

C.S.

PUBLIC WORKS.

(Stores.)

1928.

No. 48/28.

Ag. Colonial Engineer.

SUBJECT.

1928.

21st January.

PUBLIC WORKS DEPARTMENT.

PROPOSED RE-ORGANIZATION OF STOREKEEPING.

Previous Paper.

Unallocated Stores

MINUTES.

1-6

Minute from Ag. Colonial Engineer, of 21st January, 1928.

Mr. Treasurer

Local Auditor

For your consideration

please.

J. Miller

21. 1. 28

Hon. Col. Sec.

I see no objections to the adoption of the proposals put forward by the Colonial Engineer but I think that the Rules at present in force for the control of Stores and Store Accounts will require some amendment.

M. Françoise Harthorn

1. 2. 28 Treasurer

Subsequent Paper.

Despatch to S.F.S. No 65 of 10th July 1928. 7-20

Cl. By. noted thank you
C.R. 8-3-28.

Hon. Treasurer MCH.
21-3-28

Local Auditor M.S. 23-3-28

To see

J. ...

6-3-28.

~~8/3/28.~~
add. 24/3/28.

~~10/3/28.~~
add. 31/3/28.

~~14/3/28.~~
add. 4/7/28.

Despatch from S.F.S. No. 113 of
17th July, 1928.

21.

Offic. Sect.

Hon. Treas; Local Auditor;

at Cl. By. for notes.

J. ... 13.9.28.

Hon. Col. Treasurer }
Local Auditor } For note
Col. Engineer }

for C.S. 14.9.28

Local Auditor

Wd Passed to you

H. Chy
H. Meas

17/9/28

Hon. Col. Sec.

Noted. I should be glad if
a copy of reas 9-13 could be supplied
to the Local Auditor, or a copy filed
in the P.W. store for his reference
when examining the store accounts.

A. V. Moore

Local Auditor

5 Oct. 1928

Col. Engineer

To you

A. V. Moore

5 Oct. 1928

Hon. Col. Secretary
Noted

18/10/28

Local Auditor,

2 copies of Reas 9-13 herewith.

A. J. S.

23/10/28

Hon. Col. Sec.

Copies withdrawn, thank you

A. V. Moore

Local Auditor

15 Oct. 1928

~~Account to ...~~

22.

Mrs. D. P. W.

Mrs. Treas.

With ref. to veds

21 at 19, para 3, please

consider and advise whether the

fund has not now come to seek

S. of S. section to a permanent

liab in the standard stock of the

P. W. dept e.g. to £ 7,000

W. S. M.

4. 1. 32.

Hon; Colonial Secretary.

I submit it is most desirable that the standard stock of stores carried by this Department should be maintained to the value of £7000.

2. Considerable difficulty is sometimes experienced in procuring suitable materials locally, and when obtainable the prices charged are from 50% to 100% above the prices of similar articles purchased through the Crown Agents for the Colonies. Due to the increase of the standard stock of the Unallocated Stores account from £5000 to £7000, increased stocks have been carried during the last three years, and local purchases have been greatly reduced with considerable savings to the Government.

3. Much more work is being undertaken by the Public Works Department than hitherto, the average number of employees being 80, whereas early in 1928 it stood at 20 only, this necessarily means an increase in the materials required.

4. On the grounds of economy I would strongly recommend that the increase from £5000 to £7000 be made permanent.

G. Roberts.

Director of Public Works.
8th January, 1932.

Hon; Colonial Treasurer.

Referred to you please.

G. Roberts.

Director of Public Works.
8th January, 1932.

Hon. Col. Sec.

I concur with the recommendation made by the Hon^{ble} Director of Public Works.

W. Trajce Karkata

Treasurer

8. 1. 32

Despatch to S. of S. no. 19 of 14/1/32.

(22)

~~Mr J.P.O.~~ CMB 26.1.32.

Mr. Treasurer McH
26.1.32

Local Auditor apm
26 January 1932

Please note

J. Miller

18.1.32.

P.A.
27/1/32

S. of S. despatches, no. 46 of 24/4/32.

23.

~~Mr J.P.O.~~ G.R. 26.5.32.

Mr. Treas. G.R.
26.5.32

Local Auditor apm Please note

3 January 1932

J. Miller

25.5.32.

P.A.
4/6/32

24. Minute from Executive Engineer of 16/1/41.

NVP

Excerpt from minute contained in M.P. No. I/24/41.

.....
Yes - until there is a war. What happens when we can get no more paper? We can't indent on the Crown Agents for ledgers in view of our telegram saying we wanted no more stationery. Why weren't all these foreseen when we asked for 2 years' supply? Therefore no indent can issue. The E.E. to explain this.

A. W. C.
11. 6. 41.

E.E.,
Referred.

A. I. F.
for C.S.
11. 6. 41.

Hon. Col. Sec.,

Specimen cards for store accounts are being designed and will follow for submission to Treasury. Other ledger will be submitted to printer in due course. I am making enquiries as to Methylated Spirits.

The ledgers and spirit were not included in the two years supply, as in both cases the list forwarded was I understood to be concerned primarily with building and transport supplies. I had not had the time up to that period to investigate fully the workings of this Department and all needs were not appreciated by me and those who completed the list were left with very short notice for its completion.

