

McGill University : School of Commerce

Accountancy

Statement to show main features of ground covered in the four years of the course leading to the B.Com. degree.

First Year

Principles of Debit and Credit, and the Double Entry Book-keeping System, including the use of Control Accounts for subsidiary ledgers, up to and including the closing of a simple set of books and preparation of Trading and Profit and Loss Statements and Balance Sheet.

Capital and Revenue Receipts and Expenditure.

Reserves for Bad Debts and Discounts.

Depreciation.

Consignments.

Columnar Journals.

Cash Books, where cash, etc. banked daily, and where not.

Imprest System.

Adjustments.

Bills of Exchange and Notes.

Bills of Lading and other Commercial documents.

Working-Sheets.

Single Entry.

Second Year

Partnership

The Agreement, various kinds of partners, etc.

Various methods of sharing profits and losses.

Closing off a set of partnership books.

Admission of a new partner.

Consolidation of partnerships.

Dissolution of partnerships.

Sale of a partnership concern to a company.

Profit & Loss, Net Income, Appropriation and other statements.

Goodwill and its valuation.

Manufacturing Accounts

Definition of charge-headings and subdivision and grouping.

Closing off the books of a manufacturing partnership.

Manufacturing Statements.

Methods of comparison of figures for successive periods.

Cross-checks.

Departmental Accounts

- Organization and records required.
- Internal Check.
- Distribution of Expenses over Departments.
- Statements to shew results of Departments separately.
- Comparison of results of Departments' operations.

Voucher Register System

- Depreciation, various kinds, etc.
- Reserves, Sinking Funds, etc.
- Various Methods of Quotation.
- F.O.B., C.I.F., etc.

THIRD YEAR

Cost Accounting

- General Considerations.
- Amplification of definitions.
- Overhead Expense and various methods for its distribution.
- Machine and other rates.
- "Job" and "Process" systems.
- Total Cost and Selling Price.
- The Factory Ledger and connection with the General Ledger.

Theory of Balance Sheet

- Capital and Revenue Receipts and Expenditure.
- Current and Fixed Assets, Capital, etc.
- Valuation of various kinds of assets, current, fixed, etc.
- Wasting Assets and their depletion.
- Organization expenses.
- Losses unwritten off.
- Grouping of items in the Balance Sheet.
- Comparison of Balance Sheets and other Statements for successive periods, and deductions to be made therefrom.

Corporation Finance

- Bases of capitalization.
- Various classes of stock.
- Issue of capital stock, entries, etc.
- Bond Issues, and their Trust Deeds, etc.
- Bond Discounts and Premiums.
- Underwriting commissions.
- Treasury, Bonus and Watered Stock.
- Surplus, Revenue and Capital, Realized and Unrealized.
- Capital and Revenue Losses.
- Correct disposition of Surplus.
- Reserves and Sinking Funds.

FOURTH YEAR

Cost Accounting

Machine Rates,

Distribution of Overhead.

Expenses and choice of Method of Application.

Standard Costs.

Forms used in "Job" and "Process" Costing Systems, Factory Records, etc.

Branch Accounts

Systems advised.

Goods invoiced at cost.

Goods invoiced at Selling Price.

Goods invoiced at cost plus a percentage.

Treatment of Foreign Exchange.

Foreign Branches; Goods invoiced at Cost.

do Goods invoiced at Selling Price.

do Goods invoiced at cost plus percentage.

Consolidations.

Holding Companies and Subsidiaries.

Subsidiary purchased for more and less than its apparent capitalization.

Capitalized Surplus.

Minority Holdings.

Inter-Combine profits, losses, liabilities, etc.

Consolidation of Trading and Profit and Loss Statements.

Re-Constructions, Mergers, and Amalgamations of Companies.

Insolvency Accounts.

General details regarding Bankruptcy Acts, Procedure, Offences, Penalties, etc.

Various forms of Statements of Affairs.

Deficiency Statements.

Realization and Liquidation Statement.

(The R. & L. Statement is included if progress of class is rapid)

Trustees' Accounts

Executorships and Administratorships.

Estate Capital and Revenue.

Accruals.

Division of an Estate.

Auditing

- General Procedure in all audits.
- Special considerations for different classes of audit.
- Audit programme for a trading concern.
- Liabilities and rights of auditors.
- Statutory requirements for Companies.
- The Audit-Certificate.

With Third Year Accountancy students usually take

Business Organization and Scientific Management,

a half-course, that is to say, a course completed in one term.

The following are the principal matters concerned in this subject:

- Development of the Partnership, Joint Stock Association, and Limited Liability Corporation.
- How to Incorporate.
- Various classes of corporation.
- Internal Organization of Limited Liability Corporation.
- Rights and duties of directors, officers, shareholders and bondholders.
- Trade Agreements, Pools, etc.
- Combination Trusts.
- Holding Companies and control of subsidiaries.
- Community of Interest Organizations.
- Factory Planning.
- Factory Management
- Various Wage Systems with bonus and other incentives, and their financial consideration.

