

DECIMAL CURRENCY PROGRAMME

Date: 13th September, 1966.

Decimal Conversion Plant Circular No. 1

Subject :- Decimal Conversion Plant Circulars.

This is the first of a series of circulars which will be issued from D.C. Head Office to communicate various procedures and decisions to Plant Managers.

It is our intention to forward several copies of each circular so that where applicable you can pass copies onto other interested parties in your plant staff e.g. Supervisors, Office Staff. Where necessary, they should maintain their own files.

To facilitate reference and filing, these circulars will be numbered and we wish Plant Managers to maintain their own numerical file of these letters. We would also suggest that you file a second copy under Subject as there will probably be a large number of these circulars issued over the next year and it may be simpler, in some cases, to locate information under a Subject Heading rather than in the numerical file.

Yours very truly,



R.H. BOTT, Manager,
New Zealand Decimal
Currency Programme.

RHB:DMG

DECIMAL CURRENCY PROGRAMME

Date : November 2nd 1966.

DECIMAL CONVERSION PLANT CIRCULAR No. 1.1.

Subject : Head Office

All reference to Head Office in Plant Circulars and correspondence emanating from this office refers to the Head Office of the Decimal Currency Programme, P.O. Box 30620, Lower Hutt.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

DECIMAL CURRENCY PROGRAMME

(Replaces Page 1, Decimal Conversion Plant
Circular No. 2)

Date: 12th December, 1966

Decimal Conversion Plant Circular No. 2 (Revised)

Subject: Control of Disbursements

1.0. To facilitate the purchasing of items required for the conversion programme the following should be observed.

1.1. Capital Expenditure

* For all items of Capital Expenditure such as tables, desks, office equipment etc., a supply order form, 2228 or 2228A is required. (Definition Capital Items - equipment that at the completion of the programme will be of reasonable residual value.) Two copies are forwarded to Head Office with relative information as to description and reason for request. Orders will then be forwarded to the Decimal Currency Board for supply through the Government Stores Board direct to the plant.

1.2. Ordering Procedure - Refer Plant Circular No. 9.

2.0. Leasehold Improvement Items

2.1. For all items of leasehold improvements Head Office approval is required before placing the order locally and Plant Managers are requested to prepare Requisition Form INT 56. Leasehold improvements would include partitions, painting, plumbing, electrical, carpentry work etc.

2.2. In the case of all leasehold improvement items three quotes in writing are required by the Decimal Currency Board.

2.3. On INT 56 set out full information as to the nature of your requirements, reason for making the purchase, supplier's name and quoted price. Normally the supplier shown will be the lowest quote received.

2.4. Retain yellow copy of form INT 56 in the Plant.

2.5. All other copies together with the three quotations to be sent to Head Office.

2.6. When approved the blue copy will be returned on receipt of which your order may be issued to the supplier. The white and pink copy will be retained in Head Office. BDC 525

*N.B. Delete "Capital and" in paragraph 6.2., Page 3.

2.7 Your order on form NZ 1338 will be made out in triplicate. Show on this the INT 56 authority number. Forward original, white copy, to the supplier. Retain the blue and yellow copies of the form in your Plant.

2.8 When the goods are received or services performed, the invoice should be forwarded by the supplier to the local Plant Manager.

INT 1338

On receipt of the invoice affix the standard rubber stamp and certify the goods or services rendered are correct and that price, quantity and extensions are correct. Attach the invoice to the blue copy of the order and forward to Head Office.

Note: Please staple or pin the invoice to the blue copy of the order. The invoice to be on top. THIS IS IMPORTANT.

2.9 Forward promptly as it is desired to take advantage of discounts which may be available for prompt settlement.

2.10 If the invoice price varies more than 5% of the quoted price please explain by a note attached to the invoice.

3.0 Other Expenditure

3.1 This covers miscellaneous consumable items and includes oils, cleaners, stationery etc., which require the issue of a purchase order.

3.1.1 Certify the invoice by affixing the standard rubber stamp, sign where required and send to Head Office together with the blue copy of form NZ 1338 as covered under 2.8 above.

4.0 Authority

4.1 Orders placed with suppliers must and can only be signed by the Plant Manager. He should also approve the expenditure by signing the invoice. Otherwise such invoice may be returned for completion in this regard.

