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## PERINCIPLES

$0 \mathbf{F}^{\prime}$

# B00K KEEPING 

BY

# SINGLE AND DOUBLE ENTRY 

TO WHICH Is ADDED

A SUPPLEMENT CONTAINING
roans of conimbelal paper avi inilitoin sets

IN SINGLE ANI) DOUBLE ENTRY

SPECIALLY COMPILED AND ADAPTED FOR THE USE OF THE PUPILS OF THE FIFTH CLASS QUEBEC SEMINARY

QUEBEC
P. G. DELASLE, PRINTER AND PUBHISHER 1878

HF56Ot
$P 7$

## PRINCIPLES OF

# B00K KEEPING 

LY

## SINGLE AND DOUBLE ENTRY

## DEFLINTIONA.

1. Book Keeping is a faithful and systematic record of business transactions.
$\because$. All business transactions consist in an exchange of values.
2. There are two methods of keeping books, distingruished as Single and Double Entry.

## I

## SINGLE ENTRY BOOK KEEPING.

f. Single Entry embraces only the accounts of persons, while each transaction consists of hat one debit and one credit.
i. The books used are the C'ash Book (Livre de Caisse)Invoice Book (Livre de Factures)-Sales Book (Livre de Ventes)-Bill Book (Livre de Billets)-Day Book (Mémorial on Brouillard)-and Ledger (Grand Livre).
6. Three of these books appar to be indispensable :the Cask Book, Day Book and Leelger. The others are termed anxiliaries.
7. The Cash Book--In this book are contereat all receipts and disbursements of cash.
8. The Delbur side shows all amomets received and the Crevitor, all amounts paid out.
9. The diflerence between both sides shall be the exact amoment of eash on hand.
10. The Inroice Book-rontains a statement of all merchandise with which we are concemed, or copies of Inroices of all goods purchased.
11. The Sales Book-contains a description of all merchandise we sell or that pass out of our possession.
12. In the Bill Book is entered a description of all notes, drafts or other species of paper ugainst us, or in our fiver.

1: 'There are two kinds of Notes, called: Bills Receivable (Billets it recevoir)-and Bills Payuble (Billets à payer).

It Bills Recwable are notes in our faror, the amomes of which we are to receive.

15 Bills Payable are notes against us, the amomis of which we are to pay
16. The Daty Book-is a book wherein is kept a consecutive history of all business transactions, in the date and order of their occurrence.
17. The entries in this book should be dieret and comcise ;-expressing :-lirst, the mome of the person, with the fact of his being $D r$ or $C r$, and next, the romsideration and amount.
18. The Letger is used to exhibit the results of all transactions arranged under proper heads called acounts.
19. An Accornt (uil compte)-is a statement of our dealings with another person. It has two sides, a Deblor-Dr (Doit)--and a Creditor-Cr (Avoir).
20. On the $D_{r}$ side is shown what is owing to us, and on the $C r$ what is owing by us.

21 . If the Dr side be the greater, the diflerence or

Balance will expross an amount belonging to as:--a Resource.
2.2 If the $C$ be the greater, the dillierence or Balance will be an amount which weowe :-a debt or liability.
23. Posting the Book-consists in collecting and transforring the items of each person's account from the Da!! Book to its appropriate page in the Ledger.
24. At any time the condition of the business may be shown by a statement, which must embrace a list of it's hesourees and liabilities.
2.:. The Resources are found :

1. In the Ledger,-Balances due from persons;
2. In the Cash Book,- Balance of eash on hand ;
3. In the Bill Book,-Bills Receivable ;
4. liy the Inventory of Merchandise unsold.
5. The Liabilities are found:
6. In the Ledger,-Balames due others ;
7. In the Bill Book:-Bills Payable.
${ }^{27}$. To assertain the Not Capital or Present Worth: Rule :-Subtrant the liabilities from the Resources.
8. To aseertain the Nel Guin during business: Rule: -Subliarl the Canital at Commencing fromin the Canital at Chosing.

## DOUBLE ENTRY B00K KEEPING.

29. The characteristic feature of Double Entr:/ ronsists in entering each transartion into two or more Ledger accounts, becanse each tramsaction always affects two or more persons or things.
30. The principal books nsed in Domble Entr!! are: the Day Book (Mémorial)—Sournal (.Journal)—and Ledger (Gri. livre.) The auxiliary hooks are the Cash Book, Sales Book, Invoice Book, Bill Book, \&c. Their importance varies according to the amount and kind of information they firnish. (For definitions, see Single Entry.)
31. The Day Book, as in Single Entry, is the hook of original entry, containing simply the history of all tran-
sactions, withon montioning the fact of the person being Dr or Cr.
:2. The Junrum decides upon the Debits und Credits involved in anch transaction before entering it in the Leflger.