MC GILL UNIVERSITY
MONTREAL

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

Nov^r 28th / 30

General Sir Arthur Currie, G.C.M.G., K.C.B., LL.D.

Principal.

Mc Gill University.

Dear Sir Arthur,

Re - Suggested Changes in the School of Commerce

I hope to have an interview with Prof^r Stanley next week for the purpose, among other things, of giving him an idea of the ground we cover in our four year course in Accountancy.

Professor Sugars informed me this morning that he was making recommendations to you regarding the future of the School of Commerce. One recommendation is for Accountancy to be reduced to a three year course. This would mean the crowding of some work, and the cutting out of other, so that students who wished to study Accountancy would not be as well prepared, as they are now, when they get their degree.

MC GILL UNIVERSITY
MONTREAL

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

In one of my evening-courses for the Registered Clerks of Chartered Accountants & others we run through the most important parts of the First & Second Year's Commerce Course in Accountancy, but that is only possible because these men are working in accountants' offices & already have certain knowledge & methods of thought, — and further, there is much that we give our Commerce undergraduates which there is no time to give to them. I feel that it would be a mistake for us to cease giving the students the thorough grounding, which they get now. I believe that it is because of this thorough grounding, ^{in the 1st & 2nd years} & examination & research into the subject in the 2nd, 3rd, & 4th years that our Accountancy course is regarded as one of the best. I think that they should have the opportunity to take the course, as at present given, if the students wish. May I suggest that we send out a questionnaire to our graduates, before we do anything to change things. I attach a suggestion, & also a summary of the ground covered in Accountancy at present. I apologise for this lengthy letter, and remain, Yours faithfully,
Professor of Accountancy, Business Org., & Statistics, R. P. THOMPSON

Suggested Questionnaire to Commerce Graduates

Name - - - - -

Address - - - - -

Age - - - - - Date of Graduation - - - - -

Present Position - - - - -

Firm with which serving - - - - -

Present Salary (an answer is not expected
if the graduate has any objections) - - - - -

① Which subject or subjects in your Commerce Course have you found of greater value to you in your life after graduation?

From the standpoint of mind-training & general utility

From the purely cultural stand-point.

② Do you suggest that Accountancy or any of the other courses should have less time devoted to their study? - - - - -

③ Can you suggest any courses, to be added to the curriculum? - - - - -

④ Can you suggest any changes for the improvement of the School of Commerce? - - - - -

School of Commerce Evening Lectures.

These lectures form the "Four-Year Course" which, by formal contracts with the Society of Chartered Accountants, the Corporation of Public Accountants, and the Association of Accountants and Auditors - three distinct bodies, McGill University arranged should be given by the School of Commerce.

The lectures cover Accounting, Auditing, Law, Mathematics and Economics.

The School of Commerce does all of the examination work in connection with these courses on behalf of these bodies, with the exception of the Final Examination in Accounting and Auditing, which is conducted by a joint board appointed by these accounting bodies and by the university. Students who pass in all of the subjects which qualify them to sit for their Final Examination in Accounting and Auditing are granted a School of Commerce Diploma; so that they are Diploma as distinct from Degree students of the School of Commerce - they are students of the School of Commerce.

In addition to the above the School of Commerce is under an obligation to provide a post-graduate course in Final Accounting and Auditing for its own graduates, who wish to become professional accountants. This course is the same as that given to the registered clerks - the post-graduate students and the diploma students sit in at the same lectures.

In fact, with the exception of Mathematics and Economics, all of these courses are also taken by regular undergraduates and graduates in the School of Commerce.

The Intermediate Law Course is also the Third Year Law Course of the School of Commerce. The Final Law Course is also the Fourth Year Law Course of the School of Commerce. The Intermediate Accounting Course is taken by Commerce undergraduates, who have entered the Second Year conditioned in First Year Accountancy.

All of the courses of Lectures in this "Four-Year Course" commence with the rest of the lectures in the School of Commerce, and Faculty of Arts and Science, on October 1st. They must finish up with the Commerce course, and all other examinations must be over and the results published in the School of Commerce, so that we may know which students are eligible to sit for their Final examination in Accounting and Auditing.

In order that we may know how far these students have advanced and when they are eligible to sit for their Final Examinations in Accounting and Auditing full records have to be kept of their progress. Some of them are diploma students and some are degree students of the School of Commerce. The most convenient place to keep these records is the office of the School of Commerce, where Professors Sugars, Tate and myself are close together, ready to confer on points as they arise. This system has been working for five and a half years, and has worked and is working excellently to the satisfaction of these different Accounting bodies and of ourselves. Sometimes delicate questions arise regarding the admission of students for the diploma course and other matters, and a good deal of tact has had to be exercised and consideration given by Professor Sugars and myself. In order to decide on these an intimate acquaintance with the content of the courses both here and elsewhere is required. We have been able to keep clear of any professional jealousies which lie between these bodies of Accountants. We have kept the University well above any professional quarrels, and this has only been possible because of our long experience and knowledge of various situations. These records are necessarily bulky, and the lady in the School of Commerce office who has charge of them writes them up very carefully, and understands them thoroughly. Any change in the existing organization, by complicating it with another office and duplicating conferences, and so on, is bound to make it less efficient, and more expensive.

