	5 90
Domestic Money Orders issued	2	11 61	14 90		81	31 16		31 45		125 52
Fees—Domestic Money Orders	3	25	13	6	39			31		48
International M. O. issued	4									
Fees—International M. O.	5									
Checks on Treasurer U. S.	6									
Excess, sales Stamped Paper	11									
Second-class—pound rate	12									
Permit matter postage	13							253		
Sales, waste paper, twine, etc.	14									
Box rent collections	15			12						
Second-class application fees	20									
Nonmetered application fees	21									
G. A. O. differences due U. S.	23									
Cash from C/A Postmaster	29									
Retirement deductions	33	2 46								
Federal Tax Deductions	34	4 50								
Repay. of loans to Pos. Sav. acct.	36a									
<b>Total receipts (A/C Nos. 1 to 36a)</b>			60 87	19 24	20 11	51 61		85 90	5 90	131 90

PAYMENTS		A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Commissions on M. O. issued	39									
G. A. O. differences due P. M.	49									
Special Delivery fees	50									
Compensation of postmaster	52	36 58								
Separating mails	58									
Mail messengers	61									
Unusual conditions	66									
Deposits—surplus funds	86						80 00		125 00	
Cash advances to Pos. Sav. acct.	89									
Balance at close this day	98		4 29	19 24	20 11	51 61		5 90	5 90	6 90
<b>Total payments (A/C Nos. 39 to 98)</b>	99		42 65	4 29	19 24	20 11		51 61	5 90	6 90
Cash on hand	A		4 29	19 24	20 11	51 61		5 90	5 90	6 90











RECEIPTS	A/C No.	9	10	11	12	13	14	15
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Bal. from prev. day	1	55 33		8 57	2 44	10 70	10 70	11 99
Dom. M. O. issued	2	21 94		47 59	123 22		1 23	
Fees-Dom. M. O.	3	24		28	26		2	
Int'al M. O. issued	4							
Fees-Inter'al M. O.	5							
Ch'ks on Treas. U. S.	6							
Excess Stamp. Paper	11							
Sec.-class—lb. rate	12							
Permitt. postage	13							
Sales, waste, tw. etc.	14							
Box rent collections	15							
Sec.-class appl. fees	20							
Nonmet'd appl. fees	21							
G. A. O. diff. due U.S.	23							
Cash from C/AP. M.	29							
Retirement deduct.	33							
Federal Tax deduct	34							
Repay. loans P.S. a/c	36a							
<b>Total receipts</b>		<b>77 51</b>		<b>52 44</b>	<b>130 70</b>	<b>10 70</b>	<b>11 99</b>	<b>11 99</b>

PAYMENTS		98	99	A	B	C
Com. on M. O. issued	39					
G. A. O. diff. due P. M.	49					
Special Delivery fees	50					
Compensation P. M.	52					
Separating mails	58					
Mail messengers	61					
Unusual conditions	66					
Deposits-surp. funds	86	28 94	50 00	120 00		
Cash adv. to P. S. a/c	89					
Bal. at close this day	98	8 57	6 44	10 70	10 70	11 99
<b>Total payments</b>	99	<b>77 51</b>	<b>52 44</b>	<b>130 70</b>	<b>10 70</b>	<b>11 99</b>
Cash on hand	A	8 57	6 44	10 70	10 70	11 99
Paid M. O. and P. N.	B					
Susp'd M. O.	C					

Month Totals and Balance column. The entries in the "Half Month Totals and Balance" column should then be totaled and proved in precisely the same manner as the entries for any day within the period. At the end of the quarter the six "Half Month Totals" should be combined in like manner for obtaining the quarterly totals for entry in the Postmaster's Quarterly Account Form 1550-F/C.

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half Month Totals and Balance" column.

HALF MONTH TOTALS AND BALANCE

61 11  
575 94  
2 50

10

2 46  
4 50

642 51

56 58

18 00

559 94

11 99  
642 51  
11 99

RECEIPTS	A/C No.	24	25	26	27	28	29	30	31
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Bal. from prev. day	1		1 43	15 87	28 27	45 40	45 40	40 40	52 77
Dom. M. O. issued	2		83 97	12 27	17 00			7 14	
Fees-Dom. M. O.	3		47	13	13			23	
Int'al M. O. issued	4								
Fees-Inter'al M. O.	5								
Ch'ks on Treas. U. S.	6								
Excess Stamp. Paper	11								02
Sec.-class—lb. rate	12								02
Permitt. postage	13								
Sales, waste, tw. etc.	14								
Box rent collections	15								
Sec.-class appl. fees	20								
Nonmet'd appl. fees	21								
G. A. O. diff. due U.S.	23								
Cash from C/AP. M.	29								
Retirement deduct.	33								2 42
Federal Tax deduct	34								4 50
Repay. loans P.S. a/c	36a								
<b>Total receipts</b>		<b>85 87</b>	<b>28 27</b>	<b>45 40</b>	<b>45 40</b>	<b>45 40</b>	<b>45 40</b>	<b>52 77</b>	<b>52 77</b>

PAYMENTS		98	99	A	B
Com. on M. O. issued	39				1 17
G. A. O. diff. due P. M.	49				09
Special Delivery fees	50				09
Compensation P. M.	52				56 58
Separating mails	58				
Mail messengers	61				
Unusual conditions	66				
Deposits-surp. funds	86	70 00			300 00
Cash adv. to P. S. a/c	89				
Bal. at close this day	98	15 87	28 27	45 40	45 40
<b>Total payments</b>	99	<b>95 87</b>	<b>28 27</b>	<b>45 40</b>	<b>45 40</b>
Cash on hand	A	15 87	28 27	45 40	45 40
Paid M. O. and P. N.	B				

HALF MONTH TOTALS AND BALANCE

11 99  
388 20  
2 20

02 02

2 42  
4 50

52 77 409 37

1 17  
09 09  
56 58

300 00

51 53 51 53







FOR THE MONTH OF September, 1947

RECEIPTS	A/C No.	9 (Day of month)	10 (Day of month)	11 (Day of month)	12 (Day of month)	13 (Day of month)	14 (Day of month)	15 (Day of month)	HALF MONTH TOTALS AND BALANCE
Bal. from prev. day	1	3 23	23 36	23 36	25 97	39 83		24 83	51 53
Dom. M. O. issued	2	20 00		12 42	3 78	34 72		115 02	878 43
Fees-Dom. M. O.	3	13		19	2	28		41	4 09
Int'l M. O. issued	4								
Fees-Inter'al M. O.	5								
Ch'ks on Treas. U. S.	6								
Excess Stamp. Paper	11								
Sec.-class—lb. rate	12								
Permittatt.postage	13								
Sales, waste, tw. etc.	14								05
Box rent collections	15								
Sec.-class appl. fees	20								
Nonmet'd appl. fees	21								
G. A. O. diff. due U. S.	23								
Cash from C/A P. M.	29								2 46
Retirement deduct.	33								4 50
Federal Tax deduct	34								
Repay. loans P. S. a/c	36a								
<b>Total receipts</b>		<b>23 36</b>	<b>23 36</b>	<b>35 97</b>	<b>39 83</b>	<b>74 83</b>		<b>140 26</b>	<b>941 06</b>

Month Totals and Balance column. The entries in the "Half Month Totals and Balance" column should then be totaled and proved in precisely the same manner as the entries for any day within the period. At the end of the quarter the six "Half Month Totals" should be combined in like manner for obtaining the quarterly totals for entry in the Postmaster's Quarterly Account Form 150-F/C.

PAYMENTS										
Com. on M. O. issued	39									
G. A. O. diff. due P. M.	49									56 58
Special Delivery fees	50									18 00
Compensation P. M.	52									
Separating mails	58									
Mail messengers	61									
Unusual conditions	66					50 00		100 00		722 22
Deposits-surp. funds	86									
Cash adv. to P. S. a/c	89									
Bal. at close this day	98	23 36	23 36	35 99	39 83	24 83		40 26		40 26
<b>Total payments</b>	99	<b>23 36</b>	<b>23 36</b>	<b>35 99</b>	<b>39 83</b>	<b>24 83</b>		<b>140 26</b>		<b>841 06</b>

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half Month Totals and Balance" column.

RECEIPTS										
Bal. from prev. day	1	7 37	7 81	7 81	7 81	40 51	40 51	66 46		40 26
Dom. M. O. issued	2	200 00			32 49		55 43	142 21		1104 22
Fees-Dom. M. O.	3	44			21		52	51		4 32
Int'l M. O. issued	4									
Fees-Inter'al M. O.	5									
Ch'ks on Treas. U. S.	6								05	05
Excess Stamp. Paper	11									
Sec.-class—lb. rate	12									
Permittatt.postage	13									
Sales, waste, tw. etc.	14									
Box rent collections	15									
Sec.-class appl. fees	20									
Nonmet'd appl. fees	21									
G. A. O. diff. due U. S.	23									
Cash from C/A P. M.	29							2 46		4 92
Retirement deduct.	33							4 50		9 00
Federal Tax deduct	34									
Repay. loans P. S. a/c	36a									
<b>Total receipts</b>		<b>207 81</b>	<b>7 81</b>	<b>7 81</b>	<b>40 51</b>			<b>96 46</b>	<b>216 19</b>	<b>1162 77</b>

PAYMENTS										
Com. on M. O. issued	39							1 86		1 86
G. A. O. diff. due P. M.	49							09		09
Special Delivery fees	50							56 58		113 16
Compensation P. M.	52									
Separating mails	58							18 00		18 00
Mail messengers	61									
Unusual conditions	66									
Deposits-surp. funds	86	200 00				30 00	135 00			1029 66
Cash adv. to P. S. a/c	89									
Bal. at close this day	98	7 81	7 81	7 81	40 51			66 46		
<b>Total payments</b>	99	<b>207 81</b>	<b>7 81</b>	<b>7 81</b>	<b>40 51</b>			<b>96 46</b>	<b>216 19</b>	<b>1162 77</b>

Permitted 10/1/47 To Draw THIS ACCOUNT

balance No. 98



RECORD OF INCOMING POSTAGE STAMP STOCK

FROM THE CENTRAL ACCOUNTING POSTMASTER FOR CASH

ALL POSTAGE STAMP STOCK (except printed stamped envelopes) must be purchased from your Central Accounting Postmaster. WHEN THE STOCK IS ORDERED the "date Ordered," "Amount Remitted," and "Registry Number" must be entered below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Value."

