

Subjects Suggested for Consideration and Discussion

1. Division of Loans and Currency.

- a. Discussion difficulties in connection with the First Loan
- b. Liberty Loan - Receipts - Transfers - Registration
- c. Subscriptions (Application Blanks
(Daily Reports
(Final Summary
(Allotments
- d. Temporary Receipts - 1st Payment
- e. Interim Certificates
Issue - Cancellations - Transfers
Part paid Certificates
Full paid Certificates - Registration
Return of unused and cancelled certificates
- f. Definitive Bonds - Registration
- g. Certificates of Indebtedness
Issues
Payments - cash - credit

2. Public Moneys.

Government Deposit Department

- a. Discussion of forms used. Suggestions as to changes.
- b. Designation of Qualified Depositories.
- c. Redistribution of Government Funds with depository banks.

3. Treasurer's Office.

Discussion as to proper method of reporting government transactions.

- a. Certificates of Indebtedness - Form 912.
- b. General, Liberty Loan and other Deposit accounts.
- c. Computation of interest - Deposit accounts - Liberty Bonds.
- d. Qualified Depositories.

4. Audit of Liberty Loan Expenses.

Manner in which the bills and vouchers are to be presented in order to comply with the Treasury Department Regulations.

5. Federal Reserve Board.

- a. Form 101 - General Ledger Record - New Accounts, etc.
- b. Organization:
Management - Incoming subscriptions
Correspondence - Accounting Records - Reports
Reconcilements - Custody and control of Interim
Certificates and Definitive Bonds - Deliveries
Auditing.
- c. Certificates of Indebtedness.
Method of handling which will insure prompt presentation
and payment at maturity.
- d. Audit.
Liberty Loan Accounts - after final payment
Government Deposit Department
Interim Certificates and Definitive Bonds

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6. Federal Reserve Banks

Accounting-Forms and Records - Liberty Loan Department.

1. Application Blank - Part Paid - Full Paid Subscriptions.
2. Initial payment.
 - a. Cash Record
 - b. Certificates of Indebtedness, applied
 - c. Counter receipts or acknowledgments
 - d. Subscription Records
 - e. Ledger Record
 - f. Reports to Treasury
 - g. Summary of Bank applications.
3. Allotment
 - a. Adjust on Records
 - b. Notice to Subscribers
 - c. Return of Excess payments
4. Subsequent payments
 - a. Cash
 - b. Certificates of Indebtedness
 - c. Credit on books of qualified depositories.
 - d. Reconcilement of bank accounts before deliveries.
5. Custody of Interim Certificates and Definitive Bonds
 - a. Control
 - b. Record of Receipt from Treasury
 - c. Signatures
 - d. Delivery to delivery clerk
 - e. Cancellations - Reissues.
6. Deliveries
 - a. Authority to deliver
 - b. Record of deliveries
 - c. Registered mail record
 - d. Signed acknowledgments returned by subscribers, checked by Auditor.
 - e. Special delivery record definitive bonds.