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AB362/2

At a Court of Directors at the Bank
on Thursday the 13th. March 1783.

It being the opinion of this Court that a
Committee be appointed to inspect & enquire into
the mode & execution of the Business as now
carried on in the different departments of the
Bank.

Resolved.

That M^r Bosanquet, M^r Dea & M^r Winthrop
be appointed a Committee for that Purpose.

That the said Committee do meet at such
times as may be most convenient to themselves
and they are hereby impowered to inspect the
management of every Office together with all
such Books & Papers as they may think necessary.

That they have Power to call before them
all or any of the Servants of the Bank for such
information as they shall require, & to appoint
any one or more of them to attend as Clerk.

That the said Committee do from time to
time report to the Committee of Treasury their
Proceedings and observations to be laid before
this Court.

Friday 14th. March 1783.

The Committee being met proceeded to the examination of M. Newland Chief Cashier who laid before them a List of the several Offices in his department, of which the following is copy.

Chief Cashiers
List of Offices.

- N^o 1. The InTellers who receive & pay Money.
- 2 The OutTellers who receive Money for bills of exchange & notes of hand at the houses of the persons to whom they are address'd.
- 3 The Clerks in the Drawing Office where the Accounts are kept of those persons who keep cash at the Bank.
- 4 The Clerks in the Bill Office where the Accounts are kept of the bills & notes left by those persons who keep cash at the Bank to be receiv'd when due & placed to their Accounts. And the Clearers who receive of the OutTellers the money collected daily by them for payment of bills.
- 5 The Clerks at the Cash Books where the Bank Notes & Bank Post Bills are made out & enter'd when issued & when paid.
- 6 The Clerks in the Discount Office.
- 7 The Clerks in the Bullion Office.

N^o 8. The Clerks who receive the public money
on acc^t of Loans.

9. The Clerks who attend the Receipt of his
Majesty's Exchequer on the Bank's Acc^t

10. The Care of the Treasure not in the Vaults
under the inspection of the Cashiers.

11. The Clerks who pay the Interest to the
Proprietors of Bank Stock & of such
part of the national Debt as is
transacted there.

12. The Clerks who check the same or the
Warrant Office.

13. The Clerks who receive & pay money on acc^t
of the Suitors in the Court of Chancery, &

14. The Clerks at the General Cash Book.

The Committee enquir'd of Mr Newland the
particular business of

Indellers The Indellers mark'd N^o 1 in his List &
were inform'd by him

"That the Indellers in the Hall are ten in
"number; —

their charge

"That each of them is furnished by the
"Cashiers every morning with a sum of
"money for which he is to be accountable
"and for which he signs his name in a
"book in the custody of the Cashiers.

payments

"The In-Tellers are liable to be called upon
" for Monies to be issued in payment

" Of Bank Notes;

" Of Tickets, given for drafts presented

" at the Drawing Office, or for Bank Post Bills;

" Of the Money Tickets, given by the Clerks

" in the Chancery Office, in exchange for

" Chancery drafts:

" Of Tickets, given at the Bill Office, for

" repayment of Discount on bills taken

" up before due.

" And in general, for all Money demanded

" by proper Authority.

"The In-Tellers receive

" Whatever sums are paid into the Bank

" in Money; whether

" For Bank Notes, & Post Bills, issued;

" For Bills of Exchange, & Notes, taken up;

" On account of Those who keep their

" cash at the Bank;

" On account of the Court of Chancery;

" From the Out-Tellers for the Money they

" receive in their Walks;

" And generally whatever Money is

" paid in on any other account.

receipts

" That the mode in which they make up

" their Accounts is by debiting & crediting

mode of accounting

" themselves in a book for each day's transactions;
 " that the balance remaining in their hands
 " they tie up in bags of even Thousands which
 " are weigh'd in the Hall by the Porters, mark'd
 " on the Ticket with the Porter's initials & weight.
 " At 4 o'clock they are carried by the Clerk in
 " waiting to the Cashier in the Warehouse who
 " sees them turn'd out & weigh'd there & marks
 " the Ticket again & then the bags are locked up;
 " the odd Money over the even Thousands is
 " tyed up in one bag & is put into the Warehouse
 " at 5 o'clock or as soon after as the Accounts are
 " made up, having first been weigh'd & ticketed
 " by a Porter in the Hall, but is not turn'd out
 " before the Cashier as the even Thousands are.
 " One of the Intellers attends in rotation every
 " day as the Clerk in waiting & receives the even
 " & odd bags from the several Intellers at the
 " time they are permitted to go away who is
 " requir'd to sign the Intellers book by way
 " of discharge to him, & then the Clerk in
 " waiting sees to the delivery of the bags to the
 " Cashier, the even bags at 4 o'clock & the odd
 " bags afterwards when the balance is made
 " up, as before mentioned.

The Committee then enquir'd of Mr Newland
 Out Sellers. the particular business of the Out Sellers, who
 inform'd them

That

their business

effects they receive
in payment of Bills &c.

Bank Notes &
Warrants to be
examined &
cancel'd.

6
" That their number is uncertain generally
" From 10 to 14.
" That their business is to go out with bills
" & notes to receive payment, which bills are
" deliver'd them at the Bill Office every
" morning as they become due according to
" the respective Walks they are appointed to;
" The Out Sellers receive payment for the bills
" they carry out either in Money, Bank Notes,
" Bank Warrants or drafts on the Bank:
" (if they accept any drafts on Bankers, they
" must procure payment of them before they
" make up their Account with the Clearer.)
" Every Out Seller is directed to cancel immedi-
" =ately such Bank Notes as he receives in
" payment except cut Notes or those above one
" Year old, which he is to reserve for examination,
" & he is to cancel the Clerk's name on every
" Bank Warrant he receives & write his own
" name against it to shew it has pass'd through
" his hands; — he is also directed to examine
" all the Bank Notes he receives by a List of
" stopp'd Notes which is given to him & to
" enter in his book the particulars of all the
" Notes & from whom he has receiv'd them,
" but the multiplicity of business generally
" prevents these last directions being
" executed.

(There)

3 Clearers.

" There are 3 Clearers to one or other
" of which all the Out Sellers are accountable.
" When an Out Seller comes in he accounts
" with the Clearer he is under for the amount
" of his charge in

" Bank Notes

" Bank Warrants

" Drafts on the Bank

" or Money.

Out Seller's mode
of accounting with
them.

" The Bank Notes & Bank Warrants he
" delivers to the Clearer, the Bank drafts
" he presents to the Drawing Office where
" they are check'd & mark'd as good, then
" the Out Seller punches them & gives them
" into the Clearer; whatever Money he
" brings in he pays to an In Seller & receives
" the Ticket for it which being deliver'd to
" the Clerks at the Cash Books procures
" him a paid note for the amount, this
" being deliver'd to the Clearer balances
" his Account. —

Out Seller in wait

his business

" There is every day an Out Seller in waiting
" (who stays till 6 o'clock in the Hall) & whose
" business it is to receive payment of such
" Bills as have been brought in by the
" Out Sellers unpaid & are afterwards
" taken up at the Bank by the persons
" they are upon, — & he is charg'd with

" all such Bills so brought in (termed Calls)
 " & for which he signs his initials in the
 " Clearer's Entry Book, all these Calls not
 " taken up at 5 o'clock are receiv'd from him
 " by the Clerk of the Bill Office in waiting
 " who signs the Clearer's Book for them &
 " thereby discharges both the Out Seller & the
 " Clearer. —

" The Out Seller in waiting being oblig'd to
 " keep his Account open till after 5 o'clock
 " has not the means of paying the Money
 " he receives at a very late hour to an
 " In Seller, & therefore it is customary for
 " him to deliver his Money tyed up in a
 " bag, weighed & ticketed, to the Clearer
 " with his Notes & other Effects, & the Clearer
 " sends the bag to the Cashier in waiting
 " who locks it up in the Warehouse all
 " night & the next morning delivers it to
 " one of the In Sellers & adds it to his charge.

" The Clearer having receiv'd payment of
 " all the Out Sellers under his direction
 " should cause the sundry Articles of
 " which it consists to be lock'd up in the
 " Warehouse all night in one of the Closets,
 " which have 2 Locks, the keys of which
 " are kept by a Cashier & In Seller. —

" N.B. The Clearer himself has no key to
 " this Closet nor does the Cashier take
 " any Account of the charge.

his money given
 to the Clearer.

Clearer deposits
 effects

Next

disposes of them
to,

Cash Books.

" Next morning the Clearer receives back
" the several effects deposited, except the
" money, & disposes of them as follows
" The Bank Notes together with a spoil
" one, if such he has receiv'd, he delivers to
" a Clerk at one of the Cash Books, who
" first enters them on the Credit side of his
" book, then punches them & puts them on
" a file, — the morning after a Clerk in
" the Accountant's Office fetches from the
" Hall the files & Cash Books used the day
" before, he compares them together & then
" posts them to the Credit side of the Ledger,
" every one exactly opposite to the entry
" made of it when it was first issued.
" . N.B. There are 4 Sets of books kept by
" the Clerks at the Cash Books (N^o 5)
" by which means the same book comes
" round to be work'd at in the Hall but
" once in 4 days.

Drawing Office

" The Bank drafts the Clearer delivers to
" the Drawing Office where they are
" enter'd & fill'd & posted to their respective
" debits, the next morning an Accountant
" Clerk takes the files & the Cash Book in
" which they are enter'd to the Accountant's
" Office where they are compar'd together
" & posted to the respective Accounts.

(The

" The Bank Warrants the Clearer delivers
 " to a Clerk in the Warrant Office who enters
 " them in an Annuity book punches & files
 " them & the next morning a Clerk from the
 " Cheque Office under the Accountant takes
 " the files & Annuity book, compares them
 " together & posts them.

" The several Clerks at the Cash Books (N^o 5)
 " at the Drawing Office (N^o 3) & at the Warrant
 " Office (N^o 12) after having enter'd the respective
 " Articles deliver'd to them are requir'd to check
 " their entrys with the Clearers books."

Adjourn'd to Monday 17th March 1783

Warrant Office

check'd

Monday 17th March 1783.

The Committee proceeded in their Enquiries with regard to the business of

Bill Office. The Clerks in the Bill Office (N^o 4)

& from such information as M^r Newland could give them & from the examination of M^r Church they gathered

Bills rec^d from
the Discount Office

" That when Bills & Notes discounted
" have pass'd through the Discount Office, they
" are deliver'd by the Head of that Office to one of
" the 3 Chief Clerks of the Bill Office who signs
" his name for the number of bills he receives
" but takes no account of the sum of each bill
" nor of the total amount.

Clerk of Bill Office
computes & sorts
them for entering.

" The Clerk of the Bill Office brings them to
" his own seat & computes them & then causes
" them to be sorted out according to the months
" & days of the month on which they fall due,
" they are then enter'd in books kept on purpose,
" each bill under the date on which it falls
" due & are then deposited in drawers divided
" in different compartments for every day in
" the month: — the bills are locked up every
" night by the Head of the Office in the Iron
" ~~or safe in the Court Room~~
" Closet & are taken out every morning & kept
" in the Office during hours of business for

enters them.

&
places them in
drawers.

Head of the Office
locks them up.

the 3 Chief Clerks
only have access
to these drawers.

look out &
examine them
when coming
due.

process for bills
on Drawing Acco.^{ts}

" the purpose of taking out or putting in bills.
" No other person but the 3 Chief Clerks is
" allowed to have access to these drawers.
" the next day but one before the bills fall due
" the Head Clerk takes them out of the drawer
" & examines ^{them} with the list in the book in which
" they were before enter'd, when he has found
" them to be right he returns them into the
" drawer where they lie till the next morning
" when they are again taken out & deliver'd to
" a Clerk who is appointed to lay them to
" their respective Walks;

" (The Bills which are paid in upon sundry
" that is the Drawing Acco.^{ts} are enter'd by a
" Clerk of the Bill Office in a Journal, then
" posted short in a ^{Bill} Ledger to the proper Acco.^t
" computed by the Clerk & then put into one
" or other of 2 boxes which stand upon the
" back desk; the largest of which holds
" such bills as are due or fall due the next
" day; & the smaller one such as have more
" days than one to run; — from these boxes
" the bills are sorted & put into drawers divided
" in compartments according to the letters of
" the alphabet: —

drawers lock'd up

" These drawers are lock'd up at nights like
" the others in the Iron Closet but in Office
" hours are open to all the Clerks for the purpose
" of business.

& lock'd over.

" They are all look'd over regularly every
" day & such bills as fall due the next day

bills laid in
Walks & enter'd

& so lock'd up

keys.

Clerk in waiting
delivers them to
the Out Sellers

who signs for them

Clerk in waiting
takes no acco^t of
the number he
locks up.

might be some check
to count them over

" are taken out & given to the Clerk who has
" been mention'd to have receiv'd the bills due
" upon the Bank or Discount Acco^t, —

" These two separate parcels of bills he puts
" together & lays them all out in 10 or 12 Walks
" & they are then enter'd in the Entry books &
" the number set down & then laid in boxes,
" tittled with the names of the Walks till the
" evening, when the Clerk in waiting locks
" them up in the Iron Chest, to which there
" are 2 keys, one of them is lock'd up by the
" Cashier & In Seller in the Warehouse, the
" other he takes home with him.

" The Clerk in waiting attends about 7 o'clock
" the next morning to deliver out the bills to the
" respective Out Sellers in such parcels as they
" have been sorted into the day before; each
" Out Seller signs his name in the Entry book
" at the bottom of the List of the bills enter'd
" on his walk, whereby he charges himself
" with the amount & is therefore bound at
" his peril to compare the bills he actually
" receives with the list of them in the Entry
" book.

" It does not appear that the Clerk in waiting
" ~~that the Clerk in waiting~~ who locks up the
" bills at night takes any account of the
" number which he puts into the Iron
" Chest altho' he alone seems to be account-
" able for them by keeping the key;

" If the Clerk in waiting were to count over

" each parcel & compare it with the number
" in the Entry book it would be some check
" & would be attended with very little trouble.

" The Clearers during the time that the
" Out Sellers are out with the bills, post the
" whole amount of them into two Books
" called the Article book & the DR Book.
" The former contains the list of the Bills
" carried out on the Discount Account, the
" DR book contains the List of the Bills
" sent out on the account of Sundrys.

" The Article Book is checked by the Clearer
" with the Book kept in the Discount Office
" called the Difes (which means the
" Discount Book) by referring to this book
" from the numbers & figures at the back of
" the bills he finds the names of the persons
" who discounted them, which he writes
" against every bill, & then the book is sent
" away to the Accountants Office.

