## ACCOUNTING

## QuickStart Guide

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#### Accounting as a Tool of Business

fig. 1

#### **ASSET ACCOUNTS**

Cash
Accounts Receivable
Land
Property
Equipment
Inventory
Copyrights
Patents
Other Asset Accounts

#### **LIABILITY ACCOUNTS**

Loans Payable Accounts Payable Salaries & Wages Payable Bonds Payable Other Liabilities

#### **REVENUE ACCOUNTS**

Sales Revenue Service Revenue Interest Revenue Licensing Revenue Other Revenue

# THE 5 MAIN ACCOUNT TYPES

#### **EQUITY ACCOUNTS**

Common Stock
Owner's Capital
Contributions
Dividends
Retained Earnings
Other Equity Accounts

#### **EXPENSE ACCOUNTS**

Rent Expense
Supplies (short-term)
Cost of Goods Sold
Licensing Expense
Utility Expense
Insurance Expense
Other Expenses

#### Introduction to Financial Statements

fig. 2

KATHI'S JEWELRY DESIGN Income Statement For the Month Ending on 11/30/17										
Revenues										
Online sales revenue	\$	5,9	00							
Brick-and-mortar sales revenue	\$	2,3	00_							
TOTAL REVENUES		\$	8,200							
Expenses										
Rent expense	\$	2,5	00							
Wage expense	\$	1,8	00							
Advertising expense	\$	1,0	00							
Supplies expense	\$	4	50							
Insurance expense \$ 70										
TOTAL EXPENSES	_	\$	5,820							
Net income		\$	2,380							

fig. 3

# KATHI'S JEWELRY DESIGN Statement of Owner's Equity For the Month Ending on 11/30/17 OWNER'S EQUITY ON 10/31/17 \$ 19,200 Owner's contributions \$ Owner's withdrawals \$ (2,000) Net income for the month \$ 2,380 TOTAL \$ 380 OWNER'S EQUITY ON 11/30/17 \$ 19,580

KATHI'S JEWELRY DESIGN Balance Sheet 11/30/17											
<u>Assets</u>											
Cash			\$	12,500							
Accounts receivable			\$	410							
Inventory			\$	7,080							
Equipment			\$	12,570							
Other assets			\$	1,100							
TOTAL ASSETS			\$	33,660							
<u>Liabilities &amp; Equity</u>											
Liabilities											
Accounts payable	\$	10,300									
Unearned sales revenue	\$	1,950									
Salaries and wages payable	\$	1,790									
Interest payable	\$	40									
TOTAL LIABILITIES			\$	14,080							
Equity											
Kathi Williams, capital balance	\$	19,580									
TOTAL EQUITY			\$	19,580							
TOTAL LIABILITIES PLUS TOTAL EQUITY			\$	33,660							

fig. 5

## KATHI'S JEWELRY DESIGN Balance Sheet

11/30/17

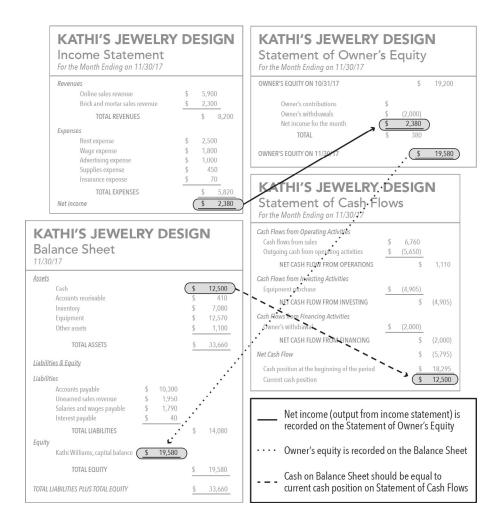
<u>Assets</u>		<u>Liabilities &amp; Equity</u>		
Cash	\$ 12,500			
Accounts receivable	\$ 410	Liabilities		
Inventory	\$ 7,080	Accounts payable	\$ 10,300	
Equipment	\$ 12,570	Unearned sales revenue	\$ 1,950	
Other assets	\$ 1,100	Salaries and wages payable	\$ 1,790	
	 	Interest payable	\$ 40	
		TOTAL LIABILITIES		\$ 14,080
		Equity		
		Kathi Williams, capital balance	\$ 19,580	
		TOTAL EQUITY		\$ 19,580
TOTAL ASSETS	\$ 33,660	TOTAL LIABILITIES PLUS TOTAL EQUITY		\$ 33,660

#### KATHI'S JEWELRY DESIGN

#### Statement of Cash Flows

For the Month Ending on 11/30/17

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#### Financial Statement Analysis

fig. 8

## PrintCo Income Statement For the Vear Ending on 12/31/17 (all de

For the Year Ending on 12/31/17 (all dollar amounts in millions)

Revenues		
Sales revenue	\$ 9,867	
TOTAL REVENUES	\$	9,867
Expenses		
Cost of goods sold	\$ 4,719	
Selling/General/Admin expense	\$ 3,080	
Depreciation/Amortization	\$ 105	
Income tax expense	\$ 698	
TOTAL EXPENSES	\$	8,602
Net income	\$	1,265

fig. 9

#### **PrintCo**

#### Retained Earnings Statement

For the Month Ending on 12/31/17 (all dollar amounts in millions)

Retained Earnings as of January 1	\$ 680	
Plus: Net income	\$ 1,265	
	\$ 1,945	
Less: Dividends issued	\$ 300	
Retained Earnings as of December 31	\$ 1,645	

fig. 10

**PrintCo**Income Statements

2015 – 2017 (all dollar amounts in millions)

<u>Revenues</u>	2	2017	2	2016	2	2015
Sales revenue	\$	9,867	\$	11,354	\$	7,364
TOTAL REVENUES	\$	9,867	\$	11,354	\$	7,364
<u>Expenses</u>						
Cost of goods sold	\$	4,019	\$	5,105	\$	3,565
Selling/General/Admin expense	\$	3,120	\$	3,420	\$	2,730
Depreciation/Amortization	\$	765	\$	805	\$	830
Income tax expense	\$	698	\$	820	\$	624
TOTAL EXPENSES	\$	8,602	\$	10,150	\$	7,749
Net income/loss	\$	1,265	\$	1,204	\$	(385)

Fig. 11

EARNINGS PER SHARE = 

NET INCOME - PREFERRED DIVIDENDS

WEIGHTED AVERAGE OF OUTSTANDING
COMMON STOCK SHARES

## **PrintCo**Balance Sheet

12/31/17 (all dollar amounts in millions)