J. A. W.
E. E.
16. 6. 41.

Y/E.,

Submitted.
A. I. F. NO.
for C.S.
16. 6. 41.

E. E.,

Hon. Col. Sec.

The Indent cannot go !

Noted.

A. I. F.
for C.S.
18. 6. 41.

J. A. W.
E.E.
19. 6. 41.

25-27.

Minute from Executive Engineer of 7/7/41.

Mr. L.

Rees 25:27 for your observations please

C. J. J.
9/7/41

Hon Col Sec.

Since it is not possible to indent for New Stores ledgers under present circumstances, there appears to be no alternative but to resort to the use of a Card Index System, as submitted by the E.E., which appears to fulfill the Department's requirements.

[Signature]

7.3. 9.7.41

E.E.

approved.

C. J. J.
10/7/41

Honorable Colonel Secretary.

Approval noted. Many thanks.

[Signature] 10. VII. 41.

No.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

MINUTE.

21st January, 19 28

From Actg. Colonial Engineer, To

Stanley.

THE COLONIAL SECRETARY,

Stanley, Falkland Islands.

PUBLIC WORKS DEPARTMENT - Stores and Storekeeping.

I beg to submit for your consideration a proposal with regard to the alteration of the storekeeping in this Department.

2. As existing at present all ledger storekeeping is done in this office. Receipts and issues are kept in large books (Store form "N"), as explained in paragraph 44 of "Stores Rules and Store Accounts" in this office by one of the staff. There are seven of these books in operation now and the number will be increased by the amalgamation of the Improvement Works and the additional stores required for the new works proposed. A separate page is kept for each item, which number some 3,000 or more now, a balance is struck for every receipt and issue and the rates are altered whenever additional stores of the same denomination are purchased. Items are not in alphabetical order and to the uninitiated it is a struggle to find any particular article, entries are not checked and it entails one man's whole time on these books and on the store vouchers.

I submit that the ledgers should be kept in the Store by a person who will be responsible for the receipt and issue of stores, and will also issue the stores, make up vouchers, look after the materials, know where they are, and keep them stacked, binned, pigeon-holed, and tallied e'

3. With.

3. With the suggestions put forward the proposal is briefly:-

(a). To do away with "Stores Cost Books" and substitute one large ledger, which would contain articles in alphabetical order, with about 15 entries on each folio, as shown on Specimen form "A" attached. One large ledger would suffice for the year.

(There is a Ledger book in the Public Works office which can be used as a "General Store Ledger" for the time being, but it is proposed to order ledgers from Messrs Waterlow & Sons to be printed)

Separate ledgers to be kept for

- (1). General Consumable Stores.
- (2). Tools and Plant..... To be issued on loan only.

(b). To transfer ledgers from the office to the store and for the person in the store to keep ledgers, make up vouchers in store and issue the materials as demanded by the Foremen, all to be checked by the office staff.

(Stores required by Other Departments or Private individuals to be demanded through the office and instructions sent to store for action).

(c). The issues and receipts will be checked in the office and the mode proposed for the Foremen to demand stores on the Store and the check on the issues is explained in paragraphs 2 to 7 on notes attached.

4. I submit that this proposed system will facilitate the carrying on of works, the Store will be kept in better condition, e.g. timbers will be stacked in different sizes, materials sized and binned and kept separate etc, someone will know where the stores are, and all accounts and vouchers will be checked by the office staff.

5. It is proposed to check the stock in the

REGULATIONS
Stores and Storekeepers

Store as soon as possible.

The Storekeeper will make the necessary requisitions for stores or materials for the work of the store. The requisitions shall be made on forms provided for the purpose. Details of the requisitioning process are required to be given to the Foreman. The requisitions will be available from the "Requisition Book".
The Storekeeper will receive from workmen receipts for any materials or surplus materials to be returned to store by the Foreman and received by the Storekeeper or Subordinate.

E. Roberts
Actg. Colonial Engineer.

All stores purchased to pass through the Public Works Account and General Ledger including new tools. Tools purchased to be transferred to the Foreman, and are to be issued on loan only.

All entries on receipt side of ledger and bills to be entered from the Public Works office, and all demands for materials required to be purchased to be sent to office for action.

Requisitions on requisition book must have numbers. All requisitions must be checked upon being compiled with list of stores by the person receiving (or ordering) the stores as a voucher for the storeman.

Every day the Storekeeper to send the issue vouchers to the office in duplicate before he enters them in the ledger.

Every Monday the Storekeeper to bring the ledger together with the issue vouchers duly completed and signed and signed in duplicate (and any receipt vouchers for materials received) to the office for the next week, together with the Foreman's "Requisition Book" (or forms) for the materials that have been demanded, to the office. These to be checked in office and ledger entries checked. Vouchers to be managed and a detailed abstract of the issues and receipts under the various heads prepared weekly. This will serve as a weekly financial control on work to be kept and not weekly.

The monthly statement of issues etc. from the Public Works Account, required by the Treasury and Auditor to be prepared from issue vouchers and the weekly abstracts.

E. Roberts
Actg. Colonial Engineer.

er.

PUBLIC WORKS DEPARTMENT.

