

Cash.

Read Totals on Tills :

Each Separate Drawer and final total
Balance Cash in each drawer

Put paid out slips in cash box and equal amount of cash for same
in cash for drawer from which slips have been removed.

Refund slips are included with cash for balancing the tills but
in making up totals on tape they are deducted.

is

Cash Over or Short ~~are~~ added or subtracted as case may be.

Education Tax is deducted for purpose of finding out the amount of
Sales for the day, Cash over is deducted from this amount
and Cash short is added.

Paid out slips to be entered on Petty Cash Sheet and numbered.
Express and Freight slips to be charged to Hardware or
Household purchases and filed on separate file

Make summary of days sales and ~~cash~~ cash receipts in Receipt book
and deposit same (include all monies received on account and Co.O.D's)

Count balance of cash and include petty cash- Total should be \$175.00
and \$35.00 in tills making total of \$210.00

109
1909

use tax deducted with cash.

*total taken from till before 5:00 P.M.
Hardware, Health Sales, Total E. Tax Total + short
- over.*

*Credit slips being there are chg on chg file
booked to the acct as ev. slips not working there
money put in till write out receipts*

Disregard drafts this month.

*Take money from till
Count money in bag, Total
check slips for education tax
Balance the slips
make adjustment -
Count remaining cash
make petty cash sheet for
Take petty cash Total 9
Date*

*81.50
1.40*

ACCOUNTS PAYABLE - list about 8th of each month

Two copies.

Divide each account into any of the following brackets

Hardware purchases

Household "

General

General - includes light, rent, telephone, stationery
advertising etc.

There will be no statement of the Rent account but same
must be included ~~xxx~~ amount \$260.00 and payable to
Moose Jaw Lodge No. 3
Mail check to H. H. Bamford, 503 Scott Block, City

When listing do not take into consideration ~~xxxxxxx~~ the 2%
cash discount allowed on some of the accounts, but take
same off before ~~pay~~ making out check and show the amount
of the ~~xxxx~~ discount on the check stub and also on the
bottom of the check.

Mark check number opposite amount on sheet and also on
the invoices.

File paid invoices in top drawer of cabinet.

Filing:

Sort basket into the followings:

Letters received - put on centre file bottom row

Letters (copies) sent out - top row right hand

Express and freight bills - paid - centre top row

J. H. Ashdown letters received and back orders

(back of left hand door

J. H. Ashdown letters & copies) sent out in 3rd drawer

of filing cabinet

Statements and invoices to be paid - back of right hand door

Paid statements and invoices - top drawer.

Year previous invoice in second drawer.