P9. The Jourmul is sometimes entirely omitted, nt others, it is combined with the Day Book, and is then termed the Journul-Day Book.
:4. There are four kinds of Journal entrias, wath consisting, either:

1. Of one debit and one credit ;
2. Of one debit and several credits :
:3. Of several debits and one credit ; or
3. Of several debits and several credits.

3n. Jomrnalisinar is that process by which the Day Book antries are transferred to, and arranged in their proper form, in the Jomrnal.
36. The Letlger, as in single Entry, shows the results of all transactions, under separate heads termed accounts.
:17. Pos/ing consists in transferring the entries from the Jomrnal to their appropriate place in the Lediger.
:38. Erery canse producing a debit or credit,-he it a persom or a species of property,-is designated in the Leitgor ly a name, over a statement of all transactions conceming it, which is known as an account.
89. In Double Entry, there are two kinds of arcoments : -Renl and Remesenfulire.
40. Real aremuts-always show a resource or a liability; such are:-Cask, Bills Receivable, Bills P'aynable, Persomil

+1. Represenfatire urromnts-show only a loss or a gain: surh arre:-Merchmendise, Expense, Real Estate, ©te.
42. Persount arromuts represent personal indebtedness : they are designated by the names of such peosons and contain the relation of Debtor and Creditor.
43. Storl urcount (le compte de Capital)--represents simply the propriptor of the business or the stockholder.
44. On the Dr side are entered the liabilities which the business assumes to pay for the proprietor.
45. On the Cr side is shown the whole amount inrested. The difference between both sides being the net investment.

## FRINCIPLES.

## I

46. The Promrietor or Promictors of the business should be debited for all liabilities assumed for him or them by the business, for all amomets withdrawn as also for each one's share of the losses.
47. He or they should be credited for the amount inrested as also for his or their share of the gains.

II
48. Cash arcomut (le compte de Caisse)-should be debited with all receipts and credited with all disbursements.

III
49. Merchandise arcount (le compte de Marchandises)should be debited with the cost of merchandise and credited with it's proceeds.

## IV

50. Bills Receivable acrount (le compte de Billets à rece-voir)-should be debited with other people's notes, acceplances or written promises to pay, when they are received; and credited when they are paid or otherwise disposed of.

## V

51. Bills Payable account (le compte de Billets à payer)should be credited with our notes, acceptances or written promises to pay, when they are issued; it should be debited when they are paid or redeemed.

## VI

52. Persomal acrounts (les comptes persomels)-should
be debited with what the parties they represent receive: and eredited with what they prodnee ns.
a:3. E.cureme arcomit (le compte de Dépenses on da Frais) -should be debited with all disbursements.
 aud credit what phoduces the comirion rallue.

## CLOSING THE LEDGER.

in. Before closing the Ledger, it is necessary or at least useful to make what is called a Trinl Balance, the object of which is to ascertain if the debits and credits are equm! or bulance.
56. Under ordinary circumstances the Trial Balaner proves the Ledger to be correct.
:57. All reasonable precautions being taken, there still remain two chances for errors in the accounts:-from improper Journal entries, and from posting to the wrong accounts in the Ledger.
68. A correct Trial Balance, affected on the principle of rancellation, may be had, which will contain simply the differences of the ledger accounts.
59. Sometimes both forms of the Trial Balance are combined in one, which is found to be very convenient.

## ORDER OF CHONANG.

60. The First Nifl, in Closing the Ledger, is to open an account with Lass amel Ginin, (le compte de Pertes at l'rolits)-if not already opened, and another with Balrure (le compte de Balance.)
61. In the former are shown all losses and gains, and in the latter all resoures and liabilities (lactif et le passil).
(i2. The Secomel strp consists in ascertaning by an inventory if any merchandise remains unsold; in which "ase credit with such amome the accomnt in which it was at first delited.
ti:). Bach Ledger necomit will now show one of the following results, vi\%:-a Resonre, a Liability, $n$ Gain or a Lows.
6it. Thiry Nhp.-Omitting Stock aceotunt, close all the others with the words loo or B, Balance, if the difference bur a Resource or a Liability; with the words $T b$ or B?! Loss and Gain, if the difference be a loss or a gain.
6.5. The former differences are carried to Balance ace rount, and the latter to loss and Gain account.

