Chapter 4 Source Documents

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt No. | 1 |  | Receipt No. | 1 |  | Form | 1 |  |
| Date | 7/2 | 20-- |  | Date | 7/2 | 20-- |  |  |
| From | Darcia Tomzak |  | Rec’d from | Darcia Tomzak |  |
| For | Investment |  | For | Investment |  |
|  |  |  |  |  | Dollars |  |
|  |  |  |  |  |
|  | $ | 7,000 | 00 |  |  | $ | 7000 | 00 |  |
|  |  |  |  | LCB |  |
|  | Received by |

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|   |   | No. | 1 |   | $ | 1,000.00 |   |
|   |   | Date: | 7/3  |   |   | 20 |  -- |   |   |
|   |   | To: |  Quincy Rental Agency |   |   |
|   |   |   |   |   |
|   |   | For: | July Rent |   |   |
|   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 0.00 |   |   |
|   |   | AMT. DEPOSITED  |  | 7 | 1 | 7,000.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 7,000.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 7,000.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 1,000.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6,000.00 |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| NO. \_\_\_\_\_1\_\_\_\_MEMORANDUM |  Form \_\_\_\_3\_\_\_ |
| Bought supplies on account from *Music Supply Co.,$*1,300.00 |
| Signed:LCB | Date: 7/6 |

