

ANNUAL CONTEST
IN COMMERCIAL SUBJECTS
FOR HIGH SCHOOLS

GREELEY, COLORADO
PUBLISHED BY THE COLLEGE

FOREWORD

This bulletin was prepared and printed for the purpose of giving information to the many persons who make inquiry annually concerning the contest in commercial subjects for high schools conducted by Colorado State Teachers College. It will probably be of interest to all school officials and teachers of Colorado who are interested in these contests.

It contains all of the rules and regulations concerning the contest except those set forth by the International Contest Committee for conducting typewriting contests. Samples of all of the material used for the contests for the year 1924-25, with instructions for giving and scoring, are included. A complete report of the finals is also included.

Instructors in the Department of Commercial Education of the college are indebted to many teachers and friends for suggestions and help, and especially to the Gregg Publishing Co., J. N. Kimball, and Roy B. Kester for material furnished by them. The kindly cooperation and spirit of fairness on the part of commercial teachers has greatly encouraged us in our attempt to make this contest worth while.

The Faculty of the Department of Commercial Education,

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SOME GENERAL STATEMENTS CONCERNING THE
CONTEST FOR 1924-25.

1. Seventy high schools participated
2. Twenty-five high schools were represented in the finals
3. One hundred fifteen contestants registered for and participated in the finals
4. Approximately 50,000 pages of material were prepared and sent out by the contest committee to students in the high schools of the state. Some of this material was sent to other states
5. Approximately 3,500 students used some of this material that was sent out

ANNUAL STATE CONTEST IN COMMERCIAL SUBJECTS, 1925

FOR THE HIGH SCHOOLS OF COLORADO

The state was divided into districts by towns according to the location of high schools and transportation facilities. The first town in each group is the central town where the district meet was held.

1. Lamar, Holly, Hartman.
2. Rocky Ford, Las Animas, LaJunta, Wiley, Fowler, Swink, Olney Springs, Haswell, Manzanola.
3. Hugo, Simla, Eads, Arapahoe, Cheyenne Wells.
4. Englewood, Wheatridge, Littleton, Aurora, Golden.
5. East Denver, South Denver, Manual, North Denver, West Denver.
6. Trinidad, Primero, LaJara.
7. Montrose, Delta, Ouray.
8. Glenwood Springs, Palisades, Meeker, Leadville, New Castle, Steamboat Springs.
9. Pueblo Centennial, Pueblo Central, Monument, Florence.
10. Keota, Buckingham, Grover, New Raymer.
11. Sterling, Haxtun, Holyoke, Peetz, Julesburg, Ovid, Ft. Morgan, Crook.
12. Ft. Collins, Windsor, Loveland, Wellington.
13. Longmont, Lafayette, Boulder, Brighton, Gilcrest.
14. Greeley High School, College High School, Ault, Eaton, Pierce.
15. Akron, Eckley, Wray, Brush.
16. Durango.

A GENERAL STATEMENT OF THE PLAN

A series of three contests are held about two weeks apart. (1) The local contest conducted by the commercial teachers in each high school expecting to compete. This is for the purpose of choosing contestants for the District Contest and to familiarize students with the nature of the material to be used in each of the following contests. (2) The District Contest which is held in each of the central towns of the districts outlined above. This is held for the purpose of choosing contestants for the final contest in Greeley. It is a contest for the winners of first, second, and third places in each of the local contests held in the district. This should be the most interesting and keenly contested of the series. (3) The Final Contest is held in the College at Greeley and the eligibles are the winners of first, second, and third places in each event of the District Contests.

GENERAL RULES AND REGULATIONS:

1. The contest is sanctioned by and will be conducted under the rules and regulations of the International Contest Committee so far as they apply.
2. Contestants are classified in two groups: (1) Beginners, those who began the study of the subject in which they wish to compete on or about Sept. 1 of the current school year, and who

have not taken more than two hours of work daily in the subject in which they wish to enter since that time. (2) Advanced, the best product of the school regardless of the time enrolled or the quantity of work done.

3. All material for the contests is furnished without charge by the College.

4. Expenses of contestants must be borne by the school sending them or by the individuals themselves.

5. An entrance fee of 25c will be charged each contestant whether he enters one or more of the events. This applies to both the district and final contests.

6. Any student who is a bona fide member of the school he represents is eligible; that is, regularly enrolled and taking a full regular course. Post graduate students are not eligible.

7. The school scoring the highest number of points will be considered the champion school of the district. The first place in each of the events will count 10 points, second place 7, and third place 4. Substitutions may be made by schools participating in the district contest.

8. Winners of first, second, and third places in each event in the local contests are eligible to enter the district contests. Winners of first, second, and third places in each event in the district contests are eligible to enter the final contest.

9. Contestants in typewriting may bring their own machines if they prefer.

10. A contestant may enter in as many of the events as he desires.

11. The material furnished by the College for the contests is intended to be parallel for the local, district, and final events in order that contestants may become familiar with the nature of the tests before coming to the Final Contest.

12. Fees collected by the manager of the district should be used to pay for the necessary material used in connection with the contest. Any remainder may be remitted to the Commercial Department at the College.

13. A complete list of the necessary supplies needed for the contest will be sent with the material.

14. District managers should follow very carefully the forms for reporting results of the contest.

15. The subjects included in the contest are, Typewriting (advanced and beginners), Shorthand (advanced and beginners), Bookkeeping (advanced and beginners), Spelling, Rapid Calculation, and Penmanship.

AWARDS

1. The winners of first places in each event in the local contests are awarded appropriate certificates.

2. The winners of first places in each event in the district contests are awarded appropriate certificates.

3. The awards for the Final Contest are trophy cups for the winners of first place in each event. These cups will have the names of the winners engraved on them together with the date, record, etc., and will be put on exhibition in the schools from which the contestants came and will remain there for one year. They should be returned to the College in time for the next contest. When a school succeeds in winning one of these cups for two years in succession it becomes the permanent property of the school and need not be returned. Individual winners will receive attractively engraved certificates and the title of STATE CHAMPION. Contestants ranking second and third will receive appropriate certificates with HONORABLE MENTION.

4. A four-year scholarship will be awarded to the *champion bookkeeper*, i. e., to the contestant with the highest aggregate score in the Final Contest in the subjects of advanced bookkeeping, penmanship, and rapid calculation.

5. A four-year scholarship will be awarded to the *champion stenographer*, i. e., to the contestant with the highest aggregate score in advanced shorthand, typewriting, and spelling.

A student qualifying in any one of the subjects in either group in the district contest is eligible to enter the Final Contest and may compete in the other two subjects also; but only for the scholarship, i. e., if a student qualifies in spelling only in the district contest he may enter the finals and compete in all three subjects, spelling, shorthand, and typewriting, but he is eligible for but one cup—the one for spelling, and the scholarship for the CHAMPION STENOGRAPHER.

6. A trophy will be awarded to the school that turns in the highest average for a class of ten or more students who have had no training in typewriting prior to the beginning of the present school year. The following conditions are attached:

a. All students who enrolled for beginning typewriting within two weeks of the beginning of the school year must be included in the group.

b. Any student who has had training in typewriting previous to the beginning of the present school year is ineligible.

c. The material for the beginners in typewriting is not to be opened until students are assembled ready for the test.

d. The test must be conducted in the presence of the Superintendent, Principal, a member of the school board, or some responsible, disinterested person who shall keep time and who will certify that time was accurately kept and that the contest was fairly conducted.

e. All papers are to be carefully marked and graded by the students and teacher in charge, according to international rules.

f. A score sheet is to be completely filled out, showing the gross, errors, and net score of each student and sent in to the College together with all students' papers.

g. The certification blank must be sent along with the papers.

THE MATERIAL

TYPEWRITING.

All of the material for the typewriting contests will be furnished by the International Contest Committee through the College. The rules and regulations governing the International Contests will be used. All contestants will write for 15 minutes.

SHORTHAND.

The material for beginners will consist of letters or an article supplied by the Gregg Company through the College. It is to be dictated at the rate of 68 words a minute for four minutes. Transcription may be typed or written in longhand.

