DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 19

Date: 22nd June, 1967.

Subject: INTERNAL CHANGE TO DECIMAL CURRENCY

1.0. As from 1.7.67 the financial transactions of the Decimal Currency Programme will change from sterling to decimal currency.

1.1. Although this means that as from 1.7.67. all internal recording will be in decimal currency our financial transactions with the Banking and Commercial concerns will remain in sterling until DC. Day. This will explain any apparent contradictions in the instructions which follow.

1.2. Associated with the changeover is the closing of banks on July 6th and 7th and this has been taken into consideration in the following instructions.

2.0. Plants will proceed as follows to comply with the requirements of the above.

2.1. Pay to 30.6.67 - Time sheets must be in Head Office by Monday 3.7.67. at the very latest. This is to enable pay to be prepared and cheques cashed by 5.7.67. You should prepare time sheets on 29.6.67 by anticipating hours worked on 30.6.67 and dispatch to Head Office early Friday the 30.6.67 by airmail. This pay will of course be worked and paid in sterling.

2.2. Pay to 7.7.67 - Time sheets must be in Head Office by Monday 10.7.67. This is to provide extra time for working pay and issuing cheques in the new currency. Procedure in Plants will be the same as in the preceding paragraph dates being put forward by one week. This pay will be worked and paid in decimal currency. Any expenses included in these time sheets will be shown in decimal currency.

2.3. Future Pays: Revert to system of having time sheets in Head Office by Tuesday before pay day at the latest.

2.4. Accounts: In the main accounts are paid by Head Office once per week on the Friday. All accounts received in Head Office by Friday 30.6.67 will be paid in sterling. You should endeavour to clear as many accounts as possible to reach Head Office by that date.

Accounts received in Head Office after 30.6.67 will be worked and paid in decimals on Friday 7th July and each succeeding Friday. In Plants all sterling accounts within this period should be converted to decimals as to the total before being forwarded to Head Office.

2.5. Petty Cash: Re-imbursement in sterling will be prepared in Plants up to 27.6.67 and forwarded to Head Office immediately. Re-imbursing cheques in sterling will be forwarded on 30.6.67. This re-imbursement should carry you over for at least a week. All future re-imbursements will be submitted in decimals and paid in decimals.

2.6. Financial Documents and Records:

From 1.7.67 all documents prepared in Plants involving financial figures will be prepared in decimals e.g. Purchase Order forms N.Z. 1338. All financial records in Plants now kept in sterling will, as to total or balance as at 30.6.67, be converted to decimals as at 1.7.67. e.g. Inventories.

3.0. All queries arising out of the above and any other matters relevant to the decimal changeover and not covered in this Circular should be referred urgently to the Accountant, Decimal Currency Programme by telephone if necessary.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 20

Date: 10th July, 1967

Subject: DIRECT WAGES: COSTING SYSTEM FOR VARIABLE PROFITS CONTRACT

1.0. From the 10th July 1967 the Decimal Currency Board are instituting with Machine Companies a variable profits contract which will be based on the time taken to convert machines.

1.1. Standard times are being presently negotiated with the Board and depending on the time we save on standard or exceed standard will depend the rate of profit we obtain.

2.0. To be able to arrive at the information to establish the profit sharing, detailed and accurate times must be kept and recorded by plants.

3.0. TIME SHEETS (BDC 529)

3.1. To implement this and superseding Conversion Plant Circular No. 7, section 1.1. daily time sheets (BDC 529) must be made out by all persons directly concerned with machine conversion as follows :-

GROUP LEADERS
INSPECTORS
CONVERTORS

3.2. These persons are called Direct Operators.

3.3. All other plant employees including Supervisors and Managers are classed as indirect and do not enter into the procedures of the costing system set out below.

3.4. For the purposes outlined below the column headed LOANER on BDC 529 should now be called OTHER TIME.

4.0. FORM BDC 529 - RECORDING OF DAILY PAID TIME ON TIME SHEETS

4.1. Only PAID time will be recorded on the time sheets as follows:-

4.2. GROUP LEADERS:- The only time shown on the time sheet will be when a group leader is actually converting or doing remake on HIS OWN machine. The remaining paid time is classed as supervisory for which no record is required. If a group leader spends only 200 minutes on conversion or remake of his own machine in one day then the total time recorded on BDC 529 and DC 52 is only 200 minutes and not 480 minutes.

4.3. INSPECTORS AND CONVERTORS:- The total daily PAID time worked by these two groups of employees is entered on the daily time sheet (BDC 529).