6if. Balance aceount will now show, on the bebit side, all resources and, on the Credit, all liabilities.
16. Loss and Gain will show, on the Dobit side, all lowses and, on the Credit, all gains.
68. The Fourlh Step is to take a seromd Trind Balanee of the accomets still open:-Ntock, Loss and Ginin and balance.
69. The Fifth serp is to close Loss and Gain account into Nork, which will now show the original investment increased ly the gain or decreased by the loss: the difference being the present net investment.

To. Sicth or Last mel.-Close Stork into Balance account, which must gualize that accoment. It will now present in the most condensed liom the exact rondition of the busimes.

## AIPENDIX.

(OMMERC'J.M, FORMN. TVC'HNIC'SL NAMEA AND DEFINITIONS

71. A Bill-is a gemeral name given to a written shatement. The following :rre some of the terhmical names of bills.

T2. Bill of Eurly-is a written amome ofeods entered at the Custom House.

7?. Bill of Right-is a form of ming at the Custom Honse, by which the importer may examine his goods.

7t. Bill of Sate (facture)-is a writing given by the seller of personal property to the buyer.
7... Bill of Ladug (un comaissoment)-is a list of goods
shipped having the signature of the master of the vessel or the proper officer of the transportation company.
76. Bill of Goods (une facture)-is an account given by the seller to the buyer, of articles and prices.
77. A bill is receipted by writing the words Reveiterl payment at the bottom and affixing the seller's name.
78. A bill may be receipted by a clerk, agent or any other authorized person.
79. A Deed is a species of Bill of Sale, but is generally understood as applying to conreyances of real estate.
80. A Chattel Note (Billet payable en effets)-is a note payable otherwise than in money.
81. A Check, (mandat ou chèqne)-is a written order addressed to a bank, by one having funds in it, requesting it to pay to the bearer, or to another person, or to his order a certain sum specified in the check.

## ExClidN(iE.

82. By Exchamge (le Change)-is meant that commercial usage by which debts are cancelled at a distance or money remitted by Drafts or Bills of Exchange (lettres de change).
83. There are two kinds of Exchange :-rlomestic and foreign.
84. Domestic Exchunge (le Change Intériemr)-consists in the interchange of drafts, notes, checks, certificates of deposits, \&c., the interested parties of which reside in the same country.
85. Foreign Bills of Exchange (le Change Etranger)—are those which, drawn in one comtry, are payable in another.
86. Bills of Exchange are generally in sets of three, one of which being honored, the others become void.
87. Foreign Bills of Exchange-are made payable in the currency of the country on which they are drawn and not in that wherein they originate.
88. There are always three and often four persons concerned in a Bill of Exchange :-
89. The Drawer (le Tireur, on Sonscripteur)-is the person making the order ;
!(0. The Drance (le Tiré, on Dibiteur)-is the one to whom the order is addressed ;
90. The Payee (le Paye)-is the person to whom the Bill is payable ;
91. The Buyer or Remitter (1'Achotenr on Preneur)-is the person who purchases the bill.
92. A Bill of Exchange (Traite)-is therefore an order, made by one person upon a SECOND to pay a certain sum of momey to a Third or to his onder, of to the bearer.
93. Acreptation.-If the Drawee accepts, he becomes "rreptor, and writes his name across the fice of the Bill, under the word acrepted.
0.5. Bills of Exhange (Traites) are also termed sight drafts (Billets à rue), -when payable "at sight"; and Time Bills (Billets à termes on à échéance). -when payable at a certain specified date.

## PHOMISNOM NOTEN.

!ni. A Promissory Nole (Billet Promissoire)-is a written agreement by which one party promises to pay to another a specified sum at a specified time.
07. The Muker-is the person making the agreement.
98. The Payef-is the person to whom the note is payable.
!9. The Holder-is the owner of the note.
100. The Principal-is the party directly responsible for the payment of the note at maturity.
101. A Joint and Several Note-is a note signed by two or more distinct partirs, bach one beroming liable as maker or mincipul.
102. In order that a Promissory note should be valid, a vuluable romsideration, not one founded on frendship-is absolutely necessary. The money should be definite in amount ind independent of all contingencies, which amount is expressed in the body of the note in vords.
103. Bank motes, checks, certificates of deposits, Bills of Exchange, \&e., -when not made payable by the terms of contract to one or several specified persons only-are negotiable $;-\mathrm{i}$. e., can be taken and given in payment. Example :-Bank Bills.

