

Apr 1-1920
20
June 30-1921

FOURTH CLASS POSTMASTER'S POSTAL ACCOUNT BOOK

Form 1558½

INSTRUCTIONS

Par. 1. A QUARTERLY POSTAL ACCOUNT, Form 1558, fourth class, shall be prepared and forwarded with all supporting vouchers to the central accounting postmaster immediately after the close of the quarters ending March 31, June 30, September 30, and December 31.

Par. 2. CHANGE OF POSTMASTERS AT DISTRICT OFFICES. The outgoing postmaster shall deliver all postal cash and postage-stamp stock to his successor and forward a final postal account to the central accounting office to and including the day on which he surrenders the office. Four receipts shall be taken, one to be retained by the outgoing postmaster and the others to be forwarded (1) to the First Assistant Postmaster General, (2) to the Auditor for the Post Office Department, and (3) to the central accounting postmaster. The outgoing postmaster is required to account for the amount of his fixed credit as follows:

(1) Postal cash delivered to his successor	\$	
(2) Postage-stamp stock delivered to his successor	\$	
(3) Net credit as shown by item 19 of his final postal account forwarded to the central accounting postmaster	\$	
Total (equalizing fixed credit)	\$	

The new postmaster shall render an account from the next day after taking possession of the office to the close of the quarter.

UNDER NO CIRCUMSTANCES CAN AN ACCOUNT BE ACCEPTED FROM AN INCOMING POSTMASTER FOR A PERIOD PRIOR TO THE DATE OF HIS COMMISSION.

Par. 3. DISCONTINUED OFFICES. When a district post office is discontinued, the outgoing postmaster shall forward all postage-stamp stock and postal cash with his final postal account to the central accounting postmaster. He is required to account for the amount of his fixed credit as follows:

(1) Postal cash forwarded to central accounting office	\$	
(2) Postage-stamp stock forwarded to central accounting office	\$	
(3) Net credit as shown by item 19 of his final postal account forwarded to central accounting office	\$	
Total (equalizing fixed credit)	\$	

Par. 4. FIXED CREDIT. Central accounting postmasters are authorized to adjust the fixed credits of their district offices in amounts suitable to the needs of the respective offices in multiples of \$50. If the amount of the fixed credit is reduced, the district postmaster shall send postal cash or postage-stamp stock to the central accounting office in settlement of the difference; and if increased, additional postage-stamp stock shall be furnished by the central accounting office.

The central accounting postmaster shall send a receipt for the amount of postage-stamp stock and cash returned. The district postmaster shall send a new fixed-credit receipt on Form 3367 prepared by the central accounting postmaster for the amount of the new fixed credit and the central accounting postmaster shall return the old receipt.

Par. 5. EMERGENCY CREDITS. When all or any part of the postage-stamp stock at a district post office is lost by fire, burglary, flood, or other unavoidable casualty, an emergency stock sufficient to cover the loss shall be secured at once from the central accounting postmaster, who will correspondingly increase the fixed credit of the office. When the district postmaster's claim for loss is adjusted by the Solicitor for the Post Office Department, credit for the amount allowed shall be taken on the blank line between items 8 and 9 of his next postal account. The central accounting postmaster shall be notified promptly of the allowance of the claim, when the fixed credit will be reduced to the amount originally allowed.

Par. 6. FIXED CREDIT AT SUMMER-RESORT OFFICES. When there is a wide fluctuation in the volume of business, the district postmaster shall request the central accounting postmaster to increase or diminish his fixed credit from time to time, as the needs of the office require.

Par. 7. NET CREDIT, ITEM 19, DISTRICT OFFICE ACCOUNT. The "net credit" is the exact difference between the total of the credit items and the total of the debit items on the district postmaster's quarterly account. It represents the net expenses of conducting the office and is the amount for which requisition should be drawn upon the central accounting postmaster without remitting cash. If the postage-stamp stock is not received within a reasonable time, make second request therefor and if no response is received, report the facts to the Third Assistant Postmaster General (Division of Stamps).

Par. 8. CASH ADVANCES BY CENTRAL ACCOUNTING POSTMASTERS. Whenever the available postal cash is insufficient to meet the authorized expenses of a district office, the district postmaster shall apply to his central accounting postmaster for sufficient cash to meet the deficit. All cash received from the central accounting postmaster shall be debited in item 16 of the district office postal account.

Par. 9. MONEY-ORDER TRANSFERS. District postmasters shall not transfer funds from the money-order to the postal account. If the available postal funds are insufficient to meet the authorized expenses, apply to the central accounting postmaster for an advance. Postal funds shall not be transferred to the money-order account except when money orders are presented for payment in excess of available money-order funds, in which case the amount transferred shall be credited on the blank line between items 8 and 9 of the quarterly postal account. A corresponding debit shall be made in the money-order account for the same month.