4.3.1. Inspectors or convertors have two classes of paid time: Conversion Time or Other Time.

4.3.2. "CONVERSION TIME" will be the daily total of conversion and remake time shown on the time sheet. An 'X' should still be placed in the conversion or remake column on the time sheet even though the total of the two is recorded as "Conversion Time" on DC 52.

4.3.3. In the case of inspectors, the time devoted to inspection work should be absorbed in the conversion time of their own conversions. While this will not be great in any one day it is appreciated that nonetheless it will slightly increase their own conversion times. For the costing system being employed however it must be operated in this way and allowance should be made for this by Plant Managers when reviewing inspectors Weekly Productivity Records.

In other words an inspector and convertor record their paid time on BDC 529 in exactly the same manner with the total PAID time being subsequently recorded on DC 52.

4.3.4. "OTHER TIME" will include PAID holiday (or sickness) time. To this end sick leave records must now be kept by each Plant so it can be quickly established if a day a direct operator is absent should be classed as paid time or not.

4.3.5. "OTHER TIME" should be recorded for any time paid for initially by the Board but on which in the final analysis the Board are not meeting the cost. (e.g. Category C conversion, if any).

4.3.6. "OTHER TIME" will also include training time for new convertors. The Decimal Currency Board will allow 160 hours under this heading. This should be clearly shown as training time on the time sheet BDC 529 with an 'X' in the "OTHER TIME" column.

4.3.7. "OTHER TIME" The Board state as follows:- "Other Time" should be recorded if there are any major interruptions because of completely unavoidable circumstances. The standing by time of direct operators may, with Board approval, be charged to a standing by job number. This should be shown on DC 55 - "Daily Analysis of Other Time" - under job 3, training time.

It will be required to be shown by Plant Managers that the circumstances were unavoidable and every possible steps should be taken to ensure that conversion parts will be available and that the intake of machines is planned so that sufficient conversion work will be on hand or readily procurable locally if transport is interrupted.

Apart from major interruptions it will be the responsibility of Managers and Supervisors to ensure that direct operators are kept employed and that time paid for (other than holiday time, training time and time for which the Board is not responsible for paying), is booked to conversion work.

To implement this Plants should attach to the weekly DC 52 a full explanation of these major interruptions which show as "Other Time" on the form. Once received in Head Office, we will seek Board approval to the action taken.

In plants the interrupted time should be documented clearly on the time sheets (BDC 529) with an 'X' in the "Other Time" column.

4.3.8. Conversion time spent in fully converting the remaining Burroughs new consignment stock should be treated and recorded the same as any partial conversion of a users machine.

5.0. DIRECT WAGES: COSTING SYSTEM

5.1. From Monday the 10th July the direct labour hours booked to individual conversions will require to be reconciled with the total direct hours worked. Four summarising forms are used and copies of DC 52, DC 53 and DC 54 and DC 55 are attached.

(a) FORM DC 52 (which should be prelisted each week with the names of the direct operators shown in 3.1. above) will show the total daily hours for each employee.

(b) FORM DC 53 on which the time booked to each machine will be entered.

(c) FORM DC 54 will show the final times of all completed machines.

(d) FORM DC 55 is used for the purpose of analysing "OTHER TIME" from DC 52.

5.2. Each of the above forms is to be numbered in sequence in the top right corner commencing at sheet No. 1 each week.

6.0. FORM DC 52: DAILY TIME OF EMPLOYEES DIRECTLY ON CONVERSION WORK

6.1. Each day the paid time as covered in section 4 above is entered on the DC 52 from the daily time sheets (BDC 529) and it is essential to verify that time sheets have been supplied for the full daily time paid for.

6.2. Each day the "Daily Total All Time" must be balanced and agree with the total of the daily times shown on the BDC 529.

6.3. Each week the weekly summary in the right hand corner must be completed with the "Total All Time" agreeing with the five "Daily Total All Times".

6.4. In summary all paid time, to direct operators, except group leaders supervisory time, must be accounted for on this form.

7.0. FORM DC 53: DAILY TIME BOOKED TO CONVERSIONS

7.1. After entry on Form DC 52, daily time sheets will be sorted by machine class or series and posted daily by machine number for that machine class or series to the DC 53.

7.2. A separate DC 53 form will be used for each class or series of machine and the "Daily Total Time" entered on these forms must agree with the "Daily Conversion Time" shown on DC 52.

