

Browning, Montana, October 14, 1922.

Memorandum for Project employees,  
Subject-Consolidation of St.Mary and Milk River Project Accounts

1. The consolidation of the St.Mary and Milk River accounts was effected beginning with October 1922 business in accordance with instructions given in letter of September 5, 1922 from the Acting Chief Engineer to the Project Manager. The following instructions are given for the guidance of the project employees.

Labor.

2. Labor costs will be assembled in the field as directed by the project chief clerk at Browning. Time books will be kept on file in the Browning office. Recapitulation of the time books will be made on form 7-812a, "Timebook Recapitulation"; certified to by Chief Clerk and Project Manager and forwarded to project office at Malta for bookkeeping purposes. Sample attached marked exhibit "A", Bookkeeper at Malta will make entry as follows- Dr.G.L.69 St.Mary Labor, with amount earned Cr.G.L.122-Unpaid Labor, Dr G.L.122-Unpaid Labor, with timebook deductions, and Cr G.L.69 St.Mary T.B.Deductions.

Labor earnings will be distributed to proper cost accounts in Class Book, and total amount entered in proper place on Abstract No.1."Labor". Proper credits will be made in class Book for timebook deductions, and amounts entered in proper places on Abstract No.11."Timebook deductions."

Horse time appearing on timebooks will be distributed to cost accounts and credit given to account 207,50 under the proper corral. As these entries are debits and credits between cost accounts in the class book, this transaction will not appear on abstracts.

3.Purchases.

Purchases register will be maintained at Browning office, and at the end of month entry will be made on Class book as debit to G.L.52 "Undelivered Orders" and credit to G.L.144,

Invoices

4. Invoices received will be entered on "Invoice Register," freight and handling charges added, and total charged to "St.Mary Storage." No cost distribution will be made on Invoice Register. Invoice register will be forwarded



to Malta for combining with Invoice Register at Malta. Entry by bookkeeper at Malta will be as follows: Dr. 60- St Mary Invoices. Credit G.L. 123-Unpaid Purchases and G.L.20-Freight and Handling.

Invoices will be entered on Abstract No.1-"Invoices", for total, plus freight and handling, distribution made to proper storehouse or cost accounts. Invoices for which goods have not been received will be debited to G.L. 22"Goods in transit." When goods have been received O.K. entry in class book will be credited to G.L.22, and debit to proper storehouse or cost accounts. Any invoice corrections will be shown on both abstract and invoice register.

#### R.R.Freight & Express Bills.

5.Liability cards for railroad freight and express bills will be prepared at the Browning office and forwarded to Malta office for bookkeeping purposes. All railroad freight and express bills added to Invoices will show charge to "F&H" but not entered upon abstract. Only freight and express bills not added to Invoices will be entered on Abstract No.3-"R.R. Freight and Express Bills Received" and distributed to costs in Class Book. Entry by bookkeeper at Malta from liability cards will be as follows.; Dr. G.L.20 F&H with total of cards shown so charged; Dr.G.L.69-St Mary F&E.Bills "with cards shown charges otherwise. Cr. G.L.124 "Unpaid Transportation" with total of cards.

#### Passenger Fares.

6. Liability cards will be prepared for all transportation requests and forwarded to Malta office. Cards will be entered by Browning on Abstract No.4 "passenger Fares" and distributed to costs in Class Book. Entry by bookkeeper at Malta will be Dr.G.L.69-St Mary "Passenger fares," and credit to G.L. 124 "Unpaid Transportation".

#### Requisitions:

7. All requisitions originating on the St Mary Storage Division will be taken into the class book, and debit and credits made within the Class book, i.e., no entries are necessary on the abstracts, as the transactions are entirely within the class book accounts, debit for credit, and credit for debit entries being made.

