

Kilborn

WEST CHINA MISSION HANDBOOK



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West China Mission Handbook

Principles and Practice of the West China Mission of the
Methodist Church, Canada.

SALARIES.

1. Salaries are \$800.00 and \$500.00 gold, for married and single missionaries respectively. At the end of the first five years from time of landing in Shanghai, salaries are raised to \$900.00 and \$600.00. At the end of the second five years in China, that is, a total of ten years actually spent on Chinese soil, excluding furloughs, salaries are raised to \$1,000.00 and \$700.00. There is no further rise.

2. The financial year for the West China Mission begins April 1st and ends March 31st.

3. Salaries are paid *quarterly*, in advance, by the Treasurer of the Mission.

4. The Treasurer is not authorized to advance any sums on salary account before the date on which it is due.

5. The rate of exchange from gold dollars to Szechwan dollars is that prevailing on the first day of the quarter. This is received by telegram despatched on that day from the Hongkong & Shanghai Banking Corporation, Shanghai. Occasionally this telegram is delayed for two or three days by the occurrence of bank holidays, etc.

6. Immediately on receipt of the telegram, salary vouchers are made out and forwarded, one to each member of Council. In Chengtu the money is paid

over at once. In the case of all other stations, along with the voucher there is enclosed a Treasurer's Order on the Local Treasurer of the station, for the whole of the missionary's salary for the quarter, or for balance due. In each case the missionary is requested to sign his salary voucher—making a copy for his own reference, if he wishes—and return promptly to the Treasurer.

7. On leaving for furlough, salary is paid according to field rate up to and including the quarter in which the missionary sails from Shanghai—provided this date of sailing is *after* the middle of the quarter. Should date of sailing be previous to the middle of the quarter, then salary is paid up to but excluding that quarter.

8. Salary after the above date, and while on furlough, is paid at the uniform rate of \$900.00 each family. Children's allowances are paid on furlough as on the field.

CHILDREN'S ALLOWANCES.

9. Children's allowances are paid at the rate of \$50.00 gold each child, for the first six years of his life, or until six payments have been made; for the second six years, from 7 to 12, at \$100.00; and \$150.00 a year for the third six years, from 13 to 18. There is no further allowance after the eighteenth payment.

10. The first \$50.00 for a child does not begin till the beginning of the financial year, April 1st. For instance, if a child is born on April 1st, or any time during the year thereafter, his allowance does not begin till the April 1st of the following year.

11. The maximum number of children for whom allowances may be drawn is five.

LIFE INSURANCE.

12. Life insurance premiums are paid by the Mission Rooms, Toronto, without order from the field. All that is required is to notify the agent with whom one has insured, to apply direct to the Methodist Mission Rooms, Toronto, for the premium when it is due. These sums when paid are notified to the Treasurer of the Mission in Chengtu, who deducts the amount from the next ensuing quarter's salary. The rate of exchange used is that which prevailed during the quarter when the life insurance was paid in Toronto.

DRUGS AND INSTRUMENTS, AND OTHER MISSION SUPPLIES.

13. When ordering drugs and instruments, or other supplies for Mission purposes, from Canada, the United States, or England, a copy of the invoices should be ordered sent to the Methodist Mission Rooms, Toronto, with request for payment. At the same time that the order is sent from West China, a letter should be sent to the General Secretary of the Foreign Department, Mission Rooms, Toronto, requesting him to pay the amount of the invoices which he will receive; and mentioning the exact amount of the appropriation which has been made to cover such expenditures for the current year.

TORONTO ORDERS

14. All other accounts in Canada, the United States, or England, the Mission Rooms decline to pay without order from the field. That is to say, an order called a "Toronto Order" must be bought from the Mission Treasurer, and forwarded to the individual or firm to whom the amount is to be paid. They forward in turn to the Mission Rooms and receive their money. Each

Toronto Order must be endorsed by writing on the back the word "Pay," followed by the name of the individual or firm, and the signature of the sender.

15. Orders for drugs and instruments or other Mission supplies may be paid for by a Toronto Order, in the usual way, if preferred.

