



Top: CHARLES S. COOK, RALPH RUSSELL,
HARVEY SOUTHER, J. LEHMAN
KAPP

Bottom: MATTIE HAMLIN, WILLIAM M.
MILLNER



At right: WILLIAM HANNAN Cashier, VIRGINIA JOHNSON, JAMES D. CURWEN, ELLIOTT BICKETT

Thousands of calculations are made by the Payroll Department, so that we can get our weekly checks. A complete record of each employee is kept up to date. Social Security and income tax deductions, amounts withheld for the purchase of U. S. Savings Bonds, insurance deductions, and number of hours worked are carefully studied before work can actually begin on the checks which we receive. In addition, there are many quarterly and annual reports to be prepared.

The Accounting Department consists of four separate departments with varied duties. The General Books Department records in summary all the transactions and prepares financial statements. The Cost Department prepares the manufacturing costs and maintains all necessary records.

The Cashier's Department pays all bills and records the various financial transactions. The Invoice Checking Department checks all invoices applying to orders placed by the Purchasing Department.