

**ARCHIE'S SWEETHEART,
AND OTHER STORIES,
PP. 1-231**

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Archie's Sweetheart, and Other Stories, pp. 1-231 by Ellen Mulley

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ELLEN MULLEY

**ARCHIE'S SWEETHEART,
AND OTHER STORIES,
PP. 1-231**

Anchie's **S**weetheart,

AND OTHER STORIES.

BY

ELLEN MULLEY.



London:
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5, ARUNDEL STREET, STRAND, W.C.

1877.

251. e. 352.



TO

MY FATHER AND MOTHER

THIS VOLUME

IS MOST AFFECTIONATELY INSCRIBED.





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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. The text notes that records should be kept for a minimum of seven years and should be accessible to authorized personnel at all times.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, using a standardized format. This includes recording the date, amount, and description of each transaction. The text also requires that records be kept in a secure and protected environment, with access restricted to authorized personnel only.

3. The third part of the document discusses the role of internal controls in ensuring the accuracy and reliability of financial records. It notes that internal controls should be designed to prevent errors and fraud, and to ensure that all transactions are properly recorded and reported. The text emphasizes that internal controls should be regularly reviewed and updated to reflect changes in the business environment.

4. The fourth part of the document discusses the importance of transparency and accountability in financial reporting. It states that all financial statements should be prepared and reported in a timely and accurate manner, and that any discrepancies or irregularities should be promptly investigated and reported to the appropriate authorities. The text also notes that financial reporting should be subject to regular audits and reviews to ensure its integrity and reliability.

5. The fifth part of the document discusses the role of technology in financial record-keeping. It notes that the use of electronic systems can improve the efficiency and accuracy of record-keeping, and can also help to reduce the risk of fraud and error. The text emphasizes that any electronic systems used for record-keeping should be secure and reliable, and should be subject to regular testing and maintenance.

6. The sixth part of the document discusses the importance of training and education for personnel involved in financial record-keeping. It notes that all personnel should receive appropriate training and education to ensure they are able to perform their duties accurately and ethically. The text also emphasizes that ongoing training and education is essential to keep personnel up-to-date on the latest developments in financial record-keeping.

7. The seventh part of the document discusses the importance of collaboration and communication between different departments and organizations. It notes that effective record-keeping requires a high level of coordination and communication, and that all personnel should be encouraged to work together to ensure the accuracy and reliability of financial records. The text also notes that regular communication and collaboration can help to identify and resolve any issues or discrepancies in a timely and effective manner.

8. The eighth part of the document discusses the importance of compliance with applicable laws and regulations. It notes that financial record-keeping is subject to a variety of laws and regulations, and that all personnel must be aware of and comply with these requirements. The text emphasizes that compliance is essential for the integrity and reliability of financial records, and that any violations should be promptly reported and investigated.

9. The ninth part of the document discusses the importance of regular reviews and audits of financial records. It notes that regular reviews and audits can help to identify and correct any errors or irregularities, and can also help to ensure the accuracy and reliability of financial records. The text emphasizes that reviews and audits should be conducted by independent and qualified personnel, and should be subject to regular reporting and documentation.

10. The tenth part of the document discusses the importance of maintaining a strong ethical culture within the organization. It notes that a strong ethical culture can help to ensure that all personnel act in a fair and honest manner, and that financial records are kept accurate and reliable. The text emphasizes that a strong ethical culture is essential for the integrity and reliability of financial records, and that all personnel should be encouraged to report any ethical concerns or violations.

ARCHIE'S SWEETHEART.

MARCH may have come in like a lion, but its exit was scarcely being made after the fashion of a lamb, unless, indeed, it was a lamb of a more than ordinary frisky and playful disposition, which, after all, may have been the case.

On the platform of the little station at Silvermouth, that overlooks the sea, where a few stray figures—feminine chiefly—are awaiting the arrival of the down express, the proverbial animal is frisky and playful to an extent that is positively exasperating. Hats, feathers, and hair—to say nothing of ankles, so exposed is the situation—make but bad weather of it; while their fair owners, rosy cheek'd and laughing, dive and clutch wildly at the refractory garments, vainly striving to

make one pair of hands serve where a good half-dozen would be scarcely equal to the emergency. But the train is in at last, and the hands, for the most part, have other work before them, and the March wind, for the next five minutes or so, works its own sweet will, unchecked and unheeded. One of the fair ones just mentioned has made a dash at a carriage door, and is already assisting a rather stout and decidedly fussy old lady to alight.

“Now, Aunty, you’re sure this is all?” she asks, as the stout lady, safely landed at last, stands surrounded by a confusion of packages, evidencing to the eyes of the initiated a shopping expedition to the neighbouring town of Silverton.

“Yes, my dear, I think so—that is—let me see—one, two, three,” counts the old lady—attempting a bewildered inventory of her disgorged cargo—“and the two you have,

six—no, five. Kate how many parcels *have* you got? Katherine, I say!"

But Katherine's attention, just at that moment, was elsewhere. A middle-aged, comfortable-looking woman, with her charge—a small boy in a grey knickerbocker suit—had been the old lady's travelling companions, and Kate, Samaritan like, had extended her help in their direction. And what with the apparently exhaustless stock of wraps and baskets to be disinterred from under the cushioned seats, the small hand that was not to be parted with, and the ferocious attacks of the wind on every garment the woman wore, there was a need of someone to the rescue. Suddenly, over her head went the woman's long tweed cloak, and the little hand was for the first time released. By dint of much battling, the flapping folds were got down at last, but only to reveal to the wearer the startling fact that her charge was gone. At