16. In order to purchase a Toronto Order: In Chengtu, the requisite number of dollars, at the rate of exchange prevailing for the quarter, are counted out, and paid in to the Treasurer, in exchange for the Order. In all other stations, the practice is precisely similar—the money is carried to the Local Treasurer, who issues a Local Order on the Treasurer for the amount in Szechwan dollars. This is forwarded to Chengtu to be exchanged for a Toronto Order.

17. The rate of exchange for the quarter holds good up and including the last day of the quarter—in Chengtu, for the actual purchase of the Toronto Order; in all other stations, for the purchase of the Local Order, to be afterwards exchanged for the Toronto Order.

18. In case a missionary wishes to buy one or more Toronto Orders, at the beginning of the quarter, he should write the Treasurer to that effect; making sure that his letter reaches Chengtu on or before the first day of the new quarter. The Toronto Order or Orders required will then be made out, and entered at once in salary voucher, and forwarded with the salary voucher to the missionary.

19. When sending a Toronto Order to a firm in the home land, to cover an order for goods, it is well to make some definite arrangement as to the disposition of the small surplus which is likely to remain. The firm may be willing to open an account for the deposit of the credit balance. Or they may be asked to pay

such balances into a savings account in an adjacent bank. These small sums are sometimes returned to the Mission Rooms, and the resulting labor in passing them through the books in Toronto, and again through those in Chengtu, and very possibly through those of a Local Treasurer besides, is great, in comparison with the amounts involved.

LOCAL ORDERS.

20. Sums of money may be paid at any time by any one of our missionaries to any missionary in another station by using the Local Order. The Local Order is drawn on the Treasurer of the Mission in Chengtu, but it is always negotiable at any time by any other Local Treasurer; hence may be forwarded to any one of our stations, and cashed.

CHECKS ON SHANGHAI.

21. In case a tael check on the Hongkong & Shanghai Bank in Shanghai is required, it may be bought from the Treasurer at the fixed rate in use. At present this is 74; that is to say, one hundred Szechwan dollars are equal to seventy-four Shanghai taels. It is bought in exactly the same way that a Toronto Order is bought. This rate of 74 has not varied for several years; though it is possible that it may have to be slightly altered in the future. It is simply the rate at which the Treasurer is able to dispose of checks to merchants and others in Chengtu. The rate of exchange for salaries is reckoned from gold through Shanghai taels into Szechwan dollars, making use of this rate.

If a dollar check is required, it is sold at the uniform rate of dollar for dollar. That is to say, one Szechwan dollar equals one Mexican dollar. For all practical purposes the two are the same.

MISSION FUNDS.

22. For all expenditures for the Mission, whether for personal teacher, house repairs, evangelists, itinerating, etc., etc., it is not expected that the missionary should use his own funds. He should apply to the Treasurer, in Chengtu—the Local Treasurer in all other stations—who will hand over a lump sum of money, as 20, 50, or 100 Szechwan dollars, as required, in exchange for which a simple receipt is given.

23. This receipt should read: "Received from the Treasurer (or Local Treasurer) the sum of Szechwan dollars, on appropriations account." To which the missionary attaches his signature and the date.

24. Accuracy and facility in keeping accounts are promoted by keeping all Mission funds in a cash-box or compartment separate from one's own private funds.

25. Twice a year, September 30th and March 31st, it is expected that each member of Council will make out an "Appropriations Voucher" and forward to the Treasurer of the Mission in Chengtu. Printed forms may be had of the Treasurer or Local Treasurers. In the space after "in account with" is written the missionary's name, and the one word, "Appropriations." The signification is that this voucher covers all expenditures for the Mission during the half year, not to exceed during the whole year the several amounts appropriated by the General Board for that missionary's use.

On the debit or left-hand side of the voucher are therefore entered the several accounts under which there has been *expenditure* during the six months preceding; as, for instance, personal teacher, house repairs, itinerating, etc.

On the credit or right-hand side are entered all amounts *received* during the six months from either Treasurer or Local Treasurer; and also all income from medical work, dental work, school fees, church collections, rent of Mission property to Chinese, etc.

Amounts received from Treasurer should be indicated as "By cash from Treasurer"; and similarly, those received from Local Treasurer as "By cash from Local Treasurer."

When the entries on the two sides are complete, the two columns should be added, and the difference, which is the "Amount to balance" or the "Amount due," entered on the smaller side in red ink, red lines drawn, and the voucher balanced in the usual way. A voucher made out in this way shows at a glance just how the account stands between the missionary and the Treasurer for the half year.

26. All vouchers are made out entirely in Szechwan dollars.

27. There are, therefore, two vouchers in use in our Mission, the Salary Voucher, which is made out quarterly by the Treasurer of the Mission, and forwarded to each missionary, with request to sign and return; and the Appropriations Voucher, which each missionary is asked to make out for himself, twice a year, and forward to the Treasurer of the Mission.

LOCAL TREASURERS.

28. On application by any missionary, Local Treasurers are authorized to pay over a reasonable amount of money, *on appropriations account*, for which a simple receipt is taken.

29. Local Treasurers do not pay bills or items of expenditure which may be presented by a missionary; but simply hand over money, when needed, in lump

sums, to be used by the missionary for Mission expenditure. Such sums are acknowledged on the credit side of the semi-annual appropriations voucher put in by the missionary, and on the debit side of the quarterly statement or voucher put in by the Local Treasurer.

30. It is especially important that the greatest care be taken that the Local Treasurer's voucher and the Missionary's appropriations voucher should correspond accurately in date of payment and receipt of each item, and in the amount of each item.

31. All Local Treasurers are expected to render accounts at least once a quarter, using the usual voucher forms.

32. The space after "in account with" should be filled in thus: "....., Local Treasurer for,," in which the first blank space holds the missionary's name, and the second the name of the place.

33. On the *debit or left-hand side* are entered all sums *paid out* of the Local Treasury, whether in cashing Treasurer's Orders or Local Orders, or paid to a missionary on appropriations account. In the last case the usual entry is: "..... Appropriations," in which the blank space indicates the name of the missionary who has drawn the sum. A receipt should be taken from the missionary each time money is paid him on appropriations account.

On the *credit or right-hand side* of the voucher are entered all sums *received* into the Local Treasury. These may be by the sale of Local Orders, or by the receipt of cash direct from the Treasurer. In the former case, all that is required is "Local Order No.," giving the number of the Local Order, followed by the amount for which it was sold.

34. In case a Local Treasurer prefers to render an account oftener than once a quarter, there is no reason why it should not be done.

35. Local Orders cashed by a Local Treasurer should be so endorsed by him, and forwarded immediately to the Treasurer in Chengtu. This saves difficulty in keeping the several accounts straight in the Treasurer's books.

BOOK-KEEPING.

36. Every missionary will need to keep a set of books, to record the receipt and expenditure of all Mission funds. He will find it necessary to begin probably not later than the time of his entry upon full work. The price of the books should be charged to some account in connection with his department of work.

37. Experience leads to the belief that the best set of books for use in our work is that consisting of two volumes, of the same size and number of pages, the one to be ruled as cash-book, and the other as ledger. Almost all our transactions are cash, and the cash account should therefore be begun at the beginning of the cash-book. The very few transactions which are not cash may conveniently be entered also in the cash-book, but beginning at the end and working backwards. This part is appropriately denominated the "journal day-book."

38. All entries in either cash-book or journal-day-book are posted directly into the ledger—not through a journal.

39. The absolute rule for guidance in making entries in cash-book and journal day-book is that all cash transactions are entered in the cash-book, and all other transactions in the journal day-book.

40. By "cash transaction" is meant one *in which money is actually handled*, whether received or paid out.

41. In all other transactions *no money is actually handled*.

42. A set of books must be kept in one denomination or currency. In stations where Szechwan dollars are sufficiently current so that they can be used without loss, it is recommended that one's books be kept in Szechwan dollars.

43. Otherwise, then it would be better to keep one's books in the local taels. In this case, the final figures in the half-yearly vouchers will need to be converted into Szechwan dollars—this is the only inconvenience.

44. In either case, when money is paid out in cash or copper coins, each item should be carried out at once at current rate of exchange, to dollars or taels, as the case may be.

45. The cash account should be balanced at frequent intervals—at least at the bottom of each page. The difference between the two columns shows the amount in one's cash-box. In this way there is a constant check on the accuracy of the entries, and, in fact, of the whole account. That is to say, the money in one's cash-box should correspond accurately with the difference between the two columns of the cash account.