Except in emergencies, stock requisitions should NOT be made between the 25th of one month and the 5th of the following month.

WHEN ORDERED

WHEN RECEIVED

DATE ORDERED	AMOUNT REMITTED	REGISTRY NUMBER	DATE RECEIVED	TOTAL VALUE OF STOCK PURCHASED
10/12/47	43 00	42	10/10	43 00
10/22/47	35 00	53	10/24	35 00
11/5/47	41 00	62	11/14/47	27 27
			11/10/47	13 53
12/2/47	57 00	74	12/9/47	57 00
12/15/47	48 00	79	12/19/47	48 00
12/20/47	25 00	82	12/23/47	25 00

TOTAL to A/C No. 102 **249 00**

EXCESS ON SALES OF STAMPED PAPER AND SALES OF POSTAGE STAMP STOCK

DAY	FIRST MONTH		SECOND MONTH		THIRD MONTH	
	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS
1	1 00		38		4 89	
2	2 75				3 00	
3	1 50		7 00		3 00	
4	1 75		9 00		4 00	
5	0		3 00		3 25	
6	4 25		50		3 50	
7	1 75		1 50			
8	1 00		74		5 25	
9	1 75				4 00	
10	0 70		1 88		5 00	
11	0		1 38		3 50	
12	0 75		11 45		4 50	
13	3 50		1 30		8 00	
14	6 00		3 85			
15	2 50		78		14 00	
16	2 50				4 00	
17	1 00		1 47		10 00	
18	5 00		1 40		5 00	
19			2 60		13 00	
20	3 00		55		4 00	
21	1 00		1 00			
22	7 00		1 35		6 00	
23	2 00				6 00	
24	12 00		75		4 30	
25	3 60		1 25			
26			2 75		1 20	
27	3 40		25		2 00	
28	3 00		1 25			
29	1 50		1 11		7 50	
30	1 00				2 00	
31	2 12				95	
Total Mo.	47 77	.06	58 49	.03	131 84	.03

TOTAL SALES, First Month **47 77 06**  
 TOTAL SALES, Second Month **58 49 03**  
 TOTAL SALES During Quarter **258 10 12**

RECORD OF INCOMING PRINTED STAMPED ENVELOPES

FROM THE STAMPED ENVELOPE AGENCY

ALL PRINTED STAMPED ENVELOPE REQUISITIONS (Form 3202-D) MUST BE MAILED TO THE THIRD ASSISTANT POSTMASTER GENERAL. WHEN THE ENVELOPES ARE ORDERED enter the "Date Ordered," "Total Value," and "Amount of Deposit" below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Invoice Value."

ENVELOPES ordered near the close of a quarter should be entered on the page for the next quarter. When necessary reenter in the quarter in which received.

WHEN ORDERED

WHEN RECEIVED

DATE ORDERED	TOTAL VALUE	AMOUNT OF DEPOSIT	DATE RECEIVED	TOTAL INVOICE VALUE
None				

TOTAL to A/C No. 103

PRINTED STAMPED ENVELOPES

Immediately upon receipt of the envelopes, a CASH REMITTANCE for the total INVOICE VALUE must be mailed to your Central Accounting Postmaster, using Form 1208 as the Remittance Letter.

Under no circumstances shall a remittance be delayed until the envelopes have been delivered to the purchaser and collection made therefor.

DAMAGED STAMP STOCK

Damaged stock must be handled strictly as an EXCHANGE. When redeemed from the public, new stock must be given therefor. When sent to Central Accounting Office it should be listed in the space provided therefor on Form 017-F/C and a copy thereof retained as your record pending the receipt of the new stock. Do not enter the new stock in this Cash Book or your Quarterly Account.

CHECKS DRAWN ON TREASURER OF UNITED STATES

DATE	NUMBER	AMOUNT
None		

TOTAL to A/C No. 6

FIXED CREDIT INVENTORY (At close of Quarter)

A/C No.	POSTAGE STAMP STOCK	AMOUNT
106	STOCK ON HAND, per physical inventory (Form 017-F/C)	59 05
107	SPECIAL REQUEST ENVELOPES not delivered to purchasers	00
113	PAID MONEY ORDERS held for replies to Forms 6006 and 6126	00
114	VOUCHERS FOR CASH temporarily withdrawn	00
115	CASH OR STOCK remitted for stamp stock not received	00
116	CASH OR STOCK returned to Central Accounting Postmaster to reduce Fixed Credit for which credit has not been received	00
117	CASH ON HAND by actual count	40 95
118	TOTAL (Equal to Fixed Credit receipt on file)	100 00

POSTAGE STAMP STOCK - QUARTERLY ACCOUNT

101	Stock on hand close last qtr. (A/C Nos. 106 and 107 of previous qtr.)	68 15	106	Stock on hand close quarter per inventory Form 017-F/C	59 05
102	Stock received by cash purchase from Central Account. P. M.	249 00	107	SPECIAL REQUEST Envelopes not delivered to purchasers	
103	Printed Stamped Envelopes received from Envelope Agency	00	108	Stock (do not include cash) returned to Central Accounting P. M. to reduce fixed credit.	
104	Received from Central Accounting P. M. to increase Fixed Credit	00	109	STAMP STOCK sold this quarter	258 10
105	TOTAL to be accounted for	317 15	110	TOTAL (must agree with No. 105)	317 15

FIXED CREDIT INVENTORIES FOR OTHER DEPARTMENTS (AT END OF QUARTER)

A/C No.	INTERNAL REVENUE STAMPS	AMOUNT
120	STOCK ON HAND per inventory (Form 017-F/C)	00
121	CASH OR STOCK remitted for stamp stock not received	00
122	CASH ON HAND by actual count	00
123	TOTAL (Equal to Fixed Credit)	00
A/C No.	WAR SAVINGS STAMPS	AMOUNT
150	STOCK ON HAND per inventory (Form 017-F/C)	24 90
151	CASH OR STOCK remitted for stamp stock not received	00
152	CASH ON HAND by actual count	10
153	TOTAL (Equal to Fixed Credit)	25 00
A/C No.	MIGRATORY BIRD STAMPS	AMOUNT
125	STOCK ON HAND per inventory (Form 017-F/C)	00
126	CASH OR STOCK remitted for stamp stock not received	00
127	CASH ON HAND by actual count	00
128	TOTAL (Equal to Fixed Credit)	00







COMPENSATION SCHEDULE

Compute and enter in the spaces below the QUARTERLY COMPENSATION and other data.

A	Base pay 100%.....	29520
B	.....	
C	Rent, fuel, light, and equipment (15% of item A).....	4428
D	Total compensation (For entry in A/C No. 52).....	33948
E	Retirement deductions, 5% of item A, base pay (For entry in A/C No. 33) (See Note below Salary Table on page 3).....	1476
F	Aggregate earnings:	
	Base pay—Item A.....	29520
	Money order commissions—A/C No. 39.....	660
	*Special delivery fees—A/C No. 50.....	27
	*Separating mails—A/C No. 58.....	
	*Unusual conditions—A/C No. 66.....	
	TOTAL.....	30207
	*When amounts are received by postmaster.	
G	Federal tax deductions on item F..... (For entry in A/C No. 34)	2700

Postmasters are required to report, in the schedule below, the actual amount of CASH ON HAND AT CLOSE OF EACH QUARTER for (1) Key deposits (2) Advance Deposits for Printed Stamped Envelopes, (3) Advance Deposits for Second-Class Pound-rate Postage, (4) Advance Deposits for Permit Matter Postage, (5) Advance Box Rent Collections, and (6) any other cash not otherwise reported in your account.

Please note that the foregoing does not include advance deposits which HAVE BEEN USED for the payment of postage, purchase of envelopes, etc., and therefore, not cash in post office at close of quarter.

ADVANCE BOX RENT Collections during last 10 days of current quarter for next quarter's rental		ADVANCE DEPOSITS TRUST FUNDS (Amount on hand at end of quarter)	
DATE	AMOUNT		
12-26	150	Key Deposits.....	126
12-27	185	Printed stamped envelopes.....	00
12-29	70	Second-class pound rate.....	00
12-30	115	Permit matter postage.....	00
12-31	240		
TOTAL to A/C No. 15, first day next quarter.....	760	TOTAL (Cash on hand).....	126

BOX RENT SCHEDULE

Report only amounts collected for boxes in use during this quarter. Report advance collections for next quarter in space provided above.