5.0 Regular Services

5.1 This heading will include towel supply, laundry service, telephone etc., for which it is not necessary to issue orders.

5.2 Sign the invoice to indicate satisfactory service, the price is correct etc., and forward to Head Office promptly. It is important that we receive these invoice quickly as in most cases the charge is for the same amount each week, or month. Payment is made against the invoice and therefore we are inconvenienced when some invoices are not forwarded as soon as they are received.

6.0 Repairs and Maintenance

6.1 Where the amount of the repair is less than £5. 0. 0. treat as Other Expenditure (see 3.0 above).

6.2 Where the amount of the repair is over £5. 0. 0. treat as with ~~Capital and~~ Leasehold Improvements (see 2.0 above) and submit INT 56 for approval before placing order for the work to be done.

6.3 If the work is of an urgent nature and is over £5. 0. 0. in value, Head Office may be contacted for approval by telephone.

7.0 Separate Accounts

7.1 There will be a large volume of invoices being received in Head Office Decimal Currency Programme and there is always a large volume received in the Accounts Payable Section of Head Office. Therefore, kindly instruct suppliers to open a separate account, where necessary, for all items which refer to the Decimal Currency Programme. This will be in their own interests and will ensure that payment is made promptly. Time is not available to follow up items incorrectly treated and they may be deleted when issuing our cheques.

8.0 Statements

8.1 When received they should be mailed to Head Office without certification.

8.2 There will not be any problem provided the other procedures have been followed.

- 9.0 Petty Cash Expenditure
- 9.1 An imprest of £10. 0. 0. will be provided for Petty Cash expenditure.
- 9.2 Items up to £2. 0. 0. may be paid from Petty Cash.
- 9.3 Prepare form NZ 4028 Petty Cash Voucher for each payment and where dockets or cash register slips are available attach to this form.
- 9.4 List the items on an adding machine tape, staple securely certify the adding machine tape and forward to this office when reimbursement is required.
- 9.5 To ensure Petty Cash is available for your requirements send the voucher to Head Office regularly.

Yours very truly,



R.H. BOTT, Manager,
New Zealand Decimal
Currency Programme.

RHB:DMG

DECIMAL CURRENCY PROGRAMME

Date: November 2nd, 1966.

DECIMAL CONVERSION PLANT CIRCULAR No. 2.1

Subject: Petty Cash

1.0. The intention to provide £10.0.0. Petty Cash and the instructions covering its use and recording is contained in Plant Circular No. 2 paragraphs 9.1 thru 9.5.

Initial Advance

An advance of £10.0.0. has been sent to you and may be used forthwith in terms of the instructions.

Setting-Up Action

3.1. You should in the first instance purchase a lock-up Cash Box to contain the petty cash and any other valuables requiring security.

3.2. A supply of stamps up to (say) £2.0.0. should also be purchased. Decimal Currency Board require a daily total of stamps used for postage to be kept. (One total amount only per day). A notebook should be used.

Toll Calls

Allied to the recording of postage is the recording of toll calls. The following details should be recorded in a notebook kept for the purpose. -

- a) Date
- b) Name of Caller
- c) Briefly purpose of call.

This will enable checking and certifying of the toll account.

4.0. Stationery

A supply of Petty Cash Vouchers NZ 4028 is being forwarded.

5.0. Reimbursement Procedure

5.1. Paragraphs 9.3 thru 9.5 cover the method of applying for reimbursement.

5.2. Actual reimbursement will be effected by forwarding you a cheque for the amount required which will be cashed by the nearest branch of the Bank of New Zealand - either the Bank of New Zealand - Symonds Street, Auckland or " " " " Te Aro Branch, Wellington. Arrangements are being made through the Bank of New Zealand Lower Hutt to cover this arrangement.

5.3. The value of stamps on hand is at all times part of your petty cash balance. Show this value at the foot of the machine tape covered by paragraph 9.4. of Circular No. 2.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

DECIMAL CURRENCY PROGRAMME

Date: 13th December, 1966

Decimal Conversion Plant Circular No. 2.2

Subject: Toll Calls

Decimal Conversion Plant Circular No. 2.1, Paragraph 3.3 refers.

The Decimal Currency Board have advised as follows:

"In terms of Circular Letter No. 1 of 21 June, 1965 a record of toll calls is required. As toll calls from conversion centres regarding the uplifting of machines for conversion will become heavy, the procedure outlined in the Circular will be unsuitable for conversion centres. Instead a record of all calls on other than conversion business (including private calls) is to be kept and the necessary deductions made from toll accounts."

