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To learn more about NASSAU GOLF CARS and an exciting new approach to this growing market, write: Vice President, Sales

PARRETT
MANUFACTURING CO., INC.
777 Paw Paw Ave. • Benton Harbor, Mich.

day charges are processed on Monday and billing for the entire month is completed in 2½ to 3½ hours on Tuesday.

- The operator removes the tickets and ledger from the tray. Ledger and statement are inserted into the carriage of the accounting machine with the statement on the left and the ledger on the right.

- Reading from the ledger card, the operator indexes the previous balance into the keyboard and then proceeds to key in the monthly dues, restaurant and bar charges, payments, miscellaneous charges and greens fees. The charges are copied from the checks put in the file during the month.

- The machine, on instructions from the operator, then prints the closing date, previously stored in the machine, and calculates and prints the new balance.

- The carriage then automatically moves to the right and prints only totals on the member ledger card, plus any amount past due. If the member is paid up, the machine prints two zeros in the past due column.

Trial Balance Automatic

- At the end of the cycle, the machine prints a trial balance automatically.

- When all the posting is completed, the statements and tickets are put in window envelopes for mailing to members, who have 30 days to pay. If payment is still not received, the treasurer mails another statement, giving the delinquents another 10 days before being denied club privileges.

- It is unnecessary with our present system to compare the charge tickets with the statements, since the Sensimatic verifies their accuracy. The operator only checks signatures to see that the charges have been made against the proper members.

- On completion of the cycle posting and statement mailing, the ledger cards are returned to the file with a new statement form. The former practice of transferring the ledger balance to the statement has been eliminated since this is done by the machine at the next billing period.

Heads Northeast GCSA

Lawrence Mattei of Gloversville, N. Y. is in his fourth year as president of the Northeast GCSA. Jim Thomson is vp, Paul O'Leary, sec., and John Espey, treas.