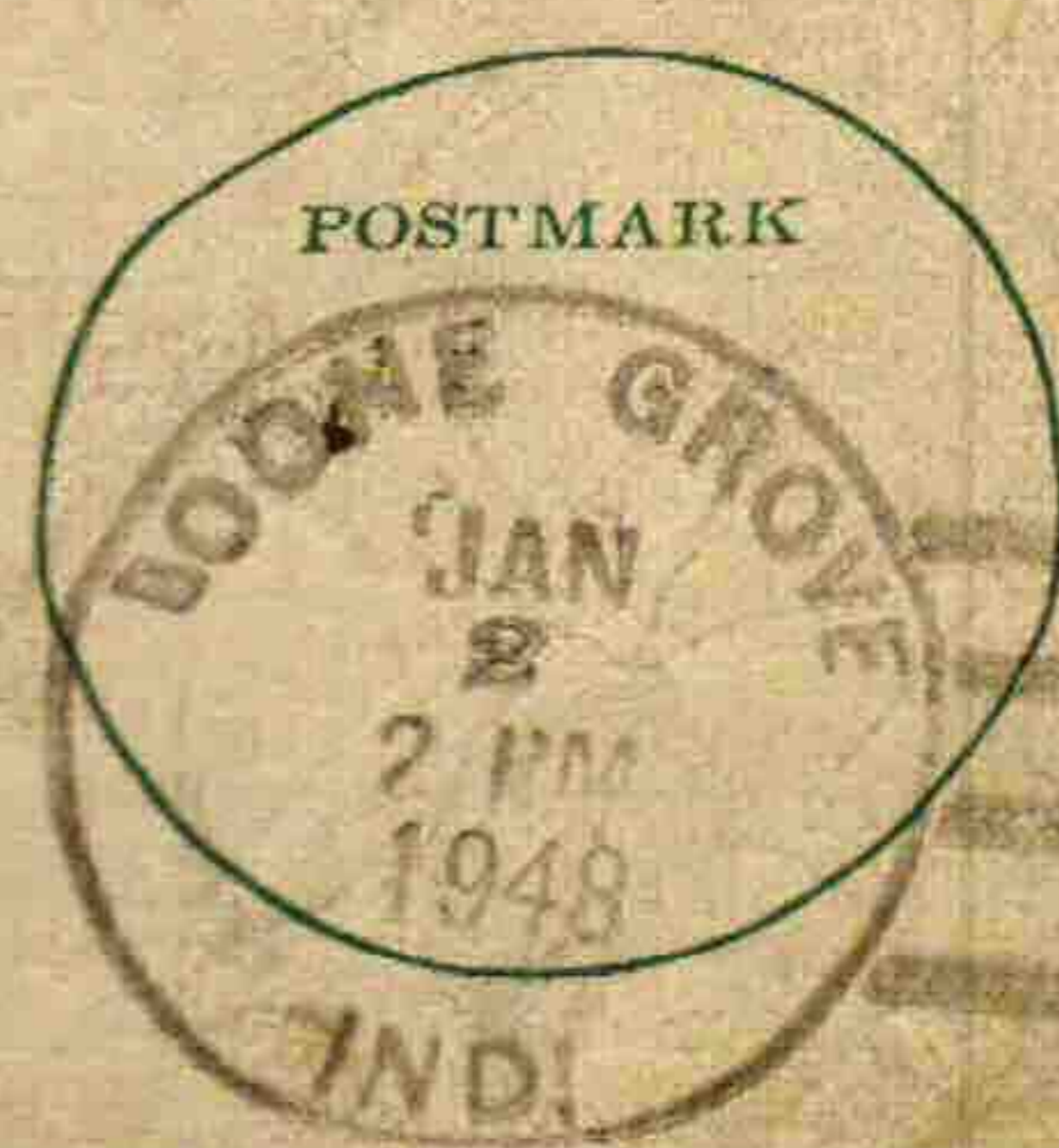
FOR PART QUARTER			FOR FULL QUARTER		
NUMBER	RATE PER QUARTER	AMOUNT	NUMBER	RATE PER QUARTER	AMOUNT
	10			10	
1	15	05	44	15	660
	20			20	
	25		7	25	175
	35			35	
	45			45	
	60			60	
	75			75	
Total for part quarter.....		05	Total for full quarter.....		835
Add amount collected for part quarter.....		05			
TOTAL to be entered in A/C No. 15, this quarter.....		8.40			

FOURTH-CLASS POSTMASTER'S  
QUARTERLY ACCOUNT

RECEIPTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Balance (reserve) brought forward.....			
Domestic money orders issued			
First number issued			
Last number issued			
Number issued.....	220	4908	09
Number spoiled.....	5	26	85
Fees—Domestic money orders			
Internat'l money orders issued			
First number issued			
Last number issued			
Number issued.....			
Number spoiled.....			
Fees—International money orders.....			
Checks on Treasurer U. S. Nos.....			
Excess on sales of stamped paper.....			12
Second-class pound rate.....			
Permit matter postage.....			00
Sales, waste paper, twine, etc.....			
Box rent collections.....			840
Second-class application fees.....			
Nonmetered application fees.....			
G. A. O. differences due U. S.....			
Cash from C/A Postmaster.....			
Retirement deductions.....		1476	
Federal Tax deductions.....		2700	
Cash due Postmaster to balance this account.....			
TOTAL RECEIPTS.....		4985	22

PAYMENTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Commissions on 220 Money (Number) Orders issued at 3c each.....	39		660
G. A. O. differences due P. M. Special-delivery fees as follows:	49		
@ 9c, number 3.....			27
@ 10c, number.....			
@ 15c, number.....			
@ 20c, number.....			
Total.....	50		3936
Compensation of postmaster.....	52	339	48
Separating mails.....	58		
Mail messengers.....	61	54	00
Unusual conditions.....	66		
Deposits—surplus funds.....	86	4543	51
Balance (reserve) due U. S. (Reserve authorized 19.....)	98		
TOTAL PAYMENTS.....		4985	22

At the same time the Quarterly Account, Form 1550-F/C, is postmarked, impression of the post-marking stamp should be inserted in the space provided below to show the date on which the account was forwarded to the Central Accounting Office.

























### RECORD OF INCOMING POSTAGE STAMP STOCK

FROM THE CENTRAL ACCOUNTING POSTMASTER FOR CASH

ALL POSTAGE STAMP STOCK (except printed stamped envelopes) must be purchased from your Central Accounting Postmaster.  
 WHEN THE STOCK IS ORDERED the "date Ordered," "Amount Remitted," and "Registry Number" must be entered below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Value."  
 Except in emergencies, stock requisitions should NOT be made between the 28th of one month and the 28th of the following month.

WHEN ORDERED			WHEN RECEIVED	
DATE ORDERED	AMOUNT REMITTED	REGISTRY NUMBER	DATE RECEIVED	TOTAL VALUE OF STOCK PURCHASED
1-7-48	57.00	91	1-10-48	57.00
2-4-48	64.00	104	2-7-48	64.00
2-21-48	36.00	114	2-26-48	36.00
3-12-48	42.00	123	3/14/48	42.00
TOTAL to A/C No. 102.				199.00

### RECORD OF INCOMING PRINTED STAMPED ENVELOPES

FROM THE STAMPED ENVELOPE AGENCY

ALL PRINTED STAMPED ENVELOPE REQUISITIONS (Form 3202-D) MUST BE MAILED to the THIRD ASSISTANT POSTMASTER GENERAL. WHEN THE ENVELOPES ARE ORDERED enter the "Date Ordered," "Total Value," and "Amount of Deposit" below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Invoice Value."  
 ENVELOPES ordered near the close of a quarter should be entered on the page for the next quarter. When necessary reenter in the quarter in which received.

WHEN ORDERED			WHEN RECEIVED	
DATE ORDERED	TOTAL VALUE	AMOUNT OF DEPOSIT	DATE RECEIVED	TOTAL INVOICE VALUE
TOTAL to A/C No. 103.				

**PRINTED STAMPED ENVELOPES**  
 Immediately upon receipt of the envelopes, a CASH REMITTANCE for the total INVOICE VALUE must be mailed to your Central Accounting Postmaster, using Form 1208 as the Remittance Letter.  
 Under no circumstances shall a remittance be delayed until the envelopes have been delivered to the purchaser and collection made therefor.

**DAMAGED STAMP STOCK**  
 Damaged stock must be handled strictly as an EXCHANGE. When redeemed from the public, new stock must be given therefor. When sent to Central Accounting Office it should be listed in the space provided therefor on Form 017-F/C and a copy thereof retained as your record pending the receipt of the new stock. Do not enter the new stock in this Cash Book or your Quarterly Account.

### CHECKS DRAWN ON TREASURER OF UNITED STATES

DATE	NUMBER	AMOUNT
TOTAL to A/C No. 6.		

### FIXED CREDIT INVENTORY (At close of Quarter)

A/C No.	POSTAGE STAMP STOCK	AMOUNT
106	STOCK ON HAND, per physical inventory (Form 017-F/C)	54.29
107	SPECIAL REQUEST ENVELOPES not delivered to purchasers	
113	PAID MONEY ORDERS held for replies to Forms 6006 and 6126	
114	VOUCHERS FOR CASH temporarily withdrawn	
115	CASH OR STOCK remitted for stamp stock not received	
116	CASH OR STOCK returned to Central Accounting Postmaster to reduce Fixed Credit for which credit has not been received	
117	CASH ON HAND by actual count	45.31
118	TOTAL (Equal to Fixed Credit receipt on file)	100.00

### EXCESS ON SALES OF STAMPED PAPER AND SALES OF POSTAGE STAMP STOCK

DAY	FIRST MONTH		SECOND MONTH		THIRD MONTH	
	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS
1	55				2.07	
2	1.50		3.26		1.35	
3	1.00		7.00		3.00	
4			3.00		6.75	
5	5.00		50		1.25	
6	5.00		75		90	
7	1.00		25			
8	50				2.85	
9	5.00		2.50		7.00	
10	35		3.00		4.00	
11			8.00		2.00	
12	5.15		5.00		2.25	
13	2.50		3.00		25	
14	1.00		50		0.00	
15	2.50				3.00	
16	2.00		3.50		1.50	
17	1.40		4.00		5.00	
18			4.00		50	
19	7.60		1.00		3.00	
20	5.75		1.00		1.90	
21	1.75		75			
22	4.00				2.60	
23	3.50		50		4.00	
24	1.00		1.00		2.00	
25			1.75		6.00	
26	1.75		1.00		6.00	
27	1.75		1.50		5.00	
28	75		43			
29	1.50				1.50	
30	1.25				1.00	
31	74				1.81	
Total Mo.	67.79	.03	57.19	.03	78.38	.05
TOTAL SALES, First Month					67.79	.03
TOTAL SALES, Second Month					57.19	.03
TOTAL SALES During Quarter					203.36	.11

