

A FAITHFUL RECORD.

THE number of books required in a business depends on its extent and the nature of the information required concerning it. If one is doing a business, say in a general store in the country, of about \$10 cash and \$20 credit per day, he should be able to do his own bookkeeping, and I think should only want a Six-Column Journal, a petty Cash book, a ledger and perhaps a small book containing a record of Bills Receivable and Bills Payable. With these he should be able to show at the end of each year—1st, the amount of goods purchased; 2nd, of goods sold; 3rd, the gain or loss during the year, 4th, the amount of cash received and paid out, 5th, the amount owing to him on open account; 6th, the amount owing by him to others on open account; 7th, the amount of notes owing to him, 8th, the amount of notes owing by him to others, and, in his inventory, which might be a book or sheets of paper, the balance of goods or the property on hand. This is about the simplest form of double entry bookkeeping, and should prove satisfactory, if faithfully kept up, for a business of the extent spoken of.

But if I am doing a business of \$500,000 a year, handling many lines of goods, and desiring to know the profit or loss on each line, and also requiring that each day's transactions should appear on the books before the warehouse closed, many more books would be necessary. It would be impossible to lay down any rule in this matter, as each business and each proprietor will have different requirements. I think I should want something like the following.

- Invoice Book, or books, with columns as required.
- Order Book, or books.
- Sales Book, or books, with columns as required.
- Journal, " "
- General Cash Book, " "
- Petty Cash Book, " "
- Bills Receivable Register.
- Bills Payable " "
- Past Due Bills " "
- Past Due Bills, "Forward" Register.
- Tickler.

Subsidiary and Auxiliary books which will necessarily be different for different kinds of business.

The above books will be divided among a numerous staff and their contents may reach the Ledger in two ways. First by passing everything through the Journal—making it a door or entrance, and

the only one, into the Ledger. Second, by posting direct from Invoice Book, Sales Book, General Cash Book, Bills Receivable Book, Bills Payable Book, etc., leaving the Journal for such entries only as cannot properly be made in any other book. The former method is very slow but very sure—the latter is adapted to a "live" business where the books are supposed to be "up" every night.

But between the two extremes of \$10,000 per year and \$500,000, suppose we take a dry goods business of \$100 per day, part cash, part credit, and consider what kind of a set of books would be best adapted to it. Apart from auxiliary books, which of course each proprietor will choose for himself, I should think the following would answer every purpose:

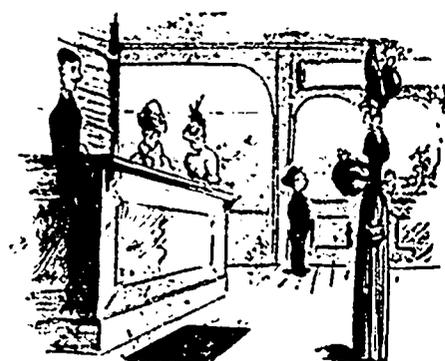
- 1st. Journal, having on debit side the columns, "Merchandise," "Expenses," "Sundries"; on credit side, "Sundries," "Merchandise."
- 2nd. General Cash Book, having on debit side the columns, "Merchandise," "Sundries," and on the credit side, "Expenses," "Sundries." This cash book should be balanced and footed only once a month.
- 3rd. Petty Cash Book, to be balanced every night and contents transcribed to General Cash Book.
- 4th. General Ledger, which of course needs no description.

These with such memorandum and other books as the peculiarities of the business require should be ample for a business of \$30,000 per year. They should be posted every day, and each line in the Ledger may contain several amounts or one amount as suits the fancy or convenience of the merchant. If properly kept up and a trial balance obtained at least every quarter, (every month is safer, I think this set, simple as it is, will give satisfaction. But the books must be kept up, and there is no way like the way of doing this conscientiously every day. A stern chase is proverbially a long one, and it is always a stern chase in bookkeeping if the books are suffered to run behind. If any of the readers of THE REVIEW would like further information on points not quite clear I shall be glad to supply it if in my power. I have endeavored, very imperfectly I know, to set forth some general principles of double entry bookkeeping which may be of use, where there is already some knowledge of the subject. And if I have succeeded in awakening some "loose ender" to the necessity of keeping a "faithful record," my time has not been quite lost.—J. B. HARRIS.

SOME POINTS ABOUT LACES.

Pillow, or bobbin-lace, is made by a process intermediate between weaving and plaiting, from a number of threads which are kept in their places by the weight of the bobbins attached to them, and are woven and plaited together by hand. Needle-point lace is really embroidery, but it is done upon loose threads which the worker has laid upon a drawn pattern, and which have no connection with each other and no stability until the needlework holds them together.

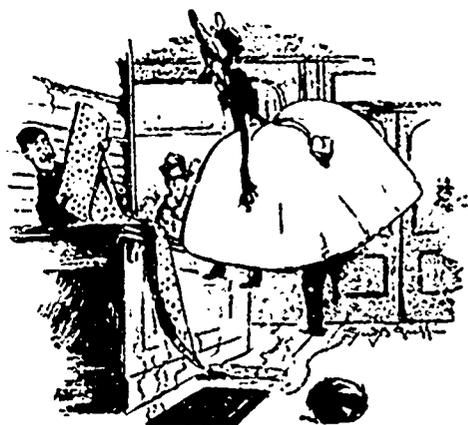
A SLIGHT RISE.



MISS SPAYNE.—I think I'll look at some of that muslin detainé—



Eighty-seven cents a yard! Isn't it going up a little?



MR. PHAYNE. Oh, yes. Everything is going up, now.