

**THE STORY OF THE
CENTURIES: OR, THE RISE
OF THE COMMON PEOPLE**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649411009

The Story of the Centuries: Or, the Rise of the Common People by Thomas A. Ware

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

THOMAS A. WARE

**THE STORY OF THE
CENTURIES: OR, THE RISE
OF THE COMMON PEOPLE**

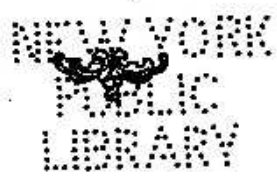


Sincerely yours,
Thomas A. Ware.

1/12/01
29/7/01
M

The
Story of the Centuries
OR
The Rise of the Common People

BY
THOMAS A. WARE, A.M., LL.B.



NEW YORK
COCHRANE PUBLISHING CO.

1908

S. O.

THE NEW YORK
PUBLIC LIBRARY
P 188706
ASTOR, LENOX AND
TILDEN FOUNDATIONS
1908

Copyright, 1968, by
THOMAS A. WARE

THOMAS A. WARE
LIBRARY
1968

1042
Feb 9

TO
MY FRIENDS AND FELLOW-WORKERS AMONG
THE GREAT BODY OF THE COMMON
PEOPLE

NEW YORK
1915
THE
PUBLISHERS

WYOM W3M
CLIP
VIA RFL

THE STORY OF THE CENTURIES

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice.

2. The second part outlines the procedures for handling discrepancies between the recorded amounts and the actual cash received. It suggests a systematic approach to identify the source of the error.

3. The third part details the process of reconciling the company's books with the bank statements. It highlights the need to identify and explain any differences between the two records.

4. The fourth part provides guidelines for the proper use of petty cash funds. It specifies the types of expenses that are eligible for payment from this fund.

5. The fifth part discusses the requirements for issuing checks. It stresses the importance of verifying the payee's details and the amount before signing the check.

6. The sixth part covers the procedures for depositing cash receipts into the company's bank account. It advises on the timing and documentation of these deposits.

7. The seventh part addresses the handling of cash payments to vendors. It recommends obtaining receipts from the vendors to ensure that the payments are properly recorded.

8. The eighth part discusses the process of closing the books at the end of each month. It outlines the steps for preparing the financial statements and ensuring that all transactions are accounted for.

9. The ninth part provides information on the internal controls that should be implemented to prevent fraud and errors. It suggests a system of checks and balances.

10. The tenth part concludes with a summary of the key points discussed in the document and a reminder of the company's commitment to financial integrity.