### POSTAGE STAMP STOCK — QUARTERLY ACCOUNT

101	Stock on hand close last qtr. (A/C Nos. 106 and 107 of previous qtr.)	59.05	106	Stock on hand close quarter per inventory Form 017-F/C	54.29
102	Stock received by cash purchase from Central Account. P. M.	199.00	107	SPECIAL REQUEST Envelopes not delivered to purchasers	
103	Printed Stamped Envelopes received from Envelope Agency		108	Stock (do not include cash) returned to Central Accounting P. M. to reduce fixed credit.	
104	Received from Central Accounting P. M. to increase Fixed Credit		109	STAMP STOCK sold this quarter	203.36
105	TOTAL to be accounted for	258.05	110	TOTAL (must agree with No. 105)	258.05

### FIXED CREDIT INVENTORIES FOR OTHER DEPARTMENTS (AT END OF QUARTER)

A/C No.	INTERNAL REVENUE STAMPS	AMOUNT
120	STOCK ON HAND per inventory (Form 017-F/C)	00
121	CASH OR STOCK remitted for stamp stock not received	
122	CASH ON HAND by actual count	00
123	TOTAL (Equal to Fixed Credit)	00
WAR SAVINGS STAMPS		
150	STOCK ON HAND per inventory (Form 017-F/C)	24.90
151	CASH OR STOCK remitted for stamp stock not received	
152	CASH ON HAND by actual count	10
153	TOTAL (Equal to	
MIGRATORY BIRD STAMPS		
125	STOCK ON HAND per inventory (Form 017-F/C)	00
126	CASH OR STOCK remitted for stamp stock not received	00
127	CASH ON HAND by actual count	00
128	TOTAL (Equal to	



RECORD FOR QUARTER ENDING March 31, 1948

COMPENSATION SCHEDULE

Compute and enter in the spaces below the QUARTERLY COMPENSATION and other data.

A	Base pay 100%.....	295 20
B	.....	
C	Rent, fuel, light, and equipment (15% of item A).....	44 28
D	Total compensation (For entry in A/C No. 52).....	339 48
E	Retirement deductions, 5% of item A, base pay (For entry in A/C No. 33) (See Note below Salary Table on page 3).....	14 76
F	Aggregate earnings:	
	Base pay—Item A.....	295 20
	Money order commissions—A/C No. 39.....	6 78
	*Special delivery fees—A/C No. 50.....	51
	*Separating mails—A/C No. 58.....	
	*Unusual conditions—A/C No. 66.....	
	TOTAL.....	302 49
	*When amounts are received by postmaster.	
G	Federal tax deductions on item F..... (2)	4 50

Postmasters are required to report, in the schedule below, the actual amount of CASH ON HAND AT CLOSE OF EACH QUARTER for (1) Key deposits (2) Advance Deposits for Printed Stamped Envelopes, (3) Advance Deposits for Second-Class Pound-rate Postage, (4) Advance Deposits for Permit Matter Postage, (5) Advance Box Rent Collections, and (6) any other cash not otherwise reported in your account.

Please note that the foregoing does not include advance deposits which HAVE BEEN USED for the payment of postage, purchase of envelopes, etc., and therefore, not cash in post office at close of quarter.

ADVANCE BOX RENT Collections during last 10 days of current quarter for next quarter's rental		ADVANCE DEPOSITS TRUST FUNDS (Amount on hand at end of quarter)	
DATE	AMOUNT		
3/23	1 00	Key Deposits.....	1 26
24	1 20	Printed stamped envelopes.....	00
25	1 25	Second-class pound rate.....	00
26	1 00	Permit matter postage.....	00
27	1 40		
29	1 20		
31	30		
TOTAL to A/C No. 15, first day next quarter.....		TOTAL (Cash on hand).....	
	7 35		1 26

BOX RENT SCHEDULE

Report only amounts collected for boxes in use during this quarter. Report advance collections for next quarter in space provided above.

FOR PART QUARTER			FOR FULL QUARTER		
NUMBER	RATE PER QUARTER	AMOUNT	NUMBER	RATE PER QUARTER	AMOUNT
1	10			10	
	15	10	40	15	6 00
	20			20	
	25		7	25	1 75
	35			35	
	45			45	
	60			60	
	75			75	
TOTAL for part quarter.....			TOTAL for full quarter.....		
					7 75
*Add amount collected for part quarter.....					10
TOTAL to be entered in A/C No. 15, this quarter.....					7 85

FOURTH-CLASS POSTMASTER'S  
QUARTERLY ACCOUNT

RECEIPTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Balance (reserve) brought forward.....			
Domestic money orders issued First number issued   Last number issued			
Number issued 226   Number spoiled 1	2	4750	49
Fees—Domestic money orders Internat'l money orders issued First number issued   Last number issued	3		2733
Number issued   Number spoiled	4		
Fees—International money orders.....	5		
Checks on Treasurer U. S. Nos.....	6		
Excess on sales of stamped paper.....	11		11
Second-class pound rate.....	12		
Permit matter postage.....	13		
Sales, waste paper, twine, etc.....	14		
Box rent collections.....	15		7 85
Second-class application fees.....	20		
Nonmetered application fees.....	21		
G. A. O. differences due U. S.....	23		
Cash from C/A Postmaster.....	29		
Retirement deductions.....	33		14 76
Federal Tax deductions.....	34		4 50
Cash due Postmaster to balance this account.....	38		
<b>TOTAL RECEIPTS</b> .....		<b>4805</b>	<b>04</b>
PAYMENTS	A/C No.	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
Commissions on 226 Money (Number) Orders issued at 3c each.....	39		6 78
G. A. O. differences due P. M. Special-delivery fees as follows: @ 9c, number 4 \$ 36 @ 10c, number..... \$ @ 15c, number 1 \$ 15 @ 20c, number..... \$	49		
Total.....	50		51
Compensation of postmaster.....	52		339 48
Separating mails.....	58		
Mail messengers.....	61		54 00
Unusual conditions.....	66		
Deposits—surplus funds.....	86		4404 27
Balance (reserve) due U. S. (Reserve authorized 19.....)	98		
<b>TOTAL PAYMENTS</b> .....		<b>4805</b>	<b>04</b>

At the same time the Quarterly Account, Form 1550-F/C, is postmarked, impression of the post-marking stamp should be inserted in the space provided below to show the date on which the account was forwarded to the Central Accounting Office.





# POSTMASTER'S CASH BOOK

RECEIPTS	A/C No.	1	2	3	4	5	6	7	8
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Balance from previous day	1		7 60	6 89		5 60	23 21	9 94	10 50
Domestic Money Orders issued	2		163 51	192 95		17 26	58 02	115 00	10 09
Fees—Domestic Money Orders	3		78	76		33	31	41	13
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc.	14							15	
Box rent collections	15	7 60							
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Retirement deductions	33								
Federal Tax Deductions	34								
Repay. of loans to Pos. Sav. acct.	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b>		7 60	171 89	200 60		23 21	81 54	125 50	20 72

PAYMENTS									
Commissions on M. O. issued	39								
G. A. O. differences due P. M.	49								
Special Delivery fees	50								
Compensation of postmaster	52								
Separating mails	58								
Mail messengers	61								
Unusual conditions	66								
Deposits—surplus funds	86		165 00	195 00			71 60	115 00	
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	7 60	6 89	5 60		23 21	9 94	10 50	20 72
<b>Total payments (A/C Nos. 39 to 98)</b>	99	7 60	171 89	200 60		23 21	81 54	125 50	20 72
The balance A/C No. 98 consists of:									
Cash on hand	A	7 60	6 89	5 60		23 21	9 94	10 50	20 72
Paid M. O. and P. N.	B								
Suspended Money Orders	C								

RECEIPTS	A/C No.	16	17	18	19	20	21	22	23
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Balance from previous day	1	44 23	44 23		13 32	45 75	4 26	3 00	3 00
Domestic Money Orders issued	2		22 14		32 09	232 67	58 83		91 51
Fees—Domestic Money Orders	3		72		34	84	41		52
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc.	14								
Box rent collections	15								
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Retirement deductions	33		2 46						
Federal Tax Deductions	34		75						
Repay. of loans to Pos. Sav. acct.	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b>		44 23	69 90		45 75	279 26	63 00	3 00	95 03

PAYMENTS									
Commissions on M. O. issued	39								
G. A. O. differences due P. M.	49								
Special Delivery fees	50								
Compensation of postmaster	52		52 58						
Separating mails	58								
Mail messengers	61								
Unusual conditions	66								
Deposits—surplus funds	86				275 00	60 00			90 00
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	44 23	13 32		45 75	4 26	3 00	3 00	5 03
<b>Total payments (A/C Nos. 39 to 98)</b>	99	44 23	69 90		45 75	279 26	63 00	3 00	95 03
The balance A/C No. 98 consists of:									
Cash on hand	A	44 23	13 32		40 75	4 26	3 00	3 00	5 03
Paid M. O. and P. N.	B				5 00				



FOR THE MONTH OF January, 1948

RECEIPTS	A/C No.	9 (Day of month)	10 (Day of month)	11 (Day of month)	12 (Day of month)	13 (Day of month)	14 (Day of month)	15 (Day of month)
Bal. from prev. day	1	20 72	35 13		10 88	23 01	37 84	33 71
Dom. M. O. issued	2	14 28	123 96		12 08	14 70	130 75	10 89
Fees-Dom. M. O.	3	13	24		13	13	54	13
Int'al M. O. issued	4							
Fees-Inter'al M. O.	5							
Ch'ks on Treas. U. S.	6							
Excess Stamp. Paper	11							
Sec.-class—lb. rate	12							
Permit matt. postage	13							
Sales, waste, tw. etc.	14							
Box rent collections	15							
Sec.-class appl. fees	20							
Nonmet'd appl. fees	21							
G. A. O. diff. due U. S.	23							
Cash from <u>C/A/P. M.</u>	29							
Retirement deduct.	33							
Federal Tax deduct	34							
<b>Total receipts</b>		<b>25 13</b>	<b>159 63</b>		<b>23 01</b>	<b>37 84</b>	<b>169 13</b>	<b>44 23</b>

