

SET II.

BUSINESS PRACTICE.

The pupils will now commence the use of the following books of original entry:

(1) The **SALES BOOK**—in which will be recorded all the sales of the business. At the end of the month the total of these sales will be posted to the **Credit** side of Mdse. and the separate amounts to the **Debit** side of the personal account affected.

(2) The **CASH BOOK**—in which a record of all cash received and paid out is kept. It will take the place of the Cash account in the Ledger. The **Debit** side will show all cash received and the **Credit** side all paid out. In posting, Cash Credits will be posted to the **Debit** of the corresponding account in the Ledger, while the cash debits will be posted to the **Credit** side in the Ledger. The difference between the two sides will be the Cash on Hand and will be a resource.

(3) **BILL BOOKS**—Bills Payable and Bills Receivable—which will show full particulars with respect to all notes given or received.

(4) All business papers, incoming and outgoing, such as notes, bills, invoices, receipts, and drafts will be made out and entered in the proper books under the supervision of the teacher. The Journal will be continued and used for those items which do not affect the Sales or Cash Books.

Price Lists for April, May, June.

BUYING.					SELLING.			
No. 4	No. 3	No. 2	No. 1	ARTICLES	No. 1	No. 2	No. 3	No. 4
\$3 10	\$3 20	\$3 30	\$3 40	"Acme" Skates, per pair	\$4 76	\$4 66	\$4 56	\$4 46
10 60	10 70	10 80	11 00	"Black Prince" Axes, per doz....	13 20	13 00	12 90	12 80
54	56	58	60	"Stanley" Planes, each.....	1 10	1 08	1 06	1 04
5 70	5 80	5 90	6 00	Door Bells, per doz.....	8 40	8 30	8 20	8 10
2 55	2 60	2 65	2 70	Chisels, per doz	3 78	3 73	3 68	3 63
19	20	21	22	Cotton Twine, per lb	30½	29	28	27
10 95	11 05	11 15	11 25	Potato Forks, per doz	15 75	15 65	15 55	15 45
7 20	7 30	7 40	7 50	Hay Forks, per doz.....	10 50	10 40	10 30	10 20
5 30	5 20	5 10	5 00	"Adze Eye" Hammers, per doz..	7 00	7 10	7 20	7 30
3 85	3 95	4 05	4 10	Knives, per doz	5 74	5 69	5 64	5 59
6 95	7 10	7 30	7 50	Lawn Mowers, each.....	10 50	10 40	10 30	10 20
17 35	17 55	17 75	18 00	"Gurney" Locks, per doz.....	25 20	24 95	24 75	24 55
1 75	1 85	1 95	2 00	Wire Nails, per keg.....	2 80	2 75	2 70	2 65
12 45	12 55	12 75	13 00	"Eureka" Shovels, per doz.....	15 60	15 35	15 15	14 95