

accounts to represent them in the general ledger; special forms of cash-book required to facilitate such control; notes and drafts, discounting and renewal of notes, and the proper methods of treating these operations in the accounts; single entry, how to change to double entry, and vice versa; distinction between revenue and capital expenditure; income statement and balance sheet; single proprietorships and partnerships.

The student will be required to sift and classify his detail, write up all the books of record and account mentioned, and focus results of the various transactions or operations into the final statements.

#### SECOND YEAR.

The subject matter for this year will be as follows:—

Special Problems that occur in connection with Partnerships:—The deed of partnership; rights of partners; effects of dissolution; methods of distributing profits; the bringing in of other partners; goodwill; transformation of a firm into a corporation; Departmental Accounts: Organisation and records required; sectional balancing of ledgers and systems of internal check; analysis of expenses; distribution of expenses over departments; results in each department; comparison of these results with those shown in other periods; Manufacturing accounts: the elements of cost accounting; records to take care of purchases; the voucher system; depreciation and methods of providing for it; allowances and reserves; sinking funds.

#### THIRD YEAR.

The work of the third year will embrace:—

(a) Theory of the Balance Sheet: Its form and elements; valuation of these elements; comparative balance sheets; double account system of balance sheet; the income statement.

(b) Corporation Finance: Development of the corporation; status and interior organization of the corporation; how to incorporate; promotion and underwriting; stock and bond issues; temporary loans; initial operations; earnings and their disposition; secret reserves; betterments; surplus; control exercised by directors and majority stockholders; its abuse; consolidations; insolvency and receiverships; re-organizations; different bases of capitalization.

Problems connected with Stock and Bond Issues: bonus stock; treasury stock; watered stock; discount and premium on bond issues.

(c) Branches, Consolidations, Mergers: Accounts of head-office and of branches; consolidated statements and balance sheets; control of stock and bond issues; minority holdings; advances to subsidiaries; inter-company profit; capital assets and capital liabilities; initial surplus and goodwill.

(d) Cost Accounting: General considerations, the advantages of a costs system; the control of stores, purchasing and issuing, the running inventory; quality, remuneration, and control of labour; overhead expenses