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ALPHABETICAL LIST OF REPRESENTATIVE ITEMS

CHARGEABLE TO

OPERATING EXPENSES OF CARRIERS BY WATER

ISSUED BY THE
INTERSTATE COMMERCE COMMISSION



WASHINGTON
GOVERNMENT PRINTING OFFICE
1917

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INTRODUCTORY LETTER.

Interstate Commerce Commission,
Division of Carriers' Accounts,
Washington, January 29, 1917.

To Accounting Officers of Carriers by Water:

This publication is issued for the purpose of aiding carriers in securing greater uniformity in the classification of items chargeable to operating expenses.

It is appropriate that acknowledgment should be made of the assistance rendered by the Association of Water Line Accounting Officers and by the executive committee of that association in working out the details contained herein.

FRED W. SWENEY, Chief Examiner of Accounts.

REPRESENTATIVE ITEMS CHARGEABLE TO ACCOUNTS WE 2, "VESSELS—REPAIRS," AND WE 5, "TUGS AND LIGHTERS—REPAIRS."

REPAIRS TO FLOATING EQUIPMENT.—In order to avoid improper classification of operating expenses, particular attention should be given to the distribution of items chargeable to accounts WE 2, "Vessels—Repairs," and WE 5, "Tugs and lighters—Repairs," in the classification of operating expenses of carriers by water.

The items chargeable to these repair accounts should be confined to labor and material expended in repairs to vessels and to their furniture, fixtures, etc. The items includible in these repair accounts should be for the purpose of keeping the equipment in serviceable condition, or, to make the distinction more clear, to keep the equipment as near as possible in the same condition (except for depreciation) as when received from the shipbuilders, fully equipped and completed for the purpose of rendering a transportation service.

Expenditures for fuel, lubrication, food supplies, water, and other items not incurred in connection with the repair or renewal of any part of the hull, machinery, furniture, fittings, or fixtures of a fully equipped and completed vessel shall not be charged to the repair accounts.

For convenience, there is here inserted the text of operating expense accounts WE 2 and WE 5.

WE 2. VESSELS-REPAIRS.

This account should include the cost of all material used (less salvage) and labor expended in repairs to vessels and to their furniture, fixtures, etc. When practicable this account should be subdivided as follows:

- (a) Repairs to hulls.
- (b) Repairs to machinery.
- (c) Repairs to furniture, fixtures, etc.
- (See notes A, B, and C below.)

WE 5. TUGS AND LIGHTERS-REPAIRS.

This account should include the cost of material used (less salvage) and labor expended in repairs to tugs, lighters, and miscellaneous floating equipment, and repairs to their furniture, fixtures, etc. Whenever practicable this account should be subdivided as follows:

- (a) Repairs to hulls.
- (b) Repairs to machinery.
- (c) Repairs to furniture, fixtures, etc.

(See notes A, B, and C below.)

The following notes apply to both of the above accounts:

NOTE A.—The cost of repairs resulting from casualties should be charged to casualty accounts when covered by insurance and to insurance reserves, to the extent of accruals therein, when such reserves have been provided for damage to such property. Any part of such cost not recoverable from underwriters or chargeable to insurance reserves should be charged to repair accounts.

NOTE B.—This account may include for each month a proportion of the total amount authorized or approximated for general and extraordinary repairs, necessary adjustments to be made to include in each year's accounts the actual expenditures for maintenance in that year.

Note C.—The cost of replacing minor parts of machinery, fixtures, etc., should be charged to this account. In the General Instructions are contained directions relative to charging depreciation reserves with the cost of certain renewals of important parts of machinery, fixtures, etc.

To assist in securing a proper distribution of and distinction between items chargeable to accounts WE 2, "Vessels-Repairs," and WE 5, "Tugs and lighters-Repairs," on the one hand, and account WE 30, "Other supplies and department expenses," on the other hand, there is given below a partial list of the more common articles or parts which are used in the repair or renewal of floating equipment, together with incidental expenses in connection therewith. This list is representative and not exhaustive, and should be used merely as a guide. or to indicate the nature of the items which are chargeable to the repair accounts.

Acids. Aerial attachments. Alcohol. Aluminum. American ensigns. Ammonia. Anchor signals. Anchors. Armatures. Asbestos covering. Asbestos wicking. Axes and handles. Awning gears. Awnings.

