CASH BOOK.

12. If a Cash Book is kept no posting from it is to be done, therefore no care is taken to write account names; so long as a full explanation is given, an entry is complete. It will be seen that cash received and cash paid out are not put on separate pages. The first, or left money column, collects the amounts received, the second the amounts paid out. Receipts have "To" preceding the explanation, and written close against the date column; payments have "By" preceding them, and written an inch away from the date. This book may be closed and balanced, as shown, once per day, once per week, or as often as desired.

CASH BOOK.

			Dr.		Cr.	
Jan.	*2*	*To amount in safe, invested*	*38*			
"	*3*	*By expenses going to Guelph*				*50*
"	*3*	" *freight paid on goods*			*1*	*35*
"	*3*	*To day's cash sales*	*13*	*75*		
"	*4*	*By wood bought of Westman*			*8*	
"	*4*	" *postage stamps*				*50*
"	*4*	*To day's cash sales*	*16*	*80*		
"	*5*	*By John Barber, sawing wood*			*1*	*25*
"	*5*	*To day's cash sales*	*15*	*28*		
"	*6*	*By advertising*			*2*	
"	*6*	*To day's cash sales*	*15*			
"	*6*	" *G. L. Egan, on account*	*6*	*75*		
		**By balance*			**91*	*98*
			105	*58*	*105*	*58*
		To balance	*91*	*98*		

SET VI.

Books to be used—Day Book, Cash Book, Bill Books, Ledger.

Samuel Derby presents to you a statement of his affairs, and requests you to take a one-half interest in his grocery business, by investing cash equal to his net present worth. You invest $1,557 cash, and agree to share gains or losses equally. He has been keeping his books by Single Entry, and consequently can only show you his Resources, Liabilities and Net Gain, which are as follows:—

RESOURCES.

From Inventories.	Merchandise	1200			
	Store Fixtures and Furniture	95			
Cash Book.	Cash in safe	69	60		
Bk. Pass B.	Deposited in Merchants Bank	280			
Ledger.	John Lees owes on account	65	27		
	Queen's Hotel owes on account	137	25		
	Sullivan's Restaurant owes on account	63	28		
	Total			1910	40

LIABILITIES.

Ledger.	J. Perkins & Co., on account	172			
	Sloan & Taylor, on account	42			
Bill Book.	Lively & Son, on note due in 30 d.	39	40		
	Total			253	40
	*Present worth			1557	
Ledger.	Investment of 6 months ago			1000	
	*Net gain			557	