We now have this situation. Practically the whole of the English-speaking (and part of the French) accounting profession of Montreal and District are looking to the School of Commerce of McGill University for instruction and direction in their professional subjects. As a result of this, the registered clerks of Chartered Accountants and others pass Junior Matriculation, and are admitted as diploma-students of the School of Commerce, most of their courses running concurrently with those of the undergraduates for the Commerce degree. I submit, gentlemen, that it would be both wrong and unwise of us to suggest anything, which would interfere in the slightest degree with this present excellent situation, which has been built up only after many years of negotiation, thought and other kinds of work, by Professor Sugars and the staff of the School of Commerce, and which portends a continuation of this work so essential for the future welfare of the community. I have no doubt that when the time comes all of this work will bear fruit, and that the Accounting profession will show its gratitude to McGill University in an unmistakable fashion.

There is another point, which should be considered. This Four-Year Course has been built up by Professor Sugars in his capacity as Director of the School of Commerce. He negotiated with the various Accounting bodies, and succeeded in getting them into line. It would show a very poor appreciation of his work, if we even suggested that this course be put, even nominally, under another department. Without a great disorganization of the present excellent arrangements and a splitting up of the School of Commerce courses and extra expense, it could only be nominal, and, if so, why suggest it; it can be no improvement, and can only cause delay and probably mistakes.

In any case, gentlemen, I do not think that this committee can do anything in the matter. These courses are not and never were Extension Courses. The word "Extension" was purposely omitted from all of our advertising matter in connection with the courses. This is a Diploma course of the School of Commerce, and accordingly, it would be *ultra vires* for this committee to attempt to deal with it. If there were any real reason for bringing the question forward it is one which must be dealt with by the Faculty of Arts and Science, and afterwards by Corporation. I move that we take up no more time in discussing this question.

Extension

**MCGILL UNIVERSITY
MONTREAL**

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

October 19th, 1931.

General Sir Arthur Currie, G.C.M.G., K.C.B.,
Principal,
McGill University.

Dear Sir Arthur,

Evening Classes in McGill University.

May I bring a suggestion before you? My reasons for doing so are as follows:-

McGill University has been running evening courses for more than ten years, and, to my knowledge, many of the classes are well-attended and established. In Accounting alone the following is a list of courses, which have been running successfully for several years:-

- (1) Advanced Accounting & Auditing: established October 1920.
(for intending professional accountants and others)
- (2) Business Finance & Accounting: established October 1922.
(for business-men)
- (3) Intermediate Accounting and Auditing: established October 1926.
(for intending professional accountants and others)

Of the above Nos. 1 and 3 are under the School of Commerce, working under the agreements with the professional accounting bodies, and fitting in with the regular Commerce Course. No 2 is under the Extension Department.

The Evening courses in Economics, Mathematics and Commercial Law were commenced by the School of Commerce in October 1926. There are other McGill evening courses in English and other subjects of longer standing. There are also new courses which promise well for the future.

In all of the above courses McGill University has been the pioneer.

In preparation for any financial campaign on behalf of McGill University, which you may inaugurate in the future, may I respectfully suggest the following in order to draw a little more attention to the work McGill is doing in these classes, which she has established.

For many of the classes certificates are awarded to those who pass examinations. I know that the Accounting certificates are not won easily, but only after much hard work. I am sure that the same applies to other certificates. I suggest that these be presented in the Moyses Hall on some convenient evening to those who have won them, as soon as they have been made out. There would probably be from 250 to 300 of such students (probably 120 successful students from Accountancy alone); and they and their friends would fill the hall. As you know, Sir, McGill certificates are very much prized.

This would be a great encouragement to the evening students, who have won these certificates. It would also call attention to work which McGill University has been carrying on for many years, and which is capable of further extension.

I would hesitate to make this suggestion did I think that of necessity it would load you with another function; but I would point out that the presentation of these certificates could be done quite well by representatives, such as one or more of the following:-

Dr. Mackay, as Dean of the Faculty of Arts;

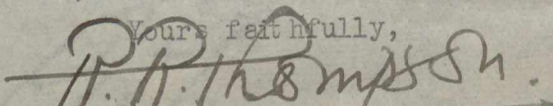
Professor Sugars, as Director of the School of Commerce;

Professor Macmillan, as Chairman of the Extension Department;

Professor Matthews, as Registrar.

I remain,

Yours faithfully,


Professor of Accountancy.

Extension

MCGILL UNIVERSITY
MONTREAL

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

February 27th, 1932.

Sir Arthur Currie,
Principal,
McGill University.

Dear Mr. Principal,

I enclose a document from Professor Thompson, outlining the complete set of courses in Accountancy which it is proposed to give to the students of the various Accountancy Associations of this Province.

As will be seen, only two of the courses are obligatory; the rest have been prepared, with the approbation of the Society of Chartered Accountants, for the purpose of giving their students some additional instruction that will free them from the necessity of having to apply for assistance to the Shaw Correspondence School. Practically all of the outside students take this Shaw Correspondence Course, and it is extremely expensive, coming to something like \$175.

