

For timekeeping. Have a tally sheet & tally all men on shift. Bosses to keep time books as at present - & to turn them in to tally office every morning for comparison. Timekeeper to distribute the labor to proper accounts daily, and to make daily and weekly summaries of same.

Storekeeper to charge himself with all goods &c received, including freight & hauling. To credit himself with all given out at same prices as charged. His stock in hand at any time must balance with his book. At the end of each month he must make a report of all supplies given out summarized according to the accounts chargeable with same.

Difficulty will be to prevent large supplies such as roll shells, screens, oil, timber & other stuff

too large to be kept in Storehouse,
from being taken without authority
& without being reported.

No tools to be given out without the
production of the old ones.

All tools to be branded. B.N.V.S.

B. N. S. M. & C. Co.

Storekeeper,

1899

Please deliver to bearer

To be used for

Foreman

Received the above

Headings

36 x 14 Roll shells

30 x 16 "

24 x 14 "

36 mesh screens

18 " "

12 " "

7 " "

3 " "

16" 8ply belting

Other headings according
to size of belting

Atlantic Red Engine oil

Renown " "

AA Cylinder oil

Pipe - different sizes

Pipe fittings

Conveyor Supplies

Elevator buckets

Assay Supplies

K.T. Drill supplies

Electric "

Tools

Bar iron & Steel

Sheet " "

Lace leather

Belt Hooks

Roll repairs (apart from shells)

Trommel repairs (" " screens)

Timber + Lagging

Wood

Other headings as

may be required.

Date Received	Quantity No	Cost			Given out			Where Used.
		Invoice	Dr. & Hauling	Total	Date	Quantity No	Value	

← This on one side X This on opposite side →

Mine - Merriam Keep time + stores
+ make daily + weekly
reports as at present

Mill + K.T. ~~Putter~~ Kennedy - Keep time + stores
+ make daily reports of
same. also weekly reports

Rogers - Typewriting -
Shipping + invoices of
shipments.

Cash Book
Voucher Book
Pay Roll

Huff - assaying -
make duplicate
orders.

C.W.S. Not needed -

Distribution Book (Present form)

One at mine + One at mill

	1	2	3	4	5	6	7
Name of work -							
Occupation							

This to be summarized from Daily Reports - which must have been previously balanced with the time book.

and P/R must agree exactly with monthly total.

Daily totals to check daily reports

Both Storekeepers is to be furnished
duplicates of all orders
sent out for their departments.
When orders received they
to check receipt on invoices
& return latter to office
for payment. They then
to charge their store a/c
the amounts of invoices
plus freight. In giving
out supplies they to mark
off value as well as quantity
so that their balances will
always represent amount
in Warehouse accounts.
They to mark in detail
where supplies are to be
used.

As Timekeepers they to keep
time of every employe at
Mine & Mill respectively.
A notice to be posted that
no time will be allowed
unless tallied by timekeeper.
Accurate a/c to be kept of
the work the time is
chargeable to.