7.3. For the costing system being employed our machines will be divided into the following classes or series:-

(a) CLASS 8, 9, 10. Series P200, P300, Series P1000, P2000 P3000.

(b) SERIES P400

(c) SERIES P600

(d) ALL SERIES F EXCEPT F4000, F5000 and F600

(e) F4000

(f) F5000

(g) F600

(h) SERIES J

(i) CLASS 5 and SERIES C

7.3.1. Please ensure the Class or Series of machine is clearly shown in the block at the top left of DC 53.

7.4. During the week the time booked to completed machines will be entered in the "Completed Machines" column of DC 53 and at the end of the week, work in progress time will be extended into "Work in Progress at the End of This Week" column.

7.5. Completed machines are those whose conversion and testing has been completed and may or may not have been returned to the user.

7.5.1. When a machine is completed the Plant Manager is responsible to authorize the completion and return to the customer by signing and dating the green copy (copy 3) of the Master Set in the block marked "Date Completed", which will be with the machine in the test area. The green copy will then be sent to the office and this is their advice that the machine is completed. (see 11.5.10.)

7.6. At the end of each week the weekly summary in the bottom right hand corner will be completed.

7.6.1. The "Total Conversion Time" block in the weekly summaries on DC 53 must agree with the "Total Conversion Time" block in the weekly summary on DC 52.

An adding machine tape showing total conversion time for each series to be sent to Head Office so total on tape equals total conversion time on DC 52.

In other words the total "Time of Completed Machines for the Week" column plus total of "Work in Progress at the End of This Week" column, less "Work in Progress at End of the Previous Week" should balance with the "Total Conversion Time" entered in the weekly summary on DC 52.

7.7. Work in Progress at the End of the Week will be carried forward by classes or series, to the respective DC 53's for the following week.

8.0. FORM DC 54: SCHEDULE OF COMPLETED CONVERSIONS:

8.1. The times booked to completed machines will each week be transferred from DC 53 to Form DC 54.

8.1.1. On the far left of each machine serial number on this form should be shown the initial of the convertor who did that machine. This is for plant productivity records. The convertors name will be obtained from Copy 3 of the Master Set when it is returned to the office showing the conversion is completed (see 7.5.1. above)..

8.2. A separate DC 54 will be prepared for each Class or Series of machines as set out in 7.3. above. Please ensure the Class or Series of machine is clearly shown in the block at the top left of DC 54.

8.3. The "Total Time Completed Machines" on DC 54 must agree with the "Total Time Completed" machines block in the weekly summary on DC 53.

8.4. Also required is the actual number of machines of the Class or Series which have been completed for that week.

8.5. The four weekly summary shown on DC 54 is for Head Office use only.

9.0. FORM DC 55: DAILY ANALYSIS OF OTHER TIME

9.1. The Decimal Currency Board wish a daily analysis of what is placed on DC 52 as "Other Time" and it is to be analysed under the following job number. -

JOB	DESCRIPTION
1	Paid holiday time
2	Paid sickness time
3	Training time - or major interruptions (detail these)
4	Time on work at company cost (i.e. on work other than Decimal Currency Board conversion work).

9.2. This form asks us to put in an employee number - would plants please insert names here.

9.3. The daily total of times on this form must balance with the daily totals of "Other Time" shown on DC 52 and as will be seen the "Daily Total Other Time" from DC 52 must be entered on this form.

9.4. The four weekly summary on DC 55 is for Head Office use only.

10.0. SUNDRY:

10.1. Machines under conversion but not completed on Friday July 7th are NOT to be included as completed machines for week ended 14th July or subsequent weeks.

10.2. Time booked on or after Monday 10th July 1967 on Work in Progress on Friday 7th July will be shown on DC 52 as "Other Time" and should be entered against Job No. 1, on Form DC 55 which analyses "Other Time".

10.3. By each Wednesday following the end of the week, plants should send to Head Office the following. These should be sent as one group and not separately :-

(a) The top - white - copy of DC 52

(b) The top - white - copy of DC 53, plus adding machine tape to show total conversion time on DC 53's equals conversion time on DC 52 (see 7.6.1.)

(c) The top and second - white and yellow copies of DC 54.

(d) The top - white - copy of DC 55

(e) Copy 5 (pink) of the Master Set for all completed machines (see 11.5.12 below).

