

Memo: Ralph Carr

- 1) Get computer print out for both of our accounts at Centine Bank and Trust
- 2) Assemble all contracts that are signed on upon which payments have been made.
- 3) Assemble all bank statements for the last two months. (A computer print out will cover this month's statement for all ~~but~~ ^{just} the last few days.
- 4) Compare all this data and isolate inconsistencies.

Follow up

- 1) From now on I will endorse all checks for both accounts.
- 2) I will endorse each Cash deposit and will itemize each check listed on the deposits ^{with} the following information
 - A) Amount of Check
 - B) Statement on whether check is payment in full or ~~partial payment~~

B) No cash withdrawal will be made on a deposit slip but will be made by separate check signed by me.

D) There will be a check up on all the week's business at the end of that business week.