" The Clearer in like manner fills up the
" DR Book by writing the names of the
" Proprietors of the Bills against every bill,
" this he finds out by the Letters & figures
" upon the backs of them which refer to the
" Sedgers in the Bill Office.

" This DR Book is copied out fair by the
" Clearers in a Cash Book or Journal
" which goes afterwards to the Drawing
" Office.

Adjourn'd to the 18th March 1783.

Clearers post the
bills in 2 books.

the Article book,
~~which~~ is checked
with the Difes.

& the DR book
filled up ^{from} the Sedgers.

DR book copied
in a Cash book
for the Drawing
Office.

Tuesday 18th. March 1783.

Minutes settled. The Committee met & settled the Minutes of the two former days.

Adjourn'd to the 19th. March 1783.

Wednesday 19th. March 1783.

M^r Church examin'd. The Committee proceeded in the examination of M^r Church concerning the business transacted in the Bill Office; he inform'd them

House book. "That a Book call'd the House Book is kept by the Clerks of that Office in which are enter'd

entries. "All Bills & Notes taken up before due; "or that being return'd unpaid by the "Out-tellers are taken up in the Hall.

"All Bills accepted payable at the "Bank by persons keeping Accounts "there, instead of their going to the "Out-tellers charge.

"And all Bank Post Bills paid in on "the Drawing Accounts.

Clerk in waiting to receive back Calls.

"It is the duty of the Clerk in waiting to "receive back from the Out-teller in waiting "every night at 5 o'clock all Calls remaining "in his hands unpaid, which he prepares "for the Notary who comes at 6 o'clock; -

prepaid for noting

unless taken up
before 6 o'clock

then, if paid,
enter'd in the
House Book.

the effects rec'd
dispos'd of to
sundrys.

process for bills
discounted taken
up before due &
any bills lying in
the Office after due.

Chest of discounted
bills locked up by
one of the 3 Chief
Clerks at 5 o'clock.

&
deposited

" if any person on whom there are any bills
" remaining unpaid in his hands should
" send to take them up before 6 o'clock he
" receives the amount & locks it up in the
" Iron Chest till next morning when he enters
" the Bill as paid in the House Book and
" marks against it the particulars of which
" the payment consisted, whether of Bank
" Notes or Money or both.

" The Bank Notes after they have been cancel'd
" he sends to the C Cash Book if the Bill
" belong'd to the Discount Account, & to the
" C Cash Book if on the Drawing Accounts
" & in either case the Money to an Inteller
" from whom he receives a Ticket which he
" files.

" The process is exactly the same for any
" discounted Bill taken up before it becomes
" due or for any Bill lying in the Bill Office
" after due & these last Bills if on sundry
" Accounts are kept in the same boxes with
" the other Bills not yet due, being laid
" uppermost, & if discounted in a drawer
" under the care of one of the Chief Clerks.

. Mr Church inform'd the Committee

" That one of the 3 Chief Clerks always
" continues in waiting till 5 o'clock when
" he locks up the Chest containing the
" drawers of discounted Bills which he
" causes to be deposited by the Porters in
" the Safe in the Court Room & delivers
" the key to the Cashier in waiting.

17 Chest of bills
on sundry Acco^{ts} -
locked up at 6 o'clock

deposited

Cashier locks up
the key.

Notary takes an
acco^{nt} of bills to be
noted. -

what bills noted

takes them away
& returns them

Bank Post Bills
enter'd through
the House book.

how refer'd

" At 6 o'clock a Clerk of the Bill Office in
" waiting locks up the Chest of Bills on
" sundry Accounts & informs the Cashier
" he is ready, they then go & see the Porters
" deposit the Chest in the Safe & the
" Cashier locks it up & puts the key in the
" Iron Chest in M. Newland's Office.

" The Notary takes an account himself
" every night in a book of the Bills to be
" noted, which are all those remaining
" unpaid on the Discount Account, all
" foreign Bills on sundry Accounts and
" such inland Bills & Notes as have been
" order'd by the proprietors to be noted:
" These Bills he takes away with him &
" returns them the next morning.

" The reason of entering Bank Post Bills
" in the House Book is because they are
" consider'd the same as Bills accepted
" payable at the Bank, therefore after
" he has enter'd them in the book he
" delivers them in to the Bank Post Bill
" Book & marks the back of the Bill with
" a G if they have been receiv'd for a
" discounted Bill & with a D if paid in
" on the Drawing Accounts, by this reference
" the Clerks of the Bank Post Bill Book
" is enabled to carry it to the credit of
" the proper Account:

House books is'd
in sundry Offices

"This House Book is sent for from time to
"time by the Clerks in the Drawing Office,
"at the Cash Books & in the Accountants Office
"as they have occasion, who check it with
"their books & tick off the articles."

Adjourn'd to 20th March 1783.

Thursday 20th March 1783.

Mr Bourne
examined.

The Committee called in Mr Bourne, third
Chief Clerk in the Bill Office, & enquir'd of him
the method in which the business of that Office
is really transacted; he inform'd them

Mr Church quits
the Office at 3 &
does not wait in
rotation.

"That Mr Church as Chief Clerk usually
"quits the Office about 3 o'clock & is not
"expected to take his turn in rotation
"as Clerk in waiting, the other 7 Clerks
"always taking the waiting among them."

Committee's
observation
thereon.

From whence it occurred to the Committee that
Mr Church cannot be so well acquainted with
the business transacted after his departure as the
other Clerks.

locking up the Chest
of discounted bills at
5 o'clock not practis'd

"That the mode of locking up the Chest
"containing the discounted Bills every

thinks it ought

Clerk in waiting
has the key in his
custody.

deposits them at
6 o'clock

" night at 5 o'clock is not in fact practis'd
" as describ'd in the Minutes of the 19th, nor
" does he know that it ever was the establish'd
" custom of the Office; that he thinks it
" highly proper & what ought to be done:
" for, by the present method tho' the Chest
" is lock'd ~~up~~ by one of the Chief Clerks
" at 5 o'clock, yet the Bills are expos'd to
" the Clerk in waiting, as the key of it is
" deposited in a little box of which the
" Clerk in waiting keeps the key & it is not
" the custom for him to cause the Chest
" of discounted Bills to be deposited in the
" Safe before the Chest containing Bills
" on sundry Accounts is ready to be plac'd
" there & that is not till 6 o'clock."

The Committee enquir'd of Mr Bourne whether
committed enquire any difficulty would arise if a book were kept
what difficulty in for entering the Bills paid in on sundry Accounts
keeping a book for
entering bills on according to the days on which they fall due, in
Account.
the same manner as is practis'd ^{with} the discounted
Bills, he said,

his answer, that
it was a check much
wanted.

drawers must
then be alter'd

" In his opinion it would form a check
" which was much wanted for those Bills
" & could be attended with no other inconvenience
" than the necessity of altering the drawers
" they are kept in at present; he would
" recommend that instead of being sorted
" according to the letters of the alphabet
" they should be kept in drawers number'd

adapted to the
days of one month
& a separate one
for those of a later
date.
the use of them.

" according to the days of one month, with
" one separate drawer for all those which
" should have a longer time to run; by
" this means the Bills in the drawers
" would check for one whole month to
" come with the correspondent entries
" in the book propos'd to be kept, & as
" one days transactions were work'd off
" & the Bills belonging to it taken out of
" the drawer a new entry would be made
" in the book & the corresponding Bills
" look'd out in the general drawer &
" plac'd under their proper date:

this book would
check each day's
transactions &
detect any error

" By adding up the amount of each day's
" entry in this book as it comes in course
" & checking it with the DR Book, —
" added to such articles as pass through
" the House Book on Drawing Accounts
" it would form such a check as would
" enable them in the Office to detect any
" error or omission that might occur in
" each days transactions, whereas M^r
" Bourne acknowledg'd, in the present
" mode if a Bill should be lost or mislaid
" it would not be discover'd untill the
" Proprietor claim'd it upon his Account.
" M^r Bourne thought it would be an
" improvement if the book, kept at
" M^r Church's end, of the Discount Bills

at present a bill
if lost or mislaid
would not be
discover'd till
claim'd.

he thinks if the
book of Discot bills
were added ^{up} it
would be an improvem^t

" & of the time when they become due, were to be added
 " up in the same manner & check'd with
 " the Article Book which added to those
 " Bills that pass through the House Book
 " on the Discount Account ought to balance
 " it every day."

Committee enquire (The Committee enquir'd of. Mr Bourne what
 what difficulty or if any would occur if the Clerk of the
 comparing the Bill Office when he takes up from Mr Rogers
 discounted bills the discounted Bills were to compare them with
 with Mr Rogers's list, when taken the list kept in the Discount Office & to cast up
 from him? the amount before he signs for them; he said

his answer that
 it might easily
 be done if the
 bills were to remain
 in the Disco^t Office
 every night.

" This might be done without any
 " impediment to the business provided it
 " were the custom for the Bills, (to which
 " he saw no objection) to remain every
 " night lock'd up in the Discount Office
 " as is now practis'd whenever they
 " continue late at work: but it would
 " occasion too great a delay if it were
 " requir'd that the Bills should be
 " taken up ^{the same night,} as is now the custom, when
 " they finish before 5 o'clock."

Adjourn'd to 25th March 1783.

Tuesday 25th March 1783.

M^r. Mayon
examined.

The Committee examined M^r. Mayon, 2^d Chief Clerk in the Bill Office, regarding the business in his Office: he inform'd them

second charge

"That besides the daily charges of
"Bills deliver'd to the Out Sellers every
"morning, there is a second charge,
"which consists of all such drafts on
"Bankers in the vicinity of the
"Exchange as are brought in before
"12 o'clock provided it be not a Holiday.

drawer for bills
not immediately
posted.

"There is a drawer under the Bill
"Ledgers in which all Bills are
"plac'd which the Clerks have not
"time to post directly on their
"coming in & in which the Bills
"remain till the posting is done
"& they are deliver'd to the drawers
"on the back desk where they lie
"for sorting:

& for a second
charge.

"In this drawer under the Ledgers
"there is a partition call'd the second
"Charge drawer, in which all drafts
"brought in as before mention'd are
"laid till 12 o'clock, when they are
"deliver'd to one of the Out Sellers
"who goes out a second time to

the second charge
deliver'd to the
Out Seller.

" receive the amount of them; these
 " drafts are enter'd in the Clearer's
 " book under the title of the 2^d Charge
 " & are clear'd by the same process as
 " the other Charges.

what drafts &
 bills are enter'd
 for the next day.

" All drafts brought in after 12 o'clock,
 " as well as Bills during the course
 " of the whole day & which fall due the
 " same day are enter'd in the Clearer's
 " books as Bills due the next day &
 " sent out accordingly.

of the proprietors
 of bills inform'd
 thereof.

" It is the custom to inform any
 " person paying in a Bill due that
 " it will not be sent out for payment
 " till the next day."

M^r. Mayors
 question'd, as to
 counting the num-
 ber of bills deposited
 in the Iron Chest

The Committee enquir'd of M^r. Mayors whether
 any difficulty would attend the Clerk in waiting's
 having orders to count the number of Bills which
 he receives every night from the enterers to be
 deposited in the Iron Chest because it appear'd
 to the Committee, in the present mode the Clerk
 in waiting was answerable for the Bills in his
 custody altho' he takes no account of the number
 put in;

his answer;
 might easily be
 counted.

" He said, no difficulty would attend
 " the Clerk's being oblig'd to count the
 " Bills; but he did not apprehend
 " it would be attended with the effect

but not with the
 desired effect.

entering Clerks
place the bills in
the Iron Chest at
or before 5 o'clock

Clerk in waiting
has them in his
custody till 6.

key then lock'd
up in the Warehouse.

The Clerk who
attends in the morning
rarely the same
who waited the
night before.

Clerks under the
necessity of placing
a mutual confidence
in each other.

" propos'd by the Committee: for in
" fact the entering Clerks do themselves
" place the Bills in the Iron Chest as
" they finish them at or before 5 o'clock,
" the Clerk in waiting has them in
" his custody till 6, when he locks
" the Chest & gives the key to be lock'd
" up in the Warehouse.

(The Clerk coming into waiting the
" next morning is rarely the same
" person who waited the night before;
" the former leaves his Office at 5 o'clock
" in the evening, frequently earlier,
" but notwithstanding that he takes
" with him his key of the Iron Chest,
" he cannot be suppos'd accountable
" for the contents of it, because another
" key remains untill 6 o'clock in the
" custody of the Clerk in waiting.

(He added, he did not see it was
" possible that the business in the
" Bill Office could be transacted in
" such a manner, as to preclude the
" necessity of the Clerks placing a
" mutual confidence in each other:
" Mr. Mayon pointed out another
" article which goes through the
" House Book, besides those mention'd)

Bank Notes -
passing through
the House book.

from Receivers

& the Custom house.

" in the Minutes of the 19th Inst. viz^t

" Such Bank Notes as are sent up
" from Country Receivers or are brought
" in from the Custom house;

" the former come from the Clerk Cor-

" respondent in the Cashiers Office &

" therefore are taken cognizance of

" in the Bill Office: the latter are

" usually sent from the Custom house,

" in the same parcel with the Bills,

" & in this case are all charg'd together;

" being consider'd as Bills due & payable

" at the Bank: On the contrary the

" Bank Notes from the Excise do not

" pass through the House Book, because

" they send in their Bank Notes, -

" separate from their Bills; neither

" do Bank Notes from the Custom

" house if sent in separately from Bills."

question'd, if
any objection to
the Chest of
discounted bills
being lock'd up
at 5 o'clock.

has been practis'd
since the Committee
suggested it.

M^r. Mayow was ask'd, if he saw any objection
to the Chest of discounted Bills, being lock'd up
at 5 o'clock every night, in the safe, in the
manner describ'd in the Minutes of the 19th Inst.

" He said, he could see no objection,

" & that in fact the method had been

" practis'd, ever since the Committee

" suggested the hint of it."

. Mr. Mayow
question'd as to
a book being kept
for entering bills
on sundry Acc^{ts}

he thought it
proper.

question'd as to
comparing bills
rec'd from the
Disco^t Office with
list kept there
no objection
when the list
is at leisure
for that purpose.