#### Transfers between St.Mary Storage(Reclamation) and 8.Blackfeet (Indian) projects.

Transfer from St.Mary to Blackfeet will be entered as a credit to the proper accounts and a debit to account G.L.69 "Transfers Blackfeet to St Mary, vice versa", carried in project Class book. Transfer from Blackfeet to St.Mary will be debited to the proper accounts and credit to G.L. 69-"Transfers Blackfeet to St Mary, vice versa". A credit balance in this account will show that St.Mary owes Blackfeet and when bill is prepared it will be taken up on Invoice Register St.Mary and the debit in Class book will be made to G.L.69-Transfers Blackfeet to St Mary, vice versa." A debit balance in this account will show that Blackfeet owes St.Mary and bill will be prepared and taken upon bill register at Malta., entry being a debit to G.L. 39-Uncollected Miscellaneous and a credit to G.L. 69-St Mary B/R. When bill is prepared at



Browning, entry will be made on abstract No. 7a, Bill Register, and credit will be entered to G.L. 69, Transfers Blackfeet to ~~St~~ St Mary.

Transfers Received:

9. When transfer of charges for Engr. & Inspection, etc, is made from Malta due to Denver or Washington Office expense such transfer will be entered on Abstract No. 6, "Transfers Received" and debit made to proper cost account in Class Book. Same method followed in transfers of supplies.

Transfers Issued:

10. Should occasion require transfer of charges or supplies from Browning to Malta, transfer will be entered on Abstract No. 7, Transfers Issued and credit made to proper account in Class Book.

Transfers of Equipment:

11. Any transfers of equipment between St. Mary Storage, and Milk River project can be handled on equipment transfer forms, and entry made in the same manner on abstracts Nos. 8 & 9.

Inventories:

12. Inventories for first of month will be entered as credit to G.L. 21 "Stores issued and not used." and debit to proper accounts in Class Book, Inventory last of month will be entered as debit to G.L. 21 and credit to proper accounts. These items will not be entered on Abstracts.

Timebook deductions.

13. (See remarks under Labor)

Collections:

14. Bills for collection will be prepared at Browning office and copy forwarded to Malta for entry in bill register, as debit to proper uncollected account as shown by bill and credit to G.L. 69-St Mary Bill Register. Browning will enter bill on Abstract 7a Bill Register and credit proper account in Class Book. Bills for collection will be made for all items of cash, no direct credits being made through collection voucher register.

Cash collected by Special Fiscal Agent at Browning will be entered in Cash Book, Reclamation Fund or cash Book, Special Deposit. When cash book is closed at end of month, debit entry will be made in Class book to G.L. 1 or 3 and credit to G.L. 143. No distribution of credits will be made in Cash book, but Project copies of collection vouchers will be sent to Malta for entry in collection voucher register, entry as follows:- debit G.L. 182, credit G.L. 1; debit G.L. 143 and credit proper uncollected account.

Distribution of Overhead Charges.

15. Clearing accounts will be maintained at Browning for Camp maintenance, Engineering and Inspection and Superintendence and Accounts, which will be distributed over the cost of the work carried on from Browning. Transfer of charges from Malta to Browning should cover only that proportion of Engineering and Inspection and Purchasing expense of the Denver and Washington office transfers. General expense should not be transferred,



as only one account will be kept for the entire project, (including St Mary Storage) and General Expense will be distributed over St Mary work on the same basis as that for construction and operation and maintenance at Malta determined, in accordance with latest instructions on back of form 7-1012.

Class Book.

16. The class book and abstracts will be held in the Browning office. Summary of the abstracts and summary of the class book, samples attached as Exhibits 2 and 3, will be forwarded to Malta for bookkeeping entry. As the class book at Browning will be complete as to overhead, etc, only general ledger accounts will appear on the summary of the class book. Bookkeeper at Malta will make entry to G.L.69 (Various) from Summary of Abstracts and post general ledger accounts as shown on Summary of class book direct to general ledger. Class book from St Mary will not enter into closing sheet now in use at Malta in connection with field cost keeping.

Cost reports:

17. Cost reports will be complete and forwarded from Browning direct. Pencil copy of cost report for general expense will be prepared monthly and forwarded with class book summary to Malta for combining with general expense statement for project as a whole. Cost reports rendered from Browning will include Summary of Clearing Accounts and Summary of Plant and Equipment costs.

In order that Construction Summary, Summary of Clearing Accounts, and Summary of Plant and Equipment costs will balance with general ledger control accounts on financial statement cost reports rendered by Malta will show in total, months and to date cost "St. Mary Storage costs as per cost reports rendered direct."

WM.F.Kuback  
Examiner of Accounts.