The lecturers who will do the work in the additional courses are prepared to content themselves with receipts in case the latter do not come up to the proposed honorarium.

This document also indicates an addition to the number of lectures entering into the course on "Final Accounting and Auditing". To cover the extra expense, it is proposed that the fee be raised to \$35.

To Hoover
Please let me know what you think of this.
I should answer Prof. Sugars right away
AWT

Since no extra expense is involved in these changes, and since indeed we are more likely to increase our revenues by their means, I do not think that we should have any hesitation in according them our approval. As time goes on we can alter the content of some of the additional courses so that the education given to members of the Accountancy Associations may be more in conformity with the standards that the University would establish for a sound business education.

With your approval, I suggest that we call a meeting of our Committee to discuss these proposed additions to our evening work. We might also ask the Committee to sanction the extension of our work in Statistics and in Business Organization. This latter was the one change that we were unanimous about in that Special Committee that met several times last session.

Yours very truly,

Robert M. Sugars

Director-School of Commerce.

MCGILL UNIVERSITY
MONTREAL

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

February 18th, 1932.

116.

Professor R.M. Sugars,
Director, School of Commerce,
McGill University.

Dear Professor Sugars,

Evening Courses in Accounting & Auditing

The evening courses in Accounting and Auditing which we propose to give during the next session are as follows:-

Courses compulsory to the registered clerks of the Accountancy

(a) Intermediate Accounting and Auditing.

(This course covers the most important points in First and Second year B.Com. courses in Accounting, with the addition of Elementary Auditing.)

28 lectures of 2 hours each - once a week.

Fee \$30.

(b) Final Accounting and Auditing.

(This course covers the most important points in the Third and Fourth year B.Com. courses in Accounting, with the addition of more advanced work in many branches.)

46 lectures of 1½ hours each, twice a week.

Present Fee \$30
Suggested Fee \$35

Experience has shown that more time is required in this course in order to deal with the bare essentials of the following very important branches of the subject:-

Capital and Revenue Profits and Losses, and the availability of Profits for Dividends.

Criticism of Operating Statements and Balance Sheets, operating ratios, financial status ratios, etc.

Accordingly, as this course is compulsory and should include the essentials of the principal branches of the subject, it is proposed to add two lectures to cover the above, increasing them from 44 to 46.

Honorary \$900

\$1140

*Receipts: 1931/2
\$2355.00*

*1920
4275.00*

*Salaries 2945.00
1930/31*

Both of these courses are very well attended and are established successes.

Optional Courses.

(c) Elements of Accounting.

(Extension lectures)

1931/32

*Aggravation
\$500*

This course is taken by less experienced students who require the whole of a session to cover the equivalent of the First Year B.Com. course in Accounting. Students, who pass in this course, may join the Intermediate course of the succeeding session after Christmas, paying a reduced fee accordingly.

767.50

25 lectures of 2 hours each, once a week.

Fee \$25.

600.00

This course is well attended and is an established success.

*Salary
1931/32*

(d) Business Finance and Accounting

(Extension lectures)

1931/2

*1/2 hr
\$375*

This course is intended to fill the gap, possibly of two years, between the compulsory Intermediate and Final courses in Accounting and Auditing. Experience has shown that it is desirable for there to be a course, which evening students can attend between the two compulsory courses, in order to keep themselves in touch with the subject, and to prepare them for the Final Course. This course is one which has been established for eight years, and it is proposed to adjust it, so that it may fill the needs outlined above.

(Cancelled)

25 lectures of 1 hour each, once a week.

Fee \$15.

(e) Applied Theory of Accounting and Auditing.

*1/2 hr
\$600*

This course is a new one intended to supplement the Final Accounting and Auditing course. Many students take Correspondence Courses, or approach Mr. P.F.Seymour, C.A., whom it is proposed shall give this course, for special tuition. This course will provide for all of such students, running parallel to the Final Course, amplifying it, and giving plenty of examples.

20 lectures of 2 hours each once a week.

Fee \$25.

All of these courses have been approved of by the Chartered Accountants, as being very desirable for their registered clerks.

The lecturers of these optional courses (c) (d) and (e), offer to bear any loss there may be on them, so that there is no chance of the University having to make up their fees.

It is proposed that these courses should be given by the following lecturers during the session 1932/3.

Intermediate Accounting & Auditing.

Professor R.R.Thompson.

Final Accounting & Auditing

Professor R.R.Thompson, Messrs.H.D.Clapperton,
A.A.Gowan, G.Hunter, T.G.Jones, P.F.Seymour,
D. Young.

Elements of Accounting

Professor R.R.Thompson.

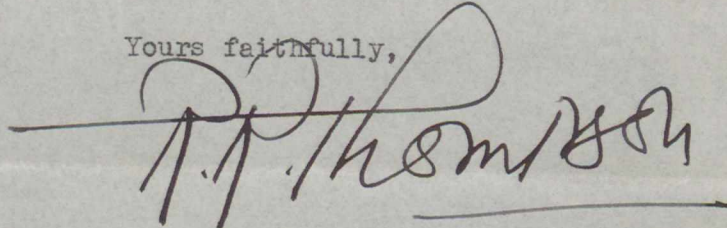
Business Finance and Accounting

Mr. D.R.Patton

Applied Theory of Accounting and Auditing

Mr. P.F.Seymour.