. Mr. Mayow was ask'd, the same question as
was put to. Mr Bourne on the 20th Inst^s, regarding
a new book to be kept for entering the Bills paid
for entering bills on sundry Accounts, & was inform'd of the
purport of. Mr Bourne's Answers:

" He agreed with him in every particular
" & thought it proper such a book should be kept,"

He had also the same question put to him
as was put to. Mr Bourne the same day concerning
the propriety of comparing the Bills receiv'd from
the Discount Office with the list kept there;

" He said, he saw no objection to it
" provided. Mr Rogers's list were always
" to be at leisure at the time they take up
" the Bills, for the purpose of comparing
" them with it, which however he
" apprehends is not the case, but if all
" the Bills were to be directed to be left
" in the Discount Office & lock'd up in
" the Iron Chest there, as is now practis'd
" with part of them when they work late;
" no difficulty would attend it: & if it
" were the establish'd mode, to take up
" every morning, as soon as they come
" to business, all the Bills discounted
" the day before; he thinks it would
" be, not only the most regular but in
" all respects the best method of doing

" the business, & would not in any respect
 " impede it: — he means when the number
 " of Bills is so great that they cannot all
 " go through the forms of the Discount
 " Office on the day they are discounted;
 " for when they can, there can be no
 " objection to their being all deliver'd at
 " once on that day.

" M. Mayon stated, that in the present
 " mode of taking up the Bills at the
 " Discount Office, it is usual to fetch from
 " thence at 4 o'clock what Bills are then
 " ready, which are put in a leather pocket
 " book & are lock'd up in the Iron Safe at
 " 5 o'clock with the other discounted Bills.
 " therefore no delay of business can arise
 " by all the Bills continuing in the
 " Discount Office till next morning."

bills ready at 4
 o'clock are taken
 from the Disco:
 Office & lock'd up
 in the Safe.

ask'd, who directed
 the Out Sellers.
 explanation

The Committee ask'd. M. Mayon under whose
 directions the Out Sellers were suppos'd to be:

" He inform'd them. M. Tho. Sugion was
 " the senior Out Seller & that he receiv'd a
 " gratuity for instructing the others; that
 " the Out Sellers were accountable to M.
 " Church for every thing regarding the
 " Bill Office, but with respect to their
 " general conduct he supposed they
 " were answerable to M. Newland."

enquir'd, who
directed the clearers

The Committee enquir'd under whose
directions the Clearers act:

explanation.

"He answer'd, . M^r Pamphilon was
"First Clearer; that they transact
"their business with the Bill Office,
"but are accountable to . M^r Newland
"as their Head."

Adjourn'd to 26th March 1783.

Wednesday 26th March 1783

. M^r Church
ask'd, whether
the Clearers are
under him?

The Committee call'd in . M^r Church &
enquir'd whether he consider'd the Clearers to be
under him as their Head

his answer:

"He said, he consider'd them account-
"able to him in the first instance
"tho' ultimately to . M^r Newland."

. M^r Triquet
ask'd if he deem'd
. M^r Church, head
over the Clearers.

. M^r Triquet, 2^d Clearer (. M^r Pamphilon being
sick) was call'd in; he was ask'd if he deem'd
. M^r Church to be the Head or Superior over the
Clearers:

his answer

"He answer'd, he consider'd them
"as a separate Office accountable
"only to . M^r Newland, tho' they
"transact business with the Bill
"& Drawing Offices."

Mr Newland
ask'd how he
consider'd the
Clearers.

his answer.

Out Sellers are
accountable to
Mr Church.

In Sellers to
Mr Campe.

Fees.

Mr Newland ^{call'd in} was ask'd in what light
he consider'd the Clearers.

"He said, the two Juniors are account-
"able to Mr Pamphilon the senior
"Clearer & are bound to follow his
"directions; their Office is separate
"from the Bill Office & they are ~
"accountable only to himself as ~
"Chief Cashier.

"Mr Newland inform'd the Committee,
"that the Out Sellers are not immediately
"under the senior Out Seller so as to be
"oblig'd to follow his directions; but
"are accountable to Mr Church in the
"first instance.

"That the In Sellers are immediately
"under Mr Campe, the senior, & he is
"expected to attend to their good
"behaviour."

Mr Church & Mr Mayor were ask'd separately
if any fees were known or taken in the Bill Office:

"They answer'd, that no fees were
"taken by any of their Clerks but
"such small sums as were given
"voluntarily at Christmas by such
"of the Gentlemen keeping Accounts
"in the Bank as chose to give, but
"on no account are ever ask'd for."

. M^r Campe

The Committee proceeded to call in. M^r Campe,
senior In Teller:

Head of all the
In Tellers.

" Who said he consider'd himself as
" Head of all the In Tellers as well in
" the Hall as Warrant Office & authoris'd
" to give them the necessary directions
" in their business.

" That the In Tellers in the Warrant Office,
" who are from 6 to 9 in number, are of
" necessity less under his eye than those
" in the Hall.

In Tellers in
waiting.

" That there are every night 2 In Tellers
" in the Hall in waiting by rotation;
" one of the 5 seniors for the purpose of
" making up the Balance Book: &
" one of the 5 juniors for that of taking
" in the In Tellers bags, in the manner
" describ'd by. M^r Newland in the
" Minutes of the 14th. March: Two of the
" Tellers in the Warrant Office are ~
" likewise in waiting every night, as
" well to finish their own part of the
" business as to assist in the Hall if
" there should be occasion.

In Teller going
away before 4
o'clock, to give
up his bags.

" That whenever an In Teller goes
" away before 4 o'clock he should give
" his bags to one of the other In Tellers
" & call upon him to sign his book for
" them, without this signature he is
" not discharg'd nor can the other be

• deem'd answerable for such bags;
 " The In-Teller receiving any bags in
 " this manner gives them up with
 " his own, at the prescrib'd time, to
 " the In-Teller in waiting who signs
 " the former's book for them; but the
 " In-Teller going away early sometimes
 " carries his bags over at once to the
 " In-Teller in waiting (when it is
 " convenient so to do) & there he sees
 " his Account discharg'd in the Treasury
 " book, & it is not then necessary for him
 " to have his own book sign'd at all,
 " as this discharge is deem'd equivalent
 " thereto.

Money to be
 lock'd up.

" Mr Campe further inform'd the
 " Committee that it is the directions of
 " the Office that all Monies should be
 " kept lock'd up in Lockers assign'd
 " to each In-Teller for that purpose:
 " a custom he has invariably practis'd
 " himself, & never knew or heard that
 " any other was introduc'd: He has
 " upon occasion seen a bag of money
 " on the ground with the Clerk holding
 " his foot on it & has always taken
 " notice of it as improper & order'd
 " him to lock it up."

Adjourn'd to 27th March 1783.

Thursday 27th March 1783.

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. M^r Campe.

ask'd as to In^d Seller in wait taking in waiting does with such bags as are deliver'd to charge of bags. him at an earlier period than is prescribed for carrying them into the Warehouse;

his answer.

"He answer'd, that he keeps them under
"his own key in his Locker.

In^d Seller in wait
has no discharge
from the Cashier
when he delivers
the bags to the
Warehouse.

". M^r Campe said, that the In^d Seller in
"waiting when he delivers in the even
"Thousands under his care to the Warehouse
"at 4 o'clock, does not receive for them any
"discharge from the Cashier in the
"Treasury book, altho the Cashier ticks
"off all the odd bags when deliver'd in
"at 5. — he sees no inconveniency that
"could arise from the Cashiers being
"requir'd to sign his initials in the
"Treasury book, both to the one & the other;
". M^r Campe remark'd however that the
"Treasury book being balanc'd, as it is,
"every evening & corresponding with
"the Cashiers books kept in the Warehouse
"forms such a check as amounts to a
"discharge.

Cashier might
sign his initials
in the Treasury book.

but the balance
it is a check.

". M^r Campe inform'd the Committee, that
"6 In^d Sellers attend constantly in the
"Warrant or Pay Office (Nu) & more
"when the business requires it; —

In^d Sellers in
the Pay Office.

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" Mr Smith,
head of them.
their charge.

" That Mr Smith acts as Head of that
" Office, but subordinate to Mr Campe.
" That one of the Intellers in that Office,
" by rotation, receives every morning
" from the Warehouse such a number
" of Bank Notes as it is expected may
" be call'd for, these, together with their
" bags, deposited in the Warehouse the
" night before & return'd to them in the
" morning, form their charge: - if
" in the course of the day they should
" want any more Money they apply
" for it to the Warehouse through Mr
" Campe, in the same manner as the
" Intellers in the Hall; - & if more Notes
" should be wanted they fetch them
" from a Cashier who delivers them
" from the Warehouse on their signing
" the book as in the morning.

give Tickets for
large payments

" When large payments are requir'd of
" them in Notes they sometimes give
" a Ticket to the bearer on the B Cash
" book to have them made out in the Hall,
" & the Intellers charge themselves for the
" amount of the Ticket, as if the Notes
" had pass'd through their hands.

Inteller taking
charge of Notes.

" That the Inteller when he takes out
" the Notes charges himself with the
" whole amount in his own book &
" then parcels them out to the others
" & credits himself for what he so

" delivers out.

In Teller's acct.

" Each In Teller keeps a book & makes up
" his balance every night in the same
" manner as is done in the Hall, the
" Notes remaining are collected when
" business is over by the Teller in waiting
" & deliver'd back again to the Cashier
" in the Warehouse who signs a credit
" for them in the same book in which the
" Teller sign'd for them in the morning.

Their payments

" The In Tellers pay all Dividend Warrants
" & Lottery Certificates demanded of them,
" in Notes or Money at the option of the

& mode of doing
business.

" bearer; their mode of doing business
" is to set down the sums of all the
" Warrants brought in by one person on
" the uppermost, to cast them up, expressing
" at the same time what proportion of it,
" is paid in Money, & what in Notes;
" he then pays these sums, particularizing
" the Notes; but sets down no account of
" the Money; he then lays the Warrants
" upon his desk till he shall be at leisure
" to enter them under different heads—
" according to the Funds they respectively
" belong to:

enter the Warr.

" At night the addition of the sums enter'd
" under these several heads must form a
" balance against the amount of the Bank
" Notes enter'd, added to what Money he

balance.

" finds wanting in his bag: & the
 " remainder of both enter'd by way of
 " balance checks the other & proves all
 " to be right.

mode of their
 entering Warr.

" It is the custom to enter the Warrants
 " by 25 at a time (if he takes in so many
 " of a sort) this is call'd by the Clerks of
 " the Check "a side"; the Teller accordingly
 " when he enters them lays them in parcels
 " of 25, ready for the entering Clerks, —
 " these Clerks belonging to the Dividend
 " Warrant or Check Office (N^o 12) come from
 " time to time to fetch them away, in
 " order to forward the business that the
 " whole number may be enter'd before
 " night: —

Clerks from the
 Div. Warr. Office
 fetch them away.

& compare their
 entry of them with
 the Tellers.

" As soon as the business of the Office is
 " over & the Tellers have made up their
 " books, they go up to the Check Office *Warrant*
 " & compare them with the entries made
 " of Warrants paid that day in the
 " several Annuity & Dividend books,
 " & never leave the Bank till they
 " agree throughout.

hazard in carry-
 ing Warrants from
 one office to the other

" M^r Campie remark'd that the
 " entering Clerks, who come down
 " stairs to fetch the Warrants take
 " them up in their hands, only tied
 " together, & frequently a great
 " number at a time, a practice

attendance of
the Indenters in
the Hall.

" that is liable to some Risque.

" Mr Lample inform'd the Committee, that
" the attendance ^{of the Indenters} in the Hall is from 9 till
" 5 o'clock, one hour & a half being allow'd
" to each for dinner time:

" That 4 or 5 go to dinner at 1 & return at
" $\frac{1}{2}$ past 2, the remainder then go & return
" at 4: - that they must not stay beyond
" their time nor quit the Office before 5 -
" without his permission; - that when
" the business will allow it he generally
" goes away himself about $\frac{1}{2}$ past 3 &
" permits 2 or 3 more to do the same; in
" this case those are not allow'd any prior
" time of absence.

" That he has no reason to complain of
" the attendance of the Clerks in his
" department, or of their exceeding the time
" for which he occasionally gives them leave
" to be absent.

& in the Pay Office

" That the time of attendance in the Warrant
" or Pay Office is from 9 to 3, the hours of
" payment, & as much longer as is necessary
" to settle their Accounts; that no one goes
" to dinner in this Office except the two in
" waiting by rotation, these are allow'd
" to go at $\frac{1}{2}$ past 11 & are requir'd to return
" at 1: -

" All the Tellers in waiting as well in the

"Hall as the Pay Office must stay till the
 " balancers is over & whether that be sooner
 " or later, one is requir'd to stay till after
 " 6 to assist in locking up the keys.

" If the Tellers in the Pay Office want
 " any leave of absence they apply to M^r
 " Smith for his permission.

" That he cannot speak particularly to
 " the regularity of the attendance of the
 " Tellers in the Pay Office as they are more
 " particularly under M^r Smith than under
 " him

" M^r Campe said the nature of his business
 " oblig'd him to be in the Hall constantly
 " by 12 past 8 o'clock in the morning."

Fees.

The Committee enquir'd of M^r Campe, if any
 Fees or Gratuities, & what, were taken in his Office.

" He said there were none, except some
 " trifling presents made by a few customers
 " at Christmas & those never ask'd for;
 " the amount of which, being equally
 " divided, did not exceed 4s a head
 " through the Office."

Adjourn'd to 28th March 1783.

Friday 28th March 1783.

M^r Smith, chief of the Pay Office The Committee call'd in. *M^r Smith, senior*
Indeller, in the Pay Office, who inform'd them,
examind.

mode of transacting
business in the
Pay Office is as
describ'd by M^r Campe.
the attendance of
the Clerks, the same.

controul.

M^r Campe regulates
the number of Clerks
employ'd under
M^r Smith.

Indeller from
Pay Office applying
for Money.

" That the mode of transacting business
 " in his Office is exactly as describ'd in
 " the Minutes of yesterday by M^r Campe.

" That the attendance of the Clerks is
 " likewise as there describ'd, but he
 " hardly deem'd M^r Campe to have
 " any controul over him, or his Office,
 " considering himself as accountable
 " only to the Chief Cashier:

" That M^r Campe however exercises
 " his own discretion in regulating the
 " number of junior Tellers employ'd
 " under M^r Smith; by sending to the
 " Office more hands or taking them
 " away as he finds occasion requires.

" That if any more Money is wanted
 " than the Indellers of the Pay Office
 " have receiv'd in the morning, they do
 " not apply to M^r Campe for it, but one
 " of them taking up a key from the
 " Indeller who has either of them,
 " (for there are 3 kept in the Hall)
 " goes immediately to the Cashier,
 " who furnishes him with the sum

Check for Bank
Notes given over
whether effectual?

The Committee ask'd M^r Smith, whether the check in the parceling out & giving over of Bank Notes from Teller to Teller is such as to be effectual for the detecting any mistake or deficiency & if any such happen to fix it on any particular person.

"He answer'd, that he deem'd it
" sufficient in every respect.

Gratuities

" In regard to Fees or Gratuities, he
" answer'd, that there are not any
" whatever given in his Office, but
" they partake of the gratuities given
" in the Hall at Christmas in equal
" proportions with the other In Tellers."