Par. 10. REQUISITIONS FOR POSTAGE-STAMP STOCK. District postmasters shall obtain postage-stamp stock in two ways:

- (1) By requisition upon the central accounting postmaster on Form 3338 at the close of the quarter or at any time during the quarter, with remittance of surplus postal cash to the amount of the requisition. The district postmaster shall remit to the central accounting postmaster for special request envelopes promptly on receipt of the envelopes.
- (2) By requisition upon the central accounting postmaster on Form 3338 at the close of the quarter to the amount of the net credit as shown by item 19 of the quarterly postal account without remittance of cash. **MAKE BUT ONE REQUISITION** at the close of the quarter for the amount of the net credit plus the surplus postal cash remitted.

Par. 11. QUARTERLY INVENTORY. The district postmaster shall make an accurate count by kinds and denominations of all postage-stamp stock on hand at the close of business on the last day of each quarter, and enter the total in Article C of his quarterly report of stamp transactions in this book. Quarterly inventories shall be carefully preserved for examination by post-office inspectors or other agents of the department.

Par. 12. SURPLUS POSTAL FUNDS. District postmasters shall send all postal funds on hand at the close of each quarter to the central accounting postmaster, to be exchanged for stamps. The amount of surplus postal cash to be remitted is determined by deducting the amount of postage-stamp stock on hand at the close of the quarter, plus the net credits as shown by item 19 of the postal account, from the fixed credit. For example:

(20) Fixed credit allowed by the central accounting postmaster	\$300.00
(21) Net credit, item 19 of quarterly postal account	\$145.00
(22) Postage-stamp stock on hand at close of quarter, as shown by actual count	80.00
(23) Total to be deducted from fixed credit	225.00
(24) Balance due the United States at close of quarter, to be sent to central accounting office in cash or by check	75.00

If the total to be deducted from the fixed credit (23) is greater than the fixed credit (20) the difference is the amount of cash to be advanced by the central accounting postmaster to the district office.

The amount of cash advanced shall be debited in item 16 of the district office account, and a corresponding reduction made in the amount of the net credit as shown by item 19 as well as the amount of postage-stamp stock to be sent in settlement thereof.

Par. 13. RECEIPTS FOR SPECIAL-DELIVERY ARTICLES shall be taken on Form 3954. Claim credit at 8 cents each in item 2 for all articles specially delivered (or attempted). Do not forward the receipts with the postal account, but hold them for verification by the central accounting postmaster or post-office inspectors.

Par. 14. AN INVENTORY of all property belonging to the United States, and the other information called for on page 1, shall be made and recorded at the time of starting this book.

Par. 15. CASH REMITTANCES. Space has been provided on the last page of this book for a record of cash remittances sent the central accounting postmaster. When stamp stock is received in exchange, proper entry should be made on the same line opposite the corresponding remittance.

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAGE STAMP RECORD

FROM April 1- TO June 30, 1920
(BOTH DATES INCLUSIVE)

Daily Sales and Excess on Stamped Paper.

Enter below the total value of all postage stamps, stamped envelopes, and other stamped paper sold each day, and in the column to the right, the amount received in EXCESS of the Department invoice value from the sale of stamped envelopes and newspaper wrappers singly and in odd lots. DO NOT ENTER SALES OF WAR-SAVINGS, THRIFT, OR INTERNAL-REVENUE STAMPS IN THIS BOOK.

Day.	MONTH.		MONTH.		MONTH.	
	Stamps Sold.	Exc's	Stamps Sold.	Exc's	Stamps Sold.	Exc's
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total Mo.						
Total for Quarter						

Quarterly Record of Postage-Stamp Stock Received and Sold.

A. Postage-Stamp Stock on hand at close of last quarter 41 26

B. Postage-Stamp Stock received from the central accounting postmaster this quarter as follows:

Date of Invoice.	Registry Number.	Date Received.	Description of Stock.	Value.
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B-2. In settlement of NET CREDIT as shown by Item 19, last quarter's postal account:

4/9 11-672-3 4-12 Stamp 108 74
11-68901 4-13
11-6922 4-13

B-3. For CASH remitted to balance last quarter's account:

B-4. For CASH remitted prior to close of this quarter:

11-14159 11 72
6 11-7140 6-23 Post Cds 5 00

B-5. For CASH remitted in payment for Special-Request Stamped Envelopes:

B-6. To replace damaged stock:

B-7. To increase fixed credit:

Total Amount Received 1 25 46

Total to be accounted for 1 66 72

C. Postage-Stamp Stock on hand at close of quarter, as shown by actual count \$ 37 47

D. Postage-Stamp Stock returned to the central accounting office, for exchange or to reduce fixed credit \$ _____

Total Deductions 37 47

I. Postage-Stamp Stock sold during the quarter 1 29 25

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAGE STAMP RECORD

FROM July 1 TO Sept 30, 1920
(BOTH DATES INCLUSIVE)

Daily Sales and Excess on Stamped Paper.