Shorthand for the advanced students is to be material supplied by the Gregg Company through the College. It is to be dictated at the rate of 88 words for two minutes and one hundred eight words for two minutes. Transcripts must be typed.

Notes must be turned in with all transcripts, which must be in the hands of the judges within forty-five minutes from the time the dictation begins. The Gregg Writer rules printed in the September, 1924, number on pages 13-14, or in the January number on pages 260-261, shall be used in grading the work. In case of a tie the decision shall be based on arrangement.

Shorthand notes are to be graded according to the Hoke Penmanship Measuring Scale for Gregg Shorthand. Copies of these scales will be included with the material mailed for the local test. Use of the correct principles involved, will be taken into consideration.

SPELLING.

A list of one hundred practical words of a little more than the average difficulty of spelling will be pronounced. Elimination will be made on the first fifty words, so that the contestant with the high score out of fifty words will be declared the winner. If two or more tie the next elimination will be made on the next twenty-five words and if there is still a tie, the next elimination will be on the last twenty-five words.

BOOKKEEPING.

The bookkeeping material for beginners this year will consist of a "yes" and "no" or "true" and "false" theory test, an exercise in the theory of debit and credit by filling in blanks, an exercise to be posted to ledger accounts from the books of original entry (prepared), an exercise in classifying business transactions according to a given set of books of original entry (filling in blanks).

The material for advanced bookkeeping will consist of a "yes" and "no" theory test, a trial balance to be made up from a list of account titles promiscuously arranged, a Profit and Loss Statement and a Balance Sheet to be arranged according to a form previously prescribed, a series of journal entries to show the accounting for some transactions of more than usual difficulty.

RAPID CALCULATION.

Speed and accuracy in the use of fundamentals is the basis of this test. It includes addition, subtraction, multiplication, and practical problems. Complete test papers are prepared so that each contestant is presented with a copy.

PENMANSHIP.

The material for the penmanship contest consists of a type-written business letter to be copied in longhand. The time limit will be five minutes. This will be graded by the Zaner Penmanship Scale, which will be sent out with the material for the local contest.

INSTRUCTIONS FOR SCORING

Shorthand

LOCAL

GENERAL :

All materials, penmanship paper, pencils or pen and ink and type-writing paper should be passed to each student before the contest begins. Typewriting paper may be rolled in the machine ready to begin the transcription.

Before giving the actual contest material there should be a dictation of a minute at the required speed, using practice material, to accustom the student to the dictator's manner and to relieve nervous strain.

When the actual contest dictation begins there should be no break in the time except that made necessary in the advanced shorthand, by a change in speed. When this change is made a half-minute may be allowed and then a practice try-out given at the higher rate before the contest material is resumed for the last two minutes.

Forty-five minutes from the time the dictation begins, all papers should be in the hands of those in charge.

Penmanship charts accompanying these materials are to be used in securing the shorthand penmanship rating:

1. If the notes are rated at the score of 80 or less, no points shall be added.
2. If rated at 85 to 90 add 5 points.
3. If rated at 90 to 95 add 10 points.
4. If rated at 95 to 99 add 15 points.
5. If rated at 100 add 20 points.

Thus it is possible to secure a standing of 120 points as a total score.

DETAILED INSTRUCTIONS :

1. All material will be properly counted out in quarter-minutes and will be furnished in duplicate, one for the dictator and one for the checker, who will follow the dictator and check all errors made in reading so that the contestants will not be charged for the dictator's errors.

2. In checking papers all penalties and errors will be rated as of the same value; that is, one error only should be marked for each incorrectly transcribed word, each omitted or added word, each transposition, or each deviation of any kind from copy as read.

3. Each deviation from copy, English or otherwise, is one error.

4. Each typographical mistake will constitute one error (the standard of perfection in this respect is the perfection required in a business office. As erasing is permissible in a business office, an erasure will not be considered an error if it is neatly done. If it is badly done, it will constitute one error).

5. Each misspelled word will be marked one error. (The Webster, Standard, and Century dictionaries will govern.)

6. Each deviation from copy in the matter of punctuation, where the sense of the context is affected, will be considered one error. This calls for discretion on the part of the checkers, but certain general rules may be enumerated here:

a. A period for an interrogation mark is obviously an error, except in some doubtful constructions. (All possibility of doubt in such constructions will be eliminated, as far as possible, in the selection of the material.)

b. The use of a comma for a semi-colon or vice versa is not an error. This is frequently a matter of taste.

c. The omission or insertion of a comma is not an error. This is frequently a matter of taste.

d. The omission of a period is obviously an error.

e. The use of a dash for a comma or semi-colon, or vice versa, is not an error. In all immaterial cases, such as this, it should be remembered that all authorities are not agreed on punctuation.

f. Faulty punctuation, where a clause is detached from the end of one sentence and placed at the beginning of the next, or vice versa, is one error if the sense of the context is affected. (In cases of immaterial clauses, this is frequently caused by faulty dictating, and the student should not be penalized when the sense is not affected.) Where the sense is changed, one error only should be marked.

7. Faults of capitalization should be marked one error each, except where deviation may be properly considered a matter of taste.

8. Hyphenated compound words will be considered as two words or more, as the case may be. A mistake on one word of the compound will constitute only one error.

9. Figures are counted as they would be read—"38" is counted as two words. A mistake on one of the figures, therefore, will constitute but one error. "1923" (nineteen hundred twenty-three) is counted as four words. The writing of "1922" for "1923" would be one error only. The writing of "1823" for "1923" would be, similarly, one error. The writing of "1819" for "1923" would be three errors; and if every figure were wrong in the date, four errors would be charged.

10. Errors are not charged both for the transcribing of wrong words and for the insertion of others on the same construction. For instance, the checker should count the number of words incorrectly transcribed and that will be the total of errors on that construction; but if the number of incorrect words the student transcribes on a particular construction exceeds the number of those he should have transcribed, *he is charged always with the greater number*. For instance, if he wrote "Secretary of State" for "the State," he would be charged two errors. It will be seen that he has properly transcribed "state," the only errors being the transcription of "secretary of" for "the," and he is charged with the greater number, which is two. Similarly, if in a wrong transcription the words he supplies are less than the copy, he is charged with the greater number. Care should be exercised in not charging him for words correctly transcribed, although words on either side of it may be subject to error.

11. Faulty arrangement or centering of the transcript will be marked an error. Only one error of this kind can be marked on the complete transcript.

12. Faulty paragraphing will be marked an error, but only one error of this kind can be marked on the complete transcript.

13. A maximum of one error only can be marked for each word of the copy. For instance, two errors cannot be charged against any one word of the copy. For example, any single word both misspelled and improperly capitalized, will be marked as but one error.

BEGINNERS' SHORTHAND DICTATION

LOCAL—68 WORDS A MINUTE

Often the line between a good and bad pull is so fine as to be almost imperceptible. There are pulls/which are like the one I have just mentioned, in a slight degree, and yet which are vastly different in/their results, pulls that are not at all bad and which can be worked without injury to the world at/large or to the man who uses them. A kindly word,

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spoken at the right time and place, may serve//as a very strong pull toward placing some deserving chap in a position which he could not have gotten in/any other way. There are thousands of young men who have taken advantage of that kind of pull with no/loss of respect, and a pull of the same sort has often been the means of putting a struggling firm/on a sound financial basis. Brown tells Jones that the goods which are made

2
by Smith are sure to be//of the best quality and that the price will be found to be right. Smith profits thereby, really by a/pull, although behind it all will be found the fact that Smith really profits by his honesty in making and/selling his goods, but he needed the pull to let other people know it. The pull is there and no/one will be bold enough to say that

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it does not make for good. But it can be made to//work for evil just as easily. If Smith makes and sells goods which are not up to standard and if/he pays Brown a commission for the use of his pull in selling them, then the color of that pull/is changed. A pull which is used to benefit another, and with no thought of gain to one's self, is/always good, no matter what direction it may take, although there may be cases in which it

4
is not wise//to use it.