<u>Assets</u>			<u>Liabilities</u>			
Cash and cash equivalents	\$ 1,924		Accounts payable	\$	1,286	
Accounts receivable	\$ 1,540		Notes payable	\$	955	
Other current assets	\$ 230		Other current liabilities	\$	334	
TOTAL CURRENT ASSETS		\$ 3,694	TOTAL CURRENT LIABILITIES			\$ 2,575
Property	\$ 1,209		Long-term debt	\$	463	
Equipment	\$ 415		Other long-term liabilities	\$	98	
ong-term investments	\$ 765		TOTAL LONG-TERM LIABILITIES	; —		\$ 561
Other assets	\$ 198					
TOTAL LONG-TERM ASSETS		\$ 2,587	TOTAL LIABILITIES			\$ 3,136
TOTAL ASSETS		\$ 6,281	<u>Equity</u>			
			Stockholder equity	\$	1,500	
			Retained earnings	\$	1,645	
			TOTAL EQUITY			\$ 3,145
			TOTAL LIABILITY PLUS EQUITY			\$ 6,281

QUICK RATIO	HOW TO EVALUATE		
CASH + AR +  MARKETABLE SECURITIES  CURRENT LIABILITIES  Current assets are assets a company holds that should be fairly easy to convert into cash within a year's time.  Current liabilities are short-term debts, usually payable within a year.	The quick ratio is similar to the current ratio but includes only highly liquid assets as opposed to all current assets. A quick ratioof at least 1 is therefore more assuring than a current ratio of the same value.		
CASH RATIO	HOW TO EVALUATE		
CASH RATIO = $\frac{\text{CASH}}{\text{CURRENT LIABILITIES}}$	The cash ratio is "quicker" than a quick ratio, as it only considers cash assets. A cash ratio of 1 is more assuring than a current or quick ratio of the same value.		

#### **PrintCo** Retained Earnings Statement

For the Month Ending on 12/31/17 (all dollar amounts in millions)

Retained Earnings as of January 1 Plus: Net income	\$ \$	680 1,265	
	\$	1,945	
Less: Dividends issued	\$	300	
Retained Earnings as of December 31	\$	1,645	

fig. 15

#### KATHI'S JEWELRY DESIGN

#### Statement of Owner's Equity

For the Month Ending on 11/30/17		
OWNER'S EQUITY ON 10/31/17	\$	19,200
Owner's contributions	\$ -	
Owner's withdrawals	\$ (2,000)	
Net income for the month	\$ 2,380	
TOTAL	\$ 380	
OWNER'S EQUITY ON 11/30/17	\$	19,580

PrintCo Balance Sheet 12/31/17	(Par	tial)			
<u>Assets</u>					
Cash and cash equivalents Accounts receivable Other current assets			\$ \$ \$	1,924 1,540 230	
TOTAL CURRENT ASSETS					\$ 3,694
Property Equipment	\$	865	\$	1,209	
Less: Accumulated depreciation – equipment Long-term investments Equipment	\$	450	\$ \$ \$	415 765 198	
TOTAL LONG-TERM ASSETS				_	\$ 2,587
TOTAL CURRENT ASSETS					\$ 6,281

PrintCo Statement of Cash Flo For the Year Ending on 12/31/17 (all dolla		llions	·)
Cash Flows from Operating Activities  Cash flows from sales	\$ 8,627		
Outgoing cash from operating activities	\$ (7,760)		
NET CASH FLOW FROM OPERATIONS		\$	867
Cash Flows from Investing Activities			
New business purchase (net cash acquired)	\$ (51)		
Property purchase	\$ (96)		
Property sale	\$ 14		
Equipment purchase	\$ (60)		
NET CASH FLOW FROM INVESTING		\$	(193)
Cash Flows from Financing Activities			
Repurchase of common stock	\$ (100)		
Dividends paid	\$ (300)		
Issuance of notes payable	\$ 65		
NET CASH FLOW FROM FINANCING		\$	(335)
Net Cash Flow		\$	339
Cash position at the beginning of the period		\$	1,585
Current cash position		\$	1,924

#### Assets = Liabilities + Equity

fig. 18

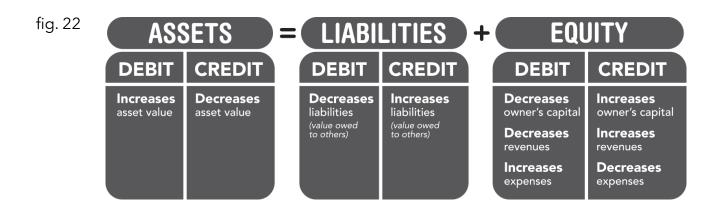
JAMES' PRINTO Balance Sheet (Pa	 	λN	ICHI	SE	
<u>Assets</u>					
Cash Accounts receivable Inventory TOTAL CURRENT ASSETS		\$ \$ \$	6,246 395 2,100	\$	8,741
Equipment Less: Accumulated depreciation – equipment	\$ 2,570 1,028	\$	1,542		
TOTAL PROPERTY, PLANT, EQUIPMENT				\$	1,542
Franchise/licensing Less: Accumulated amortization	\$ 45,000	<b>*</b>	27.000		
– franchise/licensing TOTAL INTANGIBLE ASSETS	\$ 9,000	\$	36,000	\$	36,000
TOTAL CURRENT ASSETS				\$	46,283

fig. 19

TRANSACTION RECORD	NOTE	DATE	ACCOUNT	<u>ASSETS</u>	=	ACCOUNT	LIABILITIES	+	ACCOUNT	<u>EQUIT</u>
1	Record Company Pays E-Slice	5/1/2018	Cash	\$ 100,000		Unearned Revenue	\$ 100,000		Revenue	\$ -

TRANSACTION RECORD	NOTE	DATE	ACCOUNT	<u>ASSETS</u>	=	ACCOUNT	LIABILITIES	+	ACCOUNT	<u>E</u>	QUITY
2	E-Slice Records the Track	6/1/2015	Cash	\$ 100,000		Unearned Revenue	\$ -		Revenue	\$	100,000

	ASSETS	LIABILITIES
CREDITS:	Decrease Assets	Increase Liabilities
DEBITS:	Increase Assets	Decrease Liabilities



TRANSACTIC RECORD	N NOTE	DATE	ACCOUNT	<u>ASSETS</u>	=	ACCOUNT	L	<u>IABILITIES</u>	+	ACCOUNT	EQU	ITY
1	Financing	3/1/2019	Cash	\$ 5,000,000		Notes Payable	\$	5,000,000		Revenue	\$	-

TRANSACTION RECORD	NOTE	DATE	ACCOUNT	<u>ASSETS</u>	-	ACCOUNT	LIA	BILITIES	+	ACCOUNT	<u>E</u>	QUITY
2	Accumulated Interest	4/1/2019		\$	-	Interest Payable	\$	25,000		Expense	\$	(25,000)
3		5/1/2019		\$	-		\$	25,000			\$	(25,000)
4		6/1/2019		\$	-		\$	25,000			\$	(25,000)

TRANSACTIO RECORD	NOTE	DATE	ACCOUNT	<u>ASSETS</u>	=	ACCOUNT	LIABILITIES	+	ACCOUNT	<u>EQUITY</u>
5	Loan Payment	6/15/2019	Cash	\$ (107,741.62)		Interest Payable	\$ (75,000.00)			
						Notes Payable	\$ (32,741.62)			