Enter below the total value of all postage stamps, stamped envelopes, and other stamped paper sold each day, and in the column to the right, the amount received in EXCESS of the Department invoice value from the sale of stamped envelopes and newspaper wrappers singly and in odd lots. DO NOT ENTER SALES OF WAR-SAVINGS, THRIFT, OR INTERNAL-REVENUE STAMPS IN THIS BOOK.

Quarterly Record of Postage-Stamp Stock Received and Sold.

A. Postage-Stamp Stock on hand at close of last quarter 37 47

B. Postage-Stamp Stock received from the central accounting postmaster this quarter as follows:

Date of Invoice.	Registry Number.	Date Received.	Description of Stock.	Value.
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B-2. In settlement of NET CREDIT as shown by Item 19, last quarter's postal account:

7/8/20	11-6269	7/12	Misc	112 53
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B-3. For CASH remitted to balance last quarter's account:

B-4. For CASH remitted prior to close of this quarter:

B-5. For CASH remitted in payment for Special-Request Stamped Envelopes:

B-6. To replace damaged stock:

B-7. To increase fixed credit:

11-23 185	7/2			
11-23 393	7/2			
11-24 400	7/2		Misc	50 00

Total Amount Received 162 53Total to be accounted for 200 00C. Postage-Stamp Stock on hand at close of quarter, as shown by actual count \$ 91 70D. Postage-Stamp Stock returned to the central accounting office, for exchange or to reduce fixed credit \$ Total Deductions 91 70I. Postage-Stamp Stock sold during the quarter 108 30

Total for Quarter

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAL ACCOUNT RECORD

FROM July 1 TO Sept 30, 1920
(BOTH DATES INCLUSIVE)

STAMPS CANCELED.									Item No.	CREDITS.	AMOUNT.			
MONTH <u>July</u>			MONTH. <u>Aug</u>			MONTH. <u>Sept</u>								
DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.						
1		78	1	1	04	1	1	36	1	Compensation of postmaster, Item P	1	1	3	74
2	1	00	2		8	2		97	2	Special delivery fees on				
3	1	02	3	1	04	3		90		articles @ 8 cents				08
4		5	4		85	4		72	3	Clerk hire				
5		47	5		83	5		8	6	Mail messengers		3	7	50
6	2	08	6		92	6		1 03	8	Auditor's differences in favor of postmaster, as shown by notice of audit dated				
7	1	25	7		92	7		2 28		192				
8	1	11	8		30	8		6 06	9	Total Credits				\$151.32
9	1	36	9	1	08	9		69		DEBITS.				
10	2	63	10		81	10		64						
11			11	1	25	11		1 01	10	Box rents collected		2	8	5
12	1	03	12		76	12		16	11	Excess on sales of stamped paper over Department invoice value				
13	1	08	13	1	72	13		1 56	12	Second-class postage (actual amount collected in money from publishers and news agents)				
14	1	07	14		72	14		92	13	Third and fourth class postage collected in money				
15	1	11	15		42	15		85	14	Sales of waste paper, twine, etc.				
16		85	16	1	66	16		1 12	16	Cash to be received from central accounting postmaster		4	0	70
17		84	17		67	17		1 04	17	Auditor's differences in favor of the U. S., as shown by notice of audit dated				
18	1	00	18		1 11	18		1 66		192				
19		80	19	3	09	19		18	18	Total Debits				\$43.02
20	1	12	20		1 02	20		13	19	NET CREDIT for which postage-stamp stock will be furnished without charge by central accounting postmaster. Send stamp requisition Form 3338				\$108.30
21	1	28	21	2	84	21		3 11						
22		87	22		37	22		1 36	20	FIXED CREDIT authorized by central accounting postmaster				\$200.00
23		14	23		44	23		54	21	NET CREDIT as shown by Item 19 above				\$108.30
24		18	24		86	24		22	22	Postage-stamp stock ON HAND at close of quarter, as shown by actual count				\$91.70
25	1	38	25		1 04	25		90	23	TOTAL to be deducted from fixed credit				\$200.00
26		88	26		1 07	26		10	24	BALANCE due United States at close of quarter, to be sent to the central accounting office in cash or by check in exchange for postage-stamp stock. Send requisition Form 3338				\$
27	1	02	27		6	27		83						
28		77	28		54	28		1 04						
29		79	29		18	29		90						
30		67	30		1 00	30		1 00						
31			31		1 33	31								
Total Mo.	28	63	Total Mo.	29	72	Total Mo.	34	06						
B	Stamps canceled (total for quarter)								92	41				
C	Second-class postage													
D	Third and fourth class postage (Item 13)													
E	Sales of waste paper, twine, etc. (Item 14)													
F	Total								92	41				
G	Commissions on above total:													
H	10% of first \$100 or less, \$92.41 equals								110	89				
I	60% of next \$100 or less, \$													
J	50% of next \$200 or less, \$													
K	40% of all over \$400, \$													
L	Box rents collected (Item 10)								2	85				
M	Accrued compensation								5	75				
N	20% increase when accrued compensation does not exceed \$75 for the quarter								11	3	74			
O	Total compensation													
P	15% increase on total compensation (Item N)													
	Total Compensation													

STAMPS CANCELED.