10.3.1. Plants will retain on their own files :-

(a) The second - green - copy of DC 52

(b) The second - green - copy of DC 53

(c) The third - green - copy of DC 54

(d) The second - green - copy of DC 55

(e) Copies of 3 and 4 (green and blue) of the Master Sets (see 11.4 and 11.5.13 below).

11.0. PRESENT SYSTEM OF TIME RECORDING ON MASTER SETS BDC 528

11.1. At first glance it could appear that there is no further need for recording daily conversion, remake and testing times and total times of these on copies 3 and 5 respectively of the Master Sets.

11.1.1. This is however necessary for Plant and Head Office Management purposes, as without this step it is not possible by the Board's costing procedures to establish the breakdown of conversion, remake and testing time expended on each machine.

11.2. When the post conversion programme is further advanced and we can establish how well our actual conversion times compare with the standard times set we may be able to dispense with time recording on the Master Sets and post directly from the daily time sheets (BDC 529) to the daily time booked to conversion sheet (DC 53).

11.3. This new costing system and set of forms will make the "Complete Conversion Weekly Summary" (BDC 532) redundant.

11.4. One modification we are making to the instructions set out in Plant Circular No. 10, is that plants should now retain and file the blue copy 4 of the Master Set (BDC 528), instead of sending it to Head Office. This is the receipt from the user when his machine is returned. This could be conveniently filed by machine styles in serial number order.

11.5. REVIEW OF APPLYING TIME RECORDING TO COPIES 3, 4 and 5 OF MASTER SETS (BDC 528) AND MOVEMENT OF THESE COPIES THROUGH PLANT

11.5.1. We now wish to ensure that all conversion work and time at all stages in the plant is controlled by the Master Set and for this purpose the key form is the green copy (copy 3) of the set.

11.5.2. When a machine has arrived in the plant the Co-ordinator should advise the office who will send the green copy of the Master Set to the line supervisor for that style of machine. (The blue and pink copies - copies 4 and 5 - of the Master Set remain on file in the office).

11.5.3. NO MACHINE should be authorised for conversion by the supervisor until he has this copy of the Master Set from the office. This is his authority to convert.

11.5.4. When the preconversion inspection is completed the supervisor should sign this in the appropriate block on the green copy.

11.5.5. When the machine is allocated by the supervisor to a convertor the supervisor enters in the convertor's name in the block "Converted By" on the green copy. The supervisor retains in his file the green copy and will note on it any time over 15 minutes he spends on the machine, if conversion - in the 'Conversion' column - if remake, in the 'Remake' column.

11.5.6. When the convertor returns to the supervisor with the conversion completed and is allocated another machine, the supervisor then places the green copy for the machine just completed in the machine carriage and arranges for the machine to be taken to testing.

11.5.7. The green copy remains with the machine during testing and all operators testing time should be entered in the column marked testing.

11.5.8. When the testing, remake and additional testing is completed the Plant Manager is responsible to authorize the completion and return of the machine by signing and dating the green copy (which will be with the machine in the Test Area), in the block marked "Date Completed". The green copy will then be sent to the office and this is their advice that the machine is completed. (see 7.5.1.)

11.5.9. Immediately the green copy is received, the office will from their file hand the Co-ordinator the blue copy (copy 4) of Master Set for attaching to the Route List and informing him that the machine is ready.

11.5.10. The return of the signed green form to the office is the only notification the office has that a machine is completed. As these come to hand the convertors and inspectors daily time shown against that machine on DC 53 can be totalled and extended on to the completed machines column on the DC 53.

11.5.11. At the same time as this is done the total of the convertors and inspectors time for that machine can be entered by the office as one figure under conversion time on the green copy of the Master Set. This will eliminate the daily recording of the convertors and inspectors time on to the green copy. As covered in 11.5.5. and 11.5.7. the supervisors and testing time is already on the green form and by adding the convertors and inspectors time this now completes the conversion history of the machine.

11.5.12. As is being done presently the summary in total of copy three is then recorded on the pink copy (copy 5) of the Master Set. When completed copy 5 is sent to Head Office each week (see 10.3. above).

11.5.13. Copy 3 can then be filed in the plant by style and serial number order in a completed machines file and filed with this can be copy 4 when it is returned by our transport operators.

11.5.14. The above system is making use of copy 3 of the Master Set to control all conversion floor activity and finally to provide conversion time information. It throws a good measure of responsibility on to supervisors to see the form is handled and information recorded correctly. We would ask Plant Managers to ensure their supervisors understand their responsibility in this and that their task is not only a technical one but also one of overall supervisory control.