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|   |   | No.2 |  |   | $ | 119.00 |   |
|   |   | Date: | 7/7 |   |   | 20 | 12  |   |   |
|   |   | To: |  City Telephone Company |   |   |
|   |   |   |   |   |
|   |   | For: | Telephone Bill |   |   |
|   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6,000.00 |   |   |
|   |   | AMT. DEPOSITED  |  |  |  |  |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 6,000.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 6,000.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 119.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 5,881.00 |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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| July 7, 2012T7 | Form. | 5 |  |
| 175.00 | + |
| 80.00 | + |
| 475.00 | + |
| 70.00 | + |
| 800.00 | \* |
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| **Darcia’s** |  | **FORM:** | **6** |
| **School of Dance** |  | No. | 1 |
| 4814 Central Avenue |  |  |   |
| Concord, NH 03303 |  |  |   |
|   | **SOLD TO:** | Kid’s Stop | **DATE:** |  7/10/-- |
|  |  | 366 Park Street | **TERMS** | 2/10, n/30 |
|   |  | Concord, NH 03303 |  |  |
|   |  |  |  |  |
| QUANTITY | CAT. NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  | Pre-school Dance class 1 hr |  | 300.00 |
|  |  | K-3 Dance Class 1-hr |  | 350.00 |
|  |  |  |  |  |
|   |   |  |   |   |
|   |   |  |   |   |
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|   |   | TOTAL |   | 650.00 |
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|   |   | No.3 |  |   | $ | 795.00 |   |
|   |   | Date: | 7/3 |   |   | 20 | --  |   |   |
|   |   | To: |  Orion Insurance |   |   |
|   |   |   |   |   |
|   |   | For: | Insurance |   |   |
|   |   |  |   |   |
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|   |   | BAL. BRO'T FOR'D……………………. |   |   | 5881.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 7 | -- | 800.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 6681.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 6681.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 795.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 5886.00 |   |   |
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| July 14, 20--T14 | Form. | 8 |  |
| 425.00 | + |
| 525.00 | + |
| 150.00 | + |
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| 1100.00 | \* |
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|   |   | No.4 |  |   | $ | 325.00 |   |
|   |   | Date: | 7/16 |   |   | 20 | -- |   |   |
|   |   | To: |  Prescott Media |   |   |
|   |   |   |   |   |
|   |   | For: | Advertising |   |   |
|   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 5886.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 14 | -- | 1100.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 6986.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 6986.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 325.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6661.00 |   |   |
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| July 21, 20--T21 | Form. | 10 |  |
|  |  |
| 575.00 | + |
| 275.00 | + |
|  |  |
| 850.00 | \* |
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|   |   | No.5 |  |   | $ | 850.00 |   |
|   |   | Date: | 7/23 |   |   | 20 | -- |   |   |
|   |   | To: |  Music Supply Co. |   |   |
|   |   |   |   |   |
|   |   | For: | On Account |   |   |
|   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6661.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 21 | -- | 850.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 7511.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 7511.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 850.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6661.00 |   |   |
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| Receipt No. | 2 |  | Receipt No. | 2 |  | Form | 12 |  |
| Date | 7/24 | 20-- |  | Date | 7/24 | 20-- |  |  |
| From | Kid’s Stop |  | Rec’d from | Kid’s Stop |  |
| For | On Account |  | For | On Account |  |
|  |  |  |  |  | Dollars |  |
|  |  |  |  |  |
|  | $ | 425 | 00 |  |  | $ | 425 | 00 |  |
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|   |   | No.6 |  |   | $ | 600.00 |   |
|   |   | Date: | 7/26 |   |   | 20 | -- |   |   |
|   |   | To: |  Columbus Supplies |   |   |
|   |   |   |   |   |
|   |   | For: | Supplies |   |   |
|   |   |  |   |   |
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|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6661.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 24 | -- | 425.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 7086.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 7086.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 600.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6486.00 |   |   |
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| July 28, 20--T28 | Form. | 14 |  |
|  |  |
|  |  |
| 500.00 | + |
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| 500.00 | \* |
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|   |   | No.7 |  |   | $ | 110.00 |   |
|   |   | Date: | 7/30 |   |   | 20 | -- |   |   |
|   |   | To: |  Concord Electric Company |   |   |
|   |   |   |   |   |
|   |   | For: | Electric Bill |   |   |
|   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6486.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 28 | -- | 500.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 6986.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 6986.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 110.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6876.00 |   |   |
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| **Darcia’s** |  | **FORM:** | **16** |
| **School of Dance** |  | No. | 2 |
| 4814 Central Avenue |  |  |   |
| Concord, NH 03303 |  |  |   |
|   | **SOLD TO:** | Kid’s Stop | **DATE:** |  7/10/-- |
|  |  | 366 Park Street | **TERMS** | 2/10, n/30 |
|   |  | Concord, NH 03303 |  |  |
|   |  |  |  |  |
| QUANTITY | CAT. NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  | K-3 Dance Class 1-hr |  | 350.00 |
|  |  | Consultation |  | 125.00 |
|  |  |  |  |  |
|   |   |  |   |   |
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|   |   | TOTAL |   | 475.00 |
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| July 31, 2012T31 | Form. | 17 |  |
| 225.00 | + |
| 225.00 | + |
| 250.00 | + |
|  |  |
| 700.00 | \* |
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|   |   | No.8 |  |   | $ | 1000.00 |   |
|   |   | Date: | 7/31 |   |   | 20 | -- |   |   |
|   |   | To: |  Darcia Tomzak |   |   |
|   |   |   |   |   |
|   |   | For: | Withdrawal |   |   |
|   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6,876.00 |   |   |
|   |   | AMT. DEPOSITED  | 7 | 31 | -- | 700.00 |   |   |
|   |   | SUBTOTAL…………………………….. | Date | 7576.00 |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   | 7576.00 |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   | 1000.00 |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   | 6576.00 |   |   |
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|   |   | No.9 |  |   | $ |  |   |
|   |   | Date: |  |   |   | 20 |  |   |   |
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|   |   | BAL. BRO'T FOR'D……………………. |   |   | 6576.00 |   |   |
|   |   | AMT. DEPOSITED  |  |  |  |  |   |   |
|   |   | SUBTOTAL…………………………….. | Date |  |   |   |
|   |   | OTHER………………………………….. |   |   |  |   |   |
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|   |   | SUBTOTAL…………………………….. |   |   |  |   |   |
|   |   | AMT THIS CHECK………………………………… |   |   |  |   |   |
|   |   | BAL. CAR'D FOR'D……………………. |   |   |  |   |   |
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