3

Notes on Storekeeping.

- (1). It is proposed to transfer the ledgers from the office to the Store and for these to be kept by the person in the store.
- (2). The Foremen will make the necessary requisitions (on notes or in books) for the materials they require from Store each day. The man in Store will then issue the materials, make up issue vouchers and enter issues in ledger daily. Details of the work and item for which materials are required to be given by the Foreman requisitioning. This information will be available from the "Requisition Book", Similarly with receipts from works; on completion of any particular work any surplus materials to be returned to store by the Foreman and received by the Storehouseman on receipt voucher.
- (3). All stores purchased to pass through the Unallocated Store Account and General Ledger including new tools. Tools purchased to be transferred to the Tool Ledgers, and are to be issued on loan only.
- (4). All entries on Receipt side of Ledger and rates to be entered from the Public Works office, and all demands for new materials required to be purchased to be sent to office for action.
- (5). No stores to be issued except upon Issue Vouchers. All demands (Issue Vouchers) upon being complied with must be signed by the person receiving (or ordering) the stores as a voucher for the Storeman.
- (6). Every day the Storeman to send the issue vouchers to the office for scrutiny before he enters them in the ledgers.
- (7). Every Monday the Storeman to bring the ledgers together with the issue vouchers duly completed and signed and entered in ledgers (and any receipt vouchers for materials received back from works) for the past week, together with the Foremen's "Stores requisition book" (or forms) for the materials they have demanded, to the office. These to be checked in office and ledger entries checked. Vouchers to be moneyed out and a detailed abstract of the issues and receipts under the various heads prepared weekly. This will enable a weekly financial control on works to be kept and not monthly.
- (8). The monthly statement of issues etc. from the Unallocated Store Account, required by the Treasury and Auditor to be prepared from issue vouchers and the weekly abstracts.

G. Roberts.

Actg. Colonial Engineer.

(2)

SUGGESTED AMENDMENTS TO "RULES FOR CONTROL OF STORES
AND STORE ACCOUNTS".

Article 2.

"Except in the Public Works Department where Store Form N
"shall be used".

It is proposed to do away with the "Stores Cost Book" and substitute a ledger as specimen form "A" attached.

Article 5 III.

It is not considered necessary to add and deduct each entry and strike a balance every time an issue is made. If at any time the stock of any article is desired adding issues and deducting from receipts will suffice.

Article 40. II. "Indent Ledger".

It is proposed to do away with this book and substitute a "Bills Book" to be kept in the office as Specimen "B" attached.

This book will contain full details on the one side of the order placed, and entered in the order and time at which made, description, quantities, rates in England, Crown Agent's Nos etc freight, insurance, landing etc. charges added, work for which required, and on the other side materials received, date of receipt, ledger folio, rates and amounts landed Stanley etc.

This book will be a check for the receipt of stores on ledger, and will contain full details in book form of all stores purchased and it will not be necessary to find the different vouchers for information.

(A book to be ordered from Messrs Waterlow & Sons for this, but one can be ruled to suffice for the present).

Article 43

(I). It is not seen why the issue price should be fixed at the nearest penny above the actual rate as is now done. If 300 articles are purchased from England and the rate arrived at with all charges included is say $3/5\frac{1}{2}d.$ each, $3/5\frac{1}{2}d.$ should be the issue rate and not $3/6d.$, unless it is desirable to make a profit on the "Unallocated Stores."

In moneying out of issues - fractions of a penny need not be shown. Computations which come to $\frac{1}{2}d$ or over to be taken as next penny except in the case of single articles, which, if $\frac{1}{2}d$ or under, to be shown as $\frac{1}{2}d.$

Items (a) and (b).

To be deleted.

In the proposed new ledger it is proposed to complete issue at rate of first consignment. Any purchases made in replenishment of similar article at a different rate, the issues of the first consignment to be completed, and then to commence on the issues of the second consignment at the different rate,

Article 44.

To be deleted.

A General Store Ledger as specimen "A" attached to be kept. Ledger to be balanced half-yearly and a balance struck and entered. At the end of the year the stores on charge to be valued in the ledger and the balances and rates of articles

transferred to a new ledger for the next year's transactions. All entries on receipt and issue sides of ledger to be checked from the supporting vouchers.

Article 56.

With regard to Tools and Plant issued on loan for works, Foremen to make requisitions on the Storeman for tools and plant (on loan only) such as they may require, and they will give a receipt in a Loan Tool Book to be kept by the Storeman, who will sign in the book as having received the tools and plant back in the presence of the Foreman (or man) when he returns them.

Loan tools to be returned to the "Loan Tool Store" immediately they are done with, and unless absolutely necessary in the interest of the works, are not to be lent from one man to another without notifying the Storeman.

Article 57. (Conversion of Stores).

The instructions contained in this article are are practically unworkable as far as conversions at the Improvement Works Depot are concerned, where conversions of broken stone and concrete blocks for different works are carried out on a large scale.

It is proposed that the following be adhered to for "Conversions".