TRANSACTION RECORD	NOTE	DATE	ACCOUNT	<u>ASSETS</u>	=	ACCOUNT	LIABILITIES	+	ACCOUNT	<u>EQUITY</u>
6	Accumulated Interest	7/15/2019		\$ -		Interest Payable	\$ 24,836.29		Expense	\$ (24,836.
7		8/15/2019		\$ -		_	\$ 24,836.29			\$ (24,836.
8		9/15/2019		\$ -			\$ 24,836.29			\$ (24,836.
9	Loan Payment	9/15/2019		\$ (107,741.62)			\$ (74,508.87)			
	,			,		Notes Payable	\$ (33,232.75)			

fig. 27

		AMOR	TIZATION	SCHED	JLE	
No.	Due Date	Payment	Additional Payment	Interest	Principal	Balance
						5,000,000.00
1	6/15/19	107,741.62		75,000.00	32,741.62	4,967,258.38
2	9/15/19	107,741.62		74,508.88	33,232.74	4,934,025.64
3	12/15/19	107,741.62		74,010.38	33,731.24	4,900,294.40
4	3/15/20	107,741.62		73,504.42	34,237.20	4,866,057.20
5	6/15/20	107,741.62		72,990.86	34,750.76	4,831,306.44
6	9/15/20	107,741.62		72,469.60	35,272.02	4,796,034.42
7	12/15/20	107,741.62		71,940.52	35,801.10	4,760,233.32
8	3/15/21	107,741.62		71,403.50	36,338.12	4,723,895.20
9	6/15/21	107,741.62		70,858.43	36,883.19	4,687,012.01
10	9/15/21	107,741.62		70,305.18	37,436.44	4,649,575.57
11	12/15/21	107,741.62		69,743.63	37,997.99	4,611,577.58
12	3/15/22	107,741.62		69,173.66	38,567.96	4,573,009.62
13	6/15/22	107,741.62		68,595.14	39,146.48	4,533,863.14
14	9/15/22	107,741.62		68,007.95	39,733.67	4,494,129.47
15	12/15/22	107,741.62		67,411.94	40,329.68	4,453,799.79
16	3/15/23	107,741.62		66,807.00	40,934.62	4,412,865.17
17	6/15/23	107,741.62		66,192.98	41,548.64	4,371,316.53
18	9/15/23	107,741.62		65,569.75	42,171.87	4,329,144.66
19	12/15/23	107,741.62		64,937.17	42,804.45	4,286,340.21

	<u>ASSETS</u>	=	LIABILITIES	+	OWNER'S EQUITY	
	Cash				Owner's Contributions	
(1)	\$ 100,000				\$ 100,000	

#### fig. 29

	ASS	ETS		=	<u>LIABILITIES</u>	+	OWNE	R'S EC	DUITY	
	Cash	Sec.	Deposits				Owner's Contribution	ns	Expense	
(1)	\$ 100,000						\$ 100,0	00		
(2)	\$ (4,500)	\$	3,000					\$	(1,500)	
		Tot	al Assets		Total Liabili	ties			Total Equity	
	\$		98,500		\$	-	\$		98,500	

	<u>A</u> :	SSE	<u>TS</u>			=	j	LIABILITIES		+		OWNER'	S E	QUITY
	Cash	Sec	. Deposits	Eq	quipment						(	Owner's Contributions		Expense
Previous Balances	\$ 95,500	\$	3,000				\$	-			\$	100,000	\$	(1,500)
(3)	\$ (25,000)			\$	25,000									
New Balances	\$ 70,500	\$	3,000	\$	25,000						\$	100,000	\$	(1,500)
			1	Tota	al Assets				<b>Total Liabilities</b>					Total Equity
	\$				98,500		\$		-		\$			98,500

fig. 31

		A	SSETS			=	LIABI	LITIES		+		OWNER'	S EQ	UITY
	Cash	Se	c. Deposits	Eq	uipment		Account	s Payable			Owne	's Contributions		Expense
Previous Balances	\$ 70,500	\$	3,000	\$	25,000						\$	100,000	\$	(1,500)
(4)							\$	750					\$	750
New Balances	\$ 70,500	\$	3,000	\$	25,000		\$	750			\$	100,000	\$	(2,250)
			T	ota	l Assets				Total Liabilities					Total Equity
	\$				98,500		\$		750		\$			97,750

			<u>ASSETS</u>			=		LIABIL	<u>.ITIES</u>		+		<u>OWI</u>	NE	R'S EQUITY	
	Cash	Sc	ec. Deposits	Eq	uipment		Ac	counts Payable	Accrue	ed Payroll		Own	er's Contributions		Expense	Revenue
Previous Balances	\$ 70,500	\$	3,000	\$	25,000		\$	750				\$	100,000	\$	(2,250)	\$ -
(5)(6)	\$ 4,235								\$	630				\$	(630)	\$ 4,235
New Balances	\$ 74,735	\$	3,000	\$	25,000		\$	750	\$	630		\$	100,000	\$	(2,880)	\$ 4,235
				Tot	tal Assets				Total L	iabilities						<b>Total Equity</b>
	\$				102,735		\$			1,380		\$				101,355

#### fig. 33

			ASSE	<u>TS</u>			=		LIABI	.ITIES	<u> </u>	+		OWNER	'S	EQUITY		
	Cash	Sec.	Deposits	Prepa	id Exp.	Equip.		Account	s Payable	Accru	ıed Payroll		Owner's C	ontributions		Expense	R	evenue
Previous Balances	\$ 74,735	\$	3,000			25,000		\$	750	\$	630		\$	100,000	\$	(2,880)	\$	4,235
(7)	\$ (500)	\$	(3,000)	\$	3,500													
(8)(9)	\$ 3,910									\$	690				\$	(690)	\$	3,910
(10)	\$ (1,320)									\$	(1,320)							
New Balances	\$ 76,825	\$	-	\$	3,500	25,000		\$	750	\$	-		\$	100,000	\$	(3,570)	\$	8,145
					To	al Assets				Total	Liabilities						Tot	al Equity
	\$					105,325		\$			750		\$					104,575

