M. O. 340—12-34

MONTHLY REPORT OF OPERATING EXPENSES

SHEET NO.

MONTH ENDING AUGUST 31st., 19 35 BRANCH TOPEKA

OPERATING EXPENSES NAME	THIS YEAR		LAST YEAR	
OFFICE AND WAREHOUSE SERVICE				
Office Salaries	1.1	718.20	1.4	708.83
Warehouse Salaries				
General Administration				
Branch Factory Debit				
TOTAL	1.1	718.20	1.4	708.83
DETROIT DIRECT CHARGES				
Office Managers' Salaries				
Branch Sales Managers' Salaries				
Dist. Sales Managers' Salaries				
Dist. Sales Managers' Expense				
TOTAL				
TRAVELING EXPENSE AND SERVICE				
Salesmen's Expenses	0.6	[illegible]	0.9	470.21
Salesmen's Salaries	9.3	[illegible]	12.1	6,130.74
TOTAL	9.9	[illegible]	13.0	6,600.95
Advertising Materials Used	0.1	[illegible]		
ADVERTISING National	1.0	[illegible]	0.5	268.13
Advertising Regular	1.1	751.69		
TOTAL	2.0	1,359.49		
GENERAL EXPENSES				
Branch Auditing	0.1	50.17		25.00
Charities and Donations		5.00		5.00
Commercial Agencies	0.1	35.50		21.00
Employees Welfare				
Heat, Light and Power	0.6	387.16	0.6	327.58
Insurance	0.2	110.90	0.2	89.74
Janitors' Supplies		32.93	0.1	39.77
Parcel Post		22.26		22.77
Rent	3.2	2,201.39	6.1	3,000.00
Repairs N. O. S.	0.1	66.09	0.1	63.48
Salesmen's Outfits				
Store and Warehouse Supplies		19.05	0.1	36.66
Sundry Expenses	0.1	42.21		20.67
Taxes Local	0.5	350.02	0.5	271.10
Telegrams		19.61		16.89
Telephone Long Distance	0.1	56.80	0.1	53.60
Telephone Regular	0.1	89.27	0.2	88.80
Warehouse Expense				
TOTAL	5.1	3,488.36	8.0	4,040.72
COLLECTIONS AND ALLOWANCES				
Legal Expense Collections		1.16		7.50
Policy Allowance		5.44		
Sample and Gratis		.18		4.06
TOTAL		6.78		11.56
TOTALS FORWARD				

OPERATING EXPENSES NAME	THIS YEAR		LAST YEAR	
TOTALS FORWARD				
STATIONERY	0.5	344.04	0.3	176.58
STAMPS	0.5	337.07	0.5	270.47
CARTAGE EXPENSE				
Cartage Outside Service	0.1	45.99	0.2	85.98
Cartage Distribution Account				
Cartage Salaries				
Depreciation	0.2	129.02	0.2	106.70
Repairs Cartage Equipment	0.1	96.30	0.1	35.12
Cartage Miscellaneous	0.4	258.32	0.5	262.64
TOTAL	0.8	529.72	1.0	490.49
MERCHANDISE CASH DISCOUNT				
Cash Discount Allowed	0.3	179.56	0.3	137.54
SUSPENSE				
Bad and Doubtful Debts	0.1	88.86	0.1	48.51
INTEREST ON PAST DUE ACCOUNTS				
Interest Miscellaneous		4.98		5.84
SALES PROPORTION OF ADMIN.				
Administration Dr. to Branches	5.9	3,989.60	3.0	1,522.73
Administration Distribution				
Administration Dist. Miscellaneous				
Cleveland Directs				
Branch Directs			2.2	1,125.89
Branch Directs Distribution				
TOTAL	5.9	3,989.60	5.2	2,648.62
TRANSPORTATION				
GRAND TOTAL EXPENSES	26.0	17,508.08	30.2	15,299.54

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MONTHLY REPORT OF SALESMEN'S SALES BONUS SALARY AND EXPENSE

SHEET NO.

MONTH ENDING August 31st, 19 35 BRANCH TOPEKA

NO.	SALESMEN	TERR.	THIS YEAR SALES	BONUS	SALARY	EXPENSE	%	TOTAL SAL. & EXP.	LAST YEAR SALES	BONUS	SALARY	EXPENSE	%	TOTAL SAL. & EXP.	NO.
1	Cash Sales		17 950						14 130						1
2	Charge Sales		49,503						36,593						2
3	R. V. Bozarth	A17A			2,230	144		2,374 23		300	1,483	91		1,874 42	3
4	Robert Gamble	A17B			330			332 90							4
5	J. B. Forney	A17C			231			231 23			334			333 63	5
6	Edwin A Ammon	A17E			1,125	288		1,413 24			1,560	282		1,843 59	6
7	M. R. Rathburn	A17K			1,200			1,200 00			1,200			1,200 00	7
8	Mrs. Gladys Chamberlin	A17L													8
9	Leonard Kelsey	A17M									212			212 31	9
10	Chas. Elkins	A17N			1,103			1,102 50			881	97		978 73	10
11	Extra Labor				15			15 00			160			160 27	11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
25															25
26															26
27															27
28															28
29															29
30															30
31	TOTAL		67,453		6,231	432	9.9	6,669 73	50,723	300	5,830	470	13.0	6,600 95	31

MONTHLY REPORT OF OFFICE AND WAREHOUSE SALARIES

OFFICE SALARIES NAME	THIS YEAR	LAST YEAR
Mrs. Gladys Chamberlin	718	697
Extra Help		12
TOTAL	1.1 718	1.1 709

WAREHOUSE SALARIES NAME	THIS YEAR	LAST YEAR
TOTAL		

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FORM H. O. 514 B.R.

MONTHLY REPORT OF ANALYSIS OF RETAIL TRADE SALES BY CLASSIFICATIONS

SHEET No.

MONTH ENDING August 31st 19 35 BRANCH TOPEKA

NAME Topeka
TERR.

CLASSIFICATION		NO.	TOTAL THIS YEAR	TOTAL LAST YEAR	CASH THIS YEAR	CASH LAST YEAR	CHARGE THIS YEAR	CHARGE LAST YEAR					NO
Glass	421	10	3,291	1,929	[illegible]		3,291	1,929					10
Paint	422	13	27,728	22,865	[illegible]		27,728	22,864					13
Brushes	423	16	1,081	726	[illegible]		1,081	726					16
Lead, Oil, Turps. (Not Our Mfg.)	423	17	4,453	4,056	[illegible]		4,453	4,056					17
Misc. Jobbing Goods (N. O. S.)	423	18	2,530	1,586	[illegible]		2,530	1,586					18
Wallpaper	520	21	10,716	6,177	[illegible]		10,716	6,177					21
Art		25	1,106	458	[illegible]		1,106	458					25
Contract Labor	423	30	70	23	[illegible]		70	23					30
Contract P. And L.	423	31	3				3						31
			50,978		17,290								
Cash Sales			18,289	14,449	18,289	14,449							
			69,267										
GROSS SALES 420 - less W.P			69,267	52,268	18,289	14,449	50,978	37,819					
Freight		60	42	90			42	90					60
Merchandise Returned		61	1,543	1,291	310	298	1,233	994					61
Invoice Corrections		62	229	165	29	21	200	142					62
TOTAL DEDUCTIONS			1,814	1,546	339	319	1,475	1,226					
TOTAL—NET SALES			67,453	50,722	17,950	14,130	49,503	36,593					

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