Enter above the total face value of all postage stamps, stamped envelopes, postal cards, etc., canceled each day (exclusive of internal-revenue stamps, special-delivery stamps, and ordinary stamps used in lieu thereof). MAKE PLAIN FIGURES. BE SURE THAT EACH COLUMN IS CORRECTLY ADDED. Never include SALES, Collections of SECOND, THIRD, OR FOURTH CLASS POSTAGE or SPECIAL-DELIVERY STAMPS in this transcript.

The record of stamps canceled must be made each day before closing your office, and you will be held strictly responsible for its correctness. Verification will be made from time to time by the central accounting postmaster and post office inspectors. Falsification of the record of cancellations is punishable as provided by Section 1681, Postal Laws and Regulations.

Compensation limited to \$287.50 per quarter.

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAGE STAMP RECORD

FROM Oct 1 TO Dec 31, 1920
(BOTH DATES INCLUSIVE)

Daily Sales and Excess on Stamped Paper.

Enter below the total value of all postage stamps, stamped envelopes, and other stamped paper sold each day, and in the column to the right, the amount received in EXCESS of the Department invoice value from the sale of stamped envelopes and newspaper wrappers singly and in odd lots. DO NOT ENTER SALES OF WAR-SAVINGS, THRIFT, OR INTERNAL-REVENUE STAMPS IN THIS BOOK.

Day.	MONTH. <u>Oct</u>		MONTH. <u>Nov</u>		MONTH. <u>Dec</u>	
	Stamps Sold.	Exc's	Stamps Sold.	Exc's	Stamps Sold.	Exc's
1					1 00	
2					2 00	
3					1 50	
4					1 00	
5						
6					5 00	
7					1 45	
8					2 77	
9					1 15	
10					3 05	
11					1 00	
12						
13					1 05	
14						
15						
16					55	
17					1 42	
18					1 07	
19					1 52	
20						
21					4 79	
22					2 20	
23					7 76	
24					1 00	
25						
26						
27					3 05	
28						
29					1 05	
30						
31						
Total Mo.						
Total for Quarter						

Quarterly Record of Postage-Stamp Stock Received and Sold.

A. Postage-Stamp Stock on hand at close of last quarter 91 70

B. Postage-Stamp Stock received from the central accounting postmaster this quarter as follows:

Date of Invoice.	Registry Number.	Date Received.	Description of Stock.	Value.
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B-2. In settlement of NET CREDIT as shown by Item 19, last quarter's postal account:

11-2224	11-3335B	10/14/20	Misc	108 30
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B-3. For CASH remitted to balance last quarter's account:

B-4. For CASH remitted prior to close of this quarter:

B-5. For CASH remitted in payment for Special-Request Stamped Envelopes:

B-6. To replace damaged stock:

B-7. To increase fixed credit:

Total Amount Received 200 00Total to be accounted for 200 00C. Postage-Stamp Stock on hand at close of quarter, as shown by actual count \$ 81 56

D. Postage-Stamp Stock returned to the central accounting office, for exchange or to reduce fixed credit \$

Total Deductions 81 51I. Postage-Stamp Stock sold during the quarter 118 49

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAGE STAMP RECORD

FROM January 1 TO March 31, 1921
(BOTH DATES INCLUSIVE)

Daily Sales and Excess on Stamped Paper.

Enter below the total value of all postage stamps, stamped envelopes, and other stamped paper sold each day, and in the column to the right, the amount received in EXCESS of the Department invoice value from the sale of stamped envelopes and newspaper wrappers singly and in odd lots. DO NOT ENTER SALES OF WAR-SAVINGS, THRIFT, OR INTERNAL-REVENUE STAMPS IN THIS BOOK.

	MONTH. <u>Jan</u>		MONTH. <u>Febr</u>		MONTH. <u>Mch</u>	
Day.	Stamps Sold.	Exc's	Stamps Sold.	Exc's	Stamps Sold.	Exc's
1			233		125	
2			351			
3	200		697			
4	250		42		200	
5	153		12			
6	62					
7	200				598	
8	53		500		205	
9					32	
10	250				75	
11	423				100	
12	152		300			
13						
14			117		84	
15	300				75	
16			202		151	
17	32				376	
18	305		310		70	
19	75		200			
20	75				92	
21	102		140		110	
22			85		195	
23	150		275			
24					235	
25	22		249		25	
26	70		25		510	
27	105				100	
28	75				402	
29	85				35	
30					3105	
31	3139		3138		45	
Total Mo.					3925	
Total for Quarter						

Quarterly Record of Postage-Stamp Stock Received and Sold.