FORMS OF BILLS, dec.

BILLS OF GOODS.-FACTURES.

## I

Quebec, Sept. 11th, 1878.
M. Albert Godlout,

Bought of Kehisy, Noerı \& Co


KELLY, NOEL \& Co., per C. E. Crépin.

II
Quebec. Sept. 14th, 1878.
M. Alphonse Lemoine,

Bought of Keldy, Noel \& Co


Reccived paymeat
KELLY, NOEL \& Co., per Elzéar Noël.

Quebec, Sep... 20th, 1878.
M. Onésime Turgeon,

Bought of Bedard \& Rochette.


Charged in aciount

## FORM OF ACCOUNT,-COMPTE.

Queber, Sept. 25th, 1878
M. Joseph Boucher,

To Honone Gounet \& C'o., Dr.


## FORM OF A SET OF EXCHANCE,-LETTRE DE CHANGE.

| Exchange for <br> Quebcc, Sipt. $20 / h, 1878$. <br> £1000 <br> Tin day's afth sighth of this rinst of Exchange <br> (second and third unpaid), pay to the order of Foseph <br> Pouliot one thousand pounds sterling, value recitiocd, and charge to account of <br> Heniy Fanning. <br> To Home, Wade dico., <br> London, England. |
| :---: |


| Exichange for <br> Quebec, Scpt. $20 t h, 1878$. <br> $£ 1000$ <br> Ten duys after sight of this second of Lixchange (first and thind unpuid), pay to the order of Foscph Pouliot one thousand pomuds sterling, volue reccired, and charise to account of <br> henhy Fanning. <br> Tii home, Wale dCo, <br> Brokers, <br> L.omaton, England. ) |
| :---: |



At thirty day's sishlt, pay to the order of Moses Clazet Thuce Hinudred and Forty scien Dollars, value recioved, and charge the same to our accoumt.

Bimhe Demers \& Co.
To Clark \& Hammond,
Brokers, [Courtiers.] Montral. $\}$

## RECEIPTS.- REECUUS.

I
ON ACCOUNT.

Quchec; Oit. 8th, 187 s.
Reaciaced Thirty-tao Dollars and Taocnty fite cents on aicomnt of Mrosper Sinottc.

## II

IN FULL.


## NOTES. -BILLETS A ORDRE OU PROMISSOIRES.

I
INDIVIDCAI, NOTE-NEGOTLABLE.


CHATTEL NOTE-BHALET P.IVABLA EN EHFETS.

Two months ajter datc, for zalue reviziced, we promise to pay Giorge Ouimet io Co. or onder Eighlty six Dollars amd Fifty conts, in coal, at the the'n market late, thice samte to be delivered as per his onder within the limits of the City of Quchei.

Bloulin di Gingras.

Fig' w Samuel Jomes or Order Jïr'e Mamired Sizenty Dollars. Menry J. Kniaht.

## III

CERTIFICATE OF DEPOSIT.

Quchic, Oit. 15th, 1 sit8.
No. $11: 2$.

## UKTLOE BANTL.

I!y. S. Simith hats dipositicd in this Bank Onc Ilundrad and Fifty Dollars, payable to Charle's Hilison or Order, on return of this cortifiate properely cudorscd.

John R. Whliams,

## SINGLE ENTRY.

INITATAORY SET.
(PARTNERSHIP.)

DAY-BOOK, -NALES BOOK,—BHLI BOOK,—CASH BOOK,ILED(GER, ((LOSED)-WITH STATEMENT
business prosperous.


## memoranda.

September 10th, 1878, -Aurèle Grenier and Jos. LE. Lemieux commence business with the following resources and liabilities; guins and losses to be proportionately divided. Aurèle Grenier invests Cash, 84000 ; Merchumdise. $\$ 1750$; Notes, as follows: one for $\$ 500$, in favor of Aurèle Grenier, signed by Hy. Faming, and endorsed by Ulric Boilard, dated Ang. 10th © 60 days; and one for $\$ 700.00$, an accepted draft, drawn by Napoléon Rinfret on Félix Dérousselle, Aug. 1st, at 90 days, and accepted Aug. 3rd ; Personal Accounts, as follows: Jules Constantin, \$000; Prisque Musson, $\$ 750$; Lionel Fitz Gerald, $\$ 900$. Joseph E. Lemienx invests Cash, $\$ 500$; Real Estate, $\$ 5000$.