ADVANCED SHORTHAND DICTATION

LOCAL—88 WORDS A MINUTE

PART I

I do not understand, Mr. President, why the discussion on this bill has continued for so many days. There are so many important matters to/come before this body before the end of next week that we cannot afford to spend so much time with mere details. The bill has/passed the Senate and it is back here to be acted upon by the House. There is no chance to amend it and I do/not see why there would be any question about making it a law immediately. From all that has been said this morning, it is

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very//clear that an attempt has been made to bring the Federal Trade Commission into an unfavorable light. As a matter of fact this Commission has/given more time and attention to the essentials in this bill than anyone outside. By reason of the thorough manner in which the report was/drafted and because of the careful thought exercised in choosing the members of this body, it seems to me that it is for us to/accept the bill without any further debate on the subject. Every good provision in the

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bill represents the work of the Commission and certain agents.//

LOCAL—108 WORDS A MINUTE

PART II

I am very much impressed with the remarks made by the gentleman speaking before me and I am more firmly of the opinion that the points will require our most/careful study. It seems to me that the facts are very significant. Of course we all know, as Mr. Smith has said, that only

one phase of the subject relating to the railroad question has been considered and what we have heard, together with what we have seen, should result in further inquiry into the matters presented. I feel under obligations to Mr. Smith for bringing these facts to our attention.

In speaking further on this subject it is very difficult, in view of what

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has already been developed, to know what phase to consider. If we could only return to our various offices now and immediately go to work on the course of action suggested, I am certain that the whole situation would be greatly improved. Such a course would not only enable us to improve but it would effect a change throughout the railroad system which would inspire every worker from the office boy, up or down, to the president of the road. At this point may I say that our great difficulty lies in the fact that we are not willing to get right down to such a task and think our way through the plans that are presented from time to

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time in our general meetings.

Spelling

DISTRICT

The highest possible score in spelling is 50. If contestants tie in the first list of 50 words, the elimination will be made in the grading on the next 25. If there is still a tie the elimination will be made in the last 25 words, but the final score will still remain the same as it was on the first 50 words. The whole list should be written by all contestants, however.

- | | |
|-------------------|---|
| 1. mileage | the total number of miles traversed |
| 2. diphthong | a union of vowels |
| 3. blamable | meriting blame; faulty |
| 4. guidance | the act or process of guiding |
| 5. mistakable | liable to be mistaken |
| 6. ceiling | overhead covering of a room |
| 7. society | the collective body of persons composing a community especially when considered as subjects of civil government |
| 8. lieutenant | an officer in the army |
| 9. Wednesday | a day of the week |
| 10. indict | to charge with a crime |
| 11. campaign | an organized movement |
| 12. candidate | one who is to be voted upon for an office |
| 13. caramel | a confection; burnt sugar |
| 14. lonely | without companions |
| 15. acquitted | freed or cleared |
| 16. parallel | tending toward the same end or result |
| 17. bicycle | a two-wheeled vehicle |
| 18. forbidden | not allowed; prohibited |
| 19. swimming | a water sport |
| 20. preferable | more desirable than others |
| 21. buffaloes | animals of the western plains, almost extinct |
| 22. pianos | two or more of this type of musical instrument |
| 23. amateur | one who practices an art but is not a master of it |
| 24. alphabet | a series of letters that constitute the elements of a language |
| 25. awkward | ungraceful or ungainly |
| 26. irrepressible | that which cannot be restrained or kept down |
| 27. neutral | belonging to neither side of two contestants
—indifferent |

28.	courteous	respectful
29.	formidable	difficult to accomplish
30.	government	administration of the affairs of a state
31.	cancelling	removing or marking out or off
32.	cancellation	the act of canceling or removing
33.	naive	open and candid, frank
34.	license	a grant or right to do an act
35.	negligible	inconsiderable
36.	tariff	a duty or tax by the government
37.	pantomime	thought or story conveyed by motion without words
38.	obstacle	that which hinders progress
39.	dictionary	a book containing the words of any language
40.	debtor	one who is in debt
41.	cashier	a custodian of money
42.	forfeit	something lost by default
43.	inaugurate	to invest with an office in a formal manner
44.	hygiene	the science of the preservation and improvement of health
45.	led	past perfect of lead, to have conducted
46.	intercede	to intervene or plead for
47.	feasible	possible
48.	exaggerate	making a thing appear larger or better than it is
49.	grandeur	admirably great or sublime
50.	embezzlement	appropriation for personal use of money or goods entrusted to one's care
51.	guardian	a person who legally has charge or care of a minor's property
52.	diphtheria	an infectious disease in the throat
53.	contagious	transmissible by contact
54.	justifiable	capable of being justified
55.	weather	atmospheric condition
56.	surmise	to guess or presume
57.	promiscuous	things brought together without order
58.	pecuniary	relating to money
59.	simultaneous	at the same time
60.	mortgage	to pledge or make liable for payment
61.	prophecy	foretold
62.	reimburse	paid back
63.	schedule	a printed statement of details
64.	visualize	to get a clear mental sight or picture
65.	supersede	to place ahead
66.	picnicking	outdoor pleasure
67.	stratagem	a scheme
68.	seine	net used in fishing
69.	glycerine	a thick oily liquid with a sweet taste
70.	degradation	the act of lowering or reducing in rank or character
71.	quarantine	to keep from contact with disease
72.	inoculate	to guard against disease
73.	lily	a flower
74.	restaurant	a place where meals are served
75.	palatial	like a palace; very fine
76.	vacuum	unoccupied space
77.	transmissible	that can be passed to another
78.	rheumatism	a disease or complaint
79.	precede	to go before
80.	proceed	to continue, go forward
81.	cornea	a part of the eye
82.	prerequisite	required ahead or before
83.	significant	of importance

84. sympathize	to feel sorry for or take interest in
85. eustachian	tube leading to the ear
86. aisle	a passageway
87. equivalent	equal to
88. coincide	to correspond
89. aphasia	loss of power of speech
90. accompanist	one who plays an accompaniment
91. neurones	units of nervous system
92. vehicle	a conveyance
93. illustrate	to make clear by special method or device
94. lavender	an aromatic plant
95. prodigy	one of unusual power
96. calendar	a record of time
97. homogeneous	of the same time or nature
98. adolescence	completing of bodily growth
99. testament	a collection of books or records
100. hypermetropia	far sightedness

BEGINNERS' BOOKKEEPING

LOCAL

INSTRUCTIONS TO TEACHERS

- Each student should be supplied with a pen, ink, pencil, and blotter.
- Give out the questions one part at a time, face down. i. e. Part I, then Part II, etc.
- Give the signal "turn," and keep time accurately.
- When you say "turn" again students will turn the papers face down at once. Then give out Part II and continue in like manner.
- Allow ten minutes for Part I, fifteen minutes for Part II, and twenty minutes for Part III.
- When you have finished Part III, have students grade their own papers or exchange them if they prefer to do so.
- As you read from the key have the students place a circle around each error noted. Do not mark correct answers.
- The net score on Parts I and II will be the total correct answers minus the total number of circles.
- In grading Part III count each of the following as one error:
 - Each item posted to the wrong account.
 - Each item posted to the wrong side of an account.
 - Each omission of the year at the heading of the date column in an account.
 - Each error in the year used as in c.
 - Each omission of the date (month and day, month or day) where it should not be omitted.
 - Each omission of initial of book of original entry.
 - Each error in initial of book of original entry.
 - Each omission of folio numbers in the ledger.
 - Each error in the folio number.
 - Each error in amount posted.
 - Each omission of special terms on a purchase or sale entered in the ledger account. (This is not meant to include "on account.")
 - Each omission of the folio number in the books of original entry.
 - Each error in the folio number entered in the books of original entry.
- The net score for Part III will be the total number of items entered in the ledger minus the total number of errors as listed above.
 Note to Teacher: It would be a good plan to put the items listed under nine above on the board and have students thoroughly understand them before giving the test. An "item" as the term is used in 10 includes the date, folio, explanation when used, and the amount.

PART I—THEORY

Name or No.	Score, Part I _____
	Part II _____
	Part III _____
	Total _____

INSTRUCTIONS:

Answer as many of the following questions as you can in 10 minutes with "yes" or "no."