Babbitt metal. Barometers. Bars, capstan. Bars. grate. Basins. Bathtubs. Batteries. Bearings, machine. Bed springs. Bedding. Beds and springs. Bedsteads. Bell pulls.

Bells. Belt laces. Belting. Berths. Berth supports. Bilge-keels. Bilge-pump leathers.

Bilge pumps.

Binnacle lamps. Binoculars. Blocks and tackle. Blocks, chopping. Boat covers (life). Boat falls. Boats, life. Boats, service (deck).

Boiler foundations.

Boiler picks. Boilers. Bowls, wash. Bread breakers. Brick, fire.

Bridge cloths. Buckets, fire. Bugles. Bulwarks.

Bunks.

Buoyant apparatus.

Burners. Bushings.

Cabin hooks. Cables. Cans, oil. Canvas. Capstan bars. Capstans. Carpet cleaners. Carpets. Calking. Cement. Chain falls. Chain jacks.

Chairs. Chambers. Chiffoniers. Chimneys. China and crockery.

Chisels.

Chains.

Chronometers (adjusting).

Clinch rings. Clocks. Coal hods. Coal scoops. Coal shovels. Compasses.
Condensers.
Cooking ranges.
Cooking utensils.
Coolers, water.
Cordage.

Cotter pins. Coverings, floor. Covers, crash.

Crockery. Crowbars. Crutch tips. Cup hooks.

Curtains. Cushions.

 ${\bf Cuspidors.}$

Davits.
Deadlights.
Deck plugs.
Desks.

Dishes.
Dividers.
Doorstops.
Drawer pulls.

Drills.

Drinking fountains.

Dry cells.

Dry-docking charges.

Dynamos.

Electric bells:
Electric fans.
Electric fixtures.
Electric lamps.
Electric plugs.
Electric sockets.
Electric welding.
Electric wiring.

Ells. Elm fenders.

Emery cloth. Emery paper.

Engine enamel. Engines.

Engines, blowing. Engines, capstan.

Engines, deck. Engines, dynamo.

Engines, hoisting. Engines, refrigerating. Engines, steering.

Express charges on repair Hand tools.

material. Hatch cove

46297°—17——2

Extinguishers, fire. Fans, electric. Fans, ventilating.

Faucets. Fender boards.

Fenders. Fenders, hanging.

Fids. Files. Filters.

Fire brick and clay. Fire buckets.

Fire buckets.
Fire extinguishers.
Fire hose.

Fireroom tools. Fixtures.

Fixtures, electric.

Fixtures, Flags.

Floor coverings. Force pumps.

Fountains, drinking.

Freight charges on repair material. Freight slides. Fuel plank. Furnace parts. Fuse wire.

Fusible plugs.

Gangplanks. Gangway rubber. Gangway wrenches.

Gangways.
Gaskets.
Gauge cocks.
Gauge glasses.
Gauges, steam.
Gears, steering.

Glass, window. Glassware.

Glazier points. Glazing. Globes.

Grate bars.
Grating, pipe.
Grease cups.
Grinders.

Guard braces.

Hack-saw blades.

Halyards.
Hammers.
Hand tools.
Hatch covers.

Hatches. Hatchets. Hinges. Hods, coal.

Hoisting apparatus.

Hose, fire.

Hot-water fixtures.

Incandescent lamps. Indicators, marine. Iron rods.

Iron, round.

Key sockets.

Keyless sockets.

Keys.

Kitchen equipment. Kitchen utensils.

Ladders.
Lamp chimneys.
Lamp guards.
Lampblack.
Lamps, binnacle.
Lamps, desk.
Lamps, electric.
Lamps, signal.
Landing boards.

Lanterns. Latches, night. Launches.

Lead lines and lead.

Lettering.
Life lines.
Life preservers.
Life rafts.
Life rings.

Life-saving appliances.

Lifeboat chocks. Lifeboat covers. Lifeboats.

Lighting equipment. Lights, incandescent. Lights, masthead.

Linen.
Liners.
Lines.
Linoleum.
Linseed oil.
Lock springs.
Locks.

Locks, pad. Lumber. Machine foundations.
Machinery bearings.
Magnesia covering.
Marline.