M^r Newland

ask'd, whether M^r Enquir'd how far he understood that M^r Campe
Campe is Head as senior Teller was Head of the Pay Office as well
of all the In Tellers?

M^r Newland was call'd in & the Committee
ask'd, whether M^r Enquir'd how far he understood that M^r Campe
Campe is Head as senior Teller was Head of the Pay Office as well
of all the In Tellers?
as of the department in the Hall:

answers, he
considers him as
such.

"He answer'd, that he consider'd
" M^r Campe as Head of all the In Tellers
" & that M^r Smith as well as the rest
" was accountable in the first instance
" to him, tho' ultimately to himself as
" Chief Cashier."

ask'd, whether
an In Teller

He was ask'd, whether it is the establish'd
mode for every In Teller to apply to the senior

should apply to before he fetches any Money from the Warehouse
 the senior for money in the course of the day's business:
 from the Warehouse

answers, he never
 consider'd it was
 necessary.

custom for the
 Ind Sellers on the
 Statue side to go
 into the Warehouse
 for large sums.

"He said, he never consider'd that it
 " was, but always understood that
 " every Ind Seller was at Liberty to take
 " one of the Sellers keys & apply to the
 " Cashier for such sums as his business
 " requir'd; but that it has been a
 " custom for the Sellers on the Statue
 " side only to go into the Warehouse
 " for any large sums."

Adjourn'd to 31st. March 1783.

Monday 31. March 1783

M^r Smith of the Pay Office was again call'd in & ask'd, if he saw any objection to directions being given to the In-Tellers in his Office to sign their initials in each others books for such sums as they receive in. Money or. Notes from one another in the course of the day's business.

begin to be practis'd on the suggestion of this Committee

" He answer'd, that so far from seeing,
" any objection they had begun to practise
" the mode ever since the Committee suggested
" the hint of it, & that he found no inconvenience
" attending it & thought it right it should be
" continued."

M^r Campe, 1st In-Tell^r

M^r Campe, First In-Teller, was call'd in & ask'd, as to the same the same question respecting the Money passing operation being practis'd in the Hall for Money.

was formerly a custom.

" He answer'd, that he can remember the
" practice of signing their initials was
" always used about 20 years ago, tho'
" since it has been discontinued, that he
" thinks it right it should be adopted
" again & has actually begun to use it
" since he heard the Committee had
" suggested the Idea in the Pay Office."

& has been revived since this Committee suggested it, in the Pay Office.

M^r Church, head of the Bill Office, ask'd, what necessity there is for all the Bills on sundry Accounts to be brought out every morning from the Safe to the Bill Office

M^r Church, Head of the Bill Office was call'd in & ask'd, what necessity there is for all the Bills on sundry Accounts to be brought out every morning from the Safe to the Bill Office

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& to lie there till 6 in the evening expos'd to all the Clerks in that Office:

his reasons. " (He answer'd, it is for the purpose of having
" reference to them, because. Merchants some
" times omit to indorse them & sometimes
" want them back again; "

not conclusive to this Committee. This reason did not appear to the Committee of weight sufficient to counterbalance the risk attending their being so much & so long exposed.

question'd, as to the care of the discounted bills. M^r Church on being particularly question'd regarding the care of the discounted Bills kept in the Bill Office in the day time:

his answer. " Acknowledg'd, that when all the 3 Chief
" Clerks are absent the care of these Bills
" is left to the next in turn, who is expected
" to look to them of course, he confess'd, that
" the practice is different from what was
" stated to be the rule in the Minutes of the
" 17th Instant. (Page 12) for that they never
" think of locking the Chest containing
" the Bills before 5 o'clock, & that they remain
" open to all the Clerks in the Office till
" that time. "

amount of Gratuities. M^r Church was ask'd, what is the amount of the Gratuities given by the public in his Office as mention'd by him & M^r Mayon in the Minutes of the 26th. March (Page 29):

" He said, they were about £80 & were

Clearers, not
heads of the Out-Tellers

if a Clearer is sick,
his place is supplied
from the Bill Office

Mr Bourne examined

custom for every
Clerk in the Bill
Office to have
access to the
discounted bills.

bills might be
taken out by
sundry persons.

" divided in equal proportions among the
" first 6 Clerks, the 2 juniors had only
" what the others thought proper to allow
" them.

" Mr Church said, that the Clearers
" are not consider'd as Heads of the
" Out-Tellers or to have any controul
" over them; that if one of the Clearers
" is sick he always sends a hand from
" the Bill Office to supply his place for
" the time."

Mr Bourne was call'd in & inform'd the Committee

" That ever since he has been in the
" Bill Office it has been the custom for
" every Clerk in the Office to have access
" to the discounted Bills; that the Chest
" of discounted Bills is unlock'd every
" morning at 9 o'clock & not shut up
" again till 5, & during the intermediate
" hours is not particularly attended to
" by any one Clerk, but each goes to it
" as business requires nor is it ever
" lock'd from time to time.

" Mr Bourne acknowledg'd, that any
" parcel of Bills might be taken out
" almost any day by a Clerk in the
" Bill Office, or even by any of those
" out of that Office who transact
" business near the place, if they
" were so dispos'd.

sees no necessity
for all the bills
on sundry Acco^{ts}
to be always in
the Office.

particularly if
the propos'd book
was kept

said, Mr Church
acts as head over
the Out-Tellers

Mr Tudman, 2^d
Out-Teller, examined

senior's allowance

senior has no
controul.

Mr Church is
consider'd as head.

Out-Tellers do
not sign to amo^t
of Bills.

might easily be
done.

Out-Tellers
Clearing paper

" With regard to the Bills paid in on sundry
" he does not see any absolute necessity that
" the whole number of them should remain
" always in the Bill Office, particularly if the
" new mode of keeping these Bills with a
" book belonging to them as propos'd in the
" Minutes of the 20th March (Page 19) should
" be adopted, it would not be so necessary to
" have all the Bills in the Office.

" Mr Bourne inform'd the Committee,
" that Mr Church acts as Head over the
" Out-Tellers but does not exercise any
" coercive power over them."

Mr Tudman, 2^d Out-Teller, was call'd in (Mr
Ferguson, the senior, being absent-)

" He said, the senior had a Gratuity
" allow'd him for instructing the juniors,
" but does not understand he has any
" controul over them; that he looks on
" Mr Church as their Head:

" That the Out-Tellers when they take up
" their Charge in a morning from the
" Bill Office do not compare the sums
" of the Bills they take out with the list
" in the Clearer's entry book; - that it
" might easily be done & would be attended
" with little delay."

Mr Tudman produc'd his Clearing paper, ~
from which it appear'd, he enters every day the
amount of the Charge given to him, & opposite

to it, the effects he receives in payment for it, whether in Notes, Money or Drafts on the Bank; this being balanc'd is sufficient for him to make up his account with the Clearer; but he does not specify the particulars of each Note he receives, & to remedy any inconvenience that might arise from the Bank Notes mentioned he puts a mark upon the back of every Note to ascertain the person from whom he receiv'd it.

Gratuities

Being question'd whether any Fees or Gratuities are given among the Out Sellers.

"He answer'd, that there are only some at
 "Christmas which are given voluntarily
 " & are never ask'd for, the amount of which
 " he does not know, nor the manner in
 " which it is divided, but that his share
 " came to about £6.6 for the year preceding
 " the last."

Mr Fugion, senior Out Seller, examin'd & inform'd the Committee,

what authority
 he consider'd himself
 to have over the others

"That he consider'd himself as having a
 "right to enquire into the conduct of the
 "junior Out Sellers & bound to see to their
 "good behaviour & to report upon it to
 "Mr Church whenever he heard any
 "thing against them.

amount of Gratuities

"Mr Fugion said, he believ'd the
 "Gratuities given among all the

" Out Sellers might amount in the year
 " to about £40 or £50., that all the
 " Out Sellers partook of them, but 3 or 4
 " of the seniors shar'd a guinea or two
 " extraordinary a peice."

Adjourn'd to 1st April 1783.

Tuesday 1st April 1783.

what occasion Mr Rogers has to call'd in, & the Committee enquir'd of him, whether
 refer to the he had frequent occasions to have recourse to the
 discounted bills after their being discounted bills after they had once been deliver'd
 deliver'd to the Bill Office? to the Bill Office:

" He answer'd, that now & then for the
 " purpose of tracing out a mistake it
 " was necessary to look to the Bill itself,
 " but this seldom happen'd, in the course
 " of business perhaps once or twice a week."

Mr Holland, 4th in the Bill Office, was call'd
 4th in the Bill Office, who said, he had been near 17 years
 " in the House, almost the whole time
 " in the Bill Office; "

ask'd, why the drawers with discounted bills should be left unlock'd the whole day?
 he was ask'd, what the business is regarding the
 discounted Bills that should require the drawers
 containing them to be left unlock'd the whole day:
 " He answer'd, that in a morning the

the business they
are required to be
open for.

when finish'd,
rarely any
further occasion
to refer to them.

Bills taken out
upon any person
stopping payment.

notice to discounters

such bills put in
the unsorted drawer.

" 2 Chief Clerks sort, then enter &
" afterwards put away in their
" respective drawers, the Bills
" discounted on the preceding day;
" when this is done they look over
" & compare the Bills due the next
" day but one, with the book in which
" they are enter'd; — the whole of this
" is commonly done by 12 o'clock &
" when it is over there can be no further
" occasion to have reference to the
" Bills themselves but in the case of
" a person's calling to take up a Bill
" before due or upon application from
" Mr Rogers, either of which cases
" may happen 2 or 3 times a week,
" seldom more frequently; for when
" any person stops payment it is the
" custom to look out all the Bills
" upon him & to lay them upon Mr
" Church's desk ready to be taken
" up by the discounters, to whom
" notice is always given for that
" purpose: — the Bills not taken
" up at night are not return'd to
" the drawers from which they
" were taken but are folded up &
" put in the unsorted drawer.
" Mr Holland further said, that

the Chest of dis-
counted Bills
might be lock'd
& key with Chief
Clerks.

" he does not see any inconvenience would
" arise if the Chest containing the discounted
" Bills was always lock'd & one of the 3
" Chief Clerks were to keep the key in his
" pocket. "

. M^r Church.

. M^r Church was again call'd in:—

This Committee
recommend that
both the Chests
of Bills should be
kept lock'd.

who are to keep
the key.

& only to be
open'd when the
business actually
requires it.

The Committee recommended to him, that the
Chest containing the discounted Bills as well as
the Chest containing the Bills on sundry Accounts
should from this time be constantly kept lock'd,
one of the Chief Clerks, & the key of the latter with
the Clerk in waiting; & that they should never
be open'd but when there is occasion to have recourse
to the drawers, & then only for the time the Clerks
are actually employ'd in putting in or taking
out Bills:

the keys are
duplicates.

close drawers
wanted for bills
on sundry Acc^{ts}

" . M^r Church said, it should be immediately
" done, but observ'd that these keys were
" duplicates of each other, as either of them
" open'd both Chests.

" . M^r Church said, he thought it necessary
" that 2 close drawers should be provided
" instead of the 2 open ones now used to
" lay the Bills in that are brought on
" sundry Accounts, till such time as they
" are sorted & plac'd in the drawers they

" belong to; that the present method is
 " attended with some risk, because the
 " Clerks of Excise as well as some other
 " persons are permitted to come into the
 " Office to settle their Accounts."

M^r Rogers.

M^r Rogers was call'd in again & desir'd to give
 the Committee an account of the procefs of the
 Discount Office business in his Office.

number of Clerks
 &
 controul.

" He said, that it is the number of Clerks
 " now employ'd in the Discount Office
 " including himself, who is head of
 " that Office & as such accountable ~
 " immediately to the Chief Cashier.

persons bringing
 bills to be discounted

" That when any person brings in
 " Bills to be discounted he delivers
 " them in with a list to a Clerk in
 " the Office who counts them & sees
 " that the number of Bills agrees
 " with the list; they are then taken
 " in to the Committee in waiting &
 " when brought back to the Office

the bills taken
 into the Committee
 in waiting.

" are separated in two parcels, ~
 " according as they are rejected or
 " approv'd; — the former are enter'd
 " in what they call the black book
 " in the Office & return'd to the Owner
 " when call'd for; the latter are
 " given to an entering Clerk who
 " makes out a Warrant for the amount

separated, as
 rejected or approv'd
 entry of rejected
 ones —

return'd.

Warrant for the
approved bills

computed & examined

discount cast up

& set down on
the Warrant.

Waste book entry
& numbers

a Clerk checks
the discount
& signs the Warrant
which is carried
to the Drawing Office

Plan of Waste book

the bills are enter'd
in the Waste book.

" of them specifying the particulars of
" each Bill & when it falls due; at which time he
" always computes it both as to sum & time & sees it is properly stamped;
" the Warrant is then given to another Clerk

" to cast up the Discount, which, when

" done, he sets down in one sum at the

" foot of the Warrant; while this is doing

" one of the 2 Chief Clerks takes the Bills

" themselves from the person who made

" out the Warrant & enters the sum &

" date of each in the Waste book against

" the number, which from that instant

" is appropriated to the Bill; he then examines
" the particulars &

" casts up the discount of each & calls

" out to the person who has the Warrant

" to check with him the amount of the

" discount, & if they agree he signs the

" Warrant & sends it immediately to

" the Drawing Office by one of the

" junior Clerks to be carried to the

" proper Account, that the discount

" may immediately be intitled to

" draw for the amount.

" The Waste book for Bills is divided

" into two for the convenience of the

" 2 Chief Clerks working in them at

" the same time & is number'd from

" 1 to 8000, & as these numbers run out

" they begin again.

" After the Bills are enter'd in the

" Waste book they are given to the entering
 " Clerks, of whom there are three, —
 " one keeps the great book, one keeps the
 " Discount or Dishes book & the third keeps
 " the Parlour book; every Bill passes
 " through each of these books. — in
 " the first the Bills are enter'd in
 " numerical order, with every material
 " particular, by which a check is form'd
 " against the numbers in the Waste book:
 " The Clerk of the Dishes book then takes
 " the Bills & writes on the back of each
 " in red Ink the number of the Dishes
 " book in which it is to be enter'd & the
 " number of the Bill according to the
 " order in which it stands in the Waste
 " book & then enters them in the Dishes
 " book under the day of the Month on
 " which each falls due, specifying the
 " number, the name of the discounter
 " & acceptor, & the sum: — In this book
 " a space is left against each Bill to
 " be fill'd up by the Clearers on the
 " day it falls due, which is done when
 " they look out for it in order to check
 " their Entry book at the time they
 " make out the Out Seller's Charge. —
 " The third Clerk then enters the Bills
 " in the Parlour book omitting the
 " numbers but casting up the sum

the great book

the Dishes book
the bills mark'd

& the Parlour book

" of each days transactions

" (The Bills having gone through this
" process are counted over with the Waste

" books & then deliver'd to one of the Clerks

" of the Bill Office who comes to fetch

" them, & takes them either collectively

" or in parcels as the convenience of

" business requires, & signs to the number

" of Bills tho' not to the amount. — if it

" should be past 5 o'clock before they finish

" in the Discount Office, the Bills not

" already deliver'd up are put into an

" Iron Chest there & lock'd up by the Clerk

" who remains last in the Office, & he

" delivers the key, to which there is no

" duplicate, into the custody of the

" Chief. Accomptant, who returns it

" to whichever Clerk attends earliest

" the next morning, for him to deliver

" the Bills to the Bill Office.

