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## Invocation at the Banquet

Ida Broo

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# IDEA EXCHANGE

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By **EMILY BERRY**, *Indianapolis, Indiana*

We noted in a current publication some practical suggestions for reducing the cost of training new stenographers. One such suggestion was that a list of words, phrases and abbreviations in general use in the office be given the new employee. Inquiring into the methods in use in one office, we find that new stenographers are given copies of all advertising literature to give them a knowledge of the company's products.

Our request for comments regarding the use of tabulating equipment brought some response. One firm punches a set of basic cards from copies of invoices sent to customers. The details of these cards include the order number, amount, customer's name, sales account number, and model number of master units.

From these cards a sales report is made showing the amount of monthly sales of each dealer and with the addition of summary cards, the total sales from the first of the year to date and total sales for the same period in the previous year. This report also shows the number and type of master units sold during the period.

The cards are also the basis of a journal voucher through which accounts receivable is charged and sales credited with the total sales for the month. The sales total is broken down into totals for each class of product sold.

In applying tabulating machine equipment to labor distribution and payroll records, basic cards, called job cards, are used which contain the information necessary for the various records and come from the timekeeping department in the shop.

These cards are punched in the payroll department and from them two groups of summary cards are made.

One group shows hours and money by kind of job, department, and charge number. This information is automatically sorted and tabulated for departmental reports, budgets, labor journals to accounting department, costs on special jobs, etc.

The second group consists of a summary card for each worker, showing hours; money; clock, social security and department number; and tax class. These cards are processed through the multiplying punch for social security and withholding taxes and net pay. From these come the payroll register, checks, gross earnings, and tax records; also social security, employment security, W-2, and state gross income tax forms. All this is done automatically.

The flexibility and accuracy of this system, in that once the information is punched in the card it is there to stay and may be sorted and tabulated in many different ways, makes it especially valuable in preparing the numerous records required in payroll work.

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## INVOCATION AT THE BANQUET

In the belief that those who did not attend the convention should read it, and that those who did attend will enjoy seeing it in print, we repeat below Ida Broo's beautiful invocation at the banquet at the Waldorf-Astoria in New York:

Our Father, we are grateful for the privilege that is ours in meeting here tonight, a meeting that epitomizes the freedom and opportunity that is ours today, a freedom and opportunity greater than ever before enjoyed by women in all history. We realize that as American women we are indeed "Blessed among Women", and are deeply conscious of the accompanying responsibility, a consciousness that bids us

live up to an exacting ethical creed, an urge to live on a higher plane than that demanded by simple morality, to cultivate the best that is in us and not just the minimum good.

In our efforts to maintain these standards we need Thy help and guidance, and humbly invoke Thy blessing on our efforts; especially upon the officers and directors. Give them strength and wisdom that they may guide this group wisely to the end that we may be a credit to our profession, and that we may accept our full responsibility as World Citizens in the wonderful future which lies open before us.

*Amen.*