

143. Monthly Statements—Wholesale.

These are sent out monthly; they show the amounts of the purchases and payments on % during the month, and the balance due. Usually a draft is drawn on the customer for the balance; this draft is placed in the bank for collection, or for discount if the firm need ready money; the bank obtains the acceptance.

PETERBORO, January 2 1908

Mr. F. Pratt

Omemee, Ont.

In Account With **GRIERSON & STUDENT,**
WHOLESALE AND RETAIL GROCERS.

Dec.	19	Misc., 10 days	-	-	28	35		
	24	" "	net	-	26	55	54	90
			—Cr.—					
	19	Cash	-	-	10			
	25	Goods short	-	-	2	40	12	40
							42	50
				Balance due				

Instructions for Part II.—Double Entry.

- (a) *Books to be used*—Business Papers, Journal, Order Book or Counter Check Book, Purchase Journal, Cash Journal, Bank Check Book, Bill Book and Ledger.
- (b) *Business Papers:*
1. *Inward*.—Receipts on Dec. 18 (from W. Baxter), 31 (for Rent); Bank Draft on Dec. 25; Draft on Dec. 30.
 2. *Outward*.—Draft on Dec. 24; Checks on Dec. 16, 17, 20, 30, 31; Bank Draft on Dec. 17; Invoices for C. Kenardy on Dec. 18 and 25, and for F. Pratt on Dec. 19 and 24; Credit Invoice on Dec. 25; Statements of Account for M. Morrow and Mrs. S. Prang; Monthly Statements for F. Pratt and C. Kenardy.
- (c) *Make out business papers; make entries in Journal, Order Book, Purchase Journal, Cash Journal, Bank Check Book, and Bill Book; post to Ledger from Journal, Order Book, Purchase Journal and Cash Journal; take a Trial Balance; take stock; make Financial Statements; close the Ledger.*
- Keep the Cash Journal with special columns, as in Section 122.*
- Keep the Order Book like the Sales Journal in Section 108. Put partial payments, such as C. Pratt's on Dec. 19, through the Cash Journal. J. Lapaout's entry on Dec. 18, will be treated like M. Wilson's entry in the example in Section 131.*

Transactions—Set XIII.—Part II.

Peterboro, December 16, 1907. A. Grierson admits Student as a partner under the firm name of Grierson & Student. They decide to continue the business as a Wholesale and Retail Grocery and Provision Business.

Mr. Grierson is to increase his Net Capital to \$5000; he is to receive $\frac{1}{4}$ of the profits and may withdraw for private use not more than \$60 per month. Student is to invest \$1000 cash; he is to receive $\frac{1}{3}$ of the profits and may withdraw not more than \$40 per month.

The books are to be changed to Double Entry.

Miss D. Markham's salary is to be increased to \$35 per month.