12 -Sold Alb. Rémillard on ape, 2 Doz. Handkerchiefs. $\geq+$ @ 40c. ; © Pes. Shecting, 130 yds. © 10c. ; 4 do. Cassimere, 100 yds . @ $00 \mathrm{c} .-$ Rec'd of Jules Constantin, in finll of : ayc, $\$ 500$.-Paid cash for Printing, \&e., $\$ 30.00$.
13.-Sold Art. Lemicux on his acceptance, (0) 10 days, 1 case child's shoes, 60 Prs. © $\mathbf{5 0 c}$. ; 2 do. Gaiters, 96 Prs © 63e. ; 3 l'cs. Ling. Tweed, 27 yds. ©(0) $\$ 1.00$.
14.-Sold Wim. Quinn, on a/c, 4 cases Gaiters, 96 Prs. (0) $\$ 1.50 ; 2$ do. Gents' Ties, 24 Prs. @ $\$ 1.75$. - Sold Joseph Gagnon, for cash. 1 l'c. Velvet, 10 yds. © $\$ \mathbf{~} \boldsymbol{j}$; 6 do. Cambric, 72 yds. @ $8 \mathrm{e} . ; 10$ do., Cottons, 300 yds. @ 11e.
15.-Paid cash for expenses, $\$ 3.75 .-$ Sold Art. Laberge. on his note at 60 days, 3 Pcs. Gingham, 125 yds. @10c. ; ${ }^{6}$ do. Scotch Plaid, 240 yds. @ 13c. - Bought of Léoniàas Laberge \& Co., Invoice of Merchandise, amounting to $\$ 3000$; Paid cash $\$ 500$; Note at 6 months, $\$ 2500$.
16.-Rec'd cash on a/c of Lionel Fitz Gerald, \$500.Sold Chas. Simard for cash, 1 case Shoes, 60 Prs. © Tīc.; 1 do. Gent's Gaiters, 24 Prs. © \$1.75.-Rec'd cash for sales, \$25.50.
17.-Sold Auguste Archer on acc, B doz. Hoop Skirts, 36 @ $\$ 2.50$; 1 doz. "Empress" do., 12 @ $\$ 2.00$; 3 Pes. Marseilles, 30 yds. @ 50c.-Sold Jos. Pouliot, for cash, 3 Pcs. Eng. Tweed, 27 yds. @ \$1; 6 do., Corduroy, 250 yds. @ 7.5 c .-Rec'd cash of Wm. Quinn, on aqc, $\$ 50$.
19.- Paid Joseph E. Lemieux, cash on private account, $\$ 100$ - Paid cash for expenses, $\$ 7.50$.
20.-Sold Georges Ouimet, for cash, 3 cases Ladien' Boots, 144 Prs. © $\$ 2$; 2 cases Ladies Gaiters, 48 Prs. (a) \$1.75.
22.-Paid Aurèle Grenier, cash on private account, \$75.-Sold Joseph Gingras, on a/e, 6 Pes. Prints, English, 210 yds. ©9c. ; 5 do. "Union" Prints, 150 yds. © 8c. : 7 do. Lancaster Prints, 244 yds. © $8 \frac{1}{2} \mathrm{c}$. ; 4 do. "Orange" Prints, 120 yds. © $8 \frac{1}{2} \mathrm{c}$.-Rec'd cash for sales, $\$ 10.38$.
23.--Rec'd cash of Lionel Fitz Gerald, in full of arc, \$400. -Sold Auguste Beandry, on ace, 3 Pes. Gingham, 125) yds. © 10c. ; 2 do. French Merino, 40 yds. © 50c. ; 5 do. Muslin, 90 yds. © 14c.
24. Sold Almanzor Guay, for cash, 6 Pes. Fancy Linens, 36 yds. @ $\$ 2$; 5 do. Eng. Prints, 200 yds. © 20c. ; 6 do. Parametta, 300 yds. @ 7.e.-Paid eash for Repairing Store, $\$ 75$.
26.-Rec'd cash of Auguste Archer, in full of ace, \$12!!. -Sold Jules Constantin, on afe, 5 Pes. Cotton, 120 yds. (1) $12 \frac{1}{2} \mathrm{c} . ; 4$ Pes. Sheeting, 160 yds . @ 10c.; 4 do. Sheeting. No. 1, 120 yds. @ 15c.
27.-Rec'd cash in full of l'risque Masson's age, \$ian -Sold J. B. Robitaille, on his note © 60 days, 4 cases Boots, 48 Prs. © $\$ 1.25$; 2 do. 24 Prs., © $\$ 1.50$.
29.-Sold Phil. Legendre, for cash, 2 cases Shoes, 120 Prs. @ 50c. ; 2 do. Ladies' Gaiters, 24 Prs. @ $\$ 1.15$; 2 do. "Opera" Gaiters, 24 Prs. © \$1.75.
30.-Paid Clerk Hire in cash, \$65.-Rer'd cawh of Jules Constantin, in full of account, $\$ 4!$.