Marline spikes.

Masthead lights.

Masthead lights Masts.

Mats. Mattresses. Megaphones.

Message cases.
Mirrors.
Molding.

Nails.

Mushroom anchors.

Mushroom ventilators.

Musical instruments.

Napkins.
Oakum.
Oars.
Oarlocks.
Oil cans.
Oil pumps.

Oxygen burners.

Packing.

Pails.

Paint materials.

Painting.
Pennants.
Pet cocks.
Pianos.

Pillow cases.

Pillows. Pipe.

Pipe covering. Pipe fittings. Pipe gratings.

Pipe taps.
Pipes, heating.

Piston springs.
Pistons.

Planks. Planks, gang. Plants, electric.

Pliers. Plugs, deck.

Plugs, fusible. Plumber's friend. Plumbing.

Plungers. Pokers.

Porcelain fixtures.

Porthole glasses. Propeller blades.

Propellers.
Pumps.
Putty.

Racks.
Radiators.
Rafts, life.
Railings.

Raising sunken equipment.

Range castings.
Range lights.
Ranges (cooking).
Reflector lamps.
Refrigerator plant.
Refrigerators.

Reseating outlit. Rigging. Rivets. Roll tape.

Ropes.
Rowlocks.

Rubber cement. Rubber gangway strips.

Rubber mats.
Rubber tiling.

Rubber tread. Rudders. Rugs.

Safes. Sails.

Salt for seasoning hulls.

Sandpaper. Saws.

Scoops. Scrapers. Screw drivers.

Screw hooks and eyes.

Scuppers. Seats.

Settee covers.

Settees.
Sextants.
Shafting.
Sheets.
Shovels.
Shower baths.
Side bars.
Side lights.

Signal halyards. Signals. Silverware. Skids. Sledges.

Slice bars. Slings.

Smoke consumers. Smokestack covers. Smokestacks. Soap containers.

Soldering supplies.
Sounding machines.
Spars.

Speaking tubes. Spikes. Springs, bed.

Spyrings, bed.
Spyglasses.
Stanchions.
Steam fixtures.
Steam gauges.
Steam tables.
Steering gears.

Stoppers, basin. Storm shutters. Stove bricks. Stoves and fixtures.

Stoves and fixtures.
Submarine signals.

Tables.
Tableware.

Tackle and blocks.

Tanks.
Tape.
Tar.
Tarpaulins.
Tees.

Telephone apparatus.

Telescopes.
Thermometers.
Thermos bottles.

Tillers.

Toilet-paper holders.

Toilet-paper note Toilet seats. Torches. Towel racks. Trowels. Trucks. Turnbuckles.

Unions, pipe.

Turpentine.

Urns.

Utensils, cooking.

Valve reseating outfits.

Valves.

Varnish.

Ventilators.

Wall telephones. Washbowls.

Washers.

Water coolers.

Weather cloths.

Weather strips.

Welding, electric.

Wheelbarrows.

Whistles and cord.

White lead.

Wicking, asbestos.

Winches.

Windlasses.

Window glass.

Window shades.

Wire.

Wireless-telegraph appara-

tus.

Wiring, electric.

Wrenches.

REPRESENTATIVE ITEMS INCLUDED IN THE TERM "STATIONERY AND PRINTING."

Under the provisions of the classification of operating expenses the cost of stationery and printing should be charged, according to the use thereof, to the accounts named below:

Maintenance of equipment: To account WE 10, "Stationery and printing." Maintenance of terminals: To account WE 15, "Stationery and printing." Outside agencies (traffic): To account WE 18, "Outside agencies." Advertising purposes: To account WE 21, "Advertising." Traffic department: To account WE 22, "Stationery and printing." Operation of vessels: To account WE 28, "Stationery and printing." Operation of terminals: To account WE 37, "Stationery and printing." General expenses: To account WE 54, "Stationery and printing."

The original cost of adding machines, addressing machines, calculating machines, typewriters, and similar devices should be charged to account WP 1, "Line equipment," or WP 9, "Office equipment," as may be appropriate. It is suggested that a register be maintained of such equipment in order that purchases of additional units may be differentiated from those for replacement which involve charges to operating expenses in connection with the items retired.