			<u>ASSETS</u>			=		LIABII	<u>ITIES</u>		+		OWNER'S	<u>:0U</u>	ITY		
		Cash	Prepaid Exp.	Equipr	nent		Accounts	Payable	Accrued	Payroll		Owner's Contrib.	Owner's Withd	:. F	Expense	Re	venue
Previous Balances	\$	76,825	\$ 3,500	\$ 25	,000		\$	750	\$			\$ 100,000		\$	(3,570)	\$	8,145
(11) (12)	\$	150	\$ (3,500)				\$	276						\$	(276) (3,350)		
(13) (14) (15)	\$ \$	4,690 (750)					\$	(750)	\$	720				\$	(720)	\$	4,690
(16) (17)	\$	(3,200)					\$	1,030					\$ (3,200	) \$	(1,030)		
New Balances	\$	77,715	\$ -	\$ 25	,000		\$	1,306	\$	720		\$ 100,000	\$ (3,200	) \$	(8,946)	\$	12,835
				Total As	sets				Total Lia	bilities						Tota	l Equity
	\$			102	,715		\$			2,026		\$					100,689

fig. 35

			į	ASSETS			=		LIABI	LITIE	<u>:S</u>	+			OWNER'S	EQ	UITY		
		Cash	Pre	epaid Exp.	Eq	uipment		Accour	ts Payable	Accı	rued Payroll		Owner's Cor	ntrib.	Owner's With	dr.	Expense	F	evenue
Previous Balances	\$	76,825	\$	3,500	\$	25,000		\$	750	\$	-		\$ 100	,000			\$ (3,570)	\$	8,145
(11) (12)			\$	(3,500)				\$	276								\$ (276) \$ (3,350)		
(13) (14) (15)	\$ \$	4,690 (750)						\$	(750)	\$	720						\$ (720)	\$	4,690
(16) (17)	\$	(3,200)						\$	1,030						\$ (3,20	00)	\$ (1,030)		
New Balances	\$	77,565	\$	-	\$	25,000		\$	1,306	\$	720		\$ 100	,000	\$ (3,20	00)	\$ (8,946)	\$	12,835
				•	Tot	al Assets				Tota	l Liabilities							To	tal Equity
	\$					102,565		\$			2,026		\$						100,689

ASSET ACCOUNTS	VALUE
Cash	\$ 77,715.00
Equipment	\$ 25,000.00
LIABILITY ACCOUNTS	
Accounts Payable	\$ 1,306.00
Accrued Payroll	\$ 720.00
OWNER'S EQUITY ACCOUNTS	
Owner's Contributions	\$ 100,000.00
Owner's Withdrawals	\$ (3,200).00
Expense	\$ (8,946).00
Revenue	\$ 12,835.00

fig. 37

EXPENSES	VALUE
Rent	\$ 1,500.00
Materials	\$ 1,780.00
Payroll	\$ 2,040.00
Maintenance and Repairs	\$ 3,626.00

		A	<u>SSETS</u>			=		LIABII	ITIE	<u>:S</u>	+			<u>OWN</u>	IER'S EC	ΩU	ITY		
	Cash	Pre	paid Exp.	Eq	uipment		Accol	ınts Payable	Accı	rued Payroll		Owner's	Contrib.	Owner's	Withdr.	E	xpense	Re	venue
Previous Balances	\$ 76,825	\$	3,500	\$	25,000		\$	750	\$			\$	100,000			\$	(3,570)	\$	8,145
(11) (12)	\$ 150	\$	(3,500)				\$	276								\$	(276) (3,350)		
(13) (14) (15)	\$ 4,690 (750)						\$	(750)	\$	720						\$	(720)	\$	4,690
(16)(17)	\$ (3,200)						\$	1,030						\$	(3,200)	\$	(1,030)		
New Balances	\$ 77,715	\$	-	\$	25,000		\$	1,306	\$	720		\$	100,000	\$	(3,200)	(\$	(8,946)	\$	12,835
			1	Tota	al Assets				Tota	l Liabilities						_		Tota	I Equity
	\$				102,715		\$			2,026		\$							100,689

#### **Becky's Donut Shop**

#### **Income Statement**

For the Month Ending on 8/31/18

Revenues		
Sales revenue	\$ 12,835	
TOTAL REVENUES	\$	12,835
Expenses		
Rent expense	\$ 1,500	
Materials expense	\$ 1,780	
Payroll expense	\$ 2,040	
Maintenance and repairs expense	\$ 3,626	
TOTAL EXPENSES	\$	8,946
Net income	\$	3,889

fig. 40

## Becky's Donut Shop

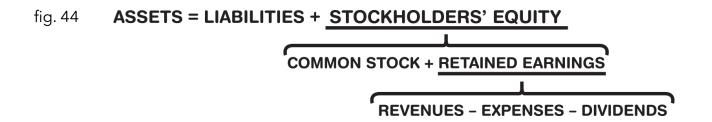
Statement of Owner's Equity

For the Month Ending on 8/31/18		
OWNER'S EQUITY ON 7/31/18	\$	-
Owner's contributions	\$ 100,000	
Owner's withdrawals	\$ (3,200)	
Net income for the month	\$ 3,889	
TOTAL	\$ 100,689	
OWNER'S EQUITY ON 8/31/18	\$	100,689

Becky's Donut Sh Balance Sheet 8/31/18	ор			
<u>Assets</u>				
Cash			\$	77,715
Equipment			<u>\$</u>	25,000
TOTAL ASSETS	<u>\$</u>	102,715		
Liabilities and Equity				
Liabilities				
Accounts payable	\$	1,306		
Accrued payroll	\$	720		
TOTAL LIABILITIES			\$	2,026
Equity				
Becky Robinson, contributions	\$	100,000		
Becky Robinson, withdrawals	\$	(3,200)		
Current revenue	\$	3,889		
TOTAL EQUITY			\$	100,689
TOTAL LIABILITIES PLUS TOTAL EQUITY			<u>\$</u>	102,715

Becky's Donut S Balance Sheet 8/31/18	hop		
<u>Assets</u>			
Cash			\$ 77,715
Equipment			\$ 25,000
TOTAL ASSETS		\$ 102,715	
<u>Liabilities and Equity</u>			
Liabilities			
Accounts payable	\$	1,306	
Notes payable	\$	100,000	
Accrued payroll	\$	720	
TOTAL LIABILITIES			\$ 102,026
Equity			
Becky Robinson, contributions	\$	-	
Becky Robinson, withdrawals	\$	(3,200)	
Current revenue	\$	3,889	
TOTAL EQUITY			\$ 689
TOTAL LIABILITIES PLUS TOTAL EQUITY			\$ 102,715

Becky's Donut Shop Statement of Cash Flo For the Month Ending on 8/31/18			
Cash Flows from Operating Activities Cash flows from sales Outgoing cash from operating activities NET CASH FLOW FROM OPERATIONS	\$ 12,835 \$ (3,570)	_ _ \$ 9,265	
Cash Flows from Investing Activities Equipment purchase Security deposits Fire damage repair	\$ (25,000) \$ (3,000) \$ (350)		
NET CASH FLOW FROM INVESTING  Cash Flows from Financing Activities  Owner's Contributions  Owner's Withdrawal	\$ 100,000 \$ (3,200)	\$ (28,350)	
NET CASH FLOW FROM FINANCING		\$ 96,800	
Net Cash Flow		\$ 77,715	
Cash position at the beginning of the period Current cash position		\$ - \$ 77,715	



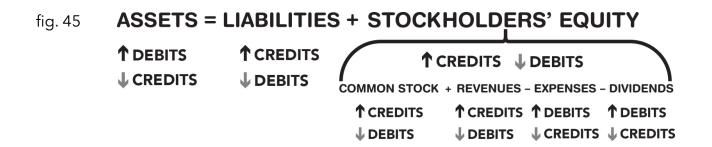


fig. 46

* ALL NUMBERS IN THOUSANDS		<u>ASSETS</u> =		<u>LIABILITIES</u>			+	STOCKHOLDER'S EQUITY					
	Cash			Notes	Payable			Common Stock	Revenue	Expenses	Dividends		
(1)(2)	\$ 17,000			\$	7,000			\$ 10,000					