Yours faithfully,



Professor of Accountancy.

P.S. It is interesting to note ^{that,} at the above rates, students are paying for their lectures at the following rate per hour:-

Compulsory Courses

Intermediate 53.5 cents per hour.

Final (\$35 rate for 46 lectures) 50.7 cents per hour

Optional

Elements 50.0 cents per hour

Business Finance 60.0 " " "

Applied Theory 62.5 " " "

Will you please let me know if you require any further information from me?
I will see you personally, & enquire.

R.R.T.

Meeting of Committee on Commercial Studies

April 4th, 4 p.m.

Agenda

The following changes to be recommended:-

- (1) Extension of course in Business Organization from half course to whole course.
- (2) Extension of course in Mathematics 43 (Statistics) from half course to whole course.
- (3) Extension of Final course in Accounting and Auditing for Commerce graduates and students of outside Associations.
- (4) Two extra (non-obligatory) courses in Accountancy to be inserted in the Intermediate programme and the Final programme respectively, of our special courses for students of the three outside Accountancy Associations.

Approved
Apr 4th
A. S. S. S.

copy for the Principal's file

APSG:C

March
Twenty-third
1932.

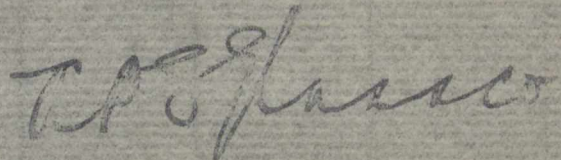
Professor R. H. Sugars,
Department of Commerce.

Dear Professor Sugars:

In reply to your letter of the 27th ultimo, addressed to the Principal, with which was enclosed a document from Professor Thompson outlining a complete set of courses in accountancy which it is proposed to give next year to the students of the various Accountancy Associations of this Province, I write to say that the Principal has approved of the proposals in question and authorizes you to call a meeting of your Committee for the purpose named.

I would suggest that you get in touch with the Principal's Secretary in order to find an hour convenient to him for this meeting.

Yours faithfully,



Secretary

MCGILL UNIVERSITY
MONTREAL

DEPARTMENT OF EXTRA-MURAL RELATIONS

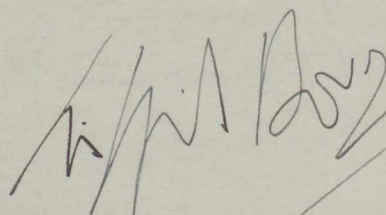
March 17th, 1932.

MEMORANDUM FOR THE PRINCIPAL

Reference the attached proposals of the School of Commerce -

This means the taking over by the School of Commerce and the inclusion in their four year course of certain courses formerly included in Extensions.

- (1) I quite agree with this proposal.
- (2) The courses proposed are all, I believe, extremely desirable.
- (3) The fees payable by the students are about the same as those which are counted on in the Board of Trade courses.
- (4) The Board of Trade Department of Commercial Education last year was compelled to reduce its honorariums to \$10.00 per hour. If the fees of students had been sufficient to allow of it, the rate of \$15.00 per hour would have been continued.



Wilfrid Bovey.

Extension Clapperton

TORONTO
HAMILTON
WINNIPEG
CALGARY

RIDDELL, STEAD, GRAHAM & HUTCHISON

CHARTERED ACCOUNTANTS

ESTABLISHED 1869

CABLES RIDSTED MONTREAL

VANCOUVER
LONDON, ENG.
EDINBURGH, SCOT.
NEW YORK

Alex. F. Riddell, C.A.
Austin C. Stead, C.A.
James Hutchison, C.A.
John Peterson, C.A.
H. D. Clapperton, C.A.
C. G. Wallace, C.A.

460 ST. FRANCOIS XAVIER ST.

MONTREAL

16th October 1929

Sir Arthur W. Currie, G.C.M.G., K.C.B., LL.D.,
Principal,
McGill University,
Montreal.

Dear Sir Arthur:-

After some thought, I have come to the conclusion that I will have to tender my resignation as Extension Lecturer. This resignation, with your permission, will take effect from the end of the present session. At that time, I will have completed ten years of service.

I find that business now demands more of my time and energy than it did in the past, and for that reason, I tender my resignation.

My relations with the University have been very pleasant, and I sever my connection with regret.

I have notified Professor Sugars of my intention to resign.

Yours faithfully,

H. D. Clapperton

October 16th, 1929.

Professor R. M. Sugars,
Director, School of Commerce,
McGill University.

Dear Professor Sugars:-

I beg to acknowledge receipt
of your letter of October 16th with reference to the
resignation of Mr. H. D. Clapperton.

I am very sorry that Mr.
Clapperton finds it necessary to take this step. I
shall be very glad indeed to receive any recommen-
dations you and the others mentioned care to make.