12.0. SUMMARY

12.1. The above sets out an intergrated system of providing the Decimal Currency Board and ourselves with the costing information required to operate the variable profits contract, (forms DC 52, 53, 54 and 55) and at the same time provides Plant Managers and Head Office with more detailed control and time information with which to assess individual and overall performance. (copies 3 and 5 BDC 528).

This system has been devised so there is little or no duplication of work by any section of our plants.

12.2. We cannot stress enough the need for all parties involved in entering, extending and adding times on the attached forms and the BDC 528's to fully understand the system involved and the necessity to balance one set of times against the other. Forms DC 52, 53, 54 and 55 should not be sent to Head Office until they balance.

12.3. A great deal of the success of the whole conversion programme depends on the profit sharing contract now being instituted and among other things the success of the contract depends on the co-operation of all persons involved.

12.4. Finally all pay, as now is being done, will be prepared from the form 556A sent weekly to Head Office by plants.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme
RHB:DMM

Att:

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 20.1

Date: 18th August, 1967.

Subject: DIRECT WAGES: COSTING SYSTEM FOR VARIABLE PROFITS CONTRACT

1.0. With reference to section 7.3 of Plant Circular No. 20, the Decimal Currency Board have now agreed that the Variable Profits Contract will apply to only the following seven classes or Series of machines :-

(a) Class 8, 9, 10 Series P200, P300, Series P1000, P2000, and P3000. (To be know and designated as Series P).

(b) Series P400 (P400)

(c) Series P600 (P600)

(d) All Series F except F5000 (Series F)

(e) F5000 (F5000)

(f) Series J (Series J)

(g) Class 5 and Series C (Series C)

2.0. All paid work on other registered machines i.e. F4000, F600 and P700 will be handled as with the above styles of machines with the paid time being shown as "Conversion Time" on DC.52. A separate DC 53 and DC 54 should be made out for each style.

3.0. As 2.0. supersedes our previous instruction where we had the time recorded for F4000, F600 and P700 under "Other Time, Job No. 3", on DC 55; "Other Time Job No. 3" will now only record (a) Training Time, (b) Major Interruptions.

3.1. With all times shown under Job No. 3 of DC 55 would Plants each week set out on an attached form explanations, by convertors, for the time shown under this job number. This is essential as all "Other Time" under this job number must be explainable and agreed to by the Decimal Currency Board.

4.0. Please note that F600 conversion of loaners ex Australia being done for Burroughs Ltd., and referred to in our letter of July 11th 1967 are on machines that are not registered. They are classified as Category C machines.

All time worked on these machines is classed as with any other Category C conversions as "Other Time" on DC 52 and should be shown under job number 4 on DC 55.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CONVERSION PLANT CIRCULAR NO. 20.2

Date: November 23rd 1967

Subject: DIRECT WAGES: COSTING SYSTEM FOR VARIABLE PROFITS CONTRACTS

1.0. Further to Section 9 of Plant Circular No. 20, the Decimal Currency Board have now charged back to us a considerable amount of time classified under job 3 on DC 55 as "Other Time Lost becuase of Major Interruptions".

1.1. Major interruptions can still occur but these must be kept to an absolute minimum and can only be justified if we have a shortage of parts and convertors cannot be transferred to other lines.

1.2. In future everything must be done to keep lost time due to major interruptions off the DC 55 and should any appear Plant Managers should check deeply into it as well as sending a written explanation, as requested previously, to Head Office.

2.0. It is recognized that 'Other Time' can occur from more reasons than the four set out under Section 9 of Plant Circular No. 20.

2.1. A convenient way of providing for this is to use two sheets of DC 55 daily as shown in the following example -

Sheet No. 1

JOB No. 1	PAID HOLIDAY TIME
JOB No. 2	PAID SICKNESS TIME
JOB No. 3	TRAINING TIME
JOB No. 4	TIME ON WORK AT COMPANY COST (i.e. on work other than Decimal Currency Board conversion work) - show the name and address of owner, style and serial number of the machine worked on in this column.

Sheet No. 2

JOB No. 1a	LOST TIME DUE TO MAJOR INTERRUPTIONS (see 1.2 above) - only to be used under extreme circumstances - please provide a written explanation.
JOB No. 2a	WORK ON DAMAGED MACHINES

Sheet No. 2 (cont.)