A. Postage-Stamp Stock on hand at close of last quarter 81 51
 B. Postage-Stamp Stock received from the central accounting postmaster this quarter as follows:

Date of Invoice.	Registry Number.	Date Received.	Description of Stock.	Value.
1/6	11-6060	1/7	Net Credit	118.49

B-2. In settlement of NET CREDIT as shown by Item 19, last quarter's postal account:

B-3. For CASH remitted to balance last quarter's account:

11-6495
11-6492
11-6503

B-4. For CASH remitted prior to close of this quarter:

B-5. For CASH remitted in payment for Special-Request Stamped Envelopes:

B-6. To replace damaged stock:

B-7. To increase fixed credit:

Total Amount Received 200 00

Total to be accounted for

C. Postage-Stamp Stock on hand at close of quarter, as shown by actual count \$ 9248

D. Postage-Stamp Stock returned to the central accounting office, for exchange or to reduce fixed credit: \$

Total Deductions 92 48

I. Postage-Stamp Stock sold during the quarter 107 52

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAL ACCOUNT RECORD

FROM January 1 TO March 31, 1921
(BOTH DATES INCLUSIVE)

STAMPS CANCELED.									Item No.	CREDITS.	AMOUNT.			
MONTH <u>Jan</u>			MONTH. <u>Febr</u>			MONTH. <u>March</u>								
DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.						
1	58		1	129		1	88		1	Compensation of postmaster, Item P	1	2	289	
2	18		2	197		2	147		2	Special delivery fees on <u>5</u>				
3	91		3	355		3	87			articles @ 8 cents			40	
4	116		4	163		4	64		3	Clerk hire				
5	108		5	80		5	123		6	Mail messengers	6	0	00	
6	120		6	21		6	66		8	Auditor's differences in favor of postmaster, as shown by notice of audit dated				
7	128		7	94		7	106			192				
8	126		8	801		8	131		9	Total Credits			183.29	
9	36		9	133		9	152						\$	
10	175		10	147		10	180			DEBITS.	AMOUNT.			
11	227		11	170		11	119		10	Box rents collected			290	
12	118		12	152		12	88		11	Excess on sales of stamped paper over Department invoice value				
13	53		13	61		13	13		12	Second-class postage (actual amount collected in money from publishers and news agents)				
14	289		14	127		14	102		13	Third and fourth class postage collected in money				
15	91		15	156		15	178		14	Sales of waste paper, twine, etc.				
16	14		16	98		16	105		16	Cash to be received from central accounting postmaster	7	2	87	
17	136		17	81		17	79		17	Auditor's differences in favor of the U. S., as shown by notice of audit dated				
18	84		18	151		18	89			192				
19	193		19	90		19	148		18	Total Debits			\$ 75.79	
20	88		20	62		20	54		19	NET CREDIT for which postage-stamp stock will be furnished without charge by central accounting postmaster. Send stamp requisition Form 3338			\$107.52	
21	85		21	69		21	46		20	FIXED CREDIT authorized by central accounting postmaster			\$200.00	
22	108		22	112		22	132		21	NET CREDIT as shown by Item 19 above			\$107.52	
23	18		23	104		23	142		22	Postage-stamp stock ON HAND at close of quarter, as shown by actual count			\$ 92.48	
24	112		24	147		24	132		23	TOTAL to be deducted from fixed credit			\$200.00	
25	119		25	94		25	73		24	BALANCE due United States at close of quarter, to be sent to the central accounting office in cash or by check in exchange for postage-stamp stock. Send requisition Form 3338			\$	
26	143		26	50		26	117							
27	139		27	37		27	37							
28	151		28	88		28	99							
29	70		29			29	93							
30	39		30			30	89							
31	115		31			31	77							
Total Mo.	3469		Total Mo.	3370		Total Mo.	3157							
B	Stamps canceled (total for quarter)								99.96					
C	Second-class postage													
D	Third and fourth class postage (Item 13)													
E	Sales of waste paper, twine, etc. (Item 14)													
F	Total								99.96					
G	Commissions on above total:													
	100% of first \$100 or less, \$ <u>19.96</u> equals								119.99					
H	60% of next \$100 or less, \$ equals													
I	50% of next \$200 or less, \$ equals													
J	40% of all over \$400, \$ equals													
K	Box rents collected (Item 10)								290					
L	Accrued compensation													
M	20% increase when accrued compensation does not exceed \$75 for the quarter													
N	Total compensation								122.89					
O	15% increase on total compensation (Item N)													
P	Total Compensation													

STAMPS CANCELED.

