

Para 16. Only one window was found open (not the one stated) and my contention is that the Askaris were either the natives or were in collusion. The window was left open in my opinion as a "blind".

It is practically right on the beat of the guard.

The following incident would almost confirm this:-

A bicycle was stolen from the store on the 3rd of January (reported to Police) and on the 27th January the same was found in the office in a damaged condition. The bicycle was not in the office when

same was closed, the keys were handed to the askari

and he stated that from 4.30 p.m. on the 26th to

7.30 a.m. on the 27th, when Mr. Correa opened the

Office, he had not opened the office to anyone.

Para 19. A letter officially reporting the theft

was sent to the Chairman of the Bombas Committee

of Supplies by me and this is mentioned in para 8.

Para 20. I beg to attach for your information a

copy of instructions which were given to Mr. Simpson

by me upon his arrival in August, sometime after the

Depot opened. This I beg to suggest entirely refutes

the statement that there was a great want of care

and responsibility shown by the staff, and the con-

ditions under which we were working were not normal.

Further during the 8 years I have been in

this Office no theft has occurred previously whilst

Chief Storekeeper, of the P. W. D.

I have the honour to be,

Sir,

Your obedient servant,

C. GREGORY,

CHIEF STOREKEEPER P. W. D.

Stores were originally compiled from the
customs. These have been compiled and we are
endeavouring to put in Invoices for costing these.

All stores requisitioned from the customs are in
customs Requisition book. As to the stores which
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Stores were originally commandeered from the Customs, a list of these has been compiled and we are endeavouring now to obtain Invoices for costing these.

All stores requisitioned from the Customs are in Customs Requisition book. As they have been received they have been posted into a base supply depot ledger.

Goods supplied or requisitioned from merchants have been treated in the same manner, that is to say, through the Base Supply Depot and posted into the Base Supply Ledger. Requisitions for Meat and Bread also pass through the Base Supply Depot. The Base Supply Depot take on charge all stores received; they hand in a supporting voucher as they receive the stores to the Accountants Office. These stores are issued to the Detail Stores and to units on presentation of an indent, and this indent handed in to the Accounts Office and quantity issued is credited to their account. Requisitions have been made on P.W.D for various articles. In the case where they were issued out at once or were practically equipment there will be no need to take these on charge and debit Suspense Military. Record must be kept of the different units to which these articles of equipment were issued. In the case of other stores which are issued by Detail or perishable, they should be debited by us to the special works they were intended for. The allocation on the P.W.D. issue note should then be Suspense Military Commissariat Depot. The Detail Store issue out stores against cash and to different units on Indent. The cash is handed over to Mr. Parkinson who enters it into a Cash Book and pays it into the Treasury. This cash is then credited to the Detail issues in a cash book. Also all issues to units are

however -

however debited in the same ledgers. These are then posted into a stock account. The Stock A/c is debited with these items, and after payment has been made the different units interested should be debited and the Stock A/c credited. Other Ledgers are kept showing the goods purchased free duty and duty paid goods taken over by me from the Customs. These are also debited to the Stock Account. All Bills passed are entered into a Bill book. The Bills are made out in triplicate. The triplicate is retained in this Office and the requisition, if the stores have not been requisitioned by this Department, is attached to same. If requisitioned by this department the requisition number is stated. All requisitions received from other Offices for Equipment etc., will be entered into a separate book showing where and to whom they were delivered. It is advisable to arrange for one Stock ledger showing the whole total under their different items of the stores purchased as I want, after issues have been posted, to know exactly every day what my stock remains are. At present we have no ~~main~~ Main Store Ledger showing the actual receipts and issues combined. This could be made from the stores taken in both the Base Supply Ledger and the Customs Ledger. Stores are issued direct from the Customs to Naigohi and sea ports. These are not passed through the Base Store Ledger but through the Customs Ledger. Please institute a system whereby a series of double entries will not occur. All vouchers must be countersigned by me, two are then sent to the Treasury and one retained here in this Office. One is returned to this Office by the Treasury and is handed over to the person concerned to collect the money -

however debited in the same ledgers. These are then posted into a stock account. The Stock A/c is debited with these items, and after payment has been made the different units interested should be debited and the Stock A/c credited. Other Ledgers are kept showing the goods purchased free duty and duty paid goods taken over by me from the Customs. These are also debited to the Stock Account. All Bills passed are entered into a Bill book. The Bills are made out in triplicate. The triplicate is retained in this Office and the requisition, if the stores have not been requisitioned by this Department, is attached to same. If requisitioned by this department the requisition number is stated. All requisitions received from other Offices for Equipment etc., will be entered into a separate book, showing where and to whom they were delivered. It is advisable to arrange for one Stock Ledger showing the whole total under their different items of the stores purchased as I want, after issues have been posted, to know exactly every day what my stock remains are. At present we have no main store ledger showing the actual receipts and issues combined. This could be made from the stores taken in both the Base Supply Ledger and the Customs Ledger. Stores are issued direct from the Customs to Nairobi and sea ports. These are not passed through the Base Store Ledger but through the Customs Ledger. Please institute a system whereby a series of double entries will not occur. All vouchers must be countersigned by me, two are then sent to the Treasury and one retained here in this Office. One is returned to this Office by the Treasury and is handed over to the person concerned to collect the