Yours faithfully,

Principal.

MCGILL UNIVERSITY

MONTREAL

SCHOOL OF COMMERCE
OFFICE OF THE DIRECTOR

October 16th, 1929.

Sir Arthur Currie,
Principal,
McGill University.

My dear Principal,

I have just received notice from Mr. H.D.Clapperton, C.A., that after this session he will be unable to continue his Evening Course in Accounting and Auditing. I have asked Mr. Clapperton to give you formal notice of his intended resignation in case he cannot be prevailed upon to reconsider the matter.

Mr. Clapperton's real reason for giving up the work is that the business of his firm has greatly extended, and that he is more frequently called out of town now than heretofore. I am trusting that if he does resign that we may be able to avail ourselves of his experience in the new course or courses that we shall lay down in Accounting and Auditing. Professor Thompson, Mr. Clapperton and myself, and probably some members of the Chartered Accountants' Association will give the whole matter careful consideration and then submit to you our views.

Yours very truly,

Robert D. Sugars

Director-Secretary.

October 22nd, 1929.

H. D. Clapperton, Esq.,
C/o. Riddell, Stead, Graham & Hutchison,
460 St. Francois Xavier Street,
Montreal, Que.

Dear Mr. Clapperton:-

I have received your letter of
October 16th in which you tender your resignation
as Lecturer in the School of Commerce.

Your work has been of the greatest
value and your experience has made your lectures
especially helpful to the students who followed them.
I appreciate that other calls upon you have made it
increasingly difficult for you to continue .

We accept your resignation with
regret and extend to you our best wishes for the
future.

Yours faithfully,

Principal.

Agenda

1.

We have to report with regret the resignation of Mr. H.D.Clapperton, C.A., our lecturer in the "Final" Accountancy and Auditing course leading to the diploma of C.A., L.I.A., and C.P.A. Mr. Clapperton's resignation will take effect at the end of this session.

In order to consider the best form in which to continue and to develop the Accountancy and Auditing course, we held a meeting of our Joint Examining Board, reinforced by a number of other members of the Society of Chartered Accountants of the Province of Quebec. At this meeting it was recommended to institute, according to the plan already followed by Mr. Clapperton, a general course covering the subject-matter of the aforementioned examination, and to apportion this course to two lecturers, Professor Thompson and an experienced practising accountant. In ~~the~~ extension of this general course it was recommended to establish a series of lectures to be delivered by members of the Society on part of the work to which they had devoted special attention, such members to be carefully chosen by the Secretary and the Examining Board of the Society of Chartered Accountants.

With regard to the hour at which this course should be held, it was recommended hereafter to make this 6 p.m. instead of the previous hour of 7.30p.m.

2. With regard to the policy (on trial for the last couple of years) of exchanging

question for the "Final" Accountancy and Auditing examination with the School of Commerce of the University of Montreal, the Joint Examining Board of McGill University and the Society of Chartered Accountants recommend that this policy be discontinued until the University of Montreal agrees to have the resulting examination papers read by the same examiners for all institutions.

3. It is desired to call attention to the following words from our Bill 22, Chapter 43, 8 George V, regulating conditions under which the diploma of Licentiate in Accountancy of McGill University is granted to our graduates:-

"Before the diploma is granted it must be demonstrated that the student..... has followed the course prescribed by the School of Commercial studies of McGill University for three years, and that he has attended as a clerk, during 12 months after leaving the school, the office of one of the members of the Association or institute, or of any other accountant, and that he has successfully passed the Final Examination before a jury composed of etc. etc....."

It is to be noted that there is no clause binding a Commerce graduate to take courses in "Final" Accounting and Auditing, or to take any examination in any subject other than Accounting and Auditing. We have exempted students living outside Montreal from attendance at the "Final" Accounting and Auditing course. Those who live in Montreal follow our instructions and attend the courses. One or two have, however, done so under a kind of protest. In the case of "Elementary Actuarial Science" and of extra lectures introduced into our Law studies, all of which additions we have been asking our old graduates to attend as preparation for the C.A. diploma, some of the graduates affected have made very definite protests, so that it has been necessary to grant some exemptions.

Since as regards "Accounting and Auditing" students will almost certainly follow our instructions, and since, as regards the Actuarial course and the Law, the number of old graduates likely now to seek the diploma of C.A. is approaching zero, it would not seem worth while to seek to amend our law on this account. This Committee should, however, know how the matter stands.

4. Other business.

*Extension Courses
Accountancy*

April 21st, 1927.

Professor R. M. Sugars,
School of Commerce,
McGill University.

Dear Professor Sugars:-

Replying to your communication of April 11th, I approve of the description of what you call your two-year Extension Course in Accountancy, Law and Mathematics. I do not approve of this being called an "Extension" course, because I regard it as a regular course given by the University to students of the Accountancy Associations. For that reason, in your Commerce Announcement you should not call this course an "extension" course, neither should you call it an "evening" course, although the description will disclose that it is given in the evening. You are not to put the fee following the description. These fees will appear in the regular fees of the Accountancy course. I hope you see what I am driving at, that is, to strip this course of every appearance of an Extension course.

