

**LECTURES TO YOUNG
PEOPLE
IN MANUFACTURING
VILLAGES**

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Lectures to Young People in Manufacturing Villages by Dorus Clarke & Amos Blanchard

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DORUS CLARKE & AMOS BLANCHARD

**LECTURES TO YOUNG
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IN MANUFACTURING
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LECTURES
TO
YOUNG PEOPLE
IN
MANUFACTURING VILLAGES.

BY DORUS CLARKE,

Pastor of the Congregational Church, Chickopee Factory Village, Springfield.

WITH

AN INTRODUCTION

BY AMOS BLANCHARD,

Pastor of the First Church in Lowell.

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TO
TIMOTHY W. CARTER, Esq.,

Agent of the Chalmers Manufacturing Company;

AND TO

GEORGE W. BUCKLAND, Esq.,

Superintendent of the Mechanical operations of the same;

THIS VOLUME,

**PRIMARILY DESIGNED FOR THE BENEFIT OF THE NUMEROUS
YOUTH IN THEIR EMPLOYMENT, IS, WITH MANY
SENTIMENTS OF RESPECT, GRATITUDE,
AND AFFECTION,**

INSCRIBED.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all records for a minimum of seven years. It also discusses the importance of ensuring that records are accessible and retrievable at all times.

3. The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It emphasizes that the auditor must exercise due diligence and must be satisfied that the records are complete and accurate before issuing an audit opinion.

4. The fourth part of the document discusses the consequences of failing to maintain accurate records. It notes that failure to do so can result in the disallowance of tax deductions and penalties, and it can also lead to the suspension or revocation of the company's license to operate.

5. The fifth part of the document discusses the importance of training and education for all personnel involved in the record-keeping process. It emphasizes that all personnel must be aware of their responsibilities and must be trained in the proper procedures for maintaining records.

6. The sixth part of the document discusses the importance of internal controls in the record-keeping process. It emphasizes that internal controls are essential for ensuring the accuracy and reliability of the records and for preventing fraud.

7. The seventh part of the document discusses the importance of regular audits and reviews of the record-keeping process. It emphasizes that regular audits and reviews are essential for identifying and correcting any deficiencies in the process.

8. The eighth part of the document discusses the importance of maintaining the confidentiality of the records. It emphasizes that records contain sensitive information and must be protected from unauthorized access and disclosure.

9. The ninth part of the document discusses the importance of maintaining the security of the records. It emphasizes that records must be stored in a secure location and must be protected from fire, theft, and other risks.

10. The tenth part of the document discusses the importance of maintaining the integrity of the records. It emphasizes that records must be kept in their original form and must not be altered or tampered with in any way.

ADVERTISEMENT.

THE following Lectures were prepared with the desire to promote the intellectual, moral and religious improvement of the young people of the author's pastoral charge ; and, at the solicitation of the young men before whom they were delivered, they are now given to the public, in the hope, that they may be useful to youth generally, but especially to the numerous and highly important class which are connected with the manufacturing establishments of the country.

SPRINGFIELD, MARCH, 1836.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. The text notes that without reliable records, it becomes difficult to track expenditures, assess performance, and ensure that resources are being used effectively and ethically.

2. The second part of the document addresses the challenges associated with data collection and analysis. It highlights that while modern technology offers powerful tools for gathering and processing information, the quality and integrity of the data are often compromised. Issues such as incomplete reporting, inconsistent formats, and potential biases can significantly undermine the value of the data. The document suggests that implementing standardized protocols and rigorous quality control measures are necessary to overcome these challenges and ensure that the data is both accurate and actionable.

3. The third part of the document focuses on the role of leadership in fostering a culture of data-driven decision-making. It argues that leaders must not only understand the value of data but also communicate its importance to their teams. By setting clear expectations and providing the necessary resources and training, leaders can encourage their staff to embrace data as a key component of their work. The text also stresses the importance of creating a safe environment where employees feel comfortable reporting data and discussing their findings, even if it means pointing out potential problems or inefficiencies.

4. The final part of the document discusses the importance of data security and privacy. As the volume of data collected continues to grow, the risk of data breaches and unauthorized access also increases. The document outlines several best practices for protecting sensitive information, including the use of encryption, access controls, and regular security audits. It also emphasizes the need for clear policies and procedures regarding data privacy, ensuring that all individuals whose data is collected are fully informed and their rights are protected.

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