Enter above the total face value of all postage stamps, stamped envelopes, postal cards, etc., canceled each day (exclusive of internal-revenue stamps, special-delivery stamps, and ordinary stamps used in lieu thereof). MAKE PLAIN FIGURES. BE SURE THAT EACH COLUMN IS CORRECTLY ADDED. Never include SALES, Collections of SECOND, THIRD, OR FOURTH CLASS POSTAGE or SPECIAL-DELIVERY STAMPS in this transcript.

The record of stamps canceled must be made each day before closing your office, and you will be held strictly responsible for its correctness. Verification will be made from time to time by the central accounting postmaster and post office inspectors. Falsification of the record of cancellations is punishable as provided by Section 1681, Postal Laws and Regulations.

Compensation limited to \$287.50 per quarter.

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAGE STAMP RECORD

FROM April 1 TO June 30, 1921
(BOTH DATES INCLUSIVE)

Daily Sales and Excess on Stamped Paper.

Enter below the total value of all postage stamps, stamped envelopes, and other stamped paper sold each day, and in the column to the right, the amount received in EXCESS of the Department invoice value from the sale of stamped envelopes and newspaper wrappers singly and in odd lots. DO NOT ENTER SALES OF WAR-SAVINGS, THRIFT, OR INTERNAL-REVENUE STAMPS IN THIS BOOK.

	MONTH. <u>April</u>		MONTH. <u>May</u>		MONTH.	
Day.	Stamps Sold.	Exc's	Stamps Sold.	Exc's	Stamps Sold.	Exc's
1	4 75				11	
2	1 50		1 95			
3			43		1 35	
4	1 02		15		2 10	
5	1 27		36		53	
6	1 0		49			
7	1 12		25		40	
8	2 55				11 00	
9	1 07		1 15			
10			3 05		1 85	
11	2 25		2 55			
12	85		1 25			
13	41		1 35		4 80	
14	52		55		1 51	
15	2 12				45	
16	85		20		2 75	
17			1 08		1 50	
18	1 00		35			
19	2 03		31			
20	75		25			
21	50		24		2 35	
22	6				1 25	
23	35		1 25			
24					1 53	
25	60		1 00		50	
26	20		2 55			
27	15				35	
28	5 02				2 20	
29	14		2 25		3 45	
30	75				2 40	
31			20			
Total Mo.						
Total for Quarter						

Quarterly Record of Postage-Stamp Stock Received and Sold.

A. Postage-Stamp Stock on hand at close of last quarter 92 48

B. Postage-Stamp Stock received from the central accounting postmaster this quarter as follows:

Date of Invoice.	Registry Number.	Date Received.	Description of Stock.	Value.
------------------	------------------	----------------	-----------------------	--------

B-2. In settlement of NET CREDIT as shown by Item 19, last quarter's postal account:

4-5	11-10561	4-5	stamps	24.53
4-6	11-10288	4-6	Envelopes	72.99

B-3. For CASH remitted to balance last quarter's account:

B-4. For CASH remitted prior to close of this quarter:

B-5. For CASH remitted in payment for Special-Request Stamped Envelopes:

B-6. To replace damaged stock:

B-7. To increase fixed credit:

Total Amount Received 107 52Total to be accounted for 200 00C. Postage-Stamp Stock on hand at close of quarter, as shown by actual count \$104.68

D. Postage-Stamp Stock returned to the central accounting office, for exchange or to reduce fixed credit \$

Total Deductions 104 68I. Postage-Stamp Stock sold during the quarter 95 32

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAL ACCOUNT RECORD

FROM April 1 TO June 30, 1921

(BOTH DATES INCLUSIVE)