In the postscript of your letter you ask if you are to insert in the Announcement the other evening courses that will be given in connection with the Department of Commerce. The answer is "no". These courses will appear in the Extension Announcement.

Yours faithfully,

Principal.

McGILL UNIVERSITY
MONTREAL

SCHOOL OF COMMERCE.
OFFICE OF THE DIRECTOR

April 11th, 1927.

Sir Arthur Currie,
Principal,
McGill University,
Montreal.

Dear Mr. Principal,

I am sending you herewith the full description of our two-year Extension Course in Accountancy, Law and Mathematics. This matter is for insertion in the Commerce Announcement.

It is probable that the course entitled "Elements of Actuarial Science" will not be given until 1928-29.

Yours very truly,

R. M. Sugars

N.B. Is it your wish that I should take charge of, and insert in our Announcement the other Evening Courses that will be given in connection with the Department of Commerce; - I mean, such courses as "Accountancy for Business Men", "French for Business Men", and "Beginners' Course in Spanish"?

TWO-YEAR EVENING COURSE

for students of the Accountancy Associations
of the Province of Quebec.

These Courses cover the requirements of the Intermediate and Final examinations of the Associations, and are as follows:-

INTERMEDIATE

Accounting and Auditing

Twenty-eight lectures, of 2 hours each, to be given on Wednesdays, from 5.30 to 7.30 p.m., commencing October 5th.

The work will cover the matter outlined for the first two years of our regular Commerce Course, with the addition of elementary auditing and Company finance.

Fee \$30.

Lecturer: Associate Professor,
R. R. Thompson.

Mathematics

Twenty-five lectures, of 1½ hours each, to be given on Thursdays, from 7.30 to 9.00 p.m., commencing October 6th, 1927.

The course will cover the following subject matter.

Arithmetic and Geometric Progressions; Indices; Logarithms; Simple and Compound Interest; Nominal and Effective Rates of Interest; Annuities; Sinking Funds; and Capitalized Cost.

Fee \$20.

Lecturer: Assistant Professor
Herbert Tate.

INTERMEDIATE

Commercial Law

Forty-eight lectures of 1½ hours each, to be given on Tuesdays and Thursdays from 5.30 P.M. to 7 P.M., commencing October 4th, 1927. Of these lectures 16 will be devoted to the Law of Contracts, 16 to Negotiable Instruments, and 16 to Agency and Partnership.

The matter covered may be outlined as follows:-

Law of Contracts

Sphere of Dominion and Provincial laws; persons, (minors, interdicts, married women); distribution of property; essentials of contract (consent, capacity, object, consideration); interpretation; effects; breach, default, damages; kinds of obligations; extinction; proof; suretyship; pledge, lease; privileges; enforcement of rights.

Negotiable Instruments
and Banking.

Characteristics of negotiability; Bills of Exchange Act; form; acceptance; delivery; capacity and authority of parties; consideration; negotiation; endorsements; presentment; dishonour; protest; liabilities of parties; discharge; lost instruments; forges or unauthorized signatures; alterations; bills in a set; cheques; promissory notes.

Bank Act - Organization of a bank; rights and duties of directors and shareholders; auditors; powers of a bank re loans; security; deposits and note issue.

Agency and Partnership

General provisions covering mandate; obligation of mandatory towards mandator, and towards third parties; obligations of the mandator towards the mandatory and towards third persons; resumé of law covering advocates, attorneys, notaries, brokers, factors, etc.; termination of mandate.

General provisions relating to partnership; obligations and rights of partners amongst themselves and towards third parties; different kinds of partnership, particular partnerships, general partnerships, anonymous partnerships, and limited partnerships; dissolution of a partnership, and the effects of such dissolution.

Fee \$30.

Lecturers: Mr. E. P. Dale Harris,
Mr. W. Nicholson.

FINAL

Accounting and Auditing (Advanced)

Thirty-eight lectures, of 1½ hours each, to be given on Mondays and Thursdays from 7.30 to 9.00 p.m., beginning October 4th, 1927.

The following outline will indicate the scope and character of this course:-

Accounting:

(a) Partnership

The formation, continuance, and dissolution of Partnership, including Joint Adventures.

(b) Companies

The formation, reconstruction, amalgamation and liquidation of Companies, and the various problems affecting Corporation finance.

(c) Branches, Consolidations, Mergers, Accounts of Head Office and of Branches.

(d) The Accounts of Trustees and Executors, including apportionment between Capital and Revenue, Legacies, Advances to Beneficiaries and other special points.

(e) Bankruptcy and Insolvency Accounts with special reference to the Bankruptcy Act of 1920.

(f) Cost Accounting.

(g) Income Tax and the like.

(h) Other Companies whose accounts require special treatment, such as Land Companies.

Auditing:

(a) Principles of Auditing

Statutory and non-Statutory Audits; objects of an Audit; considerations on the commencement of an Audit.

(b) Audit of Cash Transactions

Internal checks; vouching payments and receipts and various considerations arising therefrom; missing vouchers; verification of cash in hand and at bank.

