

of the purchaser and the register folio put in the transfer book and the transfer book folio in the remarks column of the register, thus, "T. B. 6." Likewise the folios should be inserted for the seller, the numbers sold being ruled through in red ink in the register.

Card Index and Book Index.

If the number of shareholders is large, a card index of shareholders is most advisable. It should show as the first line the name, thus, "Smith, John H." On the next line to the right the calling, and on the third and fourth lines the address. Then on the extreme right-hand top corner the folio in the stock ledger. This index is mainly used for addressing purposes, and it is handy in addition to have an index to the stock ledger in book form unless the stock ledger be kept alphabetically.

Stock Ledger.

The stock ledger is the book of final entry that shows the value of the shares held, the cash paid to the company, or amount paid, or agreed to be considered as paid, on the shares. A separate account is opened for each shareholder, be he the original holder or a buyer from a shareholder.

The columns, reading from left to right, are: (1) Date of Entry; (2) Certificate Number; (3) Transfer Number; (4) To or From Whom. Then there are two sets of columns each alike, one being headed "Bought" and the other "Sold." The rulings being for the "Bought": (1) Number of Shares; (2) Distinctive Numbers; (3) Amount of Stock "Dr."; (4) Amount Paid "Cr." For the "Sold" columns similar for shares and distinctive numbers, but the money columns reversed, the amount of stock being Cr. and amount paid Dr.

After these columns are the balance columns, giving the number of shares remaining and their nominal value (Dr.) and the amount paid up (Cr.). This is a stock ruling and is preferable to the use of ordinary ledger ruling. In any case the stock ledger in some shape or form should show the certificate number, distinctive numbers, and total of shares issued to or sold by the person in whose name the account is opened. I suggest that either the stock ledger be kept alphabetically or that the folio of the stock ledger be the same as the certificate number first issued, leaving, where two certificates are issued to the same party, such number as reserve leaves that may be used later on where transfers are made subsequent to the period of promotion and where no cash is paid to the company.