- A. All charges for labour and materials to be made against "Unallocated Stores Account".
- B. Charges for the different conversions to be kept separate.
- C. Issues of stores for conversions to be made on the usual issue vouchers and materials when made to be received on ledger charge supported by the usual receipt voucher.
- D. Any surplus of converted material, if considered of value, to be taken on ledger charge on receipt voucher at a valuation, the conversion item receiving credit.
- E. An account to be made in the office when conversions are complete on a similar form as below:-

Date	For what intended	Expenditure		Ledger Folio & date taken on charge	Materials converted		Rate	Amount		Remarks
		Details of materials used	labour charges		Quantity	Description		£	s d	

C. Roberts.
Actg. Colonial Engineer.

Specimen "A"

Specimen form of
Store Ledger

Book to be ordered
from England

Public Works Department

Receipts. From whom received	Date.	Paint materials		Bricks, fire.		Cement, Portland, (in 400 lb casks).	Stone, broken.	Timbers. Sandy Point. 3" x 4" x 2 ft.	Pipes, earthenware drains		
		White Lead.	Adm. gals.	1/2 per 1000	1/4 per 1000				9" diam. 2 1/2' long	6" diam. 2' long	4" diam. 2' long
Balance in hand	1928. 1 January	2.0.0.	1,000.	65	-	268.	12 1/2 cu yd. 155.	lengths.	1 1/2 ea. 145.	1 ea. 20.	3 1/4 ea. 540.
Goulton & Co.	20 March.									4 1/4 ea. 150.	
Jennings & Co.	" - "		5,000	200.							
T. Reynon & Co.	15 Sept.					19 1/2 cask. 200.					
Talkland & Blandole	19 " "						11 1/2 cu yd. 35 1/2	4 1/2 each. 15.		2 1/2. 30.	
Receipts of Conversion A/c.	10, 20, 30 Sept.										
Total receipts to	31 Decr 1928.	2.0.0.	6,000.	265.		468.	509.	15.	145.	200.	540.
" issued to	" - "	0.1.14.	1,200.	35.		36.	79 1/2.	15.	80.	170.	-
In hand	" - "	1.3.14.	4,800.	230.		432.	429 1/2.	-	65.	30.	540.
Result of Stock taking	1 Jan 1929.	1.3.14.	4,800.	220.		432.	429 1/2 (Estimated)		66.	30.	542.
Value of stock		1.17.6.	24.19.2.	1.0.8.		430.14.0.			24.17.6.	2.0.0.	90.6.5.

Issues Voucher No.	Date	White Lead	Adm. gals.	1/2 per 1000	1/4 per 1000	Cement	Stone	Timbers	Pipes	
20.	15 Jan 1928.	0.1.0.				46 1/2.			30.	
31.	" - "		100.	25.						
50.	2 Feb.					30.				
55.	" - "	0.0.14.	600.	10.		1.		4 1/2 ca. 15.		
60.	6 "		500.							
140.	30 March.					5.			20 ea. 150 ea. 170.	
Total issues to	31 Decr 1928.	0.1.14.	1,200.	35.		36.	79 1/2.	15.	80.	170.

Notes to the numbers consecutively
check to be all entered alphabetically.

Specimen "B"

Red Rock

Rock to be ordered from
England

GOVERNMENT HOUSE,

STANLEY.

10th February, 1928.

FALKLAND ISLANDS.

No. 65.

...the majority of ...
...purchase is ...
...as high as ...
...future necessary ...

Sir, ...

I have the honour to inform you that Mr. G. Roberts on appointment as Colonial Engineer in this Colony has given his close attention inter alia to the question of the general system hitherto obtaining in regard to the Public Works Unallocated Stores.

2. In the first place it would seem that in the past the stock of consumable materials kept on hand has been frequently insufficient to meet current demands and has allowed for no reserve upon which to draw in the event of it becoming necessary to undertake at short notice a work, even of a minor nature, previously unforeseen. The result has been not only considerable difficulty in procuring the materials required but also a very heavy increase in the expenditure involved. I annex for purpose of practical illustration a list of comparative prices prepared by Mr. Roberts of materials when purchased through the Crown Agents for the Colonies direct for store charge and when purchased locally by retail, for example, from the Falkland Islands Company. You will see that/

Enclosure 1.

THE RIGHT HONOURABLE
L. C. M. S. AMERY, P.C., M.P.,
SECRETARY OF STATE FOR THE COLONIES.

that in the majority of cases the increased cost of local purchases is between 50% to 100% and in certain cases as high as 300%. I propose to obviate in future unnecessary extravagance of this description by the constant maintenance of an adequate stock of consumable materials in the Public Works Unallocated Store. I wish at the same time to pay a tribute to Mr. Roberts for his action in bringing such a patent defect in the existing system so instantly to my notice.

3. You will recollect that the Public Works Unallocated Store Account is fixed at present with a limited commitment of £5,000. As I have said, the materials purchased against this Account are primarily consumable and it should not be necessary with a methodical system of replacement on issue to carry an unduly large stock. In all probability, however, it will be shewn desirable to increase the limit now fixed and I shall address you further in due course if and when the need is definitely established. For the present in view more especially of the extensive programme of new works authorized or contemplated and of the delays often experienced in obtaining timely delivery of orders placed in the United Kingdom I have to ask your sanction for a temporary excess over the limit from time to time as may be unavoidable in an amount not greater than £2,000, or £7,000 in all.

