

**THE CITIZEN AND THE NEIGHBOR;
OR, MEN'S RIGHTS AND
DUTIES AS THEY LIVE TOGETHER
IN THE STATE AND IN SOCIETY**

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The Citizen and the Neighbor; Or, Men's Rights and Duties as They Live Together in the State and in Society by Charles F. Dole

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PREFACE.

THE subject of this manual may seem to remove it somewhat from the ordinary text-books used in Sunday-schools. Its aim is not, however, remote from the purpose of the Sunday-school, if such purpose is to help form true and useful lives; for the spirit and the ethical principles of religion ought to be made to apply especially to the solution of social and political questions. These questions are among the greatest which our age has to meet. Every young person should, therefore, be trained to an earnest consideration of their nature and importance.

This manual is not designed merely for Sunday-schools. The Author hopes that its unsectarian character may make it of use also in secular schools, in which some instruction is felt to be necessary to fit our students for the duties of citizenship.

The Questions are intended not only to elicit answers to the text, but also to suggest further study of the subjects, which the text has necessarily to treat very briefly. It will be observed that the only questions which admit the answer Yes, or No, are framed to induce discussion and to suggest further questions.

It is impossible to present a thorough set of references to cover the important subjects upon which this manual touches. The suggestion of a few names will readily serve as a clew to guide one to the right shelves, as it were, in the library of authorities. The intent of the manual, it must not be forgotten, is not only to set the young to reading, but, if possible, to thinking and acting.

Besides books upon the general subject of Political Economy, — as, for example, Walker's "Political Economy," — teachers and the more mature scholars will find it for their interest to read the "Economic Tracts" published in New York by the "Society for Political Education;" Nordhoff's "Politics for Young Americans;" and perhaps Lecky's "History of European Morals." A little book by Richard T. Ely, entitled "French and German Socialism in Modern Times," will help answer various questions suggested in Chapter IX. of this manual. The "Journals of Social Science" published by the American Association, and the "Reports of the Conference of Charities and Correction," are full of interesting papers in regard to the care of the poor and the treatment of crime. Mrs. Field's "How to help the Poor" is brief, readable, and excellent. In the same connection, Professor Sumner's little book, "What Social Classes owe each Other," and "How the Poor live," by George R. Sims, are worth reading, to supplement each other.

A "History of Crime in England" is very interesting, in case one wishes to be assured of the progress already made in the repression of crime. Brand's little text-book,

"Lessons on the Human Body," treats in brief and simple form of the effect of alcoholic drinks upon the health and character.

With respect to the topics treated in Part IV. of the manual, Wheaton's large work on "International Law" is still the authority; and any one familiar with it will be able to enrich the necessarily meagre suggestions of the manual with ample facts, illustrations, and further questions.

The "Census Reports," "Whittaker's Almanac," and the Encyclopædias, will naturally furnish most of the facts and statistics required. The pupil's acquaintance with the Bible will be in constant demand for the history and illustration of the subjects discussed, and for the most inspiring statements of the principles which determine them.

The Author wishes specially to acknowledge the kind and thoughtful assistance of the Rev. H. G. Spaulding in the revision of the proof.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income.

The second part of the document provides a detailed breakdown of the company's financial performance over the past year. It includes a comparison of actual results against budgeted figures, highlighting areas of both strength and weakness. The analysis shows that while sales have exceeded expectations, certain operational costs have increased significantly, impacting the overall profit margin.

The third part of the document outlines the company's financial strategy for the upcoming year. It focuses on reducing unnecessary expenses, improving operational efficiency, and exploring new revenue streams. The goal is to maintain a healthy cash flow and ensure long-term sustainability.

The final part of the document provides a summary of the key findings and recommendations. It stresses the need for continued vigilance in financial management and the importance of regular reporting to the board of directors. The company is confident that by following the proposed strategy, it will achieve its financial goals for the next year.

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