Please put this instruction into operation.

Yours faithfully,



W.J. STEPHENSON, Accountant,
Decimal Currency Programme

WJS:LME

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 2,3

Date: 3rd May, 1967.

Subject: Petty Cash

- 1.0. Plant Circulars No. 2 (paragraphs 9.1 - 9.5) and 2.1 refer.
- 2.0. In order to avoid the too frequent submission of Petty Cash re-imbursements and to enable you to extend your payments over a wider field it has been decided to increase your petty cash to £20.0.0. Cheque for the additional £10.0.0. will reach you shortly.
- 3.0. The instructions contained in the above mentioned circulars still apply with the exception that the limit of £2 set down in paragraph 9.2 of Circular No. 2 is raised to £3.
- 4.0. It is anticipated that these increases will enable more flexibility (where advisable) in your cash payments procedure and save time in the work of re-imbursements.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY PROGRAMME

Date : November 1st. 1966.

DECIMAL CONVERSION PLANT CIRCULAR No. 3

Subject : Pay Rates and Range

- 1.0 Advice has just been received from the Decimal Currency Board as to how far they are prepared to meet the Office Equipment Trade Association in the pay rates recommended by the Association.
- 1.1. The rates the Board have agreed to are attached and are to be regarded as maximum rates.
- 1.2. The reply from the Board has still to be considered by the Association and no doubt a counter proposal will be forthcoming. In the meantime however we must adhere to the Board's offer.
- 1.3. Overall the pay rates are reasonably suitable to our purposes. The one point we will be taking up with the Board however is the question of the pay range for male junior convertors (under 21).
- 1.4. In the terms of the Board's recommendation it will be desirable to start male junior convertors at £17. 0. 0. per week. This compared with the starting rate of £21. 0. 0. for a person 21 or over in our opinion is an unfortunate progression. The only exception would be a person who is 20 years of age who could be started at say, £18. 0. 0. as within a year he could move into the pay range of a convertor.
- 1.5. With the attached scale we would recommend that pay progression could follow this pattern. -

	<u>CONVERTOR</u> (over 21)	<u>MALE JUNIOR CONVERTOR</u> (under 21)
Start	£21. 0. 0.	£17. 0. 0.
After 3 months	£22. 0. 0.	£18. 0. 0.
At or about D.C. Day	£23. 0. 0. MAXIMUM	£20 £19. 0. 0. MAXIMUM

- 1.6. It is felt that pay increases will not be necessary after D.C. Day as the retention bonus will by that time be taking effect.
- 1.7. The foregoing is one interpretation of the pay scale and range of pay agreed to by the Decimal Currency Board but, it is up to each Plant Manager to determine the starting pay of all his staff employed from outside Burroughs, bearing in mind the desirability of giving pay increases during the programme.
- 1.8. The starting rates shown in the attached schedule are maximum rates and staff can be started at rates lower to those shown. This applies particularly to conversion staff we take on in the future (adding machine convertors) where we wish to differentiate between the amount they are being paid and the better quality accounting machine conversion staff we are presently recruiting.
- 2.0. Retention Bonus
- 2.1. This bonus is being incorporated in the wage structure of the conversion programme to
- a) Make the position more attractive to an interested party and,
 - b) To retain them once they have started with us.
- 2.2. Retention bonuses of up to £200 for males and £160 for females has been agreed to by the Board.
- 2.3. These bonuses are approved for employees who complete the WHOLE of the conversion period with us and will not be paid until the programme is finished.
- 2.4. Bonuses shown above will be scaled in accordance to the age of the employee.
- In the case of all junior employees (under 21) shown on the attached schedule, except junior male convertors, the maximum

- 2.4. Cont. bonus they will qualify for is the same percentage as the percentage of the adult weekly wage.
- In the case of junior male convertors this has yet to be defined but we imagine a maximum of approximately £150. will apply.
- 2.5. It is our intention to also relate bonus payments to productivity so a variation in the bonus could apply in the same job group.
- 2.6. As the bonus is to be a variable payment, based on age and merit we would ask you when covering this with applicants not to be too specific. Rather a general indication should be given of the amount that could be earned but stressing that the amount of payment will depend on the results the person produces.
- 3.0. It should be recognized by all staff that the wages being paid are excellent for a 40 hour week and that is is expected that maximum effort will be given in return.
- 3.1. In most instances it is desirable to advise staff (particularly technical staff) that they are starting, but on a one month trial basis. If before this time or at the end of this period the employee does not make satisfactory progress it could be desirable to release him from the programme.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

