Practice Set One

In the foregoing lessons you have been learning the first principles of account keeping. You are now to put your knowledge to the test in a regular Business Practice Set. Work very carefully and intelligently. **Complete each step before attempting the next one.** Learn to be systematic and thorough. Do the **best** work that you can at **all** times.

Oct. 1. A. P. Dadson engages in the flour and grain business at 124 Bank street, and employs you to act as his bookkeeper at a salary of $10 a week. He supplies you with a set of books in which to keep the records, also a file containing different compartments. Keep the cash in the cash section, unpaid bills in the section so labelled, and so on. All bills, cheques, notes, currency, etc., that are to go to others doing business with you, are to be placed in your "Outgoing Papers" file, and removed and given to the teacher at stated intervals.

You will receive a Power of Attorney (1) authorizing you to sign cheques, notes, etc., for Mr. Dadson.

Mr. Dadson invests $2000 cash (2) in the business. Upon receiving it you will place it in the Cash Drawer (file), and then make the proper entry in the cash book. Be sure to count the money.

Open an account at the College Bank and deposit all of the cash except $50. Do not fail to enter the deposit on the stub of the cheque book.

2. Bought of R. W. Bell & Co., 350 Wellington Street, City, on account 10 days, 200 barrels Flour at $4 a bbl., as per invoice. Remove No. 3 from your package of "Incoming Vouchers." Make the required entry in the Journal (Day Book). Notice that Mr. Dadson has checked the bill. Then write across the end of the face, "Entered Oct. 2 '09," and place in "Unpaid Bills" section of the file.

Follow this routine in the case of all subsequent purchases.

3. Sold A. L. Rogers, 185 Sparks Street, on account, 30 barrels Flour at $5. Make out a bill and place it in "Outgoing Papers" file. Make the required entry, giving the items.

4. Sold F. C. Stevens, 450 Sussex Street, on account, 50 barrels Flour at $5. Bill and enter as in preceding transaction.

5. Sold J. H. Duncan, 565 Bank Street, on account, 20 barrels Flour at $5.

6. Bought of A. G. Blair, Smith's Falls, on account 10 days, 500 bushels Corn at 40 cents a bushel, as per invoice (4).

Pay $12.60 freight by cheque in favor of C.P.R. Co. Deduct amount from deposit. Place cheque in "Outgoing Papers" file. Make entry.

Make out a cheque for your week's salary. Make entry. Get cheque cashed at Bank and hand amount to teacher.

Hand contents of Outgoing Papers file to teacher, and have your work examined.

Prove your cash. Balance of Cash Book should equal Bank balance plus amount in Cash Drawer.

8. Received cash (5) from A. L. Rogers in payment of bill of the 3rd. R[illegible] amount from Incoming Vouchers package. As Mr. Rogers