1. Are notes receivable (customers) current assets? _____
2. Is delivery equipment a fixed liability? _____
3. Is interest on notes receivable an income? _____
4. Will items posted to wrong accounts cause a trial balance to be out of balance? _____
5. Is a sales journal a book of original entry? _____
6. Is the left hand side of an account the debit side? _____
7. When there is a balance in the notes payable account is it always a credit balance? _____
8. Would you debit an expense account for a new bookkeeper's stool bought for the office? _____
9. Should all accounts in the general ledger be closed and balanced at the end of a fiscal period? _____
10. Is a fiscal period always a year? _____
11. Would you debit cash for a note received from a customer on account? _____
12. Suppose you held a note for \$100 that you considered worthless and you burned it, would you credit notes receivable for \$100? _____
13. In a ledger account having entries on both sides is it necessary to write the year on both sides? _____
14. When a customer pays a note do you credit the customer's account? _____
15. If you paid your note in favor of John Smith would you debit Mr. Smith in his account? _____
16. If you were using a sales book, a general journal and a cash book and a cash sale was made, would you record it in the cash book? _____
17. If freight was prepaid on a shipment of goods to a customer with the understanding that it was to be added to the invoice when it was paid, would you debit the customer for the freight? _____
18. John Doe transferred Henry Brown's note to you on account. They are both customers of yours, would you credit Brown's account for the note? _____
19. If you paid a note for \$990, with interest \$10, would you debit Notes Payable for \$1000? _____
20. Does the cash account ordinarily show a credit balance? _____

PART II

Name or Number.....	Score.....
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INSTRUCTIONS:

Fill as many of the following blanks as you can in 15 minutes. Show in which of the following books of original entry the transactions would be recorded: General Journal, Sales Journal, Purchase Journal, Cash Book. The letters "J" for Journal, "S. J." for Sales Journal, "P. J." for Purchase Journal, and "C. B." for Cash Book may be used.

1. Bought Merchandise on Account. _____
2. Sold Merchandise on Account. _____
3. Paid Cash for rent. _____
4. Received a note on account. _____

- 5. Returned unsatisfactory goods for credit. _____
- 6. Gave our 60 day note on account. _____
- 7. Accepted a 30 day draft drawn by one of our creditors. _____
- 8. Received Cash on account from a customer. _____
- 9. Part of the rent paid above was returned to us. _____
- 10. We returned merchandise as unsatisfactory. _____
- 11. We paid one of our notes with interest. _____
- 12. We bought merchandise on account. _____
- 13. We gave our note at 90 days on account. _____
- 14. We paid cash for insurance. _____
- 15. A creditor made an error in an invoice that we entered and paid before the error was discovered. _____
- 16. Cash was paid for some new office furniture. _____
- 17. Merchandise was sold on account. _____
- 18. A check was issued for delivery equipment. _____
- 19. A delivery truck was sold for cash. _____
- 20. A customer claimed an allowance for damaged goods which we allowed. _____
- 21. We returned some stationery that was unsatisfactory and got our money back. _____
- 22. By an oversight a customer overpaid us and we have agreed to allow him credit on his next bill for the amount. _____

Fill the following blanks with *numerals* to indicate the name of the accounts that would be debited or credited.

- | | |
|--------------------------------------|--|
| 1. Cash | 12. General and Administrative Expense |
| 2. J. Jones | 13. Interest Costs |
| 3. H. Smith | 14. Interest Income |
| 4. Notes Receivable | 15. Sales Discount |
| 5. Purchases | 16. Purchase Discount |
| 6. Sales | 17. Notes Payable |
| 7. Purchases, Returns and Allowances | 18. J. S. Byars |
| 8. Sales Returns and Allowances | 19. C. D. Horn |
| 9. In-Freight | 20. U. R. Long, Capital |
| 10. Out-Freight | 21. U. R. Long, Personal |
| 11. Selling Expense | |

	Debit	Credit
1. Bought Merchandise on account from J. S. Byars	_____	_____
2. Paid rent for 2 months	_____	_____
3. Sold merchandise on account to J. Jones	_____	_____
4. Cash sales for the day recorded	_____	_____
5. Bought books and stationery	_____	_____
6. Bought merchandise for cash	_____	_____
7. Paid C. D. Horn less discount for cash	_____	_____
8. We returned merchandise to C. D. Horn	_____	_____
9. Sold goods on account to J. Jones	_____	_____
10. Sold goods for cash	_____	_____
11. Sold goods to H. Smith on account	_____	_____
12. Paid freight on goods sold	_____	_____
13. Gave our 60 day note on account to J. S. Byars	_____	_____
14. Drew a 60 day draft on H. Smith in favor of C. D. Horn	_____	_____
15. Long took cash for personal use	_____	_____
16. H. Smith paid an invoice less cash discount	_____	_____
17. We paid incoming freight bills	_____	_____
18. H. Smith returned unsatisfactory goods	_____	_____
19. We paid a note and interest to C. D. Horn	_____	_____

20.	We paid clerks' salaries for the week	_____	_____
21.	J. Jones paid his note and interest	_____	_____
22.	Paid our Taxes	_____	_____
23.	Long took goods for his personal use at selling price	_____	_____
24.	Some of the freight paid in 12 was on incoming goods	_____	_____
25.	Paid the telephone bill	_____	_____
26.	Bought 10 tons of coal for cash	_____	_____
27.	We accepted a 30 day draft drawn by J. S. Byars in favor of J. Jones	_____	_____

PART III—POSTING

Name..... Score.....

INSTRUCTIONS:

Post as many of the items below as you can in 20 minutes. Post the amount, date and folio for each item. Omit explanations. Folio numbers must be used in the ledger and in the book of original entry. One point will be deducted for each error of any kind.

1925

GENERAL JOURNAL

Mar.	1	Cash		65.	
		Notes Receivable		918.	
		Merchandise Inventory		8761.	
		Accounts Receivable		13645.54	
		J. R. Runner	3645.54		
		I. B. Buns	8000.		
		A. Mann	2000.		
		Furniture and Fixtures		200.	
		Real Estate		1000.	
		Notes Payable			345.27
		S. A. Amos			860.56
		M. I. Quinn			1161.16
		A. C. Rogers, Cap.			22222.55
		To record the assets, liabilities and net worth of A. C. Rogers, as of Mar. 1, 1925			
Mar.	1	Notes Receivable		1000.	
		J. R. Runner			1000.
		Received his 60 day 6% note on account, due April 30.			
	2	M. I. Quinn		11.45	
		Purchases, Returns and Allowances			11.45
		Goods returned as unsatisfactory			
	3	Furniture and Fixtures		87.60	
		Purchases			87.60
		For hand trucks taken from stock to be used in the store.			
	4	Bad Debts		1400.	
		A. Mann			1400.
		Mr. Mann has failed and is able to pay only 30c on the dollar.			

1925		SALES JOURNAL			16
Mar.	1	J. R. Runner	2/10 n/30	387.48	
		I. B. Buns	on account	365.40	
		A. Mann	1/10 n/30	413.10	
Mar.	2	A. Mann	on account	126.40	
		I. B. Buns	1/10 n/30	27.40	
		I. B. Buns	2/10 n/30	186.06	

1925		PURCHASE JOURNAL			92
Mar.	1	S. A. Amos	1/10 n/60	410.10	
	2	M. I. Quinn	on account	1,365.15	
		J. R. Dix	2/10 n/30	116.27	
		N. C. Rankin	on account	841.30	

1925		CASH RECEIVED JOURNAL			11
Mar.	1	A. C. Rogers,	Investment	1,265	
		Notes Receivable		110	
		Interest Income	on above note	8	
		I. B. Buns	on account	116	
	4	A. Mann	30c on \$1.00	600	

1925		CASH PAYMENTS JOURNAL			12
Mar.	1	Rent	for store 2 mo.	600	
		General Expense	Stationery	16.41	
		Insurance	on Store, 1 yr.	120	
		M. I. Quinn	on account	200	
	2	General Expense	Stamps	5	
	6	Sales Salaries	Clerks	116	
		Delivery Expenses	Drivers Wages	40	
		Delivery Equip't.	2 trucks	768.40	
	7	Freight-In	on purchases	83.40	