\*\* ALL NUMBERS IN THOUSANDS \*\*

fig. 47

	<u>ASSETS</u>				=	<u>LIABILITIES</u>			+		STOCKHOLDER'S EQUITY							
	Cash	Othe	er Assets	Accts. Rec		Not	tes Payable	Acc	ts. Payable		Com	mon Stock		Revenue	Ex	penses	Divi	dends
(1)(2)	\$ 17,000					\$	7,000				\$	10,000						
Previous Balances	\$ 17,000					\$	7,000				\$	10,000						
(3)	\$ (100)					\$	(100)											
(4)	\$ (12,000)	\$	12,000															
(5)	\$ 2,563			\$ 2,00	0								\$	4,563				
(6)	\$ (2,055)							\$	1,000						\$	(3,055)		
(7)	\$ (500)															,	\$	(500)
New Balances	\$ 4,908	\$	12,000	\$ 2,00	0	\$	6,900	\$	1,000		\$	10,000	\$	4,563	\$	(3,055)	\$	(500)
				Total Asset	s			Tota	l Liabilities						To	otal Stock	holde	r Equity
	\$			18,90	В	\$			7,900		\$							11,008

<sup>\*\*</sup> ALL NUMBERS IN THOUSANDS \*\*

fig. 48

#### 

Less: Dividends issued	Ψ	500
Retained Earnings at the end of the period	\$	1,008

#### Corporation X

#### **Balance Sheet**

End of Quarter (all dollar amounts in thousands)

,	,		
<u>Assets</u>			
Cash		\$	4,908
Accounts receivable		\$	2,000
Other Assets		\$	12,000
TOTAL ASSETS		\$	18,908
<u>Liabilities and Equity</u>			
Liabilities			
Accounts payable	\$ 1,000		
Accrued payroll	\$ 6,900		
TOTAL LIABILITIES		\$	7,900
Stockholders' Equity			
Common stock	\$ 10,000		
Retained earnings	\$ 1,008	)	
TOTAL STOCKHOLDERS' EQUITY		\$	11,008
TOTAL LIABILITIES PLUS TOTAL EQUITY		\$	18,908

fig. 50

#### **Corporation X**

#### Retained Earnings Statement

End of Second Quarter (all dollar amounts in thousands)

<u> </u>	<u> </u>
Retained Earnings at the beginning of the period	\$ 1,008
Plus: Net income	\$ 1,000
	\$ 2,008
Less: Dividends issued	\$ 500
Retained Earnings at the end of the period	\$ 1,508

#### **Recording Business Transactions**

fig. 51	ENTRY YEAR	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2018	March 31	Dividends	500,000	
			Cash		500,000
		April 1	Expense	102,500	
		·	Accrued Payroll		102,500
			Expense	63,000	
			Insurance Premium		63,000
		April 4	Cash	385,000	
		-	Sales Revenue		385,000

GENERAL LEDGER FOR BECKY'S DONUT SHOP fig. 52 **CASH ACCOUNTS PAYABLE EXPENSE** AUG 1st 100,000 AUG 3rd AUG 3<sup>rd</sup> 4,500 AUG 13<sup>th</sup> 750 AUG 7th 1,500 7<sup>th</sup> 4,235 5<sup>th</sup> 13<sup>th</sup> 25,000 276 750 10<sup>th</sup> 13<sup>th</sup>  $7^{th}$ 3,910 10<sup>th</sup> 500 1,030 630 13<sup>th</sup> 690 150 10th 1,320 10<sup>th</sup> BAL 1,306 13<sup>th</sup> 4,690 13<sup>th</sup> 750  $13^{th}$ 276  $13^{th}$ 3,200 13<sup>th</sup> 3,350 **ACCRUED PAYROLL** 13<sup>th</sup> 720 BAL 77,715 AUG 10<sup>th</sup> 1,320 AUG 7th 630 13<sup>th</sup> 1,030 10<sup>th</sup> 690 8,946 **SECURITY DEPOSITS** 13<sup>th</sup> 720 AUG 3<sup>rd</sup> 3,000 AUG 10<sup>th</sup> 3,000 BAL **REVENUE** BAL AUG 7th 4,235 PREPAID EXPENSE **OWNER'S CONTRIBUTIONS**  $10^{th}$ 3,910 AUG 10<sup>th</sup> 3,500 AUG 13<sup>th</sup> 3,500 AUG 1st 100,000 13<sup>th</sup> 4,690 BAL 100,000 BAL 12,835 **EQUIPMENT OWNER'S WITHDRAWALS** AUG 5<sup>th</sup> 25,000 AUG 13th 3,200 BAL 25,000 BAL 3,200

		GENE	RAL I	EDGER	FOR	BECK	Y'S DO	NUT S	HOP			
	CASH				ACCOUNTS PAYABLE				EXPE	ENSE	NSE	
AUG 1st	100,000	AUG 3 <sup>rd</sup>	4,500	AUG 13 <sup>th</sup>	750	AUG 7 <sup>th</sup>	750	AUG 3 <sup>rd</sup>	1,500			
$7^{th}$	4,235	5 <sup>th</sup>	25,000			13 <sup>th</sup>	276	7 <sup>th</sup>	750			
10 <sup>th</sup>	3,910	10 <sup>th</sup>	500			13 <sup>th</sup>	1,030	7 <sup>th</sup>	630			
13 <sup>th</sup>	150	10 <sup>th</sup>	1,320			BAL	1,306	10 <sup>th</sup>	690			
13 <sup>th</sup>	4,690	13 <sup>th</sup>	750				•	13 <sup>th</sup>	276			
		13 <sup>th</sup>	3,200	ACC	DITED	PAYRO	OL I	13 <sup>th</sup>	3,350			
BAL	77,715							13 <sup>th</sup>	720			
				AUG 10 <sup>th</sup>	1,320	AUG 7th	630	13 <sup>th</sup>	1,030			
SEC	URITY	<b>DEPOS</b>	ITS			10 <sup>th</sup> 13 <sup>th</sup>	690 720	BAL	8,946			
AUG 3 <sup>rd</sup>	3,000	AUG 10 <sup>th</sup>	3,000			BAL	720					
BAL	0		-						REVE	NUE		
DDI	DAID	EVDEN	CE	OWNED	16 60	NITDIDI	ITIONIC			AUG 7 <sup>th</sup>	4,235	
PRE		EXPEN	5E	OWNER	'S CO	MIKIR	TIONS			10 <sup>th</sup>	3,910	
AUG 10 <sup>th</sup>	3,500	AUG 13 <sup>th</sup>	3,500			AUG 1st	100,000			13 <sup>th</sup>	4,690	
BAL	0					BAL	100,000			BAL	12,835	
	EQUIP	MENT		OWNER	r's Wi	THDRA	WALS					
AUG 5 <sup>th</sup>	25,000			AUG 13 <sup>th</sup>	3,200							
BAL	25,000			BAL	3,200							

fig. 54

## Trial Balance XYZ Trading As of 30 June 2010

GENERAL LEDGER ACCOL	JNTS (E	DR. – DEBIT	) (C	R. – CREDIT)
Cash at bank	\$	10,000		
Inventory	\$	40,000		
Vehicles	\$ \$	30,000		
		•		
Fixtures & Fittings	\$	32,000		
Accounts Receivable	\$	15,000	_	
Credit Cards Payable			\$	12,000
Accounts Payable			\$	15,000
Bank Loan			\$	50,000
Sales			\$	175,000
Purchases	\$	60,000		
Advertising	\$	5,000		
Wages	\$	65,000		
Rent	\$	15,000		
Electricity	\$	5,000		
Owners' Capital	,	- 7000	\$	25,000
TOTAL	\$	277,000	\$	277,000

fig. 55	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2018 Jan 31	Prepaid Advertising	15,000	
		Cash		15,000

fig. 56	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2018 Jan 31	Prepaid Advertising	15,000	
		Cash		15,000
	2018 Feb 28	Advertising Expense	2,500	
		Prepaid Advertising		2,500

fig. 57	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2018 Jan 31	Cash	15,000	
		<b>Unearned Revenue</b>		15,000

fig. 58	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2018 Jan 31	Cash	15,000	
		Unearned Revenue		15,000
		Unearned Revenue	2,500	
		Sales Revenue		2.500

fig. 59	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2019 Jul 31	Prepaid Supplies	17,000	
		Cash		17,000
	2019 Aug 31	Supplies Expense	5,100	
		Prepaid Supplies		5,100

fig. 60	ENTRY DATE	ACCOUNT	DEBIT	CREDIT
	2019 Jul 31	Prepaid Supplies Cash	17,000	17,000
	2019 Aug 31	Supplies Expense Prepaid Supplies	5,100	5,100
	2019 Sept 31	Supplies Expense Prepaid Supplies	1,000	1,000

#### Managerial Accounting



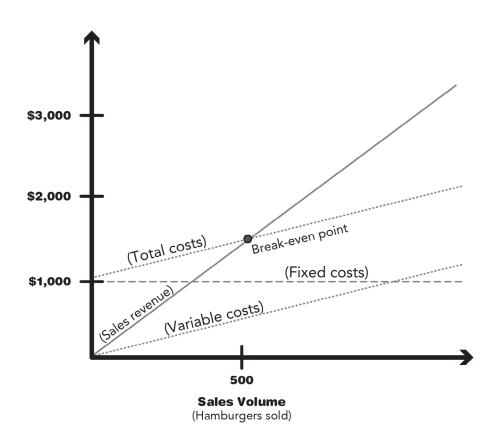


fig. 62

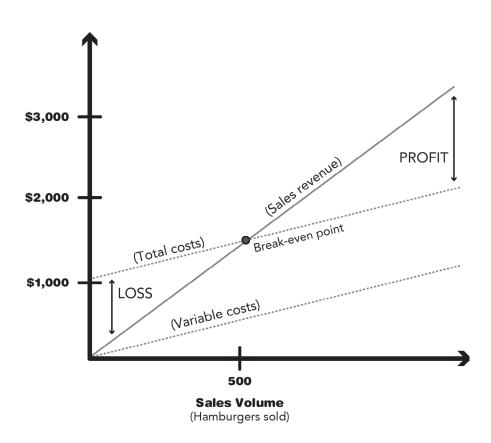


fig. 63	<b>PRODUCT</b>	<b>COST PER UNIT</b>		SALE	S PRICE	<u>CONT</u>	RIBUTION MARGIN PER UNIT
	Wooden Rings	\$	80	\$	150	\$	70
	Bracelets	\$	20	\$	100	\$	80
	Necklaces	\$	10	\$	65	\$	55

fig. 64	SA	TOTAL SALES		
	Wooden Rings	<u>Bracelets</u>	<u>Necklaces</u>	Total Units Sold
Units sold	36	23	19	78
Sales revenue Cost Contribution margin	\$ 5,400 \$ 2,880 \$ 2,520	\$ 2,300 \$ 460 \$ 1,840	\$ 1,235 \$ 190 \$ 1,045	\$ 8,935 \$ 3,530 \$ 5,405

fig. 65		SALES MIX						TOTAL SALES		
		Wood	den Rings	Bra	<u>celets</u>	Ne	<u>cklaces</u>	<u>Total</u>	<u>Units Sold</u>	
	Units sold		36		23		19		78	
	Sales revenue	\$	5,400	\$	2,300	\$	1,235	\$	8,935	
	Sales revenue %		60%		26%		14%			
	Cost	\$	2,880	\$	460	\$	190	\$	3,530	
	Contribution margin	\$	2,520	\$	1,840	\$	1,045	\$	5,405	
	Contribution margin %		47%		80%		85%		60%	

fig. 66		SALES MIX						TOTA	AL SALES
	Units sold	Wood	den Rings 36	Bra	acelets 33	<u>Ne</u>	<u>cklaces</u> 34	<u>Total</u>	Units Sold 103
	Sales revenue Sales revenue %	\$	5,400 49%	\$	3,300 30%	\$	2,210 20%	\$	10,910
	Cost Contribution margin Contribution margin %	\$	2,880 2,520 47%	\$	2,640 80%	\$ \$	340 1,870 85%	<b>\$</b>	3,880 7,030 64%

fig. 67	<u>PRODUCT</u>	<b>COST PER UNIT</b>		SALE	S PRICE	<u>CONTRIE</u>	BUTION MARGIN PER UNIT
	Wooden Rings	\$	80	\$	150	\$	70
	Bracelets	\$	20	\$	100	\$	80
	Necklaces	\$	10	\$	65	\$	55

fig. 68	ACCOUNT	DEBIT	CREDIT	OR	ACCOUNT	DEBIT	CREDIT
	Inventory Accounts Payable	2,700	2,700	OK	Inventory Cash	2,700	2,700

fig. 69	ACCOUNT	DEBIT	CREDIT	OR	ACCOUNT	DEBIT	CREDIT
	Accounts Payable Inventory	300	300	OK	Cash Inventory	300	300

fig. 70	ACCOUNT	DEBIT	CREDIT	AND	ACCOUNT	DEBIT	CREDIT
	Cost of Goods Sold Inventory	900	900	AND	Cash Revenue	1,350	1,350

fig. 71	ACCOUNT	DEBIT	CREDIT	OR	ACCOUNT	DEBIT	CREDIT
	Inventory Accounts Payable	2,745	2,745	OK	Inventory Cash	2,745	2,745

ACCOUNT DEBIT CREDIT

Cost of Goods Sold 915
Inventory 915

fig. 73 **ACCOUNT** DEBIT | **CREDIT ACCOUNT** DEBIT **CREDIT** OR 45 Freight Out Expense 45 Freight Out Expense 45 45 Accounts Payable Cash

fig. 74 **PrintCo** Marketing Budget For the Year Ending on 12/31/18 (all dollar amounts in thousands) 2,069 Online advertising Catalogs and brochures \$ 1,435 Conventions 710 Trade shows 635 922 Magazines **Publications** 543 Promotional items 419 501 Radio Other print media 968

8,202

#### KATHI'S JEWELRY DESIGN

#### Statement of Cash Flows

For the Month Ending on 11/30/17

Cash Flows from Operating Activities		
Cash flows from sales	\$ 6,760	
Outgoing cash from operating activities	\$ (5,650)	
NET CASH FLOW FROM OPERATIONS	\$	1,110
Cash Flows from Investing Activities		
Equipment purchase	\$ (4,905)	
NET CASH FLOW FROM INVESTING	\$	(4,905)
Cash Flows from Financing Activities		
Owner's withdrawal	\$ (2,000)	
NET CASH FLOW FROM FINANCING	\$	(2,000)
Net Cash Flow	\$	(5,795)
Cash position at the beginning of the period	\$	18,295
Current cash position	\$	12,500

fig. 76

#### KATHI'S JEWLERY DESIGN

### Cash Budget Projected for Q1 2018

170,000.00.701		
<u>Cash Sources</u>		
Beginning cash on hand	\$ 14,950	
Sales (storefront)	\$ 9,700	
Sales (online)	\$ 10,900	
Asset sales	\$ 	
PROJECTED TOTAL CASH AVAILABLE	\$ 35,550	
<u>Cash Expenditures</u>		
Materials	\$ 3,590	
Payroll	\$ 7,300	
Overhead	\$ 8,500	
Equipment	\$ -	
TOTAL CASH EXPENDITURE	\$ 19,390	
PROJECTED TOTAL CASH AVAILABLE	\$ 16,160	

#### Monitoring Stocks & Investments

fig. 77

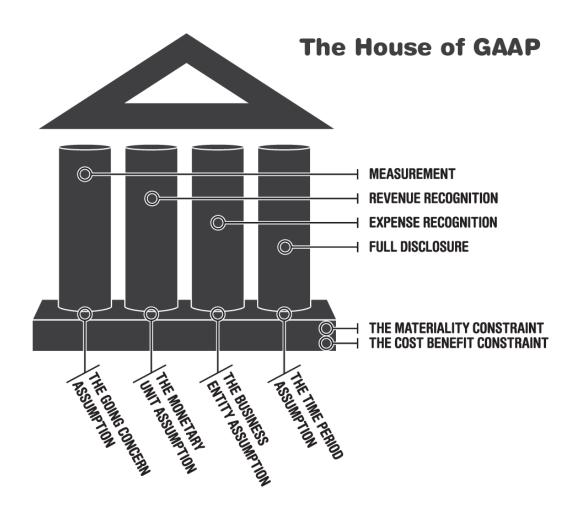


fig. 78

$$CURRENT RATIO = \frac{CURRENT ASSETS}{CURRENT LIABILITIES}$$

fig. 79

PRICE TO EARNINGS (P/E) RATIO = MARKET CAP TOTAL EARNINGS OR EARNINGS PER SHARE

#### Income Tax Accounting

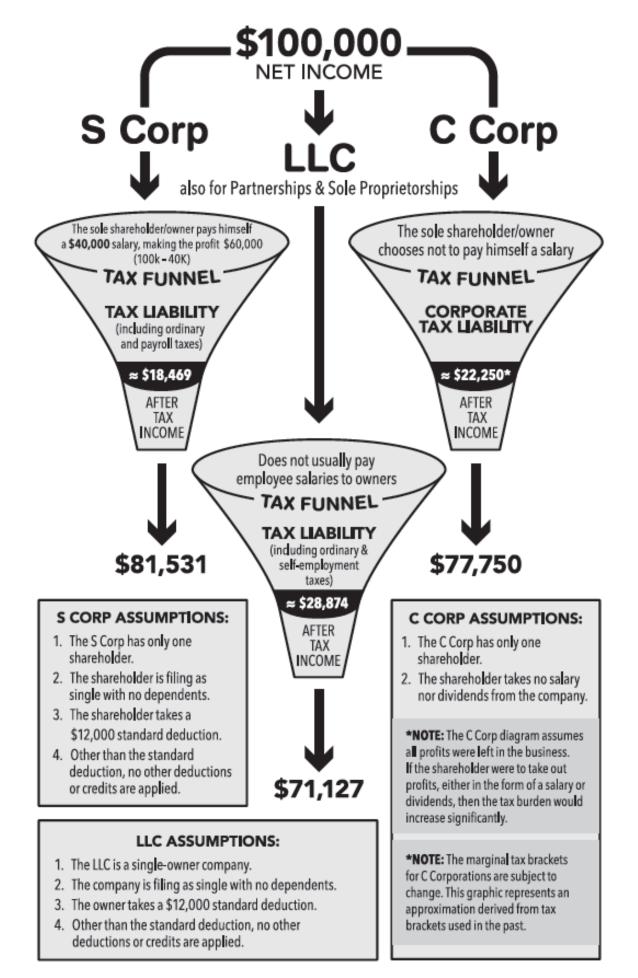
fig. 80



fig. 81

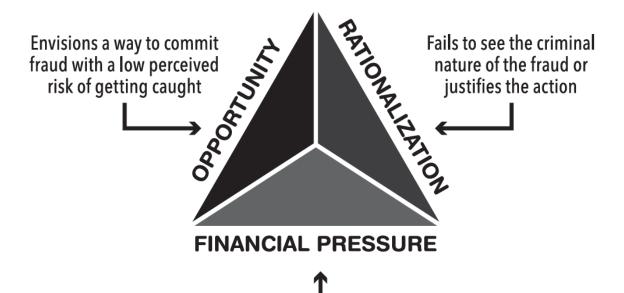


TAXABLE INCOME UP TO THIS LEVEL		TAX RATE*			
SINGLE	MARRIED FILING JOINTLY	ORDINARY INCOME MARGINAL TAX RATE (includes short-term capital gains and interest income)	APPROX. LONG-TERM CAPITAL GAINS RATE**		
\$9,525	\$19,050	10%	0%		
\$38,700	\$77,400	12%	0%		
\$82,500	\$165,000	22%	15%		
\$157,500	\$315,000	24%	15%		
\$200,000	\$400,000	32%	15%		
\$500,000	\$600,000	35%	20%		
ABOVE	ABOVE	37%	20%		



#### Detecting and Preventing Fraud

fig. 84



Must have some pressure to commit fraud, like unpaid bills

fig. 85

ACCOUNT	DEBIT	CREDIT
Cash Cash Short (expense) Sales Revenue	2,425 5	2,430

Bank Statement Balance	\$	11,910	Cash (asset account) balance	\$	11,150
Deposits in Transit Outstanding Checks Bank Errors	\$ \$ \$	100 (715) -	Deposits Not Recorded on Books Payments Not Recorded on Books Book Errors	\$ \$ \$	360 (215) -
True Bank Balance	\$	11,295	True Book Balance	\$	11,295

#### **GLOSSARY**

#### Account

A record that displays the culmination of certain transactions. Every account is classified as an asset, liability, equity value, revenue, or expense.

#### **Accountant**

A skilled professional trained to optimally maintain and analyze data, particularly financial data and that relevant to the management of a business or organization.

#### **Accrual basis accounting**

An accounting method in which businesses record transactions when services are performed or goods are delivered, regardless of payment timelines.

#### **Adjusting entries**

Entries made at the end of an accounting period to ensure that recorded transactions are adequately reflected within all time periods in which they are relevant.

#### **Annual report**

A report issued by a company on a yearly basis that includes financial statements, analysis and commentary by management, and an auditor's review.

#### Average tax rate

Total tax paid expressed as a percentage of total income.

#### **Asset accounts**

Accounts that track and quantify the financial value of a company's assets, such as land, property, equipment, inventory, copyrights, patents, or other assets.

#### **Balance sheet**

A financial statement that itemizes the value of a business's assets during a specific moment in time and quantifies the claims being made on those assets by creditors and equity holders.

#### **Bank reconciliation**

The periodic comparison of a business's books with its bank statements.

#### **Bookkeeper**

A person responsible for updating, centralizing, and maintaining accurate records reflecting a business or organization's financial or other accounting data.

#### **Book value**

The recorded value of an asset as recorded in a business's books, which includes adjustments for depreciation.

#### Cash basis accounting

An accounting method in which businesses record transactions on the basis of when cash changes hands.

#### **Certified public accountant (CPA)**

A professional accountant licensed to provide accounting services to the general public.

#### **Chart of accounts**

A listing of a company's accounts.

#### Chief financial officer (CFO)

An executive-level employee responsible for a company's financial strategy and reporting.

#### **Contribution margin**

The quantity of revenue left over after all variable costs are accounted for.

#### Cost-volume-profit (CVP) analysis

The study of the interplay between the costs of goods and services, sales quantities, and profit.

#### **Current assets**

Assets owned by a business that are expected to be converted to cash and/or consumed entirely within a year's time or within the current operating cycle.

#### **Current liabilities**

Debts expected to be paid within a year's time or within the current operating cycle.

#### **Current ratio**

Current assets divided by current liabilities; a measure of a company's ability to pay its short-term debts.

#### **Debt-to-asset ratio**

Total liabilities divided by total assets; a solvency ratio that describes the extent to which a company's assets are financed by creditors.

#### **Double-entry accounting**

A widely used approach to accounting whereby at least two entries are made when recording any given transaction.

#### Earnings per share (EPS)

The amount of income generated by a company divided by outstanding shares of common stock.

#### Equity

The ownership claim on the value of an asset (like a business or a house). Equity is reduced by liabilities (like debt) that also exert claims on the value of the same asset; hence, Assets = Liabilities + Equity (or Equity = Assets - Liabilities).

#### **Equity accounts**

Accounts that track and quantify equity.

#### FIFO (first-in, first-out)

An inventory accounting protocol whereby the assumed cost of goods sold is derived from the cost of the product that has been in inventory the longest.

#### Financial accounting

A specific branch of accounting that focuses on a business's presentation of financial data to interested parties outside of the business, such as stockholders or potential lenders.

#### Fiscal year

Any twelve-month period that a business chooses to use for tax or accounting purposes.

#### Free cash flow

Net cash flow from operating activities after capital expenditures and cash dividends are subtracted.

#### General ledger

A business's listing of accounts and their values that incorporates all asset, liability, and equity accounts used by the business.

#### **Income statement**

A financial statement that lists a business's revenues, expenses, and net income for a given time period.

#### **Intangible assets**

Assets such as patents, trademarks, copyrights, and trade names that may possess value but lack any physical substance.

#### Intercompany comparison

The comparison of two or more companies to one another on the basis of earnings per share (EPS) or other metrics.

#### Intracompany comparison

Evaluation of the performance of a single company over successive time periods.

#### Journal entry

A notation showing a debit (on the left side) and a credit (on the right side) of accounts affected by a transaction.

#### **Liability accounts**

Accounts that track and quantify financial obligations owed to creditors in the form of debts and other obligations.

#### LIFO (last-in, first-out)

An inventory accounting protocol whereby the assumed cost of goods sold may be derived from the cost of the product that has been in inventory for the shortest amount of time.

#### **Liquidity ratios**

Ratios such as current ratio, quick ratio, and cash ratio; used to evaluate a company's ability to meet its short-term financial obligations.

#### Long-term assets

Assets owned by a business that are not expected to be converted into cash and/or consumed entirely within a year's time or within the current operating cycle.

#### Long-term liabilities

Debts that are not expected to be paid off until after at least one year's time.

#### **Managerial accounting**

A specific branch of accounting that focuses on a business's discrete, strategic, detailed financial and logistical reporting and analysis of day-by-day business activities.

#### Marginal tax rate

The amount of tax paid on an additional dollar of income.

#### **Matching principle**

An important principle in accounting which says that expenses should be reported in the same accounting period as the revenues they helped to earn.

#### **Net income**

Total revenues minus total expenses.

#### **Operating cycle**

The average time required to purchase inventory, sell it, and collect cash from customers.

#### **Owner's equity**

The owner's claim on the assets of a business.

#### **Patent**

An intangible asset that grants companies the exclusive, government-guaranteed right to manufacture and sell an invention.

#### **Period costs**

Costs that cannot be attributed to the production or delivery of a specific product or service.

#### **Product costs**

The costs expended in the creation of a product or the delivery of a service.

#### Pro forma income

A secondary (non-GAAP) measurement of income that excludes items that the company deems unusual or nonrecurring.

#### Retained earnings statement

A financial statement that quantifies the amount of net income remaining after dividends are paid to stockholders.

#### Residual value

A base value beneath which an asset may not be depreciated any further—also known as "salvage value."

#### **Reversing entry**

A type of adjusting entry where an entry is made at the end of an accounting period and immediately reversed at the beginning of the next accounting period.

#### **Solvency ratios**

Ratios such as the price-to-earnings ratio, price-to-sales ratio, and debt-to-asset ratio, used to evaluate a company's ability to survive over a long period of time.

#### **Source documents**

The primary records used to verify that a change must be made to one or more accounts.

#### Statement of cash flows

A financial statement that clarifies the inflow and outflow of cash over a given time period.

#### Statement of owner's equity

A financial statement that details the contributions, withdrawals, and equity values of a business's owner or owners.

#### Sustainable income

Income that, as judged by a business's investors, is likely to be generated by that business on a perpetual basis.

#### **Target income**

The amount of money (profit) a business seeks to make in order to attain its financial objectives.

#### Tax credit

A reduction in total tax owed.

#### Tax deduction

A reduction in total taxable earnings.

#### **Trial balance**

A list of accounts and their balances at a specific time.

#### **Working capital**

A company's current assets minus its current liabilities.