A receipt should be taken of the Bill handed over and in no case will a copy be issued. Stores for up country, Zanzibar etc, will be immediately priced and invoiced. In all cases requisitions must be signed by the Officer indenting for stores. You will detail the clerks necessary for this work and keep them at it so as to bring the books up to date as early as possible. It is of the utmost importance that I should know daily the remains of my stock balance. It will be better for Mr. Phillips to show you exactly what he has done and to take over the Bill Department. A Daily State is kept showing the issues to the different units, these in all cases should agree with the indents handed in to the Detail Store to issue to the different units.

This is the only check we have that the Unit in question do not draw Rations in excess of their allowance. There will probably be a refund to make to the Customs of 10% on all stores taken over by me duty free. Please arrange a separate heading for these if the ledger now being used does not give sufficient detail.

Cattle, sheep etc, is also being purchased by the Contractor from the stock. A Daily State is handed in by the Veterinary Officer showing cattle issued to the Contractor and the deaths otherwise. A Daily State is also handed in by the Base Depot showing receipts and issues. This should be checked with the Base Store Ledger daily. Daily State is also handed in by the Commissariat Officer of Customs giving full particulars of case either sent to the Base supply store here or forwarded up country.

It is -

It is advisable that these stores forwarded direct from the Customs to up country should be treated in the same manner as stores issued from the Base Supply Depot, that is to say, that altogether with the Daily State supplied by him an issue voucher should be given as a supporting voucher for the use of the Office. From this voucher it can then be debited to the Unit concerned and credit Customs.

STORES yard

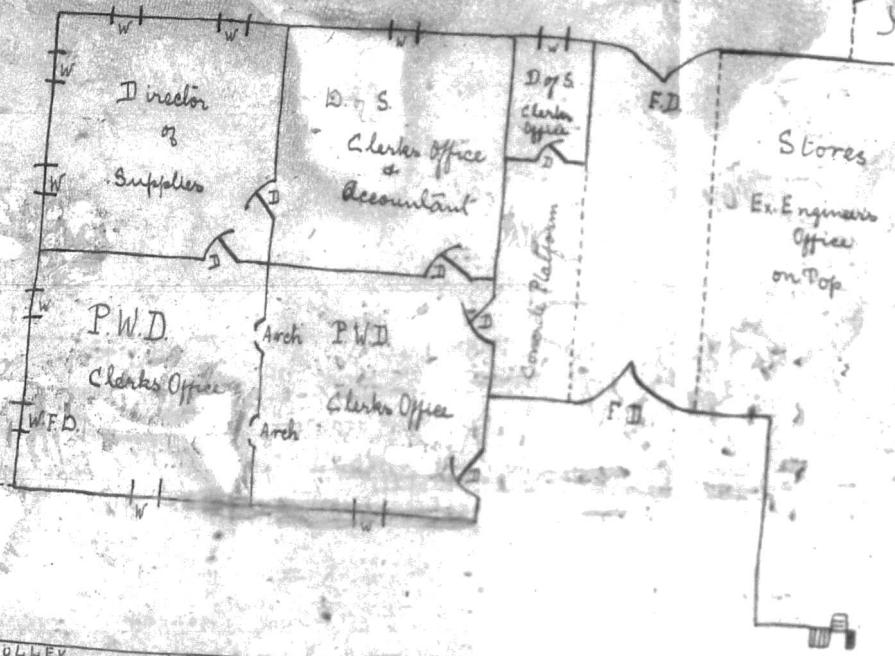
Ex Eng
Gate
Yard

STORES

ROAD

Iron Railings

RAILWAY



Ground Plan of P.W.D. Stores & Offices

- I.G = Iron Gate
- D = Door
- W = Window
- W.F.D. = Window that was found open
- F.D. = Folding Doors Large

Gov.

37/44/1915

E.A.P.

27 AUG
1915

So

30 August 1915

Sir,

I have the honour to acknowledge the receipt of your despatch no. 573 of the 25th June int to
I approve
of your writing of no
recoverable the sum
of Rs. 2,248.18 lost
owing to the theft of
a cash box from the
office of the Director
of Supplies.

DRAFT.

E.A.P.
No. 636

Mr. Sir W. Selfield.

MINUTE.

Mr. Stanger, 27/8/15

Mr. Cottonley 27/8/15

Mr.

Mr.

Sir G. Fiddes.

Sir H. Just.

Sir J. Anderson.

Mr. Stegl-Maitland.

Mr. Bonar-Lux.

S.A. 622
[Signature]

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