JOB No. 3a	HOURS OF WORK OF DIRECT WORKERS ON INDIRECT WORK BECAUSE OF SHORTAGE OF INDIRECT WORKERS (e.g. temporary use of a direct worker as a Group Leader) - please provide a written explanation of all times.
JOB No. 4a	REPAIR WORK ON LOAN MACHINES

2.2. Clearly mark the DC 55 as to whether they are Sheet 1 or Sheet 2 and also on Sheet 2, alter the Job Numbers to read 1a, 2a, 3a, 4a.

2.3. Would all plants implement the above analysis of 'Other Time' on DC 55's from the week commencing NOVEMBER 27th 1967.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 20.3

Date: 27th November 1967

Subject: DIRECT WAGES: COSTING SYSTEM FOR VARIABLE PROFITS CONTRACT

1.0. Further to Plant Circular 20.2 setting out the further breakdown required for 'Other Time' on DC 55, it has now become obvious that situations have developed and will be developing in the future where an even greater analysis will be required than the eight already set out.

2.0. Two additional reasons for direct workers time to be classified as 'Other Time' are as follows and plants should classify these as SHEET No.3 on the DC 55 :

SHEET No. 3

Job No. 1b LOST TIME DUE TO PLANT RUNDOWN- This column is only to be used in the final weeks of a plant's life where it becomes difficult to co-ordinate the efforts during this time to achieve a continuing flow of production.

Job No. 2b LOST TIME DUE TO PARTS SHORTAGE- Should any convertors not be able to be transferred to other lines, the lost time can be classified under this heading. Please provide a written explanation as to the conversion line or lines that are shut down.

2.1. Clearly mark the DC 55 as to whether they are Sheet 1, 2 or 3 and also on Sheets 2 and 3 alter the job numbers to read 1a, 2a, 3a, 4a, 1b, 2b etc.

2.2. Would all plants implement the above analysis of 'Other Time' on DC 55's from the week commencing November 27th 1967.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

B:DMM

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 20.4

Date: 8th December 1967

Subject: DIRECT WAGES: COSTING SYSTEM FOR VARIABLE PROFITS CONTRACT

1.0. An additional reason for direct workers time to be classified as "Other Time" is as follows and plants should classify this as Sheet No. 3 on the DC 55.

Sheet No. 3

Job No. 3b LOST TIME ARISING FROM PLANT CLOSING FOR HOLIDAYS

2.0. Unavoidable idle time arising from the return of converted machines to owners before the plants close on December 22nd and the non-availability of an adequate mix or volume of machines to commence production on Monday and Tuesday 15th and 16th of January 1968, may be charged to the above job number on DC 55.

3.0. Any action that can be taken to ensure idle time is kept as low as possible will be appreciated.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 21

Date: 20th July 1967

Subject: MACHINE REGISTRATION

1.0. Attached is a copy of a letter received from the Decimal Currency Board.

1.1. The main point of this letter is that the Board will not accept for registration any machine notified to them after July 31st 1967.

2.0. This makes the observance by Plant Managers of the rule never to convert a machine without a Part III Registration Card doubly important. If a machine is not registered Burroughs Ltd. will be charged the cost of the conversion.

3.0. If a user approaches us for conversion and his machine has not been registered he should be asked to contact the Board direct on any grievance he has.

3.1. It would be prudent however, if a registration card is not in the plant file to enquire if the user has a "Registration Acknowledgment Advice" form DC 1A Part II from the Board. If he does have this it could throw up a discrepancy in our records, that his machine was originally registered in another plant area, etc.

3.1.1. If he does have a Part II form confirmation should be obtained from us or another Plant that the machine is registered and the Part III of the registration card obtained by the converting plant.

3.1.2. If he does not have a DC 1A Part II form he should be referred to the Decimal Currency Board.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY BOARD

Telephone 49010
Office: Corner of Hinemoa
Street and Waterloo Quay

THE TREASURY,
Private Bag,
Lambton Quay,
Wellington, N.Z.

10/20

CIRCULAR MEMORANDUM:

14 July, 1967.

All Machine Companies:

MACHINE REGISTRATION

1. Since the commencement of the machine registration programme owners have been given adequate opportunity to ensure that machines eligible for Government assistance have been registered. Furthermore parts have been ordered on the basis of the numbers of machines registered and in many cases additional parts could not now be obtained.

2. As payment of compensation is now nearly completed and the main conversion programme has commenced the Board has decided not to accept for registration any machines notified to this office after 31 July 1967.