" (This Iron Chest stands in a closet

" which is likewise lock'd, & the key of

" it put in the common drawer, to which

" every one in the Office has a key.

" (The last Clerk who quits the Office

" locks the door & leaves the key in the

" Gate-keepers Lodge.

" The process for the Notes is not

" exactly the same as for the Bills.

Bills counted over
& deliver'd to
the Bill Office

Bills sometimes
lock'd up in the
Office.

& the key left
with the Chief
Accomptant.

where the Iron
Chest stands.

Office lock'd

process for Notes

53 only brought
in on Wednesdays

must pass an
open Committee
of Directors.

& the Court

enter'd on sheets
of paper, distin-
guishing those
which pass the
Committee, & those
left dubious.

extract from the
Note Ledger.

& from Bill Acc^{ts}

the sheets laid
before the Court
on Thursday.

& an alphabetical
list of Notes going
off in the following
week.

" they are only brought in once a week
" viz: on Wednesday, when they must
" pass the Committee in waiting, with
" the assistance of any other Directors
" that chuse to attend, & are not carried
" to the credit of the discounters untill
" they have pass'd the Court on the
" following day.

" As soon as the Notes are return'd
" into the Discount Office, one of the
" Chiefs is employ'd to enter them upon
" sheets of paper distinguishing those
" which have pass'd the Committee
" from those that were left dubious;
" another Clerk takes these sheets
" & fills up from the Note Ledger
" in the Office the amount of the sums
" running in Notes, with & upon
" both the parties, & then sends them
" into the Accountants Office to have
" the same operation perform'd with
" respect to the Bills running on them.

These sheets are laid before the Court
" on Thursday, together with another
" made out alphabetically expressing
" the sums that go off in Notes only,
" in the course of the following week,
" from the Accounts of both parties;
" but takes no notice of what go off

rejected Notes
not enter'd.

the reason.

books the approv'd
ones pass through.

Journalis'd

& posted in the
Note Ledger.

" in Bills.

" (When the Notes come from the Court the
" rejected ones are not enter'd in the black
" book, because the particulars of them
" stand recorded in the sheets abovemention'd,
" which are all preserv'd).

" The approv'd ones pass through a
" different set of books from what the Bills
" do; they are enter'd from the sheets into
" the Note Waste book, which is number'd
" from 8001 to 10,000, & from the Notes
" themselves the entry of them is made
" through the Note Book (analogous to
" the great book for Bills) through the
" Note Disces & the Parlour book; & the
" Notes are also number'd with red Ink
" in the same manner as the Bills are.

" As soon as opportunity will allow, the
" approv'd Notes are enter'd from the
" sheets into the Article book (which is
" a kind of Journal) from which they
" are posted to the respective Accounts,
" with or upon, in the Note Ledger; this
" operation frequently takes up the
" greater part of the week to get through."

Adjourn'd to 2. April 1783.

Wednesday 2^d. April 1783.

Minutes settled Settled the Minutes of the preceding day.

Mr Church directed . At the desire of the Governor, Mr Church
to prepare drawers was call'd in, & directed, to give orders for
& a book for Bills having a set of drawers made as describ'd by
on sundry Acc^{ts}. Mr Bourne in the Minutes of 20th March, (Page 19)
for the purpose of keeping the bills paid in on
sundry Accounts, & that a Book be got ready,
to be commenc'd & commenc'd as soon as possible, in order to keep
as soon as possible an Account of those Bills, in the same manner
as is practis'd for discounted Bills in the book
& that the book now kept for that purpose, & that both Books
at the end of the be cast up & balanc'd every day in the way
Office to be balanc'd every day. describ'd in the Minutes abovemention'd.

Adjourn'd to 3^d. April 1783.

Thursday 3^d. April 1783.

It being Court-day & Mr Rogers consequently
much taken up;

Adjourn'd to 4th. April 1783.

Friday 4th April 1783.

• Mr Rogers

The Committee proceeded in the examination of Mr Rogers, who inform'd them:

Warrants from the Disco^t Office formerly copied in the 2 book.

& the bills compar'd with it.

a check on the Disco^t Office.

when discontinued.

a renewal of that mode propos'd.

" That it ^{was} always customary till within
 " these few years, (he thinks till the year
 " 1772) for the Warrants which are made
 " out in the Discount Office for crediting
 " a Discounter's Account, to be copied at
 " full length in the 2 book (a kind of
 " Journal to the Cashbook) when this
 " was practis'd, the Bills discounted were
 " compar'd the following day with the
 " entries in this book, & this form'd an effectual
 " check upon the operations of the Discount
 " Office, as the Clerks who keep this book -
 " (which is the General Cash Book) are
 " entirely unconnected with those in the
 " Discount Office. That the custom of
 " entering the Warrants at full length -
 " was discontinued at an extraordinary
 " period when the number of Discounts
 " was very great, which occasion'd this
 " entry to be so heavy as to delay the daily
 " balances till very late at night.

" That he thinks this method of entering
 " the Warrants at full length should be
 " renew'd; for that at present there is not
 " a sufficient check in any other Office

" upon the business transacted in the
 " Discount Office: - & if renend, it would
 " be right for the Chief Clerk of the Bill
 " Office to compare the Bills discounted
 " the day before with the 2 Book, & this
 " he thinks would be a much better
 " method & much easier practis'd, as
 " well as more effectual to detect an error,
 " than to compare them with any list
 " kept in the Discount Office as was
 " suggested in the Minutes of the 20th
 " March (Page 21).

Stationery
 deliver'd from
 the Disco^d Office

" M^r Rogers further inform'd the Committee
 " That all the Stationery stores for the
 " use of the Offices in the department of
 " the Chief Cashier, are brought to the
 " Discount Office, to be deliver'd out as
 " wanted, except such pens & paper as
 " are used in the Chief Cashier's & Drawing
 " Offices, which is there taken in by the
 " Clerks themselves.

" That by stores, he means, paper, pens,
 " Ink, packthread, little books, wax
 " & wafers.

" That there are 2 Stationers employ'd
 " by the Bank who supply the two
 " departments of the Chief Cashier &
 " Accountant.

& the mode

" That as stores are wanted he orders the
 " Stationer to send them in, & one of the
 " Clerks of the Office delivers them out every
 " morning to such Offices as want them
 " taking the signatures in a book (for
 " pens only) of such Clerks as come for them.

Checks for drafts
 deliver'd.

" That all checks requir'd for drafts on
 " the Drawing Office are deliver'd out
 " from the Discount Office: that these

plan of the check

" Checks are supply'd by the Stationer in
 " books of 1000 each, & are afterwards
 " number'd from 1 to 10,000 with one of
 " the letters of the alphabet annex'd &
 " when all the letters are gone through
 " with 10,000 numbers to each the alphabet
 " is recommen'd: - that he has heard
 " these books stand the Bank in £1.1 -

& mode of
 delivering them.

" each. - That when any person applies
 " for checks, a Clerk in the Discount Office
 " cuts off as many as are demanded, marking
 " & numbering the check & the counterpart,
 " which latter remains in the book, - the
 " person taking up the checks is then called
 " upon to sign the book for them, & the Clerk
 " enters the numbers of them also in such
 " person's book; - checks being never given
 " out without this book being produc'd
 " unless the Drawer applies himself in person.

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The check book
sent to the
Drawing Office.

attendances

Time requir'd
to enter bills.

sometimes it is
very late

Gratuities

" That as fast as a book is work'd out it
" is sent to the Drawing Office, & there
" remains, for the purpose of the Clerks
" in that Office having reference to it as
" occasion may require.

" That the time of attendance of the Clerks
" in his Office is at 9 o'clock every morning,
" but he himself does not attend till 10,
" that they stay till the business is done,
" whether it be early or late; that one
" who takes his waiting by rotation -
" always stays till 5 & he is allow'd an
" absence of 2 hours for dinner, from 1 to 3,
" the rest never go out to dinner, but if
" the business is very heavy a dinner is
" allow'd them in the Office. That they
" reckon it takes an hour to pass 80 Bills
" through the books, & when there is a
" great deal of business it frequently
" happens that they have not finish'd
" making out the Warrants till 3 o'clock
" & consequently that they cannot begin
" to enter the Bills till that hour; when
" there are 5 or 600 of them to go through
" the books after that time, which is
" often the case, it must occasion very
" late attendances.

" With regard to Fees & Gratuities, he
" said, that nothing was ever ask'd for

" nor any thing taken but what was
" perfectly voluntary on the part of
" the Giver; - that what Gratuities
" they receiv'd are Gifts at Christmas
" & uncertain as to the amount, - that
" the sum has been 3 or £400 in one
" year, in other years it has not exceeded
" £200; that he receives the whole of
" what is given, & distributes it at his
" discretion to all the Clerks in the
" Office according to their time of service."

Adjourn'd to 7th April 1783.

Monday 7th April 1783.

M^r Gooch

M^r Gooch, 2^d Clerk of the Discount Office, was call'd in & examin'd, as to the mode of doing business in that Office.

one of the 3
juniors always
waits.

"He agreed in general with the account
" given by M^r Rogers, but remark'd that
" it is only the 3 juniors in the Office that
" take their turns to be in waiting, the
" 4 senior Clerks being exempt; & that the
" 8th Clerk now in the Office is consider'd
" as an extra hand.

Notes remain
in the Disco^y Office
on Wednesday nights.

" M^r Gooch inform'd the Committee, that
" the Notes brought in on a Wednesday
" remain in the Office till the Thursday
" & are lock'd up in the Iron Chest there.

copying the Warr.
in the 2 book

" He further said, that the entry of the
" Warrants at full length in the 2 book,
" belonging to the & Cash book, mention'd
" by M^r Rogers in the Minutes of the 4th
" April (Page 56) he thinks necessary
" to be done; that it would form a check
" on their Office much wanted.

a check much
wanted.

Gratuities

" With respect to Gratuities in the Office,
" he said, nothing was ever demanded,
" nor are any known but what are
" voluntary; — that these consist of gifts

" at Christmas & of presents which are
 " sometimes made when a person first
 " begins to discount, & he understands
 " these last are carried by M^r Rogers to
 " the general Account, & divided by him
 " as Christmas Gratuities: — that he
 " does not know the total of the sums
 " receiv'd, as M^r Rogers takes them &
 " divides them as he thinks proper."

The Committee
 visited the Disco^t
 Office & observed

The Committee went into the Discount Office
 to make themselves thoroughly acquainted with
 the mode of doing the business there, & to see the
 place where the Bills are kept every night —

Insecurity of the They took notice that the Iron Chest is very light,
 Iron Chest there weak, not fix'd to the floor, & in all respects —
 insufficient for the security of so large a property
 as is frequently there deposited.

Adjourn'd to 8th April 1783.

Tuesday 8th April 1783

Mr Newland The Committee call'd in Mr Newland & question'd as to the enquir'd of him what he thought of the present security of the place mode of locking up the discounted Bills in the where Bills & Notes are lock'd up in the Discount Office on those nights when the business finishes late, & all the Notes every Wednesday; & whether the place where they are now deposited is sufficiently secure:

He answer'd, that in his opinion it is
 " very insecure, he has always thought so,
 " particularly since the time that Office
 " was broke open; that the Chest stands
 " in too retir'd a situation. — He agrees
 " in opinion with the Committee that
 " a place for securing these Bills & Notes
 " with 2 different Locks to it ought to be
 " provided & 2 Clerks be directed to remain
 " every night till they are all lock'd up,
 " each Clerk taking a key, & leaving them,
 " till next morning, at such different places
 " as the Committee shall think fit. —
 " That he thinks this repository should
 " not be in the Discount Office, but in
 " some more public place."

plan for checking
 the discounted Bills

Mr Newland suggested a plan by which the Clerk of the Bill Office may check the Bills he receives every day

from the Discount Office with the Warrants, in as effectual a manner as if these last were copied at length in the 2 book (which he thinks would be attended with the inconvenience of delaying too much the general Balance at night).

It was,

"That the Clerk of the Bill Office
" should every morning when he takes
" the Bills up in the Discount Office -
" (discounted the day before) compare
" the sums of them with the ParLOUR book,
" adding up the amount; which he must
" check in the Drawing Office, with the
" Total of the Warrants sent there from the
" Discount Office, & carried to the C. Cash
" book the night before."

Mr Church & Mr Rogers were both call'd in, &

Mr Church & Mr Rogers said,
Rogers see no
objection to it.

"(They did not see any objection to this
" plan being carried into execution)."

Mr Rogers
question'd, as to
removing the
repository for
Bills, now in
his Office.

Mr Rogers was ask'd, whether any inconvenience to the business of his Office would arise from removing the repository for locking up the Bills & Notes remaining in his Office to some more public place, for instance to some part of the Hall; & whether 2 Clerks might not remain every night, till all the Bills are lock'd up.

no inconvenience

"He answer'd, no inconvenience could
" arise from either."

Adjourn'd to 10th April 1783.

Thursday 10th April 1783.

The Committee began to form a Report.

Adjourn'd to 11th April 1783.

Friday 11th April 1783.

Mr. Lewin, one of the entering Clerks of the
of the Disco^t Office Discount Office, was call'd in, & inform'd the
Committee:

"He was the Clerk in waiting last night
" & that the business was over between
" 7 & 8 o'clock, & that on Wednesday it
" was 9 before they had finish'd.

how bills are
dispos'd of on
a late night

"He gave an account of the mode in
" which the Bills are dispos'd of on a
" late night, similar to the former
" account given to the Committee by
" the Chief Clerks, & mention'd, that
" when the key of the Iron Chest is
" carried up to the Chief Accountants
" Apartments, if neither he nor the
" Deputy Accountant should chance
" to be at home, it is deliver'd to a

key of Iron
Chest, how
dispos'd of.

mode of
numbering
bills liable to
confusion.

" Servant.

" Mr Sewin stated a circumstance attending
" the mode of numbering of the Bills, that
" renders it liable to some confusion; for
" the Chief Clerks who enter them in the
" Waste book & thereby appropriate the
" numbers, do not at the same time
" mark it upon the Bills, & the Clerk of
" the Dissee book, whose business it now
" is to perform this operation, sometimes
" by taking a parcel of Bills or a single
" one in wrong order is thrown into
" confusion; for all that follow must
" necessarily disagree with the Waste book.

Proceeded in Framing the Report.

Adjourn'd to 14th April 1783.

Thursday 14th April 1783.

The Committee completed their first Report, which is as follows.

The first Report of the Committee appointed to inspect & enquire into the Mode & execution of the Business as now carried on in the different departments of the Bank.

To the Governor, Deputy Governor and
Committee of Treasury.

In pursuance of the Resolution of the Court of Directors of the 13th March last ordering us "to report to the Committee of Treasury to be laid before the Court our proceedings & observations on the Manner in which the Business is conducted in the several Offices in the Bank."

We report, That immediately after our appointment, we proceeded to the Execution of the powers delegated to us, by applying ourselves to acquire a general knowledge of the Mode of conducting the business of the House, beginning with those Offices which lie within the department of the Chief Cashier.

It was our intention in the first instance to have formed reports on the proceedings in each

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of those Offices, but in the course of our Enquiries, &
before we had obtained sufficient information for
that purpose, an Object presented itself to us of such
magnitude as to determine us to submit it to Your
consideration without delay.

The Object we point at is the State of insecurity
in which all Bills & Notes passing through this
House are suffer'd to remain: First in the Discount
Office; & afterwards in the Bill Office where they are
dispos'd in drawers to lie till due.

From the information of M^r Rogers & M^r Gooch, the
2 Chief, & of one of the subordinate Clerks in the
Discount Office, we learn, that all Bills or Notes
brought in to be discounted, pass progressively
through the hands of 5 different Clerks, who either
compute, or enter the particulars of the Bills in
different books: this operation takes up a considerable
space of time, & frequently occasions the business of
the Office to continue, till very late at night before it
is finished. Those Bills that cannot be entered
& delivered to the Bill Office before 5 o'clock, are
locked up in the Discount Office all night; as are
also on every Wednesday all the Notes brought in
that day, & which remain in the Office, till they
shall have passed the Court on Thursday. —
These Bills & Notes generally amount to a very

large Sum; & yet it appears, to have been the uniform custom to leave them, to the care of such single Clerk in the Office as may be last in waiting, who is always one of the Juniors. This Clerk is requir'd to place them, in an Iron Chest, standing in a Closet in the Discount Office, which we find, on examination, to be a small, weak, & very insecure repository; situated moreover in a remote corner of the House, & thereby liable to greater risk: the key of this Closet is put into a common drawer in the Office, to which every Clerk has a key; & the key of the Office itself, is left by the last Clerk who retires, at the Gate Porter's Lodge. It is true the key of the Iron Chest, is carried by the same Clerk to the Chief or Deputy Accountant's Apartments: but We are informed is frequently delivered to a Servant, who returns it next morning, to the first Clerk that comes to the Discount Office; for the purpose of taking out the Bills, in order to their being delivered over to the Bill Office. Thus it appears, That Bills & Notes to a very large amount, do frequently remain in the sole custody of a junior Clerk of the Discount Office: That the repository, in which they

are supposed to be placed by him, is weak, ⁷⁰
insecure, & ill situated: That the key of it is afterwards
disposed of in a loose & careless manner: and
That the Clerk who locks up the Bills at night,
is not the Person who receives the key the next
morning: a circumstance that effectually prevents
his being answerable for the contents of the Chest.

From the Discount Office all Bills & Notes
discounted are delivered to the Bill Office: & here
likewise we find a subject for our animadversion
at least as important as the former.

From the information of M^r Church, M^r Mayon,
& M^r Bourne, the 3 Chief, & of M^r Holland, one of
the subordinate Clerks in the Bill Office, we learn,
that it is now the custom in that Office, to take
out every morning at 9 o'clock, from the Iron Safe
in the Court Room; the Chests, of discounted Bills,
& of those paid in on the sundry or Drawing Acc^{ts};
both these are immediately unlocked, & all the
Bills & Notes contained in them left exposed
through the whole course of the day, not only to
every Clerk in that Office (who is allowed to have
free access to them); but also to many others
who transact business near the place; & even

to Persons unconnected with the Bank, whose occasions frequently require their being admitted into the Bill Office.

It seems exceedingly improper, that the immense concerns usually deposited in the Bill Office, should be unnecessarily exposed for a single moment; much more that they should continue exposed throughout the whole day, & equally so that they should be intrusted to the care of one person when nothing prevents their being placed in the custody of two. We conceive ourselves justified in saying, unnecessarily exposed, because the business of the Office, appears to us, to require, that the Clerks should have in their possession, at one time, those Bills only which fall due, within the two, or at most the three following days; for the purpose of examining, laying them out in Walks, & sending them for payment. The other purposes for which the Clerks may have occasion to refer to the Bills themselves, are so few, & occur so seldom, as in our Opinion not to render necessary, their being left open in so public an Office, for any length of time.

The bare recital of these Facts, collected from the examination of the different Clerks (&

which appear much stronger in the Minutes of⁷²
our proceedings than we have here stated); —
sufficiently evinces the necessity of altering the
present mode with respect to this very important
Object.

To form a plan that may put so very large
a property in a State of Security; without at
the same time impeding the established course of
business; has engaged much of our attention: &
that we might be the better enabled to offer such
an one to Your consideration as we hope & trust
may prove effectual, We consulted the Chief Cashier,
& several of the Principal Clerks in these Offices,
with a view to discover, whether any solid objections
lay against what we thought so essentially
necessary.

To attain then this very desirable end at least
as far as the nature of the Subject will allow;
We submit it as our Opinion, That a strong
Closet or Safe be provided, contiguous to & opening
only into the Bill Office; divided into 2 compart-
ments for containing all Bills & Notes not in
course of payment; as well those discounted,

as those paid in on sundry Accounts: That each of these Compartments be subdivided into the requisite number of drawers, for containing the Bills in the order they fall due according to the days of the month, in the manner now practis'd for discounted Bills. That in these drawers all Bills that have more than two or three days to run do constantly remain: & that to this Safe there be 2 Locks, the key of one to remain with one of the 3 Chief Clerks of the Bill Office; the key of the other with a Cashier, or any other Officer that may be thought more proper. That every morning after the Chief Clerks of the Bill Office, shall have received all the Bills & Notes from the Discount Office, & sorted & entered them, according to the days they fall due; one of them do apply to the Cashier who may be in possession of the key, to go with him to the Safe to assist in opening it; & to attend, while he deposits each parcel of Bills in the drawer to which it belongs: & at the same time that he take out the Bills, of the day which comes next in course, for

74

the Clerks to lay them out in Walks ready for the
Out-Tellers the next day. That whenever there
shall be occasion to have recourse to the Bills;
which can seldom happen, one of the 3 Chiefs of
the Bill Office be required to call the Cashier
to attend the taking out any Bill. And that
access be allowed to the Safe only in the presence
of one of these Chief Clerks. That a part of this
Safe be so contrived, as to open with a separate
door, (likewise secured by 2 different Locks) to
be allotted to the use of the Discount Office, for
the reception of such Bills & Notes discounted
as cannot be delivered in time to the Bill Office.
That these Bills & Notes be locked up therein
every night by such 2 Clerks of the Discount
Office as may hereafter be determined on, with
orders to lodge the keys at any two places judged
convenient.

By this Mode of securing the Bills & Notes,
the general precaution established in the Banks
of locking up all property under at least 2 keys,
will be complied with: & We cannot discover,
that the Business will be in the least impeded.

by it; if a few Regulations be adopted in the
 Mode of transacting the business in both Offices,
 such as we shall have occasion to submit to
 Your consideration at a future Opportunity.
 If the Safe, proposed, be so constructed as to
 admit of a Space in front sufficiently large for
 2 Persons to work at a desk; it will enable the
 Chief Clerks, to sort out & enter the Bills in a
 retired situation: a conveniency now much
 wanted in this Office.

(Signed) S. Bosanquet.
 Bank of England Thomas Dea.
 14th April 1783. Benj. Winthrop.

Adjourn'd to 15th April 1783.

Tuesday 15th April 1783.

The Committee presented their Report this day.

Mr Clifford
of the Drawing
Office examined

Mr Clifford, of the Drawing Office, was call'd in, & gave the Committee some information respecting the Mode of transacting business in that Office.

Adjourn'd to 16th April 1783.

Wednesday 16th April 1783.

Mr Clifford.

Mr Clifford was call'd in again, & proceeded in his account of the Mode of transacting business in the Drawing Office:

Articles receiv'd
on the Drawing
Accounts.

He related, "that all Articles receiv'd by them on the Drawing Accounts, consist of.

" Bank Notes;

" Post Bills due;

" Annuity & Dividend Warrants;

" Money Tickets; &

" Tickets from the Chancery Office

" given in payment for Drafts of

" the Accountant General of the

" Court of Chancery.

cancell'd & prefer'd).

Books they pass through.

how the Bank Notes are disposed of;

the Warrants & Bank Post Bills;

" That when any of these. Articles are paid
" in, they are in the first place cancelled,
" & references to the name of the party they
" belong to put on them, with the Clerk's
" initials: they afterwards pass through
" the D or L Cash Books, from whence they
" are immediately posted to their respective
" Accounts in the Waste Ledgers of the
" Drawing Office, which are added up
" every four Articles, for the purpose of
" seeing immediately how the Account stands.

" The Bank Notes, after they are entered
" in those Cash Books, are fetched away by
" the Clerks of the C or B Cash Books, who
" enter them on the Contra side, (the C
" Cash Book being appropriated to the D
" in the Drawing Office, & the B to the L);
" then file them; & at night punch them,
" & lock them up in their desks, to be
" delivered into the Accountant's Office,
" with those Cash Books, the next morning.

" The Warrants & Bank Post Bills, as soon
" as they have been entered in the D & L
" Books are put on separate files, & are
" fetched away from time to time, during
" the course of the day; the former by the
" Clerks of the Warrant Office, the latter by
" the Head of the Bank Post Bill Book;
" to be entered by them respectively; &

" they check the amount with the Drawing
" Office every night.

& the Money &
Chancery Tickets.

" The Money Tickets & Chancery Tickets,
" as soon as entered, are filed in the Office,
" & are not fetched away by any other
" Clerk; because the amount of them is
" checked in the general Balance at night."

other Articles
of Receipt

Mr Clifford said, "that, besides the
" Articles beforementioned, the Drawing
" Accounts further consist of,

" Bills & Notes discounted; &
" The Amount of the Bills in the
" Clearer's Cash Book or Journal.
" (See the Minutes of 17th March Page 14).

Warrants sent
from the Disco^t
Office, & Bills
discounted:

" The Amount of the former is sent to the
" Drawing Office from the Discount Office,
" in a Warrant, expressing the Sum dis-
" counted & the Discount. The Bills are
" entered in the D, & the Notes in the E
" Cash Book, from whence they are
" immediately posted to the respective
" Accounts. The amount of the latter
" is completed every night by the Clearers
" in their Cash Books, which are given
" the next morning to the Drawing Office;
" when the several Articles contained in
" them are immediately posted to the
" Accounts to which they belong, & at the

& account of
Bills received on
Drawing Acc^t
from the Clearers,

79 & of drafts
brought in by
the Out Sellers.

process with a
draft brought in
for payment;

the mode of
entering it

" same time the Drafts brought in the
" preceding ^{day} by the Out Sellers, which
" have likewise been entered into these
" Cash Books, are posted up; the Clerk
" that posts them being required first
" to take notice that they have all been
" allowed.

" This is the first operation every
" morning.

" The Process with a Draft brought in
" for payment is as follows. The
" Person who presents it, in case he
" is not known, is first required to
" indorse it; the Clerk then examines
" the Drawer's Account, to see if there
" are Effects sufficient upon it to answer
" the Draft; if there are, he crosses out
" the name of the Drawer with his
" pen, & sets a mark upon it expressing
" whether paid in Money or Notes, &
" signs his own Name or Initials upon
" it; he then gives to the Bearer a
" Ticket, either upon the In Sellers or
" upon one of the Cash Books according
" as it is to be paid in Money or Notes:
" the Draft is taken from the Clerk
" who first receives it, to be entered
" in the D or L Cash Book, and
E or F

" immediately posted to the Drawing Ledgers,
 " & the number of the folio of the Cash Book
 " put upon it, & then it is filed ready to be
 " sent to the Accountants Office.

how Bills made
 payable at the
 Bank, & paid in
 by persons keeping
 Accounts there,
 are passed to the
 respective Acco^{ts}.

" Bills accepted payable at the Bank, which
 " are paid in by Persons keeping Accounts
 " there, pass through the House Book in the
 " Bill Office, in the manner described in
 " the Minutes of the 19th March 1783 Page 15:—
 " from whence in the Drawing Office they
 " are daily posted to their respective Accounts;
 " reference being constantly had to the
 " House Book for that purpose."

Adjourn'd to 25th April 1783.

Friday 25th April 1783.

Mr Clifford
called in to explain
the business of the
Drawing Office
with the Exchequer.

Mr Clifford was call'd in again, & explained
the nature of the Business transacted in the
Drawing Office with the Exchequer:

Account brought
from thence.

He said, that Mr Cowper, the Chief of
"the 3 Clerks who transact the Business
"of the Bank with the Exchequer, at his
"return every day from thence, brings
"with him an Account of Monies receiv'd
" & paid from the Accounts of sundry
"Persons keeping Cash at the Bank.

Vouchers for the
Debits.

"For those sums for which the Accounts
"are to be debited, he brings down Vouchers
"or Drafts; for those for which they
"are to be credited, he brings only a
"paper containing a List of them.

& a List of Credits

"That every day as soon as this Account
"of Debits & Credits is brought down by
"Mr Cowper, it is entered in the
"respective sides of the L. Cash Book,
"from whence the Articles are instantly
"posted to the proper Accounts in the
"Waste Ledgers."

entered in the
L. Cash Book.

& posted in the
Ledgers.

Further information
to be receiv'd from
Mr Cowper.

The Committee will probably receive more
accurate information in respect to the Business
between the Bank & the Exchequer, when they

proceed to the examination of M^r Cowper.

M^r Clifford further informed the Committee

General Balance
of all Receipts &
Payments,

" That a General Balance is made ^{up every night after 5 o'clock} of all
" Receipts & Payments of the Bank on that
" day. This Balance is formed from all
" the Books, the particulars of which are
" entered in a Book kept on purpose for
" this business, called the Hall Balance Book.
" It consists of,

- " The 6 Bank Note Cash Books;
- " The 4 Cash Books kept in the Drawing Office;
- " The Chancery Book, letter T;
- " The 6 Cash Book;
- " The Bank Stock Dividend Warrants paid; &
- " The Exchequer & Cash Office Account.

the Waste Ledgers
checked with the
Accountants
Ledgers.

" That they check their Waste Ledgers every
" six Weeks with the Accountants Ledgers
" which they call "scouring"; & they likewise
" once a quarter draw out a General State
" of all the ^{Drawing} Accounts to be laid before the
" Directors.

& general state
of the Accounts
made out quarterly.

" He said, that it is not the custom to give
" Receipts for Monies paid in by any
" Persons keeping Accounts at the Bank,
" when they omit to send their Book, except
" to Receivers of the Land Tax & Commis^{rs}.
" for paving Westminster.

No Receipts given
for monies paid
in, but in two
instances.

" That no Bills made payable at the Bank
" are ever paid unless an order has been

No Bills made
payable at the
Bank, without
an order from

the Acceptor.

Permit Book,
signed to authorise
another Person to
draw on any one's
Account;

Power of Attorney
lodged, for endorsement
of Bills by procurators.

Firm Book for
Signatures.

inconvenience
from checks being
delivered only from
the Discount Office

" previously given in by the Acceptor for
" that purpose.

" That any Person keeping an Account
" may authorise another to draw upon
" it by signing an order in the Permit
" Book; but before any Bill can pass
" through the House endorsed by
" procurator, the Power of Attorney
" authorising the party to endorse, must
" be lodged in the Drawing Office.

" (That there is a Book, called the Firm
" Book, in which stand the signatures
" of all Persons keeping Accounts with
" the Bank.

M^r Clifford stated, that an incon-
" -venience sometimes arises from the
" Checks for drawing drafts being
" delivered only from the Discount Office,
" as Holidays are kept there which are
" not so in the Drawing Office; on which
" account it frequently happens that
" Persons having Cash upon their Accounts
" cannot obtain Checks to draw for it, &
" are therefore obliged to come in person
" to receive their money. He thinks,
" it ought to be so contrived, that Checks
" should be delivered out every day.
" He remarked, that in the hurry of

a wrong entry
may happen in
the Cash Books.

& cannot be detected
till the Person
sends his Book
to be settled.

method mentioned
by Mr Clifford of
checking the entries.

" doing business, Money paid in may be
" sometimes entered in a wrong name,
" or that a mistake may be made in an
" entry in the Clearers Books: if either
" of these cases happen, the error goes
" through all the Books, & cannot be
" detected untill the Person who paid in
" the money shall send his Book to be
" settled: for there is no check in the
" Accountants Office, as the Vouchers for
" the credits do not go there. He sees
" no way of creating a proper check
" that could be adopted, but by appointing
" a Clerk in the Office, whose sole business
" it should be to attend to the overlooking
" & comparing the entries with the Vouchers
" brought in."

Mr Clifford was desired by the Committee to
consider of this matter with the Gentlemen in his
Office; & to report any plan that may be thought
adviseable to be adopted.

questioned, whether such an Account every day is kept in the Drawing Office of the
of Discount Warr.^{ts} Warrants sent there from the Discount Office, in
is kept in the Drawing Office, such a way, that the Clerks of the Bill Office may
as the Bill Office be able to check their Accounts with it the next
could check with morning, if it should be found necessary:

his answer.

his situation

attendances of
the Clerks in the
Drawing Office.

their seats.

the Clerks under
his direction all
regular

He answered, "such an Account is made
" up, & the sum of it may be known the
" same night if it should be necessary.
" Mr. Clifford said, he was the Head of
" the Drawing Office; that all the Clerks
" in that Office are under him; & that
" he is accountable only to the Chief
" Cashier; that the attendance in the
" Office is every day from 9 till 5 o'clock,
" an hour & a half being allowed to each
" for dinner, which is taken in turn;
" that himself & Mr. Jones are the two
" Principals, & there is always one of
" them in the Office till 5 o'clock; that
" they, with one & sometimes two more,
" sit forward to take in all payments,
" & the four Enterers & four Posters sit
" behind; that one of each of these three
" Sets remains in waiting at night by
" rotation; & must stay till the Balance
" is completed. He said, that the
" Gentlemen under his charge were
" very regular & well qualified for
" their business, which was very
" necessary, for matters of immense
" consequence passed through their
" hands.

" With regard to Fees & Gratuities, he said,
" there were none but some voluntary
" Presents; that these in the whole Year
" might amount One hundred & odd
" Pounds, certainly under £200, which
" he & Mr Jones divided among all the
" Gentlemen of the Office according to
" seniority; that no gratuities are ever
" allowed to be asked for; nor is any
" thing ever required at first opening
" an Account. "

The Committee went into the Drawing Office
to see the mode of conducting the business there,
as really practised.

Adjourn'd to 28th April 1783.

Monday 28th April 1783.

Mr Jones
of the Drawing Office

The Committee proceeded to call in Mr Jones,
2^d in the Drawing Office, who informed them:

attendance on Holidays. (That on a Holiday only half the usual
" number of Clerks attend, which they
" do in turn; Mr Clifford & himself
" likewise attending alternately; that
" they have no extra allowance for
" this Holiday waiting; that as half
" their number seldom exceed six,
" the Bank pays the usual allowance
" to an additional hand to make up
" the number seven, & with fewer
" they cannot well get through their
" Business; that they dine on a Holiday
" at the same hours as on another
" day, three going off the first time, &
" four afterwards; by which it must
" happen that only three Clerks attend
" from 1/2 past 2 till 4 o'clock; that
" as there is only one of the Principals
" in waiting on a Holiday, he contrives
" that one of the next in seniority shall
" remain the Office during the time he
" is at Dinner.

Warrants sometimes
late from the
Discount Office.

Mr Jones said, "it is sometimes 8 or 9 o'clock
" at night before they receive all the Warrants
" from the Discount Office of the business of
" that day; particularly last Thursday it
" was about 8 o'clock; that they can never
" make up the Balance till they have got
" in all the Warrants.

Gratuities.

"With regard to gratuities, he said, there
" are some voluntary ones given at
" Christmas, which may amount to
" £50 a year, a little more or less; —
" that besides these, there are sometimes
" Presents given on first opening Accounts,
" these may amount to £20. a year,
" which it has been the custom to divide
" between the two Principals; that in
" either case nothing is ever asked for
" in the Office."

Mr Foster, one of
the enterers, examined
as to the manner
of entering Articles

Mr Foster, one of the Enterers, was call'd in,
gave an account of the manner of entering the
Articles taken in by the Clerks who sit forward,
similar to what has been described in the
Minutes of the 16th April, page 77.

Mr Kelly, one of
the Ledger Men,
as to the method of

Mr Kelly, one of the Ledger Men, was call'd
in, & described the method of posting from

89 posting.

the Cash Books to the Wasted Ledgers; by which it appears that the Name of every Account, which is to be debited or credited, is twice called out by the Enterer, & as often repeated by the Poster, altho' the Sum to be posted is but once repeated. Mr Kelly remarked, that notwithstanding all possible care, mistakes do sometimes happen, not easily detected in the present mode; & that in his opinion, a check in the Accountants Office is much wanted, for the Articles on the Credit side of the Accounts, analogous to what actually exists for those on the Debit side.

Adjourn'd to 29th April 1783.

Tuesday 29th April 1783.

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enquiry into
the business of
the Cash Books.

Mr. Greenway
the junior Cashier
examined.

distinction of
Cash Books for
Bank Notes.

business of the
A Book.

B Book.

C Book.

The Committee proceeded to enquire into the Mode of doing business at the several Cash Books; & for that purpose examined Mr. Greenway, the junior Cashier, who sits near the A Book.

He informed the Committee, "that there
" are 6 Cash Books for Bank Notes, distin-
" guished by the Letters A, B, C, H, K & O, -
" through which all Notes issued or brought
" in to the Bank must pass.

"The A Book enters & makes out all Notes
" to be issued for Money Tickets from the
" In-Tellers; & for all Contrals, wherever a
" Money Ticket forms a part of it.

"The B Book splits any Notes brought
" in, entering them on the Contra sides:
" & is likewise drawn upon from the
" Drawing Office; it likewise takes in a
" part of the Notes paid into that Office
" in the course of each day's Work: both
" these in relief of the C Book.

"The C Book takes in all Bank Notes,
" paid in at the Drawing Office, except
" such part as is sent to the B Book;

" & makes out all Notes drawn upon it from
 " the Drawing Office: & for the convenience
 " of this business is situated adjoining to
 " the Drawing Office.

& H Book

" The H Book splits Notes the same as
 " the B Book, whenever business requires
 " it; & towards evening when the Bankers
 " come in is drawn upon from the Drawing
 " Office for Notes to lessen the Work of the
 " B Book.

& where situated

" That the A, B & H Books are all placed
 " in the Hall on the side under the Clock,
 " where the Cashiers sit near them, in
 " order to assist in doing the business.

business of the K
 Book, & where
 situated;

" The K Book is up Stairs, in an Office
 " called the Bank Note Office; & from this
 " Book are made out all Notes that are
 " wanted in large Sums; as to Mr Newland
 " for the Navy Office; to Mr Cowper for the
 " Exchequer; & to the Public Offices; or
 " Bankers wanting long Sums.

& of the O Book.

" The O Book is placed in the Chancery
 " Office; & makes out all Notes drawn
 " upon it from that Office; or from the C
 " Book, which is in the same place:
 " besides this constant Business, both

" the K & the O Books are sometimes obliged
 " to take a part of the Work that should be
 " done in the Hall, to ease the Books there,
 " & then these Notes appear as Contras, or
 " are given in exchange for Tickets from
 " the Drawing Office.

these Cash Books
 take the Bank Notes
 brought in by the
 Out Sellers.

" The Bank Notes brought in by the Out
 " Sellers every day in their Charge are deliver'd
 " to all these 6 Cash Books; 2 Books taking
 " between them a Clearer's Account.

mode of making
 out Bank Notes.

" When a Ticket is brought in to be exchanged
 " for Notes, the Clerk at the Cash Book first
 " enters the name of the party & the sums
 " required in a Book, they call the Scratch Book,
 " he then fills up blank Notes from the drawer
 " which lies constantly open before him, to
 " the amount demanded; & he or his partner
 " enters them in the Cash Book, from which
 " he puts the number upon them & then
 " signs his name upon the Notes, as having
 " entered them; the Notes are then handed
 " to a Cashier, who sits near, to sign them; &
 " who delivers them to the party to whom
 " they belong, on his rightly challenging the
 " amount of them.

& manner of
 entering them;

signed by a Cashier

" If the Bank Notes are to be issued in
 " exchange for other Notes brought in, these

93 Bank Notes
to be exchanged for
others, first shewn
to a Cashier; who
examines

cancells & marks
them for payment.

but if to be ex-
changed for Money.

he only marks but
does not cancell them.

Cashier takes no
account of any
Notes he signs;

nor does he
compare them
with the Vouchers.

" last are first shewn to a Cashier, who
" examines whether they are not stopp'd
" Notes; or whether on the face they bear
" any apparent marks of suspicion; in
" either case, or if they should be more
" than a year old, he sends them into
" the Accountant's Office to be further
" examined there; if the Notes are found
" to be good, he cancells them, writing his
" name upon the face of them by way of
" approval; returns them to the party or
" gives them himself to the Cash Book,
" from which other Notes are to be issued
" in exchange for them.

" If the Bank Notes shewn to a Cashier
" are not intended to be exchanged for
" Notes, but for Money, he only writes his
" name upon, but does not cancell them;
" which is left to be done by the Indenters
" on paying the Money.

" That a Cashier takes no account of any
" Notes he signs: the only Account of
" what are issued being in the Cash Books:
" nor are the Vouchers, whether Tickets or
" cancelled Notes, handed to him to be
" compared with the Notes he signs; it
" frequently happening in the course
" of business that the old Notes are ~

Gratuities

. Mr Johnson,
Principal of the
A Book, examined

" cancelled by one Cashier, & the new ones
" signed by another. . Mr Greenway said he
" knows of no gratuities to the Cashiers."
. Mr Johnson, Principal of the A Book, was
called in, & gave an account of the Mode of
transacting the Business at that Book, similar
to what . Mr Greenway had related:

rule to have 2
Clerks at a Cash
Book.

not always observed.

Bank Notes -
how disposed of

& Money Tickets

He further said, "that he understood
" it to be the established rule to have
" two Clerks at each Cash Book; that
" when one of them goes to Dinner at
" the usual hours, an additional
" person generally comes down to them
" from the Dividend Warrant Office, or
" K Cash Book; but he cannot say
" that this is so invariably the case at
" his Book, but that it is sometimes left
" in the charge of a single person.
" That all Notes cancelled & brought in
" to him are after entry put on a file,
" in regular order; & are punched in
" the evening, & locked up in the Cupboards
" all night, to be fetched away by the
" . Accountants the next morning. -
" The . Money Tickets are cancelled & filed
" by him in the Office, but are not sent
" to the . Accountants Office; being deemed
" useless, unless for the purpose of reference

Account of blank
Notes.

in case of a mistake.

That they keep a Book containing an
exact daily & monthly Account of all
the blank Notes delivered into their
custody by the Cashiers. By this Book
all the Notes are sold up every night
by a junior Clerk of another Cash Book,
who signs his initials in the Book;
which is kept in such a form, that if
a Note is missing it will instantly
appear for what sum it was.

Gratuities

He said, that he received no Gratuities
or Presents whatsoever from the Public.

Mr Johnson shewed the Committee one of
Balance Paper. his Balance Papers, including the general
Total of Debtors & Creditors in the A Book,
which is given every night to the Drawing
Office to form a part of the General Balance
of the day's Work.

Mr Price, Principal
of the B Book, examined

Mr Price, Principal of the B Cash Book,
informed the Committee,

That besides what has been stated by
Mr Greenway as the Business of this Book,
it is appointed to issue Notes for Sums
drawn upon it from the Pay Office, &
for what is called long Lists, that is

this Book is drawn
upon from the
Pay Office for Dividend
Warrants

& gives Notes for
large parcels of
Dividend Warrants.

how the Warrants
are disposed of.

this Book generally
left to the care of
a single person, at
Dinner time.
who is often obliged
to quit his seat.

Strangers sometimes
come into the Office

Gratuities

" large parcels of Dividend Warrants brought
" in by Bankers or others, who require Notes
" in return; when these are paid, the Clerks
" of this Book punch them, & keep them till
" fetched away by the Clerks of the Dividend
" Warrant Office.

" That they keep the same kind of Books for
" blank Notes as are kept at the A Cash Book.

" That they have not always an additional
" Clerk sent to them at Dinner time from some

" other Office, which generally occasions the
" Book to be left to the care of a single person;

" who is besides often obliged to quit his seat
" & go over to the Drawing Office on business.

" This he thinks extremely hazardous both
" for the Bank & for the Clerks concerned:

" For Strangers do sometimes come into the
" Office, whatever care can be taken to

" prevent it." An instance of which was
pointed out to the Committee as having occurred
this very morning.

" That no Gratuities are received at his
" Book, but a few trifling Presents at
" Christmas, amounting to about £2.2.
" a piece."

Mr Pretty, Principal
of the C Book, examined.

Mr Pretty, Principal of the C Cash Book,

was call'd in, & informed the Committee:

inconvenience
from the Cashiers
who sit near this
Book being some-
times called away.

& Notes sent to
other Cashiers for
signature.

attended with Risque.

. Account of blank
Notes.

Gratuities

Mr Field, 2^d at the
H Book, examined

" That no other Business is transacted at
" that Book than what has been mentioned
" by Mr Greenway; but that an inconvenience
" frequently attends the transactions at this
" Book, from the Cashiers who are appointed
" to sit near it being sometimes called
" away on different occasions; when such
" Bank Notes as are made out must be sent
" to the Cashiers sitting under the Clock, for
" signature, which is usually done by the
" hands of the party to whom the Notes
" belong. This appears to him an improper
" manner of getting the Notes complicated,
" because attended with some Risque.

" That he keeps Books containing an Account
" of all Blank Notes delivered out for the use
" of the C Book;" which he shewed the Committee
& which appeared very compleat & adequate to the
purpose intended.

" With regard to Gratuities, Mr Petty said,
" they received no Presents whatever at
" the C Book but from 2 Bankers, who
" usually give £s. 1. each once a year."

Mr Field, 2^d at the H Book was call'd in,
& informed the Committee;

" An Account is kept at this Book of
" blank Notes delivered out for use,"

which is sufficiently compleat.

this Book is
generally left with
only one Clerk at
Dinner time.

" That this Book is generally left with only
" one Clerk, during the hours of Dinner; a
" circumstance very disagreeable to the Clerks
" themselves, as it is attended with much
" Risque. "

Mr Waldron, Principal
of the H Book, questioned
as to Gratuities,
his answer.

Mr Waldron, Principal of the H Book, being
call'd in, & questioned in regard to Gratuities: said
" There are some few Presents given to the
" Clerks at this Book at Christmas, which
" may amount to about 2½ Guineas each. "

Adjourn'd to 30th April 1783.

Wednesday 30th. April 1783.

Mr Rawlins, 2^d of
the K Book, examined.

The Committee proceeded to the examination
of Mr Rawlins, 2^d of the K Cash Book:

Mr Vitu, Principal
at this Book, is in
Hampshire to
superintend the
making the Bank
Paper.

(He said, "that Mr Vitu, the Principal at this
" Book, is now at Mr Portal's in Hampshire
" to superintend the making the Bank Paper,
" & where he is probably to remain 4 or 5
" Months longer: that Mr Vitu always
" attends this Business; during which time
" Mr Rawlins acts as Principal at this Book.

number of Notes
generally issued
at this Book in a
month.

number of Clerks
wanted at it
constantly.

attendances.

" That the Business at the K Book is extremely
" heavy, as they have great numbers of long
" Lists to make out, generally issuing 20,000
" Notes a Month; & for this Business there
" ought to be 6 Clerks constantly, tho' at present
" through a scarcity of hands there are only 4.
" That the custom has been for the Principal to
" stay till 3 o'clock, & for the others to dine in
" turn, half & half; so that this Book is
" never left without two Clerks.

Notes sent to the
Cashiers in the
Hall for signature

" That as there is no Cashier who sits
" near their Book, they are obliged to send
" all their Notes for signing to the Cashiers
" in the Hall; this is sometimes done by one
" of their own Clerks, & sometimes by the
" parties to whom the Notes belong.

Notes prepared
the day before they
are wanted.

Keep large parcels
of blank Notes.

examination of
the Paper at the
Mint.

After it is printed
by the Principal of
this Book.

" That as it is their Business to make out large
" parcels of Notes for the use of the Cashiers or
" the Exchequer, they sometimes prepare them
" the day before they are wanted: in which
" case they carry them down with their other
" Notes to be locked up in the Warehouse all
" night; & deliver them there to the Cashier
" to be signed the next morning.
" That for the Business of this Book, they take
" out very large parcels of blank Notes at a
" time, which are kept in a Mahogany Case,
" that stands in the Warehouse for that purpose;
" & from this Case, they take out every day
" only what they think they may want; but
" are in fact accountable for the whole quantity;
" of which they keep an Account in Books
" similar to those used at the other Cash Books.
" That Mr Titu is expected to examine particu-
" larly all the Paper made before it is sent off
" from Mr Portals, which he seals up in
" double Reams; & after it has been delivered
" to the Printer & is returned to the Bank
" printed, it is the Business of the Principal
" at this Book to examine it Sheet by Sheet;
" both to see the quantity is right; & that it
" is printed properly according to the
" Water mark: if any is found to be ~

" printed wrong he cancels it, (that is, tears
 " off the part where the Cashier should
 " write his name) & it is then only used
 " for spoilt Notes. It takes up the greatest
 " part of one person's time to go through
 " this examination."

Gratuities

He said, "they had no Gratuities or Presents
 " whatever at this Book, but one Guinea
 " was given last Christmas."

Mr Philipps,
 Principal of the O
 Book, examined

Mr Philipps, Principal of the O Cash Book
 gave the same account of the Business at this Book
 as had been given by Mr Greenway.

Notes brought to
 them cancelled by
 a Cashier

He further said, "that all Notes brought
 " to them to be exchanged for others are
 " first cancelled by a Cashier

Gratuities

" That they have a few small Presents at
 " Christmas, amounting to about £2.2 to
 " each Clerk."

question'd as to
 the mode of locking
 up the blank Notes

Mr Philipps was asked about the mode
 practised at all the Cash Books for locking up
 the blank Notes every night:

his account of it

He said, "that the Notes left at every
 " Book are counted up by a junior Clerk
 " of a different Book, under the direction
 " of a Cashier who locks them all up in
 " the Treasury or Warehouse. That one
 " Clerk from each Book attends the
 " putting away of the Boxes in which

of what clerks
are in waiting
daily at the Cash
Books

- " they are constantly kept, & which are
- " locked by the clerks of each Book. —
- " That one clerk of each Book attends
- " every night till the General Balance
- " is over. "

The Committee went into the Hall to view the manner of doing the business at the A, B, C & H Cash Books. They observed the mode in which the blank Paper is kept opposite to each Book; & could not but take notice, that the care of so many blank Notes, with the charge of a Cash Book is very improperly intrusted to a single clerk; especially as he is liable to be called away, & that a great number of other Officers of the Bank, besides the parties concerned, are constantly going backwards & forwards by these Books to transact their own business.

Adjourn'd to 1st May 1783.

Thursday 1st May 1783.

Settled the Minutes of the two preceding days.

Adjourn'd to 2^d May 1783.

Friday 2. May 1783.

Mr Padman, Principal
of the Bank Post Bill
Book, examined.

Mr Padman, Principal of the Bank Post Bill Book,
was called in, & informed the Committee:

situation of the Book

" That this Book is kept on the side of the

" Hall under the Clock, adjoining to the

" A Cash Book; that all Post Bills issued

" or received pass through this Book; that

Post Bills issued.

" they number all Bills they issue

numbered.

" progressively from 1 to 10,000 with a

" Letter of the alphabet, as soon as one

" Letter is completed beginning a new one

effects received for
them.

" & from N^o 1; that the Credits on which

" they issue Post Bills proceed either from

" Tickets for money paid to the Indenters,

" Tickets from the Drawing Office,

" Annuity & Dividend Warrants, or

" Bank Notes;

how disposed of

" the Tickets after cancelling they keep on a

" file in the Office; the Warrants are cancelled

" & sent up to the Warrant Office; & the Bank

" Notes, after having been cancelled by a

" Cashier, & having served as a Voucher at

" the Book for issuing the Post Bills, are

" handed to the Clerks at the A Book to be

" entered on the paid side of their Book.

" That all Post Bills issued, after being entered

Post Bills signed
by a Cashier.

" & countersigned are sent to a Cashier for

" his signature, generally through the hands

mode of taking in
Post Bills when
brought for payment

& when by the
Out Sellers.

how disposed of

the amount of the
Post Bill Book goes
into the G Book.

blank bills, how
kept.

- " of the party to whom they belong.
- " That payment of all Post Bills is made
- " by a Ticket on the In Sellers, if Money is
- " demanded; but if Notes, one of the
- " Clerks gives a Ticket on the A Book, which
- " he hands himself for the purpose of having
- " the Notes made out: That when the
- " Out Sellers bring in any Post Bills they
- " pay them into the Book the same day &
- " receive a Ticket in exchange on the A
- " Book; from whence they get a spoilt
- " Note for the amount to settle their Accounts.
- " When a Post Bill is brought in for payment,
- " a clerk at this Book cancels it by tearing
- " off the Cashier's name; but if this will
- " interfere with any endorsement upon it,
- " he only crosses it out: it is then filed but
- " not punched, & locked up in a Cupboard
- " till delivered to the Accountants the next
- " morning.
- " That the amount of this Book does not
- " go immediately into the General Balance
- " at night like the C Cash Books, but the
- " Total of the Debits & Credits are entered in
- " the C Cash Book, & through that Book
- " forms a part of the Balance.
- " That they keep the blank Bills which
- " they receive from the Cashiers, in a case

" divided into Compartments like the other
 " Cash Books; & they keep Books by which
 " to ascertain the amount in hand, similar
 " to those kept at the A Cash Book. This
 " Case of blank Bills is locked up every
 " night in the Warehouse.

attendances.

" That there are 3 Clerks to attend the
 " Post Bill Book: one of them in rotation
 " quits the Bank every day at 3 o'clock;
 " the other 2 dine in turn, the last returning
 " at $\frac{1}{2}$ past 3: so that the Book is left for
 " half an hour to the care of a single person.

Gratuities

" That the only Gratuities received from the
 " Public at this Book are from 3 Gentlemen
 " to the amount of forty or fifty shillings,
 " which is equally divided amongst the
 " 3 Clerks.

Mr. Madman carries
 the Post Bills to be
 stamped.

Mr. Madman further said, " that when
 " it is requisite to have any blank Post
 " Bills stamped to be ready for use, they
 " are delivered to him by a Cashier; &
 " he carries them to the Stamp Office for
 " that purpose; & keeps a regular Account
 " of the number stamped, & the amount of
 " the Duty; & returns them to the Cashier."

Mr. Collins, Principal
 of the G Book, examined
 situation of this book
 & Transactions.

Mr. Collins, Principal of the G or General
 Cash Book, being call'd in, informed the Committee:
 " That this Book is kept in what is called
 " the Chancery Office, & takes in the general
 " State of the daily transactions of the Bank.

particularized

" That not only the amount of the Post Bill
 " Book is brought in here, but also, after the
 " General Balance is made up every night
 " in the Hall, the totals of the 6 Cash Books;
 " & the 5 Books belonging to the Drawing Office
 " marked D, E, F, L, & Z or the Chancery Book;
 " the Annuity & Dividend Warrants; & in
 " general all Sums received & paid on any
 " account whatever. This Book is balanced
 " by the following Articles:

what the Balance
 of it consists of.

" The Amount of Bank Notes made out
 " to M^r Conper for the use of the Exchequer,
 " & of Money in his hands;
 " Of Notes made out to the Cashiers for
 " the purpose of paying Annuity &
 " Dividend Warrants;
 " . And, of a Sum of Money, always
 " under £10,000, which it has been
 " the custom to look upon as the running
 " Cash of the house. (the remainder
 " of the Money in the Warehouse being
 " considered in the Account as if it
 " was actually locked up in the Vaults)."

. M^r Collins further informed the Committee:

undry books kept
 by the clerks at the
 & Books. viz:
 the L Book.

" That they keep several Books in this Office
 " annexed or belonging to the 6 Cash Book;
 " as the L Cash Book, which contains all
 " the business of the Court of Chancery, &
 " through which is passed every Article

which is posted in
the Drawing Office
by the Clerks of the
C & Cash Book.

Notes & Money tickets
are filed.

how the Vouchers
for drafts are
disposed of.

Books containing
an Account of all
Gold & Silver bought,
which check the
Bullion Office &
Brokers.

Bullion paid for
at this book.

Treasury Bill Book.

" received or paid on that Account. The
" L Book, tho' kept in this Office, is considered
" as a Cash Book belonging to the Drawing
" Office; altho' it is the practice for the Clerks
" of the C Book themselves to post from this
" Book, in the Waste Ledgers in the Drawing
" Office, the Account of the Accountant
" General of the Court of Chancery. When
" any Money tickets or Notes are brought
" to this L Book: the Notes, having been
" first cancelled by a Cashier, are passed
" through the O Cash Book, which is in
" the same Office; the tickets are filed.
" The L Book & the Vouchers for all drafts
" entered in it are taken away the next
" morning by the Clerks of the Chancery
" Office under the Chief Accountant.
" They also keep Books containing an
" Account of all Gold & Silver bought:
" these check the Accounts of the Bullion
" Office as well as of the Brokers: & all
" payments for Bullion are made at
" the C Cash Book by drafts on it from
" the Bullion Office, which the Clerks are
" expected to examine; & which they then
" discharge by giving tickets upon the O
" Cash Book or the Ind Tellers.
" They likewise keep a Treasury Bill Book,
" in which is entered, from the Orders

no Interest charged
on the Account of
Treasury Bills.

" sent from the Treasury an Account of
" all Bills accepted there made payable
" at the Bank. This Account, on which
" no Interest is ever charged, & which is
" sometimes swelled to near £100,000,
" tho' it now stands only at £1900, is ~
" cleared off from time to time by Warrants
" from the Treasury.

sundry other books

" They further keep a variety of Books
" for the daily entry of Bills & Notes received
" by the Out Sellers, & of the several Warrants
" for Bills discounted at the Bank."

attendances.

M^r Collins said, "there are 3 Clerks at the
" G Cash Book: one of them goes to dinner
" at 1 & returns at 3, another goes off at 2
" & returns at 1/2 past 3, & the third goes off
" at 3 & sometimes does not return at all:
" so that the Book is left for a short time to
" the care of one Clerk."

Gratuities

M^r Collins said, "the only Gratuities or
" Presents received at the G Cash Book are
" £3.3. given at Christmas by M^r Steers
" the Chancery Broker."

Adjourn'd to 6th. May 1783.