

ISSUE OF TOKENS.

Fare Box Drivers are given so many shillings worth according to the requirements of the time they are on and the cash received for the sale of the unsold are returned through the receiving Clerk on the daily Cash Sheet. They are then reconciled in book provided for the purpose.

The tokens in the Fare Boxes are brought into the reconciliation Book.

Conductors. are given a permanent stock of 12/- green, 5/- pink and each day they either return to the office the surplus or obtain a refund, that is after keeping back their stock or as much of it as the tokens in hand at the close of their shift will do.

The working out of this will be seen on the sample page of the reconciliation book.

Tokens are made up in metal tubes holding 12/- green and 5/- pink and are measured into the tubes by a machine designed for the purpose.

These tubes made a considerable saving in time as against wrapping, which we did in the beginning.

To balance the tokens returned by -

Drivers

Conductors

in the Fare Boxes.

and prepare the outfits and the refunds takes about 1/2 a day for one clerk.

These tubes made a considerable saving in time as against wrapping which we did in the beginning

*To balance the tokens returned by Drivers
Conductors*

Tokens

Purchased from the Crystalite Co
Cambridge
Keat

in 1914	@	26¢ per 1000	now 6¢. of Crystalite 4¢
25% Duty		7 1/2 " "	on 1000, 000
Shipping			
Wharf charges		5 " "	
Total Cost		<u>33 1/4</u> " "	

Local quote for Flaxite 17¢ per 1000 & Die £25

Issue of Tokens

Fare Box Drivers

are given so many shillings worth according to the requirements of the line they are on & the cash recd for sale & the unsold are refs thro the receiving clerk on the daily Cash Sheet. They are then reconciled

in book provided for the purpose

The Tokens in the Fare Boxes are brought into the reconciliation Book

Conductors

are given a permanent stock of 12¢ green & 5¢ pink & each day they either return to the office the surplus or obtain a refund that is after ~~and~~ keeping back their stock or as much of it as the tokens in hand at the close of their shift will do

The working out of this will be seen on the Sample page of the reconciliation book

Tokens are made up in metal tubes holding 12¢ green & 5¢ pink fare measured into the tubes by a machine designed for the purpose

See description of machine

Issue of Tokens

Fare Box Drivers

are given so many shillings worth according to the requirements of the line they are on

& the cash recd for sale & the unsold are sent thro the receiving clerk on the daily Cash Sheet. They are then reconciled

Sample Cash Sheet

Sample Page

Sample Cash Sheet

in book provided for the purpose

The Tokens in the Fare Boxes are brought into the reconciliation Book

Conductors

are given a permanent stock of 12/- green & 5/- pink. & each day they either return to the office the surplus or obtain a refund that is after ~~and~~ keeping back their stock as much as the tokens in hand at the close of their shift will do

The working out of this will be seen on the sample page of the reconciliation book

Tokens are made up in metal tubes holding 12/- green & 5/- pink base measured into the tubes by a machine designed for the purpose

Full description of machine

These tubes made of ~~concrete~~ ~~all~~ ~~swamp~~ in time as against wrapping which all did in the beginning

To balance the tokens returned by Drivers

Conductors

in the Fare Boxes

prepare the outfits & the refund ^{clerk} takes about $\frac{1}{2}$ a day for one ~~person~~