

incur any financial obligation on behalf of the Mission or Board without the Board's consent.

The Treasurer of the Mission is also to receive, examine and check traveling accounts presented by missionaries arriving on the field, calling attention of the one presenting these accounts to any items incorrectly reported.

All remittances received by the Mission Treasurer from the Treasurer of the Board are to be officially acknowledged; and for all funds received he must make an annual report to the Board through its Treasurer, together with the report of the audit committee of the Mission.

In auditing accounts, the Committee of the Mission is to examine the footings and vouchers for each payment, to ascertain the amount of cash in bank and on hand and to examine whether disbursements have been made at the proper time and in accordance with the appropriations made by the Board.

4. Duties of The Mission Secretary:

The Mission Secretary is to receive, handle appropriately in accordance with the requirements of each case, all official correspondence between Board and Mission except that which naturally falls to the Mission Treasurer's department, and all other correspondence that directly belongs to the Mission as such. The Secretary should receive and properly distribute all letters and forms for reports and inquiries that may come to him from the Board and insure that they be returned to the proper person. He should prepare and forward all covering letters in explanation of official actions and requests by the Mission, circulate among Mission members the official letters and other information sent out by the Board and carry out all other duties assigned him by the Mission. The expenses of his office and work are a proper charge against "the Board Fund."

5. Annual Report:

The Mission shall send annually to the General Secretary of the Board a full report of its work for the year ending at such date as the Mission considers most suitable. The Mission should select annually a committee for this work, to consist of one or more persons whose names should be reported to the General Secretary of the Board at the time of their election. To this Committee all individual and Station reports should be submitted together