There follows a partial list of the more common items included in the term "stationery and printing." This list should be considered as merely representative and not as excluding from any account analogous items which are not mentioned. On the other hand, the inclusion of an item in the list warrants the charging of its cost to the account concerned only when the text of the account so requires. The proper charge in each instance shall be determined by the text of the account affected.

Classifications.
Clips, paper.
Copy (impression) books.
Copying brushes.
Copying cloths.
Copying presses.
Crayons.
Cross-section books.
Cross-section paper.
Dating stamps and ribbons.
Desk baskets.
Desk trays.
Drawing paper.
Electrotypes.
Envelopes.

Erasers.
Eyelet punches.
Eyelets.
Filing cases.
Forms, blank and printed.
Freight classifications.
Freight rate and division sheets.
Freight tariff supplements.
Hollerith cards.
Indexes.
Ink.
Inkstands.
Invoice books.
Lease blanks.

Circulars.

Ledgers.

Legal-cap paper.

Letter paper. Letter presses.

Log books.

Manifold paper.

Manifold pens. Menus.

Mucilage.

Mucilage brushes. Notebooks.

Notice blanks. Numbering stamps.

Numbering stamps Oil paper.

Order blanks. Paper baskets.

Paper clips.
Paper cutters.
Paper fasteners.
Paper files.

Paper weights.

Paper, writing.

Passenger tariffs.

Passenger-time-tables.

Pass forms.

Pencil sharpeners.

Pencils.

Penholders. Penracks.

Pens. Perforators.

Pins.

Presses, copying.

Profile books and paper.

Punches.
Rate sheets

Rubber bands. Rubber stamps.

Rulers. Ruling pens.

Scissors. Scrapbooks. Sealing wax.

Seals. Shears.

Shipping tags.

Sponge cups.

Sponges.
Stamps (impression).

Tablets, blank and printed.

Tape. Tariffs.

Telegraph blanks. Tickets, passenger. Tickets, time.

Time-tables.

Tissue (impression) paper.

Tracing cloth.
Tracing paper.

Twine.

Typewriter ribbons.

Typewriters.
Wage tables.
Wastebaskets.
Water colors.
Way-bills.

Wrapping paper.

Wringers, copying press.

DISTRIBUTION OF OFFICERS' AND EMPLOYEES' SALARIES, EXPENSES, AND OFFICE SUPPLIES.

There are given below the numbers of the accounts to which should be charged the salaries and expenses of officers and employees, the salaries and expenses of clerks and attendants, and the office supplies and expenses (except stationery and printing) of such officers and employees:

	Salaries and expenses of— (see note 1).	Salaries and expenses of clerks and attendants in office of—(see note 2).	Office supplies and expenses of except stationery and printing) (see note 2).
	Account.	Account.	Account.
hairman of board	WE 48	WE 49	WE 50
President	48	49	50
ssistant to president	48	49	50
ice president	48	49	50
ssistant to vice president	48	49	50
eneral manager.		49	50
Assistant general manager	48	49	50
Secretary		` 49	50
Assistant secretary		49	50
reasurer	48	49	50
Assistant treasurer	48	49	50
comptroller	48	49	50
Assistant comptroller		49	50
General auditor	48	49	50
Assistant general auditor	48	49	50
Auditor	48	49	50
Assistant auditor	48	49	50
Auditor of revenue		49	50
Auditor of passenger accounts		49	50
		49	50
Assistant auditor of passenger accounts	48	49	50
Auditor of freight accounts	48	49	50
Assistant auditor of freight accounts		72	
Auditor of disbursements.		. 49	50
Assistant auditor of disbursements	48	49	50
eneral accountant	48	49	50
eneral claim agent		49	50
reight claim agent	48	49	50 50
Assistant freight claim agent	48 17	49	,
Praffic director	,	17	17 17
Craffic manager		17 17	17
eneral traffic manager	17		17
assenger traffic manager	17	17	
deneral passenger agent	17	17	17
Assistant general passenger agent	17	17	17
Freight traffic manager	17	17	17

	Salaries and expenses of (see note 1).	Salaries and expenses of clerks and attendants in office of—(see note 2).	Office supplies and expenses of—(except stationery and printing) (see note 2).
	Account.	Account.	Account.
Assistant general freight agent	17	17	17
Assistant general superintendent (equipment	24	24	24
operation)	24	24	24
Superintending engineer (equipment main-	24	. 24	24
Chief engineer (equipment maintenance)	1 1	1	1 1
Assistant chief engineer (equipment mainte- nance)	1	1	1
Purchasing agent	48	49 49	50 50
General counsel	51 51 18	51 51 18	51 51 1 18
Agents and solicitors (traffic)	35 24	35 24	36
Baggagemaster on shore. Wharf and warehouse foremen.	35 35	35 35	36 42
Wharf and warehouse freight handlers Wharf and warehouse watchmen	38 35		
Other wharf and warehouse employees Shop master mechanics	35 Clearing	account.	-
Shop foremen		account.	
Shop laborers	Clearing	account.	
Shop employees (other)	Clearing	account.	, and C of ac-
Orews or vessers	WE 20 (50	count WE 25.	, and ou ac-

¹ Includes stationery and printing.

The classification of operating expenses makes the following provision in regard to salary and rent items:

Note 1.—When officers above enumerated have supervision over several departments, their salaries and expenses should, when possible, be apportioned equitably among the departments over which they have supervision.

NOTE 2.—The rents included in the superintendence accounts (Nos. WE 1, 12, 17, 24, and 34) are those of offices of minor importance, which are usually rented for a year or less. The rents of general offices and other structures of major importance, which, when not owned by carriers, are ordinarily leased for a period of years, should be charged to income account.

ALPHABETICAL LIST OF REPRESENTATIVE ITEMS CHARGEABLE TO OPERATING EXPENSES OF CARRIERS BY WATER.

Account.
Abutments of bridges damaged by ships, repairs to
Abutting property damaged by ships, damages paid for or repairs to 46
Accident insurance premiums
prevention campaigns
Accidents at sea, cost of boarding passengers due to
transferring freight and passengers due to
causing damage to baggage, claims for
freight, claims for
property of others, claims for
investigations of, when not charged to the injury or loss and damage
accounts, pay and expenses of employees attending
to floating equipment, repairs due to
Acids for repairs
supply
Adding machines, repairs of
Adjusters, loss and damage, freight claim, pay and expenses of 44
personal injury claim, pay and expenses of
Adjusting compasses. 2, 5
Adjustment of freight claims, pay and expenses of general office employees en-
gaged in
Advertising agents and clerks, pay and expenses of
bulletin boards, cards, cases, dodgers, folders, frames, general no-
tices, handbills, maps, pamphlets, photographs, posters, printed
matter, racks, etc
department, rent of offices occupied by 21
for crews
general-office employees
traffic
wharf employees42
jointly with others
matter, distribution of
steamer for sale
stockholders' meetings
Aerial attachments, wireless-telegraph apparatus, repairs to
Affidavits on application for liquor license on vessels
reports, annual, and other general
statements and documents by general officers
Agencies, outside, office expenses of
pay and expenses of city agents and employees in
commercial agents, traveling agents,
and solicitors 18
postage for
rent and repairs of rented offices for

	Account.
Agencies, outside, repairs of furniture for	
stationery and printing for	. 18
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telegraph service and telephone calls	
telephone rental	
Agency office expenses at terminals	
Agents, clerks, and attendants at terminals, pay of	. 35
dock and ticket, expenses of	. 36
pay of	. 35
engaged in soliciting traffic, pay and expenses of	
Aliens, deported, expense for doctors, nurses, or attendants on ships	
detained, care of	. 43
fees or charges for immigration inspection of	. 43
head tax on, in transit (when not included in fare)	. 43
paid foreign government	
United States Government	
seamen, discharged, head tax paid on	
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shore, expenses of	
Alcohol for maintenance purposes.	, 5, 8, 15
Ales, liquors, cigars, and mineral water for sale on ships.	
Alterations of dock property by lessee when not considered improvements	. 13
partitions and fixtures in general offices.	
Aluminum for equipment repairs	
Ammonia for vessels' repairs.	
supply	
Analysis of coal for ships' fuel	
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Anchors, expense of recovering.	
Annual reports, printing or publishing.	
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from tax assessments	. 5
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Armatures on ships, repairs of	
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Cable tolls, general offices	50
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