Merchandise unsold, per inventury..... $\begin{array}{r}\$ 2921.00 \\ \text { Real Estate.............................. } \\ \begin{array}{l}5000.00\end{array} \\ \$ 7921.00\end{array}$

## DAY-BOOK.

Quchere, September 10th, 1878.


## SALES BOOK.

Quebec,' September 12th, 1878.



## CASH BOOK.


BILL BOOK.

| \% | When Rec'd. | For what received | Drawer or Endorerer. | Drawer or Maker. | Date. | Term. | When due. | A mount. | When and How Disposed of. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  | 50000 |  |
| 2 | $\because \quad 10$ |  | Félix ínérousselle | Nap. Rinfret....... | .". 3rd.. | 90 ".. | Nov. 4th.. | 700 |  |
| 3 | " 13 | " Merchandise.. | Arthur Lemienx. | Art. Lemieux...... | Sept. 13. |  | Sept. 26th.. | 11748 |  |
| 4 | " 15. | " " ... | Arthur Laberge... | Art. Laberge...... | " 15. | 60 " | Nov. 17th.. | $43 \% 0$ |  |
| 5 | " 27 . |  |  |  | " 27 . |  | Nov. 29ih.. | $96 \mid 00$ |  |


| $\bigcirc$ | When Issued. | For what i-sued | Drawer or Endorser. | Drawer or Maker. | Date. | Term. | When due | Amome | When and How Disposed of. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Sept. 15:h.. | For Merchaudise.. | Graner \& f.emionx.... | (trenier \& Lemienx.... | Sept. 15th. | 6 months | March iS:h | 250000 |  |

## LEDGER.

1
Autele Greniel


Dr
Joseph E. Lemieux
('lis.


Dr. Jules Constantin ('r.


Dr. Primeue Misson . Cr.


Dr. Lionel Fitz Gerald
Cr.



Dr Wildiam Quine Cr.


Dr.
Augrete Ancher
('R.


Dr.
Jonerh Ginaras
Cr.


De.
Auguste Beaudny
Cr.


STATEMENT showing the concition of the Business on the 30th September, 1878.

| nesources. ! |  |
| :---: | :---: |
| $1^{\circ}$ From Ledger accounts: |  |
| Albert Remillard...................... 7260 |  |
| William Quinn....................... 13600 |  |
| Ioseph Gingras........................ 6184 |  |
| Anguste Beaudry...................... 45, 10 | 31554 |
| \% ${ }^{\circ}$ From Cash Book.-Cash on hand............ 728649 |  |
|  |  |
|  |  |
| Arth. Lemieux's " - Nirpt. 26th. 11748 |  |
| Arth. Laberge's" " Nov. 17th. 43,70 |  |
| J. B. Robitailles: " Nor. 29th. 9600 | 14578 |
| $t^{\circ}$ From Inventory :- <br> Merchandise unsold $\qquad$ 999100 |  |
|  |  |
| Real Estatr......... .................... 500000 | 792100 |
| h.tabilities. | 1698021 |
|  |  |
| Our note favor of Grenier \& Lemienx due March 18th 1879 | 250000 |
| lresment wo | $14480 \cdot 21$ |



# DOUBLE ENTRY. 

INITIAT0RY SET.<br>DAY-BOOK, -JOURNAL AND LEDGER, (CLOSED)WITH STATEMENT.

## BUSINESS PROSPEROUS.

N. B.-The Cash Book, Bill Book and Sales Book have been omitted in this set;-their form, as also the manner of keeping them, being the same as in Single Entry.

## －いーが，

## DAY-BOOK.

Quebec, February 1st, 1879.