(c) Audit of Trading Transactions

Internal checks; The vouching of purchases and sales, allowances and returns, and the examination of the Accounts Receivable and Accounts Payable Ledgers.

(d) Audit of the General Ledger.

Deferred charges; Accrued Assets and charges, valuation of assets, depreciation, reserves, etc.

(e) The Verification of various classes of Assets.

(f) The Audit of a Limited Company

Powers, Share Capital, Bonds, Directors, Divisible Profits, Form of Accounts and the Powers and duties of Auditors.

(g) Special Points in different classes of Audits.

Insurance and Trust Companies, Banks, etc.

(h) Investigations

Special questions, to be worked out by the students, will be set on each of the subjects outlined above, and the general accounting principles involved will be further illustrated by problems given recently at the final examinations of the Society of Chartered Accountants of Quebec.

Fee \$30.

Lecturer: Mr. H.D.Clapperton, C.A.

Mathematics

Elements of Actuarial Science

Twenty-five lectures of 1½ hours each to be given on
from p.m. to p.m., beginning October 1927.

The course will cover the following subject matter:-

The Amortization Schedule; Straight Term; Serial and Annuity Bonds; Depreciation; Building and Loan Associations, Valuation of Mining Property.

Calculation of net and gross Premiums; the Reserve, Surrender Loans and Policy Values; Mortality Table.

Fee \$20.

Lecturer: Assistant Professor Herbert Tate.

(In the case of McGill graduates proceeding to the diploma of C.A. the regular Commerce course on Statistics may be taken as the equivalent of this course on the Elements of Actuarial Science. It is to be noted, however, that the student must, for this purpose, obtain at least 60% of the marks assigned at the examination on Statistics, failing which, he shall be obliged to take the course outlined above.

A student obtaining his degree of B.Com. on or after the year 1928, must have taken, as here prescribed, the course in Statistics, or must afterwards take the above-outlined course.)

FINAL

Commercial Law

Forty-four lectures of 1½ hours each, to be given on Tuesdays and Thursdays, from 5.30 p.m. to 7 p.m., beginning October 4th, 1927. Of these lectures 14 will be devoted to the Sale of Goods; 14 to Company Law, 8 to Trustees and Executors, and 8 to Bankruptcy and Winding-up.

The following outline will indicate the subject matter covered:-

Sale of Goods: General provisions regarding sales; capacity to buy and sell; things which may be sold; obligations of the seller; delivery; warranty against eviction and latent defects; obligations of the buyer; dissolution and annulment of contract of sale; right of redemption; annulment on account of lesion; sales by licitation; sales by auction; bulk sales; forced sales and giving in payment.

Company Law: The Companies Act (Dominion) and its amendments; the Quebec Companies Act, 1920, and its amendments. (In these Acts part 1 is principally dealt with. The statutory provisions are explained and illustrated by citation and discussion of jurisprudence).

Trustees and Executors: Provisions of Civil Code dealing with persons administrating funds belonging to others; status of married women; law applying to tutors and curators; law relating to succession.

Bankruptcy and Winding-up:- Provisions of the Bankruptcy Act; the Dominion Winding-up Act; law of the Province of Quebec relating to the voluntary winding-up of companies. (The statutory provisions are explained and illustrated by citation and discussion of jurisprudence.)

Except in the case of the Final Accounting and Auditing, all the examinations in the above mentioned subjects will be held at the end of the course, in the month of May. In order to pass, a student must obtain in each subject 60% of the marks assigned. A student who fails may repeat the course, and the examinations, in the following May, on payment of the fee as given above. This is necessary in the case of any student who has obtained less than 40% of the marks assigned. A student, however, who has obtained 40% or more, but less than 60%, of the marks assigned, need only repeat the examination, paying therefor half of the fee, as mentioned above.

Final Examination in Accounting and Auditing.

With regard to the Final examination in Accounting and Auditing, this will be held in the month of November of each year, before a joint board of examiners, consisting, in the case of the Society of Chartered Accountants, of the McGill board of 5, appointed in conformity with the provisions of Bill 8, George V, Chapter 43 of the Revised Statutes of the Province of Quebec, and of two members named by said Association. In the case of either of the other Associations the same McGill board of 5 examiners will be increased by not more than two members appointed by the Association in question.

The fee for this Final examination in Accountancy and Auditing is quite apart from the fee paid for the course. In the case of McGill Commerce graduates the fee for this final examination will be \$25., to be paid the University. In the case of students of the various Associations, the fee will be fixed by the Association interested, and will also be paid to this Association. It is to be noted further, that each Association is responsible for the expenses which this final examination of its candidates may entail.

In order to pass in this final examination a student must obtain 60%, or more of the marks assigned.

A student who fails, may, on repayment of the examination fee, present himself again for examination in the following November. If he has obtained less than 40%, he must also repeat the final course in Accountancy and Auditing, paying therefor the fee of \$30. mentioned above.

No student will get any credit for any course, or be allowed to sit for any examination, unless he has complied with all the regulations of his Association, affecting such courses and examinations. Every student should, therefore, acquaint himself with the rules and by-laws of his Association.