

E. Walker, $\frac{2}{10}$, $\frac{11}{30}$, 2 doz. tins Bu. Scotch, 7 lbs. ea., @ 10c.; 5 doz. bxs. Ass. Creams, 73 lbs., @ 18c.; 4 drums M. Chocolates, 20 lbs. ea., @ 15c.; 6 drums M. Candy, 20 lbs. ea., @ 8c.

Pay the bill of the City Electrical Co. for Heat, Light and Power, \$175.

Deposit all cheques; usual exchange.

Post up to date. Post totals. Close the Cash Book and bring down balances. Take a Trial Balance.

31. Render monthly statements to G. Morrison, J. Hayes, and H. Curtis, and enclose with each the necessary draft for acceptance or note for signature. The drafts should be attached to the statements, and sent through the bank.

Make out the Financial Statement, using the following Inventories:

<i>Biscuit Material</i>	\$800	<i>Biscuit (Manufactured Goods)</i>	\$4200
<i>Confectionery Material</i>	750	<i>Confectionery (Manufactured Goods)</i>	1200
<i>Boxes, etc.</i>	35		

Depreciation on Plant and Machinery, 1%.

" " Office Furniture, 1.

Travelling expenses for 3 days (estimated), \$16.50.

Make the following division:

Box and Shipping (Cost and Inventory)—Biscuits, $\frac{1}{3}$; Confectionery, $\frac{1}{3}$.

Depreciation on Plant and Machinery—Biscuits, $\frac{2}{3}$; Confectionery, $\frac{1}{3}$.

Heat, Light and Power—Biscuits, $\frac{1}{3}$; Confectionery, $\frac{1}{3}$; General, $\frac{1}{3}$.

Appropriation of Profits:

(a) A dividend of 1% is declared.

(b) The balance is to be brought down in Profit and Loss account.

Prepare the Dividend Book. Pay the dividend and close the Cash Book. Close the books.

COST ACCOUNTING

By Cost Accounting, is meant a system of Accounting so arranged and so complete as to provide the data necessary for finding the complete cost of the manufactured product either by the unit, as pound, yard, ton, etc.; or by the article, as a boiler; or by the job.

The primary object of such a system is, therefore, to show—

1. The prime cost or the cost of production.
2. The analysis of such cost.

But a well-arranged system will also—

1. Provide reliable records of work done for future reference.
2. Provide the means of detecting waste of material or loss of time.
3. Act as a check on managers or others in authority.
4. Make possible the preparation of periodical returns which will show the progress of the business.

The items entering into the complete cost of a manufactured product may be set down as follows:

1. Material, including freight and duty.
2. Wages of workmen, whether by the piece or by the day.