

July 16, 1958

To: Business Office
 Via: Mr. Ehlers
 From: Music Department
 Re: Music Resale Inventory from January 1 thru May 31, 1958. Inventory Taken May 31, 1958

<u>Details - Jan. thru May 31, 1958</u>	<u>Purchases</u>	<u>Sales</u>	<u>Punched on Cards</u>	<u>Transfer to Reference</u>	<u>Books Lost</u>	<u>B Balance</u>	<u>Physical Invent. May 31, 1958</u>
Eleanor Lum	\$ 54.35	46.05	47.85		1.00	7.30	\$ 63.30
Carol Yamaguchi	64.90	49.40	49.40			15.50	25.10
Dora Ah Chan	34.05	21.70	21.70	1.00	3.00	8.35	21.55
Nora Matsumura	41.50	40.40	43.60			1.10	15.45
Marianne Fleece	19.55	25.00	25.00	3.00			42.75
Office	45.05			11.40	38.65	53.65	132.40
	<u>\$ 259.40</u>	<u>\$182.55</u>	<u>\$187.55</u>	<u>\$15.40</u>	<u>\$ 4.00</u>	<u>\$65.90</u>	<u>\$300.55</u>

Inventory Dec. 2, 1957;							
As Per Submitted (1/8/58)					\$ 234.35		
Less Error In Carrying over Figure From Oct. to Nov. 1957					<u>26.70</u>		
						<u>207.65</u>	
Adjusted Physical Inventory						<u>273.55</u>	
Add Purchases - Dec. 2 to 31, 1957						<u>28.92</u>	
						<u>302.47</u>	
Less Sales - Dec. 2 to 31, 1957						<u>14.05</u>	
							288.42
Inventory Overage							12.13
Less Books Lost per above							<u>4.00</u>
							8.13
Total Overage Dec. 1, 1957 to May 31, 1958							8.13

Punched \$5.00 for delinquent accounts of 1957