4. I take this opportunity of forwarding to you a copy of a minute addressed by the Colonial

Engineer /

Enclosure II

Enclosure III

Engineer to the Colonial Secretary on the subject of the alterations which he considers necessary in the present system of accounting in the Public Works Store, together with a copy of a relative minute by the Treasurer. I have to ask your covering authority for the approval given by me to Mr. Roberts' proposals and for the consequent amendments to the Rules at present in force for the Control of Stores and Store Accounts. I am satisfied that the alterations advocated by Mr. Roberts are in the interests of efficient and economical working.

5. I would report furthermore that Mr. Roberts has introduced with the concurrence of the Treasurer certain alterations in the method hitherto followed for the payment of the labourers employed by the Public Works Department and for the costing of the several works at any one time in progress. I do not think that you will desire me to elaborate the details of these alterations which make simultaneously for greater simplicity and for stricter check. I would state nevertheless that care has been taken to ensure that the new procedure shall not be otherwise than in conformity with the provisions of the Colonial Regulations concerned and in particular No. 298 and No. 283.

6. In conclusion I have to say that I have written a separate despatch in reference to the proposed creation of a new post of Storekeeper as separate from that of the Chief Clerk to the Public Works /

Department. I feel that the importance of this branch of that Department is sufficient of itself to demonstrate the need for such an addition to the establishment and that it is unnecessary therefore for me to lay further stress on the matter.

I have the honour to be,

Sir,

Your most obedient,

humble servant,

(16)

ENCLOSURE NO. 1 TO FALKLAND ISLANDS DESPATCH

No. 65 of the 10th of FEBRUARY, 1928.

List of comparative prices prepared by Mr. Roberts.

COMPARATIVE COSTS OF SOME BUILDING ETC. MATERIALS
PURCHASED THROUGH THE CROWN AGENTS FOR THE COLONIES
AND PURCHASED LOCALLY.

	<u>Delivered Stanley Purchased through Crown Agents.</u>	<u>Local Purchase. (Messrs F. I. Co's Price).</u>	<u>Percent- age Dearer.</u>
Galvanized corrugated iron sheets. (all lengths).	(1924). 6 ¹ / ₂ d ft.run.	10d.ft	48%
Flat galvanized iron sheets	(Not known but about same price as corrugated. say 8d. ft.run	1/9. ft run.	163%
Galvsd. driving screws and washers for fixing galvd. iron	3/6d gross	6/10d gross	95%
Galvsd. bolts and nuts $\frac{3}{4}$ " x $\frac{1}{2}$ " for fixing galvd. iron	2/7 d "	4/3d "	64%
Timber flooring grooved & tongued. 6" x 1"	3 ¹ / ₂ ft.run.	4 ¹ / ₂ ft.run	28%
Timber matching G & T and beaded, 7" x $\frac{3}{4}$ "	2 ¹ / ₄ d "	3 ¹ / ₄ d ft	55%
Doors, panelled, 6'6" x 2'6" x 1 ¹ / ₂ "	33/- each	60/- ea	82%
Screws, iron, for wood 1"	1/3d gross	3/6 gross	100%
" " " " 1 ¹ / ₂ "	1/5d "	4/- "	182%
Bright wire nails for timberwork	2d lb	3d lb	50%
Brads, oval.	2 ¹ / ₄ d lb		
Felting nails, galvd.	4 ¹ / ₂ d lb		
Glass, 2l oz.	6d sq.ft.	9d sq.ft.	50%
Hinges, butt. 3" steel	7d pair	2/- pair brass	
6" rim locks with furniture	3/9d set	5/9d set	53%
Norfolk latches	9d each		
Barrel bolts. 8"	1/4d each	2/- each	50%
Hinges, cross garnet	1/4d pair (18")	(22 inch) 4/- pair	

	Delivered Stanley Purchased through Crown Agents.	Local Purchase. (Messrs F. I. Co's price).	Percentage Dearer.
Hack saw blades	1 1/2d ea.	7d ea.	300%
Cotton waste, coloured.	5d lb.	7 1/2d lb.	50%
Cement	£1 to £1.1.3d cask	£1.5.0d.	15%
Petrol	2/11d gall.	3/10 1/2d gall	30%
Paraffin. (F.W.D. price)	17/8d case of 8 galls.	22/- case	25%
Spades, excavators.	5/5d ea.	6/- ea.	11%
Bass brooms	4/1d ea.	6/3d ea.	51%
Handles for sledge hammers	1/2d ea.	1/11 ea.	64%
" " 7 lb. "	1/- ea.	1/10 ea.	83%
" " picks	1/5d ea.	1/10 ea.	30%
Stoneware drain pipes, 4" (only 4" size purchased locally)	2/7 d. ea.	3/6d ea.	32%
Galvanized iron water pipes	1" 5 1/2d. ft. 3/4" 4d. ft. 1/2" 3d. ft.	8d. ft. 6d. ft. 5d. ft.	46% 50% 67%
<u>Fittings.</u> Elbows, 3"	8d. ea.	1/6d ea.	125%
" " 1 1/2"	6d. ea.	1/4d ea.	167%
Bends, 3/4"	5d. ea.	1/6d ea.	260%
" " 1/2"	4d. ea.	1/4d ea.	300%
Sockets 1/2"	3d. ea.	7d ea.	133%

(Other sizes of piping and fittings would be from 100% to 200% dearer). The above are the only pipes and fittings in small quantities purchased locally.

