

EFFECTIVE CITIZEN CO-OPERATION

WHAT IS EVERYBODY'S BUSINESS SHOULD
BE EACH BODY'S BUSINESS

Issued by the
BUREAU OF MUNICIPAL RESEARCH
LUMSDEN BUILDING, TORONTO

Bulletin No. 24

August 4, 1914

Making one hundred cents do a dollar's worth of work

Story Number Two

In 1913 the City Treasurer signed and the City Auditor countersigned monthly 650 salary cheques for the police department alone.

In 1914 these officers produce the same results by signing and countersigning 23 cheques.

How It Is Done

1. Cheques are issued for the total amount of each audited divisional paysheet.
2. These cheques are signed by the City Treasurer and countersigned by the City Auditor.
3. They are then deposited in the bank nearest the divisional headquarters along with the original and a duplicate paysheet.
4. The bank pays the sums indicated on the payroll on presentation by the men of identification cards.
5. The payees sign the paysheet which is returned to city hall.

Making one cheque grow where 28 grew before is well worth while.

It saves the time of the City Treasurer and City Auditor for more important duties—duties which yield a greater return to the citizens of Toronto.

It saves the time of 11 inspectors who formerly had to deliver the pay cheques.

This system is being worked out for the Fire Department and will gradually be extended to all.

**Cutting out waste motion is a
sure method of saving time and
money in any city department.**