A. O. 340—12-34

# MONTHLY REPORT OF OPERATING EXPENSES

SHEET NO.

MONTH ENDING AUGUST 31st., 1935 BRANCH SALINA

| OPERATING EXPENSES NAME | THIS YEAR | | LAST YEAR | |
|---|---|---|---|---|
| OFFICE AND WAREHOUSE SERVICE | | | | |
| Office Salaries | 2.8 | 3,075.30 | 5.6 | 4,892.51 |
| Warehouse Salaries | | | | |
| General Administration | | | | |
| Branch Factory Debit | | | | |
| TOTAL | 2.8 | 3,075.30 | 5.6 | 4,892.51 |
| DETROIT DIRECT CHARGES | | | | |
| Office Managers' Salaries | 1.9 | 2,052.00 | | |
| Branch Sales Managers' Salaries | | | | |
| Dist. Sales Managers' Salaries | 4.4 | 4,770.00 | | |
| Dist. Sales Managers' Expense | 1.3 | 1,474.61 | | |
| TOTAL | 7.6 | 8,296.61 | | |
| TRAVELING EXPENSE AND SERVICE | | | | |
| Salesmen's Expenses | 1.2 | 1,330.49 | 1.7 | 1,473.13 |
| Salesmen's Salaries | 7.5 | 8,[illegible] | 8.4 | 7,245.24 |
| TOTAL | 8.7 | 9,[illegible] | 10.1 | 8,718.37 |
| Advertising Materials Used | | 25.26 | | |
| ADVERTISING National | | | 0.8 | 669.07 |
| Advertising Regular | 0.6 | 705.35 | | |
| TOTAL | 0.6 | 680.09 | | |
| GENERAL EXPENSES | | | | |
| Branch Auditing | 0.4 | 398.90 | | 25.00 |
| Charities and Donations | | 31.00 | 0.2 | 55.00 |
| Commercial Agencies | 0.3 | 350.88 | 0.3 | 256.00 |
| Employees Welfare | | | | |
| Heat, Light and Power | 0.4 | 427.28 | 0.5 | 446.26 |
| Insurance | 0.4 | 412.48 | 0.4 | 336.62 |
| Janitors' Supplies | 0.1 | 72.99 | 0.1 | 59.15 |
| Parcel Post | 0.1 | 157.25 | 0.1 | 122.86 |
| Rent | 1.9 | 2,156.64 | 2.6 | 2,190.39 |
| Repairs N. O. S. | 0.2 | 194.18 | 0.2 | 192.74 |
| Salesmen's Outfits | | | | |
| Store and Warehouse Supplies | | 30.66 | 0.1 | 56.03 |
| Sundry Expenses | 0.1 | 61.86 | 0.1 | 93.63 |
| Taxes Local | 1.2 | 1,334.84 | 0.7 | 568.76 |
| Telegrams | 0.1 | 72.83 | 0.1 | 56.42 |
| Telephone Long Distance | 0.1 | 132.14 | 0.1 | 108.21 |
| Telephone Regular | 0.3 | 371.61 | 0.4 | 355.56 |
| Warehouse Expense | | | | |
| TOTAL | 5.6 | 6,205.54 | 5.8 | 4,922.63 |
| COLLECTIONS AND ALLOWANCES | | | | |
| Legal Expense Collections | | 33.23 | 0.1 | 80.05 |
| Policy Allowance | | 10.43 | | 5.35 |
| Sample and Gratis | | | | .50 |
| TOTAL | | 43.66 | 0.1 | 85.90 |
| TOTALS FORWARD | | | | |

| OPERATING EXPENSES NAME | THIS YEAR | | LAST |
|---|---|---|---|
| TOTALS FORWARD | | | |
| STATIONERY | 0.9 | 972.42 | 0.9 |
| STAMPS | 0.7 | 738.64 | 0.6 |
| CARTAGE EXPENSE | | | |
| Cartage Outside Service | | 133[illegible] | 0.1 |
| Cartage Distribution Account | | | |
| Cartage Salaries | | | |
| Depreciation | | | |
| Repairs Cartage Equipment | 0.1 | 94.74 | 0.1 |
| Cartage Miscellaneous | 0.1 | 150.51 | 0.2 |
| TOTAL | 0.2 | 231.40 | 0.3 |
| MERCHANDISE CASH DISCOUNT | | | |
| Cash Discount Allowed | 0.4 | 394.72 | 0.3 |
| SUSPENSE | | | |
| Bad and Doubtful Debts | 0.5 | 564.99 | 1.5 |
| INTEREST ON PAST DUE ACCOUNTS | | | |
| Interest Miscellaneous | | 1.85 | |
| SALES PROPORTION OF ADMIN. | | | |
| Administration Dr. to Branches | 3.0 | 3,273.79 | 5.7 |
| Administration Distribution | | | |
| Administration Dist. Miscellaneous | | | |
| Cleveland Directs | | | |
| Branch Directs | | | |
| Branch Directs Distribution | | | 6.9 |
| TOTAL | 3.0 | 3,273.79 | 1.2 |
| TRANSPORTATION | | | |
| GRAND TOTAL EXPENSES | 24.0 | 26,308.34 | 24.7 |

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# MONTHLY REPORT OF SALESMEN'S SALES BONUS SALARY AND EXPENSE

SHEET NO.