GENERAL LEDGER
Inventory

Cash									

BEGINNERS' BOOKKEEPING
TEACHER'S KEY
LOCAL

PART I	PART II-a	Part II-b	Debit	Credit
1. yes	1. P.J.	1.	5	18
2. no	2. S.J.	2.	12	1
3. yes	3. C.B.	3.	2	6
4. no	4. J.	4.	1	6
5. yes	5. J.	5.	12	1
6. yes	6. J.	6.	5	1
7. yes	7. J.	7.	19	1-16
8. no	8. C.B.	8.	19	7
9. no	9. C.B.	9.	2	6
10. no	10. J	10.	1	6
11. no	11 C.B.	11.	3	6
12. yes	12. P.J.	12.	10	1
13. yes	13. J	13.	18	17
14. no	14. C.B.	14.	19	3
15. no	15. J.	15.	21	1
16. yes	16. C.B.	16.	1-15	3
17. yes	17. S.J.	17.	9	1
18. no	18. C.B.	18.	8	3
19. no	19. C.B.	19.	13-17	1
20. no	20. J.	20.	11	1
	21. C.B.	21.	1-14	4
	22. J.	22.	12	1
		23.	21	6
		24.	9	10
		25.	12	1
		26.	12	1
		27.	18	17

ADVANCED BOOKKEEPING

DISTRICT

TEACHERS' INSTRUCTIONS

1. Have students grade or score their own papers.
2. As you read correct answers have them place a circle around each answer that is wrong. Correct answers should not be marked.
3. Have students count the number of correct answers then subtract the number of circles—wrong answers. The result will be the net score for Part I.

PART II

1. Allow one point for a correct formal title (firm name, date, name of statement).
2. Allow one point for each complete item (account title and amount) properly listed in the trial balance.
3. Allow one point for each single column added if it corresponds with the key.
4. Deduct one point for each of the following:
 - a. An error in or omission of the whole or any part of the title.
 - b. An error in account titles used.
 - c. An error in copying an amount.
 - d. An amount placed in the wrong column.
 - e. A single column incorrectly added even though the figure may agree with the key.
 - f. The omission of an account title.
 - g. The omission of an amount opposite an account title.

PART III

1. Allow one point for each complete title of statement.
2. Allow one point for each item (title and amount) in each statement if it is correct and properly placed according to the given classification.
3. Allow one point for each total or difference extended or inserted. But if the same total or difference found is placed in a column and then extended to another, which would be merely copying, it should be counted only once.
4. Deduct one point for each of the following:
 - a. For each error or omission of a part or the whole title of a statement.
 - b. Each item incorrectly classified.
 - c. Each error in description or amount of any item.
 - d. Each incorrect total or difference.
5. To the total net score for Parts I, II, and III as indicated above may be added.
 - 0 points if penmanship and appearance is poor
 - 10 points if penmanship and appearance is fair
 - 20 points if penmanship and appearance is good
 - 40 points if penmanship and appearance is excellent

ADVANCED BOOKKEEPING

DISTRICT

PART I, THEORY

Name or No.	Score.....	Part I
		Part II
		Part III.....
		Penmanship.....
		Total Net Score.....

INSTRUCTIONS:

Use the words "yes" and "no" in answering the following questions. Answer as many as you can in eight minutes.

1. Is the ledger a book of original entry?
2. Do expense accounts show credit balances usually?.....
3. Is the capital or proprietorship account a liability?.....
4. Should the Sales Account be debited for total sales for the period?
5. Is accrued interest on notes payable a liability?
6. Do sales discounts allowed customers increase proprietorship?
7. A customer fails in business and can pay nothing, would it be proper to credit his account on our books for the amount lost?
8. Money was borrowed at the bank by giving a note for \$1000 and the note was discounted \$10. \$990 was placed to our credit. Should we credit Notes Payable with \$1000?
9. As in No. 8, should we credit our interest account with \$10?
10. As in No. 8, the note has run for half its time when we come to the end of a fiscal period. Would it be correct to treat the unexpired discount as an expense?
11. Should the merchandise inventory at the beginning of a fiscal period be included in the assets of a balance sheet taken at the end of the period?
12. Should unpaid taxes at the end of a fiscal period be included with the statement of liabilities?
13. A burglar took \$75 from the safe. Would you credit cash account?
14. A hardware and implement dealer took a hand truck from stock for use in the store and warehouse. Would it be correct to debit an expense account?
15. Should the surplus account, when it contains a balance, be included in the trial balance?
16. Is it the principal function of a trial balance to show the financial status of a concern?
17. Should the trial balance include all open accounts in the ledger?
18. Should such accounts as "Reserve for Depreciation on Buildings" be closed at the end of a fiscal period?.....
19. Do accounts as in No. 18, show debit balances?
20. If a "Cash" account were kept in the general ledger would it be correct to post the total of the credit side of the cash book to the debit side of the account?
21. Would an entry for Notes Payable ever appear on the debit or cash receipts side of the cash book?
22. Do expense accounts ever receive credit entries other than "to close"?

- 23. When a controlling account for customers is kept in the general ledger would it usually show a credit balance?
- 24. As in No. 23, would it be correct to post the total of the purchase journal to the credit of the controlling account?
- 25. Is there any relation between the results of a Profit and Loss Statement and a Balance Sheet?
- 26. Would it be correct to charge an allowance for depreciation on delivery equipment to the selling expense account?

PART II—TRIAL BALANCE

Name or No..... Score.....
 From the following particulars, take a trial balance of the ledger of the Builders' Supply Co. on June 30, 1925.
 You will be allowed 12 minutes.

Warehouse	\$ 22,500.00
Land	7,800.00
Capital Stock	300,000.00
Surplus	50,193.00
Stock-in-Trade	245,680.00
Furniture and Fixtures	2,500.00
Good-Will	25,000.00
Trade Debtors	362,400.00
Cash	38,490.00
Trade Creditors	176,700.00
Notes Payable	15,700.00
Notes Receivable	18,900.00
Sales	589,760.00
Purchases	356,420.00
Salaries	38,900.00
Coal	4,200.00
Repairs	2,800.00
General Expenses	17,900.00
Depreciation Reserve Warehouse	5,000.00
Mortgage Payable	10,000.00
Interest Expense	475.00
Interest Income	662.00
Lighting	700.00
Telephone	600.00
Insurance	1,860.00
Taxes	890.00

PART III—STATEMENTS

Name or No..... Score.....
 Instructions:

From the following trial balance taken from the books of A. D. Woolman Coal Co., as of Dec. 31, 1925, and the adjustment data given after the trial balance, you will prepare first a Balance Sheet then a Profit and Loss Statement. You will be allowed 20 minutes.

The Statements must be in good form and conform with the following outline as to order of arrangement:

Balance Sheet:

1. A complete, appropriate heading or title containing (1) kind of statement, (2) firm name, and (3) date.
2. Current Assets—in order of liquidity as a going concern.

3. Deferred Charges.
4. Fixed Assets—most permanent or fixed last.
5. Other assets.
6. Current Liabilities—most current first.
7. Deferred Incomes.
8. Fixed Liabilities.
9. Other Liabilities.
10. Original Capital.
11. Surplus (old) if a corporation.
12. Net Profit.
13. Present Net Worth (or Capital and Surplus, etc.).

Profit and Loss Statement:

1. Appropriate title (see 1 above).
2. Net Sales Section.
3. Cost of Goods Sold Section.
4. Gross Profit from Operations.
5. Selling Expenses.
6. General and Administrative Expenses.
7. Financial Management Expenses.
8. Financial Management Incomes.
9. Net Operating Profits.
10. Other Incomes.
11. Other Expenses.
12. Net Profit.