Tool steel, bar, octagonal 1 1/4" 8d. ft 6/5 1/2d ft 969%
 (This must be of exceptional quality but best quality tool steel for quarry drills can be purchased at 8d. ft from England)

Falkland Islands Co's tar is 2/6d. gallon. Cost of the "Colfix" bitumen delivered Stanley is 1/5 1/4 gallon. Tar would be a little cheaper than this if purchased through Crown Agents.

Rates shown under column for purchasing through Crown Agents are for the materials landed on the jetties, Stanley.

This /.

This statement is by no means a complete list of building materials. It is only possible to quote stores which have been purchased by this Department through Crown Agents and similar materials which have been purchased locally.

Timbers (baulks, planks, deals, scantlings, flooring and matchboardings etc.,) can be reckoned at 50% to 100% dearer if purchased locally, and it would work out that all materials required for building a house (the cost of which takes the major portion of the cost of a house) if purchased locally would it is estimated be from 75% to 100% dearer than purchasing from Crown Agents.

Probably the Public Works Department could enlarge on the list of materials for housebuilding, e.g. timbers, iron, masonry, ironmongery, paints and papers, doors, windows, grates, plumbers fittings, sanitary goods etc.

(23)

ENCLOSURE NO. II TO FALKLAND ISLANDS DESPATCH

No. 65 of the 10th of FEBRUARY, 1928.

Copy of a minute addressed by the Colonial Engineer
to the Colonial Secretary.

I beg to submit for your consideration a proposal with regard to the alteration of the storekeeping in this Department.

2. As existing at present all ledger storekeeping is done in this office. Receipts and issues are kept in large books (Store form "W"), as explained in paragraph 44 of "Stores Rules and Store Accounts" in this office by one of the staff. There are seven of these books in operation now and the number will be increased by the amalgamation of the Improvement Works and the additional stores required for the new works proposed. A separate page is kept for each item, which number some 3,000 or more now, a balance is struck for every receipt and issue and the rates are altered whenever additional stores of the same denomination are purchased. Items are not in alphabetical order and to the ^{initiated to} uninitiated is a struggle to find any particular article, entries are not checked and it entails on man's whole time on these books and on the store vouchers.

I submit that the ledgers should be kept in the store by a person who will be responsible for the receipt and issue of stores, and will also issue the stores, make up vouchers, look after the materials, know where they are, and keep them stacked, binned, pigeon-holed, and tallied etc.

3. With the suggestion put forward the proposal is briefly :-

(a). To do away with "Stores Cost Books" and substitute one large ledger, which would contain articles in alphabetical order, with about 15 entries on each folio, as shown on Specimen form "A" attached. One large ledger would suffice for the year'

12
year.

(There is a ledger book in the Public Works Office which can be used as a "General Store Ledger" for the time being, but it is proposed to order ledgers from Messrs Waterlow & Sons to be printed)

Separate ledgers to be kept for

- (1). General Consumable Stores.
- (2). Tools and Plant.....To be issued on loan only.

(b). To transfer ledgers from the office to the store and for the person in the store to keep ledgers, make up vouchers in store and issue the materials as demanded by the Foremen, all to be checked by the office staff.

(Stores required by other Departments or private individuals to be demanded through the office and instructions sent to Store for action).

(c). The issues and receipts will be checked in the office and the mode proposed for the Foremen to demand stores on the Store and the check on the issues is explained in paragraphs 2 to 7 on notes attached.

4. I submit that this proposed system will facilitate the carrying on of works, the Store will be kept in better condition, e.g. timbers will be stacked in different sizes, materials sized and binned and kept separate etc, someone will know where the stores are, and all accounts and vouchers will be checked by the office staff.

5. It is proposed to check the stock in the Store as soon as possible.

(Sgd.) G. Roberts.

Acting Colonial Engineer.

(11)

PUBLIC WORKS DEPARTMENT.

Notes on Storekeeping.

- (1). It is proposed to transfer the ledgers from the office to the Store and for these to be kept by the person in the store.
- (2). The Foremen will make the necessary requisitions (on notes or in books) for the materials they require from Store each day. The man in Store will then issue the materials, make up issue vouchers and enter issues in ledger daily. Details of the work and item for which materials are required to be given by the Foreman requisitioning. This information will be available from the "Requisition Book".
Similarly with receipts from works; on completion of any particular work any surplus materials to be returned to Store by the Foreman and received by the Storehouseman on receipt voucher.
- (3) All stores purchased to pass through the unallocated Store Account and General Ledger including new tools. Tools purchased to be transferred to the Tool Ledgers, and are to be issued on loan only.
- (4). All entries on Receipt side of Ledger and rates to be entered from the Public Works office, and all demands for new materials required to be purchased to be sent to office for action.
- (5). No stores to be issued except upon Issue Vouchers. All demands (Issue Vouchers) upon being complied with must be signed by the person receiving (or ordering) the stores as a voucher for the Storeman.
- (6). Every day the Storeman to send the issue vouchers to the office for scrutiny before he enters them in the ledgers.
- (7). Every Monday the Storeman to bring the ledgers together with the issue vouchers duly completed and signed and entered in ledgers (and any receipt vouchers for materials received back from works) for the past week, together with the Foremen's "Stores requisition book" (or forms) for the materials they have demanded, to the office. These to be checked in office and ledger entries checked. Vouchers to be moneyed out and a detailed abstract of the issues and receipts under the various heads prepared weekly. This will enable a weekly financial control on works to be kept and not monthly.
- (8). The monthly statement of issues etc. from the Unallocated Store Account, required by the Treasury and Auditor to be prepared from issue vouchers and the weekly abstracts.