STAMPS CANCELED.									Item No.	CREDITS.	AMOUNT.			
MONTH <u>April</u>			MONTH. <u>May</u>			MONTH. <u>June</u>								
DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.						
1		98	1		15	1		71	1	Compensation of postmaster, Item P		1	0	6
2		45	2		73	2		66	2	Special delivery fees on				
3		62	3		18	3		94		4 articles @ 8 cents				8
4		63	4		48	4		79	3	Clerk hire				
5		104	5		111	5		82	6	Mail messengers		6	0	0
6		76	6		100	6		103	8	Auditor's differences in favor of postmaster, as shown by notice of audit dated				
7		96	7		92	7		87		192				
8		113	8		14	8		41	9	Total Credits				\$ 166 08
9		108	9		146	9		120		DEBITS.				
10		9	10		175	10		121		AMOUNT.				
11		130	11		159	11		125	10	Box rents collected			3	3
12		157	12		306	12		12	11	Excess on sales of stamped paper over Department invoice value				
13		101	13		105	13		106	12	Second-class postage (actual amount collected in money from publishers and news agents)				
14		100	14		54	14		86	13	Third and fourth class postage collected in money				
15		74	15		8	15		87	14	Sales of waste paper, twine, etc.				
16		72	16		76	16		114	16	Cash to be received from central accounting postmaster			6	7
17		17	17		94	17		122	17	Auditor's differences in favor of the U. S., as shown by notice of audit dated				4
18		95	18		82	18		107		192				6
19		167	19		55	19		6	18	Total Debits				\$ 70 76
20		89	20		57	20		85	19	NET CREDIT for which postage-stamp stock will be furnished without charge by central accounting postmaster. Send stamp requisition Form 3338				\$ 95 32
21		136	21		92	21		120	20	FIXED CREDIT authorized by central accounting postmaster \$				200 00
22		71	22		33	22		94	21	NET CREDIT as shown by Item 19 above \$				95 32
23		68	23		64	23		173	22	Postage-stamp stock ON HAND at close of quarter, as shown by actual count				\$ 104 68
24		42	24		66	24		93	23	TOTAL to be deducted from fixed credit				\$ 200 00
25		61	25		58	25		46	24	BALANCE due United States at close of quarter, to be sent to the central accounting office in cash or by check in exchange for postage-stamp stock. Send requisition Form 3338				\$
26		64	26		127	26		31						
27		75	27		87	27		140						
28		105	28		90	28		66						
29		91	29		18	29		109						
30		65	30		99	30		221						
31			31		129	31								
Total Mo.		27 60	Total Mo.		28 51	Total Mo.		29 47						
B	Stamps canceled (total for quarter)									85 58				
C	Second-class postage													
D	Third and fourth class postage (Item 13)													
E	Sales of waste paper, twine, etc. (Item 14)													
F	Total									85 58				
G	Commissions on above total:													
H	100% of first \$100 or less, \$									10 27				
I	60% of next \$100 or less, \$													
J	50% of next \$200 or less, \$													
K	40% of all over \$400, \$													
L	Box rents collected (Item 10)									3 30				
M	Accrued compensation									106 00				
N	20% increase when accrued compensation does not exceed \$75 for the quarter													
O	Total compensation													
P	15% increase on total compensation (Item N)													
Q	Total Compensation									106 00				

STAMPS CANCELED.

Enter above the total face value of all postage stamps, stamped envelopes, postal cards, etc., canceled each day (exclusive of internal-revenue stamps, special-delivery stamps, and ordinary stamps used in lieu thereof). MAKE PLAIN FIGURES. BE SURE THAT EACH COLUMN IS CORRECTLY ADDED. Never include SALES, Collections of SECOND, THIRD, OR FOURTH CLASS POSTAGE or SPECIAL-DELIVERY STAMPS in this transcript.

The record of stamps canceled must be made each day before closing your office, and you will be held strictly responsible for its correctness. Verification will be made from time to time by the central accounting postmaster and post office inspectors. Falsification of the record of cancellations is punishable as provided by Section 1681, Postal Laws and Regulations.

Compensation limited to \$287.50 per quarter.

INVENTORY OF PROPERTY BELONGING TO THE UNITED STATES

P. O. Martel **STATE** Nebr Post-office Number
26097
P. M. Mary L Wunderlich **Date of Commission** Aug 29, 1917 **Amount of Bond** \$ 1000.00
Names of Bondsmen W H Moore **Addresses** Martel, Nebr
Simon Wunderlich

Name of article.	Condition.	On hand _____, 19____	Received from Dept.	Returned to Dept.	Delivered to successor.
Official Account and Record Book, Form 1558½					
Postal Guides					
Postal Laws and Regulations					
Letter Scales					
Postmarking Stamps					
Receiving Stamps					
Rating Stamps					
Ink					
Pads					
Desk					
Tables					
Cases					
Safes					
Record Books					
Mail Key No. <u>20891</u>	<u>Boyle</u>	<u>Star</u>			
“ “ <u>28658</u>	<u>L. A.</u>				
“ “					
“ “					
“ “					
“ “					
“ “					
“ “					
“ “					

Received the above-described property from _____
 _____, 19____
6-4626
Incoming Postmaster.

FOURTH CLASS POSTMASTER'S QUARTERLY POSTAL ACCOUNT RECORD

FROM Oct 1 TO Dec 31, 1920
(BOTH DATES INCLUSIVE)