TRIAL BALANCE—DEC. 31, 1925

Cash	\$ 7,278.77	
Notes Receivable	15,800.00	
Accounts Receivable	34,672.10	
Coal Inventory	18,902.10	
Furniture and Fixtures	1,760.22	
Building ..	8,575.00	
Land ..	2,000.00	
Notes Payable		\$ 2,250.00
Accounts Payable		31,830.38
A. D. Woolman, Capital		52,498.17
A. D. Woolman, Personal	1,090.00	
Sales ..		57,375.90
Purchases ..	48,951.55	
Purchases Returns and Allowances		1,550.00
Freight and Delivery Inward	1,393.59	
Salesmen's Salaries	1,200.00	
Advertising ..	1,000.00	
Delivery Expense	900.00	
Expense Supplies	316.92	
Rent ..	675.00	
Insurance ..	360.00	
Office Salaries ..	380.00	
Sundry Expense	223.10	
Cash short and over	4.64	
Interest Expense	21.46	
	<u>\$145,504.45</u>	<u>\$145,504.45</u>

Adjustments:

Interest prepaid on note at bank \$3.33; Interest accrued on notes receivable is \$57.33; Expense supplies inventory is \$14.50; Insurance unexpired \$330; Merchants' Association dues prepaid \$47.92; Delivery expense accrued \$75; Salesmen's salaries accrued \$100; Advertising ac-

crued \$50; Advertising prepaid \$100; Office salaries accrued \$31.67; Prepaid rent \$207.26; Furniture and fixtures are to be depreciated \$17.60; Uncollectable accounts are estimated as $\frac{1}{2}\%$ on sales for the month; Coal inventory \$19,352.30.

TEACHERS' KEY—PAGE 1.

PART I—THEORY

1. no	6. no	11. no	16. no	21. yes
2. no	7. yes	12. yes	17. yes	22. yes
3. no	8. yes	13. yes	18. no	23. no
4. no	9. no	14. no	19. no	24. no
5. yes	10. no	15. yes	20. no	25. yes
				26. yes

PART II—TRIAL BALANCE

Trial Balance Builders' Supply Company, June 30, 1925

Cash ..	\$ 38,490.00	
Notes Receivable ..	18,900.00	
Trade Debtors ..	362,400.00	
Stock-in-Trade ..	245,680.00	
Furniture and Fixtures ..	2,500.00	
Warehouse ..	22,500.00	
Depreciation Reserve Warehouse ..		\$ 5,000.00
Land ..	7,800.00	
Good-Will ..	25,000.00	
Notes Payable ..		15,700.00
Trade Creditors ..		176,700.00
Mortgage Payable ..		10,000.00
Capital Stock ..		300,000.00
Surplus ..		50,193.00
Sales ..		589,760.00
Purchases ..	356,420.00	
Salaries ..	38,900.00	
Coal ..	4,200.00	
Repairs ..	2,800.00	
General Expense ..	17,900.00	
Lighting ..	700.00	
Telephone ..	600.00	
Insurance ..	1,860.00	
Taxes ..	890.00	
Interest Expense ..	475.00	
Interest Income ..		662.00
	<u>\$1,148,015.00</u>	<u>\$1,148,015.00</u>

A. D. WOOLMAN COAL CO., BALANCE SHEET, DEC. 31, 1925

ASSETS

Current Assets:

Cash ..		\$ 7,278.77
Notes Receivable ..	\$15,800.00	
Accounts Receivable:		
M. R. Hamilton ..	\$5,083.70	
F. S. Kent ..	5,232.92	
H. T. Avery ..	4,268.19	
G. C. Furnald ..	3,547.92	

C. P. Pell	5,027.10		
S. T. Hartley	8,052.80		
A. D. Livingston	3,459.47	34,672.10	
		<u>50,472.10</u>	
Less — Reserve for D. A.		286.88	\$50,185.22
		<u> </u>	
Coal Inventory			\$19,352.30
Accrued Income:			
Interest on Notes Re- ceivable			57.33
			<u>\$76,873.62</u>
Deferred Charges to Operations:			
Advertising		\$ 200.00	
Rent		207.26	
Insurance		330.00	
Sundry Expense		47.92	
Interest Expense		3.33	
Expense Supplies		14.50	803.01
		<u> </u>	
Fixed Assets:			
Furniture and Fixtures..	\$ 1,760.22		
Less—Depreciation Reserve	17.60	\$ 1,742.62	
	<u> </u>		
Building		8,575.00	
Land		2,000.00	12,317.62
		<u> </u>	
		Total Assets	<u>\$89,994.25</u>

LIABILITIES

Current Liabilities:			
Notes Payable		\$ 2,250.00	
Accounts Payable:			
M. H. Hanna & Co.	\$10,345.70		
American Coke & Chem- ical Co.	11,763.98		
Peabody & Co.	6,830.00		
Seaboard By - Product			
	<u> </u>		
Accrued Expenses:			
Salesmen's Salaries	\$ 100.00		
Advertising	50.00		
Delivery Expense	75.00		
Office Salaries	31.67	256.67	
	<u> </u>	<u> </u>	
Total Liabilities			<u>\$34,337.05</u>

NET WORTH

Represented by:			
W. D. Woolman, Capital..		\$52,498.17	
Profit for the month .. .	\$ 4,249.03		
Drawings	1,090.00	3,159.03	\$55,657.20
	<u> </u>	<u> </u>	<u> </u>

A. D. WOOLMAN COAL CO.,
PROFIT AND LOSS STATEMENT, DEC. 31, 1925

Sales		\$57,375.90
Cost of Goods Sold:		
Inventory, Dec. 1, 19.. .. .	\$18,902.10	
Purchases	\$48,951.55	
Freight and Delivery-in	1,393.59	50,345.14
		\$69,247.24
<i>Less:</i>		
Purchases Returns and Allowances..\$ 1,550.00		
Inventory, Dec. 31, 1925	19,352.30	20,902.30
Cost of Goods Sold		\$48,344.94
Gross Profit		\$ 9,030.96
Selling Expenses:		
Salesmen's Salaries	\$ 1,300.00	
Advertising	850.00	
Delivery Expense	975.00	\$ 3,125.00
General Administrative Expenses:		
Office Salaries	\$ 411.67	
Expense Supplies	302.42	
Rent	467.74	
Insurance	30.00	
Depreciation	17.60	
Cash Short and Over	4.64	
Sundry Expense	175.18	1,409.25
Financial Management Expenses:		
Interest Expense	\$ 18.13	
Bad Debts	286.88	305.01
		\$ 4,839.26
Financial Management Income.		
Interest Income		57.33
Net Operating Expense		4,781.93
Net Operating Profit for the month ..		\$ 4,249.03

RULES FOR RAPID CALCULATION

Eligibility:

Any regularly enrolled high school student who is carrying or has had one or more commercial subjects.

Awards:

Local Contest—a certificate for the winner of first place.

District Contest—a certificate for the winner of first place.

Finals—A handsome trophy cup and a state championship certificate for the winner of first place. Certificate of honorable mention for winners of second and third places.

Giving and Scoring the Test:

Each student should be provided with a pencil and scratch paper. Test papers or question sheets should be handed out face down and one at a time. The addition page first, then when time is called the addition page should be turned face down instantly and the subtraction page should be handed out face down, etc., through the other two pages.

After the first page has been given out, face down and all are ready to begin, say "When I say turn you will first write your name (or a number may be used in the district or final meet) in the space provided, then add without copying as many of the problems as you can in the allotted time. Read the instructions at the top before you begin." Then say "turn" and keep the time very accurately.

Give similar instructions for each page. Before turning the page of content problems explain the figures that appear in parentheses. These problems are weighted so students may not take them in order if they prefer to skip any. The figures in parentheses indicate the number of points that will be allowed for each answer that is correct to a cent.

When the test has been completed have students exchange papers and carefully mark answers as they are read by the teacher.

Scoring Addition, Subtraction and Multiplication:

As answers are read the student will place a small cross under *each figure* that is wrong. The net score will be found by counting the number of figures in all answers *both right and wrong* and then deducting the number of crosses (wrong figures). To this net score should be added the total number of points made on the content problems.

The blank on the first page should then be filled in showing net score.

FINAL

RAPID CALCULATION

ADDITION:

Solve, without copying, as many of the following problems as you can in 2 minutes. Take them in order and skip none.

(a)	(b)	(c)	(d)	(e)
9864	247	648	2464	5432
2643	1886	967	1527	7312
4928	975	325	14251	3987
3175	1298	596	76826	5428
2841	865	434	83577	6729
4238	357	1298	6575	3526

(f)	(g)	(h)	(i)
27452462	72519218	57264592	78955473
87950241	67482153	87492165	24521624
20724065	72186349	48576901	31826473
86957447	39256258	66875465	37462831
72757786	78295416	52163441	37455987
77777777	87596357	10205211	42612542
88888888	21111016	93758617	68375274
76767676	20407030	58759218	47298654

Total..... Wrong..... Net.....