(Sgd.) G. Roberts.

Acting Colonial Engineer.

SUGGESTED AMENDMENTS TO "RULES FOR CONTROL OF STORES AND STORE ACCOUNTS".

Article 2.

"Except in the Public Works Department where Store Form "N" shall be used".

It is proposed to do away with the "Stores Cost Book" and substitute a ledger as specimen Form "A" attached.

Article 5. III.

It is not considered necessary to add and deduct each entry and strike a balance every time an issue is made. If at any time the stock of any article is desired adding issues and deducting from receipts will suffice.

Article 40. II. "Indent Ledger".

It is proposed to do away with this book and substitute a "Bills Book" to be kept in the office as Specimen "B" attached. This book will contain full details on the one side of the order placed, and entered in the order and time at which made, description, quantities, rates in England, Crown Agents' Nos. etc, freight, insurance, landing etc. charges added, work for which required, and on the other side materials received, date of receipt, ledger folio, rates and amounts landed Stanley etc. This book will be a check for the receipt of stores on Ledger. and will contain full details in book form of all stores purchased and it will not be necessary to find the different vouchers for information.

(A book to be ordered from Messrs Waterlow & Sons for this but one can be ruled to suffice for the present).

Article 43.

(1). It is not seen why the issue price should be fixed at the nearest penny above the actual rate as is now done. If 500 articles are purchased from England and the rate arrived at with all charges included is say 3/5¹/₂d. each, 3/5¹/₂d. should be the issue rate and not 3/6d, unless it is desirable to make a profit on the "Unallocated Stores".

In moneying out the issues - fractions of a penny need not be shown. Computations which come to ¹/₂d or over to be taken as next penny except in the case of single articles, which, if ¹/₂d or under, to be shown as ¹/₂d.

Items (a) and (b).

to be deleted.

In the proposed new ledger it is proposed to complete issues at rate of first consignment. Any purchases made in replenishment of similar articles at a different rate, the issues of the first consignment to be completed, and then to commence on the issues of the second consignment at the different rate.

Article 44.

To be deleted.

A General Store Ledger as specimen "A" attached to be kept. Ledger to be balanced half-yearly and a balance struck and entered. At the end of the year the stores on charge to be valued in the ledger and the balances and rates of articles transferred to a new ledger for the next year's transactions. All entries on receipt and issue sides of ledger to be checked from the supporting vouchers.

Article

Article 56.

With regard to Tools and Plant issued on loan for works, Foremen to make requisitions on the Storeman for tools and plant (on loan only) such as they may require, and they will give a receipt in a Loan Tool Book to be kept by the Storeman, who will sign in the book as having received the tools and plant back in the presence of the Foreman (or man) when he returns them.

Loan tools to be returned to the "Loan Tool Store" immediately they are done with, and unless absolutely necessary in the interests of the works, are not to be lent from one man to another without notifying the storeman.

Article 57. (Conversion of Stores).

The instructions contained in this article are practically unworkable as far as conversions at the Improvement Works Depot are concerned, where conversions of broken stone and concrete blocks for different works are carried out on a large scale.

It is proposed that the following be adhered to for "Conversions".

- A. All charges for labour and materials to be made against "Unallocated Stores Accounts".
- B. Charges for the different conversions to be kept separate.
- C. Issues of stores for conversions to be made on the usual issue vouchers and materials when made to be received on ledger charge supported by the usual receipt voucher.
- D. Any surplus of converted material, if considered of value to be taken on ledger charge on receipt voucher at a valuation, the conversion item receiving credit.
- E. An account to be made in the office when conversions are complete on a similar form as below:-

Date

Date.	For what intended	Expenditure Details of materials used & labour. charges	Rate.	Value £. s. d.	Ledger Folio & date taken on charge.	Materials converted		Rate.	Amount. £. s. d.	Remarks.
						Quan- tity.	Descrip- tion			

(Sgd.) G. Roberts.
Acting Colonial Engineer.

ENCLOSURE NO. III TO FALKLAND ISLANDS DESPATCH
No. 65 of the 10th of FEBRUARY, 1928.

Copy of relative minute by the Treasurer.

Hon. Col. Sec.

I see no objections to the adoption of the proposals put forward by the Colonial Engineer but I think that the Rules at present in force for the Control of Stores and Store Accounts will require some amendment.

(Sgd.) M. Craigie-Halkett.

Treasurer.
1 / 2 / 28.

113/25
21
DUPLICATE

FALKLAND ISLANDS.