## JOURNAL.

1 Quebec, February 1st, 1879.

| $\mid 1$ Do 1 2dries Dr. To Stock.. |  | 802145 |
| :---: | :---: | :---: |
| 1 Cash. | 125000 |  |
| 2 Commercial Bank | 1840 . 50 |  |
| 1 Merchandise. | 400000 |  |
| 2 Bills Receivable. | 520,00. |  |
| 3 Robert Bouchette. | 7280 |  |
| 3 Hercules DeGagné. | 13240 |  |
| 3 Félix Dérousselle... | 20575 |  |
| 1 Stock Dr. To Sundries................ | 134550 |  |
| 2 " Bills Payable........... |  | 32500 |
| 3 " Et. Fréchette............ |  | 420.50 |
| 3 " Gaumond \& Gendron. |  | 60000 |
| 1 Merchandise Dr. | 167000 |  |
| 4 To Dion \& Lamothe...... |  | 167000 |
| 1 Cash Dr. | 1110 |  |
| 1 To Merchandise.. |  | 1110 |
| 5 Expense Dr. | 2000 |  |
| 1 To Cash...... |  | 2000 |
| 2 Bills Receivable Dr. | 100 00 |  |
| 1 To Merchandise. |  | 10000 |
| 1 Merchandise Dr. To Sundries.. | 125500 |  |
| 1 " Cash.. |  | 50000 |
| 2 " Bills Payable...... |  | 50000 |
| + " Picard \& Blouin. |  | 25500 |
|  | 12423.05 | 1242305 |

Queber. February 6th, 1879.



LEDGER.
1
Dr.
Stock.
Cr.


Dr.
Cash.
Cr.


Dr.
Merchandise.
Cr.

| 1879 |  |  | '1879' |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Feb. | 1 To Stock. ...... ..... | 400000 | Feb. |  | By Cash............. 1 | 1110 |
| " | " " Dion \& Lamothe... | 167000 | " |  | " B. Receivable.. 1 | 10000 |
| " | 5 "Sundries.. ...... | 125500 | " |  | "Frs. Goulet..... 2 | 2365 |
|  | 28 " Loss \& Gain | 45975 | " 1 |  | " Sundries.. ...... 2 | 42300 |
|  | 崖 |  | ${ }^{\prime} 1$ |  | " Alex. Lemoine 2 | 11820 |
|  |  |  | " 1 |  | "Sundries ........ 2 | 77200 |
|  |  |  | " ${ }^{\prime}$ |  | " C. \& O. Simard 3 | 4180 |
|  |  |  | " ${ }^{\prime}$ |  | " Rbt. Bouchette 3 | 9500 |
|  |  | $1$ |  |  | " Ralance....... | 580000 |
|  |  | $7384 / 75$ |  |  |  | $7384-$ |
| Mar | 1 To Balance ......... | 5800,00 |  |  |  |  |

Dr.


Dr.
Bills Payable.
Cr.


Dr. Commercial Bank.
Cr.


Dr. Commercial Bank-Stock. Cr.


Dr. Robert Bouchette. Cr.

DR.
Hercules DeGagne.
Cr.


Dr. Felix Derousselle.
Cr.

Dr.
Et. Frechette.
Cr.

Dr.
Gaumond \& Gendron.
Cr.


Dr.
Dion \& Lamothe.
Cr.


Dr. Picard \& Blouin. Cr.


Dr.
François Goulet.
Cr.



Dr. Alexandre Lemoine. Cr.

| $\begin{gathered} 1879 \\ \text { Feb.... } \end{gathered}$ | To Md | 118.20 | 1879 ${ }^{\text {Feb.... }}$ | 26 | By Cash............ 3 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\mid 1$ | 1 |  |  | - $\mid$ | $\xlongequal[110 \mid<0]{1}$ |

Dr.
Laberge \& Grenier.
Cr.


Dr.
C. \& O. Simard.

Cr.


Dr.
Expense.
Cr.


| $\begin{gathered} 1879 \\ \text { Feb.... } \end{gathered}$ |  | 21000 | $\left\lvert\, \begin{aligned} & 1879 \\ & \text { Feb. }\end{aligned}\right.$ |  | By |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ". ... | 8 " Expense. | 27000 |  |  | "Commercial Bk. Stk. | 45975 1800 |
|  | " " Stock... | $197{ }^{75}$ |  |  |  |  |
|  |  | $477 / 75$ |  |  |  | 4777 |

Dr.
Balance.

