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Idea Exchange

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The immediate past National President, Vera Jean Bobsene of Los Angeles, through the Advisory Committee, has kept the chapters advised of national activities and other pertinent information.

Among the outstanding Public Relations activities of chapters was the publication of the research project of Cleveland Chapter, "Cycle Billing", as a feature article in the January issue of the Journal of Accountancy." Also notable is the sponsorship by Muskegon Chapter of "Future Accountants of America" clubs in its city high schools.

Of primary value in the Public Relations efforts of the two Societies is the publication of "The Woman CPA" which has been outstanding in its high quality under the editorship of Alice H. Aubert. Its circulation and business have been most capably handled by Helen Lord.

The National Board of Directors has held monthly meetings by mail, and as a result

of its action, National Secretary Doris Parks has completed application for incorporation in the District of Columbia, and clarified our tax-exempt status with the Bureau of Internal Revenue. In addition to serving as Chairman of the Bylaws Committee, the Secretary has also abstracted the minutes for a permanent record of the fifteen years of the existence of ASWA.

I must admit I have accepted a second year of presidency with much more consciousness of grave responsibility than of the honor involved. ASWA has come to the awkward stage of adolescence. We have no longer the ease and simplicity of smallness, nor are we really large enough to operate with the economy and efficiency that we can ultimately attain. We have important problems to face, and to do so with successful results will call for more than ordinary effort and cooperation from all officers and members. Those of us whom you have chosen as officers will do our utmost to serve you well in the coming year.

IDEA EXCHANGE

By THEIA A. CASCIO, Beverly Hills, California

If you want to be sure your typist turns out a nice looking report, here are some *TIPS TO THE STATISTICAL TYPIST* which you may wish to pass on to her.

*Submitted by: Dorothy W. Adams
Cleveland Chapter*

No. 1—

Statistical typists frequently type six or eight carbon copies of long reports. Errors are not always discovered until the copies have been removed from the typewriter. An inconspicuous correction can be made on the carbon copies by using a typist's aid made as follows:

Cut a piece of paper 3" x 5" out of the same paper as used for reports. Paste a piece of carbon paper to the back of this.

Insert the carbon copy of the report to be corrected into the machine and adjust it for correction as usual. Now insert a corner of the aid between the typewriter ribbon and the report being corrected. Type the correction, and you will have a carbon correction which no one will recognize as a correction.

No. 2—

When erasing an error on carbon copies when many copies are being made at one time, place a 3" x 5" card under the point being erased with the edge against the report. The card will act as a tray for the erasings,—keeping them from falling down between the sheets of paper and preventing the erasings from ruining the appearance of the remainder of the typing on that page.

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ELIMINATING THE CHECK BOOK STUB

*Submitted by: Edna Clark
Grand Rapids Chapter*

A time-saver in recording the information in the check book is to have the printer insert a plain sheet of paper following the three-check page used by many businesses. Each such sheet carries the corresponding check number. When writing the checks, merely insert a carbon paper and the duplicate information falls into place on the plain sheet. The only information needed on the check stub is the account to which the amount is to be charged. In addition to saving labor, this gives an exact duplicate of the check issued so that errors are decreased.