SUBTRACTION:

Solve, without copying, as many of the following problems as you can in 1 minute. Take them in order and skip none.

(a)	(b)	(c)	(d)	(e)
1.00	2.00	3.00	40.00	50.00
.39	1.15	1.17	28.86	9.78

(f) 30.00 28.61 <hr/>	(g) 94575 65298 <hr/>	(h) 98856 47938 <hr/>	(i) 99473 89536 <hr/>	(j) 79845 78798 <hr/>
(k) 86972 84996 <hr/>	(l) 356094 264377 <hr/>	(m) 25438 9879 <hr/>	(n) 46232 19424 <hr/>	(o) 26463 8524 <hr/>
(p) 120090 47308 <hr/>	(q) 657.48 563.89 <hr/>	(r) 905.06 754.78 <hr/>	(s) 753.02 457.69 <hr/>	
Total.....		Wrong.....		Net.....

MULTIPLICATION :

Solve as many of the following as you can in 2 minutes. Take them in order and skip none.

(a) 48676 6 <hr/>	(b) 96587 8 <hr/>	(c) 53827 7 <hr/>	(d) 4982 9 <hr/>	(e) 44588 8 <hr/>
(f) 92376 5 <hr/>	(g) 78789 9 <hr/>	(h) 40006 7 <hr/>	(i) 88544 6 <hr/>	(j) 90908 90 <hr/>
(k) 65566 8 <hr/>	(l) 35728 5 <hr/>	(m) 3261 63 <hr/>	(n) 5938 87 <hr/>	(o) 9763 94 <hr/>
(p) 2875 65 <hr/>	(q) 7009 86 <hr/>	(r) 8299 72 <hr/>		
Total.....		Wrong.....		Net.....

CONTENT PROBLEMS

Solve as many of the following as you can in 10 minutes:

- (1) A bankrupt owes A, \$600; B, \$800; C, \$1,000; D, \$1200; but his property is worth only \$1440. How much should each creditor receive? (13)
- (2) Having \$240,000 to invest, a gentleman bought United States bonds with $33\frac{1}{3}\%$ of it, a home with 25% of the remainder, and invested what still remained equally in farming lands and manufacturing stock. How much did he invest in manufacturing stock? (6)
- (3) B sold a farm to C for \$12,000, thereby gaining 20%. What was A's cost if in selling the same farm to B he made a profit of 25%? (7)
- (4) What is gained by selling 25 doz. pairs of gloves at \$1.25 per pair if they cost \$7.50 per dozen less $16\frac{2}{3}\%$ and 10%? (15)
- (5) A dry goods merchant's gain in business for four years aggregated 50% of his capital. If his gain was \$5000 and he withdrew it and his capital and invested the total in a farm, consisting of 375 A., what was the price paid per acre? (12)
- (6) A merchandise account shows that the cost of a stock of goods was \$15,000, that the sales to date aggregate \$12,000, and that the goods on hand, estimated at cost prices, amount to \$4500. Find the per cent of gain or loss on the sales. (10)

- (7) Having sent a New Orleans agent \$1835.46 to be invested in sugar, after allowing 3% on the investment for his commission, I received 32,400 pounds of sugar. What price per pound did the sugar cost the agent? (14)
- (8) A man invested \$16,000 in business, and at the end of 3 yr. 3 mo. withdrew \$22,240, which sum included investment and gains. What yearly per cent of interest did his investment pay? (8)
- (9) What monthly rent should be charged for a house costing \$10,240 in order that 6% interest on the investment may be realized? (3)
- (10) In a school district the valuation of the taxable property is \$752,400 and it is proposed to repair the schoolhouse and ornament the grounds at an expense of \$5000. If old materials sell for \$673.70, what will be A's tax, whose property was valued at \$9400? (12)

KEY TO RAPID CALCULATION

FINAL

ADDITION :

- (a) 27,689 (b) 5,628 (c) 4,268 (d) 185,220 (e) 32,414
 (f) 539,276,342 (g) 458,853,797 (h) 475,095,610 (i) 368,508,858

SUBTRACTION :

- (a) .61 (b) .85 (c) 1.83 (d) 14.14 (e) 40.22 (f) 1.39
 (g) 29,277 (h) 50,918 (i) 9,937 (j) 1,047 (k) 1,976
 (l) 91,717 (m) 15,559 (n) 26,808 (o) 17,939 (p) 72,782
 (q) 93.59 (r) 150.28 (s) 295.33

MULTIPLICATION :

- (a) 292,056 (b) 772,696 (c) 376,789 (d) 44,838 (e) 356,804
 (f) 461,880 (g) 709,101 (h) 280,042 (i) 531,264 (j) 8,181,720
 (k) 524,528 (l) 178,640 (m) 205,443 (n) 516,606 (o) 917,722
 (p) 186,875 (q) 602,774 (r) 597,528

PROBLEMS :

- (1) A, \$240; B, \$320; C, \$400; D, \$480 (2) 60,000 (3) \$8,000 (4) \$270
 (5) \$40 (6) 14 2/7% gain (7) 5 1/2 c (8) 12% (9) \$51.20
 (10) \$54.05

PENMANSHIP

(STATE SERIES)

Contestants will be given 5 minutes from the time the signal start is given in which to write the following letter, or as much of it as can be written in that time.

Grading will be by the Zaner Handwriting Scale number 5.

A few minutes practice on intermediate drills is advisable.

Copy the following business letter on good quality of writing paper 8"x10 1/2" or 8 1/2"x11", using a medium fine steel pen.

Current date

Mr. J. R. Brown
 Cheyenne, Wyoming
 Dear Sir.

We are in receipt of a letter from Mr. Walter McAdoo with reference to the matter of signing a release, freeing the Saxon Motor Car Corporation from any and all obligations to pay any further commissions which may be earned under his last season's contract. We will ask you to send Mr. McAdoo your check settling with him for the full amount of rebate due him according to his agreement. Immediately after his release is received, we will send it to our home office and have them make a check payable to you, refunding the amount of rebate that they have been holding in reserve until such time as you should settle with this subagent.

Mr. McAdoo seems disposed to take a critical attitude in this matter, and your immediate attention to the instructions of this letter will therefore be appreciated.

Very truly yours,
Name

List of Contestants who participated in the Finals of the State Contest in Commercial Subjects held at Colorado State Teachers College, Greeley, Colorado, on April 25, 1925.

PENMANSHIP

NAME	SCHOOL	SCORE
Martha Jonson	Longmont	92
Edward Demuth	Fort Collins	89
Anna Pearson	Wheatridge	88
*Florence Allen	Montrose	87
Lillian Nordon	Brighton	87
Gladys Thompson	Fort Collins	87
John McNeer	Montrose	87
Violet Tregoning	Eaton	86
Helen Pino	Centennial (Pueblo)	86
Mildred Barnard	Greeley High	85
Elma Brandon	Eads	85
Ruth Craggs	Boulder	84
Gertrude Hicks	Fort Collins	82
Margaret Johnson	Eaton	83
*Cleda Hanan	Boulder	82
*Louise Ribar	Centennial (Pueblo)	81
*Mabel Andre	Boulder	80
Isabell Anderson	Eads	80

SPELLING

NAME	SCHOOL	SCORE
Evelyn Peterson	Fort Collins	50
Alice Hafer	Centennial (Pueblo)	49
Gordon Johnson	Wheatridge	47
Marion Dooley	Akron	46
Robert Lang	Eads	46
*Ruby Frazier	Boulder	45
Vera Haynes	Eads	45
Mae Hedricks	Golden	45
Salvador Artese	Wheatridge	44
Georgine Pratt	Longmont	43
Jeanette Lockwood	Loveland	42
Joe Klein	Brighton	42
Faye Bloom	Longmont	42
*Margaret Ellis	Greeley High	42
Mary Romans	College High	41
*Ina Belle Giles	Durango	41
Erminie Knecht	Greeley High	40
*George Layton Brown	Montrose	40
Leo Reynolds	Hartman	39
*John McNeer	Montrose	39
*Bernice Rutherford	Brighton	37
*Vera Reid	Brighton	36
*Catherine Wood	Centennial (Pueblo)	35
*Lillian Nordon	Brighton	28
*Mable Shaw	Wray	22

*Contestants who were not eligible for this event.