MONTH ENDING AUGUST 31st., 19 35 BRANCH SALINA

| 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 | | 15,129 | | | | | | 13,693 | | | | | | 1 |
| 2 | Charge Sales | | 52,435 | | | | | | 24,229 | | | | | | 2 |
| 3 | Nat Harris | D15A | | | 2,700 | 183 | | 2,883 85 | | | 2,700 | 41 | | 2,741 31 | 3 |
| 4 | F. J. Smith | D15B | | | 1,380 | | | 1,380 00 | | | 1,346 | | | 1,346 35 | 4 |
| 5 | H. R. Mc Dowell | D15C | | | 667 | | | 667 33 | | | | | | | 5 |
| 6 | Geo. H. Dopp | D15F | | | 935 | | | 935 00 | | | 896 | | | 896 89 | 6 |
| 7 | C. C. Cavin | D15H | 42,110 | | 1,643 | 1,150 | | 2,792 74 | 38,033 | | 1,890 | 1,432 | | 3,321 82 | 7 |
| 8 | Extra Labor | | | | 857 | | | 856 97 | | | 413 | | | 413 10 | 8 |
| 9 | | | | | | | | | | | | | | | 9 |
| 10 | | | | | | | | | | | | | | | 10 |
| 11 | | | | | | | | | | | | | | | 11 |
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| 27 | | | | | | | | | | | | | | | 27 |
| 28 | | | | | | | | | | | | | | | 28 |
| 29 | | | | | | | | | | | | | | | 29 |
| 30 | | | | | | | | | | | | | | | 30 |
| 31 | TOTAL | | 109,685 | | 8,182 | 1,311 | 8.7 | 9,518 89 | 85,946 | | 7,245 | 1,473 | 10.1 | 8,718 37 | 31 |

## MONTHLY REPORT OF OFFICE AND WAREHOUSE SALARIES

| OFFICE SALARIES NAME | THIS YEAR | | LAST YEAR | | WAREHOUSE SALARIES NAME | THIS YEAR | | LAST YEAR | |
|---|---|---|---|---|---|---|---|---|---|
| Grace Dopp | | 870 | | 840 | | | | | |
| Helen Johnson | | 990 | | 960 | | | | | |
| Cyril Truitt | | 810 | | 780 | | | | | |
| Extra Help | | 405 | | 96 | | | | | |
| Leo J. Diehl | | | | 2,052 | | | | | |
| Arlene Heller | | | | 184 | | | | | |
| TOTAL | 2.8 | 3,075 | 5.6 | 4,892 | TOTAL | | | | |

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FORM [illegible]

# MONTHLY REPORT OF ANALYSIS OF RETAIL TRADE SALES BY CLASSIFICATIONS

SHEET NO.

MONTH ENDING August 31st 19 35 BRANCH SALINA

Salina NAME / TERR

| CLASSIFICATION | NO. | TOTAL THIS YEAR | TOTAL LAST YEAR | CASH THIS YEAR | CASH LAST YEAR | CHARGE THIS YEAR | CHARGE LAST YEAR | C. C. CAVIN H THIS YEAR | C. C. CAVIN H LAST YEAR | THIS YEAR | LAST YEAR | NO. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Glass | 10 | 23,680 | 19,656 | | | 9,731 | 6,351 | 13,949 | 13,305 | | | 10 |
| Paint | 13 | 32,547 | 24,203 | | | 16,564 | 10,485 | 15,981 | 13,719 | | | 13 |
| Brushes | 16 | 1,469 | 1,048 | | | 814 | 429 | 655 | 619 | | | 16 |
| Lead, Oil, Turpe, Glut chs Mtg | 17 | 4,262 | 3,381 | | | 2,569 | 1,340 | 1,693 | [illegible] | | | 17 |
| Misc. Jobbing Goods (N. G. S.) | 18 | 4,907 | 3,590 | | | 3,552 | 2,204 | 1,356 | 1,386 | | | 18 |
| Wallpaper | 21 | 14,703 | 11,229 | | | 6,368 | 4,658 | 8,335 | 6,571 | | | 21 |
| Art | 25 | 714 | 504 | | | 424 | 315 | 290 | 189 | | | 25 |
| Contract Labor | 30 | 13,374 | 9,956 | | | 12,580 | 8,818 | 794 | 1,138 | | | 30 |
| Contract P. And I. | 31 | 1,181 | 677 | | | 1,180 | 659 | 1 | 18 | | | 31 |
| Cash Sales | | 15,437 | 13,945 | 15,437 | 13,945 | | | | | | | |
| GROSS SALES | | 112,274 | 88,189 | 15,437 | 13,945 | 53,782 | 35,259 | 43,054 | 38,985 | | | |
| Freight | 60 | 54 | 17 | | | 24 | 3 | 30 | 20 | | | 60 |
| Merchandise Returned | 61 | 1,921 | 1,872 | 286 | 244 | 1,086 | 984 | 548 | 643 | | | 61 |
| Invoice Corrections | 62 | 614 | 352 | 2 | 8 | 247 | 56 | 366 | 289 | | | 62 |
| TOTAL DEDUCTIONS | | 2,589 | 2,241 | 288 | 252 | 1,357 | 1,037 | 944 | 952 | | | |
| TOTAL - NET SALES | | 109,685 | 85,948 | 15,149 | 13,693 | 52,425 | 34,222 | 42,110 | 38,033 | | | |

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