No. 113



DOWNING STREET,

17 July, 1928.

Sir,

Recd 7-28
I have the honour to acknowledge the receipt of Mr. Arnold Hodson's despatch No. 65 of the 10th of February last on the subject of the Public Works Unallocated Store, and to inform you that I approve the temporary increase in standard stock recommended in the third paragraph of that despatch.

2. I also approve the proposed alterations in the present system of accounting in the Public Works Stores.

I have the honour to be,

Sir,

Your most obedient
humble Servant,

(sgd.) L. S. AMERY.

OFFICER ADMINISTERING
GOVERNMENT OF THE
FALKLAND ISLANDS.

GOVERNMENT HOUSE,

STANLEY.

14th January, 1932.

FALKLAND ISLANDS.

No. 19.

Sir,

With reference to Mr. J. S. Amery's despatch No. 113 of the 17th of July, 1928, approving the temporary increase of £2,000 from £5,000 to £7,000 in the standard stock of the Public Works Unallocated Store, I have the honour to ask that this increase may be made permanent and that the standard stock may be fixed for the future in the sum of £7,000.

Enclosures I & II.

2. I enclose copies of a minute from the Director of Public Works and of a minute from the Treasurer setting out the grounds on which my request is based.

I have the honour to be,

Sir,

Your most obedient
humble servant,

JAMES O'GRADY.

HONOURABLE
WILFRED CUNNINGHAM-LISTER,
B.A., F.C.S., M.C., M.P.,
SECRETARY OF STATE FOR THE COLONIES.

FALKLAND ISLANDS.

Downing Street,

NO: 46.

4 April, 1932.



Red 22

Sir,

I have the honour to acknowledge the receipt of your despatch No. 19 of the 14th of January requesting that the standard stock of the Public Works Unallocated Store may be fixed for the future in the sum of £7,000.

2. Judging from the value of stores used and sold in 1929 (£12,000 odd) and in 1930 (£9,400 odd) and from the estimated expenditure on Public Works Recurrent and Public Works Extraordinary in 1931 (£16,685, say half for cost of stores = £8,342) the figure of £7,000 seems to be in excess of the usual six months' requirements. In view, however, of the irregularity and infrequency of steamers from England, I approve the fixing of the standard stock at £7,000. Care should however be taken to avoid overstocking with its attendant danger of depreciation.

I have the honour to be,

Sir,

Your most obedient

humble servant,

(Sgd.) P. OUNLIFFE-LISTER

GVERNOR,

SIR JAMES O'GRADY, F.C.M.G.,

etc., etc., etc.

24.

No.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).



MINUTE.

16th January, 19 41

From The Executive Engineer,

Public Works Dept.,

Stanley, Falkland Islands.

To The Assistant Colonial Secretary,

Stanley,

Falkland Islands.

The present system of the issue of stores results, from the nature of the system, in long delays between the issue of stores and receipt by departments of their cost. This has resulted in justifiable complaint. With a view to avoiding the delay and effecting economy of paper and labour, commencing on ~~Monday next~~ ^{Saturday} the ~~20th inst.~~ ^{12. February} all P.W.D. stores will be issued only on the new Issue Voucher, a few copies of which are enclosed for your immediate use.

By this method departments will be notified of the cost of stores issued the day following issue, except in cases where note of cost has not yet been received from the Crown Agents.

I trust the hoped for increase in efficiency will more than repay for the inconvenience, if any, caused by the change.

Cush. Woodgate

Executive Engineer.

No.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).



MINUTE.

7th July, 1941 19

From The Executive Engineer,

Public Works Dept.,

Stanley, Falkland Islands.

To The Honourable,

The Colonial Secretary,

Stanley.

The attached specimen cards are submitted for approval of their use in lieu of store ledgers when present supply is exhausted.

I discussed the matter informally with the late O.I.C. Treasury and he saw no objection from Colonial Regulations point of view but agreed it would greatly help in keeping records up to date and also averaging prices when new supplies are received. This was an instruction from Assistant Director, Colonial Audit when here but is difficult to carry out on present system .

I have completed one card to show working.

A handwritten signature in cursive script, reading "E. W. Woodgate".

Executive Engineer.

ARTICLE NAILS, OVAL 1"

Roll No. 23.

Card No. 1.

(25)

FINANCIAL YEAR.	RECEIVED	ISSUED	INWARDS RECEIVED		DATE RECEIVED	DATE TAKEN OUT	PRICE	ISSUED			BULK VALUE IN STOCK			VALUE OF ISSUES		
			BY	RECEIVED				Quantity No.	DATE	PRICE	£	c	d	£	c	d
1940	Lbs. 110	Lbs.		Balance 1939	1/1	1/1	3				1	7	6			
		10						126	3/2	3				2	6	
		12						201	6/5	3				3	0	
		20						345	10/8	3				6	0	
	60			Mess. Lin Nails Ltd.	15/8	16/9	6				1	10	0			
	170	42									2	17	6		11	6
	128						4 1/2				2	8	0			
		30						402	11/10	4 1/2					11	3
		10						506	12/11	4 1/2					3	9
	128	40									2	8	0		15	0
1941	88			Balance 31/12/40			4 1/2				1	13	0			