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Idea Exchange

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IDEA EXCHANGE

By THEIA A. CASCIO, Beverly Hills, California

Contributed by Mildred Swem, Los Angeles Chapter

GENERAL LEDGER ACCOUNTS COLUMNARIZED BY MONTHS

An interesting form for General Ledger Accounts has the months printed at the top of a twelve columnar page. The bottom two lines are "Total for Month" and "Year to Date." The advantages of this arrangement are:

The month is already printed on the form which eliminates re-writing each time by the posting clerk.

The size of the ledger is materially reduced inasmuch as each page can handle six times the number of entries of the standard two-column ledger.

The totals for the month and the year to date are readily obtainable from the proper box at the bottom of the page.

It makes for easier analysis of the account by months in comparison with other totals.

It is emphasized, however, that this method is only feasible where numerous entries are made each month from various sources, as each page is a year's business.

Contributed by Leatrice Harpster, District of Columbia Chapter

TIMING PETTY CASH REQUESTS

Petty Cash may be a necessary evil, but we can try to handle it with a minimum of trouble. Where a number of people have the authority to requisition Petty Cash, an effort to confine the requisitions to a certain day seems desirable rather than having them become a disrupting factor in every day's work. Petty Cash requests in my office are turned in weekly at the same time the time cards are received. The requests in the form of cash tickets are entered and pay envelopes (marked Petty Cash) with voucher attached are made up for each person entitled to Petty Cash reimbursement. This method automatically gives a receipt for the money paid out and reduces the interference at more frequent intervals.

Contributed by Alice B. Walsh, Grand Rapids Chapter

PRE-READIED ENVELOPES

Are many of your checks regularly made out to the same payees? Have Addressograph plates made up and a quantity of runs of envelopes made at one time on items for which regular checks are sent out. These may well include hospitalization insurance payments, bond purchases, commission checks and statements, and accounts payable recipients.

Contributed by Marguerite E. Baumann, District of Columbia Chapter

TIME SAVING ON TAX RETURNS

Investigate the commercially marketed Profit and Loss Statements and Depreciation Schedules printed on onion-skin paper, interleaved with one-time carbon. After the statements and schedules are typed as Exhibits supporting totals on the Income Tax Returns, the carbon may be snapped out. Sufficient copies can be typed and checked in one operation for both Federal and local tax returns.

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or allocated and disclosed to each patron. Also, the cooperative must make an information return (a 1099) giving the names and addresses of patrons to whom it has made allocations amounting to \$100 or more, and the amount of such allocations. Thus the various individual records of members' participation in each department must be combined into a total record for tax purposes.

The cooperative does many things for the member farmer. It employs a nutritionist to insure a correct formula, buys and mixes the feed for his stock, shops for his equipment and supplies, markets his products, and, in addition, does quite a lot of his individual bookkeeping for him. Truly, the cooperative is the "hired man" for today's farmer.