RAPID CALCULATION

NAME	SCHOOL	SCORE
Stella McCulloch	Centennial	235
Verle Hays	Brush	208
Sarah Reingold	Fort Collins	206
George Fischer	Brighton	177
Florence Allen	Montrose	172
Walter Schwabenland	Windsor	171
Harold Deinleiss	Eads	167
Jack Miller	Golden	166
Bertha Thoma	Brush	159
*Cleda Hanan	Boulder	159
*Joe Klein	Brighton	158
Salvador Artese	Wheatridge	149
*Louise Ribar	Centennial (Pueblo)	144
Beulah Wilson	Longmont	137
*Mable Andre	Boulder	136
*George Layton Brown	Montrose	134
Louise Strohaur	Greeley High	111
Mary Kidd	Greeley High	90

BEGINNING SHORTHAND

NAME	SCHOOL	SCORE
Rachel Briggs	Fort Collins	99.26
Laura Morgan	La Jara	98.16
Thelma Taylor	Wyley	97.70
Frances Weaver	Greeley	97.42
Elenore Searle	Haxtun	97
Joe Klein	Brighton	97
Verna Bell	Pueblo (Centennial)	95.59
Rachel Cessna	Longmont	95.59
Goldie Clark	Akron	94.11
Sarah Reingold	Fort Collins	93.41
Dorothy Anderson	Greeley (C. T. High)	90.81
Elsie Zitnick	Greeley (C. T. High)	86.7
Laurene Conner	Glenwood	84.92
Margaret Knapp	Wheatridge	84
Dorothy Stokes	Tartman	80.1
Eva Schmalbeck	Eads	77.9

ADVANCED SHORTHAND

NAME	SCHOOL	SCORE
Rose Boechler	Fort Collins	96.26
Ina Belle Giles	Durango	94.66
Catherine Wood	Centennial	93.06
Ruby Frazier	Boulder	92.345
Mary Romans	Greeley (T. C. High)	90.50
Margaret Ellis	Greeley	83.88
Harold Fasnacht	Wiley	83.18
Eunice Ferguson	Fort Collins	82.25
Opal Webster	Fort Collins	80.11
Mabel Shaw	Wray	78.95
Kathryn Schlosser	Greeley (T. C. High)	76.08
Lillian Norden	Brighton	72.95
Vera Reid	Brighton	69.54
*Bernice Rutherford	Brighton	63.4

*Contestants who were not eligible for this event.

BEGINNING TYPEWRITING

		SCORE	ERRORS
Marion Hall	Teachers College High	62	15
Dorothy Vennettisch	Pueblo—Central	59	19
Bertha Nix	Eaton	51	12
Pauline Propp	Fort Collins	50	44
*Mary L. Morgan	La Jara	48	23
Evelyn Rooney	Greeley High	48	24
Mildred Reisinger	Pueblo—Centen.	46	22
Mary Cessna	Longmont	44	21
Georgene Pratt	Longmont	42	21
Charlotte Coffin	Brighton	42	26
Blanche Keicher	Akron	39	31
Laurene Conner	Glenwood Springs	38	23
Harold Anderson	Wheatridge	37	57
Goldie Jay	Akron	31	33
Eva F. Schmalbeck	Eads	29	24
Elenore Searle	Haxtun	26	35
Virginia Brock	Fort Collins	25	68
*Elizabeth Shay	Wiley	17	59
Frederick L. Hull	Loveland	16	63
Howard Glandon	Wheatridge	15	54

ADVANCED TYPEWRITING

		SCORE	ERRORS
Ruth Fleming	Teachers College High	67	17
Arna J. Hendren	Pueblo—Central	61	25
Ermine Knecht	Greeley High	59	19
Grace Price	Pueblo—Central	56	17
*Thelma Taylor	Wiley	54	25
Albert Vitullo	Pueblo—Centen.	52	16
Ethel Hipps	Greeley High	49	20
Ida P. Moore	Longmont	48	27
Julia Timmermeyer	Longmont	47	25
Mabel Shaw	Wray	47	36
Robert Lang	Eads	46	21
*Catherine Wood	Pueblo—Centen.	44	20
*Margaret Ellis	Greeley High	44	17
*Ruby L. Frazier	Boulder	43	29
Orpha Reed	Fort Collins	41	43
Ruth Whitney	Fort Collins	41	49
Elaine Hawkins	Fort Collins	39	36
Herb A. Names	Wheatridge	39	21
Bernice Rutherford	Brighton	34	55
Jewell M. Kennedy	Cheyenne Wells	26	51
*Vera Reid	Brighton	25	36
*Ina Belle Giles	Durango	23	64
*Lillian Norden	Brighton	2	80

BEGINNING BOOKKEEPING

NAME	SCHOOL	SCORE
Julia Price	Pueblo (Centennial)	157
Ethel Hipps	Greeley High	153
Mary Hunter	Greeley High	151
Frances Rise	Longmont	149
Narry Dreany	Windsor	141
Mabel Morger	Fort Collins	139

*Contestants who were not eligible for this event.

NAME	SCHOOL	SCORE
Ruth Craig	Keota	136
Walter Schwabenland	Windsor	134
Helen Hubbard	Cheyenne Wells	134
Leontine Hedrick	Brighton	130
Nellie Mumford	Longmont	129
Mildred Barnard	Greeley High	123
*Paul Namen	Wheatridge	114
George Layton Brown	Montrose	114
Mabel Shaw	Wray	114
Pearl Boucher	Wheatridge	98
Elam Brandon	Eads	85
Verne Sallie	Eads	79
*Verle Hays	Brush	61

ADVANCED BOOKKEEPING

NAME	SCHOOL	SCORE
Cleda Hanan	Boulder	91
Katherine Barnes	Fort Collins	90
Louise Ribar	Pueblo (Centennial)	82
Doris Thompson	Fort Collins	77
Chas. Dougherty	Fort Collins	68
Margaret Ellis	Greeley High School	67
Mabel Andre	Boulder	55
Evelyn Rheinhold	Greeley High School	54
Gladys Holmes	Greeley High School	42

STATE CHAMPION STENOGRAPHER

	School	Score			
		Typing	Spelling	Shorthand	Total
Ruby Frazier	Boulder	43	45	92.35	180.35
Catherine Wood	Pueblo (Cent'l.)	44	35	93.06	172.06
Margaret Ellis	Greeley H. S.	44	42	83.88	169.88
Ina Bell Giles	Durango	23	41	94.66	158.66
Mabel Shaw	Wray	47	22	78.95	147.95
Bernice Rutherford	Brighton	34	37	63.40	134.40
Vera Reed	Brighton	25	36	69.54	150.54
Lillian Nordan	Brighton	2	28	72.95	102.95

STATE CHAMPION BOOKKEEPER

NAME	School	Score			
		Bkpg.	Pen.	Cal.	Total
Cleda Hanan	Boulder	91	82	159	332
Louise Ribar	Pueblo (Cent'l.)	82	81	144	307
Mabel Andre	Boulder	55	80	136	271

BEGINNERS TYPEWRITING

GROUP CONTEST

SCHOOL	NUMBER OF STUDENTS	AVERAGE
1. Fort Collins	40	30.47
2. Sterling	26	30.27
3. Teachers College High	11	30.04
4. Glenwood Springs	14	30
5. Haxtun	13	29.61

*Contestants who were not eligible for this event.

6.	LaJunta	12	29.01
7.	Greeley High	51	28.66
8.	Durango	26	27.15
9.	Yuma County High	14	27
10.	Washington Co. High	12	26.4
11.	Wheatridge	12	26.4
12.	Brighton	30	26
13.	Lamar	17	26
14.	Loveland	28	25.59
15.	Wiley	17	24.5
16.	Longmont	11	21.9
17.	Eads	10	21.1
18.	Arapahoe	10	20.7
19.	Brush Union High	22	19
20.	Holly	23	18.06

