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Office of Extension Work
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DEC 30 1920

GUMMED-PAPER DRESS FORM

Home Demonstrator's Record.
Due June 1, 1921.

Name _____ Address _____
Taught by _____ Form Completed (date) _____
Cost of Material _____

USE MADE OF DRESS FORM

From _____ to _____, 1921

Number and kind of readymade garments altered _____

Number and kind of new garments made using dress form _____

How has your dress form helped you most? _____

Has it saved you money? How? _____

How many persons have you taught to make the dress form? _____

Names and addresses of persons who have to your knowledge made dress forms as a
result of your teaching.

Remarks: _____

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. This ensures transparency and allows for easy auditing of the accounts.

In the second section, the author details the various methods used to collect and analyze financial data. This includes reviewing bank statements, credit card records, and other financial documents. The goal is to identify any discrepancies or areas where the data might not be fully consistent.

The third section focuses on the reconciliation process. It explains how to compare the internal records with the external statements from banks and creditors. This step is crucial for catching errors early and ensuring that the books are balanced.

Finally, the document concludes with a summary of the findings and recommendations. It suggests that regular audits and reconciliations are essential for the long-term health of the business's finances. The author also provides a list of resources and contacts for further assistance.