

BOOKKEEPING

BUSINESS PAPERS.

THE Pupil should write out the Business Papers indicated in the various Sets and Exercises. By so doing he will not only have a thorough acquaintance with such papers, but he will have a more thorough knowledge of Bookkeeping. Those Business Papers of frequent occurrence in the sets, such as promissory notes, cheques, etc., may, however, be omitted as soon as they have been thoroughly mastered, and the attention may then be concentrated on the Bookkeeping side alone.

The Pupil should write all acceptances of drafts, and all endorsements of orders, cheques, notes, and drafts, both those which would be written by himself and those which would be written by other persons. He should not, however, write those endorsements and acceptances by other persons, which would never be seen by him, such as the acceptance of the draft on April 27 in Set VI. Drafts should be accepted, and orders, cheques, and sight drafts should be endorsed, at the time of writing the papers, since they are mentioned for this purpose but once in the Set: notes and time drafts should be endorsed at the time of payment or transfer. The Pupil will not forget to have his own cheques properly endorsed, since they are returned to him at the end of each month by the bank. The use of business papers suggested above will make the work sufficiently like actual business for general interest and good progress in Bookkeeping.

USE OF CALENDARS.

The sets and exercises are dated according to the calendar of 1912. As, however, the Department of Education requires each set and each exercise to be dated according to the calendar of the year in which it is being worked out in the classes, the calendars of the years from 1909 to 1916 inclusive have been provided on pages 102 to 104. The dates of the Sundays and the statutory holidays are indicated in darker type in each of the calendars. As the dates of these days vary from year to year, the pupil must consult the calendar of the year in which he is working, to make certain that the transactions he records take place on business days. The date of maturity of a note or an acceptance falling due on a Sunday or a statutory holiday is, of course, the next business day.

STATUTORY HOLIDAYS.

1. The following are Statutory Holidays for all of the provinces: New Year's Day, Good Friday, Easter Monday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day, and any day proclaimed a holiday by the Governor-General or a Lieutenant-Governor. If New Year's Day, Christmas Day, Victoria Day, or Dominion Day fall on a Sunday, then the next day is to be observed instead.
2. The King's Birthday (Nov. 9) merges into Victoria Day (May 24).
3. Newfoundland observes all of (1) but Labour Day.
4. Alberta, Saskatchewan, Yukon, and the Territories add Ash Wednesday and Arbor Day to (1).
5. Quebec adds: The Epiphany, Ash Wednesday, the Ascension, All Saints' Day and Conception Day to (1).
6. Civic Holidays are local, not bank or general holidays.