STAMPS CANCELED.									Item No.	CREDITS.	AMOUNT.	
MONTH <u>Oct</u>			MONTH <u>Nov</u>			MONTH <u>Dec</u>						
DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.	DAY.	DOLLARS.	CTS.				
1	90		1	234		1	71		1	Compensation of postmaster, Item P	128	69
2	38		2	209		2	119		2	Special delivery fees on		
3	26		3	137		3	200			2 articles @ 8 cents		16
4	210		4	86		4	154		3	Clerk hire		
5	168		5	142		5	35		6	Mail messengers	52	50
6	155		6	75		6	267		8	Auditor's differences in favor of postmaster, as shown by notice of audit dated		
7	74		7	32		7	221					
8	78		8	111		8	145					
9	89		9	212		9	76		9	Total Credits		\$18076
10	35		10	132		10	98			DEBITS.	AMOUNT.	
11	79		11	126		11	44		10	Box rents collected	3	10
12	82		12	112		12	4		11	Excess on sales of stamped paper over Department invoice value		
13	123		13	195		13	124		12	Second-class postage (actual amount collected in money from publishers and news agents)		
14	86		14	19		14	136		13	Third and fourth class postage collected in money		
15	84		15	91		15	123		14	Sales of waste paper, twine, etc.		
16	175		16	134		16	151		16	Cash to be received from central accounting postmaster	59	16
17	82		17	106		17	337		17	Auditor's differences in favor of the U. S., as shown by notice of audit dated		
18	90		18	84		18	130					
19	124		19	57		19	11		18	Total Debits		\$6224
20	88		20	72		20	302		19	NET CREDIT for which postage-stamp stock will be furnished without charge by central accounting postmaster. Send stamp requisition Form 3338		\$11849
21	71		21	35		21	389		20	FIXED CREDIT authorized by central accounting postmaster		\$20000
22	99		22	72		22	372		21	NET CREDIT as shown by Item 19 above		\$1849
23	72		23	98		23	690		22	Postage-stamp stock ON HAND at close of quarter, as shown by actual count		\$8151
24	28		24	85		24	289		23	TOTAL to be deducted from fixed credit		\$20000
25	66		25	24		25	39		24	BALANCE due United States at close of quarter, to be sent to the central accounting office in cash or by check in exchange for postage-stamp stock. Send requisition Form 3338		\$
26	166		26	107		26	20					
27	161		27	109		27	111					
28	120		28	34		28	116					
29	85		29	74		29	145					
30	16		30	201		30	119					
31	77		31			31	153					
Total Mo.	2937		Total Mo.	3205		Total Mo.	5191					
B	Stamps canceled (total for quarter)				11333							
C	Second-class postage											
D	Third and fourth class postage (Item 13)											
E	Sales of waste paper, twine, etc. (Item 14)											
F	Total				11333							
	Commissions on above total:											
G	100% of first \$100 or less, \$1.00 equals				11500							
H	75% of next \$100 or less, \$1.33 equals				999							
I	50% of next \$200 or less, \$ equals											
J	40% of all over \$400, \$ equals											
K	Box rents collected (Item 10)				310							
L	Accrued compensation				12809							
M	20% increase when accrued compensation does not exceed \$75 for the quarter											
N	Total compensation				12809							
O	15% increase on total compensation (Item N)											
P	Total Compensation											

STAMPS CANCELED.

Enter above the total face value of all postage stamps, stamped envelopes, postal cards, etc., canceled each day (exclusive of internal-revenue stamps, special-delivery stamps, and ordinary stamps used in lieu thereof). MAKE PLAIN FIGURES. BE SURE THAT EACH COLUMN IS CORRECTLY ADDED. Never include SALES, Collections of SECOND, THIRD, OR FOURTH CLASS POSTAGE or SPECIAL-DELIVERY STAMPS in this transcript.

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Compensation limited to \$287.50 per quarter.

RECORD OF BOX RENT COLLECTIONS

No. of box.	Name of box renter.	Amount.				1921 No. of box.	Name of box renter.	Amount.			
		3d Qr.	4th Qr.	1st Qr.	2d Qr.			3d Qr.	4th Qr.	1st Qr.	2d Qr.
1920											
129	A E Van Buren ^{Ed. B.}				25	129	Ed Bohmont	25	25	25	
139	Martin State Bond				25	139	Martin Strick	25	25	25	
149	Farmers E & Co				25	149	Farmers E & Co	25	25	25	
159	Jas Sels				25	159	Jas Sels	25	25	25	
169	Carl Krumm				25	169	Carl Krumm	25	25	25	
179	H J Bohmont				25	179	H J Bohmont	25	25	25	
9						9					
19						19					
29	Wm Buetzger				20	29	Wm Buetzger	20	20	20	
39						39					
49	Harry Healey				20	49	Harry Healey	20	20		
59						59	S W Henderson		20	20	
69	Chas Brandt				20	69	Chas Brandt	20	20	20	
79						79					
89	Harvey Wergen				20	89	Harvey Wergen	20	20	20	
99	E A Hughes				20	99	E A Hughes		20	20	
109	John Schramel				20	109	John Schramel	20	20	20	
119	Jess Buetzger				20	119	Jess Buetzger	20	20	20	
12	H W Wergen				10	12	H W Wergen	10	10	10	
34	Geo Buetzger				10	34	Geo Buetzger	10	10	10	
					210			290			
								330	310		

Contributed by
Stewart Kiner
4/11/2020