| 1879 |  |  | 94730 | $1879{ }^{1}$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | ${ }^{\prime \prime}$ | " Mdse.............. | 5800.00 | " ${ }^{\text {eb }}$ | " ${ }^{\text {D }}$ Dion \& Lamable... | 325.00 167000 |
| " | " | " B. Receivable. | 52000 | " " | " Picard \& Blouin. | 15500 |
| " | " | " Commerc. bk.. | 197000 | " | " Stuck ............ | 1262370 |
| ' | " | "Com. Bk. Stk.. | 462000 |  |  |  |
| " | " | " R. Bouchette... | 16780 |  |  |  |
| " | " | " H. DeGagné... | 3240 |  |  |  |
| " | " | "F. Dérousselle. | 155.75 |  |  |  |
| " | " | "F. Goulet...... | 23,65 |  |  |  |
| "' | " | " Georges Matte. | 22300 |  |  |  |
| " | " | "Laberge d Grenier | $\begin{array}{r}41 \\ 40 \\ \hline 10\end{array}$ |  |  |  |
|  |  | - | 1477370 |  |  | 4773 |

## TRIAL BALANCE.

| Differences. | Face of Ledger. |  | Face of Ledger. | Differences. |
| :---: | :---: | :---: | :---: | :---: |
|  | 134550 | Stock | 1377145 | 1242595 |
| 94730 | 297730 | Cash. | 203000 |  |
| 534025 | 692500 | Merchandise. | 158475 |  |
| 52000 | 62000 | Bills Receivable...... | 10000 |  |
|  | 50000 | Bills Payable.. | 82500 | 32500 |
| 197000 | 299050 | Commercial Bank... | 1020,50 |  |
| 460200 | 525000 | Commercial Bk. Stk. | 648.00 |  |
| 16780 | 16780 | Robt. Bouchette...... |  |  |
| 3240 | 13240 | Her. DeGagné........ | 100.00 |  |
| 15575 | 20575 | Félix Dérousselle..... | 5000 |  |
|  | 42050 | Et. Fréchette.......... | 42050 |  |
|  | 60000 | Gaumond \& Gendron | 60000 |  |
|  |  | Dion \& Lamothe..... | 167000 | 167000 |
|  | 10000 | Picard \& Blouin..... | 25500 | 1550 |
| 2365 | 2365 | Frs. Goulet............ |  |  |
| 22300 | 22300 | Georges Matte.. |  |  |
|  | 11820 | Alex. Lemoine........ | 11820 |  |
| 27200 | 27200 | Laberge \& Grenier.. |  |  |
| 4180 | 4180 | C. \& O. Simard....... |  |  |
| 27000 | 27000 | Expense .............. |  |  |
| 1000 | 1000 | Loss and Gain....... |  |  |
| 1457595 | 2319340 |  | 23193 40 | 14575,95 |

STATEMENT OF LOSSES \& GAINS, - Representative Accounts.


## STATEMENT OF RESOURCES \& LIABILITIES.-Real accts, and Inventories.

| $1^{\circ}$ From inventory of unsold property. | Resources | Liablities. |
| :---: | :---: | :---: |
| Merchandise | 5800,00 |  |
| Commercial Bank Stock ............................. <br> $2^{\circ}$ From Ledger accounts. | 462000 |  |
| $\begin{array}{llll}\text { Cash.- } & \text { Amount received.......... } & 2977.30 \\ & \text { Amount disbursed........ } & 2030.00\end{array}$ |  |  |
| Balance on hand... ......... 947.30 | 94750 |  |
| Bills Receivable. - Notes on hand | 52000 |  |
| Bills payable.- Notes issued and unredeemed...... |  | 325,00 |
| Commercial Bank.-Deposit in our favor......... ........ | 197000 |  |
| R. Bouchette. He owes us.. | 16780 |  |
| Herc. DeGagné. He owes us........................ ...... | 3240 |  |
| Dion \& Lamothe. We owe them...... ...... ...... ......... | , | 167000 |
| F. Dérousselle. He owes us.. | 155\|75 |  |
| Picard \& Blouin. We owe them............ ............... | - | 15500 |
| Frs. Goulet. He owes us.. | 2365 |  |
| Geo. Matte. He owes us.. | 22300 |  |
| Laberge \& Grenier. They owe us...... ....................... | 27200 |  |
| C. \& O. Simard. They owe us........ | 4180 |  |
| A. Rémillard. His net Investment...... 12425.95 |  |  |
| His net Gain.............. 197.75 |  |  |
| His present net Invstmt. 12623.70 | ..... | 12623 70 |
|  | \$14773/70 | 1477370 |