APPENDIX A

WAGES RATES FOR EMPLOYEES
IN MACHINE CONVERSION CENTRES

JOB CLASSIFICATION	RANGE (per week)		
	Starting Rate £	Maximum Rate £	
Convertors	-Male 21. 0. 0	23. 0. 0	
	Female 17. 0. 0	19. 0. 0	
	Male Jnr 17. 0. 0	20. 0. 0	
Installation Clerks	-Male *	*	
	Female *	*	
Testers + PANEL BUILDER	-Female 16.10. 0	18.10. 0	
Clerical	-Male 21. 0. 0	25. 0. 0	
	Female 17. 0. 0	20. 0. 0	
Labourers	18. 0. 0	20. 0. 0	
Machine Movements Officers-Male	*	*	
Central Parts Stores Officers-Male	21. 0. 0	25. 0. 0	
Parts Assemblers	-Female 16. 10. 0	18.10. 0	
Shipping & Despatch Clerks	19. 0. 0	23. 0. 0	
Tea Lady	8/- hr.	8/- hr.	
Juniors (except Convertors)	20 yrs 90%	19 yrs 85%	18 yrs 80% 17 yrs 75%

* Rates for these jobs will be negotiated with individual machine companies.

DECIMAL CURRENCY PROGRAMME

Date: 19th December, 1966

Decimal Conversion Plant Circular No. 3.1

Subject: Pay Rates and Range.

- 1.0. The Decimal Currency Board have now agreed to increase the maximum range for a Junior Male Convertor from £19 to £20 per week.
- 1.1. Would you please amend the appendix A attached to Decimal Conversion Plant Circular No. 3 accordingly.
- 2.0. The new scale of weekly wage for a Junior Male Convertor of £17 to £20 provides us with better flexibility in setting starting wages for persons under 21 and also with a more logical progression for convertors who will turn 21 during the programme.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:LME

DECIMAL CURRENCY PROGRAMME

PERSONAL & CONFIDENTIAL

DECIMAL CONVERSION PLANT CIRCULAR No. 3.2.

Date: 20th June, 1967.

Subject: RETENTION BONUS

- 1.0. This circular adds to the information shown under 2.0 of Plant Circular No. 3.
- 2.0. The position regarding who will be paid the bonus has now been clarified and is as follows:
 - 3.0. Retention bonuses of up to £200 for males and £160 for females will be paid to employees who complete the whole of the period employment required of them by Burroughs Ltd.
 - 3.1. For staff directly engaged in conversion work to qualify for the bonus a person must -
 - (a) Have received specialist training to some material degree in order that he may undertake the work assigned to him. Normally, at least 20 days training would be required to qualify (this will exclude certain staff such as cleaners, labourers and tea ladies) and
 - (b) Be employed full time on conversion work and,
 - (c) Remain in the company's employment until his services are no longer required.
 - 4.0. Bonuses will be based on merit and scaled in accordance with the status of workers and a uniform approach will be required.
 - 5.0. The above will cover all our technical supervisors, converters, field supervisors, field technical, machine testers, storemen and shipping clerks, parts kit assemblers, panel builders, parts supervisor, co-ordinators and field installation officers.
 - 6.0. The bonus will also be applicable as covered in 4.0 above to clerical, accounting, typing and administration (non-technical) staff employed full time on the Board's programme in conversion plants. Again this group must remain in the company's employment until his services are no longer required.

7.0. For any staff who qualify for a bonus and who join the programme after D.C. Day the bonus will be scaled on the following basis :

<u>UNEXPIRED PERIOD OF PROGRAMME</u>	<u>PERCENTAGE OF BONUS</u>
LESS THAN THREE MONTHS	NIL
THREE COMPLETE MONTHS	20
SIX COMPLETE MONTHS	40
NINE COMPLETE MONTHS	60
TWELVE COMPLETE MONTHS	80

8.0. The retention bonus is not payable until the completion of the conversion programme and will be included with the final wages payment to workers no longer required.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM