

WEST RIDING COUNTY COUNCIL.

EDUCATION COMMITTEE.

STOCK BOOK OF CLEANING MATERIALS.

School..... *Selside C. E. School* No..... *433*

DEPARTMENTS :—	<i>Boys</i>	Accommodation
	<i>Girls</i>	"
	<i>Mixed</i>	" ..	<i>32</i>
	<i>Infants</i>	"
	<i>Totals</i>		<u><i>32</i></u>

Head Teachers :—
D. Sedgwick
M. H. Huxtable
B. G. Grisedale

Caretaker :—
~~*E. G. Mason*~~
Mary Anne Johnstone

Nov., 1920.

J. W. HORNE.

Table with columns for Year ending 31st March, 1922, 1923, 1924, 1925, and 1926. Rows include items like Soap, Soda, Tapers, and Cinder-Riddle.

INSTRUCTIONS FOR KEEPING AND MAKING UP THE STOCK BOOK.

Beginning the New Book :—

1. The quantity of each article in Stock belonging to the West Riding County Council Education Committee should be entered in the column headed "Stock (brought forward)."

Entries of Stock received up to 31st March each year.

2. The Quantity of each Article received on or after 1st April each year should immediately on delivery be entered in the column headed "New Stock." It will be noted that there are three columns for new stock for each year. This will allow one column for each of the half-yearly requisitions, and a third column is reserved for a supplementary requisition, should one be found to be absolutely necessary.

The date when the "Delivery Note" was issued by the Education Department should be placed at the head of the column in which entries of receipts of the different items are made.

Any item marked "To follow" and not received with the main delivery should, on receipt, be entered in the same column as the other goods of the original order.

Entries at the end of one year (31st March) and beginning of another (1st April).

3. The Quantity of each article in Stock on the 31st March in each year must be ascertained on or immediately after that date and entered in the columns headed "In Store (carried forward)."

The difference between the amounts entered in the column headed "Total of 1 and 2," and those in the column "In Store (carried forward)," will, of course, give the consumption for the year.

4. Examples to illustrate the foregoing :—

Ref. No. from Form E.S.C. 1.	DESCRIPTION OF ARTICLE.	(1) Stock (brought forward).	Year ending 31st March, 1921.					
			(2) New Stock with Date of Copy Order.			Total of (1) & (2).	Con- sumed.	(1) In Store (carried forward).
			Date.	Date.	Date.			
			24/4/20	2/10/20				
1	Bath Brick	1	1	1		3	3	—
2	Blacklead (Tins)	—	2	—		2	1	1

5. No Stock should be given away or destroyed until it has been examined and certified by the Divisional Clerk as been "worn out." (See instructions as to worn-out Brushes).
6. All Head Teacher's Copy Orders must be kept at the back of the book and this Stock Book must be produced by the Head Teacher when required by an officer of the West Riding Education Committee.