3. Changes of ownership and changes of location of machines which have not been converted should, however, still be actioned in the usual manner.

See letter all Branch Managers Secondhand consignment stock

J. N. Searle

(J. N. Searle)
Secretary.

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 22

Date: 24th August, 1967

SUBJECT: UNION MEMBERSHIP

1.0. Plant staff, depending on their duties, are covered and have responsibilities under one of several Union Awards.

1.1. Union Secretary's are, or possibly will be, approaching Plant staff to join the required Union.

2.0. All Awards in New Zealand have an unqualified preference clause which makes belonging to a Union compulsory.

2.1. The exceptions to this are :-

(i) In most Awards if a person is under 18 years of age unless he is receiving more than the minimum wage prescribed for adult workers.

(ii) Any worker receiving a greater salary per annum, excluding overtime or bonuses, than the maximum the Award covers.

(iii) Any worker who objects on contentious (religous) grounds.

2.1.1. For interpretation of a particular Award, reference should be had to the published Award, available from the local office of the Labour Department.

3.0. Under the Industrial Conciliation and Arbitration Amendment Act 1962, there is no active steps to be taken by the employer to advise a person, when employed, to join a Union.

3.1. The Union Secretary himself must approach the worker to join the Union.

3.2. Should the worker object the Union Secretary must advise the employer and if representations by the employer to the worker fail, the employer is requested by the Union to release the worker. Under these circumstances the worker's employment with us must be terminated.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

BDC 525

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 23

Date: 28th August, 1967

SUBJECT: TOOLS AND EQUIPMENT

1.0. Notification has been received of the possible theft of some plant equipment.

2.0. All precautions should be taken to have 'attractive' equipment locked away or secured at the end of each day.

3.0. All tools, equipment or other capital items unuseable because of damage or fair wear and tear should be held and put to one side so that stock recording procedures to be implemented with the Decimal Currency Board can be put into effect for the final disposal of these items and their eventual writing off from stock records.

4.0. You will be advised at an early date of procedures to agree plant stock of tools and equipment which will throw up any discrepancies.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 24

Date: 6th September, 1967

Subject: Plant Shutdown Christmas - New Year 1967 - 1968

1.0. With Conversion Plants closing on December 22nd 1967 for the normal ten working days and four statutory days vacation, it would mean work would recommence on Friday January 12th 1968.

2.0. The Decimal Currency Board have now agreed to close Plants on December 22nd and to reopen on Monday January 15th 1968 and for Friday January 12th to be granted as a day without pay.

3.0. We are sure these arrangements will suit all staff much better than returning on Friday 12th of January.

4.0. Without exception all personnel must take their vacations at this time and Plants will be closed.

5.0. To provide a good flow of machines on the plant floor up until and including Friday December 22nd, return deliveries can be made on the Friday and work on hand for the Friday can be provided by placing as many loan adding machines in commercial organisations during the week prior to December 22nd. These loan machines will allow commercial concerns, most of which close down over the Christmas and New Year period, to carry on should skeleton staffs be working.

6.0. Arrangements will be made with the N.Z. Express Co. Ltd. to make the first pickup of machines for the New Year on Friday January 12th.

6.1. We would ask Plants to liaise carefully with local N.Z. Express Company Managers in this regard, and prior to December 22nd provide them with the route list for machines to be picked up on Friday January 12th.

6.1.1. The machines picked up on this date can be either held in the trucks, in a safely parked area, over the weekend and brought onto the plant floor on Monday January 15th, or Plant Managers can make arrangements to open the Plant late on Friday January 12th to receive the machines.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

BDC 525

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 25

Date: November 20th 1967

(Replaces Circular dated October 2nd 1967)

Subject: Category C Partial Conversions.

1.0. Burroughs Ltd., have now set out their policy regarding conversion of over age machines.

2.0. A copy of the letter sent to Branch Managers setting out this policy is attached.

3.0. As you will note Plants could be requested under exceptional circumstances, and after approval by the N.Z. Service Manager, to undertake the conversion of a category C machine.

4.0. Time spent on these conversions shall be recorded as 'other time' on the DC 52 and on the DC 55 shown as job number 4 (see Plant Circular No. 20 Section 9.1)

4.1. On the DC 55 would Plants in future write against job 4 the name of the owner, style and serial number of each machine the time is recorded against. This is important for charging purposes.

* 4.1.1. When the work on a category C machine is completed would Plants attach the copy of the INT 1026 they receive from the Branch to the pink copy of the Master Set (BDC 528) that is sent to this office.

