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furnish a shining opportunity for cooperation. Attention to these apparently small details has a direct time and property saving importance.

If a bag left in the library rooms is tagged with the name of the man who has finished with it, it is a simple matter to credit him with its return.

But let us suppose that it lies there without an identification mark of any kind. Who is to be relieved of responsibility? And if, as sometimes happens, it is left without its padlock or some other necessary part, how shall the missing part be traced? In the latter case the bag is useless until the essential part is recovered.

A small omission may leave a long trail. The cooperation which facilitates the work of others is a most excellent business quality.

Book Reviews

Davis, A. E. *How to Find Costs in Printing*. (New York. Oswald Publishing Company. 1914. 120 p.)

In the matter of cost literature, certain writers have laid down the principles of cost and cost accounting. It remains for books like the above to show the application to the various industries. While it is not a new book it is so little known that for practical purposes it might be so considered.

It is surprising how much matter is compressed into the few pages. Very little of real interest has been omitted. The forms are numerous and excellent. The first chapter is entitled "Why Every Printer Should Use a Cost System." All the features and uses of a cost system are discussed in the eleven chapters which follow. The last chapter on "Analyzing Unsatisfactory Jobs" is very interesting as well as instructive.

Gillette, H. P. *Handbook of Cost Data*. Edition 2. (New York. McGraw-Hill Book Company, Inc., 1910. Revised 1918. 1854 p.)

Had this been a book of cost statistics it would not long have survived the upward

trend of prices which has been going on practically since the first edition of the book was issued in 1905. As the author points out in the preface to the present edition—"This is not a price book; it is a cost data book. Prices are more or less ephemeral and local, whereas costs may be so presented as to be long lived and national." In other words, prices may vary, but the quantities of material and labor remain constant under standard conditions, thereby making it possible to substitute current prices and obtain new costs.

The book is in effect an encyclopedia of those facts which may be expressed numerically. It should be used as a reference book. The data relates to—Earth excavation, rock excavation, roads, pavements and walks, stone masonry, concrete and reinforced concrete construction, water works, sewers, timberwork, buildings, railways, bridges and culverts, steel and iron construction.

The author, being an engineer, makes a sorry exposition of the differences between cost keeping and bookkeeping. This part of the book is not to be recommended to the person with an immature mind.

Tiffany, H. S. *Digest of Depreciations*. (Chicago. H. S. Tiffany & Co. [c1890] 76 p.)

A difficult book to obtain but a valuable one to have; meaning that it is published by the author's company which appears to have lapsed into obscurity, if indeed it were ever well known, but that it contains a lot of information relating to the life of physical property.

Sources of information as to the life of property are difficult to find. The information is principally in the files of appraisers with whom it constitutes a stock in trade. They are therefore loath to part with it. Tables compiled from actual experience are rare indeed. It is in this respect that Tiffany's book serves.

The annual rates of depreciation are given for buildings of all kinds, machinery

and tools, furniture and fixtures, and inventory stocks. There are in addition any number of rules of measurement and tables, such as might be used by insurance adjusters or appraisers.

Brinton, Willard C. *Graphic Methods for Presenting Facts*. (New York. The Engineering Magazine Co. 1917. 371 p.)

A knowledge of statistics and of the methods of converting figures into informative and attention-arresting graphs, charts, and maps is becoming more and more essential to the accountant. Many business men to whom figures are almost meaningless are keenly interested in these same figures when they are visualized through a chart.

The subject of statistics with its methods of presenting facts graphically has been a difficult one because of the mathematical and technical complexities introduced by the writers thereon.

The author of the book under review, however, has practiced the precepts of clarity, precision, simplicity, truth, and interest which he preaches, and has developed a very readable, illuminating and valuable book on the presentation of facts through graphs, charts, diagrams, maps, etc.

To keep pace with the modern demand for a quick, clear, accurate picture of conditions or facts, the accountant should be familiar with this book.

Additions to the Library, June, 1918

Accounting.

Castenholz, William B. *Auditing Procedure*. (Chicago. La Salle Extension University. 1918. 350 p.) This is a book of thirteen chapters, as follows:

1. Auditing and Public Accounting.
2. The Various Kinds of Audits and Examinations.
3. The Audit of Balance Sheet Accounts.
4. The Audit of Income Accounts.
5. The Audit of Expense Accounts.
6. The Analysis of Accounts.
7. The Mechanical or Detail Side of an Audit.
8. The Audit of Special Business Types
9. The Audit of Municipal Accounts.
10. Miscellaneous Audits.
11. The Model Audit Report.
12. The Auditor's Report; What it Should Cover.
13. General Considerations.

Bexell, J. A., and Nichols, F. G. *Principles of bookkeeping and farm accounts*. New York, American Book Company (c 1913). 180 p.

Davis, A. E. *How to find costs in printing*. New York, Oswald Publishing Company, 1914. 120 p.

Forse, William H., Jr. *Electric railway auditing and accounting*. New York, McGraw Publishing Company, 1908. 157 p.

Gillette, H. P. *Handbook of cost data for contractors and engineers; a reference book giving methods of construction and actual costs of materials and labor on numerous engineering works*. Edition 2. New York, McGraw-Hill Book Company, Inc., 1910. (Revised, 1918.) 1854 p.

Racine, S. F. *Accounting principles*. Seattle, Western Institute of Accountancy, Commerce and Finance, 1917. 320 p. (Accounting Students' Series.)

Tiffany, H. S. *Tiffany's digest of depreciations, with the addition of numerous tables, formulas and rules for the use of architects, builders, contractors, machinists and insurance adjusters*. Edition 28. Chicago, H. S. Tiffany & Company, (c1890). 76 p.

Miscellaneous.

Agger, E. E. *Organized banking*. New York, Henry Holt and Company, 1918. 385 p.

Brinton, W. C. *Graphic methods for presenting facts*. New York, Engineering Magazine Company, 1917. 371 p.

Davenport, H. J. *The economics of enterprise*. New York, Macmillan Company, 1913. 544 p.

Dewing, A. S. *Corporate promotions and reorganizations*. Cambridge, Harvard University Press, 1914. 615 p.

United States. Bureau of Foreign and Domestic Commerce. *German foreign-trade organization, with supplementary statistical material and extracts from official reports on German methods, by Chauncey Depew Snow*. Washington, Government Printing Office, 1917. 182 p. (Miscellaneous series No. 57.)

— *The glass industry; report on the cost of production of glass in the United States*. Washington, Government Printing Office, 1917. 430 p. (Miscellaneous series No. 60.)

— *The hosiery industry; report on the cost of production of hosiery in the United States*. Washington, Government Printing Office, 1915. 258 p. (Miscellaneous series No. 31.)

— *The knit-underwear industry; report on the cost of production of knit-underwear in the United States*. Washington, Government Printing Office, 1915. 217 p. (Miscellaneous series No. 32.)

— *The women's muslin-underwear industry; report on the cost of production of women's muslin-underwear in the United States*. Washington, Government Printing Office, 1915. 184 p. (Miscellaneous series No. 29.)

Withers, Hartley. *The business of finance*. New York, E. P. Dutton & Company, (c1918). 204 p.

Wolfe, S. H. *Inheritance tax calculations; an explanation of the underlying principles, with tables and instructions for ascertaining the present value of dower and curtesy rights, life estates, annuities, vested and contingent remainders*. New York, Baker, Voorhis & Company, 1905. 300 p.