

SUBJECT: Reports:

# Bunker Hill and Sullivan Mining & Concentrating Co

Location of Works, Kellogg, Idaho; Location of Mines, Wardner, Idaho.

F. W. BRADLEY,  
President



San Francisco, Cal.

August 1st, 1899.

Frederick Burbidge, Esq.,

Kellogg, Idaho.

Dear Sir:

I have arranged to go the latter part of this month to three different properties in British Columbia, then go to Mexico. As, if I keep my Colorado engagement, this will make it a long time before I can get around to Wardner, I will probably arrange to cancel Colorado trip, and leave in a few days for Wardner, to remain there about a week or ten days, and then go on to British Columbia. If so, ~~while there~~ I wish you would have thought out, about on the following basis, some plan for remodeling <sup>our</sup> ~~the~~ system of making and keeping ~~our~~ reports. These reports are delayed altogether too much, and should get in earlier each month.

For keeping records and reports I think that all you need at Wardner are four clerks; one at the mine to be store and time keeper there; one at the mill to be time and store-keeper for the operations at that end, and two in the office to between them handle the typewriter, voucher book, shipment book, pay-roll book and cash book. The store and time keeper at the mine to be charged with all supplies purchased and hauled to the mine, and to make a detailed <sup>daily</sup> report, showing to whom, and for what purposes supplies have been issued, and also continue as at present, to make a daily ore and labor report. The store and time keeper at the mill also to be charged with all remaining supplies purchased, and to make a detailed <sup>daily</sup> report, showing to whom, and for what he issues supplies, and also a daily



labor and ore report, covering tunnel operations, mill operations, ore and concentrates shipped, etc. These daily reports from mine and mill store and time keepers to be compiled by the two men in your office <sup>to</sup> ~~in the~~ weekly reports which are to be sent here; these weekly reports to be issued for the weeks ending the 7th, 14th, 21st and 28th of each month, and then supplemental report to be made to cover the last two or three days of the month. That is, these weekly and supplemental reports should be accurate, so that a book-keeper here can enter them at once into his books. He would thus have from you, weekly reports showing all labor expenditures and all supply expenditures, being the compilation of the daily reports from the mine and mill <sup>store and</sup> ~~from the~~ time keepers, with the advantage that you have the supplemental report for the last two or three days <sup>of each month</sup> to make any necessary adjustments or balances on. In addition to these weekly compilations of supply and labor expenditures ~~would be~~ ~~cash~~, a weekly copy of the cash book ~~should~~ be sent here, showing all cash receipts and all cash expenditures. <sup>Thus</sup> with these weekly labor, supply and cash reports together with the voucher and ore shipments statement sent here, the book-keeper at this end should have all necessary data for keeping a complete set of books, ~~and~~ on the 5th of each month his books should show exactly all receipts and all disbursements in complete detail for the preceding month.

Yours truly,

*F. W. Bradley*