PAYMENTS	A/C No.	98	99	A	B	C
Com. on M. O. issued	39					
G. A. O. diff. due P. M.	49					
Special Delivery fees	50					
Compensation P. M.	52					
Separating mails	58					
Mail messengers	61					
Unusual conditions	66					
Deposits-surp. funds	86		148 75			
Cash adv. to P. S. a/c	89					135 42
Bal. at close this day	98	35 13	10 88			23 01
<b>Total payments</b>	99	<b>35 13</b>	<b>159 63</b>			<b>23 01</b>
Cash on hand	A	31 38	10 88			23 01
Paid M. O. and P. N.	B	3 70				
Susp'd M. O.	C					

RECEIPTS	A/C No.	24 (Day of month)	25 (Day of month)	26 (Day of month)	27 (Day of month)	28 (Day of month)	29 (Day of month)	30 (Day of month)	31 (Day of month)
Bal. from prev. day	1	5 03		44 33	14 19	20 96	20 58	55 02	56 42
Dom. M. O. issued	2	38 88		69 20	56 30	129 14	58 83	170 43	59 05
Fees-Dom. M. O.	3	42		26	47	48	61	97	69
Int'al M. O. issued	4								
Fees-Inter'al M. O.	5								
Ch'ks on Treas. U. S.	6								
Excess Stamp. Paper	11								03
Sec.-class—lb. rate	12								
Permit matt. postage	13								
Sales, waste, tw. etc.	14								
Box rent collections	15								10
Sec.-class appl. fees	20								
Nonmet'd appl. fees	21								
G. A. O. diff. due U. S.	23								
Cash from C/A/P. M.	29								
Retirement deduct.	33								
Federal Tax deduct	34								
Repay. loans P. S. a/c	36a								
<b>Total receipts</b>		<b>44 33</b>		<b>114 19</b>	<b>70 96</b>	<b>120 58</b>	<b>85 02</b>	<b>225 42</b>	<b>116 29</b>

PAYMENTS	A/C No.	98	99	A	B
Com. on M. O. issued	39				
G. A. O. diff. due P. M.	49				
Special Delivery fees	50				
Compensation P. M.	52				
Separating mails	58				
Mail messengers	61				
Unusual conditions	66				
Deposits-surp. funds	86		100 00	50 00	125 00
Cash adv. to P. S. a/c	89				
Bal. at close this day	98	44 33	14 19	20 96	25 58
<b>Total payments</b>	99	<b>44 33</b>	<b>144 19</b>	<b>70 96</b>	<b>150 58</b>
Cash on hand	A	47 33	14 19	20 96	25 58
Paid M. O. and P. N.	B				

Month Totals and Balance column. The entries in the "Half Month Totals and Balance" column should then be totaled and proved in precisely the same manner as the entries for any day within the period. At the end of the quarter the six "Half Month Totals" should be combined in like manner for obtaining the quarterly totals for entry in the Postmaster's Quarterly Account Form 1550-F/C.

Extending "HALF MONTH TOTALS AND BALANCE": First, Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second, Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third, Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half

HALF MONTH TOTALS AND BALANCE
862 91
4 34
7 75
875 00
830 77
44 23
875 00
44 23

HALF MONTH TOTALS AND BALANCE
44 23
875 00
44 23
2 46
75



# POSTMASTER'S CASH BOOK

RECEIPTS	A/C No.	1 (Day of month)	2 (Day of month)	3 (Day of month)	4 (Day of month)	5 (Day of month)	6 (Day of month)	7 (Day of month)	8 (Day of month)
Balance from previous day.....	1	63 17	63 17	8 50	4 80	11 76	11 98	11 77	11 99
Domestic Money Orders issued.....	2		16 37	60 88	6 85	100 00	224 25	100 00	
Fees—Domestic Money Orders.....	3		33	42	11	22	76	22	
International M. O. issued.....	4								
Fees—International M. O.....	5								
Checks on Treasurer U. S.....	6								
Excess, sales Stamped Paper.....	11								
Second-class pound rate.....	12								
Permit matter postage.....	13								
Sales, waste paper, twine, etc.....	14								
Box rent collections.....	15								
Second-class application fees.....	20								
Nonmetered application fees.....	21								
G. A. O. differences due U. S.....	23								
Cash from C/A Postmaster.....	29		2 46						
Retirement deductions.....	33		75						
Federal Tax Deductions.....	34								
Repay. of loans to Pos. Sav. acct.....	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b> .....			83 08	69 80	11 76	111 98	224 25	111 99	

PAYMENTS	A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Commissions on M. O. issued.....	39								
G. A. O. differences due P. M.....	49								
Special Delivery fees.....	50		56 58						
Compensation of postmaster.....	52								
Separating mails.....	58		18 00						
Mail messengers.....	61								
Unusual conditions.....	66			65 00		100 00	225 22	100 00	
Deposits—surplus funds.....	86								
Cash advances to Pos. Sav. acct.....	89								
<b>Balance at close this day</b> .....	98		9 50	4 80	11 76	11 98	11 77	11 99	
<b>Total payments (A/C Nos. 39 to 98)</b> .....	99		83 08	69 80	11 76	111 98	224 25	111 99	
Cash on hand.....	A		9 50	4 80	11 76	11 98	11 77	11 99	
Paid M. O. and P. N.....	B								
Suspended Money Orders.....	C								

RECEIPTS	A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Balance from previous day.....	1	29 13	9 79	11 85	11 85	4 37	32 16	49 66	49 66
Domestic Money Orders issued.....	2	33 69	2 00		100 00	27 33	17 23		
Fees—Domestic Money Orders.....	3	34	2		22	46	27		
International M. O. issued.....	4								
Fees—International M. O.....	5								
Checks on Treasurer U. S.....	6								
Excess, sales Stamped Paper.....	11								
Second-class pound rate.....	12								
Permit matter postage.....	13								
Sales, waste paper, twine, etc.....	14								
Box rent collections.....	15								
Second-class application fees.....	20								
Cash from C/A Postmaster.....	29								
Retirement deductions.....	33		2 46						
Federal Tax Deductions.....	34		75						
<b>Total receipts (A/C Nos. 1 to 36a)</b> .....		66 37	11 83	11 85	112 07	32 16	49 66		49 66

PAYMENTS	A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Commissions on M. O. issued.....	39								
G. A. O. differences due P. M.....	49								
Special Delivery fees.....	50		56 58						
Compensation of postmaster.....	52								
Separating mails.....	58								
Mail messengers.....	61								
Unusual conditions.....	66				107 70				
Deposits—surplus funds.....	86								
Cash advances to Pos. Sav. acct.....	89								
<b>Balance at close this day</b> .....	98	9 79	11 83	11 85	4 37	32 16	49 66		49 66
<b>Total payments (A/C Nos. 39 to 98)</b> .....	99	66 37	11 83	11 85	112 07	32 16	49 66		49 66







POSTMASTER'S CASH BOOK

The U.S. Bond ...

RECEIPTS	A/C No.	1 (Day of month)	2 (Day of month)	3 (Day of month)	4 (Day of month)	5 (Day of month)	6 (Day of month)	7 (Day of month)	8 (Day of month)
Balance from previous day	1	63 67	48 71	1 52	5 20	5 23	8 64		40 14
Domestic Money Orders issued	2	53 95	2 73	3 50	228 73	182 27	31 24		46 39
Fees—Domestic Money Orders	3	46	8	8	84	64	26		42
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc	14								
Box rent collections	15								
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Federal Tax Deductions	34	2 41	75						
Repay. of loans to Pos. Sav. acct.	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b>		<b>123 29</b>	<b>515 2</b>	<b>510 23</b>	<b>427</b>	<b>189 24</b>	<b>40 14</b>		<b>86 95</b>

PAYMENTS	A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Commissions on M. O. issued	39								
G. A. O. differences due P. M.	49								
Special Delivery fees	50								
Compensation of postmaster	52	52 58							
Separating mails	58								
Mail messengers	61	18 00							
Unusual conditions	66								
Deposits—surplus funds	86		50 00		228 94	180 00			80 00
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	48 71	1 52	5 10	5 73	8 64	40 14		6 95
<b>Total payments (A/C Nos. 39 to 98)</b>	99	<b>123 29</b>	<b>51 52</b>	<b>5 10</b>	<b>234 67</b>	<b>188 64</b>	<b>40 14</b>		<b>86 95</b>
Cash on hand	A	48 71	1 52	5 10	5 73	8 64	40 14		6 95
Paid M. O. and P. N.	B								
Suspended Money Orders	C								

RECEIPTS	A/C No.	16 (Day of month)	17 (Day of month)	18 (Day of month)	19 (Day of month)	20 (Day of month)	21 (Day of month)	22 (Day of month)	23 (Day of month)
Balance from previous day	1	57 81	20 10	22 55	10 17	10 17		6 62	34 23
Domestic Money Orders issued	2	15 32	2 39	166 94		140 86		27 27	155 28
Fees—Domestic Money Orders	3	34	06	68		59		34	52
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc	14								
Box rent collections	15								
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Retirement deductions	33	2 46							
	34	75							
Deposits—surplus funds	86			180 00		145 00			186 00
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	20 10	22 55	10 17	10 17	6 62		34 23	4 03
<b>Total payments (A/C Nos. 39 to 98)</b>	99	<b>76 68</b>	<b>22 55</b>	<b>190 17</b>	<b>10 17</b>	<b>181 22</b>		<b>34 23</b>	<b>190 03</b>
Cash on hand	A	20 10	22 55	10 17	10 17	6 62		34 23	4 03

Balance at close this day	98	20 10	22 55	10 17	10 17	6 62		34 23	4 03
<b>Total payments (A/C Nos. 39 to 98)</b>	99	<b>76 68</b>	<b>22 55</b>	<b>190 17</b>	<b>10 17</b>	<b>181 22</b>		<b>34 23</b>	<b>190 03</b>
Cash on hand	A	20 10	22 55	10 17	10 17	6 62		34 23	4 03







FOR THE MONTH OF March Bonne Grove, 1948

A/C No.	9 (Day of month)	10 (Day of month)	11 (Day of month)	12 (Day of month)	13 (Day of month)	14 (Day of month)	15 (Day of month)
1	6 75	14 72	10 22	10 22	29 06		57 91
2	141 95	110 07		200 00	27 60		50 39
3	84	41		44	35		41
4							
5							
6							
11							
12							
13							
14							
15							
20							
21							
23							
29							
33							
34							
36a							
	149 72	125 22	10 22	210 26	57 01		107 81

Month Totals and Balance column. The entries in the "Half Month Totals and Balance" column should then be totaled and proved in precisely the same manner as the entries for any day within the period. At the end of the quarter the six "Half Month Totals" should be combined in like manner for obtaining the quarterly totals for entry in the Postmaster's Quarterly Account Form 1550-F/C.

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half

HALF MONTH TOTALS AND BALANCE
63 67
1080 82
523
246
75
1152 93

39							
49							
50							
52							
58							
61							
66							
86	185 00	115 00		181 60			50 00
89							
98	14 72	10 22	10 22	29 06	57 01		57 81
99	149 72	125 22	10 22	10 66	57 01		107 81
A	14 72	10 22	10 22	29 06	57 01		57 81
B							
C							

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half

56 58
18 00
1020 54
57 81
1152 93
57 81

A/C No.	24 (Day of month)	25 (Day of month)	26 (Day of month)	27 (Day of month)	28 (Day of month)	29 (Day of month)	30 (Day of month)	31 (Day of month)	HALF MONTH TOTALS AND BALANCE
1	4 03	9 20	24 99	24 27		45 17	55 26	67 36	57 81
2	69 74	15 53	38 91	33 64		56 29	11 97	880	742 16
3	43	27	37	26		80	13	11	9 87
4									
5									
6									
11								05	05
12									
13									
14									
15									
20									
21									
23									
29									
33								246	9 92
34								75	1 50
36a									
	7420	24 99	64 27	98 17		100 26	67 36	78 73	811 31

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half

252	2 52
09	09
56 58	113 16
18 00	18 00
1 54	677 54

39							
49							
50							
52							
58							
61							
66	65 00						
86			50 00			50 00	
89							

Extending "HALF MONTH TOTALS AND BALANCE": First—Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second—Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third—Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half

252	2 52
09	09
56 58	113 16
18 00	18 00
1 54	677 54



RECORD OF INCOMING POSTAGE STAMP STOCK

FROM THE CENTRAL ACCOUNTING POSTMASTER FOR CASH

ALL POSTAGE STAMP STOCK (except printed stamped envelopes) must be purchased from your Central Accounting Postmaster. WHEN THE STOCK IS ORDERED the "date Ordered," "Amount Remitted," and "Registry Number" must be entered below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Value." Except in emergencies, stock requisitions should NOT be made between the 25th of one month and the 5th of the following month.

WHEN ORDERED			WHEN RECEIVED	
DATE ORDERED	AMOUNT REMITTED	REGISTRY NUMBER	DATE RECEIVED	TOTAL VALUE OF STOCK PURCHASED
4/7/78	54.00	133	4/10/78	54.00
5/6/78	60.00	157	5/10/78	60.00
6/5/78	74.00	147	6/18/78	74.00
TOTAL to A/C No. 102				188.00

EXCESS ON SALES OF STAMPED PAPER AND SALES OF POSTAGE STAMP STOCK

DAY	FIRST MONTH		SECOND MONTH		THIRD MONTH	
	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS	STAMPS SOLD	EXCESS
1	219		77		297	
2	50				200	
3	75		450		250	
4			500		600	
5	525		400		200	
6	165		165			
7	110		85		150	
8	25		190		200	
9	130				150	
10	110		400		250	
11			360		300	
12	460		250		370	
13	200		100			
14	150		450		380	
15	120		400		350	
16	80				200	
17	200		500		100	
18			200		400	
19	250		50		220	
20	250		200			
21	350		150		330	
22	250		500		350	
23	350				300	
24	150		300		100	
25			350		200	
26	550		550		225	
27	200		300			
28	100		200		375	
29	200		280		300	
30	73				242	
31			23			
Total Mo.	5342	.05	7430	.07	7039	.04
TOTAL SALES, First Month					5342	.05
TOTAL SALES, Second Month					7430	.07
TOTAL SALES During Quarter					19811	.16

RECORD OF INCOMING PRINTED STAMPED ENVELOPES FROM THE STAMPED ENVELOPE AGENCY

ALL PRINTED STAMPED ENVELOPE REQUISITIONS (Form 3202-D) MUST BE MAILED to the THIRD ASSISTANT POSTMASTER GENERAL. WHEN THE ENVELOPES ARE ORDERED enter the "Date Ordered," "Total Value," and "Amount of Deposit" below. WHEN RECEIVED complete the line by entering the "Date Received" and "Total Invoice Value." ENVELOPES ordered near the close of a quarter should be entered on the page for the next quarter. When necessary reenter in the quarter in which received.

WHEN ORDERED			WHEN RECEIVED	
DATE ORDERED	TOTAL VALUE	AMOUNT OF DEPOSIT	DATE RECEIVED	TOTAL INVOICE VALUE
TOTAL to A/C No. 103				

**PRINTED STAMPED ENVELOPES**  
Immediately upon receipt of the envelopes, a CASH REMITTANCE for the total INVOICE VALUE must be mailed to your Central Accounting Postmaster, using Form 1208 as the Remittance Letter. Under no circumstances shall a remittance be delayed until the envelopes have been delivered to the purchaser and collection made therefor.

**DAMAGED STAMP STOCK**  
Damaged stock must be handled strictly as an EXCHANGE. When redeemed from the public, new stock must be given therefor. When sent to Central Accounting Office it should be listed in the space provided therefor on Form 017-F/C and a copy thereof retained as your record pending the receipt of the new stock. Do not enter the new stock in this Cash Book or your Quarterly Account.

CHECKS DRAWN ON TREASURER OF UNITED STATES		
DATE	NUMBER	AMOUNT
TOTAL to A/C No. 6		

POSTAGE STAMP STOCK		QUARTERLY ACCOUNT			
101	Stock on hand close last qtr. (A/C Nos. 106 and 107 of previous qtr.)	5469	106	Stock on hand close quarter per inventory Form 017-F/C	9458
102	Stock received by cash purchase from Central Account. P. M.	18800	107	SPECIAL REQUEST Envelopes not delivered to purchasers	
103	Printed Stamped Envelopes received from Envelope Agency		108	Stock (do not include cash) returned to Central Accounting P. M. to reduce fixed credit.	
104	Received from Central Accounting P. M. to increase Fixed Credit	5000	109	STAMP STOCK sold this quarter	19811
105	TOTAL to be accounted for	29269	110	TOTAL (must agree with No. 105)	29269

FIXED CREDIT INVENTORIES FOR OTHER DEPARTMENTS (AT END OF QUARTER)

FIXED CREDIT INVENTORY (At close of Quarter)		AMOUNT
06	POSTAGE STAMP STOCK	
	STOCK ON HAND, per physical inventory (Form 017-F/C)	9458
07	SPECIAL REQUEST ENVELOPES not delivered to purchasers	
13	PAID MONEY ORDERS held for replies to Forms 6006 and 6128	
14	VOUCHERS FOR CASH temporarily withdrawn	
15	CASH OR STOCK remitted for stamp stock not received	
16	CASH OR STOCK returned to Central Accounting Postmaster to reduce Fixed Credit for which credit has not been received	
17	CASH ON HAND by actual count	5342
118	TOTAL (Equal to Fixed Credit receipt on file)	15000

A/C No.	INTERNAL REVENUE STAMPS	AMOUNT
120	STOCK ON HAND per inventory (Form 017-F/C)	00
121	CASH OR STOCK remitted for stamp stock not received	None
122	CASH ON HAND by actual count	00
123	TOTAL (Equal to Fixed Credit)	00
WAR SAVINGS STAMPS		
150	STOCK ON HAND per inventory (Form 017-F/C)	2490
151	CASH OR STOCK remitted for stamp stock not received	
152	CASH ON HAND by actual count	10
153	TOTAL (Equal to Fixed Credit)	2500
MIGRATORY BIRD STAMPS		
125	STOCK ON HAND per inventory (Form 017-F/C)	00
126	CASH OR STOCK remitted for stamp stock not received	None
127	CASH ON HAND by actual count	00
128	TOTAL (Equal to Fixed Credit)	00



EFFECTIVE MAY 1, 1948.

NUMBER AND KIND OF STAMPED ENVELOPES ON HAND MAY 1st. 1948.

NO. 5, EXTRA QUALITY WHITE. 201. VALUE \$6.70

OLD PRICE \$33.32 NEW PRICE \$33.84 INCREASE 10¢

\$ 6.80

*Alfred J. Watterburg*

B			
C	Rent, fuel, light, and equipment (15% of item A)	44 28	
D	Total compensation (For entry in A/C No. 52)	339 48	
E	Retirement deductions, 5% of item A, base pay (For entry in A/C No. 33) (See Note below Salary Table on page 3)	14 74	
F	Aggregate earnings:		
	Base pay—Item A	295 20	
	*Special delivery fees—A/C No. 50	6 45	
	*Separating mails—A/C No. 58		
	*Unusual conditions—A/C No. 66		
	TOTAL	301 94	
G	Federal tax deductions on item F (2)		75

Domestic money orders issued	First number issued	Last number issued	
29679	29894		
Number issued	Number spoiled		
215	1		2 514108
Fees—Domestic money orders			3 2244
Internat'l money orders issued	First number issued	Last number issued	
Number issued	Number spoiled		
			4
Fees—International money orders			5
Checks on Treasurer U. S. Nos.			6 10
Excess on sales of stamped paper			11 12
Second-class pound rate			12
Permit matter postage			13
Sales, waste paper, twine, etc.			14
Box rent collections			15 795
Second-class application fees			20
Nonmetered application fees			21
G. A. O. differences due U. S.			23
Cash from C/A Postmaster			29
Retirement deductions			33 1474
Federal Tax deductions			34 75
Cash due Postmaster to balance this account			38
TOTAL RECEIPTS			519126

Postmasters are required to report, in the schedule below, the actual amount of CASH ON HAND AT CLOSE OF EACH QUARTER for (1) Key deposits (2) Advance Deposits for Printed Stamped Envelopes, (3) Advance Deposits for Second-Class Pound-rate Postage, (4) Advance Deposits for Permit Matter Postage, (5) Advance Box Rent Collections, and (6) any other cash not otherwise reported in your account.

Please note that the foregoing does not include advance deposits which HAVE BEEN USED for the payment of postage, purchase of envelopes, etc., and therefore, not cash in post office at close of quarter.

ADVANCE BOX RENT		ADVANCE DEPOSITS TRUST FUNDS	
Collections during last 10 days of current quarter for next quarter's rental		(Amount on hand at end of quarter)	
DATE	AMOUNT		
4/22	1 50	Key Deposits	1 48
4/23	50	Printed stamped envelopes	30
4/24	40	Second-class pound rate	00
4/25	2 20	Permit matter postage	00
4/26	45		
4/28	60		
4/29	1 40		
TOTAL to A/C No. 15, first day next quarter	7 05	TOTAL (Cash on hand)	1 48

A/C No.	PAYMENTS	COLUMN FOR POSTMASTER	
		DOLLARS	CENTS
	Commissions on 215 Money Orders issued at 3c each		6 45
39	G. A. O. differences due P. M.		
49	Special-delivery fees as follows:		
	@ 9c, number 1 \$ .09		
	@ 10c, number \$		
	@ 15c, number \$		
	@ 20c, number 1 \$ .20		
50	Total \$ 29		29
52	Compensation of postmaster (2)	339	48
58	Separating mails		
61	Mail messengers	54	00
66	Unusual conditions		
86	Deposits—surplus funds	479	04
98	Balance (reserve) due U. S. (Reserve authorized 19.....)		
TOTAL PAYMENTS		519	126

BOX RENT SCHEDULE

Report only amounts collected for boxes in use during this quarter. Report advance collections for next quarter in space provided above.

FOR PART QUARTER			FOR FULL QUARTER		
NUMBER	RATE PER QUARTER	AMOUNT	NUMBER	RATE PER QUARTER	AMOUNT
2	10		40	10	6 00
	15	20		15	
	20			20	
2	25	25	6	25	1 50
	35			35	
	45			45	
	60			60	
	75			75	
TOTAL for part quarter		45	TOTAL for full quarter		7 50
Add amount collected for part quarter					75
TOTAL to be entered in A/C No. 15, this quarter					7 95

At the same time the Quarterly Account, Form 1550-F/C, is postmarked, impression of the post-marking stamp should be inserted in the space provided below to show the date on which the account was forwarded to the Central Accounting Office.





# POSTMASTER'S CASH BOOK

RECEIPTS	A/C No.	1	2	3	4	5	6	7	8
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Balance from previous day	1		23 46	23 46		4 81	13 44	9 59	9 59
Domestic Money Orders issued	2	15 73		36 20		63 26	110 68		19 80
Fees—Domestic Money Orders	3	28		15		32	47		21
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc.	14								
Box rent collections	15	7 45				05			
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Retirement deductions	33								
Federal Tax Deductions	34								
Repay. of loans to Pos. Sav. acct.	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b>		<b>23 46</b>	<b>23 46</b>	<b>19 81</b>		<b>68 44</b>	<b>124 59</b>	<b>9 59</b>	<b>29 60</b>

PAYMENTS									
Commissions on M. O. issued	39								
G. A. O. differences due P. M.	49								
Special Delivery fees	50								
Compensation of postmaster	52								
Separating mails	58								
Mail messengers	61								
Unusual conditions	66								
Deposits—surplus funds	86			55 00		55 00	115 00		
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	23 46	23 46	4 81		13 44	9 59	9 59	29 60
<b>Total payments (A/C Nos. 39 to 98)</b>	99	<b>23 46</b>	<b>23 46</b>	<b>59 81</b>		<b>68 44</b>	<b>124 59</b>	<b>9 59</b>	<b>29 60</b>
The balance A/C No. 98 consists of:									
Cash on hand	A	23 46	23 46	4 81		13 44	9 59	9 59	29 60
Paid M. O. and P. N.	B		10 00						
Suspended Money Orders	C								

RECEIPTS	A/C No.	16	17	18	19	20	21	22	23
		(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)	(Day of month)
Balance from previous day	1	16 78	10 76	34 19	34 19	40 30	4 35	2 64	10 76
Domestic Money Orders issued	2	296 36	23 19		5 97	287 85	132 24	138 75	37 49
Fees—Domestic Money Orders	3	99	29		24	120	27	37	32
International M. O. issued	4								
Fees—International M. O.	5								
Checks on Treasurer U. S.	6								
Excess, sales Stamped Paper	11								
Second-class—pound rate	12								
Permit matter postage	13								
Sales, waste paper, twine, etc.	14								
Box rent collections	15								
Second-class application fees	20								
Nonmetered application fees	21								
G. A. O. differences due U. S.	23								
Cash from C/A Postmaster	29								
Retirement deductions	33	2 96							
Federal Tax Deductions	34	75							
Repay. of loans to Pos. Sav. acct.	36a								
<b>Total receipts (A/C Nos. 1 to 36a)</b>		<b>317 34</b>	<b>34 19</b>		<b>40 30</b>	<b>329 35</b>	<b>132 96</b>	<b>145 76</b>	<b>48 57</b>

PAYMENTS									
Commissions on M. O. issued	39								
G. A. O. differences due P. M.	49								
Special Delivery fees	50								
Compensation of postmaster	52	56 58							
Separating mails	58								
Mail messengers	61								
Unusual conditions	66								
Deposits—surplus funds	86	230 00				325 00	130 32	135 00	
Cash advances to Pos. Sav. acct.	89								
Balance at close this day	98	10 76	34 19		40 30	4 35	2 64	10 76	48 57
<b>Total payments (A/C Nos. 39 to 98)</b>	99	<b>317 34</b>	<b>34 19</b>		<b>40 30</b>	<b>329 35</b>	<b>132 96</b>	<b>145 76</b>	<b>48 57</b>
The balance A/C No. 98 consists of:									
Cash on hand	A	10 76	34 19		20 30	4 35	2 64	10 76	48 57
Paid M. O. and P. N.	B				20 00				



















**RECEIPTS**

A/C No.	9 (Day of month)	10 (Day of month)	11 (Day of month)	12 (Day of month)	13 (Day of month)	14 (Day of month)	15 (Day of month)
Dom. M. O. issued		22 30	31 30	29 93		12 93	35 91
Fees-Dom. M. O.		15	27			31	21
Int'l M. O. issued							
Fees-Inter'al M. O.							
Ch'ks on Treas. U. S.							
Excess Stamp. Paper							
Sec.-class—lb. rate.							
Permit matt. postage							
Sales, waste, tw. etc.							
Box rent collections							
Sec.-class appl. fees							
Nonmet'd appl. fees							
G. A. O. diff. due U.S.							
Cash from C/A P. M.							
Retirement deduct.							
Federal Tax deduct							
Repay. loans P. S. a/c							
<b>Total receipts</b>	<b>941</b>	<b>3606</b>	<b>9393</b>	<b>1393</b>		<b>3591</b>	<b>6693</b>

Month Totals and Balance column. The entries in the "Half Month Totals and Balance" column should then be totaled and proved in precisely the same manner as the entries for any day within the period. At the end of the quarter the six "Half Month Totals" should be combined in like manner for obtaining the quarterly totals for entry in the Postmaster's Quarterly Account Form 1559-F/C.

HALF MONTH TOTALS AND BALANCE

7458  
14442  
410

08

246

72567

**PAYMENTS**

Com. on M. O. issued	39
G. A. O. diff. due P. M.	49
Special Delivery fees	50
Compensation P. M.	52
Separating mails	58
Mail messengers	61
Unusual conditions	66
Deposits-surp. funds	86
Cash adv. to P. S. a/c	89
Bal. at close this day	98
Total payments	99
Cash on hand	A
Paid M. O. and P. N.	B
Susp'd M. O.	C

This balance consists of

Bal. at close this day	98	941	3606	9393	1393	3591	6693
Total payments	99	941	3606	9393	1393	3591	6693
Cash on hand	A	941	3606	9393	1393	3591	6693

Extending "HALF MONTH TOTALS AND BALANCE": First. Carry the balance as shown by A/C No. 1 on the FIRST DAY of the period to the column "Half Month Totals and Balance." Second. Carry the balance shown by A/C No. 98 on the LAST DAY of the period to the column "Half Month Totals and Balance." Third. Cross-add and carry the total of each A/C No. line (2 to 89, inclusive) for all days in the period to the "Half Month Totals and Balance" column.

5658

1800

58416

6693

72567

6693

**RECEIPTS**

A/C No.	24 (Day of month)	25 (Day of month)	26 (Day of month)	27 (Day of month)	28 (Day of month)	29 (Day of month)	30 (Day of month)	31 (Day of month)
Bal. from prev. day	1	2882	3186	5364	8748	7342	7311	6693
Dom. M. O. issued	2	296	2157	3363	1561	5405	428	22722
Fees-Dom. M. O.	3	8	21	21	33	64	8	304
Int'l M. O. issued	4							
Fees-Inter'al M. O.	5							
Ch'ks on Treas. U. S.	6						04	04
Excess Stamp. Paper	11							
Sec.-class—lb. rate.	12							
Permit matt. postage	13							
Sales, waste, tw. etc.	14							
Box rent collections	15							
Sec.-class appl. fees	20							
Nonmet'd appl. fees	21							
G. A. O. diff. due U.S.	23							
Cash from C/A P. M.	29						246	492
Retirement deduct.	33							
Federal Tax deduct	34							
Repay. loans P. S. a/c	36a							
<b>Total receipts</b>		<b>3186</b>	<b>5364</b>	<b>8748</b>	<b>10342</b>	<b>12811</b>	<b>7997</b>	<b>24215</b>

HALF MONTH TOTALS AND BALANCE

6693

22722

304

04

492

24215

**PAYMENTS**

Com. on M. O. issued	39
G. A. O. diff. due P. M.	49
Special Delivery fees	50
Compensation P. M.	52
Separating mails	58
Mail messengers	61
Unusual conditions	66
Deposits-surp. funds	86
Cash adv. to P. S. a/c	89
Bal. at close this day	98
Total payments	99
Cash on hand	A
Paid M. O. and P. N.	B
Susp'd M. O.	C

This balance consists of

Bal. at close this day	98	3186	5364	8748	7342	7311	198	198
Total payments	99	3186	5364	8748	7342	7311	198	198
Cash on hand	A	3186	5364	8748	7342	7311	198	198
Paid M. O. and P. N.	B							
Susp'd M. O.	C							

198

09

11316

1800

20892

34215











DISTRICT POSTMASTER'S  
RECORD OF BOX RENT COLLECTIONS

NUMBER OF BOX	NAME OF BOX RENTER	QUARTERLY COLLECTIONS											
		1947				1948							
		SEPTEMBER QUARTER		DECEMBER QUARTER		MARCH QUARTER		JUNE QUARTER		SEPTEMBER QUARTER		DECEMBER QUARTER	
		Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.
1	SEHIESER BERNARD	✓	16		15			10					
2	BREITZME, LOUIS. BND.		13		15								
3	✓ STANLEY GLENN		15		05		15		15		15		
4	BIGGS REX	✓	15		15		15		15		15		
5	WELLS ERMA <sup>Remitted</sup> 5-1-48		15		15		10		10				
6	✓ HOLLENSWORTH, GLENN		15		15			15		15			
7	✓ SEBENS, PETER		15		15		15		15		15		
8	✓ FOSTER, HOWARD		15		15		15		15		15		
11	STABBAUM, S. K.		15				15		15				
12	✓ WINDINGTON, FLORENCE		15		15		15		15		15		
13	✓ STANLEY DAVID		12		15		15		15		15		
14	MURRAY, GEO.	✓	15		15								
15	✓ FALZT, FRANK		15		15		15		15		15		
16	✓ THATCHER, HYBERT		15		15		15		15		15		
17	QUINN, MRS. CHAS		15		15								
18	BIGGS, KENNETH		15		15		15		15		15		
21	✓ RAESHE, WIM.		15		15		15		15		15		
22	✓ HELLER, ROBERT		15		15		15		15		15		
23	✓ FOSTER, JACK	✓	15		15		15		15		15		
24	KENDALL, ALFRED		15		15		15						
25	✓ ELLIS, GLENN		15		15		15		15		15		
26	✓ CASBAN, DEUREBT		15		15		15		15		15		
27	✓ WILLIAMS, CALVIN		15		15		15		15		15		
28	✓ BREITZME, LOUIS		15		15		15		15		15		
31													
32	✓ BAKER, C. E.	✓	15		15		15		15		15		
33	✓ BAIRD, LOUIS		15		15		15		15		15		
34	✓ LAWRENCE, VERNON		15		15		15		15		15		
35	✓ WINDINGTON, A. M.		15		15		15		15		15		
36	✓ RAMPKE, WM. JR.		15		15		15		15		15		
37	✓ BETH, A. R.		15		15		15		15		15		
38	✓ BOSKE, HARBERT		15		15		15		15		15		
41													
42	✓ SMITH, DOBATHY		15		15		15		15		15		
43	✓ WALTERS, CLAUD		15		15		15		15		15		
			15		15		15		15		15		
							15		15		15		
44	✓ CHESTER, CARL		15		15		15		15		15		
45	✓ STRUBLE, WM.		15		15		15		15		15		
46	✓ NORTON, HERB	✓	15		15		15		15		15		
48	✓ BENNETT, J. W.		15		15		15		15		15		
51	✓ FINNEY, LESS.		05		15		15		15		15		
52	✓ GIBSON, ALBERT		15		15		15		15		15		
53	✓ MARTIN, HARVEY		15		15		15		15		15		
54	✓ RITTLE, ELDON		10		15		15		15		15		
55	✓ PECH, HARVIN		15		15		15		15		15		
56	✓ RAMPKE, JR.		15		15		15		15		15		
57	✓ PRANKINS, EDW.	✓	15		15		15		15		15		
58	✓ RAESHE, REINHARD		15		15		15		15		15		
	JACK ROYER RENT 25¢ PR. QUARTER												
111	WRIGHT, EUGENE						17		25		✓		
112	SONNIDAY		25		25		25		25		25	✓	
113	RESH, WM.		25		25		25		25		25	✓	
114	ROBERTSON, GRAY CO.		25		25		25		25		25	✓	
115	BOUCH, DONALD		22		25		25		25		25	✓	
116	ADAMS, WALTER		22		25		25		25		25	✓	
117	MARLETT, W. J.	NONE	25		25		25		25		25	✓	
118	HOSNER, LESS		25		25		25		25		25	✓	



DISTRICT POSTMASTER'S  
RECORD OF BOX RENT COLLECTIONS

NUMBER OF BOX	NAME OF BOX RENTER	QUARTERLY COLLECTIONS											
		19 <u>47</u>				19 <u>48</u>							
		SEPTEMBER QUARTER		DECEMBER QUARTER		MARCH QUARTER		JUNE QUARTER		SEPTEMBER QUARTER		DECEMBER QUARTER	
		Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.	Dollars	Cts.
1	SEHIESER BERNARD	✓	16		15				10				
2	BREITZHE, LOUIS BND.		13		15								
3	✓ STANLEY GLENN		15		25		15		15		15		
4	BIGGS REX	✓	15		15		15		15		15		
5	WELLS ERMA <sup>Removal</sup> 5-1-48		15		15		10		10				
6	✓ HOLLINGSWORTH, GLENN		15		15				15		15		
7	✓ SERENG. PETER		15		15		15		15		15		
8	✓ FOSTER, HOWARD		15		15		15		15		15		
11	STABAWM, S. K.		15				15		15				
12	✓ LINDINGTON FLORENCE		15		15		15		15		15		
13	✓ STANLEY DAVID		12		15		15		15		15		
14	MURRAY, GEO	✓	15		15								
15	✓ FOLTZ, FRANK		15		15		15		15		15		
16	✓ THATCHER, HYBERT		15		15		15		15		15		
17	QUINN, MRS. CHAS		15		15								
18	BIGGS, KENNETH		15		15		15		15		15		
21	✓ RASHE, WM.		15		15		15		15		15		
22	✓ HELLER ROBERT		15		15		15		15		15		
23	✓ FOSTER, TACK	✓	15		15		15		15		15		
24	KENDALL, HAYD		15		15		15		15		15		
25	✓ ELLIS, GLENN		15		15		15		15		15		
26	✓ CASBAN DEBBERT		15		15		15		15		15		
27	✓ WILLIAMS CALVIN		15		15		15		15		15		
28	✓ BREITZHE LOUIS		15		15		15		15		15		
31													
32	✓ BAKER, C. E.	✓	15		15		15		15		15		
33	✓ BAIRD LOUIS		15		15		15		15		15		
34	✓ LAWRENCE, VERNON		15		15		15		15		15		
35	✓ LINDINGTON, A. M.		15		15		15		15		15		
36	✓ RAMPKE, WM. JR.		15		15		15		15		15		
37	✓ BELL, A. R.		15		15		15		15		15		
38	✓ RASHE, HERBERT		15		15		15		15		15		
41													
42	✓ SMITH, DOROTHY		15		15		15		15		15		
43	✓ WATERS, CLAYD		15		15		15		15		15		
44	✓ BAIRD, FRANK	✓	15		15		15		15		15		
45	✓ CHEMERS CARL		15		15		15		15		15		
46	✓ STUBBLE, WM.		15		15		15		15		15		
47	✓ NORTON, HERB	✓	15		15		15		15		15		
48	✓ BENNETT, S. W.		15		15		15		15		15		
49	✓ FINNEY, BESS.		05		15		15		15		15		
50	✓ ADSON, ADOLF		15		15		15		15		15		
53	✓ MARTIN, HARVEY		15		15		15		15		15		
54	✓ RITTLE, ELDON		10		15		15		15		15		
55	✓ PEACH, MARVIN		15		15		15		15		15		
56	✓ RAMPKE, AB.		15		15		15		15		15		
57	✓ PULLING, EDW.	✓	15		15		15		15		15		
58	✓ RASHE, REINHOLD		15		15		15		15		15		
	✓ EACH BOXES RATE 25¢ PR. QUARTER												
111	WRIGHT, EUGENE							17		25		✓	
112	SCRIVAN, <sup>22kg</sup>		25		25		25		25		25	✓	
113	RESH, WM. <sup>20kg</sup>		25		25		25		25		25	✓	
114	BOONE & SON, S. BAIN CO. <sup>20kg</sup>		25		25		25		25		25	✓	
115	BOUCH, DONALD <sup>22kg</sup>				25		25		25				
116	AVLESWORTH, WALTER <sup>22kg</sup>				25		25		25				
117	MANNETT, W. A. <sup>NONE</sup>		25		25		25		25		25	✓	
118	NOOYER, BESS <sup>20kg</sup>		25		25		25		25		25	✓	
	TOTALS		820		840		785		795				