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

* Change

TO ALL BRANCH MANAGERS

IN REPLY TO

DATE 20th September, 1967

SUBJECT CATEGORY C CONVERSIONS

Burroughs

BURROUGHS LIMITED INC. IN U.S.A.

INTER-OFFICE CORRESPONDENCE

c.c. All Branch Service Managers
Mr E. J. Beck
Mr D. J. Todd
Mr R. H. Bott ✓
Mr P. M. Miller
Plant Managers

We have recently had a few isolated requests from customers concerning the possibility of converting their Category C equipment and wish to set out Company policy in this regard.

1. Whilst the D.C. Board have stated that they have no objection to Machine Companies doing a certain amount of this conversion work in the Plants, they have also made it a condition with us that it is in no way to interfere with the regular conversion operation.

2. We do not have parts immediately available for this work and the Board are not prepared to issue special licences for such purpose, stating that any parts used for this type of conversion must come from basic parts licence and this we also wish to avoid.

3. With all plants running well ahead of the overall conversion timetable, it is extremely doubtful that parts would be available for this work if ordered at this late stage. Parts ordered by normal means take up to five months to arrive.

4. In addition, it is obviously in neither the customer's nor Burroughs' interest to convert equipment which will be at least 13 years old in the case of Accounting Machines and 17 years in the case of Adding and Cash Register Machines. It is obviously in both parties' interest to either buy new or trade-in converted Category A or B equipment.

5. We are also not prepared to entertain the conversion of any equipment requiring a repair estimate in addition to the conversion, as our plants are not equipped to do this type of work.

6. In the event of any branch being asked to convert any Category C equipment, this will only be considered in unusual circumstances and where the B.S.M. considers that the machine is in sufficiently good condition to be retained under S.A. without additional repair work of any magnitude being required.

NZ 41

The other limiting factors are those mentioned in paragraphs 1 and 2.

7. We are attaching an estimate of partial conversion charges for the broad styles of machines to give you an idea of applicable charges but would stress that we firmly believe that conversion of Category C machines should be discouraged in every possible way.

8. Any specific requests should be referred to the New Zealand Service Manager for consideration by the B.S.M. with a brief report covering the machines.

9. In the event that we agree to convert a Category C machine, Form INT 1026 should be prepared and a Repairs Estimate letter submitted for customer signature before proceeding with the work. The working copy of the INT 1026 would then go with the machine to the plant in order that the plant would have a record of the work done for charging back to the Company and the other copies processed in accordance with B.S.P.M. for charging purposes.

J. I. MARTIN
General Manager

JIM/KK

E. J. BECK
Service Manager

EJB/KK

FOR CATEGORY C PARTIAL CONVERSIONS

		STYLE	PRICE
ADDING MACHINES - Class 8, 9, 10.			
		All 1/4 Styles	$34
		All 6, 7, 8 Column 1/2 Styles	$34
		All 10 & 13 Column 1/2 Styles	$43
		All Cash and V. & R. Machines	$49
SERIES		P400	$47
SERIES		P600	$72
SERIES C		SIMPLEX	$68
		DUPLEX	$94
SERIES F	-	BASIC TWO SECTION	$80
	-	THREE SECTION	$100

Transport charges would be in addition to the above costs.

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR NO. 26

Date: 1st November 1967

Subject: CONVERSION OF TODD MACHINES

1.0. Conversion parts are now arriving for the conversion of these machines and conversion procedures and parts will be available shortly.

2.0. Being sent to plants under separate cover are the work orders (BDC 536) for conversion requests from the plant area. These are plants authorities to convert the machines shown.

2.0.1. From these, plants should make up a BDC 528 Master Set.

3.0. Time spent on Todd conversions shall be recorded as 'Other Time' on the Time Sheets (BDC 529), on the DC 52 and on the DC 55 shown as Job No. 4 (see Plant Circular No. 20 section 9.1).

3.1. On the DC 55 would Plants write against Job No. 4 the name of the owner, style and serial number of each machine the time is recorded against.

3.1.1. When the work on a Todd machine is completed would Plants attach their copy of the work order (BDC 536) to the pink copy of the Master Set when it is returned to Head Office.

3.1.2. It should be noted that the user is responsible for the arrangement and payment of transport and insurance to and from the conversion plant and insurance during the time the machine is away. The transport should not appear on any of our carrier Route Lists (BDC 534).

Yours very truly,

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM