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SYLLABUS

ACCOUNTING AND FINANCIAL ANALYSIS

1. Meaning and Scope of Accounting

Need, Development and Definition of Accounting; Book-Keeping and Accounting; Persons interested in Accounting; Disclosures; Branches of Accounting; Objectives of Accounting.

2. Accounting Principles

International Accounting Standards (Only Outlines); Accounting Principles; Accounting Standards in India.

3. Accounting Transactions

Accounting Cycle; Journal; Rules of Debit and Credit; Compound Journal Entry; Opening Entry; Relationship between Journal and Ledger, Rules Regarding Posting; Trial Balance; Sub Division of Journal.

4. Capital and Revenue

Classification of Income; Classification of Expenditure; Classification Receipts.

Accounting Concept of Income; Accounting Concepts and Income Measurement; Expired Cost and Income Measurement.

Final Accounts; Profit and Loss Account; Balance Sheet; Adjustment Entries.

Rectification of Errors; Classification of Errors; Location of Errors; Suspense Account; Effect on Profit.

5. Depreciation Provisions and Reserves

Concept of Depreciation; Causes of Depreciation; Depreciation, Depletion, Amortization and Dilapidation; Depreciation Accounting; Methods of Recording Depreciation; Methods for Providing Depreciation; Depreciation of Different Assets; Depreciation of Replacement Cost; Depreciation Policy as per Accounting Standard; Depreciation Accounting; Provisions and Reserves.

6. Accounts of Non-Trading Institutions

Not for Profit Organisation, Financial Statements, Income and Expenditure Account, Balance Sheet.

CHAPTER 1 MEANING AND SCOPE OF ACCOUNTING

★ STRUCTURE ★

- ☆ Book-keeping
- ☆ Accounting
- ☆ Development of Accounting
- ☆ Objectives of Accounting
- ☆ Need of Accounting
- ☆ Types or Sub-Fields/Branches of Accounting Information
- ☆ Persons/Parties Interested in Accounting
- ☆ Basic Accounting Terminology

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BOOK-KEEPING

Meaning

Book-keeping is the proper and systematic keeping or maintenance of the books of accounts. Book-keeping starts from the identification of business transactions. These transactions must be supported by the documents and they must be financial in nature. For example, selling goods for cash is an accounting transaction, because cash is received and goods are going outside the business. The transaction will increase cash and reduce goods.

It will affect the finances of the business. There will also be documentary proof of the transaction because cash memo must have been issued for sale. The book-keeper after identification of the accounting transaction will record it in the proper books of accounts.

Definition

Book-keeping may be defined as the science and art of identifying and recording accounting transactions systematically in the proper books of accounts.

According to **North Cott**, "*Book-keeping is the art of recording in the books of accounts the monetary aspect of commercial or financial transactions.*"

Prof. R.N. Carter defines, "*Book-keeping as the science and art of correctly recording in the books of accounts all those business transactions that result in the transfer of money or money's worth.*"

Book-keeping is concerned with the proper maintenance of the books of accounts i.e., journal, ledger, cash book and other subsidiary books. *It is not concerned with disclosing or interpreting the results of the business.* Book-keeping involves the following process :

Process of Book-keeping

1. **Identifying accounting transactions.** All business transactions which are financial in nature and have documentary proof are accounting transactions. Non-economic

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- activities concerning emotions of love, patriotism and respect do not find place in Book-keeping.
2. **Initial record of accounting transactions.** The identified accounting transactions are passed through subsidiary books, such as purchases book, sales book, returns inward book, returns outward book, bills receivable book, bills payable book, cash book and journal proper.
 3. **Preparation of ledger accounts.** All the transactions relating to a particular person, party or item are put together at one place under one head, which is known as its ledger account. For example, information regarding sales to Ram, amount received from Ram, discount allowed to Ram and so further sales and receipt of the amount should be written in Ram's Ledger Account. This will enable us in understanding the actual position of Ram's dealings at a glance. With the help of subsidiary books and journal proper all ledger accounts are prepared.
 4. **Balancing ledger accounts.** Ledger accounts are balanced *i.e.*, the difference between the debit and credit side of the ledger accounts are ascertained. Personal accounts show the amount payable to or receivable from them. Assets accounts show the value of assets on a particular date. Ledger accounts, thus, reveal the balances of expenses, revenue, liability, capital and assets.
 5. **Preparation of trial balance.** Trial balance is prepared with the balances shown by the ledger accounts. While passing journal entries and preparing subsidiary books we take into consideration the dual aspect of every transaction. so the debit and credit balance of the trial balance must tally. Trial balance is prepared to check arithmetical accuracy. If the totals of the debit and credit side of the trial balance is not equal, there must be certain errors. These errors are located and rectified.

ACCOUNTING

Every business has profit motive. It has transactions of financial nature, such as, purchasing goods, selling goods, incurring expenses, receiving income etc. These transactions are financial in nature and affect the profit of the business. Accounting transactions are both money transactions and money worth transactions. Credit transactions are known as money worth transactions. It means that accounting transactions may not be necessarily cash transactions.

Transactions are classified as assets, liabilities, capital, revenues and expenses. Income statements are prepared to ascertain profit or loss of the business. The position statement is prepared to assess the value of assets and liabilities of the business. Various statements are prepared and ratios are calculated to measure the actual performance of the business. Comparison of the actual performance is compared with previous performance or desired performance and effective plans for future is made. In this way, *accounting is an art of identifying, classifying, recording, summarising and interpreting business transactions of financial nature.* The process of maintaining accountancy records contains the following steps :

All financial transactions which have documentary evidence are identified as accounting transactions. The elements of the transactions are classified as assets, liabilities, capital, revenues and expenses. These transactions are recorded in the appropriate books of accounts. Income statements are prepared to ascertain profit or loss of the business during accounting period. Position statements are prepared to ascertain assets and liabilities of the business. Finally, result of the business transactions are communicated.

Definition of Accounting

In the words of **Smith and Ashburne**, "Accounting is a means of measuring and reporting the results of economic activities."

In the opinion of **Bierman and Derbin**, "Accounting may be defined as the identifying, measuring, recording and communicating of financial information."

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Difference between Book-keeping and Accounting

Points of difference	Book-keeping	Accounting
1. Objective	The objective of book-keeping is to prepare original books of accounts. It is restricted to journal, subsidiary books and ledger accounts only.	The objective of accounting is to record, analyse and interpret the business transactions.
2. Scope	It has limited scope and is concerned with the recording of business transactions.	It has wider scope as compared to book-keeping.
3. Level of work	It is restricted to low level of work. Clerical work is involved in it.	It is concerned with low level, medium level and even top level management. Low level clerks prepare the accounts, medium level report it and top level interpret it.
4. Mutual dependence	Book-keeping is only the art of recording transactions, so it has to depend upon accounting which makes it more meaningful and purposeful.	Accounting is based upon book-keeping which is its initial and vital part. It depends upon book-keeping.
5. Result of the business	It does not show the net result of the financial position of business.	Accounting shows the net result of the business. It tells us about the profit earned and also about the assets and liabilities of the business.
6. Principles of Accounting	In book-keeping, accounting concepts and conventions are followed.	The methods of reporting and interpretation in accounting may vary from firm to firm.

DEVELOPMENT OF ACCOUNTING

The role of accounting has changed from that of a mere record keeping during the 1st decade of 20th century to the present stage, when it is accepted as **information system and decision making activity**.

The term accounting is becoming gradually broader. It is evident from **definitions of accounting** arranged in historical order :

(i) **1941**. The American Institute of Certified Public Accountants (AICPA) defined accounting as :

The art of recording, classifying and summarising in a significant manner and in terms of money transactions and events, which are in part, at least, of a financial character and interpreting the result thereof.

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(ii) 1966. The American Accounting Association (AAA) defined accounting as :
The process of identifying, measuring and communicating economic information to permit informed judgements and decisions by uses of the information.

(iii) 1970. Accounting Principles Board (APB) and AICPA states :
The function of Accounting is to provide quantitative information primarily financial in nature, about economic entities, that is intended to be useful in making economic decisions.

The above statements about Accounting show that the role of Accounting is gradually widening.

The role of accounting at present is assumed :

- (i) To provide information for judging management ability to utilise resources effectively in achieving goals.
- (ii) To provide factual and interpretative information by disclosing underlying assumptions on matters, subject to interpretation, evaluation, prediction or estimation and
- (iii) To provide information or activities affecting society.

Accounting in this way, identifies business transactions, records them in proper subsidiary books and journal proper and prepares ledger accounts. Trial balance is prepared with the balance of ledger accounts and finally financial statements are prepared, reported and communicated to parties concerned.

OBJECTIVES OF ACCOUNTING

Followings are the objectives of accounting :

1. **Maintaining proper record of business transaction.** The main purpose of accounting is to identify business transactions of financial nature and enter them into appropriate books of accounts. Business transactions are classified as, assets, liabilities, capital, revenues, expenses and accordingly passed through books. The accounting records should be made properly and systematically, so that requisite information may be obtained at a glance from the books of accounts.
2. **Calculation of profit or loss.** One of the main object of accounting is to calculate the profit or loss of the business. Income statements are prepared with the help of trial balance (prepared with the balances of ledger accounts). At the end of accounting period, we prepare Trading Account and ascertain gross profit or gross loss. Afterwards Profit and Loss Account is prepared to calculate net profit or net loss. Accounting in this way, is the source to evaluate the performance of the business in terms of profit.
3. **Depiction of the financial position.** At the end of accounting period, we prepare position statement. The value of assets and liabilities are depicted in the balance sheet, also known as position statement.

The assets side of the balance sheet shows the position of various assets such as cash in hand, cash at bank, sundry debtors, closing stock, building, machinery, furniture, etc. The liabilities side shows creditors' claim as creditors' for goods, bills payable, loans, outstanding expenses and proprietor's claim as capital, net profit and reserves. Balance Sheet is said to be a mirror, reflecting the true position of assets and liabilities on a particular date.

4. **Providing effective control over the business.** Accounting reveals the actual performance of the business in terms of production, sales, profit, loss, cost of production and the book value of sundry assets. The actual performance can be

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compared with the planned or desired performance of the business. It can also be compared with the previous performance. Comparison reveals deviation in terms of weaknesses and plus points. Causes responsible for the poor performance are identified and efforts are made to remove them. Causes responsible for better performance are reinforced. Accounting, in this way, enables the management to adopt effective control over the business.

5. **Making information available to various groups.** Business, these days is a social institution. In addition to the owners of the business various groups, such as, creditors, lenders, investors, researchers, government and even workers and consumers have an interest in the performance of business. Accounting makes information available to all these interested parties. Proprietors have interest in the profit or dividend, debenture holders, lenders and investors are concerned with the safety of money advanced by them to the business and interest thereon. Financial soundness of the business makes their loans secured. Employees have an interest in their increased wages and bonus. The object of the accounting is to provide meaningful information to all these interested groups.

NEED OF ACCOUNTING

1. **Replacing memory.** Business transactions are innumerable, varied and complex, as such it is quite impossible to memorise each and every transaction. Accounting records these transactions in writing and thus it is not necessary that the businessman should memorise all the transactions.
2. **Assisting the performance of the business.** Accounting keeps proper and systematic record of all business transactions. Income statements are prepared with these records and we are able to know the profit earned and the loss suffered by the business. Trading Account is prepared to find out gross profit or loss of the enterprise. Net profit or net loss can be known by preparing Profit and Loss Account.
3. **Assessing the financial status of the business.** Financial position of the business is displayed through position statement *i.e.*, Balance Sheet of the business. The statement is prepared at the end of the accounting year and reflects the true position of assets and liabilities of the business on a particular date.
4. **Documentary evidence.** Accounting records can also be used as an evidence in the court to substantiate the claim of the business. These records are based on documentary proof. Every entry is supported by authentic vouchers. That is why, the court accepts these records as evidence.
5. **Assisting in realisation of debts.** In 'Accounts' we prepare personal ledger accounts of all the parties. The personal account shows the exact amount due from the debtors. We can send the debtors their statement of accounts and thus enable them to verify entries and also to make early payment of the amount due. The account can also be used to prove the claim of the business against the debtors in the court.
6. **Facilitating the sale of the business.** The position statement of the business shows the value of assets and liabilities of the business. We can calculate the 'Net Worth' of the business on the basis of these statements. Accounting facilitates in the calculation of the consideration for which the business should be sold.
7. **Preventing and detecting frauds.** The proper accounting system and effective arrangement of internal check prevents leakage of goods and cash. In case,

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cheating takes place, theft or embezzlement is made and fraud is committed, accounting helps in detection of these losses and also fixes responsibility for it. Proper accounting prevents employees from committing fraud.

- 8. Helpful to management.** Accounting is useful to the management in various ways. It enables the management to assess the achievements of its performance. Actual performance can be compared with the desired performance or with the performance of previous years. The weaknesses of the business can be identified and corrective measures can be applied to remove them. Various profitability, sales and liquidity ratios can be calculated, the actual performance can be evaluated and effective line of action can be decided for the future. Funds flow statement can also be prepared to understand the additional funds earned during the year and their application.

Full Disclosure. The concept is also known as convention of full disclosure. **Accounting must disclose all material information.** It should be honestly prepared, free from any bias, favour or prejudice. Figures should not be manipulated. It should be the sincere effort of the accountant to present facts, keeping in view the various accounting assumptions. No material information should be concealed. Material information means the information capable of changing the results of the business. Enterprises have their existence separate from their proprietors. In case of companies, there is a divorce between ownership and management. In this context it becomes binding upon the management to disclose all material information in accounts to its owners and other interested parties.

Disclosure of material facts does not mean leaking out the business secrecy, but disclosing all information of proprietors' and investors' interest. Accounting to this principle, certain unimportant items are left and some of them are merged with other items. The intention is not to over burden Accounting with information but present facts without any malafide intention.

TYPES OR SUB-FIELDS/BRANCHES OF ACCOUNTING INFORMATION

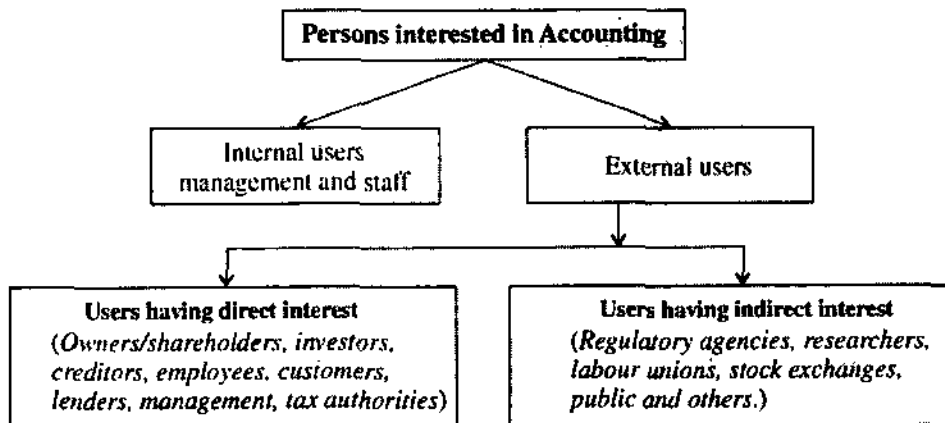
Accounting has at present three sub-fields or branches, mentioned as under :

1. **Financial accounting.** Accounting is a wider and comprehensive concept. It is an art of identifying, classifying, recording, summarising and interpreting business transactions of financial nature. Accounting work involves low, medium and even top level employees. Accounting as such is Book-keeping plus preparation of financial statements, reporting the results of the business and interpreting the accounting information in the forms of ratios, funds and cash flow statements, schedules, charts and diagrams.
2. **Cost accounting.** It is that branch of accounting, which deals with cost of production and its various constituents. It is concerned with the classification, allocation, recording, summarising and reporting current and prospective costs. Cost accounting, like financial accounting serves the needs of proprietors, managers and interested outsiders. Cost accounting is the systematic process of determining unit cost at different levels of production.
3. **Management accounting.** Management in the business is concerned with decision making for the efficient working of the enterprise. so management accounting is a system to assemble and furnish the useful material and summarised accounting

information to the management. Management accounting as such is the effective blending of financial and cost accounting together with financial management. The ultimate end of management is to maximise profit at the minimum cost and sacrifice. The management accounting serves as an effective tool for determining right line of action in future.

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PERSONS/PARTIES INTERESTED IN ACCOUNTING



1. **Internal users.** Top, middle and bottom level of management executives are the internal users of accounting information. They need it for making their decisions. These users are interested in the profitability, operational efficiency and financial soundness of the business. The top level management is concerned with accounting information relating to planning, the middle level is interested in planning and controlling and the lower level with operational affairs.

2. **External users.** External users may have direct interest or indirect interest.

(i) *External users having direct financial interest.* The existing and the prospective creditors and investors have direct interest in the accounting information. The sources of information for external users are financial statements and reports of directors and auditors. Investors assess the financial worth of the business so that they may decide about buying, selling or holding investment in the business. Creditors, such as banks, lenders, debenture holders and financial institutions assess the risk involved in granting loans to the business.

(ii) *External users having indirect interest.* These users, such as Department of Company Affairs, Registrar of Joint Stock Companies, sales tax and income tax authorities, labour unions, customers, stock exchanges, trade associations and others are also interested in the affairs of the business. They have to make their own decision on the basis of the financial reports of the business.

BASIC ACCOUNTING TERMINOLOGY

Every subject has got its own terminology. Accounting, as a subject has got its own terms. These terms have their specific meaning in Accounting and used to express financial nature of the business.

1. Business Transactions

The economic event that relates to a business entity is called business transaction.

Every business activity is not an Accounting activity. That is why, every activity is not recorded in the books of accounting. We record only business transactions in Financial Accounting. The first step in the accounting process is the identification of business transaction. *Every activity of financial nature having documentary evidence, capable of being presented in numerical, monetary term causing effect on assets, liabilities, capital, revenue and expenses is termed as business transactions.*

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Special features of business transactions are as under :

- (i) Business transactions must be financial in nature.
- (ii) Business transactions must be supported by documentary evidence.
- (iii) Business transactions must be presented in numerical monetary terms.
- (iv) Business transactions must cause an effect on assets, liabilities, capital, revenue and expenses.

Business transactions as such refer to business activities involving transfer of money or goods or services between two parties or two accounts. Purchase and sale of goods, receipts of income, etc. are business transactions. Business transactions may be both cash or credit.

2. Assets

The valuable things owned by the business are known as assets. These are the properties owned by the business. Assets are the economic resources of an enterprise which can be expressed in monetary terms. In the words of Prof. R.N. Anthony, "Assets are valuable resources owned by a business which were acquired at a measurable money cost." The most important assets are :

(a) Fixed assets

These assets are acquired for long term use in the business. They are not meant for sale. These assets increase the profit earning capacity of the business. Expenditure on these assets is not regular in nature. Land and building, plant and machinery, vehicles and furniture, etc. are some of the examples of fixed assets.

(b) Current assets

These assets, also known as circulating, fluctuating or floating assets. They change their values constantly. In the words of Institute of Certified Public Accountants, USA, "Current assets include cash and other assets or resources, commonly identified as those which are reasonably expected to be realised in cash or sold or consumed during the normal operating circle of the business."

It should be noted that certain assets, which are popularly known as fixed may prove to be current by virtue of their specific use such as :

- (i) **Land** will be current assets in the hands of land developers and property dealers.
- (ii) **Building** with the builders and property dealers.
- (iii) **Plant and Machinery** with the manufacturers and dealers of plant and machinery.
- (iv) **Furniture** with the furniture dealers and furnishers.
- (v) **Shares and Debentures** with the dealers in securities.

It should be taken care of that assets meant for regular purchase and sale are always current assets.

(c) Fictitious assets

Fictitious assets are those assets, which do not have physical form. They do not have any real value. Actually, they are not the real assets but they are called assets on legal and technical ground. These assets are the revenue expenditure of capital nature which are also termed as deferred revenue expenditure. The example of these assets are loss on issue of shares, advertising suspense and preliminary expenses, etc. Fictitious assets do not have real value, so they are written off in the future.

(d) Tangible assets

Traditional View : Assets having physical existence which can be seen and touched are known as tangible assets. These assets are land, building, plant, equipment, furniture, stock etc.

Alternative View : In a court testimony in USA, it was argued that tangible assets should not be allowed to mean assets having physical construction only because there are certain assets, such as cash, cash equivalent and receivables which do not have physical construction but even then treated as tangible assets. It finally emerged that all assets where revenue generation is certain should be treated as tangible assets. The examples of these assets are building, plant, equipment, furniture, stock, receivable cash, cash equivalents such as treasury bills, commercial papers and money market funds.

On the other hand, in the case of assets like goodwill, patent or copyright the revenue generation is assumed to be uncertain. That is why they are put in the category of intangible assets.

(e) Intangible assets

These are the assets which are not normally purchased and sold in the open market such as goodwill and patents. It does not mean that these assets are never purchased and sold. They may be purchased and sold in special circumstances. Payment for patents can be made to reputed manufacturers of the country and abroad. Payments for patents is mostly made in case of medicines. While purchasing the business of other firms payment for goodwill is made. Goodwill may also be raised in case of admission or retirement of partner. It is also preferable to write off goodwill and patents accounts and not to show in the balance sheet.

(f) Wasting assets

Assets, whose value goes on declining with the passage of time are known as wasting assets. Mines, patents and assets taken on lease are its examples.

(g) Liquid assets

Liquidity refers to convertibility in cash. Liquid assets, therefore are those assets, which can be converted into cash at short notice. The examples of liquid assets are cash in hand, cash at bank, debtors, bills receivable, etc. In other words, liquid assets are current assets less stock *i.e.*,

$$\text{Liquid Assets} = \text{Current Assets} - (\text{Stock} + \text{prepaid expenses})$$

3. Capital

It is that part of wealth which is used for further production and thus capital consists of all current assets and fixed assets. Cash in hand, cash at bank, building, plant and furniture, etc. are the capital of the business. Capital need not necessarily be in cash. It may be in kind also. Capital may be classified as follows.

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(a) Fixed capital

The amount invested in acquiring fixed assets is called fixed capital. The money is blocked in fixed assets and not available to meet the current liabilities. The amount spent on purchase or extension or addition to the fixed assets is fixed capital. Plant and machinery, vehicle, furniture and building, etc. are some of the examples of fixed capital.

(b) Floating capital

Assets purchased with the intention of sales, such as stock and investments are termed as floating capital.

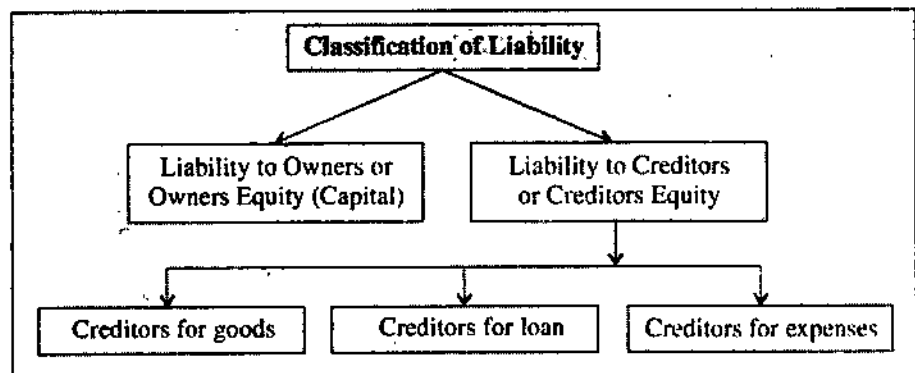
(c) Working capital

The part of capital available with the firm for day-to-day working of the business is known as working capital. Sufficient funds are required for purchasing goods and incurring direct and indirect expenses. Operational expenses are met with working capital. Current assets and current liabilities constitute working capital. Current assets consist of cash in hand, cash at bank, bills receivable, debtors, stock in hand, etc. and creditors, bills payable, short term loan, income received in advance and outstanding expenses are the current liabilities. Working capital can also be expressed as under :

$$\text{Working Capital} = \text{Current Assets} - \text{Current Liabilities}$$

4. Equity or Liability

Liabilities are the obligations or debts payable by the enterprise in future in the form of money or goods. It is the proprietors' and creditors' claim against the assets of the business. Creditors may be classified as creditors for goods and creditors for expenses. The business should have sufficient current assets to meet its current liabilities and reasonable amount of fixed assets to meet its fixed liability. Liabilities can be classified as under :



Note. Accountants in USA use the term equity to denote liabilities and capital.

(a) Liability to owners. It is the owner's claim against the assets of the business, generally known as capital. It is technically known as internal equity or shareholder's funds. It may also be expressed as under :

$$\begin{aligned} \text{Owner's equity or Internal equity} &= \text{Capital} + \text{Profit earned} + \text{Retained earning} \\ \text{(Shareholders' funds)} &+ \text{Undistributed profit} + \text{Interest on Capital} \\ &- \text{Drawings} - \text{Expenses.} \end{aligned}$$

(b) **Creditors' equity.** It is creditors' claim against the assets of the business. These creditors may be creditors for goods and creditors for expenses :

- (i) *Creditors for goods.* Business has to purchase goods on credit, so the suppliers of goods to the business on credit are known as creditors for goods. They may be called as creditors and bills payable.
- (ii) *Creditors for loan.* These creditors are the parties, banks and other financial institutions. The liability is named as Bank loan, Bank overdraft, Loan from Industrial Finance Corporation, Industrial Development Bank of India and World Bank.
- (iii) *Creditors for expenses.* Certain expenses may concern the accounting period but may remain unpaid. These expenses may be outstanding salaries, rent due and wages unpaid. It is the current liability of the business.

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Liabilities can also be classified as fixed, current and contingent liabilities.

(a) *Fixed liability.* These liabilities are paid after a long period. Capital, loans, debentures, mortgage, etc. are its examples. These are not current liabilities.

(b) *Current liabilities.* Liabilities payable within a year are termed as current liabilities. The value of these liabilities goes on changing. Creditors, bills payable and outstanding expenses, etc. are current liabilities.

(c) *Contingent liabilities.* These are not the real liabilities. Future events can only decide whether it is really a liability or not. Due to their uncertainty, these liabilities are termed as contingent (doubtful) liabilities. Important examples of contingent liabilities are as under :

- (i) Value of bills discounted.
- (ii) Cases pending in the court of law.
- (iii) Guarantees undertaken.

The value of contingent liabilities is not shown in the amount column at the liabilities side of balance sheet. It is clearly mentioned as a note inside/outside the balance sheet.

Liabilities are also classified as long term liabilities and short term liabilities :

- (a) *Long term liabilities.* Liabilities payable after a period of one year such as term loans and debentures are long term liabilities.
- (b) *Short term liabilities.* Obligations payable within a period of one year, such as creditors, bills payable and overdraft, etc., are short term liabilities.

5. Financial Statements/Final Accounts

Statements prepared by an enterprise at the end of accounting year to assess the status of income and assets is termed as Financial Statement/Final Accounts. It is categorised as Income Statement and Position Statement traditionally known as Profit and Loss Account and Balance Sheet.

6. Accounting Equation

Accounting rotates around three basic terms. These terms are Assets, Liabilities and Capital. The true inter-relationship between these terms is represented as Accounting Equations i.e.,

$$\text{Assets} = \text{Liabilities} + \text{Capital}$$

7. Goods

Articles purchased for sale at profit or processing by the business or for use in the manufacture of certain other goods as raw material are known as goods. In other

words, goods are the commodities, in which the business deals. Furniture will be goods for the firm dealing in furniture but it will be an asset for the firm dealing in stationery. *Americans use the term 'merchandise' for goods.*

8. Cost

Expenditures incurred in acquiring, manufacturing and processing goods to make it sale worthy are termed as cost of goods. It includes purchases of tradeable goods, raw materials and direct expenses incurred in acquiring and manufacturing goods.

9. Purchases

In its routine business, the firm has to either purchase finished goods for sale or purchase of raw material for the manufacture of the article, being sold by the firm. The acquisition of these articles are purchases. The purchase of 10,000 metres of silk by Naro, a cloth merchant is termed as purchases in the business. In the same way, the purchases of ten fans by Kevi, a dealer in electrical appliances for use in the cooler being assembled in his factory will also be the purchases. It is immaterial whether goods have been purchased for cash or on credit. They may be purchased within the country or imported from abroad. *Purchases of assets, are not the purchases in accounting terminology as these assets are not meant for sale.*

Proper, complete and systematic record of the purchases is essential as the cost price of goods is based upon it. Purchases must be made at competitive rates.

10. Sales

The ultimate end of the goods purchased or manufactured by the business is their sales. It includes both cash and credit sales. In accounting terminology, sales means the sale of goods, never the sale of assets, sales should have a regular feature. The sales of ten sofa sets by Amenla, a furniture is sales but sale of old furniture by Akho, a stationery dealer will not be a sale. Sales may be effected within the country or exported abroad.

The maintenance of proper and complete record of sales is necessary, because the profit or loss is associated with the amount of sales. It should be the sincere effort of every business to purchase goods at competitive rates and make sales at reasonably higher rates to earn more profit.

11. Purchases return or Returns outward

It is that part of the purchases of goods, which is returned to the seller. This return may be due to unnecessary, excessive and defective supply of goods. It may also result, if the supplier violates the terms and conditions of the order and agreement. In order to calculate net purchases, purchases return is deducted from purchases. Purchases returns are also known as returns outward, because it is the return of goods outside the business.

12. Sales return or Returns inward

It is that part of sales of goods which is actually returned to us by purchasers. This return may also be due to excessive, unnecessary and defective supply of goods or violation of terms of agreement. Sales return, also known as returns inward is deducted from sales, in order to calculate net sales.

13. Stock

The goods available with the business for sale on a particular date is termed as stock. It varies *i.e.*, increases or decreases and goes on changing. In accounting, we use the term stock widely as opening and closing stock. In case of business which is

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being carried on for the last so many years, the value of goods on the opening day of the accounting year is known as opening stock. In the same way, the value of goods on the closing day of the accounting year will be closing stock. For example, Avi and Sons started their business on Jan. 1, 2006 and decided to close their books on 31st December every year. The firm will not have any opening stock on Jan. 1, 2006, because the business did not exist before Jan. 1, 2006. If the firm has goods worth Rs. 50,000 on 31st December, 2006, it will be the closing stock on this date. On January 1, 2007, the closing stock of December 31, 2006 will be the opening stock of the year 2007. It should always be kept in mind that stock is valued at cost price or market price, whichever is lower.

In case of manufacturing enterprises stock is classified as under :

- (i) **Stock of raw material.** Raw material required for manufacturing of the product in which the business deals is known as stock of raw material. Cotton in case of cotton mill is its example.
- (ii) **Work in progress.** It is the stock of partly finished or partly manufactured goods just as price of thread and unfinished cloth in case of cotton mill.
- (iii) **Stock of finished goods.** Manufactured and finished goods ready for sale are known as stock of finished goods. Finished cloth is its example.

14. Expenses

Expenses are cost incurred by the business in the process of earning revenues. Generating income is the foremost objective of every business. The firm has to use certain goods and services to produce articles, sold by it. Payment for these goods and services are called expenses. Cost of raw material for the manufacture of goods or the cost of goods purchased for sale, expenses incurred in manufacturing or acquiring goods, such as wages, carriage, freight and amount spent for selling and distributing goods such as salaries, rent, advertising and insurance, etc. are known as expenses in accounting terminology. According to **Finney and Miller**, "*Expense is the cost of use of things or services for the purpose of generating revenue. Expenses are voluntarily incurred to generate income*".

15. Losses

Losses are unwanted burden which the business is forced to bear. Loss of goods due to theft or fire, or flood or storm or accidents are termed as losses in accounting. Losses are different from expenses in the sense that expenses are voluntarily incurred to generate income where losses are forced to bear.

Losses may be classified as normal and abnormal. Normal loss is due to the inherent weakness in the commodities *i.e.*, coal, cement, oil, ghee, ice, petrol. There will be shortage in their weight due to leakage, meltage, evaporation, spoilage and wastage during the journey. Abnormal loss on the other hand, is an extra ordinary loss due to earthquake, fire, flood, storm, theft and accidents.

Losses adversely affect the profit of the business, so it should be the sincere effort of every firm to adopt preventive measures to minimise losses.

16. Profit

Excess of revenue over expense is termed as profit. In other words excess of sale proceeds over cost of goods sold is income. Here, sales means net sales *i.e.*, sales less sales return. Cost of goods sold, also known as cost of sales is opening stock plus net purchases plus direct expenses less closing stock. Income must be regular in

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nature. It must concern routine activities of the business. It is always the part of revenue receipt. It must relate to the business of the current year. It is shown at the credit side of profit and loss A/c. Profit is generated through business activities.

17. Income

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Increase in the net worth of the enterprise either from business activities or other activities is termed as income. Income is a wider term, which includes profit also. From accounting point of view, *income is the positive change in the wealth of the enterprise over a period of time.*

18. Debtors

The term 'debtors' represents the persons or parties who have purchased goods on credit from us and have not paid for the goods sold to them. They still owe to the business. For example, if goods worth Rs. 20,000 have been sold to Adi, he will continue to remain the debtor of the business so far as he does not make the full payment. In case, he makes a payment of Rs. 16,000, he will remain to be debtor for Rs. 20,000 – Rs. 16,000 = Rs. 4,000.

In case, the firm is a service institution and the payment for service still remains to be realised, beneficiaries of the service will also be known as 'debtors'.

19. Creditors

In addition, to cash purchases the firm has to make credit purchases also. The sellers of goods on credit to the firm are known as its creditors for goods. Creditors are the liability of the business. They will continue to remain the creditors of the firm so far the full payment is not made to them. Liability to creditors will reduce with the payment made to them.

Creditors may also be known as creditors for expenses. In case, certain expenses such as salaries, rent, repairs, etc. remain unpaid during the accounting period, it will be termed as outstanding expenses. Parties rendering these services will be our creditors. Creditors are current liability so the firm should have sufficient current assets to make their timely payment.

20. Receivables

Receivable means, what business has to receive from outside parties on revenue account. When we sell goods on credit, purchasers are known as debtors. Certain debtors accept bills drawn by us and become part of bills receivable. The total of Debtors and Bills Receivable is known as Receivables. These are current assets and realised within a year. Receivables are shown at the assets side of the Balance Sheet.

21. Payables

Payable means, what the business has to pay to outside parties. When we purchase goods on credit, sellers are known as creditors. We accept bills drawn by certain creditors, which becomes a part of Bills Payable. The total of Creditors and Bills Payable is termed as Payables. It is shown at the liabilities side of the Balance Sheet.

22. Proprietor

An individual or group of persons who undertake the risk of the business are known as proprietor. They invest their funds into the business as capital. Proprietors are adventurous persons who make arrangement of land, labour, capital and organisation. They pay wages to labour, rent to land, interest to capital and salary to organisation.

After meeting all the expenses of business, if there remains any surplus, it is known as profit. The proprietor is rewarded with profit for the risk undertaken by him. If expenses exceed revenue the deficit is a loss to be borne by the proprietor.

In case of profit, proprietor's capital increases and in case of loss the capital decreases. Proprietor is an individual in case of sole trade, partners in case of partnership firms and shareholders in case of company.

23. Drawings

Amount or goods withdrawn by the proprietor for his private or personal use is termed as drawing. The cost of using business assets for private or domestic use is also drawing. Use of business car for domestic use or use of business premises for residential purpose is also drawing. Acquiring personal assets with business funds is also drawing. Certain examples of drawings are as under :

- (a) Amount withdrawn by proprietor for personal use.
- (b) Goods taken by the proprietor for domestic use.
- (c) Purchasing pocket transistor for proprietor's son.
- (d) Using business vehicles for domestic use.
- (e) Using business premises for residential purpose.

24. Accounting Year

Books of accounts are closed annually. From the balances of different ledger accounts we prepare income statement and position statement. Income statement shows gross and net income of the business. Position statement, traditionally known as Balance Sheet is a mirror, which reflects the true value of assets and liabilities on a particular date. There is no legal restriction about the accounting year of sole proprietorship and partnership firm. They may adopt the accounting year of their choice. It may be between January 1st to December 31st of the same year or July 1st of the year to June 30th of the next year or between two Diwalis or even financial year. *i.e.*, April 1st to March 31st of the next year. The only restriction is that the accounting period must consist of 12 months.

Companies must adopt financial year as their accounting year.

25. Entry

An entry is the systematic record of business transactions in the books of accounts. While passing entries, the principle 'every debit has got its corresponding credit' is adopted. Different accounts are debited and credited in the entry with the same amount.

26. Vouchers

Accounting transactions must be supported by documents. These documentary proofs in support of the transactions are termed as vouchers. It may be a receipt, cash memo, invoice, wages bill, salaries bill, deeds or any document as an evidence of transaction having taken place. The contents of vouchers are date, amount paid, purpose of the payment, payment passed by competent authority, payment made and cancelled. Vouchers are the basis of accounting records. They facilitate accounting. Vouchers are also used for verification and auditing of business records. Vouchers may also be used for detecting embezzlement and frauds.

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27. Insolvent

All business firms who have been suffering losses for the last many years and are not even capable of meeting their liabilities out of their assets are financially unsound. Only the court can declare the business firm as insolvent if it is satisfied that the continuation of the firm will be against the interest of the public or creditors. No firm can declare itself as insolvent. In case of solvency, the assets of the business are sold and liabilities paid with the funds realised from the sale of assets. If the funds realised fall short of the liabilities creditors are paid proportionately.

28. Solvent

Solvent are those persons and firms who are capable of meeting their liabilities out of their own resources. Solvent firms have sufficient funds and assets to meet proprietors' and creditors' claim. Solvency shows the financial soundness of the business.

29. Gain

Change in the net worth (equity) due to change in the form and place of goods and holding of assets for a long period, whether realised or unrealised is termed as gain. It may either be of capital nature or revenue nature or both.

30. Expenditure

Expenditure is the amount of resources consumed. It is long term in nature. It is the benefit to be derived in future. It is the amount spent for the purchase of assets. Expenditures can be made through cash, or exchanged for other assets or commodities or a promise to make the payment is made. Expenditures increase the profit earning capacity of the business and profit is expected from them in future. Expenditures are incurred to acquire assets of the business.

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Define accountancy.
2. What is the accounting year of the company ?
3. Mention two advantages of accounting.
4. Name the document, which is used as a source document for recording business transactions.
5. State the meaning of Book-keeping.

B. Short Answer Type Questions :

1. Define Book-keeping.
2. Mention the objectives of Accounting in about 50 words.
3. Describe the steps in Book-keeping process.

C. Long Answer Type Questions :

1. What is accounting ? Explain its objectives.
2. What is meant by Book-keeping ? In what respects book-keeping is different from accounting ?
3. Explain whether accounting is science or art or both.
4. Explain briefly the advantages of accountancy.

CHAPTER 2 ACCOUNTING PRINCIPLES

★ STRUCTURE ★

- ☆ Introduction
- ☆ Meaning of GAAP
- ☆ Basic Accounting Concepts

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INTRODUCTION

The business today is large in size and complex in nature. There are various groups who are interested in the performance of the business such as shareholders, debenture holders, investors, employees and consumers, etc. Accounting, in this way, is required to report and present the facts of the business in such a way, which can meet the varied requirements of different groups. It is, therefore, necessary that the language and terminology of accounting may be standardised so that there may be uniformity in the presentation of accounts. The idea requires scientific study, analysis and presentation of Accounts.

MEANING OF GAAP

Generally Accepted Accounting Principles (GAAP) are the set of rules and practices that are followed while recording transactions and preparing the financial statements. GAAP build sound theoretical foundation of Accounting.

According to **American Institute of Certified Public Accountants (AICPA)**, GAAP have substantial authoritative support and general acceptability. GAAP must be relevant (meaningful), objective (reliable) and feasible (implemented without much cost and complexity).

Accounting is the systematised body of knowledge having cause and effect relationship. The subject has certain established concepts, conventions, standard language and terminology to enable the interested parties in the subject to understand it in the same sense as the accountant wants to communicate. These rules are usually called *Generally Accepted Accounting Principles (GAAP)*. Accounting assumptions, rule of recording and reporting business transactions are also known by terms like *concepts, principles, conventions, doctrines, tenets, axioms postulates, assumptions and modifying principles*.

The Principles of Accounting are not static in nature. These are constantly influenced by changes in legal, social and economic environment as well as the needs of the users. The various terms for principles are inter-changeably used by different authors. Generally the term 'Basic Accounting Concepts' is used to refer all these terms.

BASIC ACCOUNTING CONCEPTS

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The fundamental ideas or basic concepts underlying the theory and practice of financial accounting and broad working rules for all accounting activities, developed by professionals are listed and discussed below :

BASIC ACCOUNTING CONCEPTS

1. Business Entity Concept.
2. Money Measurement Concept.
3. Going Concern Concept.
4. Accounting Period Concept.
5. Dual Aspect (or Duality) Concept.

These concepts are the foundation of systematic and proper accounting. Every business enterprise must adopt these concepts, popularly known as pillars upon which the sound structure of accounting stands. Let us discuss these basic concepts :

1. Business Entity Concept

In accounts, we distinguish between the business and its proprietors. Business is **assumed to have distinct entity i.e., existence other than the existence of its proprietors and other business units.** As an accountant, we are concerned with the business not the businessman. We have to record business transactions from firm's point of view and never from the viewpoint of proprietors. We record transactions in the books of shop, establishment, factory, firm, company and enterprise and never in the books of proprietor, partners and shareholders. While making decisions regarding asset, liability, capital, revenue and expense, business viewpoint is taken into consideration.

The capital introduced by the proprietor in its own business is considered liability from business point of view. It will not be a liability if proprietor's viewpoint is taken. The logic behind treatment of capital as liability is that the firm has borrowed funds from its own proprietors instead of borrowing it from outside parties. It would have been a liability if the funds would have been borrowed from outside agency, then why not, if it is being invested by the proprietor himself. We also allow interest on capital to the proprietors because capital is supposed to be a liability. Interest on capital is an expense of the business, therefore, it will reduce the profit of the firm. It is at the same time proprietor's claim against the business, so it will increase his capital. Amount withdrawn by the proprietor for personal use, known as drawings is assumed to be the assets of the business and at the same time a liability to the proprietor.

The business as a distinct entity records all business transactions into the books of Accounts and reports the result to the proprietor in case of sole trade, partners in case of partnership firms and shareholders in case of company. There is a legal divorce between the ownership and management of a company. The company is owned by shareholders but managed by the elected representatives of the shareholders i.e., directors. Accounts are prepared by the management and a copy of the financial statements is supplied to the shareholders, the owners of the company for information.

Every accountant whether he is concerned with a petty shop or a firm or a company or a big business house will have to compulsorily adopt the concept of business entity in his accounting operations.

Legally, a sole proprietor or the partner of a partnership firm are not separate from their business units but in Accounting the business units are assumed to have distinct entity. Accounting entity is different from business entity. Accounting entity is wider term including business, clubs, institutions, public enterprises, local bodies and government, etc.

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2. Money Measurement Concept

In accounting, we identify and record only those business transactions which are financial in nature. Accounting transactions must have their monetary value. The worth of the transaction must be measured in terms of money. In all the accounting records, we have amount column showing rupees and paise. There is never any accounting record in metres, litres, kilograms and quintals. We evaluate the value of the commodities in terms of money and accordingly record them in the books of accounts. Recording transactions in monetary terms makes the information more meaningful. For example, statement that the business was started with Rs. 50,000 cash and 20,000 metres of silk is meaningless and fails to tell us the capital of the business. If the value of 20,000 metres of silk is estimated to be Rs. 5,00,000, we can safely say that the business was started with Rs. $50,000 + 5,00,000 = 5,50,000$, which will be meaningful. The concept of money measurement is not free from problems when we integrate the financial statements of an entity having operations in more than one nation.

3. Going Concern Concept

While recording business transactions in the books of accounts, we assume that the business will be carried on indefinitely. That is why, the business purchases fixed assets like land and building, plant and machinery, vehicles, furniture, etc. If the concept of going concern is not there, we would have hired these assets and not purchased. These assets have been acquired for use and not for sale, so we maintain individual assets account and charge necessary depreciation on it.

According to **International Accounting Standard** "The enterprise is normally viewed as a going concern, that is as continuing in operation for the foreseeable future". It is viewed that the enterprise has an intention to be carried on for longer period. The concept of assets, liabilities, capital, revenue and expenses used in the accounting operation prove that the firm has to last long. Planning, organising and personnel policies substantiate the fact that the business has been assumed to be going entity. It is binding upon every accountant to treat business activity as a continuing process and record transaction accordingly.

4. Accounting Period Concept

Strictly speaking, the result of the business can be estimated at the end of its life. If a firm was started with a capital of Rs. 50,000 and at the end of its life the capital was Rs. 5,00,000 we can say that the firm earned a profit of Rs. 4,50,000 i.e., $5,00,000 - 50,000$ during its life. In this way, business as a going entity will continue indefinitely and we will have to wait for a very long period to estimate the financial

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result of the business. It will be too late to wait for the results, so the life span of accounting should be split into shorter and convenient period. At present, accounting periods are regarded as twelve months. According to the Companies Act and Banking Regulation Act, accounting period should consist of twelve months. The period of twelve months is regarded as ideal and convenient period for accounting.

5. Dual Aspect (or Duality) Concept

Every business transaction has double effect. There are two sides of every transaction. This is evident when we study the accounting term *i.e.*, assets, capital and liabilities.

- (i) **Assets.** These are the valuable articles owned by the business. Expenditure incurred in acquiring valuable things for the firm is assets. Special features of assets are that they are meant for use in the business and will increase the profit earning capacity of the business. Cash in hand, cash at bank, land and buildings, furniture, vehicles, etc. are the assets of the firm. It has been an established fact that no business can be carried on without assets. Business as a separate entity and going concern must possess certain assets.
- (ii) **Capital.** Capital is that part of wealth which is used for further production. In the context of dual aspect concept capital supplies necessary funds to the business to purchase certain assets. In the absence of capital, there will be no funds with the enterprise and thus the question of acquiring assets does not arise. If we take it from business point of view, proprietor's capital is the liability of the business. Capital received in cash represents two accounts, capital and cash. Capital is the proprietor's claim against the assets of the business and the cash is the asset of the business itself. As the amount of the two accounts are the same, we can safely conclude that :

$$\text{Capital} = \text{Assets.}$$

- (iii) **Liabilities.** If the capital invested by the proprietor falls short the business has to borrow funds. Thus the loan on the one side is the liability of the firm and on the other side it will be in the form of cash or other assets. The amount represented by both loan and assets are equal. This transaction enables us to think about the two aspects so it is called dual aspect concept or double entry system. All the assets of the business are acquired by the funds contributed by the proprietors and creditors, so it is always correct to conclude as under :

$$\text{Capital} + \text{Liabilities} = \text{Assets.}$$

The relationship between assets, liabilities and capital is at present known as *Accounting Equation* which can also be expressed as under :

$$\text{Assets} = \text{Capital} + \text{Liabilities}$$

Or

$$\text{Capital} = \text{Assets} - \text{Liabilities}$$

Or

$$\text{Liabilities} = \text{Assets} - \text{Capital}$$

We record all the business transactions on the basis of dual aspect and call the system as *double entry system*.

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Give an example of a transaction which may be an expense for business and income for the businessman.
2. Name the concept responsible for the origin of 'Double Entry System'.
3. 'Business units last indefinitely'. Mention the concept on which the statement is based.

C. Short Answer Type Questions :

1. Explain Business Entity concepts.
2. Explain the concepts of money measurement.
3. Explain briefly the principle of Double Entry System.

D. Long Answer Type Questions :

1. Explain the following:
(a) Money measurement concept, (b) Accounting period concept, (c) Going concern concept, (d) Dual aspect.
2. Explain the following with examples :
(a) Money measurement concept, (b) Dual aspect, (c) Accounting period.

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CHAPTER 3 SOURCE DOCUMENTS AND ACCOUNTING CYCLE

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★ STRUCTURE ★

- ☆ Introduction
- ☆ Source Documents
- ☆ Vouchers
- ☆ Contents of Accounting Vouchers
- ☆ Accounting Equation/Cycle
- ☆ Computation—Classification of Transactions

INTRODUCTION

Origin of Transaction

We know that Accountancy is based upon verifiable objectives. The assumption explains that accounting deals with facts. There is no place for imaginations, expectations and possibilities in accounting.

We record financial transactions in the books of accounts, when they actually happen and that too supported by documents. There must be certain written and authentic proof of the transaction, which has taken place. The written document is known as 'voucher', the source document upon which we base our accounting records.

Source Documents/Vouchers

A document which becomes the basis for recording a transaction in the books of account is called source document. These documents show the nature and amount of the transaction and named vouchers.

Vouchers are the receipts, bills, cash memos, invoices, salaries bills, wages bills, travelling allowance bills, counterfoils of cheques, registration deeds, and any other form of written proof that the transaction has actually taken place and can be verified from the documents. Whenever we sell goods, we prepare invoice for sending goods out of station, bills for credit sales, and cash memos for cash sales. The original copy is handed over or sent to the purchaser but the duplicate copy is kept as record in the business. These duplicate copies are the source documents for making record in our books of accounts. In the same way, while making purchase we receive original copy of invoices or bills or cash memos. These copies also work as source documents for recording purchase. Whenever we make payment we obtain receipt from the party receiving payment. While making payment of rent to landlord, a receipt for the rent is received. Workers and employees affix their signature on wages and salaries bills on receiving their wages and salaries. Insurance Company, Delhi Electric Supply Undertaking (DESU), Water Works issue receipts for having received the payment.

Buses, railways and airlines issue tickets on receiving payments. We receive receipts even for petty and insignificant payment. These receipts are the source documents for accounting records. The first step in accounting is to identify the origin of the transaction which is undoubtedly based upon documentary evidence known as source documents.

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SOURCE DOCUMENTS

Meaning

As we know Accounting deals in facts, which actually happen and can be verified by documentary evidence known as source documents.

It shows that source documents are real, visible, legible and meaningful records certifying the actual happening of the transactions of financial nature. In Accountancy, every journal entry must be supported by source documents popularly known as vouchers.

Some important documents are discussed herewith :

1. **Cash Memo.** It is a document indicating the amount, date and details of cash purchases and cash sales. We receive cash memo on cash purchases and issue cash memo on sales. On the basis of these cash memos, cash purchases, cash sales and cash payments are recorded in the books.
2. **Invoices and Bills.** These documents *i.e.*, invoices and bills are used for credit purchases and credit sales. In case of credit sale of goods we issue invoices/bills, which indicate the date, amount and details of sale. We prepare three copies of invoice. The first copy is sent to the purchaser through post office or bank, the second copy is kept in the bundles, packets or cases of the goods, the third copy is retained with us. The third copy is used as source document for recording credit sale. In case of credit purchases of goods, we receive invoice or bills and record credit purchases on its basis.
3. **Receipt.** In case of receiving amount, we issue a receipt indicating the date and amount of payment, details of the payer and the purpose of payment. The counterfoil or the carbon copy of the receipt issued is used as source document for the receipt of the amount. In the same way, when we make the payment, we are issued receipts and record the payment in the books of Accounts.
4. **Pay-in-Slip.** In case of depositing cash and cheques in the Bank, we have to fill up Pay-in-Slip (Deposit slip). The main body of the Pay-in-Slip is retained by the bank and the counterfoil duly signed and stamped is returned to the customer. The counterfoil is used as the source document for recording the deposits.
5. **Cheques.** We issue cheques against different payments. The counterfoil of the cheque or notes on the cheque book containing details of the payment is used for recording the payment or withdrawal for self. Cheques received are deposited into the bank through Pay-in-Slip, which is used as source document.
6. **Debit Note.** In case of the return of goods purchased on credit we issue Debit Note to the seller, meaning that the Sellers' Account has been debited with the amount of purchases return. This debit note is used as source document for recording purchase return. A format of Debit Note is given as under :

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Name of the Firm Issuing the Note		Address of the Firm
		Date of Issue
No.	DEBIT NOTE	
Against : Supplier's Name		
Goods returned as per Delivery	Amount (Rs.)	
Challan No.		
(Details of goods returned)		
(Rupees Only)		
Signature of the Manager with date		

7. **Credit Note.** In case of sales return by our customers we issue Credit Note to them, meaning that the Customers Account is credited with the amount of sales return. The Credit Note is used as source document. A format of Credit Note is given as under :

Name of the Firm Issuing the Note		Address of the Firm
		Date of Issue
No.	CREDIT NOTE	
Against : Customer's Name		
Goods returned by the customer	Amount (Rs.)	
Challan No.		
(Details of goods received)		
(Rupees Only)		
Signature of the Manager with date		

8. **Miscellaneous.** Correspondence, registration deeds, wages, salaries, water, electricity, telephone bills, tickets, conveyance bills, counterfoils and receipts, etc. are also used as source documents.

VOUCHERS

Meaning

A voucher may be defined as a written document to be used in support of entry made in the books of accounts.

In the words of J.R. Batliboi, "A voucher may be defined as documentary evidence in support of an entry appearing in the books of accounts".

According to Ronald A. Irish, "A voucher may be a receipt, an invoice, an agreement, written requisition slip or in short any suitable written evidence, which confirms a written transaction."

Transaction Voucher	
Name of Firm	
Voucher No :	Date :
Debit account :	
Credit account :	
Amount (Rs) :	
Narration :	
Authorised By :	Prepared By :

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Special Features of Vouchers

- (i) Vouchers are documentary evidence.
- (ii) Vouchers are written document.
- (iii) Vouchers support the entry appearing in the books of accounts.
- (iv) Vouchers present full description of the transaction.
- (v) Vouchers substantiate the accuracy of entries in the books of accounts.

Examples of Vouchers

- (i) **Cash Receipts.** Various vouchers of cash receipts are counterfoils, carbon copies of receipts issued, carbon copies of contracts made, correspondence etc.
- (ii) **Cash Payment.** Various vouchers of cash payments are cash memos, wage sheets, salary register, copies of contracts, correspondence etc.
- (iii) **Purchases.** Vouchers regarding purchases are invoices, copies of order sent, goods inward books, correspondence, etc.
- (iv) **Sales.** Copies of orders received, records of goods supplied, goods outward book, correspondence, etc.
- (v) **Purchases Return.** Goods outward book, letter of credit, correspondence, etc.

Preparation of Vouchers :

Format of Accounting Vouchers

RECEIVED from M/s LAXMI PUBLICATIONS PRIVATE LIMITED the sum of Rupees _____ on account of _____ By Cash/Cheque No. _____ Dated _____ Rs. _____ Receiver's Signature _____	<p>Laxmi Publications Private Limited 113, GOLDEN HOUSE, DARYAGANJ, NEW DELHI-110002</p> <p>Voucher No. Dated 20...</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%;">Rs.</th> <th style="width: 20%;">P.</th> </tr> </thead> <tbody> <tr> <td>DEBIT _____</td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL Rs.</td> <td></td> <td></td> </tr> <tr> <td>CREDIT _____</td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL Rs.</td> <td></td> <td></td> </tr> </tbody> </table> <p>Accountant/Manager _____ M.D. _____</p>		Rs.	P.	DEBIT _____			_____			_____			TOTAL Rs.			CREDIT _____			_____			_____			TOTAL Rs.		
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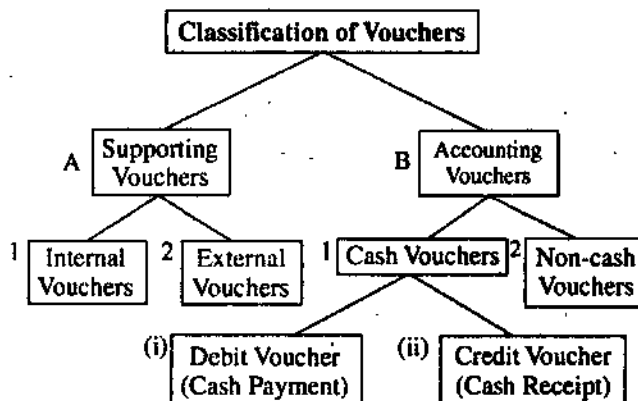
CONTENTS OF ACCOUNTING VOUCHIERS

Voucher is a documentary evidence of the transaction, so it must be prepared carefully and cautiously. The voucher must be preferably printed. It should contain the following information about the transactions.

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1. **Name and address of the firm.** Every voucher should bear the name and address of the firm at its top. It is generally printed at the top of the voucher.
2. **Voucher number.** Every voucher must bear its serial number, so that it can be easily identified, differentiated with other vouchers and referred in the books of accounts. Vouchers are serially numbered and their number is mentioned against the posting in the ledger, cash book and subsidiary books.
3. **Date.** The date of preparing the voucher must be written. It must bear the date, the month and the year of the transaction.
4. **Details of party to be debited.** It contains the name and address of the party, whom payment has been made. The purpose and the details of the payment is also recorded therein. In modern big business enterprises, voucher is prepared for every transaction. As such, in these enterprises the debit side may contain the name of the party to whom payment has been made. It may also contain the head of account against which the payment has been made. It may be Purchases Account, Assets Account and Expenses Account.
5. **Details of party to be credited.** The payment is made either through Cash or Cheque/Bank Draft, so we record Cash Account or Bank Account, with the number and date of issue of the cheque and bank draft. We may also use the account to be credited at the credit column.
6. **Proof of receiving the amount.** In case the payment is made through cash to someone, his signature is obtained with full details of the amount, the purpose and the date of payment received by him.
In case payment is made through crossed Account Payee cheque, receivers signature is not necessary.
7. **Revenue Stamp.** Revenue stamp must be affixed on every payment of Rs. 500/- and more as per law, so that the document may be legalised. The signature of the receiver must touch certain part of the revenue stamp.
8. **Signature of the accountant and officer of the firm.** Voucher must be signed by the responsible person of the firm. He may be an accountant or manager. After verification and authentication it must be signed by the proprietor of the firm or any authorised officer of the enterprise.

Vouchers may be classified as under :



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A. Supporting Vouchers

These vouchers are prepared as documentary evidence in support of transaction having taken place. These vouchers are classified as internal and external vouchers.

1. **Internal Supporting Vouchers.** These vouchers are prepared by the organisation itself but authenticated and validated by third parties, such as counter foils of pay-in-slip and challan, etc.
2. **External Supporting Vouchers.** These vouchers are prepared by third parties and sent to us such as bills, cash memo and invoice received from supplier of goods. It may also be rent receipt received from land lord, debit note and credit note, etc.

B. Accounting Vouchers

The subsidiary or secondary vouchers prepared on the basis of supporting vouchers issued by third parties is called accounting vouchers. It is prepared by the Accountant and must be signed by the authorised signatory of the enterprise. Accounting vouchers are classified as cash vouchers and non-cash vouchers.

1. **Cash Vouchers.** The documentary evidence of cash payments and cash receipts is known as cash voucher. Cash vouchers are classified as debit (payments) voucher and credit (receipts) voucher.
 - (i) **Debit (Payment) Voucher.** The documentary evidence of cash payment is known as debit voucher such as cash payment of salaries, cash purchases of goods and assets, payment to creditors, employees and bank, etc. The debit voucher may be based on supporting voucher. In case supporting voucher is not available the Receipt portion of the voucher is filled in and used as supporting voucher.

It should be noted that if the payment is worth Rs. 500 or more, revenue stamp of Re. 1 must be affixed.
 - (ii) **Credit (Receipt) Voucher.** The documentary evidence of cash receipt is known as credit voucher, such as cash receipt of interest, rent or any other income, cash sales of goods, assets and investments, amount withdrawn from bank, loans borrowed, collection from debtors, etc.

ACCOUNTING EQUATION/CYCLE

Meaning

NOTES

There has been a revolution in every field of knowledge. Scientific approach towards every subject has emerged as a basic consideration to decide its utility. Scientific studies were also made in accounting and result was the discovery of 'Accounting Equation'. The study revealed that accounting rotates round the three terms *i.e.*, assets, liabilities and capital. The entire accounting structure is based upon these three terms. These terms are inter-related and inter-woven. Before explaining accounting equation let us discuss these terms :

Analysis of Transactions

Assets, liabilities and capital are constituents of business transactions. Let us discuss these elements :

(a) **Assets.** The acceptable meaning of assets is the valuable things owned by the firm. Expenditure for acquiring these valuable articles for use in the business is also termed as assets. The assets are acquired for constant future use. They are not meant for sale. These assets increase the profit earning capacity of the business. Some of the assets are listed as under :

- | | |
|------------------------------------|---------------------------------|
| (i) Cash in hand | (viii) Plant and machinery |
| (ii) Cash at bank | (ix) Equipments and tools |
| (iii) Sundry debtors or Book debts | (x) Furniture and fittings |
| (iv) Bills receivables | (xi) Patents, trade marks, etc. |
| (v) Investments | (xii) Goodwill |
| (vi) Closing stock | (xiii) Prepaid expenses |
| (vii) Land and building | (xiv) Accrued income |

(b) **Liabilities.** Creditors' and proprietors' claim against the assets of business is termed as its liability. Proprietor's claim is termed as capital, which we shall be discussing later on. Liabilities are also known as equities or claims. The term liability means the claim of outsiders against the business such as creditors for goods and expenses. Liability is the account for which the firm is indebted to outside parties. Certain external liabilities are mentioned as under :

- (i) Creditors for goods—sundry creditors and bills payable
- (ii) Creditors for expenses :
 - (a) Outstanding salaries
 - (b) Unpaid wages
 - (c) Rent due but not paid.
- (iii) Other liabilities :
 - (a) Bank loan or overdraft
 - (b) Partner's loan
 - (c) Loan from Financial Institution, *i.e.*, IFC, IDBI, etc.
 - (d) Debentures
 - (e) Employees Provident Fund
 - (f) Workmen's Compensation Fund, etc.

Liabilities also go on changing. Their value either increases or decreases. In case of increase the business will have to pay more and in case of decrease the business will have to pay lesser.

(c) **Capital.** It is the proprietor's claim against the assets of the business. In case of one man business the capital is contributed by the proprietor himself. In case of partnership, capital is contributed by partners and in case of companies, shareholders contribute for capital. Owners of the business are the contributors of the capital. Owners are the entrepreneurs of the business. They get profit of the business for the risk taken by them. If certain amount of profit remains undistributed or retained as reserve and funds, it is also known as proprietor's claim. Proprietor's claim can be enumerated as under :

NOTES

- (i) Capital
- (ii) Reserve, general reserve or reserve fund
- (iii) Profit or retained earning
- (iv) Interest on capital.

Explanation of Accounting Equation. Business transactions are financial in nature and so every transaction affects the financial position of the business. These transactions increase or decrease the assets, liabilities or capital. Every business has certain assets. These assets are purchased with the funds supplied to the business by its proprietors or creditors. Proprietors' and creditors' funds, in whatever form they are, create assets. For example, if the business receives Rs. 1,00,000 as capital from the proprietor and retains that in the firm, it will create an asset *i.e.*, cash in hand. If Rs. 80,000 are deposited into the bank, the total capital will be represented by two assets *i.e.*, cash Rs. 20,000 (due to deposit into the bank of Rs. 80,000 out of a cash balance of Rs. 1,00,000) and cash at bank Rs. 80,000. If furniture, worth Rs. 20,000 are purchased and payment is made out of bank deposit, the assets will now consist of cash in hand Rs. 20,000, cash at bank Rs. 60,000 (due to purchase of furniture, bank balance has reduced by Rs. 20,000) and furniture Rs. 20,000. **As such accounting equation is a statement of equality between debits and credits.** These above facts can also be presented in this way :

<i>Capital</i>	<i>Assets</i>
(i) Rs. 1,00,000 =	Cash (Rs. 1,00,000)
(ii) Rs. 1,00,000 =	Cash (Rs. 20,000) + Bank balance (Rs. 80,000)
(iii) Rs. 1,00,000 =	Cash (20,000) + Bank (60,000) + Furniture (20,000)

The above facts are technically known as Accounting Equations in simple form and reveal that capital which is always equal to assets.

Increase in capital will generally result in the corresponding increase in the assets and in the same way, decrease in capital will result in the decrease of assets. If the proprietor introduces Rs. 40,000 as additional capital there will be corresponding increase in cash balance. As both capital and assets are increasing simultaneously with Rs. 40,000, the capital will remain equal to assets. Amount withdrawn by the proprietor for personal use will decrease capital and there will be decrease in the cash, an asset at the same time. If drawings are worth Rs. 10,000 both the capital and assets will decrease simultaneously with Rs. 10,000.

Introduction of Creditors' Liability in Accounting Equations

It has been accepted fact that business does not possess anything of its own. The business receives funds from proprietors and creditors and retains all of them in the form of various assets. This shows that capital + liabilities are always equal to assets. The fact can be presented in terms of accounting equation as under :

NOTES

Equation. Capital + Liabilities = Assets	or	C + L = A
or Assets = Liabilities + Capital	or	A = L + C
or Liabilities = Assets - Capital	or	L = A - C
or Capital = Assets - Liabilities	or	C = A - L
or Assets - Liabilities - Capital = Zero	or	A - L - C = Zero.

COMPUTATION—CLASSIFICATION OF TRANSACTIONS

Assets, liabilities and capital are the three basic elements of every business transaction. The relationship between these terms, as mentioned above in the form of Accounting Equation remains unchanged. It has been a mathematical truth. No business transaction can upset the relationship between these items. The inter-relationship of assets, liabilities and capital results into nine transactions. These transactions show that change in one element results in corresponding change in the same item or in other element. These nine basic transactions are as under :

- (i) Increase in assets with corresponding increase in capital.
- (ii) Increase in assets with corresponding increase in liabilities.
- (iii) Increase and decrease in assets.
- (iv) Decrease in assets with corresponding decrease in liabilities.
- (v) Decrease in assets with corresponding decrease in capital.
- (vi) Increase and decrease in liabilities.
- (vii) Increase and decrease in capital.
- (viii) Increase in liabilities and decrease in capital.
- (ix) Increase in capital and decrease in liabilities.

- (i) **Increase in assets with corresponding increase in capital.** Commencement of business with Rs. 20,000 increases both the assets and capital of the firm. At the same time, it will affect the financial position of the business as under :

Financial Position (Balance Sheet)

Liabilities	Amount Rs.	Assets	Amount Rs.
Capital	20,000	Cash	20,000
Creditors	—		
	20,000		20,000

- (ii) **Increase in assets with corresponding increase in liabilities.** Purchase of goods on credit for Rs. 7,000 will increase stock of goods with Rs. 7,000 and also increase creditors' liabilities. The transaction will affect the financial position as under :

Financial Position (Balance Sheet)

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	20,000	Cash	20,000
Creditors	7,000	Stock in trade	7,000
	27,000		27,000

NOTES

The position can be presented alternatively as under :

$$\begin{aligned} \text{Assets} &= \text{Liabilities} + \text{Capital} \\ 27,000 &= 7,000 + 20,000 \end{aligned}$$

- (iii) **Increase and decrease in assets.** Purchase of furniture worth Rs. 3,000 involves furniture and cash, the two assets. The transaction will increase furniture as an asset and decrease cash, also an asset. Increase and decrease in the assets with the same amount will not upset the equation. The transaction can be expressed as follows :

$$\begin{aligned} \text{Cash} + \text{Stock} + \text{Furniture} &= \text{Liabilities} + \text{Capital} \\ 17,000 + 7,000 + 3,000 &= 7,000 + 20,000 \end{aligned}$$

- (iv) **Decrease in assets with corresponding decrease in liabilities.** Payment of Rs. 2,000 to creditors will decrease creditors, the liabilities of the business and at the same time cash an asset will decrease. The decrease in assets and liabilities simultaneously with the same amount will hold the Accounting Equation true. The transaction will effect the Accounting Equation as follows :

$$\begin{aligned} \text{Cash} + \text{Stock} + \text{Furniture} &= \text{Liabilities} + \text{Capital} \\ 17,000 + 7,000 + 3,000 &= 7,000 + 20,000 \\ -2,000 + 0 + 0 &= (-) 2,000 + 0 \\ \hline 15,000 + 7,000 + 3,000 &= 5,000 + 20,000 \end{aligned}$$

- (v) **Decrease in assets with corresponding decrease in capital.** Rs. 4,000 withdrawn by the proprietor for personal use will reduce capital and also cash, an asset simultaneously with Rs. 4,000. The transaction still proves the validity of Accounting Equation as under :

NOTES

	<i>Assets</i>			=	<i>Liabilities</i>	+	<i>Capital</i>	
Cash	+	Stock	+	Furniture	=	Creditors	+	Capital
15,000	+	7,000	+	3,000	=	5,000	+	20,000
-4,000	+	0	+	0	=	0	(-)	4,000
11,000	+	7,000	+	3,000	=	5,000	+	16,000

The financial position of the business upto 5th transaction will be as under :

Financial Position (Balance Sheet)

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	16,000	Furniture	3,000
Creditors	5,000	Stock	7,000
		Cash	11,000
	21,000		21,000

(vi) **Increase and decrease in liabilities.** Creditors for goods sometimes draw a bill of exchange on us as per the arrangement of the payment. After acceptance of the bill, the payment becomes due for payment after the expiry of certain specified period. Acceptance of the bill reduces creditor's liability and creates another liability, known as bills payable, the bill whose payment has to be made. If we accept a bill for Rs. 1,500 creditors will be reduced to Rs. 5,000 - 1,500 = 3,500 and fresh liability known as Bills Payable will come into our records. The transaction will affect the financial position of the business as under :

Financial Position (Balance Sheet)

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	16,000	Cash	11,000
Creditors	3,500	Stock in trade	7,000
Bills payable	1,500	Furniture	3,000
	21,000		21,000

The above position can alternatively be presented as under :

<i>Assets</i>			=	<i>Liabilities</i>	+	<i>Capital</i>
Cash	+	Stock + Furniture	=	Creditors	+	Bills payable + Capital
11,000	+	7,000 + 3,000	=	3,500	+	1,500 + 16,000.

(vii) **Increase and decrease in capital.** Certain transactions involve capital only, such as transfer of share of the company from one shareholder to another shareholder. In this case, the capital of the company will increase and decrease with the same amount and this will remain unchanged. There will be change in the name of shareholder which will be recorded in the transfer register of the company. Interest on capital is another item affecting capital only. Proprietors

capital will increase with the amount of interest allowed to him. Interest on capital is the expense of the business, so it will have to be borne by the proprietor and thus charged out of capital account. The net result will be an increase and decrease in capital simultaneously with the same figure and accounting equation will still prove to be true. Financial position of the business will remain unchanged.

NOTES

(viii) **Increase in liabilities and decrease in capital.** In certain cases, capital may be converted into loan, as a liability. Such transactions may happen, when a partner retires from the firm and the capital refundable to him is transferred to his loan account. In this case, the firm will be showing partner's loan as a liability instead of partner's capital. In case of death of a partner amount payable to the legal inheritor of the deceased partner is transferred to partner's executor's loan account. This transaction will also decrease capital and increase liability. If Rs. 5,000 are transferred from capital account to loan account the financial position will be as under :

Financial Position (Balance Sheet)

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	11,000	Cash	11,000
Creditors	3,500	Stock in trade	7,000
Bills Payable	1,500	Furniture	3,000
Loan	5,000		
	21,000		21,000

The above position can also be presented as under :

<i>Assets</i>	=	<i>Liabilities</i>	+	<i>Capital</i>
Cash + Stock + Furniture	=	Creditors + Bills payable	+	Loan + Capital
11,000 + 7,000 + 3,000	=	3,500 + 1,500	+	5,000 + 11,000

(ix) **Increase in capital and decrease in liabilities.** Conversion of loan into capital reduces the liability of the business on one hand and increases capital on the other hand. Conversion of debentures into share capital is an example of such transaction. Creditors may also be converted into share capital. If creditors for Rs. 1,000 are allotted shares against their loan, the financial position will be affected as under :

Financial Position (Balance Sheet)

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	12,000	Cash	11,000
Creditors	2,500	Stock in,trade	7,000
Bills Payable	1,500	Furniture	3,000
Loan	5,000		
	21,000		21,000

The financial position shows that capital has increased by Rs. 1,000 and is now Rs. 11,000 + 1,000 = 12,000 and at the same time creditors have been reduced to Rs. 3,500 - 1,000 = 2,500.

The fact can alternatively be presented as under :

NOTES

<i>Assets</i>	=	<i>Liabilities</i>	+	<i>Capital</i>
Cash + Stock + Furniture	=	Creditors + Bills payable + Loan	+	Capital
11,000 + 7,000 + 3,000	=	2,500 + 1,500 + 5,000	+	12,000

The basic nine transactions discussed above are summarised through the following illustrations.

Illustration 1. Develop accounting equation from the following transactions :

	Rs.
(i) <i>Adi commenced business with cash</i>	50,000
(ii) <i>Purchased goods for cash</i>	30,000
(iii) <i>Purchased goods on credit</i>	20,000
(iv) <i>Sold goods (cost Rs. 10,000) for</i>	12,000
(v) <i>Bought furniture on credit</i>	2,000
(vi) <i>Paid cash to a creditor</i>	15,000

Solution.

Accounting Equation

Transactions	Assets		=	Liabilities + Capital	
	Cash	+ Stock + Furniture	=	Creditors	+ Capital
(i) <i>Adi commenced business with cash</i> Rs. 50,000	50,000 +	0 +	=	0 +	50,000
(ii) <i>Purchased goods for cash</i> Rs. 30,000	(-)30,000 +	30,000 +	=	0 +	0
New Equation	20,000 +	30,000 +	=	0 +	50,000
(iii) <i>Purchased goods on credit</i> Rs. 20,000	+	20,000 +	=	20,000 +	0
New Equation	20,000 +	50,000 +	=	20,000 +	50,000
(iv) <i>Sold goods (cost Rs. 10,000) for</i> Rs. 12,000	+ 12,000(-)	10,000 +	=	0 +	2,000
New Equation	32,000 +	40,000 +	=	20,000 +	52,000
(v) <i>Bought furniture on credit</i> Rs. 2,000	0 +	0 + 2,000	=	2,000 +	0
New Equation	32,000 +	40,000 + 2,000	=	22,000 +	52,000
(vi) <i>Paid cash to a creditor</i> Rs. 15,000	(-)15,000 +	0 +	=	(-)15,000 +	0
New Equation	17,000 +	40,000 + 2,000	=	7,000 +	52,000

Treatment of Revenue Payments and Receipts

Source Documents and
Accounting Cycle

(a) Revenue Payments

- (i) **Treatment of expenses paid.** The business had to pay certain expenses in its day-to-day operations, such as payment of salaries, rent, insurance premium, office expenses, wages, repairs, etc. These expenses are paid regularly. These business expenses are paid in cash, so cash will reduce and thus payment of expenses are reduced from cash balance. These expenses will also reduce net income of the business. As the income is the reward paid to proprietor for the risk undertaken by him so expenses will reduce proprietor's reward. Proprietor is represented by Capital Account so the payment of expenses will decrease capital.
- (ii) **Treatment of outstanding expenses.** If expenses relate to accounting period and remain unpaid, they are termed as outstanding expenses. Outstanding salaries, rent unpaid, wages due, repairs due but not paid are its certain examples. As these expenses relate to the accounting period, so they will reduce capital of the proprietor. Both the cases of expenses paid and expenses due are treated at par as regards decrease in the capital of the proprietor. They are different in the sense that expenses paid reduce cash balance but expenses outstanding do not reduce cash balance. As these expenses are still payable, it is a liability of the business and thus increase liability.
- (iii) **Treatment of prepaid or unexpired expenses.** There may be certain cases where expense may have been paid in advance. In certain cases, expenses relating to the next accounting period may be paid during the current year. These expenses are prepaid or unexpired i.e., insurance and rent paid in advance for the next following year. Prepaid expenses increase and decrease assets simultaneously. The payment has been made in cash, so cash will be reduced. As the expenses have been paid during the current year for the next year, it will be an asset for the current year because the amount has to be realised by the current year from the following year :

Illustration 2. Show the effect of following transactions on accounting equation and also prepare a Balance Sheet :

	Rs.
(i) Started business with cash amounting to Rs. 35,000 and goods	15,000
(ii) Salaries paid	2,000
(iii) Wages outstanding	200
(iv) Prepaid insurance	700
(v) Interest due but not paid	100
(vi) Rent paid in advance	150

NOTES

Solution.

Accounting Equation

NOTES

Transactions	Assets = Liabilities + Capital				
	Cash	Stock	Prepaid expenses	Outstanding expenses	Capital
(i) Started business with cash Rs. 35,000 Goods Rs. 15,000	35,000 +	15,000 +	0 =	0 +	50,000
(ii) Salaries paid Rs. 2,000	(-) 2,000 +	0 +	0 =	0 (-)	2,000
New Equation	33,000 +	15,000 +	0 =	0 +	48,000
(iii) Wages outstanding Rs. 200	0 +	0 +	0 =	200 (-)	200
New Equation	33,000 +	15,000 +	0 =	200 +	47,800
(iv) Prepaid insurance Rs. 700	(-) 700 +	0 +	700 =	0 +	
New Equation	32,300 +	15,000 +	700 =	200 +	47,800
(v) Interest due but not paid Rs. 100	0 +	0 +	0 =	100 (-)	100
New Equation	32,300 +	15,000 +	700 =	300 +	47,700
(vi) Rent paid in advance Rs. 150	(-) 150 +	0 +	150 =	0 +	0
New Equation	32,150 +	15,000 +	850 =	300 +	47,700

The accounting facts presented by the above accounting equation can also be verified by the following Balance Sheet :

Balance Sheet

Liabilities	Amount Rs.	Assets	Amount Rs.
Outstanding wages	200	Cash	32,150
Outstanding interest	100	Stock in trade	15,000
Capital	47,700	Prepaid insurance	700
		Rent paid in advance	150
	48,000		48,000

(b) Revenue Receipts

- (i) **Income received.** The business receives certain income during its day-to-day operations. The income is received regularly. Rent received, commission earned and discount received, etc. are its examples. As the income is received in cash it increases cash balance on the one hand and also increases proprietor's capital. Proprietor's claim against the assets of business increases with every income, so the income earned is added to capital.
- (ii) **Income due but not received or accrued income.** The income has been earned during the year, so proprietors capital will increase but as income is accrued or still to be received it will be treated as assets. The income relates to the current year, so it will increase current year's income. The income has become due from other parties so the concerned party will be the debtor of the firm. Debtor's being assets, accrued income will also be an asset.

(iii) **Unearned income or income received in advance.** It is just possible that we may have received certain income in advance. The income has been received during the current year, although it relates to the next year. As the income has been received in cash, it will increase cash balance. The income actually belongs to the next year but has been received by the current year, as such it will be a liability of the current year towards next year.

NOTES

Illustration 3. Show the effect of the following transactions on assets, liabilities and capital using accounting equation. Also prepare Balance Sheet.

	Rs.
(i) Started business with cash	60,000
(ii) Rent received	2,000
(iii) Accrued interest	500
(iv) Commission received in advance	1,000

Solution.

Accounting Equation

Transactions	Assets		=	Liabilities		+	Capital
	Cash	+ Accrued interest	=	Commission received in advance	+	Capital	
(i) Started business with cash Rs. 60,000	60,000	+	0	=	0	+	60,000
(ii) Rent received Rs. 2,000	+ 2,000	+	0	=	0	+	2,000
New Equation	62,000	+	0	=	0	+	62,000
(iii) Accrued interest Rs. 500	0	+	500	=	0	+	500
New Equation	62,000	+	500	=	0	+	62,500
(iv) Commission received in advance Rs. 1,000	+ 1,000	+	0	=	1,000	+	0
New Equation	63,000	+	500	=	1,000	+	62,500

Accounting facts presented by the above accounting equation is also presented in the form of Balance Sheet.

Balance Sheet

Liabilities	Amount Rs.	Assets	Amount Rs.
Commission received in advance	1,000	Cash	63,000
Capital	62,500	Accrued interest	500
	63,500		63,500

Treatment of Purchases and Sales

(a) Purchases

(i) **Cash purchases.** Purchases of goods for cash affects assets only. It increases stock of goods with the business and at the same time decreases cash, because the payment for goods has been made in cash.

NOTES

- (ii) **Credit purchases.** The transaction increases stock of goods, an asset but also creates a liability. Payments to creditors have not been made so far, as such liability to creditors is still there. Credit purchases, therefore increase both assets and liabilities at the same time.

Payment to creditors in cash will reduce cash, an asset and also creditors, a liability. If creditors draw a bill of exchange, the firm will accept the bill and thus a liability, as Bills Payable will be created in place of creditors. In this way, the transaction will decrease creditors and also create a liability as Bills Payable. In certain cases, if the payment to creditors is made immediately and creditors allow us discount, the transaction will reduce cash with actual amount paid, increase capital with the amount of discount received and decrease creditors with the amount of actual payment plus discount. For example, if we purchase goods worth Rs. 1,000 from Anshu on credit and make a payment of Rs. 990 in full settlement. The payment will reduce creditors by Rs. 1,000, cash by Rs. 990 and also increase capital by Rs. 10.

(b) Sales

- (i) **Cash sales.** It is the sincere effort of every business to sell goods at a price more than its cost price. Excess of sales price over the cost price is profit and will increase capital. For example, if goods costing Rs. 1,740 are sold for Rs. 2,000, it will increase cash by Rs. 2,000, reduce stock of goods by Rs. 1,740 and the resultant profit *i.e.*, $Rs. 2,000 - 1,740 = 260$ will be added to capital.
- (ii) **Credit sales.** In case goods costing Rs. 2,700 are sold for Rs. 3,000 on credit, it will increase debtors, the assets of the firm by Rs. 3,000, reduce stock of goods by Rs. 2,700 and also increase capital with Rs. $3,000 - 2,700 = Rs. 300$. In this case, if full payment is received from debtors, it will increase cash and decrease debtors. Cash and debtors are both assets, so the effect of the transaction will be restricted to assets only. In the above case, if we receive Rs. 2,900 from debtors and allow them Rs. 100 as discount, the transaction will increase cash by Rs. 2,900, reduce capital with the amount of discount allowed *i.e.*, Rs. 100 and at the same time decrease debtors, by Rs. 3,000.

Treatment of Miscellaneous Transactions

- (a) **Amount withdrawn by the proprietor.** If the proprietor withdraws Rs. 2,000 for personal use, the transaction will reduce cash by Rs. 2,000 and at the same time reduce proprietor's capital. In case the proprietor takes certain goods for domestic use, it will decrease his capital and the stock of goods.
- (b) **Depreciation on assets.** Depreciation is the wear and tear or loss in the value of assets due to its use, so it will reduce assets and capital at the same time. For example, if there is a depreciation of Rs. 2,000 on plant, the transaction will reduce plant by Rs. 2,000. As depreciation is a loss it will also reduce capital.
- (c) **Interest on capital.** Capital is the liability of the business. Interest on a liability is an expense and thus capital will be reduced. Interest on capital is credited to capital account, so capital will be increased. The transaction will increase and also decrease the capital.
- (d) **Interest on drawings.** Drawing is the amount withdrawn by the proprietor from the business. In other words, it is the amount advanced by the firm to the proprietor and thus interest on drawings will be received by the firm and capital

will be increased. Interest on drawings will be charged on proprietor's capital, so the capital will be reduced. This transaction will also result in the increase and decrease of capital.

Illustration 4. Show the accounting equation on the basis of the following transactions :

NOTES

	Rs.
(i) Ankita started business with cash	50,000
(ii) Purchased goods on credit	4,000
(iii) Purchased goods for cash	1,000
(iv) Purchased furniture	500
(v) Paid rent	200
(vi) Withdrew for private use	700
(vii) Received interest	100
(viii) Sold goods on credit (cost Rs. 500) for	700
(ix) Paid to creditors	400
(x) Paid salaries	200

Solution.

Accounting Equation

Transactions	Assets				=	Liabilities + Capital	
	Cash	Stock of goods	Debtors	Furniture	=	Creditors	Capital
(i) Ankita started business with Rs. 50,000	50,000 +	0 +	0 +	0 =	0 +	50,000	
(ii) Purchased goods on credit Rs. 4,000	0 +	4,000 +	0 +	0 =	4,000 +	0	
New Equation	50,000 +	4,000 +	0 +	0 =	4,000 +	50,000	
(iii) Purchased goods for cash Rs. 1,000	(-) 1,000 +	1,000 +	0 +	0 =	0 +	0	
New Equation	49,000 +	5,000 +	0 +	0 =	4,000 +	50,000	
(iv) Purchased furniture Rs. 500	(-) 500 +	0 +	0 +	500 =	0 +	0	
New Equation	48,500 +	5,000 +	0 +	500 =	4,000 +	50,000	
(v) Paid rent Rs. 200	(-) 200 +	0 +	0 +	0 =	0 (-)	200	
New Equation	48,300 +	5,000 +	0 +	500 =	4,000 +	49,800	
(vi) Withdrew for private use Rs. 700	(-) 700 +	0 +	0 +	0 =	0 (-)	700	
New Equation	47,600 +	5,000 +	0 +	500 =	4,000 +	49,100	
(vii) Received interest Rs. 100	+ 100 +	0 +	0 +	0 =	0 +	100	
New Equation	47,700 +	5,000 +	0 +	500 =	4,000 +	49,200	
(viii) Sold goods on credit costing Rs. 500 for Rs. 700	0 (-)	500 +	700 +	0 =	0 +	200	
New Equation	47,700 +	4,500 +	700 +	500 =	4,000 +	49,400	
(ix) Paid to creditors Rs. 400	(-) 400 +	0 +	0 +	0 =	(-) 400 +	0	

	New Equation	47,300 +	4,500 +	700 +	500 =	3,600 +	49,400
(x) Paid salaries Rs. 200		(-) 200 +	0 +	0 +	0 =	0 (-)	200
	New Equation	47,100 +	4,500 +	700 +	500 =	3,600 +	49,200

The above fact can be presented by a Balance Sheet as under :

Balance Sheet

Liabilities	Amount Rs.	Assets	Amount Rs.
Creditors	3,600	Cash	47,100
Capital	49,200	Debtors	700
		Stock of goods	4,500
		Furniture	500
	52,800		52,800

Illustration 5. Show the effect of the following business transactions on assets, liabilities and capital through accounting equation :

	Rs.
(i) Commenced business with cash	20,000
(ii) Goods purchased on credit	7,000
(iii) Furniture purchased	3,000
(iv) Paid to creditors	2,000
(v) Amount withdrawn by the proprietor	4,000
(vi) Creditors accepted a bill for	1,500
(vii) Interest on capital	1,000
(viii) Transfer from capital to loan	5,000
(ix) Allotted shares to creditors	1,000

Solution. The inter-relationship of nine transactions may be summarised as under :

Transactions	Assets = Liabilities + Capital						
	Cash	Stock	Furniture	=	Creditors	B/P	Loan + Capital
(i) Commenced business with cash Rs. 20,000	20,000 +	0 +	0 =	0 +	0 +	0 +	20,000
(ii) Goods purchased on credit Rs. 7,000	0 +	7,000 +	0 =	7,000 +	0 +	0 +	0
New Equation	20,000 +	7,000 +	0 =	7,000 +	0 +	0 +	20,000
(iii) Furniture purchased Rs. 3,000	(-)3,000 +	0 +	3,000 =	0 +	0 +	0 +	0
New Equation	17,000 +	7,000 +	3,000 =	7,000 +	0 +	0 +	20,000
(iv) Paid to creditors Rs. 2,000	(-)2,000 +	0 +	0 =	(-)2,000 +	0 +	0 +	0

	New Equation	15,000 +	7,000 +	3,000 =	5,000 +	0 +	0 +	20,000
(v) Amount withdrawn by the proprietor	Rs. 4,000	(-)4,000 +	0 +	0 =	0 +	0 +	0 +	(-)4,000
	New Equation	11,000 +	7,000 +	3,000 =	5,000 +	0 +	0 +	16,000
(vi) Creditors accepted a bill for	Rs. 1,500	0 +	0 +	0 =	(-)1,500 +	1,500 +	0 +	0
	New Equation	11,000 +	7,000 +	3,000 =	3,500 +	1,500 +	0 +	16,000
(vii) Interest on capital	Rs. 1,000	0 +	0 +	0 =	0 +	0 +	0 +	1,000
	New Equation	11,000 +	7,000 +	3,000 =	3,500 +	1,500 +	0 +	16,000
(viii) Transfer from capital to loan	Rs. 5,000	0 +	0 +	0 =	0 +	0 +	5,000 +	(-)5,000
	New Equation	11,000 +	7,000 +	3,000 =	3,500 +	1,500 +	5,000 +	11,000
(ix) Allotted shares to creditors	Rs. 1,000	0 +	0 +	0 =	(-)1,000 +	0 +	0 +	1,000
	New Equation	11,000 +	7,000 +	3,000 =	2,500 +	1,500 +	5,000 +	12,000

The above accounting equation proves that whatever the transaction, assets are always equal to capital and liabilities. The fact can also be verified by the Previous Financial Position (Balance Sheet).

Illustration 6. Prove that the accounting equation is satisfied in all the following transactions. Verify the result with Balance Sheet of the last new equation :

	Rs.
(i) Rajesh started business with :	
Cash	20,000
Goods	12,000
Machine	8,000
(ii) He purchased goods	5,000
(iii) Sold goods (Costing Rs. 2,000) for Rs.	2,500
(iv) Purchased goods on credit	7,000
(v) Payment made to creditors in full settlement	6,900
(vi) Sold goods on credit (Costing Rs. 5,400)	6,000
(vii) Payment received from debtors	5,800
Discount allowed	200
(viii) Salaries paid	4,000
(ix) Wages outstanding	400
(x) Prepaid insurance	100
(xi) Rent received	300

(xii) Amount withdrawn	3,000
(xiii) Interest on drawing	200
(xiv) Depreciation on machinery	800
(xv) Purchased goods on credit	17,000

Solution.**Accounting Equation**

Transactions	Assets				=	Liabilities	+	Capital
	Cash	Stock of goods	Machine	Debtors	Prepaid expenses	Creditors	Outstanding expenses	Capital
(i) Started business with :								
Cash Rs. 20,000								
Goods Rs. 12,000								
Machine Rs. 8,000								
(ii) Purchased goods Rs. 5,000	(-) 5,000 +	5,000 +	0 +	0 +	0 =	0 +	0 +	0
New Equation	15,000 +	17,000 +	8,000 +	0 +	0 =	0 +	0 +	40,000
(iii) Sold goods (Costing Rs. 2,000) for Rs. 2,500	+ 2,500 +	(-)2,000 +	0 +	0 +	0 =	0 +	0 +	500
New Equation	17,500 +	15,000 +	8,000 +	0 +	0 =	0 +	0 +	40,500
(iv) Purchased goods on credit Rs. 7,000	0 +	7,000 +	0 +	0 +	0 =	7,000 +	0 +	0
New Equation	17,500 +	22,000 +	8,000 +	0 +	0 =	7,000 +	0 +	40,500
(v) Payment made to creditors in full settlement Rs. 6,900	(-) 6,900 +	0 +	0 +	0 +	0 =	(-)7,000 +	0 +	100
New Equation	10,600 +	22,000 +	8,000 +	0 +	0 =	0 +	0 +	40,600
(vi) Sold goods on credit (Costing Rs. 5,400) for Rs. 6,000	0 +	- 5,400 +	0 +	6,000 +	0 =	0 +	0 +	600
New Equation	10,600 +	16,600 +	8,000 +	6,000 +	0 =	0 +	0 +	41,200
(vii) Payment received from Debtors Rs. 5,800 Discount allowed Rs. 200	+ 5,800 +	0 +	0 +	- 6,000 +	0 =	0 +	0 +	- 200
New Equation	16,400 +	16,600 +	8,000 +	0 +	0 =	0 +	0 +	41,000
(viii) Salaries paid Rs. 4,000	(-) 4,000 +	0 +	0 +	0 +	0 =	0 +		(-) 4,000
New Equation	12,400 +	16,600 +	8,000 +	0 +	0 =	0 +	0 +	37,000
(ix) Wages outstanding Rs. 400	0 +	0 +	0 +	0 +	0 =	0 +	400 +	(-) 400
New Equation	12,400 +	16,600 +	8,000 +	0 +	0 =	0 +	400 +	36,600
(x) Prepaid Insurance Rs. 100	(-) 100 +	0 +	0 +	0 +	100 =	0 +	0 +	0
New Equation	12,300 +	16,600 +	8,000 +	0 +	100 =	0 +	400 +	36,600
(xi) Rent received Rs. 300	+ 300 +	0 +	0 +	0 +	0 =	0 +	0 +	300
New Equation	12,600 +	16,600 +	8,000 +	0 +	100 =	0 +	400 +	36,900

(xii) Amount withdrawn Rs. 3,000	(-) 3,000 +	0 +	0 +	0 +	0 =	0 +	0 +	- 3,000
New Equation	9,600 +	16,600 +	8,000 +	0 +	100 =	0 +	400 +	33,900
(xiii) Interest on drawings Rs. 200	0 +	0 +	0 +	0 +	0 =	0 +	0 +	± 200
New Equation	9,600 +	16,600 +	8,000 +	0 +	100 =	0 +	400 +	33,900
(xiv) Depreciation on machinery Rs. 800	0 +	0 +	- 800 +	0 +	0 =	0 +	0 +	- 800
New Equation	9,600 +	16,600 +	7,200 +	0 +	100 =	0 +	400 +	33,100
(xv) Purchased goods on credit Rs. 17,000	0 +	17,000 +	0 +	0 +	0 =	17,000 +	0 +	0
New Equation	9,600 +	33,600 +	7,200 +	0 +	100 =	17,000 +	400 +	33,100

Balance Sheet

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Creditors	17,000	Cash	9,600
Outstanding expenses	400	Stock in trade	33,600
Capital	33,100	Machine	7,200
		Prepaid expenses	100
	50,500		50,500

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. If we receive Rs. 490 from our debtors in full settlement of a debt Rs. 500. What will be the accounting effect of Rs. 10 on assets, liabilities and capital ?
2. If creditors worth Rs. 1000 are paid Rs. 980 in full settlement, what will be the accounting effect of Rs. 20 ?
3. How is income received in advance (unearned income) shown in the accounting equation ?
4. If goods costing Rs. 9,500 are sold for Rs. 10,000, show how the capital will be affected ?
5. Point out one transaction which will affect capital only.

B. Short Answer Type Questions :

1. Explain accounting equation in about 50 words.
2. What is meant by creditors for goods and creditors for expenses ? How will these transactions affect assets, liabilities and capital ?
3. Calculate total assets of the business if :

Jacob starts business with Rs. 1,00,000. He earned a profit of Rs. 20,000. He has to pay his creditors for goods Rs. 7000 and outstanding salary amounts to Rs. 1000.

4. Explain the meaning of source documents with example.
5. Describe two basic purpose of source documents.

C. Long Answer Type Questions :

1. Describe the fundamental accounting equation. How are the revenue and expenses account related to it ?
2. Discuss any seven basic transactions resulting from the relationship of assets, liabilities and capital.
3. Name the items affecting capital and explain them briefly.
4. How are the following items in accounting equation dealt with ?
(a) Outstanding expenses (b) Prepaid expenses (c) Accrued income (d) Unearned income.
5. Accounting equation remains intact under all circumstances. Justify the statement with the help of an example.

NOTES

★ STRUCTURE ★

- ☆ Introduction
- ☆ Definition of Debit and Credit (*Modern American Approach*)
- ☆ Books of Original Entry
- ☆ Rules for Debit and Credit (*Accounting Equation Approach*)
[*Modern American Approach*]
- ☆ Summary of Rules of Debit and Credit (*Modern Approach*)
- ☆ Traditional Rules (*English Approach*) of Debit and Credit
- ☆ Meaning of Journal
- ☆ Summarised Presentation of Journal Entries

INTRODUCTION

Every accounting transaction has got two sides, 'debit' and 'credit'. These are the two signs used in accounting to present and report the financial effect of every transaction. All the business transactions must have debit and its corresponding credit of the same amount. The term 'debit' and 'credit' is used in every walk of accounting. We use the term in our journal entries, ledger accounts, trial balance, Trading and Profit and Loss Account. The debit and credit can be said to be the only media to report the financial position of the business. We have been using the term as a convention and age old tradition. We simply know that 'left hand side is debit' and the 'right hand side is credit'. Keeping debit at the left hand side and credit at the right hand side may be a convention but not the meaning of the two words.

DEFINITION OF DEBIT AND CREDIT

(Modern American Approach)

Debit means decrease in proprietor's equity and credit means increase in proprietor's equity. Business is the creation of the businessman. In other words, business is the representative of the proprietors of the business. Whatever the business earns, has to be paid to its proprietors. It will increase proprietor's claim against the business or proprietor's equity or capital and thus it has to be credited. In this way, we can say that income increases proprietor's equity, therefore it is to be credited. The word 'credit' refers to the word 'creditor', whose short form is known as 'Cr'. Creditors are those persons and parties whom payment has to be made. In case of income proprietor is the creditor of the business because the income earned by business, the representative of the proprietor belongs to the

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owner of the business. It increases proprietor's capital as such it is to be credited. All the expenses are incurred by the business on behalf of the proprietors, therefore, proprietors are liable to bear these expenses. It will decrease their equity and thus debited in the books of accounts. The word 'debit' refers to the word 'Debtor', whose short form is 'Dr'. The proprietor is the debtor for all expenses, and thus he is rightly debited.

Conventional approach towards 'Debit' and 'Credit'

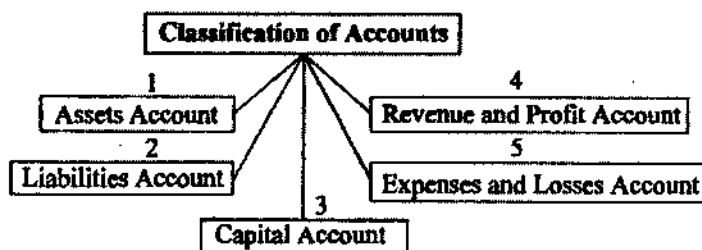
In addition to accounting concepts and assumptions, there are certain accounting conventions which we have to follow to make accounting uniform, comparable and meaningful. We follow certain conventions regarding 'Debit and Credit' which are as under :

- (i) The left hand side of every account is debit and the right hand side of the account is credit.
- (ii) In case of Journal and Trial Balance the amount column is divided in two parts. The left part of the amount column is Debit and the right part is Credit.
- (iii) While passing journal entries, we use the term 'Dr', the short form of 'Debit', 'Debtor' against the accounts debited but do not use the word credit against accounts credited.
- (iv) All receipts are debited and all payments are credited.
- (v) All expenses and losses are debited but income and gains are credited.
- (vi) Increase in the assets is debited, whereas increase in liability is credited.
- (vii) The assets side of the Balance Sheet represents debit, whereas the liabilities side shows credit.

BOOKS OF ORIGINAL ENTRY

The book in which transactions are recorded for the first time is known as Journal or Book of original entry. All the business transactions may be recorded in the Journal in the order of occurrence i.e., in the chronological order and posting can be made to Ledger Accounts therefrom. In practice business transactions are accommodated in the cash book and subsidiary books. If the transaction does not find a place here it is recorded in the Journal Proper. As such Books of original entry consist of Cash book, Subsidiary books and Journal proper.

RULES OF DEBIT AND CREDIT (Accounting Equation Approach) [Modern American Approach]



1. Assets

Every business owns and possesses assets. The various assets and their value will differ on the basis of size and nature of business. Generally firms own cash in hand, cash at bank, stock of goods, building, plant, machinery, furniture, vehicles and debtors, etc. The business makes use of these assets for earning income. There are certain dealings in these assets and the result is either increase in the value of assets or decrease in their value. The increase or decrease in the assets must be recorded systematically and scientifically, so that true financial position of the business may be assessed.

Business is the representative of the proprietors of the business. Whatever the business spends, the proprietors have to reimburse and repay it back. In other words, proprietors become liable for expenditure on acquiring assets and their capital will be reduced. In this way, increase in assets will be debited because it will reduce proprietor's equity and debit means decrease in the proprietor's share in the business. In the same way, decrease in the assets will increase proprietors' equity and thus credited. The fact can be presented as under :

Assets	
Debit Increase (+)	Credit Decrease (-)

While recording business transactions, we have to identify whether the transaction relates to assets, liabilities, capital, expenses or losses and revenues or profits. If the transaction relates to assets, we have to ascertain that the transaction increases assets or decreases it. If it increases, the increase is debited and if it decreases, the decrease is credited. It can be summarised as under :

Debit increase in the assets
Credit decrease in the assets

It has been an accepted fact that assets either increase or decrease. The increase in the assets are debited and the decrease in the assets are credited. In case of commencement of the business cash will increase, so cash account will be debited. While purchasing furniture for business use, furniture will increase and thus furniture account will be debited. At the same time as the payment for furniture has been made in cash, therefore, it will decrease cash and thus cash account will be credited. In the same way, if a part of machinery is sold, cash will increase because the payment has been received in cash and thus debited. The balance of machinery will decrease as such machinery account will be credited. In case of depreciation on fixed assets, the balance of assets will reduce and thus credited. While recording, we have to identify assets account in the transaction and then satisfy ourselves whether, there has been an increase in the assets or decrease in it. The assets, whose value has increased will be debited with the amount of increase and the assets decreasing in the value will be debited with the amount of decrease.

2. Liability

The liability of the business, like its assets either increases or decreases. An increase in the liability will increase proprietor's claim against the business because the amount borrowed has been received on behalf of the proprietor and will definitely increase proprietor's equity as such, increase in the liability is to be credited and decrease in it will be

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debited. The fact regarding rules of 'Debit' and 'Credit' in case of liabilities can also be presented as under :

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Liabilities	
Debit	Credit
Decrease (-)	Increase (+)

In case of borrowing Rs. 7,000 from Mhabemo, firm's liability will increase, therefore Mhabemo's account will be credited. If the payment is made to Mhabemo, liability of the business towards him will reduce and thus his account will be debited. The rule can be summarised as under :

Debit decrease in the liability
Credit increase in the liability

3. Capital

Capital represents proprietor's account. Amount introduced by the proprietor as capital will increase his claim against the business and thus capital account representing increase in proprietor's equity will be credited. In the same way, amount withdrawn by the proprietor will reduce capital and thus debited. The rule regarding capital can be presented as under :

Capital	
Debit	Credit
Decrease (-)	Increase (+)

In case of commencement of the business the proprietor introduces capital. He may also bring additional amount of capital in the business. He may also be allowed interest on capital. His capital balance will increase with the initial investment, additional funds and even with the interest on capital so capital account will be credited in these cases. If there is any loss or drawings made by the proprietor the capital will reduce and thus capital account will be debited. The rule can also be summarised as under :

Debit decrease in capital
Credit increase in capital

4. Revenue and Profit

Proprietor's equity increases due to increase of revenue, so revenue account is credited with the increase. Decrease in the revenue will decrease proprietors' claim against business, so revenue account will be debited with the decrease. Receiving interest is a revenue gain. It will increase proprietor's capital, so interest account will be credited. At the end of accounting period, interest account will be closed by transfer to profit and loss account and thus in this case interest account will be debited. Decrease in the revenue or increase in the expenses are synonymous. In both cases proprietors equity decreases so increase in expenses and decrease in revenue are debited. This rule of debit and credit can also be displayed as under :

Revenue and Profit

Debit	Credit
Decrease (-)	Increase (+)

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Revenue received and profit earned is the liability of the business. The amount of profit is to be credited to proprietor's account, because profit is the reward for the risk taken by the proprietor, so profit will be credited. The rule can be summarised as under :

Debit decrease in revenue and profit
Credit increase in revenue and profit

5. Expenses and Losses

Expenses and losses reduce proprietors' claim against business so these accounts are debited when they increase. Reduction in expenses or losses will increase proprietors' equity, as such it has to be credited. The rule regarding debit and credit concerning expenses and losses can also be presented as under :

Expenses and Losses

Debit	Credit
Increase (+)	Decrease (-)

In case of payment of salaries to employees, salaries, as an expense will increase and thus debited. The salaries amount will be closed by transfer to Profit and Loss Account. The transfer will reduce or close salaries account and thus it will be credited. It can be summarised as under :

Debit increase in expenses and losses
Credit decrease in expenses and losses

All business transactions can be classified as assets, liability, revenue, expense and capital. All the business transactions either increase or decrease them. The increase and decrease is either debited or credited on the basis of rules explained for different items. The above rules can be put together as under :

SUMMARY OF RULES OF DEBIT AND CREDIT

(Modern Approach)

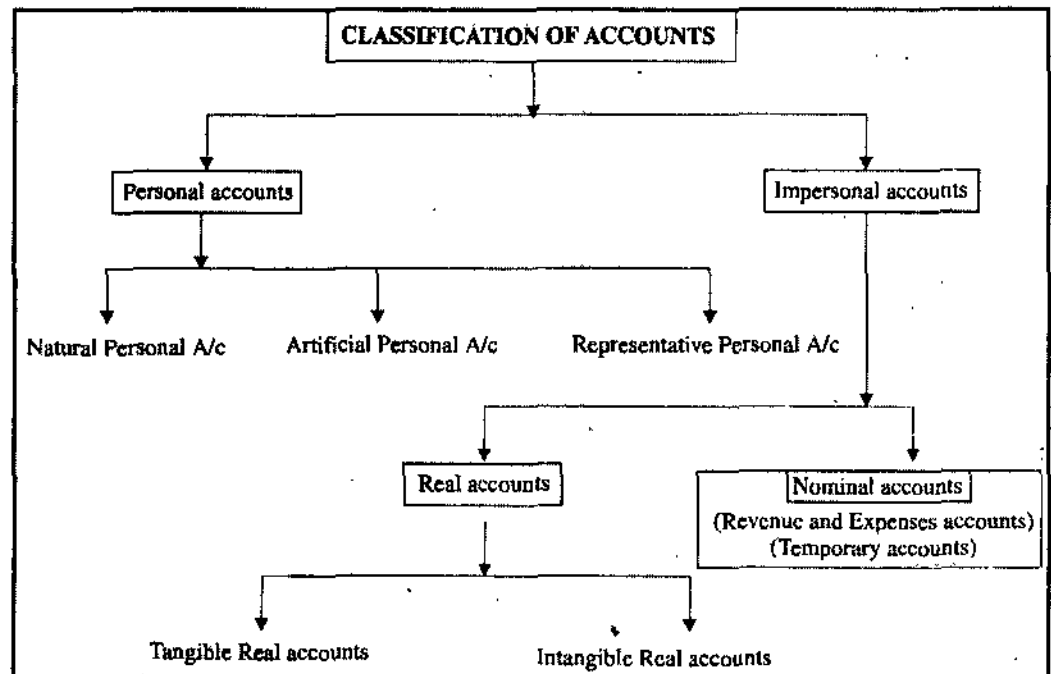
Debit	Credit
Increase in assets	Decrease in assets
Increase in expense or loss	Decrease in expense or loss
Decrease in liability	Increase in liability
Decrease in capital	Increase in capital
Decrease in revenue and profit	Increase in revenue or profit

The above approach towards debit and credit is termed as *American approach* or *modern scientific approach*. The rules have been developed after scientific study and analysis. They have been tested and verified in the real situations of accounting and, therefore prove to be true for accounting record of all business transactions. The earlier conventional or traditional approach towards recording business transactions and its rules for debit and credit were different. The traditional approach of recording transactions are discussed as under :

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TRADITIONAL RULES (*English Approach*) OF DEBIT AND CREDIT

In the conventional approach, accounts were classified as personal, real and nominal and different rules of debit and credit for different accounts were developed. The classification of accounts and rules of debit and credit are discussed as under :



Meaning of Account

An account is the systematic presentation of all material information regarding a particular heading at one place, under one head. Transactions recorded in the account also show the nature and direction of the information.

Personal Accounts

There are two types of persons i.e., natural and artificial. Accounts is related to both these types of persons. Natural persons mean human beings, such as John, Jack, David and James. Artificial persons do not have physical construction as human beings but they work as personal accounts. These accounts are related to firms, companies, institutions, factories and establishments, such as Gupta & Sons Account, Michael & Bros Account, Bank of India Account, Congress Party's Account, Bata Shoe Company's Account and Nagaland Sporting Club's Account, Debtor's Account, Creditor's Account, Capital Account and Drawings Account.

Representative Personal Accounts represent a particular person and group of persons, such as outstanding wages A/c. Here, instead of using the names of workers whose wages is outstanding, we shall be crediting outstanding wages A/c which represents workers, whose wages are payable. In this way, Outstanding salaries, Prepaid expenses, Accrued and un-earned income are Representative Personal Accounts.

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Rules of Debit and Credit

Personal accounts either receive something or give something in the business. When goods are sold to them or amount paid to them, they are the receiver. In the same way, personal accounts are giver, when goods are purchased from them or amount is received from them. According to this nature of personal account, the rule of 'debit and credit' in the personal account are as under :

Debit the receiver
Credit the giver

Illustration. Goods sold to Kunal. Here, in this transaction, Kunal is a personal account as being the name of human beings. He is receiving goods because it has been sold to him. He will be debited in the entry as receiver. In the same way, in case of goods purchased from Kishore, the giver of goods i.e., Kishore will be credited. Bank A/c will be debited in case of deposits into the Bank, because Bank will be the receiver of the deposit. If the amount is withdrawn from Bank, the amount will be given by the Bank. The Bank will be the giver, as such credited in the book. It shows that we have to identify the personal account, which will be in the name of persons, firms, companies and institutions. After that, it should be verified, whether the account is a receiver or giver in the transaction. If it is a receiver, it should be debited and in case of giver, it should be credited.

Examples :

Transactions

(i) Goods sold to Kunal for Rs. 10,000

Kunal A/c	Dr.	10,000	
To Sales A/c			10,000
(Being goods sold to Kunal)			

Note. Here Kunal's A/c has been debited as per rule of personal A/c. (Debit the Receiver)

(ii) Goods purchased from Kishore for Rs. 8,000

Purchases A/c	Dr.	8,000	
To Kishore A/c			8,000
(Being goods purchased from Kishore)			

Note. Here Kishore's A/c has been credited as per rule of personal A/c. (Credit the Giver)

(iii) Amount deposited into the Bank Rs. 20,000

Bank A/c	Dr.	20,000	
To Cash A/c			20,000
(Being amount deposited into the bank)			

Note. Here Bank A/c has been debited as per rule of personal A/c. (Debit the Receiver)

(iv) Amount withdrawn from the Bank Rs. 4,000

Cash A/c	Dr.	4,000	
To Bank A/c			4,000

(Being amount withdrawn from the bank)

Note. Here Bank A/c has been credited as per rule of personal A/c. (Credit the Giver)

We should also take into consideration the following rule in case of Personal Accounts.

Debit the debtor
Credit the creditor

The traditional rule of debiting and crediting personal accounts may sometimes prove to be incorrect. It is, therefore, advised that learners should develop an attitude for applying the modern American Accounting equation approach for journalising transactions.

In order to debit or credit representative personal accounts, the rule of Debiting the Debtor and Crediting the Creditor is applied. For example, in case of outstanding salaries, salaries will be payable to those employees, whose salaries for the current year is due. They are our creditors, so outstanding salaries A/c, representative of such employees will be credited. In the same way, prepaid expenses, representing those parties who have been paid expenses in advance will be debited, because they are our debtors. As prepaid expenses represent the debtors, so prepaid expenses A/c will be debited. According to American approach prepaid expenses are assets, so it will be debited, because it is increasing (Debit the increase in assets).

*Examples :***Transactions.**

(i) Goods sold to Vijay for cash Rs. 10,000

Cash A/c	Dr.	10,000	
To Sales A/c			10,000

(Being goods sold to Vijay for cash)

Note. Here Vijay's A/c has not been debited because we have sold goods to him for cash and Vijay is not our debtor, though he is the receiver of the goods.

(ii) Goods purchased from Fernandes for cash Rs. 8,000

Purchases A/c	Dr.	8,000	
To Cash A/c			8,000

(Being goods purchased from Fernandes for cash)

Note. Here Fernandes's A/c has not been credited because he has made cash purchases and is not our creditor, though he is the giver of the goods.

It should be noted that if any prefix or suffix i.e., outstanding, due, unpaid, owing, prepaid, unexpired, accrued, unearned etc. is added to nominal account, it becomes personal A/c as commission accrued A/c, unearned rent A/c, unexpired insurance and wages owing A/c.

Impersonal Accounts

All those accounts, which are not personal accounts are termed as impersonal accounts. These accounts may be related to assets, losses, expenses, incomes and gains. In other words, impersonal account may be classified as Real and Nominal Accounts.

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Real Accounts. It is classified as (a) Tangible and (b) Intangible.

(a) *Tangible Real Accounts.* This account is related to property. In other words tangible real accounts are generally those accounts which are concerned with the things which really exist. All those things which can be seen, touched and have physical construction, shape, form and size are Real Accounts. In this way, Cash A/c, Building A/c, Plant A/c, Furniture A/c, Goods A/c, Machinery A/c etc. are real accounts.

(b) *Intangible Real Accounts.* These real accounts are intangible i.e., they do not have any physical construction, form, size, shape. They can neither be seen nor touched. The value of these accounts are measured in pecuniary terms. Goodwill, trade marks and patent rights are its example.

Rules of Debit and Credit

Real accounts are related to lifeless properties which cannot do anything at their will. They are either purchased or sold. They either come into the business or go outside the business. On the basis of this nature of real account, the following rules have been ascertained :

**Debit what comes in
Credit what goes out**

According to this rule, whenever any property comes into the business i.e., owned by the business, it is debited and property account is credited, when it goes outside the business. In case of purchasing furniture for cash, furniture will be coming under the ownership of the firm, therefore, furniture account will be debited but cash account will be credited because cash is going outside the business against the payment for furniture.

Examples :

Transactions

(i) Furniture purchased for cash Rs. 15,000

Furniture A/c	Dr.	15,000	
To Cash A/c			15,000

(Being furniture purchased for cash)

Note. Here furniture A/c has been debited and cash A/c has been credited as per rule of Real Account.

(ii) Machinery sold for Rs. 5,000

Cash A/c	Dr.	5,000	
To Machinery A/c			5,000

(Being amount received from the sale of machinery)

Note. Here cash A/c has been debited and machinery A/c credited as per rule of Real Account.

Nominal Account

This account is just reverse to the Real account. Real accounts generally have existence, but Nominal accounts do not have any existence. These accounts do not have any form, shape and physical construction. In other words, these accounts are related to Income and Expenditure or Gains and Losses. Wages A/c, Salaries A/c, Rent A/c, Interest A/c, Discount A/c and Advertisement A/c are some of its examples.

Nominal Accounts are also known as *Revenue and Expenses Accounts*, because they deal with revenue and expenses. These accounts are also known as *Temporary Accounts*,

specially in America because these accounts are closed at the end of every accounting year by transfer to Trading or Profit and Loss A/c. These accounts do not have any opening or closing balance.

Rules of Debit and Credit

NOTES

Nominal accounts are expenses or losses and incomes or gains. According to this nature of Nominal accounts, the following rules for their debit and credit have been determined :

Debit all expenses or losses

Credit all incomes or gains

According to the above rule, wages A/c, salaries A/c, insurance A/c and interest A/c etc. are debited when these expenses are met. Discount A/c, commission A/c, interest A/c, etc. are credited, whenever they are received. In case of payment of salaries to workers, salaries are an expense, so salaries account will be debited. While receiving rent from the tenant, rent will be gain and thus credited in the books of accounts.

Examples :

Transactions

(i) Salaries paid Rs. 25,000

Salaries A/c	Dr.	25,000	
To Cash A/c			25,000

(Being salaries paid)

Note. Here salaries A/c has been debited as per rule of Nominal Account. (Expenses are debited)

(ii) Rent received Rs. 5,000

Cash A/c	Dr.	5,000	
To Rent A/c			5,000

(Being rent received)

Note. Here rent A/c has been credited as per rule of Nominal Account. (Income is credited).

MEANING OF JOURNAL

The word 'Journal' has been derived from the French word 'JOUR' meaning daily records. *Journal is a book of prime record* for small firms. Big concerns prepare Cash Book, Purchases Book, Sales Book and other subsidiary books in addition to Journal proper. Small firms record their business transactions in Journal and post them to the concerned ledger accounts. Big concerns record their business transactions in subsidiary books and Journal and post them from these prime books to respective ledger accounts.

According to **Professor Cartor**, "*The Journal is originally used, as a book of prime entry in which transactions are copied in order of date from a memorandum or waste book. The entries as they are copied are classified into debits and credits, so as to facilitate them being correctly posted, afterwards in the ledger*".

Business transactions of financial nature are studied and classified as assets, liabilities, capital, revenues and expenses and accordingly debited or credited in the Journal. Accounts are debited or credited according to rules of debit and credit applicable to the specific account. Journal entries are passed on the following format :

Format of Journal.

Date	Particulars	L.F.	Amounts	
			Debit Rs.	Credit Rs.
(1)	(2)	(3)	(4)	(5)

NOTES

The journal is sub-divided into five columns. These columns as per above format are Date, Particulars, Ledger Folio, Amount (Debit), Amount (Credit) and narration. These columns show the following informations :

1. Date

This is the first column of the Journal. It records the date of the transaction with its month and year. We need not repeat the year against every entry because the year is almost the same. In the same way, months should also not be repeated but the date should change because the dates of transactions ordinarily differ. The sequence of the dates and months should be strictly maintained *i.e.*, transaction taking place on January 1, 2005 will be recorded in Journal first and afterward the transaction taking place on January 2, 2005. In the same way, transaction for the month of January, 2005 will be recorded before the transactions of February, 2005. Date should be recorded in the Journal as under :

Date	
2005	
Jan.	1
" "	20
Feb.	1

2. Particulars

This column is used for recording the details of the business transaction. As we know every transaction has got double effect and there are always two or more accounts to be debited and credited. We write the name of account to be debited and also write 'Dr' against the account. Account to be credited is written below the account to be debited. The credit account starts after leaving certain space and we do not write 'Cr' against this account. After the Journal Entry 'Narration' is written, just to explain the journal entry. If furniture is purchased, furniture account will be debited, because the transaction will increase the value of furniture and cash account will be credited because cash will decrease due to the payment for furniture. This transaction will be recorded in the Particulars column of the journal as under :

Particulars	
Furniture A/c	Dr.
To Cash A/c	
(Being furniture purchased)	

The important feature of the above Journal entry are using 'Dr' against Furniture A/c, leaving space while writing Cash A/c and not using 'Cr' against Cash A/c. Narration is preceded by the words 'Being', 'For' can also be used instead of 'Being'. Presenting Jour-

nal entry as above is the convention of Accounting. It should be honoured to establish norms of the subject and to bring uniformity in the presentation.

3. Ledger Folio (L.F.)

NOTES

Journal is the original record of the business transactions. On the basis of journal entries posting in the ledger accounts are made. It shows that journal and ledger are inter-related and the ledger posting is based upon Journal. It is, therefore, necessary that there should be certain reference as regards the page number of ledger, where the account in the journal is being posted. This will facilitate in understanding and checking the ledger posting at a glance. In the above journal, if we write '7' in the L.F. column against furniture, it will mean that the Furniture A/c is prepared at page '7' of the ledger. We can turn page '7' of the ledger and check the posting in the ledger account. The posting can be verified from the Journal and if necessary from the source document, wherefrom the Journal is recorded.

4. Amount (Debit) and (Credit)

Every transaction has got debit and its corresponding credit of the same amount. It is therefore, necessary that the amount column should be divided into debit and credit columns. The amount of the account debited is written against the debit column of the amount and the amount of the account credited is written at the credit column of the amount.

5. Narration

After passing journal entry, we have to explain briefly the transaction for which the entry has been passed. It enables everyone going through the journal entry to have an idea about the transaction. It is customary to start the statement with the word 'Being' or 'For' denoting the reason for which entries have been passed. This statement is known as 'narration' meaning description, because it narrates briefly the transaction for which the entry has been passed. It is also customary to write the narration within small brackets. After the narration, horizontal line is drawn in the particulars column only just to separate the journal entry from the other entry.

Compound or Composite Journal Entries

Sometimes a particular transaction involves more than two accounts. Many transactions are related to specific account on a particular date. There may be certain transactions of the same nature on a certain date. In these cases, we prefer to pass only one entry instead of passing two or more entries. Such entries can be passed in either of the following three ways :

- (a) By debiting one account and crediting two or more accounts.
- (b) By crediting one account and debiting two or more accounts.
- (c) By debiting two or more accounts and crediting two or more accounts.

Illustration 1. Pass necessary Journal entries in the following cases :

(i) Amount received from James	Rs. 1,980
Discount allowed	Rs. 20
(ii) Amount paid to John	Rs. 2,920
Discount received	Rs. 80

(iii) Salaries amounting to Rs. 3,000 and wages amounting to Rs. 5,000 were paid on 31st Dec. 2001.

Journal Entries :

(i) Cash A/c	Dr.	1,980	
Discount A/c	Dr.	20	
To James A/c			2,000
<u>(Being amount received from James and discount allowed)</u>			

(ii) Adi A/c	Dr.	3,000	
To Cash A/c			2,920
To Discount received A/c			80
(Being amount paid to Adi and discount received from him)			

(iii) Salaries A/c	Dr.	3,000	
Wages A/c	Dr.	5,000	
To Cash A/c			8,000
(Being payment of salaries and wages)			

NOTES

Opening Journal Entry

Business, according to going concern concept is supposed to be carried on indefinitely. At the end of the accounting year different accounts are closed but the business has to be carried on, so previous year's assets and liabilities are to be brought into account of the current year. Passing journal entry in the beginning of the current year with the balances of assets and liabilities of the previous year is opening journal entry. In this entry assets accounts are debited because assets always show debit balance. Liabilities and capital accounts are credited because they show credit balance.

Illustration 2. The firm of M/s Garg and Gupta has the following balances in their different ledger accounts on January 1, 2006.

Cash	Rs. 20,000
Closing Stock	Rs. 20,000
Building	Rs. 60,000
Debtors	Rs. 20,000
Creditors	Rs. 16,000
Capital	Rs. 1,08,000

Pass the opening Journal Entry.

Solution.

Journal Entry

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006 Jan. 1	Cash A/c Dr.		20,000	
	Goodwill A/c (difference) Dr.		4,000	
	Stock A/c Dr.		20,000	
	Building A/c Dr.		60,000	
	Debtors A/c Dr.		20,000	
	To Creditors A/c			16,000
	To Capital A/c			1,08,000
	(Being previous year's balance brought into books)			

Note. Excess of credit over debit has been assumed to be Goodwill.

Illustration 3. Journalise the following transactions :

2002

Jan. 1 Started business with cash Rs. 10,000 and goods Rs. 5,000.

Jan. 3 Paid into Current Account Rs. 4,000.

Jan. 5 Sold goods to Neeraj Rs. 2,000.

Jan. 9 Goods returned by Neeraj Rs. 200.

Jan. 12 Goods purchased from Kapoor Rs. 3,000.

Jan. 15 Goods returned to Kapoor Rs. 150.

Jan. 18 Purchased goods from John for Rs. 10,000.

He allowed 10% Trade discount.

Jan. 21 Received a V.P.P. from Prem for Rs. 1,000.

Sent a worker to collect it who paid Rs. 7 as cartage.

Jan. 22 Paid interest on loan Rs. 30.

Solution.**Journal Entries**

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2002				
Jan. 1	Cash A/c Dr. Goods A/c Dr. To Capital A/c (Being started business with cash Rs. 10,000 and goods Rs. 5,000)		10,000 5,000	15,000
Jan. 3	Bank A/c Dr. To Cash A/c (Being amount deposited into bank)		4,000	4,000
Jan. 5	Neeraj A/c Dr. To Sales A/c (Being goods sold to Neeraj)		2,000	2,000
Jan. 9	Sales Return A/c Dr. To Neeraj A/c (Being goods returned by Neeraj)		200	200
Jan. 12	Purchases A/c Dr. To Kapoor A/c (Being goods purchased from Kapoor)		3,000	3,000
Jan. 15	Kapoor A/c Dr. To Purchases Return A/c (Being goods returned to Kapoor)		150	150
Jan. 18	Purchases A/c Dr. To John A/c (Being goods purchased from John Rs. 10,000. He allowed 10% trade discount)		9,000	9,000

NOTES

Jan. 21	Purchases A/c Cartage A/c To Cash A/c (Being V.P.P. received and cartage paid)	Dr. Dr.	1,000 7	1,007
Jan. 22	Interest on Loan A/c To Cash A/c (Being payment of interest on loan)	Dr.	30	30
	Total		34,387	34,387

NOTES

Illustration 4. Record the following transactions in journal :

- (i) Goods worth Rs. 500 given as charity.
- (ii) Received Rs. 975 from Mahesh in full settlement of his account for Rs. 1,000.
- (iii) Received a first and final dividend of 60 paise in a rupee from the Official Receiver of Mr. Mahesh, who owed us Rs. 1,000.

Solution.

Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
(i)	Charity A/c To Purchases A/c (Being goods given as charity)	Dr.	500	500
(ii)	Cash A/c Discount A/c To Akato A/c (Being amount received from Mahesh and discount allowed)	Dr. Dr.	975 25	1,000
(iii)	Cash A/c Bad Debts A/c To David A/c (Being 60% received from David in full settlement of account)	Dr. Dr.	600 400	1,000

Notes. (i) Goods given as charity must have been charged at cost price, so they will reduce purchases. This is why, Purchases Account has been credited instead of Sales Account.

(ii) Rs. 25, received lesser from Mahesh is discount allowed. It is an expense, so debited.

Illustration 5. Pass necessary journal entries for the following transactions :

- (i) Rs. 1000 was stolen from the safe of the firm.
- (ii) Received an order from Miss Ape for the supply of goods worth Rs. 40,000. In this connection we received Rs. 20,000 as advance.
- (iii) Goods sold for cash Rs. 10,000. Also received 7% sales tax.

NOTES

- (iv) Given as charity : Cash Rs. 1000, Goods Rs. 3,000 and a Sofa-set worth Rs. 4,000.
- (v) Goods worth Rs. 700 stolen by an employee.
- (vi) Purchased two horses worth Rs. 20,000 for the business.
- (vii) Goods given to proprietor's daughter Rs. 300.
- (viii) Goods worth Rs. 1,000 destroyed by fire.
- (ix) Goods worth Rs. 2,000 distributed as sample.
- (x) Bricks worth Rs. 1,00,000 purchased for the construction of building.
- (xi) Received cash from Kiwalo against bad debts written off last year, Rs. 3,300.

Solution.**Journal Entries**

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
(i)	Loss by theft A/c Dr. To Cash A/c (Being cash stolen from the safe of the firm)		1,000	1,000
(ii)	Cash A/c Dr. To Advances from Miss Ape A/c (Being amount received from Miss Ape in advance)		20,000	20,000
(iii)	Cash A/c Dr. To Sales A/c To Sales Tax A/c (Being goods sold for cash and sales tax received)		10,700	10,000 700
(iv)	Charity A/c Dr. To Cash A/c To Purchases A/c To Furniture A/c (Being charity given as cash, goods and furniture)		8,000	1,000 3,000 4,000
(v)	Loss by theft A/c Dr. To Purchases A/c (Being loss of goods by theft)		700	700
(vi)	Livestock A/c Dr. To Bank A/c (Being purchases of two horses)		20,000	20,000

(vii)	Drawings A/c To Purchases A/c (Being goods given to proprietors daughter)	Dr.	300	300
(viii)	Loss by fire A/c To Purchases A/c (Being goods lost by fire)	Dr.	1,000	1,000
(ix)	Free samples A/c To Purchases A/c (Being goods distributed as sample)	Dr.	2,000	2,000
(x)	Building A/c To Bank A/c (Being purchase of bricks for the construction of building)	Dr.	1,00,000	1,00,000
(xi)	Cash A/c To Bad Debts Recovered A/c (Being amount received from Kiwalo against bad debts previously written off)	Dr.	3,300	3,300

NOTES

Illustration 6. Journalise the following transactions :

- (i) Sold furniture to M/s Satish & Sons at the list price of Rs. 20,000 and allowed them 5% trade discount. We deal in furniture.
- (ii) M/s Satish & Sons cleared the account and we allowed them 3% cash discount.
- (iii) Furniture costing Rs. 2,000 was used in furnishing the office of the firms, we deal in furniture.
- (iv) Sold goods to Sony at the list price of Rs. 12,000, allowed trade discount @ 10% and cash discount at the rate of 5%. Sony cleared the account.
- (v) Supplied goods costing Rs. 4,000 to Jimmy at 20% above the cost price and allowed 10% trade discount.
- (vi) Paid sweeper's salary Rs. 3,000.
- (vii) Received interest on loan Rs. 250 from Anshu, the debtor.
- (viii) Goods used personally by the proprietor Rs. 350.
- (ix) Purchased postcards Rs. 100 and envelopes Rs. 200.
- (x) Paid cash to Mrs. Andrews on behalf of Mr. Andrews Rs. 1,050.
- (xi) Received an order from Ramesh for supply of goods for Rs. 50,000 and received Rs. 15,000 as an advance.
- (xii) Purchased bullocks of Rs. 4,000 for the business.

NOTES

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
(i)	M/s Satish & Sons A/c Dr. To Sales A/c (Being furniture sold to M/s Satish & Sons)		19,000	19,000
(ii)	Cash A/c Dr. Discount allowed A/c Dr. To M/s Satish & Sons A/c (Being amount received and allowed discount)		18,430 570	19,000
(iii)	Furniture and Fittings A/c Dr. To Purchases A/c (Being furniture used in furnishing the office of the firm)		2,000	2,000
(iv)	(a) Sony A/c Dr. To Sales A/c (Being goods sold to Sony)		10,800	10,800
	(b) Cash A/c Dr. Discount allowed A/c Dr. To Sony A/c (Being amount received from Sony and discount allowed)		10,260 540	10,800
(v)	Jimmy A/c Dr. To Sales A/c (Being goods sold to Jimmy)		4,320	4,320
(vi)	Salaries A/c Dr. To Cash A/c (Being salaries paid to sweeper)		3,000	3,000
(vii)	Cash A/c Dr. To Interest on Loan A/c (Being interest on loan received)		250	250
(viii)	Drawings A/c Dr. To Purchases A/c (Being goods used by the proprietor personally)		350	350
(ix)	Postage A/c Dr. To Cash A/c (Being purchases of postcards and envelopes)		300	300

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(x)	Mr. Andrews A/c To Cash A/c (Being amount paid to Mrs. Andrews on behalf of Mr. Andrews)	Dr.	1,050	1,050
(xi)	Cash A/c To Ramesh A/c (Being amount received from Ramesh as an advance against the order for the supply of goods worth Rs. 50,000)	Dr.	15,000	15,000
(xii)	Livestock A/c To Bank A/c (Being purchased bullocks for the business)	Dr.	4,000	4,000

Closing Journal Entries

At the end of the accounting period, all ledger accounts pertaining to goods *i.e.*, purchases, sales, purchases return, sales return, stock and other accounts concerning expenses, losses, incomes and gains are closed by transferring to Trading and Profit and Loss Accounts. These transferred entries are termed as closing entries. In other words, the closing entries concern all the items of the debit and credit side of Trading and Profit and Loss A/c *i.e.*, Nominal Accounts.

It should be noted that closing entries are made for Nominal Accounts only.

SUMMARISED PRESENTATION OF JOURNAL ENTRIES

Transactions	Journal Entry	Rule Applicable
1. Commenced business	Cash A/c Dr. To Capital A/c	Increase in assets is debited. Increase in capital is credited.
2. Cash purchases or Goods purchased for cash	Purchases A/c Dr. To Cash A/c	Increase in expense or assets is debited. Decrease in assets is credited.
3. Purchased goods on credit or Credit purchases	Purchases A/c Dr. To Supplier's A/c	Increase in expenses or assets is debited. Increase in liability is credited.
4. Cash sales	Cash A/c Dr. To Sales A/c	Increase in assets is debited. Decrease in revenue or assets is credited.
5. Credit sales	Debtors A/c Dr. To Sales A/c	Increase in assets is debited. Decrease in or assets is credited.
6. Purchases return	Supplier's A/c Dr. To Purchases return A/c or Returns outward A/c	Decrease in liability is debited. Decrease in assets is credited.

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7. <i>Sales return</i>	Sales return A/c or Returns inward A/c To Debtors A/c	Dr. Dr.	Decrease in revenue is debited. Decrease in assets is credited.
8. <i>Purchase of assets</i>	Assets A/c To Cash A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
9. <i>Sale of assets</i>	Cash A/c To Assets A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
10. <i>Payment of expenses</i>	Expenses A/c To Cash A/c	Dr.	Increase in expenses is debited. Decrease in assets is credited.
11. <i>Receipt of income</i>	Cash A/c To Income A/c	Dr.	Increase in assets is debited. Increase in revenue is credited.
12. <i>Collection from debtors (Discount allowed)</i>	Cash A/c Discount A/c To Debtors A/c	Dr. Dr.	Increase in assets is debited. Increase in expense is debited Decrease in assets is credited.
13. <i>Payment to creditors (Discount Received)</i>	Suppliers A/c To Cash A/c To Discount A/c	Dr.	Decrease in liability is debited. Decrease in assets is credited. Increase in revenue is credited.
14. <i>Depreciation on assets</i>	Depreciation A/c To Assets A/c	Dr.	Increase in expenses is debited. Decrease in assets is credited.
15. <i>Interest on capital</i>	Interest on capital A/c To Capital A/c	Dr.	Increase in expenses is debited. Increase in capital is credited.
16. <i>Outstanding expenses</i>	Expenses A/c To Outstanding expenses A/c	Dr.	Increase in expenses is debited. Increase in liability is credited.
17. <i>Prepaid expenses</i>	Prepaid expenses A/c To Expenses A/c	Dr.	Increase in assets is debited. Decrease in expenses is credited.
18. <i>Withdrawal of cash for personal use</i>	Drawings A/c To Cash A/c	Dr.	Decrease in capital is debited. Decrease in assets is credited.
19. <i>Withdrawal of goods for personal use</i>	Drawings A/c To Purchases A/c	Dr.	Decrease in capital is debited. Decrease in expense or assets is credited.
20. <i>Goods given as charity</i>	Charity A/c To Purchases A/c	Dr.	Increase in expenses is debited. Decrease in expenses or assets is credited.
21. <i>Insolvency of debtors</i>	Cash A/c Bad Debts A/c To Debtors A/c	Dr. Dr.	Increase in assets is debited. Increase in expenses is debited. Decrease in assets is credited.
22. <i>Bad Debts recovered</i>	Cash A/c To Bad Debts recovered A/c	Dr.	Increase in assets is debited. Increase in revenue is credited.
23. <i>Distribution of goods as free samples</i>	Free Samples or Advertising A/c To Purchases A/c	Dr.	Increase in expense is debited. Decrease in expense or assets is credited.

NOTES

24. <i>Loss of goods by theft/fire</i>	Loss by theft A/c or Loss by fire A/c To Purchases A/c	Dr. Dr.	Increase in expenses is debited. Increase in expense is debited. Decrease in expense or assets is credited.
25. <i>Loss of cash by theft/fire</i>	Loss by theft A/c or Loss by fire A/c To Cash A/c	Dr. Dr.	Increase in expense is debited. Increase in expense is debited. Decrease in assets is credited.
26. <i>Income Tax paid</i>	Capital A/c To Bank/Cash A/c	Dr.	Decrease in capital is debited. Decrease in assets is credited.
27. <i>Refund of Income Tax</i>	Cash A/c To Capital A/c	Dr.	Increase in assets is debited. Increase in capital is credited.
28. <i>Interest received on (Income Tax surplus)</i>	Cash A/c To Capital A/c	Dr.	Increase in assets is debited. Increase in capital is credited.
29. <i>Bills drawn.</i>	Bills Receivable A/c To Drawee's A/c	Dr.	Increase in assets is debited. Decrease in assets (Debtors) is credited.
30. <i>Bills accepted</i>	Drawer's A/c To Bills Payable A/c	Dr.	Decrease in liability is debited. Increase in liability is credited.
31. <i>Payment of the bill received</i>	Cash A/c To Bills receivable A/c	Dr.	Increase in assets (cash) is debited. Decrease in assets (B/R) is credited.
32. <i>Payment of the bill made</i>	Bills Payable A/c To Cash A/c	Dr.	Decrease in liability (B/P) is debited. Decrease in assets (cash) is credited.
33. <i>Bills Receivable dishonoured</i>	Drawee's A/c To Bills receivable A/c or Bank A/c or Endorsee's A/c	Dr.	Increase in assets is debited. Decrease in assets is credited. Decrease in assets is credited Increase in liability is credited.
34. <i>Bills Payable dishonoured</i>	Bills payable A/c To Drawer's A/c	Dr.	Decrease in liability is debited. Increase in liability is credited.
35. <i>Sale of Assets for more than the book value</i>	Cash A/c To Assets A/c To Profit on Sale of Assets A/c	Dr.	Increase in assets (cash) is debited. Decrease in assets is credited. Increase in revenue is credited.
36. <i>Sale of Assets for lesser than the book value</i>	Cash A/c Profit & Loss A/c To Assets A/c	Dr. Dr.	Increase in assets is debited. Increase in expenses is debited. Decrease in assets is credited.
37. <i>Amount deposited into Bank/opened a Bank Account</i>	Bank A/c To Cash A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.

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38. Amount withdrawn from Bank	Cash A/c To Bank A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
39. Cheque received and retained	Cash A/c To Debtors A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
40. Cheque received previously deposited into Bank	Bank A/c To Cash A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
41. Cheque received previously and endorsed	Endorsee's A/c To Cash A/c	Dr.	Decrease in liability is debited. Decrease in assets is credited.
42. Cheque received and deposited into Bank	Bank A/c To Debtors A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
43. Cheque issued	Creditors A/c To Bank A/c	Dr.	Decrease in liability is debited. Decrease in assets is credited.
44. Interest allowed or Credited by bank	Bank A/c To Interest A/c	Dr.	Increase in assets is debited. Increase in revenue is credited.
45. Interest charged or Debited by bank	Interest A/c To Bank A/c	Dr.	Increase in expenses is debited. Decrease in assets is credited.
46. Bank charges or collection charges	Bank Charges A/c To Bank A/c	Dr.	Increase in expenses is debited. Decrease in assets is credited.
47. Dishonour of cheques, Discounted earlier	Drawee's A/c To Bank A/c	Dr.	Increase in assets is debited. Decrease in assets is credited.
48. Sale of wastes or scrap	Cash A/c To Miscellaneous Receipts A/c	Dr.	Increase in assets is debited. Increase in revenue is credited.
49. Subscribing newspaper	Miscellaneous Expenses A/c To Cash A/c	Dr.	Increase in expenses is debited. Decrease in assets is credited.
50. Treatment of Sales Tax	(a) Cash A/c To Sales A/c To Sales Tax A/c (b) Sales Tax A/c To Cash A/c	Dr. Dr.	Increase in assets is debited. Decrease in assets, revenue is credited. Increase in liability is credited. Decrease in liability is debited. Decrease in cash as assets is credited.
51. Receipt of VPP (value payable post)	Purchases A/c To Cash A/c	Dr.	Increase in assets or expenses is debited. Decrease in assets is credited.

Illustration 7. Classify the following under three different types of accounts :

- | | | |
|-------------------------------------|------------------|---------------|
| (i) Stock | (ii) Loan | (iii) Fixture |
| (iv) Cash | (v) Drawings | (vi) Salaries |
| (vii) Current Accounts of a partner | (viii) Insurance | |
| (ix) Banks. | | |

Solution.

Personal Account :	Real Account	Nominal Account :
(i) Loan	(i) Stock A/c	(i) Salaries A/c
(ii) Drawings	(ii) Fixture A/c	(ii) Insurance A/c.
(iii) Bank A/c	(iii) Cash A/c	
(iv) Current A/c of a Partner.		

NOTES

Illustration 8. On 1st January, 2006 the following were the balances of Garg & Co. :
Cash in hand Rs. 900 ; Cash at bank Rs. 21,000 ; Gopi (Cr.) Rs. 3,000 Anu (Dr.)
Rs. 2,400 ; Stock Rs. 12,000 ; Dharmendra (Cr.) Rs. 6,000 ; Keshav (Dr.) Rs. 4,500 ; Kunal
(Cr.) Rs. 2,700.

Transactions during the month were—

2001		Rs.
Jan. 2	Bought goods from Dharmendra	2,700
Jan. 3	Sold to Keshav	3,000
Jan. 5	Sold to Kunal goods for cash	3,600
Jan. 7	Took goods for personal use	200
Jan. 13	Received from Anu in full settlement	2,350
Jan. 17	Paid to Gopi in full settlement	2,920
Jan. 22	Paid cash for stationery	50
Jan. 29	Paid to Dharmendra by cheque	2,650
	Discount allowed	50
Jan. 30	Provide interest on capital	100
	Rent due to landlord	200

Journalise the above transactions.

Solution.

Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006				
Jan. 1	Cash A/c Dr. Bank A/c Dr. Anu A/c Dr. Keshav A/c Dr. Stock A/c Dr. To Gopi A/c To Dharmendra A/c To Kunal A/c To Capital A/c (Being the various assets and liabilities are brought to new books)		900 21,000 2,400 4,500 12,000	3,000 6,000 2,700 29,100*
Jan. 2	Purchases A/c Dr. To Dharmendra A/c (Being goods purchased from Dharmendra)		2,700	2,700

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Jan. 3	Keshav A/c To Sales A/c (Being goods sold to Keshav)	Dr.	3,000	3,000
Jan. 5	Cash A/c To Sales A/c (Being goods sold to Kunal for cash)	Dr.	3,600	3,600
Jan. 7	Drawings A/c To Purchases A/c (Being goods taken for personal use)	Dr.	200	200
Jan. 13	Cash A/c Discount allowed A/c To Anu A/c (Being cash received from Anu in full settlement of the account)	Dr. Dr.	2,350 50	2,400
Jan. 17	Gopi A/c To Cash A/c To Discount received A/c (Being cash paid to Gopi in full settlement of the account)	Dr.	3,000	2,920 80
Jan. 22	Stationery A/c To Cash A/c (Being stationery purchased)	Dr.	50	50
Jan. 29	Dharmendra A/c To Bank A/c To Discount received A/c (Being amount paid to Naro by cheque and she allowed discount)	Dr.	2,700	2,650 50
Jan. 30	Interest on Capital A/c To Capital A/c (Being interest on capital is provided)	Dr.	100	100
Jan. 30	Rent A/c To Rent Outstanding A/c (Being rent due to landlord)	Dr.	200	200

*Excess of debit opening balances over credit opening balances will be assumed to be capital

Alternate of Illustration No. 8

Analysis of Transactions

S.No.	Transactions	Related Account	According to Accounting Equation (American Approach)		According to Traditional Classification (English Approach)		Account to be debited	Account to be credited
			Nature of Account	How Effected	Kind of Accounts	Effect of Rule		
1.	Commenced business with cash	Cash	Asset	Increased	Real	Cash comes in	Cash	—
		Capital	Capital	Increased	Personal	Proprietor is giver	—	Capital
2.	Goods purchased on credit from Avi	Goods	Asset	Increased	Real	Goods comes in	Goods	—
		Avi	Liability	Increased	Personal	Avi is giver	(Purchase)	Avi
3.	Received Interest	Cash	Asset	Increased	Real	Cash comes in	Cash	—
		Interest	Income	Increased	Nominal	Interest is income	—	Interest
4.	Purchased machinery for cash	Machinery	Asset	Increased	Real	Machine comes in	Machinery	—
		Cash	Asset	Decreased	Real	Cash goes out	—	Cash
5.	Rent Paid	Rent	Expense	Increased	Nominal	Rent expense	Rent	—
		Cash	Asset	Decreased	Real	Cash goes out	—	Cash
6.	Rent Received	Cash	Asset	Increased	Real	Cash comes in	Cash	—
		Rent	Revenue	Increased	Nominal	Income	—	Interest
7.	Sold goods to Kevi	Kevi	Asset	Increased	Personal	Receiver	Kevi	—
		Goods	Asset	Decreased	Real	Goods goes out	—	Goods (Sales)
8.	Depreciation on Machinery	Depreciation Machinery	Expense	Increased	Nominal	Expenses	Depreciation	—
			Asset	Decreased	Real	Goes outside (Decreasing in value)	—	Machinery

Note. Analysis of transactions and their Accounting treatment to the modern American approach and Traditional English approach as per above statement shows the same Accounting treatment. Learners of the subject should base their understanding on Accounting Equation Approach in order to develop scientific outlook towards Accounting. It may also be noted that purchases A/c can also be treated as an expense and sales A/c can be treated as revenue. According to this approach, rule of debit and credit regarding expense and revenue will apply in case of purchases and sales but lead to the same entry as discussed above.

Illustration 9. Record the following transactions in the Journal of NOIDA Furniture Mart :

2006

Jan. 1 Started business with cash Rs. 10,000.

Jan. 2 Deposited into bank Rs. 9,000.

Jan. 3 Purchased machinery for Rs. 5,000 from Miss Jolly and gave her a cheque for the amount.

Jan. 15 Paid installation charges of machinery Rs. 100.

Jan. 20 Purchased timber from Romi of the list price of Rs. 2,000. He allowed 10% Trade Discount.

Jan. 23 Furniture costing Rs. 500 was used in furnishing the office.

Jan. 25 Sold furniture to Ramesh of the list price of Rs. 1,000 and allowed him 5% Trade Discount.

Jan. 31 Paid wages Rs. 350 and rent Rs. 200.

Solution.

Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006 Jan. 1	Cash A/c Dr. To Capital A/c (Being business started with cash)		10,000	10,000
Jan. 2	Bank A/c Dr. To Cash A/c (Being amount deposited into Bank)		9,000	9,000
Jan. 3	Machinery A/c Dr. To Bank A/c (Being machinery purchased and paid by cheque)		5,000	5,000
Jan. 15	Machinery A/c Dr. To Cash A/c (Being installation charges of machinery)		100	100
Jan. 20	Purchases A/c Dr. To Romi A/c (Being timber purchased from Romi Rs. 2,000 at a trade discount of 10%)		1,800	1,800
Jan. 23	Office Furniture A/c Dr. To Purchase A/c (Being furniture costing Rs. 500 used in furnishing the office)		500	500

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Jan. 25	Ramesh A/c To Sales A/c (Being furniture sold to Ramesh for Rs. 1,000 and allowed him 5% trade discount)	Dr.	950	950
Jan. 31	Wages A/c Rent A/c To Cash A/c (Being amount paid for wages and rent)	Dr. Dr.	350 200	550
	Grand Total		30,650	30,650

Notes. (i) Installation charges on machinery is capital expenditure. It will increase the value of machinery, so it will be debited to machinery account not charges account.

(ii) Timber will be treated as goods, because West Point Furniture Mart, the firm concerned has been dealing in furniture.

(iii) No entry regarding Trade Discount is passed.

Advantages/need of Journal

Journal has got the following advantages :

1. Reducing the chances of error. The double effect of every transaction is recorded in the same journal entry at the same place. It becomes easier to check and compare it. In case, direct posting is made, there is possibility of omission, posting at the wrong side and writing wrong amount in the two accounts.

2. Permanent Record. The Journal has permanent record. It has date-wise record of every transaction and can be used for auditing, whenever required.

3. Narration. Journal entries bear narration, which provides complete information about the transaction. It enables us to understand the entry.

4. Convenient distribution of work. Division of Journal into subsidiary books helps the administration in the distribution of work among employees.

5. Location of errors. Errors can be easily located through journal.

Limitations of Journal

Journal inspite of its above advantages suffers from the following limitations :

1. Huge and bulky size. A single journal for the entire business will be bulky and difficult to operate and handle.

2. Balance of accounts at a glance not available. The actual position of ledger balances as purchases, sales, returns, bills etc. is not known on a particular date from journal.

3. Difficulty in reconciling cash balance. In case all transactions including cash transactions are recorded in the journal and no cash book is maintained, it will be very difficult to reconcile daily cash balance.

In order to overcome the limitations of Journal, business units sub-divide the journal into convenient parts and prepare subsidiary books i.e., Purchases book, Sales book, Returns Inward and Outward book, Bills receivable and Payable book. Other transactions which do not find a place in the subsidiary books are recorded in journal.

REVIEW QUESTIONS

NOTES

A. Very Short Answer Type Questions :

1. Name the types of Personal Accounts.
2. What is the classification of Impersonal Account ?
3. Every transaction has two aspects debit and credit. How is it true in case of Nominal Accounts ?
4. Write short notes on any two of the following (a) Compound entries, (b) Opening entries, (c) Trade discount.
5. State to which class of account does each of the following belong ?
(i) Trade mark (ii) Commission received in advance (iii) Accrued commission (iv) Commission received.

B. Short Answer Type Questions :

1. Name basic accounting terms which are debited for increase.
2. Mention basic accounting terms which are debited for decrease.
3. Name and state three types of accounts.
4. Explain the meaning and purpose of the ledger folio (L.F.).
5. Why are the rules of debit and credit same for both liability and capital ?

C. Long Answer Type Questions :

1. What are the different types of accounts ? Explain with examples their rules of debit and credit.
2. Explain the term :
(a) Opening journal entry (b) Compound journal entry
(c) Narration (d) Ledger folio.
3. 'Every debit must have its corresponding credit.' Discuss this statement.
4. Explain the procedure of recording the journal entries in a journal. Give specimen of a journal with five transactions recorded in it.
5. Explain the double entry mechanism with an illustrative example.

CHAPTER 5 SUB-DIVISION OF JOURNAL

NOTES

★ STRUCTURE ★

- ☆ Subsidiary Books
- ☆ Special Journal
- ☆ Purchases Book
- ☆ Sales Book
- ☆ Purchases Return Book
- ☆ Sales Return Book
- ☆ Journal Proper
- ☆ Debit Note and Credit Note

SUBSIDIARY BOOKS

We know that all cash transactions are recorded in the cash book. In addition to these cash transactions, there are innumerable credit transactions. These credit transactions are classified as credit purchases of goods, credit sales of goods, purchases returns of goods and sales returns of goods. Instead of over-burdening journal with all the credit transactions of goods, we prepare subsidiary books separately. These subsidiary books are Purchases Book, Sales Book, Purchases Return Book, Sales Return Book.

Business, these days have been greater in size. They have got innumerable transactions. It is quite impossible to record all the transactions in journal or ledger direct, because this approach will not allow division and sub-division of work and speedy working. The easy, convenient, speedy and appropriate maintenance of accounts requires that journal should be sub-divided in convenient and requisite parts. Separate books should be used for each type of transaction. These books are known as special journal or books of primary record or books of primary entry or subsidiary books.

These subsidiary books having non-cash transactions may be enumerated as under :

1. Purchases book or Purchases Journal
2. Sales book or Sales Journal
3. Purchases return or returns outward book
4. Sales return or returns inward book

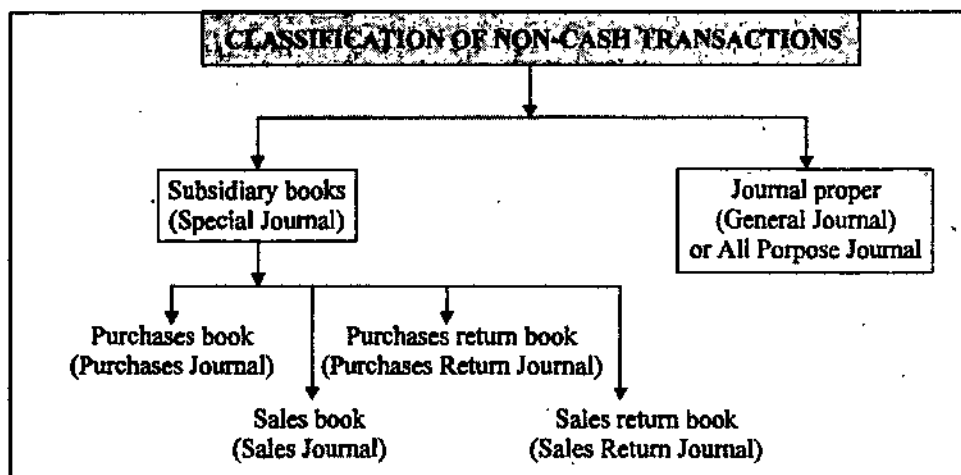
Advantages of Subsidiary Books or Sub-division of Journal :

The uses, importance and advantages of the subsidiary books or sub-division of journal are discussed herewith :

1. **Proper and systematic record of the business transactions.** All the business transactions are studied and classified as cash and non-cash transactions, which are further classified as purchases, sales and returns. The individual transactions are properly and systematically recorded in the specific concerned book.

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2. **Convenient posting.** All the transactions of a particular type are recorded at one place *i.e.*, in one of the subsidiary books. For example, all credit purchases of goods are recorded in the purchases book and credit sales of goods are recorded in sales book. It facilitates posting to purchases account, sales account and concerned personal accounts.
3. **Division of work.** In case of entering all the transactions into journal, division of work could not be possible. As there is only one journal, only one person can work on it. If journal is sub-divided, or subsidiary books are prepared, the work will be sub-divided and different persons can work on different books at the same time and the work can be speedily completed.
4. **Availability of detailed information.** Subsidiary books provide detailed information about the transactions more than what is available from the narration of journal entry. It is due to the fact that different type of transactions are dealt in different subsidiary books.
5. **Helpful in decision making.** Subsidiary books provide complete details about every type of transaction separately, so the management can use these information as a basis for deciding its future line of action. For example, information regarding sales return will enable the management to analyse the causes for return of these goods. The management can adopt effective measures to remove weaknesses responsible for the poor performance.
6. **Availability of requisite information at a glance.** In case all the transactions are recorded in the journal, it would have been very difficult and result in unnecessary delay in obtaining requisite information regarding sales, purchases and returns. The maintenance of subsidiary books helps in obtaining the necessary information at a glance.



All non-cash transactions are recorded in subsidiary books or journal proper. If the transaction does not find a place in subsidiary books, it is recorded in the journal proper.

SPECIAL JOURNAL (Subsidiary Books)

Special Journal, also known as Subsidiary Books or Day Books consists of Cash Book, Purchase Book, Sales Book, Returns Inward and Returns Outward Book. These are subsidiary books having their own unique and specific features. All transactions concerning these books are recorded therein. In general, there are lot of transactions concerning these books so, these books are separately prepared in our financial accounting and special treatment is accorded to them.

Few transactions which do not find a place such as opening, closing, transfer, rectifying and adjusting entries are recorded in General Journal.

PURCHASES BOOK (Or Purchase Journal)

NOTES

It is one of the most important book, which records credit purchases of goods. As we know, all cash purchases are recorded in the cash book. Credit purchases cannot be recorded in the cash book. The business wants to know the information about the credit purchases of goods at a glance. The information can be made available, when purchases of goods on credit are separately recorded. Purchases book does not keep record of the purchases of assets even though it is on credit. **Purchases of goods on credit only is recorded in the purchases book.** Goods, here means the articles in which the firm is dealing. In other words, it is the item, which is purchased for regular sales. For example, furniture will be treated as goods in case of the firm dealing in furniture. For other firms, which are not dealing in furniture, it will be an asset for them. Plant and machinery are generally assets but if there is a firm which has been dealing in plant and machinery, it will be goods for the firm. While recording transactions in the purchases book, we must ascertain that the credit purchases is related to the articles in which the firm is dealing. Purchases book is prepared on the following format :

Specimen format of Purchases Book/Purchases Journal					
Date	Invoice No.	Name of Suppliers (Account to be credited)	L.F.	Amount	
				Details	Total
				Rs.	Rs.
(1)	(2)	(3)	(4)	(5)	(6)

Explanation of Columns

- (1) **Date.** The date column records the dates of the purchases of goods on credit.
- (2) **Invoice.** Invoice is the statement prepared by the seller of goods. It contains details about the goods, its price and other expenses incurred. Instead of writing complete details about the goods purchased, only invoice number is mentioned. The requisite information, if any, may be obtained from the invoice.
- (3) **Particulars.** This column bears the name of the supplier from whom goods have been purchased. The details of goods purchased is also written in this column. It contains the name, quantity, number and rate of the goods purchased. Any other specification and specialities of the goods is also written in this column.
- (4) **Ledger Folder.** Ledger folio means the page number of the ledger. We have to post the purchases of goods in the ledger accounts of suppliers. Purchase book contains the page number of supplier's account in the ledger. It facilitates in the posting and also in checking the records.

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(5) **Amount (Details).** This column is divided in two parts *i.e.*, *details* and *total*. The details column is used to write the individual total of the items purchased from a particular supplier. This column is used, when we purchase more than one item from a particular supplier. This will also be used when we purchase only one item and trade discount is allowed to us. The column is used for additions and subtractions.

(6) **Amount (Total).** The total column shows the net amount payable to the supplier of goods. The purchases book can also be prepared in column form. The column purchases book is prepared as under :

Illustration 1. Record the following transactions in the Purchases Book :

2006

Mar. 1 Purchased from Garg Furnishers, Kirti Nagar (Invoice No. 516)

20 chairs @ Rs. 150 each

2 tables @ Rs. 400 each

Less : Trade Discount @ 10%

Mar. 7 Bought of M/s Roy & Co., Kirti Nagar (Invoice No. 700)

2 stools @ Rs. 125 each

10 Collapsible chairs @Rs. 20 each

Delivery and cartage Rs. 15

Mar. 21 Purchased from Patel, Lajpat Nagar (Invoice No. 909)

10 chairs @ Rs. 150 each

15 steel cabinets @ Rs. 150 each

Packing and delivery charges Rs. 25

Less : Trade Discount @ 10%

Mar. 25 Purchased from Adi & Sons. Kirti Nagar (Invoice No. 1000)

2 Typewriters @ Rs. 7750 for Office use.

Solution.

Purchases Book/Purchases Journal

Date	Invoice No.	Supplier's Name (Account to be credited)	L.F.	Amount	
				Details Rs.	Total Rs.
2006					
Mar. 1	516	Garg Furnishers, Kirti Nagar 20 chairs @ Rs. 150 2 tables @ Rs. 400		3,000 800	3,420
		Less : Trade Discount @ 10%		3,800 380	
Mar. 7	700	M/s Roy & Co., Kirti Nagar 2 stools @ Rs. 125 10 Collapsible chairs @ Rs. 20		250 200	465
		Add : Delivery and cartage		450 15	

Mar. 21	909	Patel, Lajpat Nagar			
		10 chairs @ Rs. 150		1,500	
		15 steel cabinets @ Rs. 150		2,250	
				3,750	
		<i>Less : Trade Discount @ 10%</i>		375	
				3,375	
		<i>Add : Packing and delivery charges</i>		25	3,400
		Purchases A/c	Dr.		7,285

NOTES

Notes.

1. Purchases of typewriter will not be recorded in the purchases book, because typewriter is an asset for a firm dealing in furniture.
2. Trade discount is allowed on the purchase price of goods excluding delivery charges and cartage.
3. Delivery charges and cartage is direct expense, chargeable from purchaser, so added to amount payable.

SALES BOOK (Or Sales Journal)

Sales book records credit sale of goods only. It does not record cash sales of goods. Cash sales is recorded in the cash book. All the credit sales are not recorded in it. Credit sales of assets are also not recorded in the sales book. We can summarise that :

1. Cash sales is not recorded in sales book.
2. All sales are not recorded in it.
3. Credit sales of assets are not recorded.
4. *Only credit sales of goods is recorded.*

Goods means the articles in which the firm has been dealing. Goods are purchased for regular sales. Raw materials used for manufacture of the articles, sold by the firm is also goods. Articles produced, assembled, manufactured or purchased for sales are all goods.

The date column of the sales book shows the date of credit sales. Particulars column contains the name of party purchasing goods or the party whom goods have been sold. It also shows the details of goods as regards its quantity, specifications and also the rate of trade discount allowed. L.F. column shows the page number of debtors' account in the ledger. The details column is used for additions and subtractions, if any. The total column bears the net amount payable by individual customers. The format of the sales book is as under :

Sales Book/Sales Journal

NOTES

Date	Invoice No.	Name of the Customer (Account to be debited)	L.F.	Amount			
				Details		Total	
				Rs.	P.	Rs.	P.
(1)	(2)	(3)	(4)	(5)		(6)	

Explanation of Columns :

- (1) **Date.** It is the first column of the sales book. It records the date of actual credit sale.
- (2) **Invoice No.** Invoice is the statement sent by us to the customer containing details of goods sold and dispatched. Its number is mentioned in the sales book, so that necessary information regarding sales may be obtained whenever required.
- (3) **Particulars.** It records the names and addresses of persons or parties from whom goods have been purchased. Names, types, size, number, quantities and other specific features of the goods are also recorded.
- (4) **Ledger Folio (L.F.).** The column records the ledger page number of the persons/ parties mentioned in the sales book, so that posting in the concerned Purchases A/c can be made.
- (5) **Amount (Details).** This column records the amount of different items purchased from single party and the total is transferred to the total column. This column will also record the amount of sales, even if only one item has been sold and trade discount is allowed. This column is used for additions and subtractions.
- (6) **Amount (Total).** This column records the net total of amount of sale to every party.

Illustration 2. Enter the following transactions in the Sales Book of M/s David & Co., NOIDA :

2006

May 4 Sold to M/s Sharma Bros., NOIDA (Invoice No. 175)

10 dozens pencils @ Rs. 20 per dozen

14 gross rubbers Rs. 5 per dozen

May 14 Sold to M/s Verma & Co., Kirti Nagar (Invoice No. 200)

5 dozens gum bottles @ Rs. 5 per bottle

70 dozens rulers @ Rs. 15 per dozen

Less : 10% Trade Discount

May 17 Sold old newspapers for Rs. 200 (Invoice No. 215)

May 21 Sold to M/s Sumit & Co., Moti Nagar (Invoice No. 255)

10 reams of paper @ Rs. 60 per ream

Less : Trade Discount @ 10%

May 25 Sold to M/s Gupta & Co., Kirti Nagar for cash (Invoice No. 285)

10 dozens pens @ Rs. 120 per dozen for cash

May 30 Sold to M/s Cheap Stores, New Delhi (Invoice No. 299)

10 dozens pencils @ Rs. 18 per dozen

Less : Trade Discount @ 10%

May 31 Sold old furniture to M/s Novelty Co., on credit for Rs. 1700. (Invoice No. 300)

Solution.

NOTES

Sales Book/Sales Journal

Date	Invoice No.	Name of the Customers (Account to be debited)	L.F.	Amount	
				Details Rs.	Total Rs.
2006					
May 4	175	M/s Sharma Bros, NOIDA 10 dozens pencils @ Rs. 20 per dozen 14 gross rubbers @ Rs. 5 per dozen		200 840	1040
May 14	200	M/s Verma & Company Kirti Nagar 5 dozens gum bottles @ Rs. 5 per bottle 70 dozens rulers @ Rs. 15 per dozen		300 1050	
		Less : Trade Discount @ 10%		1350 135	1215
May 21	255	M/s Sumit & Company, Moti Nagar 10 reams paper @ Rs. 60 per ream Less : Trade discount @ 10%		600 60	540
May 30	299	M/s Cheap Stores, New Delhi 10 dozens pencils @ Rs. 18 per dozen Less : Trade discount @ 10%		180 18	162
		Sales A/c	Cr.		2,957

Notes.

- (i) Sale of newspaper will not be recorded in the sales book, because it is cash sales and the firm has been dealing in stationery not newspaper. Sale of furniture also will not be recorded.
- (ii) Cash sales is recorded in cash book, not sales book.

PURCHASES RETURN BOOK (Or Purchases Return Journal)

Goods purchased on credit may be returned to the seller in case of certain defect or violation of certain conditions. They may be returned, if they are not according to sample and specification or if goods have been supplied more than what they have been ordered.

Purchases return book is made in the same fashion as purchases book is prepared. In the details column, it contains the names of those parties, whom goods have been returned. It also contains the details of goods returned. If the supplier had allowed trade discount at the time of purchases, it will also be shown at the time of returning goods. Purchases return

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is also known as returns outward because goods brought inside the business at the time of purchases are being sent outside the business to supplier. This is the return of goods outside the business, so it is also known as returns outward. In case of goods returned to supplier we send a Debit Note to the supplier indicating that the Supplier's A/c has been debited with price of goods returned. While preparing Purchases Return Book the Debit Note No. is mentioned. It has got a separate column for Debit Note Numbers. Preparation of purchases return book is explained by the following illustration.

Illustration 3. Prepare Purchases Returns Book/Journal from the following transactions :

2006

March 4 Returned to M/s Garg & Co., Chandigarh : (Debit Note No. 225)
2 Collapsible chairs @ Rs. 200 each

March 8 Returned to M/s Aggarwal Furniture, Chandigarh : (Debit Note No. 245)
4 Chairs @ Rs. 150 each
Less : 10% Trade Discount

March 15 Returned to M/s Jain Ltd., Chandigarh (Debit Note No. 315)
1 Steel Almirah of Rs. 4,000.

Solution.

Purchases Returns Journal/Returns Outward Book

Date	Debit Note No.	Name of the Suppliers (Account to be credited)	L.F.	Amount			
				Details		Total	
				Rs.	P.	Rs.	P.
2006							
Mar. 4	225	M/s Garg & Co. Chandigarh 2 Collapsible chairs @ Rs. 200				400	—
Mar. 8	245	M/s Aggarwal Furniture, Chandigarh 4 chairs @ Rs. 150 Less : Trade Discount 10%		600 60	— —	540	—
Mar. 15	315	M/s Jain Ltd., Chandigarh 1 Steel Almirah				4,000	—
		Purchases Returns A/c Cr.				4,940	—

SALES RETURN BOOK (Or Sales Return Journal)

Goods sold on credit to customers may be returned to us in the following cases :

1. Due to the defect in the goods.
2. Due to delay in the dispatch of goods.
3. Due to over-supply of goods.
4. Due to goods not being in accordance with the sample and specifications.
5. Due to violation of the terms of the contract.

Goods returned by the customers to us may also be known as 'Returns Inward' because goods once sent outward with the sales have been returned back and coming inside the business.

Sales return book has got almost the same columns as sales book. This book records the return of goods sold on credit only. This is not concerned with the return of assets or return of goods sold for cash. After accepting the goods returned by customer. We issue a Credit Note to him indicating that the customer's A/c has been credited for the goods returned by him. While Preparing Sales Return Book Credit Note No. is also referred, therein. The preparation of sales return book has been explained with the help of following illustration.

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Illustration 4. Enter the following transactions in the Sales Returns Book :

2006

Jan. 9 Returned by M/s Gope & Co. (Credit Note No. 308)

20 bags Coffee @ Rs. 300 per bag

10 chests Tea @ Rs. 400 per chest

Jan. 17 Returned by M/s Ankita & Sisters (Credit Note No. 412)

15 tins Ghee @ Rs. 500 per tin

Less : Trade discount 10%.

Solution.

Sales Return Book/Journal

Date	Credit Note No.	Name of the Customer (Account to be credited)	L.F.	Amount			
				Details		Total	
				Rs.	P.	Rs.	P.
2006							
Jan. 9	308	M/s Gope & Co. 20 bags Coffee @ Rs. 300 per bag 10 chests Tea @ Rs. 400 per chest		6,000 4,000	— —	10,000	—
Jan. 17	412	M/s Ankita & Sisters 15 tins Ghee @ Rs. 500 per tin Less : Trade Discount @ 10%		7,500 750	— —	6,750	—
		Sales returns A/c Dr.				16,750	—

Illustration 5. Enter the following transactions in proper Subsidiary Books of Ram :

2001

	Rs.
Jan. 1 Sold goods to John	525
Jan. 1 Bought of David	780
Jan. 2 John returned goods	75
Jan. 2 Sold to Ankit	550
Jan. 2 Purchased goods from Imtiyaz	700
Jan. 4 Returned goods to Imtiyaz	100
Jan. 4 Bought of Naresh	325
Jan. 4 Sold to Ashok	350

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Jan. 5	Ashok returned goods	45
Jan. 6	Sold to Abhay	500
Jan. 6	Sold to Anil	300
Jan. 7	Abhay returned goods	50
Jan. 7	Bought of Naresh	700
Jan. 8	Returned goods to Naresh	75
Jan. 9	Purchased goods from Anshu subject to a trade discount of 10%	1,000
Jan. 10	Sold to James goods subject to trade discount of 5%	500

Solution.**Purchases Book**

Date	Supplier's Name (Account to be credited)	L.F.	Amount	
			Rs.	P
2006				
Jan. 1	David		780	00
Jan. 2	Imtiyaz		700	00
Jan. 4	Naresh		325	00
Jan. 7	Naresh		700	00
Jan. 9	Anshu	1,000		
	Less : Trade Discount @ 10%	100	900	00
	Purchases A/c	Dr.	3,405	00

Sales Book/Sales Journal

Date	Name of Customers (Account to be debited)	L.F.	Amount	
			Rs.	P
2006				
Jan. 1	John		525	00
Jan. 2	Ankit		550	00
Jan. 4	Ashok		350	00
Jan. 6	Abhay		500	00
Jan. 6	Anil		300	00
Jan. 10	James	500		
	Less : Trade Discount @ 5%	25	475	00
	Sales A/c	Cr.	2,700	00

Purchases Return Book/Journal

Sub-division of Journal

Date	Particulars	L.F.	Amount	
			Rs.	P
2006				
Jan. 4	Imtiyaz		100	00
Jan. 8	Naresh		75	00
	Purchases Return A/c	Cr.	175	00

NOTES

Sales Return Book/Journal

Date	Particulars	L.F.	Amount	
			Rs.	P
2006				
Jan. 2	John		75	00
Jan. 5	Ashok		45	00
Jan. 7	Abhay		50	00
	Sales Return A/c	Dr.	170	00

JOURNAL PROPER (Or General Journal)

Business firms of smaller size may record all their transactions in the journal, but in practice most of the firms record their transactions in subsidiary books including cash book. If the transaction does not find a place in the subsidiary books, it is recorded in the journal proper. There are certain transactions, which cannot be recorded in either of the subsidiary books, such as purchases of furniture on credit. If it would have been cash purchases of furniture, it would have been recorded in the cash book. As purchases book records credit purchases of goods only, so the purchases of furniture, an asset will not be shown in the purchases book. The purchases of furniture will thus be recorded in the journal proper. The following transactions are recorded in the journal proper :

1. Opening entries
2. Closing entries
3. Adjusting entries
4. Rectifying entries
5. Transfer entries
6. *Special items, which do not find a place in any subsidiary book :*
 - (a) Purchases of assets on credit
 - (b) Sales of assets on credit
 - (c) Interest on capital
 - (d) Goods taken by the proprietor for personal use
 - (e) Goods given as charity or free sample

- (f) Loss of goods
- (g) Endorsement and dishonour of bills.

NOTES

1. Opening Journal Entry

Business according to going concern concept is supposed to be carried on indefinitely. At the end of the accounting year different accounts are closed but the business has to be carried on, so previous years assets and liabilities are to be brought into account of the current year. Passing journal entry in the beginning of the current year with the balance of assets and liabilities of the previous year is opening journal entry. In this entry assets accounts are debited because assets always shows debit balance. Liabilities and capital accounts are credited because they show credit balance.

Illustration 7. The firm of M/s Pandey and Goyal has the following balances in their different ledger accounts on January 1, 2006.

Cash	Rs.	40,000
Closing Stock	Rs.	40,000
Building	Rs.	1,20,000
Debtors	Rs.	40,000
Creditors	Rs.	32,000
Capital	Rs.	2,16,000

Pass the opening journal entry.

Solution.

Journal Entry

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006				
Jan. 1	Cash A/c Dr.		40,000	
	Goodwill A/c Dr.		8,000	
	Stock A/c Dr.		40,000	
	Building A/c Dr.		1,20,000	
	Debtors A/c Dr.		40,000	
	To Creditors A/c			32,000
	To Capital A/c			2,16,000
	(Being previous year's balance brought into books)			

***Note.** Excess of credit over debit has been assumed to be goodwill.

2. Closing Journal Entry

At the end of accounting period, all ledger accounts pertaining to goods *i.e.*, purchases, sales, purchases return, sales return, stock and other accounts concerning expenses, losses, income and gain are closed by transfer to trading and profit and loss accounts. These transfer entries are termed as closing entries. In other words, the closing entries concern all the items of the debit and credit side of Trading, Profit and Loss A/c *i.e.*, Nominal Accounts.

These entries are based upon Trial Balance and can be summarised as under :

NOTES

- (i) For closing items appearing at the debit side of Trading A/c
- | | |
|-----------------------------------------------|-----|
| Trading A/c | Dr. |
| To Opening stock A/c | |
| To Purchases A/c | |
| To Sales return A/c | |
| To Direct expenses A/c (individually by name) | |
- (ii) For closing items appearing at the credit side of Trading A/c
- | | |
|----------------------|-----|
| Sales A/c | Dr. |
| Purchases Return A/c | Dr. |
| Closing stock A/c | Dr. |
| To Trading A/c | |
- (iii) For Transfer of Gross Profit to Profit and Loss A/c
- | | |
|------------------------|-----|
| Trading A/c | Dr. |
| To Profit and loss A/c | |
- (iv) For Transfer of Gross Loss to Profit and Loss A/c
- | | |
|-------------------|-----|
| Profit & Loss A/c | Dr. |
| To Trading A/c | |
- (v) For closing items (indirect expenses and losses) appearing at the debit side of Profit and Loss A/c
- | | |
|--------------------------------------------------------------------------|-----|
| Profit & Loss A/c | Dr. |
| To Indirect expenses and losses A/c
(Individual expenses A/c by name) | |
- (vi) For transfer of Income and Gains A/c
- | | |
|---------------------------------|-----|
| Individual Income and Gains A/c | Dr. |
| To Profit and Loss A/c | |
- (vii) For transfer of Net profit
- | | |
|------------------------------------------------------------|-----|
| Profit and Loss A/c | Dr. |
| To Capital A/c (In case of proprietorship and partnership) | |
| OR | |
| Profit & Loss Appropriation A/c (In case of Company) | |
- (viii) For transfer of Net Loss
- | | |
|---------------------------------|-----|
| Capital A/c or | Dr. |
| Profit & Loss Appropriation A/c | Dr. |
| To Profit and Loss A/c | |

It should be noted that closing entries are made for nominal accounts only.

3. Adjusting Entries

Business is going concern. It has to be carried on indefinitely. We cannot wait indefinitely for the assessment of the performance of the business, so we distribute the life of the business in equal and uniform periods, generally a year. At the end of every accounting year, we prepare trading and profit and loss account and measure the performance of the business in terms of Gross profit and Net profit. We also prepare a Balance Sheet at the end of the year to assess the value of assets and liabilities.

NOTES

While preparing Final Accounts at the end of every accounting period, we come across certain problems. The expenses of the current year are still payable or the expenses of the next year have been paid during the current year. Sometimes, income of the current year remain still receivable and the income of the next year has been received during the current year. Depreciation on assets, interest on capital and provision for bad and doubtful debts of the current year has not been recorded in the books as yet. We are required to adjust these amounts in the final accounts of the current year, so that the correct profit or loss of the business may be ascertained. We will have to pass adjusting journal entries for all these items, errors and omissions, not yet recorded in the books. These items do not appear in the Trial Balance. They are adjusted at two places in the final account.

4. Rectifying Entries

"To err is human". This old statement is also true for accounting. We, as a human being are likely to commit mistake of omission, commission and principles in maintaining books of accounts. We may omit the entire transaction from being recorded wholly or partially. We may commit mistake in calculation, *i.e.*, addition, subtraction, division and multiplication. Mistakes may also be committed in carrying forward total from one page to other page, posting from subsidiary books to ledger accounts. Sometimes capital expenditure may be recorded as revenue expenditure or revenue expenditure may be recorded as capital expenditure. These mistakes are likely to be omitted in the books of accounts.

Mistakes committed in the books of accounts must be rectified at the earliest. It should be noted that errors in accounts are not rectified by removing mistakes by ink remover or rubbing it off or by over-writing or cutting or even by tearing off the page. Once errors are committed, we boldly accept it and rectify the mistake by passing a rectifying entry. The rectified entry will neutralise the effect of wrong entry and also bring the correct effect of the transaction. Rectification of errors should be made at the earliest. While passing rectifying entry we will have to take into consideration the nature and type of errors.

5. Transfer Entries

At the end of accounting period, all ledger accounts pertaining to goods, *i.e.*, purchases, sales, purchases return, sales return, stock and other accounts concerning expenses, losses, income and gain are closed by transfer to Trading and Profit and Loss Account. These journal entries are termed as transfer entries.

For transfer of gross profit to Profit and Loss Account

Trading A/c	Dr.
To Profit and Loss A/c	

For Transfer of Net Profit

Profit and Loss A/c	Dr.
To Capital A/c	

6. Special items, which do not find a place in any subsidiary book

- (a) **Purchases of assets on credit.** We know that credit purchases of goods are recorded in the purchases book. Cash purchases of goods are recorded in the cash book. Goods here, means the articles in which the firm deals. Stationery will be goods for stationery dealer and furniture will be goods for furnishers. In case assets are purchased on credit they can neither be recorded in the purchases book nor in the cash book. We have to pass a separate journal entry for this transaction. It is recorded in the journal proper.

- (b) **Sales of assets on credit.** This item also does not belong to any of the subsidiary book. It can neither be shown in the cash book nor in the sales book, because it is neither cash transaction nor credit sale of the goods. It is therefore, recorded in the journal proper or general journal and a separate journal entry is passed for it.
- (c) **Interest on capital.** It is an item which does not find a place in any of the subsidiary book. It is credited to proprietors' capital accounts at the end of the accounting period. It is recorded in the journal proper.
- (d) **Goods taken by the proprietor for personal use.** If goods are taken by the proprietor for personal use, it is neither a purchases nor the sales of the firm. As such it cannot be recorded in the purchases or sales book. That is why, we have to pass a separate journal entry in the journal proper.
- (e) **Goods given as charity or free sample.** If goods are distributed as free sample or given as charity, it cannot be treated as purchases or sales. That is why, it is also recorded in the journal proper as a separate journal entry.
- (f) **Loss of goods.** If goods are lost by theft, fire, storm or by any natural disaster or accident, it cannot be treated as purchases or sales. It must be recorded as a separate journal entry in journal proper.
- (g) **Endorsement and dishonour of bills.** These items do not concern with any of the subsidiary book. So, they do not find a place in the subsidiary books. A separate journal entry is also required for these items in the journal proper.

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DEBIT NOTE AND CREDIT NOTE

In case of purchases return and sales return, adjustment is required in the amount payable or receivable. These adjustments are made through notes, known as debit note and credit note.

Debit Note. In case of purchases return, the purchases will reduce the amount payable to seller. When goods are purchased, the purchaser credits the seller's account. If certain part of goods are returned to the seller, the value of goods returned will not be paid to the seller or will be deducted from the amount payable to seller or technically seller's account will be debited with the value of goods returned to him. In this case the purchaser will send a 'Debit Note' to the seller meaning that the seller's account is being debited for the value of goods returned to him. The seller after receiving the goods returned to him and the enclosed debit note will send a credit note to the purchaser, which will mean that the seller has credited purchaser's account with the value of goods returned to him. Debit note can be sent by the seller to the purchaser also, if the total of the invoice is **cast short** or the price of certain goods is not included by mistake or price calculated at lesser rates. In all these cases, the seller will charge amount over and above the invoice value from the purchaser, so he will send a debit note to the purchaser, who will send a credit note to the seller in return.

We have got a separate column for Debit Note Numbers in our Purchases Return Book indicating the details of goods returned to supplier.

Credit Note. In case of sales return, goods are received back, so allowance is to be given to the purchaser for the value of goods returned by him. At the time of sales, pur-

NOTES

chaser A/c is debited for the value of invoice sent to him. As certain part of goods is being returned by the purchaser, so the value of goods returned by him should be deducted from the invoice value of goods or technically credited to the purchaser's A/c. The seller in this case will send a credit note, so to adjust the amount debited in excess at the time of recording sales. The purchaser will send debit note against the credit note sent by the seller. The seller will also send credit note to the purchaser to rectify mistakes in the following cases :

1. If the total of the invoice has been wrongly added more.
2. If the price of certain goods has been charged, which was not sent.
3. If goods have been charged at more than their price.
4. If certain part of goods prove to be defective.

The purchaser will send debit note on receiving credit note from the seller. The debit and credit notes are exchanged between purchaser and seller for adjustments of amount payable or receivable. If one party sends debit note, the other party sends credit note and *vice versa*.

We have got a separate column for Credit Note Number in our Sales Return Book indicating the details of goods returned by customer.

A specimen of debit and credit note is given below :

Name of the Firm Issuing the Note	Address of the Firm
	Date of Issue
No.	
DEBIT NOTE	
Against : Supplier's Name	
Goods returned as per Delivery	Amount (Rs.)
Challan No.	
(Details of goods returned)	
(Rupees Only)	
Signature of the Manager with date	

Name of the Firm Issuing the Note	Address of the Firm
	Date of Issue
No.	
CREDIT NOTE	
Against : Customer's Name	
Goods returned by the customer	Amount (Rs.)
Challan No.	
(Details of goods received)	
(Rupees Only)	
Signature of the Manager with date	

REVIEW QUESTIONS

NOTES

A. Very Short Answer Type Questions :

Where will you record the following transactions :

1. Credit purchases of goods
2. Credit sales of goods
3. Credit sales of assets
4. Credit purchases of assets
5. Sale of furniture by M/s Ram & Sisters, furnishers, Delhi.

B. Short Answer Type Questions :

1. Enumerate the causes responsible for the return of goods from the purchaser to sellers.
2. Name the books, which record non-cash transactions.
3. Explain briefly the difference between purchases book and purchases account.
4. Differentiate between sales book and sales account.
5. Explain the term 'Debit Note' and 'Credit Note' in five sentences.
6. Describe journal proper in five sentences.

C. Long Answer Type Questions :

1. What is meant by sub-division of journal ? What are its advantages ?
2. Explain purchases book and sales book with their format. Why does a trader keep these books ?
3. What purpose do the purchases return and sales return books serve ? How are they prepared ? In what respects they are different from each other ?
4. Write notes on :

(a) Debit note	(b) Credit note.
----------------	------------------
5. Enumerate the possible causes for which goods are returned to the seller.
6. Enumerate books, where non-cash transactions are recorded. Explain the various columns used in any one of them.

CHAPTER 6 LEDGER ACCOUNTS

NOTES

★ STRUCTURE ★

- ☆ Meaning of Ledger Accounts
- ☆ Classification of Ledger Accounts
- ☆ Importance/Advantages of Ledger Accounts
- ☆ Relationship Between Journal and Ledger
- ☆ Ledger Posting from Journal Entries
- ☆ Balancing of Ledger Accounts

MEANING OF LEDGER ACCOUNTS

We have discussed that business transactions of financial nature are recorded in the books of original records. These books are cash book, purchases book, sales book, purchases return book, sales return book, bills receivable book, bills payable book and journal. Business transactions are first recorded in these books. The proprietor of the business expects from accounting to let him know the position of individual debtors and creditors account. He would also like to know the value of individual assets and other material information. The answers to these questions cannot be given unless, we prepare individual party's and assets accounts separately. **Collection of requisite information concerning a particular account and presenting them under one head is known as ledger posting.** In the words of Carter, "An Account is a ledger record in a summarised form of all the transactions that have taken place with the particular person or things specified."

Ledger accounts are prepared on the following format.

CLASSIFICATION OF LEDGER ACCOUNTS

Ledger Accounts are classified into five categories. These categories are (a) Assets Accounts, (b) Liabilities Accounts (c) Capital Accounts (d) Revenue Accounts and (e) Expenses Accounts. These ledger accounts may be grouped as : (i) Permanent Ledger Accounts and (ii) Temporary Ledger Accounts. Permanent Ledger Accounts have their opening balances except in case of newly started business. These accounts show a closing balances at the end of accounting year and are also carried forward to the next accounting year. Temporary Ledger Accounts do not have any opening and closing balance. These accounts are closed at the end of the accounting year by transfer to Trading or Profit and Loss Accounts. Purchases, Sales and Direct Expenses Accounts are closed by transfer to Trading A/c. Selling, Distribution, Indirect Expenses and Losses Accounts are transferred to the debit side of income and gains accounts at the credit side of Profit and Loss A/c.

Format of Ledger Account

Name of Account (Title)

Page No.

Dr.

Cr.

Date	Particulars	Folio	Amount Rs.	Date	Particulars	Folio	Amount Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	To A/c				By A/c		

NOTES

This format of Ledger Account resembles English Capital letter 'T', so it is sometimes called 'T' shape account. As teachers generally use this type of Ledger Account while taking classes, so this account is also known as 'Classroom Account'. *Practically 'T' shape Ledger Accounts are not used in business houses.*

Ledger Accounts are divided in two parts. The left hand side is debit side and the right hand side is the credit side. All business transactions are classified as assets, liabilities, revenue, expense and capital. While preparing these ledger accounts, we have to apply the rules of debit and credit applicable to the particular category of account.

IMPORTANCE/ADVANTAGES OF LEDGER ACCOUNTS

Ledger Accounts are the most important record of business accounting. Every business transaction whether it is recorded in journal or cash book or subsidiary books must be posted into Ledger Accounts. Its importance are summarised herewith :

1. Separate accounts. There are separate ledger accounts for different parties and heads, so the information regarding every account is collected at one place. For example, if we prepare Ram's A/c, information regarding Ram's purchases, sales, payments and bills drawn and accepted etc. will be brought to Ram's A/c from purchases book, sales book, cash book, bills payable book and bills receivable book etc.

2. Requisite information at a glance. The correct position and status of every account can be ascertained at a glance by going through it. In case of personal accounts, we know what we have to receive or pay to the particular party. Information regarding purchases, sales and returns are easily available from their ledger accounts.

3. Preparation of trial balance. Ledger accounts facilitate the preparation of trial balance, which is the test of examining arithmetical accuracy in the books of accounts. Trial balance is prepared with the balances of ledger accounts.

4. Facilitating the preparation of financial statements. Ledger Accounts supply information for the preparation of Trading, Profit & Loss A/c and Balance Sheet. They also help in identifying adjustments, which are incorporated in Final Accounts.

RELATIONSHIP BETWEEN JOURNAL AND LEDGER

NOTES

Accounting transactions need to be recorded in the books of accounts. The first step is to record journal entry of the transaction which is also known as original entry for the transaction. Once journal entry is prepared, it is posted in the ledger account.

In double entry book keeping, every transaction will have debit and credit effect. Ledger accounts are prepared for both debit and credit accounts. For example, goods purchased from Ram for Rs. 3,000. The journal entry for this transaction is as follows :

Purchases A/c	Dr.	xxx	
To Ram			xxx

From the above journal entry two ledger accounts will be prepared namely purchases A/c and Ram's A/c. This indicates that there is back-to-back relationship between journal entry and ledger accounts where in ledger accounts are prepared after the journal entry is made for the transaction. Journal entry is transaction specific and ledger account is based on individual account.

LEDGER POSTING FROM JOURNAL ENTRIES

Journal is the book of original record. In case of small firms, all business transactions are recorded in the journal. Big firms record their transactions in subsidiary books and those transactions which do not find a place in subsidiary books are recorded in the journal. We cannot ascertain the position of different accounts at a glance through journal. It is, therefore, necessary that we should prepare ledger accounts with the help of journal entries. Let us take an example to explain ledger posting from journal entries.

Illustration 1. Pass the following journal entries and post them in the ledger accounts:

2005	Rs.
Jan. 1 Started business with cash	20,000
Jan. 3 Purchased goods from Vivek	5,000
Jan. 6 Paid to Vivek	4,900
Discount allowed	100
Jan. 9 Purchased furniture	2,000
Jan. 12 Paid salaries	1,000
Jan. 15 Rent received	500
Jan. 18 Sold goods to Vineet	4,000

Solution.

Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2005 Jan. 1	Cash A/c Dr. To Capital A/c (Being commencement of business)		20,000	20,000

Jan. 3	Purchases A/c To Vivek A/c (Being goods purchased from Vivek)	Dr.	5,000	5,000
Jan. 6	Vivek's A/c To Cash A/c To Discount received A/c (Being amount paid to Vivek who allowed discount)	Dr.	5,000	4,900 100
Jan. 9	Furniture A/c To Cash A/c (Being furniture purchased)	Dr.	2,000	2,000
Jan. 12	Salaries A/c To Cash A/c (Being payment of salaries)	Dr.	1,000	1,000
Jan. 15	Cash A/c To Rent A/c (Being rent received)	Dr.	500	500
Jan. 18	Vineet's A/c To Sales A/c (Being goods sold to Vineet)	Dr.	4,000	4,000

NOTES

Ledger Posting

Cash Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005				2005			
Jan. 1	To Capital A/c		20,000	Jan. 6	By Vivek A/c		4,900
Jan. 15	To Rent A/c		500	Jan. 9	By Furniture A/c		2,000
				Jan. 12	By Salaries A/c		1,000
				Jan. 31	By Balance c/d		12,600
			20,500				20,500
Feb. 1	To Balance b/d		12,600				

Capital Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005				2005			
Jan. 31	To Balance c/d		20,000	Jan. 1	By Cash A/c		20,000
			20,000				20,000
				Feb. 1	By Balance b/d		20,000

Purchases Account

NOTES

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005 Jan. 3	To Vivek's A/c		5,000	2005 Jan. 31	By Balance c/d		5,000
			5,000				5,000
Feb. 1	To Balance b/d		5,000				

Vivek's Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005 Jan. 6	To Cash A/c To Discount received		4,900 100	2005 Jan. 3	By Purchases A/c		5,000
			5,000				5,000

Discount Received Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005 Jan. 31	To Balance c/d		100	2005 Jan. 6	By Vivek's A/c		100
			100				100
				Feb. 1	By Balance b/d		100

Furniture Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005 Jan. 9	To Cash A/c		2,000	2005 Jan. 31	By Balance c/d		2,000
			2,000				2,000
Feb. 1	To Balance b/d		2,000				

Salaries Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005 Jan. 12	To Cash A/c		1,000	2005 Jan. 31	By Balance c/d		1,000
			1,000				1,000
Feb. 1	To Balance b/d		1,000				

Rent Account

Dr.				Cr.			
2005				2005			
Jan. 31	To Balance c/d		500	Jan. 15	By Cash A/c		500
			500				500
				Feb. 1	By Balance b/d		500

NOTES

Vineet's Account

Dr.				Cr.			
2005				2005			
Jan. 18	To Sales A/c		4,000	Jan. 31	By Balance c/d		4,000
			4,000				4,000
Feb. 1	To Balance b/d		4,000				

Sales Account

Dr.				Cr.			
2005				2005			
Jan. 31	To Balance c/d (Transfer)		4,000	Jan. 18	By Vineet A/c		4,000
			4,000				4,000
				Feb. 1	By Balance c/d		4,000

Explanation

We have been making cash, an asset's account, which is debited for increase and credited for decrease. All the transactions resulting in the increase of cash will be posted at the debit side of the cash book and those resulting in decrease will be posted at the credit side of the cash book. *Alternatively following rules of posting should be noted :*

1. We never use the name of the same account which we have been preparing either at the debit or credit side of the account. It should be verified from the previous cash account that we have not written 'To Cash A/c' or 'By Cash A/c' in it anywhere.

2. It should be seen that the account being prepared has been debited or credited. If the account has been debited, posting will be made at the debit side of the account and if the account being prepared is credited in the journal entry the posting will be made at the credit side of the account.

3. We write the name of reverse account at the debit or credit side of the account, as we do not use name of the same account. This is why, while making posting of the first journal entry in the cash account, we shall write capital account, which is opposite to the cash account being prepared. It means that we write the name of account to be credited for the debit of the account being prepared. While preparing an account being debited in the journal entry the name of the account credited in the entry will be written. In the same way, while preparing an account being credited, in the journal entry the name of the account being debited in the entry will be written. This fact can be verified from the previous cash account.

4. In case of compound entries the amount written against the account being prepared will be written. With reference to journal entry on Jan. 6, we have written Rs. 4,900 in the cash account and while preparing discount we shall write Rs. 100, the amount written against discount account.

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BALANCING OF LEDGER ACCOUNTS

Ledger Posting of Opening Journal Entry

Opening Journal entry as we know is passed to bring the previous year's closing balances of assets and liabilities to the current year. While making ledger accounts of assets and liabilities appearing in the opening journal entry opening balances as represented in the journal entry must be shown in the beginning of the ledger account as 'To Balance b/d' at the debit side for assets and 'By Balance b/d' at the credit side of liabilities. Remaining posting in the concerned A/c will be made as usual.

Ledger accounts are categorised as assets, liabilities, capital, revenue and expenses according to modern American approach. The first three of them *i.e.*, assets, liabilities and capital account have certain closing balance at the end of accounting period, so their values are to be carried forward to the next accounting period. This is why, they are closed as 'By Balance c/d' or 'To Balance c/d'. In the previous ledger accounts, cash account, capital account, furniture and Ram's account have been closed in this way. The balances of these accounts are carried forward to the next accounting period, because the firm has to carry on its business with these assets, liabilities and capital in hand. While closing these accounts we write the word 'Balance c/d' to show the closing balance of the account. We can write c/d both at the debit or credit side, while closing personal and real accounts, c/d here means carried down to the next period. We can also use the word c/f which means carried forward or c/o which means carried over. All these words c/d or c/f or c/o are synonymous and carry the same meaning. It should be noted once more that the word c/d is not restricted to the debit or credit side. It can be used on both the debit and credit side.

The closing balance of the previous period *i.e.*, balance c/d is brought forward to the next accounting period as balance b/d, which means brought down from the previous period. We can also use the word b/f, meaning brought forward or b/o which means brought over. These words *i.e.*, b/d or b/f or b/o can be used both at the debit or credit side of personal and real accounts to show the opening balance of the account.

While closing nominal accounts or those accounts which are either an expense or revenue, we do not use the word balance c/d because the balance of these accounts need not be carried forward to the next period. Whatever has been paid on account of expenses has been paid once and forever. This is the expense of the business, so it should be directly posted to the debit side of the profit and loss account or trading account. In the same way, accounts relating to income or gain or revenues are also closed by transfer to profit and loss account. Receipts *i.e.*, rent, interest and discount are revenue of the business, so while closing these accounts their balance will be transferred to profit and loss account. That is why, rent, discount and salaries accounts in the example have been closed by transfer to profit and loss account.

It should be noted that outstanding or prepaid expenses accounts and accrued or unearned Income Accounts are Representative Personal Accounts. That is why, these accounts are closed as Balance c/d.

Ledger Posting from Cash Book

Cash book is the book of original record. All cash receipts and cash payments are recorded in the cash book. Cash account need not be prepared when cash book is maintained but all the other accounts from whom payment has been received or those accounts whom payment has been made will be prepared with the help of cash book. Posting in all the accounts appearing in the cash book is made through cash book. The procedure of posting is explained with the following illustration.

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Illustration 2. Prepare a cash book from the following transactions and post them into concerned ledger accounts. Also explain the rule and procedure of preparing ledger accounts with the help of cash book.

2006		Rs.
Nov. 1	Cash in hand	10,000
Nov. 3	Cash purchases	5,000
Nov. 6	Cash sales	4,000
Nov. 9	Payment of wages	2,000
Nov. 15	Rent received	700
Nov. 20	Furniture purchased	1,000
Nov. 25	Goods sold to David	800
Nov. 28	Payment received from David	800
Nov. 29	Goods purchased from John	3,000
Nov. 30	Payment made to John	3,000

Solution.

Cash Book

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2006				2006			
Nov. 1	To Balance b/d		10,000	Nov. 3	By Purchases A/c		5,000
Nov. 6	To Sales A/c		4,000	Nov. 9	By Wages A/c		2,000
Nov. 15	To Rent A/c		700	Nov. 20	By Furniture A/c		1,000
Nov. 28	To David's A/c		800	Nov. 30	By John's A/c		3,000
				Nov. 30	By Balance c/d		4,500
			15,500				15,500
Dec. 1	To Balance b/d		4,500				

Notes:

- (i) Sales of goods to David has not been shown in the cash book, because it is credit sales and credit transactions are not recorded in the cash book.
- (ii) Purchases of goods from John is a credit purchases, so it will also not be shown in the cash book. It should be once more noted that cash book records only cash transactions.

1. Ledger Posting from the Debit Side of the Cash Book

The debit side of the cash book records all cash receipts. The posting will be made in all the ledger accounts appearing at the debit side of the cash book. Cash has been received through these accounts, therefore cash account must have been debited. The debit side of

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cash book shows that cash account has been debited for all these receipts, so the accounts appearing at the debit side of the cash book must have been credited at the time of receiving cash. It is, therefore, suggested that posting in the accounts appearing at the debit side will be made at the credit side of the accounts as 'By Cash A/c'. This is due to the fact that we cannot use the name of the same account in its own ledger account. In the previous cash book sales account, rent account and David's account have been posted at the debit side of the cash book, so we shall be preparing these accounts through cash book and the posting will be made as under :

Sales Account							
<i>Dr.</i>				<i>Cr.</i>			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2006 Dec. 31	To Balance c/d		4,000	2006 Nov. 1	By Cash A/c		4,000
			4,000				4,000
				2007 Jan. 1	By Balance b/d		4,000

Rent Account							
<i>Dr.</i>				<i>Cr.</i>			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2006 Dec. 31	To Balance c/d		700	2006 Nov. 15	By Cash A/c		700
			700				700
				2007 Jan. 1	By Balance b/d		700

David's Account							
<i>Dr.</i>				<i>Cr.</i>			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2006 Dec. 31	To Balance c/d		800	2006 Nov. 28	By Cash A/c		800
			800				800
				2007 Jan. 1	By Balance b/d		800

2. Ledger Posting from the Credit Side of the Cash Book

All accounts appearing at the credit side of cash book will be separately prepared. Posting will be made to the debit side of these accounts to complete double entry record. Credit side of the cash book shows cash payment to the accounts appearing at the credit side of the cash book. Purchases account, wages account, furniture account and John's account must have been debited when payment would have been made to them, so the posting will be made at the debit side of these accounts. While making posting from cash book, it should be seen, whether the particular account has been posted at the debit side or the credit side of cash book. If it is posted at the debit side of the cash book, posting will be made at credit side of the account appearing there and *vice versa*.

Purchases Account

<i>Dr.</i>				<i>Cr.</i>			
<i>Date</i>	<i>Particulars</i>	<i>J.F.</i>	<i>Amount Rs.</i>	<i>Date</i>	<i>Particulars</i>	<i>J.F.</i>	<i>Amount Rs.</i>
2006 Nov. 3	To Cash A/c		5,000	2006 Dec. 31	By Balance c/d		5,000
			5,000				5,000
2007 Jan. 1	To Balance b/d		5,000				

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Wages Account

<i>Dr.</i>				<i>Cr.</i>			
2006 Nov. 3	To Cash A/c		2,000	2006 Dec. 31	By Balance c/d		2,000
			2,000				2,000
2007 Jan. 1	By Balance b/d		2,000				

Furniture Account

<i>Dr.</i>				<i>Cr.</i>			
2006 Nov. 20	To Cash A/c		1,000	2006 Dec. 31	By Balance c/d		1,000
			1,000				1,000
2007 Jan. 1	By Balance b/d		1,000				

John's Account

<i>Dr.</i>				<i>Cr.</i>			
2006 Nov. 31	To Cash A/c		3,000	2006 Dec. 31	By Balance c/d		3,000
			3,000				3,000
2007 Jan. 1	By Balance b/d		3,000				

Ledger Posting from Purchases Book

Purchases book records only credit purchases of goods. Cash purchases are recorded in the cash book. It is, therefore, necessary that purchases account showing the position of total purchases both cash and credit should be prepared. Posting to purchases account will be made through purchases book. It contains the names of those persons and parties from whom goods have been purchased on credit, so the posting will also be made in these personal accounts. The procedure of posting is explained with the help of following illustration.

Illustration 3. Prepare a purchases book from the following details and also prepare concerned ledger accounts :

2006

Dec. 1 Purchased from Laxmi Publications, New Delhi :
 100 Golden Accountancy for Class XII @ Rs. 80 each
 50 Golden Commerce for Class XII @ Rs. 40 each
 100 Golden Economics for Class XII @ Rs. 50 each
 Trade Discount allowed @ 20%

Dec. 15 Purchased from Laxmi Kitab Ghar, Sonapat :
 100 English Guide for Class X @ Rs. 25 each
 200 Hindi Guide for Class X @ Rs. 20 each

Dec. 20 Cash purchases of books from Ankita & Sisters Rs. 300.

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Solution.

Purchases Book/Purchases Journal

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006				
Dec. 1	Laxmi Publications, New Delhi : 100 Golden Accountancy for Class XII @ Rs. 80 each 50 Golden Commerce for Class XII @ Rs. 40 each 100 Golden Economics for Class XII @ Rs. 50 each		8,000 2,000 5,000	
			15,000	
	<i>Less : Trade Discount @ 20%</i>		3,000	
				12,000
Dec. 15	Laxmi Kitab Ghar, Sonapat : 100 English Guide for Class X @ Rs. 25 each 200 Hindi Guide for Class X @ Rs. 20 each		2,500 4,000	
				6,500
	Purchases A/c	Dr.		18,500

Purchases Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2006				2006			
Dec. 31	To Total Amount as per Purchases Book		18,500	Dec. 31	By Balance c/d		18,500
			18,500				18,500
2007							
Jan. 1	To Balance b/d		18,000				

Explanation. The total of the purchases book is posted to the purchases account. The total of the purchases book represents the total of all credit purchases of goods. We need

not show every credit purchases individually in the purchases account. The total will be posted at the debit side as 'To Total Amount as per Purchases Book'. Cash purchases are also posted at the debit side of purchases account. The balance of this account will be transferred to the debit side of Trading account.

Laxmi Publications Account

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<i>Dr.</i>				<i>Cr.</i>			
2006				2006			
Dec. 31	To Balance c/d		12,000	Dec. 1	By Purchases A/c		12,000
			12,000				12,000
				2007			
				Jan. 1	By Balance b/d		12,000

Explanation. Laxmi Publications Account appears in the purchases book. As the purchases book has a debit balance, so the posting will be made at the credit side of parties accounts appearing in the purchases book. The name of the supplier of goods on credit is recorded in the purchases book, so all the accounts appearing therein are suppliers. Sellers of goods on credit or suppliers are always credited for supplying goods, so posting is made at the credit side of Laxmi Publications Account as 'By Purchases Account'. The closing balance of the account will be carried forward to next period.

Laxmi Kitab Ghar's Account

<i>Dr.</i>				<i>Cr.</i>			
2006				2006			
Dec. 31	To Balance c/d		6,500	Dec. 15	By Purchases A/c		6,500
			6,500				6,500
				2007			
				Jan. 1	By Balance b/d		6,500

Explanation. The account of Laxmi Kitab Ghar appears in the purchases book which shows a debit balance, so the posting will be made at the credit side of firm's account. Posting will be made at the credit side of all the accounts appearing in the purchases book. Laxmi Kitab Ghar is the supplier of goods on credit. The firm is our creditor, so the posting will be made at the credit side and we shall be writing 'By Purchases A/c'. The firm's account will show a credit balance so its closing balance will be transferred to the next accounting period as 'By Balance b/d' and treated as opening balance of the next period.

Ledger Posting from Sales Book

Sales book records credit sales of goods only. Cash sales are recorded in the cash book. It is, therefore, necessary that sales account should be prepared to show the overall picture of sales. It should include cash and credit sales. Sales has always a credit balance, so posting in case of sales will be made at the credit side. The persons and parties, whom goods have been sold must have been debited, so posting will be made at their debit side. Sales account will be closed by transfer to trading account but personal accounts will show a balance and closed as 'By Balance c/d'. The procedure of posting to personal accounts through sales book is explained as under :

Illustration 4. Prepare a sales book from the following information and post them into concerned accounts :

2000

- Dec. 1 Sold goods on credit to Novelty Book Depot, Chandigarh
200 Copies of Golden Accountancy for Class XII @ Rs. 80 each
- Dec. 5 Sold to Standard Book Depot books worth Rs. 2,000 for cash
- Dec. 25 Sold to Adi Book Depot, Chandigarh
200 Copies of Golden Economics for Class XII @ Rs. 50 each
300 Copies of Golden Accountancy for Class XII @ Rs. 80 each
Trade discount allowed @ 20%.

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Solution.

Sales Book/Sales Journal

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2005				
Dec. 1	Novelty Book Depot, Chandigarh : 200 Copies of Golden Accountancy for Class XII @ Rs. 80 each			16,000
Dec. 25	Adi Book Depot, Chandigarh : 200 Copies of Golden Economics for Class XII @ Rs. 50 each 300 Copies of Golden Accountancy for Class XII @ Rs. 80 each		10,000	
			24,000	
			34,000	
	<i>Less : Trade Discount @ 20%</i>		6,800	
				27,200
	Sales A/c	Cr.		43,200

Note. Sales to Standard Book Depot is not credit sales, so it will not be shown in the sales book.

Sales Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005				2005			
Dec. 31	By Balance c/d		43,200	Dec. 31	By Total amount as per Sales Book		43,200
			43,200				43,200
				2006			
				Jan. 1	By Balance b/d		43,000

Explanation. The total of sales book is transferred to the credit of sales account. Sales book always shows a credit balance, so its posting will be made at the credit side of sales

account. Sales book records all credit sales of goods. Cash sales are recorded in the cash book. Both credit sales as per sales book and cash sales as per cash book are posted at the credit side of sales account, which shows total sales of the period. The balance of sales account is transferred to the credit side of trading account.

Novelty Book Depot Account

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<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Dec. 1	To Sales A/c		16,000	Dec. 31	By Balance c/d		16,000
			16,000				16,000
2006							
Jan. 1	By Balance b/d		16,000				

Explanation. The account of Novelty Book Depot appears in the sales book which shows a credit balance, so the posting will be made at the debit side of Novelty Book Depot's Account. Posting in all the accounts appearing in the sales book will be made at the debit side. Parties appearing in sales book are the debtors of the firm, as credit sales was made to them. Debtors as assets have debit balance so the posting will be made at the debit side as 'To Sales A/c'.

Adi Book Depot Account

<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Dec. 25	To Sales A/c		27,200	Dec. 31	By Balance c/d		27,200
			27,200				27,200
2006							
Jan. 1	To Balance b/d		27,200				

Explanation. Posting will be made at the debit side of Adi Book Depot's Account because it appears in the sales book as the rule goes. 'Posting will be made at the debit side, of every account appearing in the sales book'. Adi Book Depot is the debtor of the firm, so the posting will be made at the debit side of Adi Book Depot. The account will show a debit balance and its balance will be transferred to the next period as opening balance and shown as 'To Balance b/d'.

Summary of Rules of Posting from Subsidiary Books

- 1. Posting from the debit side of the cash book.** Posting in all the accounts appearing at the debit side of the cash book is made at the credit side of the account. No cash account is prepared, if cash book is maintained by the firm.
- 2. Posting from the credit side of the cash book.** Posting in all accounts appearing at the credit side of the cash book will be made at the debit side as 'To Cash A/c'. Cash account is not prepared, if cash book is maintained by the firm.
- 3. Posting from purchases book.** Posting from purchases book is made in the purchases account and supplier's account from whom goods have been purchased. Posting in the suppliers account is made at the credit side as 'By Purchases A/c' and in purchases account posting is made at the debit side as total amount as per Purchase Book.
- 4. Posting from sales book.** Posting is made at the debit side of debtors' account, whom goods have been sold on credit and which appear in the sales book. The posting in the sales account is made at the credit side as By Total Amount as Per Sales Book.

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5. **Posting from purchases return book.** Posting is made at the debit side of suppliers' accounts which appear in the purchases return book. Posting is also made at the credit side of the purchases return account.
6. **Posting from sales return book.** Posting is made at the credit side of the debtors accounts whose account appear in the sales return book. Posting in the sales return account is made at the debit side.

Distinction between Journal and Ledger

All business transactions are recorded in the subsidiary books. If the transaction does not find a place in subsidiary books, it is recorded in the journal proper. With the help of subsidiary books and Journal, Ledger Accounts are prepared. **Ledger Accounts are known as Principal books.** Ledger Accounts are maintained with the help of Journal, which is of the initial record of business transactions. This is why, **Journal is known as the initial book of original record.** Though Journal and Ledger both keep the record of business transactions but, even then they are different from each other in the following respects :

Difference between Journal and Ledger

<i>Points of Difference</i>	<i>Journal</i>	<i>Ledger</i>
1. <i>Primary record</i>	Journal is the primary record of business transactions.	It is the principal book of business transactions, not primary record.
2. <i>Information</i>	Information regarding different Accounts are shown at one place.	Information regarding particular Account is shown at one place.
3. <i>Basis</i>	Ledger Accounts are prepared taking Journal entries and subsidiary books as basis.	Ledger Accounts are used as a basis for preparing Trial Balance.

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Mention the balance of Sales A/c and Purchases A/c. How are these accounts closed ?
2. What is meant by 'Net Purchases' ?
3. What is the balance of Sales A/c and where its balance is transferred ?

B. Short Answer Type Questions :

1. Prepare the format of an account.
2. Is the balance of Nominal Accounts calculated, if not ? How is it closed ?
3. "Ledger is the principal book of business ?" Explain.
4. What is the meaning of an account ?
5. What is the purpose of a ledger ?

C. Long Answer Type Questions :

1. What is meant by Ledger Posting ? Explain its importance in Accounting.
2. Explain the procedure for preparing Ledger Accounts through Journal entry.
3. How are Ledger Accounts of items appearing at the credit side of Cash Book prepared ?
4. Why is it necessary to prepare Ledger Accounts, when there are Subsidiary Books and Journal ?
5. Which accounts can be prepared on the basis of Purchases book and Sales book ? Explain the process of preparing these accounts.

CHAPTER 7 TRIAL BALANCE

NOTES

★ STRUCTURE ★

- ☆ Meaning of Trial Balance
- ☆ Purpose and Functions of Trial Balance
- ☆ Limitations of Trial Balance
- ☆ Preparation of Trial Balance
- ☆ Methods of Preparing Trial Balance

All the transactions of financial nature are recorded in the books of accounts. Journal proper and subsidiary books record all business transactions originally. With the help of subsidiary books and journal, we prepare ledger accounts. These ledger accounts have the debit and credit sides. The ledger accounts are balanced. If the credit side exceeds the debit side, the excess is known as credit balance. In the same way, excess of debit side of an account over its credit side shows debit balance. After balancing ledger accounts, we would like to check the arithmetical accuracy of our accounts and for this purpose trial balance is prepared.

MEANING OF TRIAL BALANCE

Trial balance is a statement, prepared with the debit and credit balances of ledger accounts to test the arithmetical accuracy of the books. It may also be prepared with debit and credit totals of ledger accounts and also with the balances and totals of ledger accounts. Books of accounts are maintained according to the '**Double Entry System**', where every debit has its corresponding credit, so the total of the debit and credit columns of the amount column must tally. If the total of debit and credit amount column is equal, we assume our books of accounts to be arithmetically correct, but it should not be taken it as the conclusive proof of arithmetical accuracy.

Special Features of Trial Balance

Trial balance has the following special features :

1. The trial balance is prepared on a specific date. That is why, we use the word 'as on.....' with its heading.
2. Trial balance contains the list of all ledger accounts including cash account.
3. Trial balance may be prepared with the balances or totals or balances and totals of ledger accounts.
4. The total of the debit and credit column of the amount must be equal.
5. In case the debit and credit side of the trial balance are equal, we assume that the principles of 'Double Entry System' and the assumptions of accounting equation have been observed.
6. The difference between the debit and credit side of the trial balance points out that certain mistakes have been committed somewhere.

7. If both the debit and credit sides have the same total, it does not mean that there is no mistake in accounting.

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PURPOSE AND FUNCTIONS OF TRIAL BALANCE

The Trial balance is prepared with the following purpose :

1. **Test of arithmetical accuracy.** Trial balance is the test of accuracy of arithmetical calculations. If correct posting has been made from subsidiary books and ledger accounts and correct figures have been recorded and copied, the debit and credit total of the trial balance must tally.
2. **Summarised information of ledger accounts.** Trial balance contains a list of all ledger accounts. It presents the names of ledger accounts and the amount of their debit or credit balance. The summarised position of ledger accounts can be obtained at a glance from the trial balance. It would have been very difficult to assess the position of different ledger accounts from subsidiary books and ledger accounts.
3. **Basis for preparing final accounts.** The ultimate end of maintaining books of accounts is to ascertain the result of the business in term of profit and the value of different assets and liabilities. For this purpose, we prepare a profit and loss account and balance sheet on the basis of information supplied by the trial balance. It is, in this way, a source statement for preparing final accounts.
4. **Helpful for making adjustments.** While making final accounts certain adjustments regarding closing stock, outstanding and prepaid expenses, accrued and unearned income are to be made. While identifying items for adjustments, we will have to study the information furnished by the trial balance.

LIMITATIONS OF TRIAL BALANCE (*Errors not Affecting or Undetected by Trial Balance*)

Trial balance is taken as test of arithmetical accuracy. If both the debit and credit columns of trial balance are equal to each other, we assume that there is no mistake in the posting of journal and subsidiary books to ledger accounts, in carrying forward balances of ledger accounts to trial balance and even in the balancing of ledger accounts. This assumption is correct but should never be taken as conclusive proof of accuracy. It means that there are certain errors which remain undetected by trial balance. Both the debit and credit columns of the trial balance may be equal inspite of certain mistakes of omissions and principles. These errors may be mentioned as under :

1. Errors of omission in the books of original record
2. Errors of principle
3. Compensating errors
4. Incorrect account in the original books
5. Posting to wrong account.

1. Errors of omission in the books of original record

The entire transaction is not recorded in the books of accounts, we omit to record the transaction. For example, goods returned by Mohan were taken into stock but the return

was not entered in the books. The mistake cannot be discovered by trial balance, because equal amount could not be written at both the debit and credit sides of the trial balance as the entire transaction was not passed through due to omission. The error will affect the result of the business, so it should be rectified at the earliest.

If the omission is made in posting only one part of journal entry or omission is made in posting the total of the subsidiary books to ledger accounts or the total of ledger accounts to trial balance itself, the mistake will be detected. The trial balance will fail to discover the error, if the entire transaction has not been passed through journal or subsidiary book or a particular journal entry has not been posted in the ledger accounts completely.

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2. Errors of principle

We maintain books of accounts according to **double entry system**. According to this system, every debit has got its corresponding credit. The accounts will be arithmetically correct, if the same amount is written at the debit and also at the credit side. Errors of principles may be committed, if we debit or credit a wrong account due to our ignorance. The accountant does not have the understanding of the accounting concepts and commits errors. For example, purchases of building is capital expenditure and building account should be debited but if the accountant debits purchases account instead of building account, errors of principle will be there in the accounts. The trial balance will tally. Double entry record will be complete but the mistake will continue to remain in its accounts. Errors of principles in this way are not detected by the trial balance. In the same way, if salary is paid to the Managing Director but instead of debiting salaries account, Managing Director's personal account is debited, the errors of principle will be committed. The error will not at all be detected by the trial balance. Accountants and auditors should never take it as granted that there are no mistake after the agreement of trial balance, *i.e.*, trial balance should not be taken as final proof of accuracy.

3. Compensating errors

It is just possible that the effect of certain error is neutralised by the effect of another error. The combined effect of the two errors will equalise the debit and credit side of trial balance inspite of errors. It can be explained with the help of the following example.

Example. Sale of goods to Mohan for Rs. 100 was debited to Mohan's account with Rs. 10 only.

Rs. 100 received from Sohan was credited to Sohan's account with Rs. 10 only.

In the first error, Mohan's account was debited with Rs. 10 only, whereas it should have been debited with Rs. 100. It means that Rs. 90 was debited short. The effect of the error in the trial balance will be that the total of the debit side will be Rs. 90 lesser.

In the second error, Sohan's account has been credited with Rs. 10, whereas it should have been credited with Rs. 100. It shows that Rs. 90 have been written lesser at the credit side of Sohan's account. As per the effect of this error, the total of the credit column of trial balance will be lesser by Rs. 90.

The combined effect of the two errors on the trial balance is that the first error has reduced the total of the debit side by Rs. 90 and the second error has reduced the total of the credit side of the trial balance by the same amount *i.e.*, Rs. 90. Reduction of Rs. 90 from both sides will not affect trial balance. Both sides of trial balance will tally inspite of the two errors.

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4. Incorrect account in the original book

If the name of wrong account are used in the journal or subsidiary books, trial balance will not be able to detect it. For example, goods sold to Ramdhari for Rs. 300 was wrongly debited to Namdhari with Rs. 300. The mistake will not affect trial balance, because posting at the debit side of the trial balance has been made against Namdhari's account though instead of Ramdhari's account. In the same way, debiting or crediting wrong personal accounts cannot be detected by trial balance.

5. Posting to wrong account

If the posting from the debit side or credit side of cash book or from purchases book or sales book or returns book is made to wrong account but at the correct side and also with the correct amount, both the debit and credit side of trial balance will be equal inspite of these errors.

Following ledger accounts have debit balance :

1. All assets account, *i.e.*, cash, building and furniture etc.
2. All expenses and losses account, *i.e.*, wages, salaries and bad debts etc.
3. Purchases account
4. Sales return or returns inward account
5. Drawings account
6. Debtors account

Following ledger accounts have credit balance :

1. Capital account
2. Liabilities accounts
3. Reserve and funds accounts
4. Revenue and income account
5. Sales account
6. Purchases return or returns outward account
7. Creditors account
8. Interest on drawing account.

PREPARATION OF TRIAL BALANCE

The preparation of trial balance is the third step of recording business transactions in the books of accounts. The first step is to record the business transactions in subsidiary books and journal proper. The second step is to prepare ledger accounts on the basis of subsidiary books and journal. Trial balance is prepared on the following format :

Format of Trial Balance

Trial Balance

Name of the Accounts	L.F.	Amount	
		Debit Rs.	Credit Rs.
(1)	(2)	(3)	(4)

NOTES

Explanation of Columns

- (1) **Name of the account.** This column contains list of all ledger accounts. Names of accounts are written in this column. Accounts should not be omitted. Omission of any account will throw trial balance out.
- (2) **L.F. (Ledger Folio).** This column contains the page number of the different ledger accounts in the ledger. If salaries account is prepared at page 17 of the ledger, 17 will be written in the folio column against salaries account.
Amount column. All accounts in the ledger must be enlisted in the trial balance and their total or balance or both should be written in the amount column against them.
- (3) **Debit column.** The amount column is divided as debit and credit. If the trial balance is prepared by total method, the debit total of every account or debit balance of ledger accounts (in case the trial balance is prepared according to balance method) is written in the amount column. Debit balance means excess of debit side of an account over its credit side.
- (4) **Credit column.** If the ledger account shows a credit balance *i.e.*, credit side exceeds the debit side, the amount will be shown in the credit column (In case trial balance is prepared according to balance method). We will have to write the total of the credit side of the account if the trial balance is being prepared according to total method.

METHODS OF PREPARING TRIAL BALANCE

There are three methods of preparing trial balance. The total of both the debit and credit columns of the trial balance must be equal in all the methods. The following methods can be used for preparing trial balance :

1. Balance method
 2. Total method
 3. Total and Balance method
- 1. Balance Method**

Trial balance, as its name itself points out is prepared with the balance of ledger accounts. Every ledger account has got the debit and credit side. At the end of a certain period, ledger accounts are balanced. Excess of the total of the debit side of an account over

its credit side is known as debit balance and written in the debit column of the trial balance. In the same way, excess of credit side of an account over its debit side shows credit balance and will be written at the credit side of the trial balance. The total of both the debit and credit side must be equal.

NOTES

2. Total Method

According to this method, the total of the debit and credit side of every account is separately written in the debit and credit column of the trial balance. The total of both the debit and credit must be equal. If it is not equal, there are definitely certain errors which should be located and rectified.

3. Total and Balance Method

This method presents both the balance and total method in the same trial balance. The amount column is divided between total and balance methods. Each method has further two columns of debit and credit. The total of the debit and credit under each method must be equal. There will be different totals according to the different methods but the total of debit and credit of each method will be equal.

Illustration 1. Pass journal entries with the following information. Also prepare ledger accounts and trial balance.

2005		Rs.
Jan. 1	Michael started business with cash	20,000
Jan. 3	He opened a current account in the bank	5,000
Jan. 7	Purchased goods on credit from Nancy	4,000
Jan. 10	Paid to Nancy in full settlement	3,900
Jan. 13	Machinery purchased	2,000
Jan. 16	Goods sold to Rana	3,000
Jan. 18	Amount received from Rana	1,000
Jan. 20	Salaries paid	700
Jan. 23	Rent received	300
Jan. 28	Goods purchased from Rohit	4,000
Jan. 31	Interest on capital @ 10% for the month	
Jan. 31	Depreciation on machinery	100

Solution.

Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
2006				
Jan. 1	Cash A/c Dr. To Capital A/c (Being Michael started business with cash)		20,000	20,000
Jan. 3	Bank A/c Dr. To Cash A/c (Being amount paid into Bank)		5,000	5,000

Jan. 7	Purchases A/c To Nancy A/c (Being goods purchased from Nancy)	Dr.	4,000	4,000
Jan. 10	Nancy A/c To Cash A/c To Discount Received A/c (Being amount paid to Nancy who allowed discount)	Dr.	4,000	3,900 100
Jan. 13	Machinery A/c To Cash A/c (Being purchase of machinery)	Dr.	2,000	2,000
Jan. 16	Rana A/c To Sales A/c (Being sale of goods to Rana)	Dr.	3,000	3,000
Jan. 18	Cash A/c To Rana A/c (Being amount received from Rana)	Dr.	1,000	1,000
Jan. 20	Salaries A/c To Cash A/c (Being payment of salaries)	Dr.	700	700
Jan. 23	Cash A/c To Rent A/c (Being rent received)	Dr.	300	300
Jan. 28	Purchases A/c To Rohit A/c (Being goods purchased from Rohit)	Dr.	4,000	4,000
Jan. 31	Interest on Capital A/c To Capital A/c (Being Interest on Capital allowed)	Dr.	167	167
Jan. 31	Depreciation A/c To Machinery A/c (Being depreciation on machinery)	Dr.	100	100

NOTES

Ledger Accounts

Cash Account

NOTES

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2005				2005			
Jan. 1	To Capital A/c		20,000	Jan. 3	By Bank A/c		5,000
Jan. 18	To Rana's A/c		1,000	Jan. 10	By Nancy's A/c		3,900
Jan. 23	To Rent A/c		300	Jan. 13	By Machinery A/c		2,000
				Jan. 20	By Salaries A/c		700
				Jan. 31	By Balance c/d		9,700
			21,300				21,300
Feb. 1	To Balance b/d		9,700				

Bank A/c

Dr.				Cr.			
2005				2005			
Jan. 3	To Cash A/c		5,000	Jan. 31	By Balance c/d		5,000
			5,000				5,000
Feb. 1	To Balance b/d		5,000				

Purchases A/c

Dr.				Cr.			
2005				2005			
Jan. 7	To Akali A/c		4,000	Jan. 31	By Balance c/d		8,000
Jan. 28	To Abeni A/c		4,000				8,000
			8,000				
Feb. 1	To Balance b/d		8,000				

Nancy's A/c

Dr.				Cr.			
2005				2005			
Jan. 10	To Cash A/c		3,900	Jan. 7	By Purchases A/c		4,000
	To Discount A/c		100				4,000
			4,000				

Discount Received A/c

Trial Balance

<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Jan. 31	To Balance c/d		100	Jan. 10	By Nancy A/c		100
			100				100
				Feb. 1	By Balance b/d		100

NOTES

Capital A/c

<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Jan. 31	To Balance c/d		20,167	Jan. 1	By Cash A/c		20,000
				Jan. 31	By Interest on Capital A/c		167
			20,167				20,167
				Feb. 1	By Balance b/d		20,167

Machinery A/c

<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Jan. 13	To Cash A/c		2,000	Jan. 31	By Depreciation A/c		100
				Jan. 31	By Balance c/d		1,900
			2,000				2,000
Feb. 1	To Balance b/d		1,900				

Rana's A/c

<i>Dr.</i>				<i>Cr.</i>			
2005				2005			
Jan. 16	To Sales A/c		3,000	Jan. 18	By Cash A/c		1,000
				Jan. 31	By Balance c/d		2,000
			3,000				3,000
Feb. 1	To Balance b/d		2,000				

Salaries A/c

<i>Dr.</i>				<i>Cr.</i>			
2006				2006			
Jan. 20	To Cash A/c		700	Jan. 31	By Balance c/d		700
			700				700
Feb. 1	To Balance b/d		700				

NOTES

Sales A/c

<i>Dr.</i>						<i>Cr.</i>	
2005				2005			
Jan. 31	To Balance c/d		3,000	Jan. 16	By Rana A/c		3,000
			3,000				3,000
				Feb. 1	To Balance b/d		3,000

Rent A/c

<i>Dr.</i>						<i>Cr.</i>	
2005				2005			
Jan. 31	To Balance c/d		300	Jan. 23	By Cash A/c		300
			300				300
				Feb. 1	To Balance b/d		300

Rohit's A/c

<i>Dr.</i>						<i>Cr.</i>	
2005				2005			
Jan. 31	To Balance c/d		4,000	Jan. 28	By Purchases A/c		4,000
			4,000				4,000
				Feb. 1	To Balance b/d		4,000

Interest on Capital A/c

<i>Dr.</i>						<i>Cr.</i>	
2005				2005			
Jan. 31	To Capital A/c		167	Jan. 31	By Balance c/d		167
			167				167
Feb. 1	To Balance b/d		167				

Depreciation A/c

<i>Dr.</i>						<i>Cr.</i>	
2005				2005			
Jan. 31	To Machinery A/c		100	Jan. 31	By Balance c/d		100
			100				100
Feb. 1	To Balance b/d		100				

1. Balance Method

Trial Balance

Trial Balance as on January 31, 2005

Name of the accounts	L.F.	Amount	
		Debit Rs.	Credit Rs.
Cash A/c.....		9,700	—
Capital A/c.....		—	20,167
Bank A/c.....		5,000	—
Purchases A/c.....		8,000	—
Discount A/c.....		—	100
Machinery A/c.....		1,900	—
Rana's A/c.....		2,000	—
Salaries A/c.....		700	—
Sales A/c.....		—	3,000
Rent A/c.....		—	300
Depreciation A/c.....		100	—
Rohit's A/c.....		—	4,000
Interest on Capital A/c.....		167	—
		27,567	27,567

NOTES

Explanation :

- (i) The trial balance, prepared as above contains the list of all ledger accounts except Nancy's account which is closed and does not show any balance (the total of the debit and credit of Nancy's account are equal).
- (ii) Cash account, bank account, purchases account, machinery account, Rama's account, salaries account, depreciation account and interest on capital account show debit balance (excess of debit over credit) so the balance has been shown in the debit column. In the same way, capital account, discount account, sales account, rent account and Rohit's account show credit balance, so the amount has been written in the credit column.
- (iii) The total of the debit and credit side each is Rs. 27,567 and is equal.

2. Total Method

Trial Balance as on January 31, 2005

Name of the accounts	L.F.	Amount	
		Debit Rs.	Credit Rs.
Cash A/c.....		21,300	11,600
Capital A/c.....		—	20,167
Bank A/c.....		5,000	—
Purchases A/c.....		8,000	—
Nancy's A/c.....		4,000	4,000

NOTES

Discount A/c.....	—	100
Machinery A/c.....	2,000	100
Rana's A/c.....	3,000	1,000
Salaries A/c.....	700	—
Sales A/c.....	—	3,000
Rent A/c.....	—	300
Depreciation A/c.....	100	—
Rohit's A/c.....	—	4,000
Interest on Capital A/c.....	167	—
	44,267	44,267

Explanation :

- (i) Trial balance has the list of all the ledger accounts including Nancy's account which was dropped from the balance method. Cash account, Nancy's account, machinery account and Rana's account have posting at the debit and also at credit side, so the total of their debit side is written in the debit column and the total of the credit side is written in the credit column. Bank account, purchases account, salaries account, depreciation account and interest on capital account have posting only at their debit side so their totals have been written only at the debit side. In the same way, capital account, discount account, sales account, rent account and Rohit's account have posting only at the credit side, so the amount has been written in the credit column.
- (ii) The total of debit and credit columns according to this method is also equal.
- (iii) **Total and Balance Method**

Trial Balance
as on January 31, 2005

Name of the Accounts	L.F.	Total Method		Balance Method	
		Debit Rs.	Credit Rs.	Debit Rs.	Credit Rs.
Cash A/c		21,300	11,600	9,700	—
Capital A/c.....		—	20,167	—	20,167
Bank A/c.....		5,000	—	5,000	—
Purchases A/c.....		8,000	—	8,000	—
Nancy's A/c.....		4,000	4,000	—	—
Discount A/c.....		—	100	—	100
Machinery A/c.....		2,000	100	1,900	—
Rana's A/c.....		3,000	1,000	2,000	—
Salaries A/c.....		700	—	700	—
Sales A/c.....		—	3,000	—	3,000
Rent A/c.....		—	300	—	300
Depreciation A/c.....		100	—	100	—
Rohit's A/c.....		—	4,000	—	4,000
Interest on Capital A/c.....		167	—	167	—
		44,267	44,267	27,567	27,567

Explanation. The amount column is divided between total and balance methods. Each method has got its own debit and credit column. Names of all ledger accounts are enlisted. The debit and credit total of every account is posted in the total method. The balance of accounts have been written in the balance method. The total of the total method is Rs. 44,267 as per both the debit and credit side. The total of the debit and credit columns under balance method is Rs. 27,567 and are also equal.

NOTES

Illustration 2. The following trial balance was drawn from the books of Rana Traders on 31-12-2006 :

Trial Balance			
Debit	Rs.	Credit	Rs.
Building	60,000	Capital	73,600
Machinery	17,000	Fixtures	5,600
Returns outward	2,600	Sales	1,04,000
Bad debts	2,800	Debtors	60,000
Cash	400	Interest received	2,600
Discount received	3,000		
Bank overdraft	10,000		
Creditors	50,000		
Purchases	1,00,000		
	2,45,800		2,45,800

Even though the debit and credit sides agree, the trial balance contains certain mistakes. Redraft the Trial Balance.

Solution.

Redrafted Trial Balance
as on 31-12-2006

Name of the accounts	L.F.	Amount	
		Debit Rs.	Credit Rs.
Building A/c.....		60,000	
Machinery A/c.....		17,000	
Returns outward A/c.....			2,600
Bad debts A/c.....		2,800	
Cash A/c.....		400	
Discount received A/c.....			3,000
Bank overdraft A/c.....			10,000
Creditors A/c.....			50,000
Purchases A/c.....		1,00,000	
Capital A/c.....			73,600
Fixtures A/c.....		5,600	
Sales A/c.....			1,04,000
Debtors A/c.....		60,000	
Interest received A/c.....			2,600
		2,45,800	2,45,800

LIST OF IMPORTANT ACCOUNTS AND THEIR BALANCES

NOTES

Account Code	Name of the Account	Debit (Rs.)	Credit (Rs.)
	Capital Account	—	✓
	Fixed Assets Accounts :		
	* Land and Buildings.....	✓	—
	* Plant and Machinery.....	✓	—
	* Equipment and Tools.....	✓	—
	* Furniture, Fixtures and Fitting.....	✓	—
	* Goodwill	✓	—
	Current Assets Accounts :		
	* Cash in hand.....	✓	—
	* Cash at Bank(Generally)	✓	—
	* Sundry Debtors.....	✓	—
	* Bills Receivable.....	✓	—
	* Stock of Raw Materials.....	✓	—
	* Work-in-progress.....	✓	—
	* Stock of finished goods.....	✓	—
	Miscellaneous Accounts :		
	* Purchases	✓	—
	* Carriage inwards.....	✓	—
	* Carriage outwards.....	✓	—
	* Sales.....	—	✓
	* Sales Returns.....	✓	—
	* Purchase Returns.....	—	✓
	* Interest due/outstanding	—	✓
	* Commission/Discount paid.....	✓	—
	* Interest on drawings.....	—	✓
	* Long term Loan.....	—	✓
	* Bills Payable.....	—	✓
	* Outstanding Salaries.....	—	✓
	* Prepaid Insurance	✓	—
	* Loans advanced	—	✓
	* Advances from Customers.....	—	✓
	* Drawings.....	✓	—
	* Reserves and Surplus.....	—	✓
	* Provision for bad and doubtful debts.....	—	✓
	* Wages owing.....	—	✓

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Give four functions of trial balance.
2. Is it compulsory that the debit and credit side of trial balance must tally ?
3. How is the preparation of trial balance useful ?

B. Short Answer Type Questions :

1. How will an error be located if the posting is made at the wrong side of an account ?
2. Explain compensating error with a suitable example.
3. State the meaning of trial balance.
4. What is the purpose of preparing trial balance ?
5. Write two objectives of preparing trial balance.

C. Long Answer Type Questions :

1. Bring out clearly the purpose and limitations of trial balance.
2. "Is trial balance a conclusive proof of the accuracy of the books of accounts" ? Give examples in support of the answer.
3. "Is trial balance a conclusive proof of the accuracy of the books of accounts." If not, what are the errors which remain undetected inspite of its agreement.
4. If a trial balance tallies, can it be concluded that there is no error ?
5. Explain the meaning and objective of trial balance.

NOTES

CHAPTER 8 FINAL ACCOUNTS (WITHOUT ADJUSTMENTS)

NOTES

★ STRUCTURE ★

- ☆ Meaning of Final Accounts/Financial Statements
- ☆ Classification of Income
- ☆ Capital and Revenue Expenditure
- ☆ Trading Account
- ☆ Profit and Loss Account
- ☆ Balance Sheet
- ☆ Points to be considered while Preparing Final Accounts

MEANING OF FINANCIAL STATEMENTS/FINAL ACCOUNTS

Every firm likes to measure the performance of its business operations in terms of profit or loss. It also likes to know the values of its assets and liabilities on the closing date of accounting period. In order to ascertain its income and also to assess the position of assets and liabilities statements prepared are known as Financial Statements. These statements are also known with their traditional name as 'Final Accounts'.

Financial statements are divided in two parts, *i.e.*, income statements and position statements. The term income statement is traditionally known as Trading and Profit and Loss Account and position statements is known as balance sheet.

Business transactions are recorded in our original books, *i.e.*, subsidiary books and journal proper. With the help of these original books of record, we prepare ledger accounts. Trial balance is prepared with the balances of ledger accounts. With the help of Trial balance we prepare final accounts or financial statements. Final accounts consist of Trading account, profit and loss account and Balance sheet. Trading account shows gross profit or gross loss, net profit or net loss is available from Profit and loss account. The Balance sheet exhibits the position of assets and liabilities on a particular date.

CLASSIFICATION OF INCOME

Income can be broadly classified into two heads :

- | | |
|--------------------|--------------------|
| (1) Capital income | (2) Revenue income |
|--------------------|--------------------|

(1) Capital Income

In this case, any irregular income earned will be classified as capital income. For example, a huge amount of donation received in the case of non-profit organisation. Also in the case of profit-making organisations, if some capital assets is sold and a large amount of gain is realised on that sale. It will be classified as capital income.

(2) Revenue Income

-This refers to regular business income by sale of goods and services in the market. For example, if a television manufacturing company sells T.V. sets then income realised on that sale will be known as revenue income.

NOTES

CAPITAL AND REVENUE EXPENDITURE

Classification of Expenditure

Expenditure incurred in the business are classified as :

- (a) Capital expenditure
- (b) Revenue expenditure
- (c) Deferred revenue expenditure.

(a) **Capital expenditure.** Expenses incurred in acquiring and increasing the value of fixed assets are termed as capital expenditure. Amount spent on the purchase of land and building, plant and machinery, vehicles, furniture etc., is capital expenditure. The expenses incurred for addition and extension of fixed assets are also capital expenditure. Special features of capital expenditure is as under :

Special Features :

- (i) Capital expenditure is made for acquiring fixed assets.
- (ii) This expenditure increases the value of assets.
- (iii) These expenditures increase the profit earning capacity of business.
- (iv) These expenditures are casually incurred.
- (v) The assets acquired through these expenditures are not meant for sales.
- (vi) These expenditures are shown at the assets side of the Balance Sheet.

Certain examples of capital expenditure :

- (i) Purchasing fixed assets.
- (ii) Purchase of material for construction of building.
- (iii) Payment of wages for construction or extension of building.
- (iv) Payment of wages for addition of rooms or erection of sheds in the building.
- (v) Carriage, cartage and freight paid on acquiring assets such as plant and machinery, furniture etc.
- (vi) Installation charges of plant and machine.
- (vii) Repairs of assets, purchased second hand.
- (viii) Payment for goodwill.

Accounting Treatment of Capital Expenditure. On acquiring or increasing, the value of fixed assets through capital expenditure assets account is debited because these expenses increase the value of assets. (Assets are always debited for increase). These assets are shown at the assets side of the balance sheet. These expenses are not shown at the debit side of profit and loss account. The distinction between capital and revenue expenditure is important because revenue expenditures are debited to profit and loss account and capital expenditures are assets recorded in the Balance sheet.

(b) **Revenue expenditure.** These expenses are incurred as routine business expense. They are concerned with our day-to-day transactions. These expenses are incurred usually

in the ordinary life of business. They maintain the assets but do not increase their value. Special features of these expenditure is as follows :

Special Features :

- (i) These are routine expenses.
- (ii) These expenses are usually incurred.
- (iii) These expenses do not add to the value of assets but maintain it, i.e., white-washing and repairs.
- (iv) Revenue expenditure does not increase the profit earning capacity of the firm but simply maintains it.
- (v) Current assets acquired through these expenditures are meant for sale.
- (vi) Revenue expenses are shown at the debit side of the trading and profit and loss A/c.

Certain examples of revenue expenditure :

- (i) Purchase of goods.
- (ii) Payment of expenses in acquiring or manufacturing goods, i.e., carriage and wages etc.
- (iii) Payment of selling and distribution expenses.
- (iv) Repairs and maintenance of plant, machines, furniture, equipments etc.
- (v) White-washing of building.

It must be understood that expenditure is a wider term and includes expenses as well as assets. There is a difference between expenditure and expense. Expenditure is any outlay made or incurred by the firm. The part of expenditure, which is perceived to have been used or consumed in the current year, is termed as Expense of the current year.

Accounting Treatment of revenue expenditure. Expenses accounts are debited for these expenditures. These accounts are shown at the debit side of Trading account or Profit and loss account. For example, purchases account is debited for purchasing goods and shown at the debit side of Trading account. Other accounts concerning direct expenses, i.e., Carriage, cartage, freight, manufacturing expenses are recorded at the debit side of Trading account salaries, rent insurance, printing, stationery and other selling, administrative and financial expenses are shown at the debit side of profit and loss account. Revenue expenditures vitally affect our Gross Profit and Net profit, so they should be distinguished from capital expenditure.

Distinction between Capital Expenditures and Revenue Expenditures

Points of Distinction	Capital Expenditures	Revenue Expenditures
1. Meaning	Expenses incurred in acquiring and increasing the value of fixed assets are termed as capital expenditure.	Expenses incurred as routine business expenses are known as Revenue Expenditure.
2. Purpose	These are incurred in purchasing of fixed assets.	These are incurred for conducting of business affairs.
3. Where are they shown ?	These are shown at the assets side of the Balance Sheet.	These are shown at the debit side of trading profit and loss account.
4. Capacity	It increases the earning capacity of the business.	These are incurred for earning profit.
5. Period	Its benefits extend to more than one year.	Its benefits are restricted to only one year.

NOTES

NOTES

(c) **Deferred revenue expenditure.** *The expenditures which are incurred likely to give benefit for more than one accounting period are termed as deferred revenue expenditure.* These are revenue expenditures of capital nature. Expenses are very huge, so instead of charging the whole amount of expenditure in the year of the actual expense, the expenditure is split and written off over certain period. Preliminary expenses and advertising suspense are its examples.

Special Features :

- (i) Expenditures for developments, improvement and alterations are revenue expenditure but treated as capital expenditure.
- (ii) These expenditures are not immediately written off in the year of actual expenditure but split over a period of certain years as per the decisions and policies of the management.
- (iii) These expenditures are treated as assets and shown at the assets side of Balance sheet.

Certain examples of deferred revenue expenditures :

- (i) Advertising suspense—Huge expenditure on advertising, benefits of which will be availed of during certain following years.
- (ii) Preliminary expenses.
- (iii) Underwriting commission.
- (iv) Discount on issue of shares or debentures.
- (v) Loss on issue of shares or debentures.
- (vi) Cost of issue of shares and debentures.

Accounting treatment of Deferred revenue expenditure. These expenditures are capitalised, so they are treated as assets in the Balance sheet like other assets. As these assets are not tangible, therefore, they will have to be written off over a certain period. Whenever a part of these expenditures will be charged out of profit and loss account, we shall debit profit and loss account and credit specific assets account. The amount written off will also be deducted from the book value of assets. The treatment will be made just as we treat depreciation on assets.

Classification of Receipts

Receipts are also classified as :

- (a) Capital receipts
 - (b) Revenue receipts
- (a) **Capital receipts.** *Amount received from sale of fixed assets is capital receipts.* Amount received through capital, long-term loans or by issue of shares and debentures is capital receipts. Capital receipts are not current liabilities. These receipts show a credit balance, they are capitalised and shown at the liabilities side.
- (b) **Revenue receipts.** These are the routine receipts of the business just as receipt from sale of goods. Routine receipt of rent discount, interest, commission is also revenue receipts. **These receipts are shown either at the credit side of Trading account or profit and loss account.**

Distinction between Capital Receipts and Revenue Receipts

NOTES

<i>Point of distinction</i>	<i>Capital Receipts</i>	<i>Revenue Receipts</i>
1. <i>Meaning</i>	The amount received in form of capital introduced, loans taken and sale proceeds of the fixed assets is known as Capital Receipts.	The amount received mainly by selling of goods and services is known as Revenue Receipts.
2. <i>Nature</i>	These receipts are capital in nature.	These receipts are Revenue (<i>i.e.</i> day to day activities) in nature.
3. <i>Where are these shown ?</i>	These receipts are shown in the Liabilities side of Balance Sheet only.	These receipts are shown at the credit of either trading account or Profit and Loss account.
4. <i>Examples</i>	Sale of fixed assets, capital contribution and loans taken etc.	Profit on sale of assets, sale of goods, interest received on loans (advanced), royalty etc.

Illustration 1. Point out whether the following transactions are capital expenditure or revenue expenditure and also explain the treatment of these transactions in the final accounts :

- (i) Purchase of new material for the construction of factory building Rs. 2,00,000.
- (ii) Payment of wages amounting to Rs. 2,50,000 for construction of building.
- (iii) Cost of furnishing the newly constructed building Rs. 20,000.
- (iv) Cost of electrical installation in the new building Rs. 30,000.
- (v) Expenses in connection with obtaining the licence for the factory Rs. 10,000.
- (vi) Cost of acquiring machines Rs. 1,00,000.
- (vii) Payment of fire insurance premium Rs. 1,260.
- (viii) Renewal fee of licence Rs. 200.
- (ix) Distribution of free goods costing Rs. 40,000 to introduce the goods in the market.
- (x) Cost of purchasing old machinery for Rs. 12,000 and cost of its repair Rs. 10,000. The machinery was installed in the factory at a cost of Rs. 3,000.
- (xi) Cost of white-washing building and maintenance of machinery Rs. 12,000.

Solution.

- (i) **Cost of material for construction of building Rs. 2,00,000.** Cost of material will form part of the value of building, so it is a capital expenditure and will be shown at the assets side of the Balance sheet.
- (ii) **Payment of wages for construction of building.** Wages are the part of the value of building so it is a capital expenditure and thus added to the value of building and treated as an asset.
- (iii) **Cost of furnishing new building.** The value of building will increase with cost of the furniture so it will be capital expenditure and treated as an asset.
- (iv) **Cost of electrical installation in the new building.** Electrical installation will add to the value of new building, so it is a capital expenditure and will be shown at assets side.

- (v) **Expenses for obtaining licence of the factory.** It is capital expenditure, because benefits of this expenditure are not restricted to the current year only. The expense was necessary for the formation of factory. It will be treated as an asset.
- (vi) **Cost of acquiring machines.** It is capital expenditure and shown at assets side.
- (vii) **Payment of fire insurance premium** is revenue expenditure, because the expense will be paid regularly every year. It will be shown at the debit side of P/L A/c.
- (viii) **Renewal fee of the licence.** It is revenue expenditure and posted at the debit side of profit and loss account. Renewal fee is regularly paid whenever due.
- (ix) **Cost of distribution of free goods.** Cost of distribution of free goods with a view to introduce the item in the market is a type of advertising, Rs. 40,000 the cost of goods should be capitalised, treated as assets and written off within next 3 to 5 years.
- (x) **Cost of purchasing repairing and installing of old machinery.** It is capital expenditure and treated as an asset. Amount spent in the repairs and erection of old machinery will add to its value. It should be noted here that normal repairs and maintenance are revenue expenditure.
- (xi) **Cost of white-washing of Building and maintenance of machinery.** It is revenue expenditure, so it will be debited to profit and loss account. It is normal, regular and usual expenditure incurred with a view to maintain building and machinery.

Illustration 2. Identify whether following receipts are capital or revenue. How will they be treated in final accounts :

- (i) Sale proceeds of goods Rs. 20,000.
- (ii) Commencement of business with Rs. 60,000.
- (iii) Rent received from premises sublet Rs. 4,000.
- (iv) Profit on sale of land and building Rs. 5,000.
- (v) Amount received from sale of assets Rs. 80,000.
- (vi) Amount received from sale of scraps, i.e., newspapers, boxes, grass, bottles etc. Rs. 300.

Solution.

- (i) **Sale proceeds of goods.** It is revenue receipt and credited to Trading account. Sales of goods is normal and regular feature.
- (ii) **Commencement of business with Rs. 60,000.** It is capital receipt and shown at the liabilities side of the Balance sheet.
- (iii) **Rent received from premises sublet.** It is revenue receipt, because it is a regular income. It will be posted at the credit side of profit and loss account.
- (iv) **Profit on sale of land and building.** It is revenue receipts and posted at the credit side of profit and loss account. It should not be treated as operating income.
- (v) **Sale proceeds of assets.** Amount received from the sale of an asset is capital receipt. Excess of amount received over the book value of asset is revenue receipt. Loss on sale of asset is treated as revenue loss.
- (vi) **Sale proceeds from scraps.** It is revenue receipts and posted at the credit side of profit and loss account because its amount, is very nominal and it is routine affair.

NOTES

Limitations of Final Accounts/Financial Statements

In spite of being very useful to the business financial statements suffer from the following limitation :

NOTES

1. **Ignores qualitative aspect.** The notable weakness of financial statements is to present quantitative facts of the business in terms of money. Qualitative aspect however important are completely ignored. Administrative efficiency of the management and harmonious relations between management and labour are very significant factors in the success of the business but do not find a place in financial statements.
2. **Based upon convention and practices.** Financial statements are prepared according to the practices adopted by individual firms. Different identical firms may adopt different methods of charging depreciation. Different methods of depreciation will depict different performance in the identical situations. Methods of valuating stock may also differ. Accounting is criticised for its convention of conservatism *i.e.*, showing expected losses but ignoring expected income. **Stock is valued at cost price or market price whichever is lower.** In the same way, we do not show appreciation in the assets generally but we do not miss to show depreciation.
3. **Ignores human resource.** Human element is essential, active and sensitive factor of production. Physical factors, *i.e.*, land, material, money, machines and equipments are meaningless without human factor. Financial statements do not accord any weightage to human resources.
4. **Ignores price level changes.** Change in the price affects cost of production, sales and value of assets. Changes in the price are quite obvious under inflation but financial statements ignore it. Changes are not incorporated in financial statements.
5. **Ignores interest of all concerned parties.** Financial statements are prepared taking into considerations proprietors interest. The Interest of other interested parties such as workers, investors, debenture holders, creditors, stock exchanges, economists and taxation authorities is ignored.

Preparation of Final Accounts (Financial Statements)

There are three following stages of preparing final accounts of a trading concern :

1. Trading account
2. Profit & Loss Account and
3. Balance Sheet.

TRADING ACCOUNT**Meaning**

An Income statement prepared with cost of raw material, purchases and direct expenses (expenses on acquiring and manufacturing goods) with a view to ascertain gross Profit or Loss is known as Trading Account.

Direct Expenses**(i) Expenses on acquiring goods**

- Carriage and cartage (inward)
- Freight inward
- Octroi and local taxes
- Excise duty
- Import duty, landing and clearing charges.

(ii) Expenses on manufacturing goods

- Coal, gas, water and fuel
- Wages (Productive)
- Fuel, power and motive power
- Consumable stores
- Manufacturing expenses
- Factory expenses.

Direct expenses form part of the cost of goods purchased or manufactured. It does not include selling and distribution expenses.

Need/Importance and Purpose of Trading Account

The purpose and importance of preparing trading account is summarised as under :

- 1. Ascertaining gross profit/gross loss.** The main purpose of preparing Trading account is to ascertain gross profit or gross loss. Excess of credit side over the debit side of Trading account is gross profit and the excess of debit side over the credit side is gross loss. The gross profit ratio between 20% to 30% is treated as standard. Gross profit should be sufficient to cover selling and distribution expenses. The adequacy of gross profit is measured with reference to sales.
- 2. Ascertaining ratio of direct expenses to gross profit.** Trading account shows the details of direct expenses incurred in acquiring and manufacturing goods. Cost of production increases with the increase in direct expenses. The margin and the amount of profit is vitally affected by direct expenses. The ratio of direct expenses to gross profit is calculated and compared with the desired and previous performance and efficiency is measured.
- 3. Ascertaining ratio between purchases and direct expenses.** Relationship between purchases and direct expenses is ascertained through Trading account. The amount of purchases and direct expenses are available from Trading account. Direct expenses add to the cost of purchases.

The relationship between purchases and direct expenses indicates how far direct expenses are reasonable and adequate.
- 4. Calculation of cost of goods sold.** Gross profit or loss is based upon cost of goods sold. It is based upon the information available from Trading account. Cost of goods sold is ascertained by adding opening stock, purchases and direct expenses and deducting closing stock from it. It can also be calculated by deducting gross profit from sales. Cost of goods sold helps us in calculating profit of the firm.
- 5. Calculation of gross profit ratio.** The firm calculates gross profit ratio and measures the efficiency of its performance. Gross profit ratio is calculated by comparing gross profit to net sales. Gross profit ratio should be sufficient to cover expenses. The ratio is compared with the desired ratio or with the ratio of previous year and performance evaluated.

NOTES

Proforma of Trading account

Trading Account

(for the period ending December 31, 2006)

NOTES

Dr.

Cr.

<i>Expenses/Losses</i>	<i>Amount Rs.</i>	<i>Revenue/Gain</i>	<i>Amount Rs.</i>
To Opening Stock <i>Or</i> Stock (1-1-2003 or opening date of accounting period) <i>or</i> Stock in the beginning <i>or</i>		By Sales <i>Less</i> : Sales return <i>Or</i> Returns inward	
To Stock :		By Closing stock <i>Or</i>	
Raw material.....		Stock on 31-12-2003 <i>Or</i>	
Work in progress <i>or</i>		Stock at the end of the year <i>Or</i>	
Semi finished goods <i>or</i>		By Stock :	
Partly manufactured goods		Raw material	
Finished Goods		Work in progress	
To Purchases		Finished goods	
<i>Less</i> : Purchases return <i>Or</i> Returns outward		By Gross loss—transferred to P/L A/c <i>(If debit side exceeds the credit side)</i>	
<i>Less</i> : Goods taken by proprietor <i>(if in adjustment)</i>			
<i>Less</i> : Goods given as charity <i>(if in adjustment)</i>			
<i>Less</i> : Goods given as free sample <i>(if in adjustment)</i>			
To Carriage or cartage <i>or</i> Carriage inward <i>or</i> Carriage on purchases <i>or</i> Carriage and freight			
To Octroi or local taxes			
To Import duty, customs, Landing charges, clearing charges			
To Wages or productive Wages or manufacturing Wages or direct wages or wages and salaries			
To Coal gas and water			
To Fuel			
To Heating and Lighting			
To Power or motive power			
To Manufacturing expenses			
To Consumable stores			
To Packing charges			

NOTES

To Assembling expenses			
To Direct expenses			
To Factory Expenses			
To Productive expenses			
To Royalty			
To Gross Profit transferred to P/L A/c. (If credit side exceeds the debit side)			

Illustration 3. Prepare trading account only from the following Trial balance of Chinese Corner Hotel as on 31st March, 2003 :

	Dr. Rs.	Cr. Rs.
Purchases.....	15,750	
Sales.....		21,000
Returns inward.....	600	
Opening stock.....	13,000	
Freight outward.....	65	
Carriage inward.....	50	
Salaries and wages.....	572	
Rent and taxes.....	226	
Travelling expenses.....	187	
Discount.....	115	
Commission.....	108	
Bank A/c.....	6,647	
Trade Creditors.....		2,700
Sundry debtors.....	4,380	
Capital A/c.....		20,000
Drawings A/c.....	2,000	
	43,700	43,700

Closing Stock was estimated at Rs. 12,000.

Solution.

Trading Account of Chinese Corner Hotel
for the year ended 31st March, 2003

Dr.		Cr.	
Expenses/Losses	Amount Rs.	Revenue/Gain	Amount Rs.
To Opening Stock	13,000	By Sales	21,000
To Purchases	15,750	Less : Returns	600
To Carriage Inward	50		
To Gross Profit transferred to P/L A/c	3,600	By Closing Stock	12,000
	32,400		32,400

NOTES

Explanation. Information contained in the Trial balance refer to assets, liabilities and indirect expenses, so these accounts have been omitted and not transferred to Trading account. Freight outward, salaries and wages, rent and taxes, travelling expenses and commission are indirect expenses. They are concerned with selling of goods. These expenses will be transferred to the debit side of profit and loss account.

Bank and debtors are assets and these accounts will be posted at the assets side of Balance sheet. Drawings will be shown as deducted from capital at the liabilities side.

Creditors and capital represent liabilities so they will also be entered at the liabilities side.

PROFIT AND LOSS ACCOUNT

Meaning

The income statement prepared with the items of expenses, losses, income and gain with a view to ascertain the amount of Net Profit or Loss in the business is known as Profit and Loss Account.

Need/Purpose and Importance of Profit and Loss Account

The purpose and the importance of preparing profit and loss account is as under:

- 1. Knowledge of net profit or net loss.** The purpose of preparing profit and loss account is to ascertain the amount of net profit or loss. This is the actual profit available to the proprietor and credited to his capital account. In case of net loss proprietor's capital account will be debited. The net profit is calculated after charging all indirect expenses.
- 2. Ascertaining ratio between net profit and net sales.** We get net profit from profit and loss account. This net profit is matched with the net sales to calculate net profit ratio. This ratio is compared with the desired net profit ratio and if there is any short coming, that will be removed. This ratio can also be compared with the ratio of previous years and effective future line of action can be taken.
- 3. Calculation of expenses ratio to sales.** Expenses ratio to sales is calculated. We can calculate individual expenses to sales ratio and compare it with desired expenses ratio and with the ratio of previous years. It will always be in the interest of the firm that the expenses ratio should be the minimum.
- 4. Comparison of actual performance with desired performance.** The actual performance of the business is available with the profit and loss account as regards net profit, individual expenses and individual income. We compare our actual performance with our planned and desired performance, identify weaknesses and try to remove them.
- 5. Maintaining provision and reserves.** We have to maintain certain reserves and provision to meet our future uncertainties. The amount of provisions, reserves and funds to be maintained depends upon net profit earned by the firm. It is necessary to prepare profit and loss account to determine the net profit, so that effective provision for uncertain future could be maintained.

Proforma
Profit and Loss Account
for the year ending.....

Final Accounts
(Without Adjustments)

Dr. Cr.

NOTES

<i>Expenses/Losses</i>	<i>Amount</i> <i>Rs.</i>	<i>Revenue/Gain</i>	<i>Amount</i> <i>Rs.</i>
To Gross loss—transferred from trading A/c (if any)		By Gross profit transferred from trading A/c	
To Salaries <i>Or</i> Salaries and wages		By Interest received	
To Rent, rates and taxes or office rent		<i>Or</i>	
To Godown rent or storage or warehousing		Interest (credit)	
To Office expenses or establishment		<i>Or</i>	
To Miscellaneous, or sundry expenses		Interest on Investment	
To Insurance		<i>Or</i>	
To Stationery		Interest on fixed deposit	
To Printing and stationery		<i>Or</i>	
To Staff Welfare Expenses		Interest on Loans and advanced	
To Lighting		<i>Or</i>	
To Water and Electricity		By Rent received	
To Establishment expenses		<i>Or</i>	
To Postage and telegrams		Rent (credit)	
To E-mail and Fax charges		<i>Or</i>	
To Courier Services charges		Rent from tenant	
To Telephone expenses		By Discount received	
To Law charges or law cost or litigation expenses or legal charges		<i>Or</i>	
To Repairs and renewal of Maintenance or upkeep		Discount (credit)	
To Distribution expenses		By Commission received	
To Travelling expenses/Conveyance		By Dividends Received	
To General expenses		By Profit from sale of assets	
To Stable expenses		By Refund of tax	
To Selling expenses		By Compensation received	
To Carriage or freight Outward		By Apprenticeship premium	
To Carriage on sales		By Difference in exchange (credit)	
To Indirect or unproductive wages		By Interest on drawings	
To Audit fee		By Discount on creditors	
To Entertainment expenses		By Bad debts recovered	
To Interest paid or interest (debit) or interest on overdraft or interest on loans borrowed		By Miscellaneous receipts	
To Discount allowed or discount on debtors		By Appreciation or increase in the value of assets	
		By Income from Investment	
		By Reserve for bad and doubtful debts (old reserve—if not treated at the debit side of P/L A/c	
		By <i>Net loss</i> —Transferred to Capital	

NOTES

To Bad debts or Bad debts written off	A/c (If debit side exceeds credit side)
To Reserve or provision for bad and doubtful debts (New reserve—in adjustment)	—Balancing Figure
To Depreciation	
To Interest on Capital	
To Discounting charges	
To Bank charges or Collection charges	
To Export charges	
To Trade expenses	
To Administrative expenses	
To Financial expenses	
To Commission paid	
To Advertisement	
To Charity and Donation	
To Sample expenses	
To Licence fee	
To Delivery charges	
To Brokerage	
To Sales tax paid	
To Loss on sale of assets	
To Loss by fire/theft/accident	
To Upkeep or Maintenance of assets	
To Commission	
To Net Profit—Transferred to Capital A/c (If credit side exceeds debit side)	
—Balancing Figure	

Illustration 4. Prepare Profit and Loss A/c from the following information :

	Rs.		Rs.
Carriage on Purchase	2,000	Salaries-factory's manager	2200
Carriage on Sales	1,000	Office manager	1,500
Duty on Exports	2020	Gross Profit	15,200
Lighting	1050	Rent received	1500
Water and electricity	2120	Rent paid	500
Advertisement	100	Commission (Cr.)	1200

Solution.

Profit & Loss A/c

<i>Expenses/Losses</i>	<i>Amount</i>	<i>Revenue/Gain</i>	<i>Amount</i>
To Carriage on sales	1,000	By Gross Profit	15,200
To Duty on Exports	2,020	By Rent received	1,500
To Lighting	1,050	By Commission	1,200
To Water and electricity	2,120		
To Advertisement	100		
To Salaries—Office	1,500		
To Rent paid	500		
To Net profit transferred to capital A/c	9,610		
	17,900		17,900

NOTES

Illustration 5. From the following Trial balance of Sri Ram & Sons, prepare the Trading and profit and loss account for the year ended 31st March, 2002.

Trial Balance
as on 31st March, 2002

<i>Name of Account</i>	<i>Debit</i>	<i>Credit</i>
	<i>Rs.</i>	<i>Rs.</i>
Ram's Capital		29,000
Ram's Drawings	760	
Purchases and Sales	8,900	15,000
Sales and Purchases Return	280	450
Stock (1-4-2001)	1,200	
Wages	800	
Building	22,000	
Freight and Carriage	2,000	
Trade Expenses	200	
Advertisement	240	
Interest		350
Taxes and Insurance	130	
Debtors and Creditors	6,500	1,200
Bills Receivable and Bills Payable	1,500	700
Cash at bank	1,200	
Cash in hand	190	
Salaries	800	
	46,700	46,700

Adjustments. (i) Stock on 31st March, 2002 was valued at Rs. 1,500.

Solution.

Trading and Profit and Loss Account of Sri Ram & Sons

Dr.

for the year ended 31st March, 2002

Cr.

NOTES

Expenses/Losses		Amount Rs.	Revenue/Gain		Amount Rs.
To Stock (1-4-2001)		1,200	By Sales	15,000	
To Purchases	8,900		Less : Returns	280	14,720
Less : Returns	450	8,450	By Closing Stock		1,500
To Wages		800			
To Freight & Carriage		2,000			
To Gross Profit c/d		3,770			
		16,220			16,220
To Trade Expenses		200	By Gross Profit b/d		3,770
To Advertisement		240	By Interest		350
To Taxes and Insurance		130			
To Salaries		800			
To Net Profit transferred to Capital A/c		2,750			
		4,120			4,120

Explanation. Purchases and sales have been given under one head purchases have debit balance, so Rs. 8,900 placed at the debit side of Trial balance is purchases and Rs. 15,000 will be the amount of sales, because it is given at the credit side of Trial balance (sales have credit balance) sales and purchases return have also been given under one head. Purchases return shows credit balance and sales return shows debit balance. This is why, Rs. 280 represents sales return and Rs. 450 is purchases return.

BALANCE SHEET

Meaning

Balance sheet is a mirror which reflects the true position of assets and liabilities on a particular date. Trading and profit and loss account shows gross profit or gross loss and net profit or net loss respectively. These accounts deal with expenses, income and receipts, i.e., revenue receipts and payment. The firm also makes certain capital expenditure and gets capital receipts. It owns certain assets and also certain liabilities. These assets and liabilities show that the financial position of the firm. This is why, Balance sheet is also known as position statement. We adopt double entry system of accounting, where every debit has got its corresponding credit. According to our accounting equation also :

$$\text{Assets} = \text{Liabilities} + \text{Capital.}$$

It means that the total of the assets side of Balance sheet must be equal to the total of liabilities. Liabilities consists of creditors equity (liability) and proprietor's equity. In other words, creditors and proprietor's claim againsts the firm must be equal to its assets. If assets and liabilities of Balance sheet do not tally, there is definitely certain mistake. According to Freeman "A Balance sheet is an itemwise list of assets, liabilities and proprietorship of a business at a certain date".

Features/Characteristics of Balance Sheet

Balance sheet is the position statement which shows the position of assets and liabilities. It has got the following special features :

1. **Balance sheet is a statement.** Though Balance sheet is an integral part of double entry system, but it is not an account. It has got the balance of certain ledger accounts. The balance of all ledger accounts are not shown in it.
2. **Prepared on a specified date.** Balance Sheet is prepared on a specific date, *i.e.*, at the end of accounting period. It is common practice and also legal requirement to prepare Balance sheet together with Trading and profit and loss account at the end of the accounting year. It may be prepared after every six months if the proprietors so desire. Accounting year may consist of calender year or assessment year or its own accounting year. Companies are required to adopt assessment year (April 1 to 31st March) as per legal requirement. Sole proprietorship and partnership can adopt accounting year which suits them, *i.e.*, Diwali to Diwali or Dussehra to Dussehra or assessment or calender year.
3. **It is a statement of assets and liabilities.** Though the Balance sheet has debit and credit balance but its sides are named as assets and liabilities. The left hand side is a liability representing credit balance. Right hand side is assets representing debit balances.
4. **Knowledge about the nature of assets and liabilities.** Balance sheet categorise assets as liquid assets, current assets, fixed assets and fictitious assets. Knowledge of liabilities as current liabilities, fixed liabilities and reserve and funds can be gained from Balance sheet.
5. **Knowledge of financial position.** Balance sheet depicts true financial position of the business. The position can be ascertained by study of the Balance sheet. We can calculate short-term and long-term financial ratios, proprietary and other ratios to have the knowledge of the financial soundness of the business.
6. **Assets and liabilities tally each other.** The total of assets must be equal to liabilities. According to accounting equation, assets are always equal to creditors, and proprietor's equity. If the total of assets and liabilities are not equal, there is likely to be certain mistake.

NOTES

Need and Purpose of Balance Sheet

Balance sheet is a vital part of final account. It has to be compulsorily prepared as per legal provisions. Objects of the Balance sheet have been summarised as under :

Main objectives of Balance Sheet

The main object of Balance sheet is to assess the financial position of the firm. It is the list of assets and liabilities of the firm on a specific date. The short-term and long-term financial position of the firm can be obtained from the analysis of the Balance sheet.

Balance sheet is rightly said to be a mirror reflecting the true value of assets and liabilities on a particular date.

Difference between Profit and loss accounts (Income Statement) and Balance sheet (Position Statement)

Income statement (Trading and profit and loss account) and position statements (Balance sheet) can be differentiated as under :

NOTES

<i>Points of Difference</i>	<i>Profit and Loss Account</i>	<i>Balance Sheet</i>
1. Types of account	Only nominal accounts are entered in profit and loss account.	It records personal and real accounts.
2. Objective	The objective of preparing profit and loss account is to ascertain the net profit or loss of the business.	The purpose of preparing balance sheet is to understand the financial position of the firm.
3. Sides	The left hand side of the profit and loss account is the debit and the right hand side is credit.	It has liabilities at its left hand side and assets at right hand side.
4. Nature	Profit and loss account is an account. We use the word 'To' before accounts at the debit side and 'By' at the credit side.	Balance sheet is not an account, it is a statement. We do not use 'To' or 'By' in it.
5. Balancing figure	The balancing figure of the profit and loss account is either net profit or net loss. Excess of credit side is net profit and the excess of debit side is net loss.	It does not show any balancing figure. The total of assets and liabilities are always equal.
6. Specific date/ period	Profit and loss account shows the position of the accounting period, generally a year.	Balance sheet shows the position of assets and liabilities on a particular date.
7. Types of expenditure	Revenue expenditures are recorded in the profit and loss account.	Capital expenditures are entered at the assets side of the Balance Sheet.

**Proforma
Balance Sheet
as on**

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Current Liabilities Creditors Bills payable Bank overdraft Outstanding expenses Income received in advance Short-term loans Fixed Liabilities Loan Mortgage Loan from financial institutions Debentures		Current Assets Cash in hand Cash at bank Debtors or sundry Debtors or book debts Stock or inventory Goods sent on consignment Bills or Notes Receivable Short-term or Trade investment Prepaid expenses Accrued income Sales Tax Collected -	

Capital

Add : Net Profit
 Add : Interest on capital
 (if in adjustment)
 Add : Remuneration, i.e., salaries,
 commission, fee payable to
 proprietors
 (if in adjustment)
 Less : Drawings
 Less : Interest on drawings
 Less : Net loss
 Less : Income tax

Reserves and Funds

General reserve
 Reserve funds
 Contingency reserve
 Provident fund
 Employees compensation fund
 Provision for taxation

Investments

Details of investment :
 Long-term investment
 Loans granted

Fixed Assets

Land and building
 Or
 Freehold premises
 Machinery
 Or
 Plant and Machinery
 Equipments
 Or
 Tools and Equipments or
 loose tools
 Furniture or Fixtures
 Or
 Furniture and fittings
 Or
 Fixtures and fittings
 Vehicles—truck, car, vans,
 tempo, scooter, cycle etc.
 Horses and carts
 Live-stock (animals)
 Goodwill
 Patents and Trade Mark

Miscellaneous Expenses
 Advertising suspense
 Discount on issue of shares
 Discount on issue of
 debentures

NOTES

POINTS TO BE CONSIDERED WHILE PREPARING FINAL ACCOUNTS

1. **Preparation of Trial balance.** Trial balance should be prepared before preparing Balance sheet. If the debit and credit sides of trial balance do not tally the difference should be provisionally transferred to suspense account and the suspense account should be shown in the Balance sheet.
2. **Showing items from Trial balance at one place.** All the items appearing in the trial balance are shown at one place only whether at the debit side of trading account or profit and loss account or assets or at the credit side of trading account or profit and loss account or liabilities.
3. **Posting from Trial balance.** Accounts appearing at the debit side of Trial balance are shown at the debit side of Trading account or profit and loss or at the assets side of

NOTES

the Balance sheet. In the same way, accounts appearing at the credit side of trial balance are shown at the credit side of Trading or profit and loss account or at the liabilities side.

4. **Posting of expenses.** All direct expenses, *i.e.*, expenses for manufacturing and acquiring goods are written in Trading account. Indirect expenses and losses regarding selling and distribution of goods are written in profit and loss account.
5. **Personal and Real accounts.** All the personal and real accounts are recorded in the Balance sheet.
6. **Factory and office expenses.** All factory expenses are direct expenses. They are written at the debit side of Trading account. Office expenses are indirect expenses and they are written at the debit side of Profit and loss account.
7. **Treatment of rent, discount, interest and commission.** Rent, discount, interest and commission may be an income or an expense. If these expenses are paid they are our expenses. If they are received it will be an income and posted at the credit side of Profit and loss account. If there is no Trial balance or no specific word as allowed or received these items should be treated as expense and posted to be debit of profit and loss account.

Illustration 6. From the following Trial Balance extracted from the books of Mahinder Singh, prepare Trading and Profit & Loss A/c for the year ending March 31st, 2004 and the Balance sheet as on that date.

Name of Account.	Debit Balances	Credit Balances
Drawing and Capital	20,000	1,99,000
Plant & Machinery	80,000	
Debtors & creditors	70,000	50,000
Purchases and sales	1,10,000	2,20,000
Returns	10,000	7,000
Wages	40,000	
Cash in hand	5,000	
Cash at Bank	10,000	
Salaries	30,000	
Repairs	8,000	
Stock	45,000	
Rent	10,000	
Manufacturing Expenses	7,000	
Bill receivable	12,000	
Bill Payable		20,000
Bad debts	5,000	
Carriage	9,000	
Furniture	15,000	
Income tax	10,000	
	4,96,000	4,96,000

Closing stock was valued at Rs. 50,000.

Solution.

*Final Accounts
(Without Adjustments)*

Dr. Trading and Profit and Loss Account Cr.

<i>Expenses/Losses</i>	<i>Amount Rs.</i>	<i>Revenue/Gain</i>	<i>Amount Rs.</i>
To Opening Stock	45,000	By Sales	2,20,000
To Purchases	1,10,000	Less : Returns	10,000
Less : Returns	7,000	By Closing stock	50,000
To Manufacturing Expenses	7,000		
To Carriage	9,000		
To Wages	40,000		
To Gross Profit c/d	56,000		
	<u>2,60,000</u>		<u>2,60,000</u>
To Salaries	30,000	By Gross Profit b/d	56,000
To Repairs	8,000		
To Rent	10,000		
To Bad debts	5,000		
To Net Profit transferred to Capital A/c	3,000		
	<u>56,000</u>		<u>56,000</u>

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Balance Sheet

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital	1,99,000	Plant & Machinery	80,000
Add : Net Profit	3,000	Furniture	15,000
	<u>2,02,000</u>	Bills receivable	12,000
Less : Drawings	20,000	Sundry Debtors	70,000
	<u>1,82,000</u>	Closing stock	50,000
Less : Income tax	10,000	Cash at bank	10,000
Sundry creditors	50,000	Cash in hand	5,000
Bills payable	20,000		
	<u>2,42,000</u>		<u>2,42,000</u>

Notes. It should be noted that Drawings, debtors and returns inward have debit balance, so the amount of these items should be picked from the debit side of Trial balance. In the same way Capital, creditors and returns outward have credit balance, so picked up from the credit side of Trial balance.

REVIEW QUESTIONS

NOTES

A. Very Short Answer Type Questions :

1. How will you show the following items :
(i) Drawing ; (ii) Returns Inward (Bills returned) ; (iii) Returns outward.
2. Mention the stages of Final Accounts.
3. How will you treat expenses on acquiring goods ?
4. Where will you show goods in transit A/c ?
5. Give any two difference between Profit & Loss A/c and a Balance Sheet.

B. Short Answer Type Questions :

1. Point out any three points of difference between Profit and Loss Account and Balance Sheet.
2. Mention the two formulae (except the preparation of trading Account) for the calculation of Gross Profit.
3. Explain briefly the object of Trading Account.
4. Describe briefly three objectives of preparing Profit and Loss A/c.
5. Explain briefly the two characteristics of position statement.

C. Long Answer Type Questions :

1. What do you mean by Final accounts ? What are its constituents ? Name them and briefly explain the purpose of each of them.
2. Explain the importance and purpose of final accounts.
3. Explain : (a) Current assets ; (b) Current liabilities ; and (c) Working capital.
4. Explain the following statements :
(a) Balance sheet is not an account but it is the list of assets and liabilities.
(b) Balance sheet and profit and loss account are inter-dependent.

★ STRUCTURE ★

- ☆ Adjustments/Additional Information in preparation of Final Accounts
- ☆ Depreciation in the Value of Assets
- ☆ Appreciation in the Value of Assets
- ☆ Outstanding Expenses
- ☆ Prepaid Expenses
- ☆ Accrued or Outstanding Income
- ☆ Unearned Income
- ☆ Interest on Capital
- ☆ Interest on Drawings
- ☆ Interest and Dividend on Investment
- ☆ Interest on Loan
- ☆ Bad Debts (Not in Adjustment)
- ☆ Provision for Bad and Doubtful Debts (Adjustment)
- ☆ Further Bad Debts (Adjustment)
- ☆ Provision for Bad and Doubtful Debts (Given in the Trial Balance)
- ☆ Provision for Discount on Debtors
- ☆ Closing Stock
- ☆ Summarised Presentation of Adjustments

ADJUSTMENTS/ADDITIONAL INFORMATION IN PREPARATION ON FINAL ACCOUNTS

Business is going concern. It has to be carried on indefinitely. We cannot wait indefinitely for the assessment of the performance of the business, so we distribute the life of the business in equal and uniform periods, generally a year. At the end of every accounting year, we prepare Trading and profit and loss account and measure the performance of business in terms of Gross profit and Net profit. We also prepare a Balance sheet at the end of the year to assess the value of assets and liabilities.

While preparing Final accounts at the end of every accounting period, we come across certain problems. The expenses of the current year are still payable or the expenses of the next year have been paid during the current year. Sometimes, income of the current year remains still receivable and the income of the next year has been received during the current year. Depreciation on assets, interest on capital and provision for bad and doubtful debts of the current year has not been recorded in the books as yet. We are required to adjust these amounts in the final accounts of the current year so that the correct profit or loss of the business may be ascertained. We will have to pass adjusting journal entries for all these items, errors and omissions, not yet recorded in the books. These items do not appear in the Trial balance. They are adjusted at two places in the final accounts.

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DEPRECIATION IN THE VALUE OF ASSETS

The assets acquired in the business are continuously used. They will naturally be losing their utility, value and usefulness. In other words, there will be wear and tear. *Loss in the value of assets due to its constant use is termed as depreciation.* It is necessary that loss due to depreciation must be accounted for. Certain provisions should be made, so that the assets may be replaced without much financial problems.

Treatment in Final Accounts

- (i) **If depreciation account appears in Trial balance.** It will be posted to the debit side of profit and loss account only, as it is an item from Trial balance. (Items from Trial balance are posted only at one place).
- (ii) **If depreciation is an item of adjustments.** We shall first of all calculate the amount of depreciation on the specific assets at the given rate. An adjusting entry (mentioned as above) will be passed. Depreciation account will be transferred to the debit side of Profit and Loss account. It will also reduce the value of the concerned asset, so the value of asset will be shown at reduced price in the Balance sheet. Depreciation on furniture (mentioned in the above example) will be shown as under in the profit and loss account and Balance sheet.

Profit and Loss Account			Balance Sheet	
Dr.	Cr.	Liabilities	Assets	
To Depreciation			Furniture	10,000
on Furniture	1,000		<i>Less</i> : Depreciation	<u>1,000</u> 9,000

APPRECIATION IN THE VALUE OF ASSETS

It is just possible that value of certain assets such as land and building may increase. This increase in the value is gain, so it will be credited. It will also increase the value of assets, so assets account will be debited as the rule for assets goes 'debit the increase'.

Treatment in Final Accounts

- (i) **If appreciation appears in Trial balance.** It will be shown at the credit side of profit and loss account only, because it is gain.
- (ii) **If appreciation appears in adjustment.** All the items appearing in adjustments are shown at two places in the final accounts. Appreciation is a gain so it will be shown at the credit side of profit and loss account on the one hand, and on the other hand, it will be added to the value of concerned assets in the Balance sheet. If land and building worth Rs. 1,00,000 appreciated @ 15% the following entry will be passed.

It will be shown in the Profit and loss account and Balance sheet as under :

Profit and Loss Account			Balance Sheet	
Dr.	Cr.	Liabilities	Assets	
			Land and building	1,00,000
By Increase in the			<i>Add</i> : Appreciation	<u>15,000</u>
value of land				1,15,000
and building	15,000			

Note. As a convention of conservatism firms generally do not show the increase in the value of their assets, as such appreciation is casual item. whereas depreciation is an usual item.

OUTSTANDING EXPENSES OR ACCRUED EXPENSES OR EXPENSES OWING OR UNPAID OR DUE

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These expenses are related to the current year but remain unpaid. As they are the expenses of the current year, so they must be debited and charged from the profit and loss account of the current year. The expenses remained unpaid so far during the current year, so they are the liability of the firm. For example, the firm pays Rs. 5,000 wages per month to its workers. Wages are paid on the 1st day of every month, *i.e.*, wages for the month of March, 2003 will be paid on April 1, 2003, the wages for October, 2003 will be paid on November 1, 2003 so the wages of December, 2003 will be paid on January 1, 2004. The accounting period ends on 31st December, 2003 but only Rs. 55,000 have been actually paid on account of wages. Wages for the month of December, 2003 is still to be paid. It is outstanding. It is a liability. It has to be paid.

Treatment in final accounts. Outstanding expenses account may be available at two places. It may be given in the Trial balance or it may be mentioned outside the Trial balance, *i.e.*, adjustments. If outstanding salaries or wages owing account have been mentioned in the trial balance, they will be shown at the liabilities side only (accounts appearing in the trial balance are shown only at one place in the final accounts).

In case, outstanding expenses are in the adjustment, they will be shown at two places (all items appearing in the adjustments are shown at two places). Outstanding expenses will be added to the concerned expense at the debit side of trading or profit and loss account such as outstanding wages will be added to wages account at the debit side of trading account and outstanding salaries will be added to salaries account at the debit side of profit and loss account. Outstanding expenses will also be shown at the liabilities side of the balance sheet.

PREPAID EXPENSES OR EXPENSES PAID IN ADVANCE OR EXPENSES RELATING TO THE NEXT OR FOLLOWING YEAR OR UNEXPIRED EXPENSES

There are certain expenses which may have been paid in advance, *i.e.*, expenses for the next year have been paid during the current year. For example, insurance premium of Rs. 2,400 was paid on April 1, 2002 for the whole year. The accounting period ends on 31st December, 2002 but insurance premium has been paid upto 31st March, 2003. The period between Jan. 1 to March 31, 2003 belongs to the next year. It means that insurance premium paid for the 3 months of the next year is prepaid, *i.e.*, 1/4th of Rs. 2,400 or Rs. 600 has been paid for the year 2003. We will have to pass an adjusting entry for prepaid insurance as under :

Treatment in the Final Accounts

- (i) **If prepaid expenses appear in adjustments.** Prepaid insurance show a debit balance, so it will be shown at the assets side of Balance sheet. The amount of prepaid insurance will be deducted from insurance at the debit side of profit and loss account.

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Prepaid expenses are also known as unexpired expenses, because the part of expenses relating to the current year have expired (benefit from the expenditure has been availed of). The part of expenditure relating to next year is still unexpired, i.e., the benefit of the expenditure is to be availed of. Let us take an example. Rent for the whole year amounting to Rs. 12,000 has been paid on 1st May, 2004. The rent for eight months (May 1—Dec. 31) relates to the current year 2004, and the rest rent for four months, i.e., (from Jan. 1 to April 30, 2005) are concerned with the next year. Rs. 4,000, the rent for four months is unexpired or the benefits of this rent are to be availed of, so it is an asset. The current year should bear only Rs. 8,000 for rent, so Rs. 4,000 will be deducted from the rent, i.e., Rs. 12,000 at the debit side of profit and loss account. It will be shown in the profit and loss account and Balance sheet as under :

Profit and Loss Account		Balance Sheet		
Dr.	Cr.	Liabilities	Assets	
To Rent A/c	12,000		Prepaid Rent A/c	4,000
Less : Prepaid Rent	4,000		Prepaid Insurance	600
	8,000			
To Insurance	2,400			
Less : Prepaid Insurance	600			
	1,800			

(ii) **If prepaid expenses appear in Trial balance.** Sometimes items like unexpired rent or prepaid insurance may be given in the Trial balance. In such case, unexpired rent and prepaid expenses will be shown at the assets side only.

ACCRUED OR OUTSTANDING INCOME OR INCOME DUE BUT NOT RECEIVED

Sometimes income of the current year may be due but not received just as expenses due but not paid. For example, the firm advanced a loan of Rs. 20,000 at 12% interest on January 1, 2004. Interest on this loan for the month of November and December are accrued,

i.e., still to be received. In this case Rs. 400, i.e., $20,000 \times \frac{12}{100} \times \frac{2}{12}$ will be accrued

interest. In the same way, if a portion of the building has been sublet on a monthly rent of Rs. 700. One quarter's rent (three months', rent) has not been received so far. $Rs. 700 \times 3 = Rs. 2,100$ will be accrued income as rent.

Treatment in the Final Accounts

(i) **If accrued income is in adjustment.** Accrued income is the income of the current year. The income has not been received so far, but it will be treated as income according to our accrual concept. It will be added to the concerned income at the credit side of profit and loss account and also shown at the assets side, because the amount is to be received by the current year. Journal entry for accrued interest and rent as mentioned in the example will be passed as under :

The treatment of accrued income will be made in the profit and loss account and balance sheet as under :

Profit and Loss Account			Balance Sheet		
Dr.		Cr.	Liabilities	Assets	
	By Interest	2,000		Accrued Interest	400
	Add : Accrued Interest	400		Accrued Rent	2,100
			2,400		
	By Rent	6,300			
	Add : Accrued Rent	2,100			
			8,400		

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(ii) **If accrued income appears in Trial Balance.** Accrued income will be shown at the assets side only because current year's income is still receivable (whatever is receivable is an asset). As items from Trial balance are shown at one place only, so it is enough to show it at the assets side.

UNEARNED INCOME OR INCOME RECEIVED IN ADVANCE

It is just possible that we may receive the income of the next year during the current year. Such income is also known as unearned, because the income has not been earned by the current year. It relates to the next year, though received during the current year. It will be deducted from concerned income at the credit side of profit and loss account and also shown as a liability.

Treatment in Final Accounts

(i) **If unearned income appears in the adjustment.** All the items appearing in the adjustments are shown at two places, so unearned income will also be shown at two places. Unearned rent amounting to Rs. 15,000 referred to in the above example will be deducted from the rent at the credit side of profit and loss account and also shown at the liabilities side. The treatment of this rent received in advance will be made in the profit and loss account and the Balance sheet as under :

Profit and Loss Account			Balance Sheet		
Dr.		Cr.	Liabilities	Amount	Assets
				Rs.	
	By Rent	36,000	Rent received in advance	15,000	
	Less :		(Unearned Rent)		
	Rent received in advance	15,000			
			21,000		
			21,000		

Rent received account is debited, so it will reduce the amount of rent received at the credit side of profit and loss account. Unearned rent account shows a credit balance so it will be shown at the liabilities side (liabilities have credit balance).

- (ii) **If unearned income appears in Trial balance.** Appearing in the Trial balance means that it has been routed through double entry record (journal entries have already been passed for it) so it will be shown only at one place. That only place for it will be the liabilities side, simply because it shows a credit balance and the amount received in advance has to be paid by the current year to the next year.

NOTES

INTEREST ON CAPITAL

Capital is the liability of the business. It is proprietor's claim against the firm. The business assumes capital as amount borrowed from the proprietors of the firm. Interest payable on this liability will be an expense of the business. It will, therefore, be debited to profit and loss account. Interest on capital at the same time will increase the balance of proprietor's capital, so it should also be added to capital account at the liabilities side. For example, the firm started its business on January 1, 2004 with Rs. 2,00,000. It was decided to charge interest on capital at the rate of 12%. The total interest on capital due to proprietors

will be Rs. 24,000, i.e., $2,00,000 \times \frac{12}{100}$.

Interest on capital has been debited as an expense, so it will be posted at the debit side of profit and loss account. Capital account has been credited in the journal entry, so capital will also increase with the amount of interest on capital at the liabilities side of the Balance Sheet.

If interest on capital account appears in the Trial balance, it will be posted to the debit side of profit and loss account only.

INTEREST ON DRAWINGS

The owners of business may sometimes draw cash or goods for their private or personal or domestic use. Drawings, in this way, is the amount advanced by the firm to its proprietors. If the firm pays interest on capital, the funds invested by the proprietor, it is fully justified that it should also charge interest on the amount withdrawn by the proprietors from business. Interest on drawing will be received by the business, so it is an income. It should, therefore, be credited. The capital will reduce with the interest on drawing, so capital account should be debited. In case of drawing and interest on drawing it will be preferable to debit. Drawings account instead of capital account.

Interest on drawings will be posted at the credit side of profit and loss account, because it is an income of the business. It will also be deducted from the capital at the liabilities side of the Balance sheet. This treatment will be made if it is an item in the adjustment.

If the item of interest on drawings is given in the Trial balance, it will mean that the balance of capital account has already been adjusted. Now, interest on drawings account will be shown as income at the credit side of profit and loss account only.

INTEREST AND DIVIDEND ON INVESTMENT

Investment is an asset of the firm. Funds of the firm may be invested outside in shares, debentures and securities of other companies. The firm will receive dividends on shares

and interest on debentures, loan and other securities. Interest/Dividend received is undoubtedly an income, so it will be posted at the credit side of profit and loss account. If the interest/dividend has been received during the year in cash, the item will appear at the credit of Trial balance and will be posted at the credit side of profit and loss account only.

If interest on investment is due for certain months, it will be treated as accrued income. The item will appear in the adjustment and will be shown at two places in the final accounts. Outstanding interest on investment is the revenue of the current year so it will be credited. The value of investment will also increase with the amount of accrued interest, so investment account will be debited.

Interest on investment, if it is an item of adjustment will be shown at two places. These places will be credit side of profit and loss account and the assets side of the Balance sheet, where it will be added to the value of investment, appearing in the Trial balance.

Interest on investment will be shown at the credit side of profit and loss account only, if it is an item from Trial balance.

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INTEREST ON LOAN

Loan is an ambiguous item. It may be borrowed or it may also be lent. **If loan appears at the debit side of Trial balance, it will mean that the funds have been advanced to outsiders. It is an asset.** The interest received on it will be gain and thus credited to profit and loss account. If this item appears in the trial balance, it will be shown at the credit side of profit and loss account only. In case the item belongs to adjustment it will be shown at two places. It will be shown at the credit side of profit and loss account and also added to loan at the assets side of the Balance sheet.

Interest on loan borrowed, will be shown at the debit side of the profit and loss account only, if it is an item from Trial balance.

Interest on loan account will be shown at the credit side of profit and loss account and will also be added to loan account at the assets side of Balance sheet.

BAD DEBTS (NOT IN ADJUSTMENT)

It is just possible that debts may not be fully recovered from debtors. Certain amounts may prove to be bad. The irrecoverable amount is termed as bad debts. It is undoubtedly a loss, so posted at the debit side of profit and loss account. *If bad debts is declared during the year the following journal entry will be passed :*

Bad debts A/c	Dr.
To Sundry Debtors A/c	

The above journal entry reveals that the amount of sundry debtors has been reduced by amount of bad debts, so debtors in the balance sheet will be shown at their value mentioned in the Trial balance. Bad debts account will appear in the trial balance. It will show debit balance and be posted at the debit side of profit and loss account only.

PROVISION FOR BAD AND DOUBTFUL DEBTS (ADJUSTMENT)

It has been the experience of businessmen that certain amount out of the entire amount of debtors will definitely prove to be bad. Amount may remain irrecoverable due to the dishonesty

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or unsound financial position of the debtors. In such circumstance, it is advisable to firms that they should make certain provisions out of the profit and loss account of the current year, so that the next year may not suffer the loss of bad debts relating to the current year. It is possible that current year's debtors may prove to be bad in the next year. Decision regarding maintenance for provisions of bad and doubtful debts is taken at the end of year, so it is an item from adjustment. For making provision for probable bad and doubtful debts and following journal entry will be passed :

Profit and Loss A/c	Dr.
To Provision for bad and doubtful debts	
(Being maintenance of provision for bad and doubtful debts)	

Provision for bad and doubtful debts account will be shown at the liabilities side, as it shows a credit balance. It may also be deducted from sundry debtors at the assets side of Balance sheet. It will also be shown at the debit side of profit and loss account.

FURTHER BAD DEBTS (ADJUSTMENT)

It may be ascertained at the end of accounting period that certain amount have been declared as bad. The following adjusting entry will be passed :

Bad debts A/c	Dr.
To Sundry Debtors A/c	

The above journal entry reveals that bad debts account has been debited and it will be closed by transferring to profit and loss account. In other words, it will be posted at the debit side of profit and loss account. The item belongs to adjustment, so it will also be shown at one more place, *i.e.*, deducted from debtors at the assets side of the Balance sheet. If there is already an item of bad debts in the trial balance, further bad debts will be added to it at the debit side of profit and loss account.

PROVISION FOR BAD AND DOUBTFUL DEBTS (GIVEN IN THE TRIAL BALANCE)

We maintain provision for bad and doubtful debts every year. Provision maintained is the amount likely to prove bad. It is not the actual bad debts. If bad debts is lesser than the amount of provision for bad and doubtful debts, there will remain a credit balance in the provision for bad and doubtful debts account. The amount will appear in the trial balance, so it will be shown at one place only. It will be either shown at the credit side of profit and loss account or it will be deducted from the total of bad debts, further bad debts and new provision at the debit side of profit and loss account. It may also be shown at the liability side. Only one of the three treatments will be made.

Calculation of Provision for Bad and Doubtful Debts

Provision for bad and doubtful debts is calculated on sundry debtors at given rate. In certain cases, there are further bad debts in the adjustments and the provision is also to be calculated at certain rate. In these cases, provision for bad and doubtful debts will be calculated on debtors after deducting the amount of bad debts or further bad debts (given in the adjustment). Calculation is explained as under.

Illustration 1. Calculate provision for bad debts in the following cases :

- (a) Create or maintain or make provision for bad and doubtful debts @ 7%.
 (b) (i) There was a further bad debts of Rs. 350.
 (ii) Create reserve for bad and doubtful debts @ 7%.

The balance of the sundry debtors as per Trial balance is Rs. 50,000 in both the cases.

Solution. (a) Provision for bad and doubtful debts = $50,000 \times \frac{7}{100} = \text{Rs. } 3,500.$

(b) Rs. 350 have proved to be bad debts, so the amount due from debtors will reduce by Rs. 350 and it is actually $50,000 - 350 = \text{Rs. } 49,650.$ Now, the provision will be made on Rs. 49,650 not on Rs. 50,000.

Provision for bad and doubtful debts = $\frac{49,650 \times 7}{100} = \text{Rs. } 3,475.50.$

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PROVISION FOR DISCOUNT ON DEBTORS

It is common practice of the business to allow its debtors, cash discount, so that they may be encouraged to make early and immediate payment. Discount is allowed to debtors. We shall be receiving lesser amount from debtors after allowing them discount. It is, therefore, a loss and debited to profit and loss account. If discount allowed appears in the Trial balance, it will be shown at debit side of Profit and loss account only. *It may be noted that provision for discount on debtors is made only on good debtors.*

We may be asked to make a provision for discount on debtors in the adjustment. In this case, discount on debtors will be calculated at the given rate on debtors. It will be shown at the debit side of profit and loss account and also deducted from debtors at the assets side of Balance sheet.

Calculation of discount on debtors. Discount on debtors is allowed to only those debtors, who are going to make us payment. It means that it will exclude those debtors, who have become bad and also those who are doubtful. Suppose we have been given further bad debts, and asked to create a provision for bad and doubtful debts in addition to discount on debtors. We shall deduct the amount of further bad debts from debtors to calculate provision for bad and doubtful debts. Discount on debtors will be calculated after deducting further bad debts and provision for doubtful debts both from debtors.

If we are asked to create a provision for bad and doubtful debts and also discount on debtors, we shall calculate provision for doubtful debts first, deduct its amount from debtors and calculate discount on debtors on deducted amount of debtors. Calculation and treatment of discount on debtors is illustrated herewith.

Relationship between Bad Debts and Provision for Bad Debts

Bad debts and bad debts provision are inter-related and interdependent. Bad debts provision is maintained to meet the loss due to bad debts. This is why, bad debts account is closed by transfer to profit and loss account. Provision for bad debts account shows the amount to be charged out of profit and loss account. The balancing figure of this account is transferred to profit and loss account. Maintenance of these accounts has been illustrated as under :

CLOSING STOCK

It is also an item of adjustment. Closing stock does not appear in the Trial balance. Following adjusting entry is passed for closing stock.

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Closing Stock A/c To Trading A/c	Dr.
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It will be clear from the above journal entry that closing stock will be posted at the credit side of Trading account. Closing stock account, if prepared will show debit balance (every asset has a debit balance) and as such it will also be written at the assets side of the balance sheet.

Closing stock may be in Trial balance, if it so, the closing stock will be written only at one place i.e., Assets side of the Balance sheet.

Illustration 2. The following balances were extracted from the books of Shri Brijesh Chandra on 30th June, 2003

	Rs.		Rs.
Capital	24,500	Bad debts	550
Drawings	2,000	Loan	7,880
General expenses	2,500	Sales	65,360
Buildings	11,000	Purchases	47,000
Machinery	9,340	Scooter	2,000
Stock	16,200	Bad debts, provision	900
Power	2,240	Commission (Cr.)	1,320
Taxes and Insurance	1,315	Scooter Expenses	1,800
Wages	7,200	Bills payable	3,850
Debtors	6,280	Cash	80
Creditors	2,500	Bank Overdraft	3,300
Charity	105		

Prepare final accounts for the year ended 30th June, 2003 after giving effect to the following adjustments :

- (a) Stock on 30th June, 2003 was valued at Rs. 23,500.
- (b) Write off a further of Rs. 160 as bad debts and maintain the provision for bad debts at 5% on debtors.
- (c) Depreciate machinery at 10% and scooter 12%.
- (d) Provide Rs. 750 for outstanding interest on overdraft.

Solution.

Trading and Profit and Loss Account of Sh. Brijesh Chandra for the year ended 30th June, 2003

Dr.			Cr.
Expenses/Losses	Amount Rs.	Revenue/Gain	Amount Rs.
To Opening Stock	16,200	By Sales	65,360
To Purchases	47,000	By Closing Stock	23,500
To Power	2,240		
To Wages	7,200		

To Gross Profit transferred to Profit and Loss A/c	16,220		
	88,860		88,860
To General expenses	2,500	By Gross Profit transferred from Trading A/c	16,220
To Taxes and Insurance	1,315	By Commission A/c	1,320
To Charity	105		
To Scooter expenses	1,800		
To Bad debts	500		
Add : Further Bad Debts	160		
Add : Provision for bad debts	306		
	1,016		
Less : Old reserve	900		116
To Depreciation on :			
Machinery	934		
Scooter	240		1,174
To Interest Outstanding			750
To Net Profit transferred to Capital account			9,780
	17,540		17,540

NOTES

Balance Sheet of Sh. Brijesh Chandra
as on 30th June, 2003

<i>Liabilities</i>		<i>Amount</i>	<i>Assets</i>		<i>Amount</i>
		<i>Rs.</i>			<i>Rs.</i>
Creditors		2,500	Cash		80
Bills Payable		3,850	Debtors	6,280	
Loan		7,880	Less : Written off	160	
Bank overdraft	3,300			6,120	
Add : Interest Outstanding	750		Less : Provision for B/D	306	
		4,050			5,814
Capital	24,500		Closing Stock		23,500
Add : Net Profit	9,780		Buildings		11,000
		34,280	Machinery	9,340	
Less : Drawings	2,000		Less : Depreciation	934	
		32,280			8,406
			Scooter	2,000	
			Less : Depreciation	240	
					1,760
		50,560			50,560

Note. Provision for bad debts has been calculated on Rs. 6,120, i.e., 6,280 - 160.

NOTES

Illustration 3. The following is the trial balance of Mr. S. Kapur on 31st March, 2003.

Name of Accounts	Debit	Credit
	Rs.	Rs.
Cash in hand	1,080	
Cash in bank	5,260	
Purchases	81,350	
Sales account		1,97,560
Returns inward	1,350	
Return outwards		1,000
Wages.....	20,960	
Fuel and power.....	9,460	
Carriage on sales.....	6,400	
Carriage on purchases.....	4,080	
Stock (1-4-2002).....	11,520	
Buildings.....	60,000	
Freehold land.....	20,000	
Machinery.....	40,000	
Salaries.....	30,000	
Patents.....	15,000	
General expenses.....	6,000	
Insurance.....	1,200	
Capital.....		1,42,000
Drawings.....	10,490	
Sundry debtors.....	29,000	
Sundry creditors.....		12,600
	Rs. 3,53,160	3,53,160

Taking into account the following adjustments, prepare Trading and Profit and loss account and the Balance sheet :

- (a) Stock in hand on 31st March, 2003 is Rs. 13,600.
- (b) Machinery is to be depreciated at the rate of 10% and patents at the rate of 20%.
- (c) Salaries for the month of March, 2003 amount to Rs. 3,000 were unpaid.
- (d) Insurance includes a premium of Rs. 170 for the next year.
- (e) Wages include a sum of Rs. 4,000, spent on the erection of cycle-shed for employees and customers.
- (f) A provision for bad and doubtful debts is to be created to the extent of 5% on sundry debtors.

Solution.

Trading and Profit and Loss Account of Mr. S. Kapur
for the year ended 31st March, 2003

Dr. Cr.

<i>Expenses/Losses</i>	<i>Amount Rs.</i>	<i>Revenue/Gain</i>	<i>Amount</i>
To Opening Stock	11,520	By Sales 1,97,560	
To Purchases 81,350		Less : Return (-) 1,360	1,96,200
Less : Return (-) 1,000	80,350		
To Carriage on Purchases	4,080	By Closing Stock	13,600
To Wages 20,960			
Less : Erection of a cycle shed (-) 4,000	16,960		
To Fuel and Powers	9,460		
To Gross Profit transferred to P/L A/c	87,430		
	2,09,800		2,09,800
To Carriage Outward	6,400	By Gross Profit transferred from trading A/c	87,430
To Salaries 30,000			
Add : Outstanding 3,000	33,000		
To General expenses	6,000		
To Insurance 1,200			
Less : Pre-paid Insurance 170	1,030		
To Depreciation on :			
Machinery 4,000			
Patents 3,000	7,000		
To Provision for bad and doubtful debts	1,450		
To Net Profit transferred to Capital A/c	32,550		
	87,430		87,430

NOTES

Balance Sheet of Mr. S. Kapur
as on 31st March, 2003

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Creditors	12,600	Cash in hand	1,080
Outstanding Salaries	3,000	Cash at Bank	5,260
Capital 1,42,000		Debtors 29,000	
Add : Net Profit 32,550		Less : Provision 1,450	
			27,550
		Insurance Prepaid	170
Less : Drawings 1,74,550		Closing Stock	13,600
	1,64,060	Building 60,000	
		Add : Cost of erection of a cycle shed 4,000	
			64,000

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	Land		20,000
	Machinery	40,000	
	Less : Depreciation	4,000	
			36,000
	Patents	15,000	
	Less : Depreciation	3,000	
			12,000
			<u>1,79,660</u>
			<u>1,79,660</u>

Note. Wages paid for erection of a cycle shed is capital expenditure. Cycle shed is a part of building. It will increase the value of building, so wages paid for construction of shed should be added to the value of building. As it has been wrongly included in the wages, so it should be subtracted from wages at the debit side of Trading account.

Illustration 4. From the following Trial Balance of M/s Shradha & Sons as on 31st December, 2003, prepare Trading and Profit & Loss Account and Balance Sheet :

Name of Accounts	Dr. (Rs.)	Cr. (Rs.)
Drawing and Capital	18,000	80,000
Purchases and Sales	82,600	1,55,000
Stock (1.1.2003)	42,000	
Return outward		1,600
Carriage Inward	1,200	
Wages	4,000	
Power	6,000	
Machinery	50,000	
Furniture	14,000	
Rent	22,000	
Salary	15,000	
Insurance	3,600	
8% Bank Loan		25,000
Debtors	20,600	
Creditors		18,900
Cash in hand	1,500	
	<u>2,80,500</u>	<u>2,80,500</u>

Adjustments :

- Closing stock Rs. 64,000.
- Wages Outstanding Rs. 2,400.
- Bad debts Rs. 600 and make Provision for bad and doubtful debts to be 5%.
- Rent is paid for 11 months.
- Loan from the bank was taken on 1st July, 2003.
- Provide depreciation on machine @ 10% & on furniture @ 5%.

Solution.

Final Accounts (With Simple Adjustments)

Trading and Profit and Loss Account
for the year ended 31st December, 2003

Dr. Cr.

NOTES

Particulars	Amount Rs.	Particulars	Amount Rs.
To Opening Stock	42,000	By Sales	1,55,000
To Purchases 82,600		By Closing Stock	64,000
Less : Returns - 1,600	81,000		
To Power	6,000		
To Wages 4,000			
Add : Outstanding 2,400	6,400		
To Carriage Inward	1,200		
To Gross Profit c/d	82,400		
	<u>2,19,000</u>		<u>2,19,000</u>
To Rent 22,000		By Gross Profit b/d	82,400
Add : Outstanding 2,000	24,000		
To Salary	15,000		
To Insurance 3600			
Less : Prepaid (600)	3,000		
To Depreciation on :			
Furniture 700			
Machinery 5,000	5,700		
To Interest on Bank Loan	1,000		
Outstanding			
To Bad debts	600		
To Provision for bad debts	1,000		
To Net Profit transferred to Capital A/c	32,100		
	<u>82,400</u>		<u>82,400</u>

Balance Sheet of M/s Shradha & Sons

as on 31st December, 2003

Liabilities	Amount Rs.	Assets	Amount Rs.
Creditors	18,900	Cash in hand	1,500
Outstanding Expenses		Debtors 20,600	
Rent 2,000		Less : Bad debts 600	
Wages 2,400	4,400		<u>20,000</u>
		Less : Provision for	19,000
		B/D	
8% Bank Loan 25,000		Closing Stock	64,000
Add : Unpaid Interest 1,000	26,000	Prepaid Insurance	600

Capital	80,000		Machinery	50,000	
Less : Drawings	18,000		Less : Depreciation	5,000	45,000
	62,000		Furniture	14,000	
Add : Net Profit	32,100	94,100	Less : Depreciation	700	13,300
		1,43,400			1,43,400

Notes. (i) Rent has been paid amounting to Rs. 22,000 for eleven months. It means that the rent for one month amounting to Rs. 22,000 ÷ 11 = Rs. 2,000 is still outstanding. This is why, it has been added to Rent at the debit side of P/L A/c and also shown as liability in the Balance sheet.

(ii) The Trial Balance does not contain any amount of interest on Bank Loan, which is undoubtedly due for six months i.e., July 1, 2003 to Dec. 31, 2003 @ 8%. It amounts to $25,000 \times \frac{8}{100} \times \frac{6}{12} = \text{Rs. } 1,000$ and treated as outstanding interest on loan.

(iii) Provision for Bad debts will be calculated on 20,600 – 600 = Rs. 20,000 @ 5%. It will amount to Rs. 1,000. This is based upon the logic that, why should provision be made on the amount which has been declared as bad.

SUMMARISED PRESENTATION OF ADJUSTMENT

<i>Adjustments at a Glance</i>				
<i>Adjustments</i>	<i>Journal Entry</i>		<i>Adjustment in Trading and P/L A/c</i>	<i>Adjustment in Balance Sheet</i>
1. Closing Stock	Closing Stock A/c	Dr.	Posted at the credit side of Trading A/c	Shown at the assets side
	To Trading A/c			
2. Depreciation	Depreciation A/c	Dr.	Posted at the debit side of P/L A/c	Shown as deducted from concerned assets
	To Asset A/c			
3. Appreciation	Asset A/c	Dr.	Posted at the credit side of P/L A/c	Shown as added to concerned asset
	To Appreciation A/c			
4. Outstanding expenses	Expenses A/c	Dr.	Added to the concerned expense at the debit side of P/L or Trading A/c	Shown at the liabilities side
	To Outstanding Expenses A/c			
5. Prepaid expense	Prepaid Expenses A/c	Dr.	Deducted from the concerned expense at the debit side of P/L A/c	Shown at the assets side
	To Expense A/c			
6. Accrued income	Accrued Income A/c	Dr.	Added to the concerned income at the credit side of P/L A/c	Shown at the assets side
	To Income A/c			
7. Unearned income	Income A/c	Dr.	Deducted from concerned income at the credit side	Shown at the liabilities side
	To Unearned Income A/c			
8. Interest on capital	Interest on Capital A/c	Dr.	Posted at the debit side of P/L A/c	Added to capital at the liabilities side
	To Capital A/c			

9. Interest on drawings	Drawings A/c To Interest on Drawings	Dr.	Posted at the credit side of P/L A/c	Deducted from capital at the liabilities side
10. Interest on investment	Investment A/c To interest on Investment	Dr.	Posted at the credit side of P/L A/c	Added to investment at the assets side
11. Interest on loans (borrowed)	Interest on loans A/c To Loan A/c	Dr.	Posted at the debit side of P/L A/c	Added to loan at the liabilities side
12. Interest on loans (advanced)	Loans A/c To Interest on Loans A/c	Dr.	Posted at the credit side of P/L A/c	Added to loan at the assets side
13. Bad debts	Bad Debts A/c To Debtors A/c	Dr.	Posted at the debit side of P/L A/c	Deducted from debtors at the assets side
14. Provision for bad debts	P/L A/c To Provision for Bad debts A/c	Dr.	Posted at the debit side of P/L A/c	Deducted from debtors at the assets side
15. Provision for discount on debtors	P/L A/c To Provision for discount on debtors	Dr.	Posted at the debit side of P/L A/c	Deducted from debtors at the assets side
16. Provision for discount on creditors	Provision for Discount on creditors A/c To P/L A/c	Dr.	Posted at the credit side of P/L A/c	Deducted from creditors at the liabilities side
17. Accidental loss of stock	Loss of Stock A/c To Trading A/c or To Purchases A/c	Dr.	Deducted from Purchases or Posted at the credit side of Trading A/c and also at the debit side of P/L A/c	No Effect
18. Accidental loss of goods (If Insured) (Partial admission of claim)	Insurance Co. A/c Loss of Stock A/c To Trading A/c	Dr. Dr.	Insurance Co. A/c will be shown with the amount of claim admitted by Co., loss of stock will be shown with the amount of the claim not admitted at the credit side of Trading A/c. Loss of the stock will also be shown at the debit side of P/L A/c	Insurance Co. A/c will be shown at the Assets side with the amount of claim admitted as debtor
19. Loss of Assets by fire (If not insured)	Loss by fire A/c To Asset A/c	Dr.	Loss by fire A/c will be shown at the debit side of P/L A/c	Loss will be deducted from the concerned asset at the assets side
20. Accidental loss of Assets (if insured) (Partial admission of claim)	Insurance Co. A/c Loss by fire A/c To Assets A/c	Dr. Dr.	Loss by fire A/c will be shown at the debit side of P/L A/c	Insurance Co. A/c will be shown at the assets side. Loss by fire A/c will be deducted from the Assets

21. Outstanding Manager's commission	P/L A/c To Outstanding manager's commission	Dr.	Manager's commission A/c will be shown at debit side of P/L A/c	Shown at the liabilities side of Balance sheet
22. Goods sent on sale or return basis treated as sales (cost of goods Rs. 6000 included in sales Rs. 8000)	Sales A/c Dr. 8000 To Debtors A/c 8000 and Stock A/c Dr. 6000 To Trading A/c 6,000		Rs. 8000 will be deducted from sales and Rs. 6000 will be added to closing stock at the credit side of Trading A/c	Rs. 8,000 deducted from debtors and Rs. 6,000 added to stock at the assets side
23. Goods taken by the proprietor for personal use	Drawing A/c To Purchases A/c	Dr.	Amount of goods taken by the proprietor will be deducted from purchases in Trading A/c	Amount of goods taken by the proprietor will be deducted from capital at the liabilities side.
24. Goods given as charity	Charity A/c To Purchases A/c	Dr.	Deducted from purchase at the debit side of trading A/c	Deducted from capital at the liabilities side
25. Goods distributed as free samples	Advertising A/c or Free Samples A/c To Purchases A/c	Dr. Dr.	Posted at the debit side of P/L A/c Also deducted from purchases A/c	No effect
26. Wages paid for construction of building was debited to wages A/c	Building A/c To Wages A/c	Dr.	The amount will be deducted from wages at the debit side of Trading A/c	The amount will be added to building at the assets side
27. Goods in transit (Goods were not received although titles to goods were received)	Goods in Transit A/c To Supplier's A/c	Dr.	No effect	Goods in transit A/c will be shown at the assets side. Supplier's A/c will be shown at liabilities side
28. Remuneration paid to employee was debited to his personal A/c	Salaries A/c To Employee's Personal A/c	Dr.	Added to salaries at the debit side of P/L A/c	Deducted from debtors at the assets side
29. Deferred Revenue expenditure paid for future benefits (e.g., Advertisement expenditure)	(i) Advertising A/c To Bank (with total amount) (ii) P/L A/c To Advertising (with instalment amortised or written off)	Dr. Dr.	Debited to P/L A/c (with the amortised value)	Shown at the assets side with unamortised amount.

REVIEW QUESTIONS

Final Accounts (With Simple
Adjustments)

NOTES

A. Very Short Answer Type Questions :

1. Where will you show unearned income in the financial statements, if it appear in the Trial Balance ?
2. How will you treat wages owing in Final Accounts if it appears in the Trial Balance ?
3. Name the account and its side, where from we may pick up the item of Net Loss. Also mention its treatment in the Balance Sheet.
4. What adjusting entry will be passed for the prepaid rent ?
5. What journal entry will you pass for the recovery of bad debts previously written off ?

B. Short Answer Type Questions :

1. Name any three current assets and four fixed assets.
2. Mention items to be added to and deducted from capital at the liabilities side.
3. Mention situation in which purchases A/c is credited.

C. Long Answer Type Questions :

1. What do you mean by adjusting entries ? Why is it necessary to pass adjusting entries at the time of preparing final accounts ?
2. Why is it necessary to create provision for bad and doubtful debts ? How is it treated in final accounts ?
3. Explain the treatment of accidental loss of goods in the final accounts, if
(a) Goods are not insured (b) Goods are insured and full claim is admitted by the Insurance Company.
4. Write short notes on the following :
(a) Expenses owing (b) Unearned income (c) Discount on creditors (d) Interest on drawings (e) Unexpired insurance (f) Increase in the value of assets.
5. Explain the rationale of making adjustments at the time of preparing the final accounts ? Mention any three important adjustments that are made for the preparation of the profit and Loss Account.

**CHAPTER 10 ERRORS AND THEIR
RECTIFICATION**

NOTES**★ STRUCTURE ★**

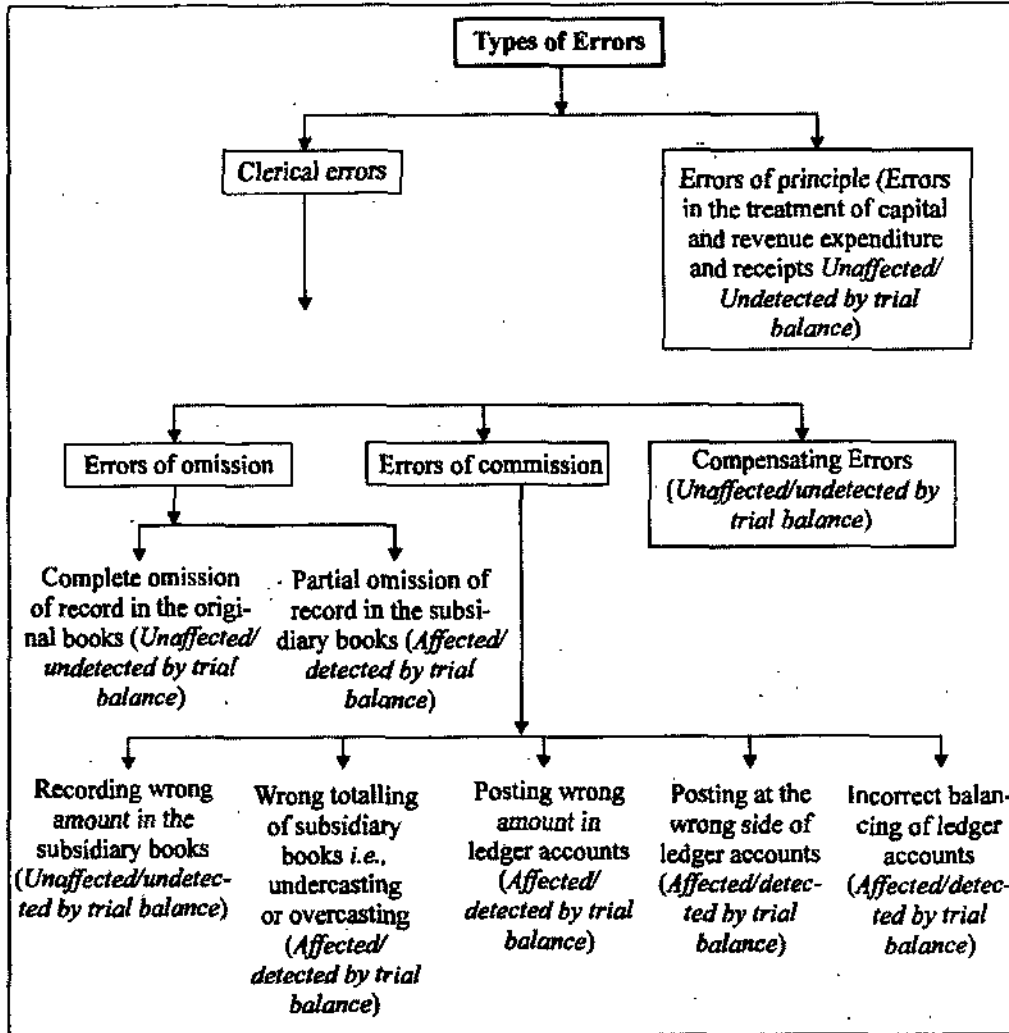
- ☆ Introduction
- ☆ Errors of Omission
- ☆ Errors of Commission
- ☆ Errors in the Subsidiary Books and their Rectification
- ☆ Errors of Principle
- ☆ Treatment of Revenue, Expenditure/Income
- ☆ Treatment of Proprietor's Withdrawal
- ☆ Compensating Errors
- ☆ Errors of Posting at Wrong Side of an Account
- ☆ Suspense Account
- ☆ Effects of Suspense Account on Profit

INTRODUCTION

"To err is human". This old statement is also true for accounting also. We, as a human being are likely to commit mistakes of omission, commission and principles in maintaining books of accounts. We may omit the entire transaction from being recorded wholly or partially. We may commit mistakes in calculation, *i.e.*, addition, subtraction, division and multiplication. Mistakes may also be committed in carrying forward total from one page to other page, posting from subsidiary books to ledger accounts. Sometimes capital expenditure may be recorded as revenue expenditure or revenue expenditure may be recorded as capital expenditure. These mistakes are likely to be committed in the books of accounts.

Mistakes committed in the books of accounts must be rectified at the earliest. It should be noted that errors in accounts are not rectified by removing mistakes by ink remover or rubbing it off or by over-writing or cutting or even by tearing off the page. Once errors are committed, we boldly accept it and rectify the mistake by passing a rectifying entry. The rectified entry will neutralise the effect of wrong entry and also bring the correct effect of the transaction. Rectification of errors should be made at the earliest. While passing rectifying entry we will have to take into consideration the nature and type of errors.

NOTES



ERRORS OF OMISSION

Errors of omission is classified into two parts, i.e., errors of complete omission and errors of partial omission :

(a) Errors of Complete Omission

The complete transaction escapes from being recorded. The accountant forgets to record these transactions in the subsidiary books or in the journal proper. Omission to record goods sold to Mohan or goods purchased from Ram, or goods returned by Wahid or goods returned to Brown in the subsidiary books and credit purchase of furniture in the journal proper are the examples of errors of complete omission.

Errors of complete omission can be rectified by passing the correct entry on the old assumption that "It is never too late to mend".

(b) Errors of Partial Omission

In case of partial omission, the transaction is recorded at the debit side of an account but corresponding credit is omitted to be recorded. For example, goods purchased from Fahim was recorded in the purchases book but omitted to be recorded in Fahim's personal

NOTES

account. In the same way, goods sold to Malik was recorded in the sales book but it was omitted from being recorded in the Malik's account. These errors are known as errors of partial omission.

Partial errors affect only one account, so they will be rectified by opening suspense account. These errors can also be rectified without opening suspense account. Rectification of errors of omission is explained with the help of the following illustration.

Illustration 1. Rectify the following errors :

1. Goods worth Rs. 2,000 returned by Keshwani were taken into stock but the transaction was not recorded in the books.
2. Goods of the value of Rs. 1,000 returned to Brown but omitted to record the transaction in the books of accounts.
3. Goods purchased from Darbara Singh was recorded in the purchases book but no entry was made in Darbara Singh's account. The purchases were worth Rs. 7,000.
4. Goods sold to Rao for Rs. 700 was not recorded in the Rao's account.

Solution.**Journal Entry**

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1.	Returns Inward A/c Dr. To Keshwani's A/c (Being goods returned by Keshwani was not passed through books, now recorded)		2,000	2,000
2.	Brown's A/c Dr. To Returns Outward A/c (Being goods returned to Brown, omitted to record in the books, now recorded)		1,000	1,000
3.	Suspense A/c Dr. To Darbara Singh's A/c (Being purchases of goods from Darbara Singh was not recorded in Darbara Singh's A/c, now rectified)		7,000	7,000
4.	Rao's A/c Dr. To Suspense A/c (Being goods sold to Rao was not recorded in the Rao's A/c, now rectified)		700	700

ERRORS OF COMMISSION

These errors may be regarding wrong totalling of subsidiary books or writing wrong amount in the subsidiary books or posting wrong amount in the ledger accounts or incorrect balancing of ledger accounts. These errors are also concerned with errors in calculation.

(a) Recording wrong amount in the subsidiary books

Sometimes transactions are recorded in the subsidiary books with wrong amount. For example, purchases of goods worth Rs. 1,000 from Ram was recorded in the purchases

book with Rs. 100. The error has been committed in purchase book, so posting will be made at the credit side of Ram's account with Rs. 100 only. Both the debit record in the purchases book and credit posting at the credit of Ram's account has been with Rs. 100, so the error cannot be detected by trial balance. Rectification of error will require that correct entry with the amount short written or excess written be passed again.

(b) Wrong totalling of subsidiary books

Subsidiary books either show debit balance or credit balance. Purchases book, returns inward book and bills receivable book show debit balance. Sales book, returns outward book and bills payable book show credit balance. Errors in the subsidiary books may also be regarding totalling. Sometimes, we total short or undercast subsidiary books and sometimes we overcast them. Errors of undercasting and overcasting affect either debit or credit side so their rectification can be made by raising suspense account and also without raising suspense account. These errors are discovered by trial balance. If such errors of totalling in the subsidiary books are there, trial balance will not tally.

(c) Posting wrong amount in the ledger accounts

We prepare ledger accounts with the help of subsidiary books and journal proper. It is just possible that the wrong amount may be carried forward to ledger accounts. For example, sales of Rs. 2,000 to Mohan was correctly posted in the sales book but debited to Mohan's account with Rs. 200 only. Rectification will require that Mohan's account should be debited with Rs. 1,800 again. The error will be detected by trial balance because credit side has Rs. 2,000 (as per sales book) and the debit side of Mohan's accounts has only Rs. 200.

(d) Posting at the wrong side of ledger account

Sometimes posting from subsidiary books and journal proper may be made at wrong side. For example, goods worth Rs. 3,000 was returned by Sohan. The transaction was correctly recorded in sales return book but was posted at the debit side of Mohan. In case of sales return, debtors accounts are credited or posting from sales return book is made at the credit side of debtors account. This mistake will cause difference between the debit and credit total of trial balance with the amount, double of the original amount. The above errors will cause a difference of Rs. 6,000 in the balance. These errors are detected by trial balance.

(e) Incorrect balancing of ledger accounts

If ledger accounts are not correctly balanced, there will be difference in the debit and credit total of the trial balance. Rectification of the error will require that the specific account should be debited in case debit balance is cast short. In the same way, the specific account will be credited if the credit balance is short cast.

ERRORS IN THE SUBSIDIARY BOOKS AND THEIR RECTIFICATION

Errors may also be committed in subsidiary books, such as purchases book, sales book, purchases return and sales return books. Common errors in the subsidiary books may be categorised as under :

1. Errors of omission—forgetting to record the entire transaction in the subsidiary books.
2. Overcasting in subsidiary books.
3. Undercasting in subsidiary books.

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Errors of complete omission can be rectified by passing the correct entry which was omitted to be passed as the old proverb goes. "It is never too late to mend". For example, if goods returned by Mohan were taken into stock but no entry was passed through books, the rectification of the transaction will be to pass the correct entry for return of goods.

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Subsidiary books do not have both the debit and credit sides. They simply have either debit or credit balance. The mistakes in subsidiary books are, therefore, restricted to totals only. Sometimes it may be totalled short (undercast) or totalled more (overcast). The mistake can be rectified by taking into consideration the type and nature of subsidiary book. Errors of undercasting and overcasting in the subsidiary books are discussed in detail as under :

Purchases Book

It records credit purchases of goods only. Whenever goods are purchased, purchases account is debited. In all cases of purchases, goods comes into the business, so purchases account has to be debited. It is an accepted accounting truth that *purchases book has a debit balance.* Undercasting purchase book will mean that purchases book has been added short or technically debited short. The rectification of the error will be done by debiting purchases account. If the purchases book has been overcast, it will mean that it has been totalled more or debited more. For rectification of this error, purchases account will be credited which will reduce the total of the purchases book. The error affects only one account, *i.e., purchases account* in both the cases of undercasting or overcasting, so the rectification can be made in the following ways :

Illustration 2. Rectify the following errors :

1. *Purchases book was undercast by Rs. 1,000.*
2. *Purchases book was overcast by Rs. 100.*

Solution. (a) Without raising suspense account

1. Following posting will be made at the debit side of purchases account.
"To undercast of the purchases book" Rs. 1,000.
2. Following posting will be made at the credit side of the purchases account.
"By overcast of the purchases book" Rs. 100.

(b) By raising suspense account :

1. Purchases A/c	Dr.	1,000	
To Suspense A/c			1,000
(Being undercasting of purchases book, now rectified)			
2. Suspense A/c	Dr.	100	
To Purchases A/c			100
(Being purchases book overcast, now rectified)			

Sales Book

Sales book records only credit sale of goods. It does not record cash sales of goods or credit sales of assets. Sales account is always credited for sale, so the *sales book always shows a credit balance.* As the sales book has got only credit side, the mistakes therein are restricted to overcasting or undercasting. In case of undercasting, the total of sales book is short cast or in other words credited short. Its rectification will be to credit sales account or make a posting at the credit side of the sales account. In the same way, overcasting of sales

book will mean overcrediting the sales, so for rectification of the error, sales account will be debited to set right the amount excess credited. The mistake of undercasting or overcasting the sales book can be rectified by posting at the debit or credit side of the sales account or by opening suspense account. Rectification is illustrated as under.

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Illustration 3. Rectify the following errors :

1. Sales book was undercast by Rs. 150.
2. Sales book was overcast by Rs. 100.

Solution. Without opening suspense account

1. Following posting will be made at the credit side of sales account.
"By undercast of sales book" Rs. 150.
2. Following posting will be made at the debit of the sales account.
"To overcast of sales book" Rs. 100.

By raising suspense account

1.	Suspense A/c	Dr.	150	
	To Sales A/c			150
	(Being undercasting of sales book, now rectified)			
<hr/>				
2.	Sales A/c	Dr.	100	
	To Suspense A/c			100
	(Being overcasting of sales book, now rectified)			

Purchases Return or Returns Outward Book

Return of goods, purchased on credit is recorded in the purchases return book. Purchases book shows a debit balance, so the purchases return book will definitely show a credit balance, because purchases return is entirely reverse to purchases. Undercasting in the purchases return book will mean under crediting or crediting short. In order to rectify the mistake, we shall be crediting purchases return account or returns outward account. In the same way, overcasting in the returns outward book will require purchase return account to be debited. The rectification of error is illustrated as under :

Illustration 4. Rectify the following errors :

1. Returns outward book was undercast by Rs. 1,000.
2. Purchases return book was overcast by Rs. 100.

Solution. Without raising suspense account

1. Following posting will be made at the credit side of purchases return account.
"By undercast of returns outward book" Rs. 1000.
2. Following posting will be made at the debit side of the purchases return account.
"To overcast in the purchases return book" Rs. 100.

By raising suspense account

1.	Suspense A/c	Dr.	1,000	
	To Purchases return A/c			1,000
	(Being undercasting of purchases return book, now rectified)			
<hr/>				
2.	Purchases Return A/c	Dr.	100	
	To Suspense A/c			100
	(Being purchases return book overcast, now rectified)			

Sales Return or Returns Inward Book

Sales return means the return of goods to us by our debtors. *Sales return book shows a debit balance* as it is reverse to the sales, which has credit balance. Error of undercasting in the sales return book is underdebiting it or debiting it with lesser amount. The rectification of this error will require debiting sales returns account. In the same way, we shall be crediting sales return account for overcasting. The mistake of undercasting and overcasting can be rectified without raising suspense account or by opening suspense account. Rectification of these errors is illustrated as under :

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Illustration 5. Rectify the following errors :

1. Sales return book was undercast by Rs. 100.
2. Returns inward book was overcast by Rs. 1,000.

Solution. Without raising suspense account

1. Following posting will be made at the debit side of sales return account.

“To undercast of sales return book” Rs. 100.

2. Following posting will be made at the credit side of sales return account.

“By overcast of sales return book” Rs. 1,000.

By raising suspense account

1. Returns Inward A/c	Dr.	100	
To Suspense A/c			100
(Being returns inward book undercast, now rectified)			
2. Suspense A/c	Dr.	1,000	
To Returns Inward A/c			1,000
(Being returns Inward book overcast, now rectified)			

Bills Receivable Book

Bills receivable book records the details of the bills drawn by us on our debtors. The bill is accepted by our debtors. After accepting the bill 'debtors' account is replaced by an other assets known as bills receivable accounts. It shows a debit balance like other assets. Undercasting bills receivable book in this way, will mean writing lesser amount at the debit side, so the error can be rectified by debiting bills receivable account. In the same way, overcasting of the book will require crediting bills receivable account. The mistake can be rectified without raising suspense account or by raising suspense account. Rectification is illustrated as under :

Illustration 6. Rectify the following errors :

1. Bills receivable book was undercast by Rs. 200.
2. Bills receivable book was overcast by Rs. 300.

Solution. Without raising suspense account

1. Following posting will be made at the debit side of the bills receivable account.

“To undercast in the bills receivable book” Rs. 200.

2. Following posting will be made at the credit side of bills receivable account.

“By overcast in the bills receivable book” Rs. 300.

By raising suspense account

1. Bills receivable A/c	Dr.	200	
To Suspense A/c			200
(Being bills receivable book undercast, now rectified)			
<hr/>			
2. Suspense A/c	Dr.	300	
To Bills receivable A/c			300
(Being overcasting of bills receivable book, now rectified)			
<hr/>			

NOTES**Bills Payable Book**

Bills payable are drawn by our creditors and accepted by us. It is our liability and has credit balance. Undercasting in the bills payable book will mean crediting it with lesser amount, so while rectifying the error bills payable account will be credited. In case of overcasting, bills payable book would have been credited with more amount, so rectification will require bills payable account to be debited. The error can be rectified without raising suspense account and also by raising suspense account which is illustrated as under :

Illustration 7. Rectify the following errors :

1. Bills payable book was undercast by Rs. 1,000.
2. Bills payable book was overcast by Rs. 600.

Solution. Without raising suspense account

1. The following posting will be made in case of undercasting at the credit side of bills payable account.

“By undercast in bills payable book” Rs. 1,000.

2. The following entry will be made at the debit side of bills payable account.

“To overcast in bills payable book” Rs. 600.

By raising suspense account

1. Suspense A/c	Dr.	1,000	
To Bills payable A/c			1,000
(Being bills payable book undercast, now rectified)			
<hr/>			
2. Bills Payable A/c	Dr.	600	
To Suspense A/c			600
(Being bills payable book overcast, now rectified)			
<hr/>			

It should be noted that if errors are located before ledger accounts are closed, rectification will be made without raising suspense account. If errors have been located after trial balance has been prepared and difference placed in the suspense account, rectification of errors will be made by opening suspense account. In examination questions, it is not generally mentioned whether errors have been located before preparation of trial balance or after the preparation of trial balance. In such cases, errors are assumed to have been located after the preparation of trial balance and rectification through suspense account is advised. It will be different treatment if students are instructed to rectify errors without raising suspense account.

ERRORS OF PRINCIPLES

NOTES

Sometimes errors are committed due to incomplete knowledge of accounting. The accountant fails to discriminate between capital and revenue expenditure. For example, payment of wages for construction of building may be wrongly debited to wages account instead of building account or purchases account may be debited in case of purchasing machinery. These mistakes may also be due to faulty treatment of revenue receipts and capital receipts. For example, crediting sales account, instead of furniture account in case of sale of furniture.

These mistakes do not affect trial balance, because both the debit and credit record is complete. As double entry record is complete, trial balance will tally inspite of the error.

Treatment of Capital and Revenue Expenditure

Capital Expenditure. These expenses are incurred for acquiring fixed assets such as building, plant, machinery, furniture and vehicles etc. Assets acquired are not meant for sales. These are purchased to retain and use in the business. This expenditure increases profit earning capacity of the business. It is causally incurred and does not have regularity in its payment.

The important feature of this expenditure from accounting point is that we debit assets account which have been acquired not expenses account. In case, expenses account are debited it will be an error of principle and require to be rectified. Accounting treatment of capital expenditure is illustrated as under :

Building account will be debited in the following cases :

1. Purchases of building.
2. Purchases of raw material for the construction of building.
3. Payment of wages for construction of building.
4. Payment of wages for addition to building.
5. Payment of wages for extension of building.
6. Payment of wages for erection of shed or canteen or verandah in the building.
7. Repair to second hand building.
8. Payment for registration fee or other expenses while purchasing building.

In the above cases, if wages account or certain other expenses accounts are debited instead of building account, it will be an error of principle and will require to be rectified.

Illustration 8. Rectify the following errors :

1. Purchases of building was passed through purchases book amounting to Rs. 80,000.
2. Wages paid for construction of building was debited to wages account with Rs. 20,000.
3. Expenses of erection of shed was debited to trade expenses account amounting to Rs. 3,000.
4. Wages paid for extension of building was debited to wages account amounting to Rs. 7,000.
5. Repair to second hand building was debited to repairs account with Rs. 18,000.
6. Materials purchased for construction of building was debited to purchases account amounting to Rs. 28,000.
7. Expenses for construction of new canteen were debited to miscellaneous expenses account with Rs. 1,600.

Rectified Journal Entries

Date	Particulars	L.F.	Amount		NOTES
			Debit Rs.	Credit Rs.	
1.	Building A/c To Purchases A/c (Being purchase of building wrongly debited to purchase account, now rectified)	Dr.	80,000	80,000	
2.	Building A/c To Wages A/c (Being wages paid for construction of building was wrongly debited to wages account, now rectified)	Dr.	20,000	20,000	
3.	Building A/c To Trade expenses A/c (Being expenses for erection of shed was wrongly debited to trade expenses account, now rectified)	Dr.	3,000	3,000	
4.	Building A/c To Wages A/c (Being payment of wages for extension of building was wrongly debited to wages account, now rectified)	Dr.	7,000	7,000	
5.	Building A/c To Repairs A/c (Being repairs to second hand building was wrongly debited to repairs account, now rectified)	Dr.	18,000	18,000	
6.	Building A/c To Purchases A/c (Being material purchased for construction of building was wrongly debited to purchases account, now rectified)	Dr.	28,000	28,000	
7.	Building A/c To Miscellaneous Expenses A/c (Being cost of construction of new canteen wrongly debited to miscellaneous expenses account, now rectified)	Dr.	1,600	1,600	

Machinery account will be debited in the following cases :

1. Purchases of machinery.
2. Repair to second hand machinery.
3. Payment of freight and cartage on new machinery.
4. Payment of installation or erection charges on the new machinery.

In this way, furniture account, vehicles account and other assets accounts are debited, when they are acquired or purchased. Expenses incurred as freight, cartage and any other expenses which add to the cost of the assets are debited to the assets account. When an old or second hand asset is purchased, major repairs therein is must. Such repairs will make the asset intact and thus will add to its cost. This is why, assets account is debited. If repairs to

assets are made as a routine, simply to maintain the efficiency of the asset, so repairs account will be debited.

Amount received from sale of assets are known as capital receipts. In case of sale of assets, assets accounts are credited, crediting sales account for sale of assets will be incorrect.

NOTES

TREATMENT OF REVENUE EXPENDITURE/INCOME

This expenditure is incurred to meet day-to-day requirement of the business such as payment of wages, salaries, rent and insurance etc. It is also incurred for the maintenance of assets such as repairs, renewals and maintenance of building, plant, machinery, furniture and vehicles etc. Regularity in the payment of expenditure is its distinct feature. Expenses are usually incurred throughout the year. These expenses do not add to profit earning capacity of the business. These are simply incurred as a part of routine business activity. These expenses accounts are debited, when they are paid. For example, it will be incorrect to debit the workers' accounts in case of making payment of wages to them. In this way, salaries account is debited for making payment of salaries. It will be incorrect to debit the account of the employee/who has been receiving salaries. In the same way, while making payment of rent to landlord, rent account will be debited not the landlord's account. It should be noted that when expenses are paid, concerned expenses account will be debited and not account of person or parties whom payment is made.

In the same way regular receipt of income as routine business receipt is revenue income, such as receipt of commission, interest, discount rent etc. While passing Journal Entry, Revenue A/c will be credited instead of the person or party from whom it has been received.

Illustration 9. Rectify the following errors :

1. Payment of wages to Ram Lal was debited to his personal account with Rs. 3,000.
2. Payment of salaries to Srikant, the manager amounting to Rs. 7,000 was debited to Srikant's account.
3. Rent paid to landlord was debited to his personal account with Rs. 2,000.
4. Interest received from Rajeev was credited to Rajeev's account with Rs. 700.
5. Commission received from M/s Sharma Bros., was credited to their account with Rs. 300.
6. Repair charges amounting to Rs. 1,000 were paid to Salim, the motor mechanic were debited to his account.

Solution.

Rectified Journal Entries

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1.	Wages A/c Dr. To Ram Lal's A/c (Being wages paid to Ram Lal wrongly debited to his account, now rectified)		3,000	3,000
2.	Salaries A/c Dr. To Srikant's A/c (Being payment of salaries to Srikant was wrongly debited to his personal account, now rectified)		7,000	7,000

3.	Rent A/c To Landlord's Personal A/c (Being payment of rent to landlord was wrongly debited to his personal account, now rectified)	Dr.	2,000	2,000
4.	Rajeev's A/c To Interest A/c (Being interest received from Rajeev was wrongly credited to Rajeev's account, now rectified)	Dr.	700	700
5.	M/s Sharma Bros. A/c To Commission A/c (Being commission received from M/s. Sharma Bros. was wrongly credited to their account, now rectified)	Dr.	300	300
6.	Repairs A/c To Salim's A/c (Being repair charges paid were wrongly debited to Salim, the mechanic's account, now rectified)	Dr.	1,000	1,000

NOTES

Explanation. In case of 1, 2, 3 and 6th error, personal accounts have been wrongly debited for expenses paid instead of specific expense account. This is why, expenses accounts have now been debited (which should have been correctly done) and personal account credited to neutralise the effect of these accounts unnecessarily debited. In the same way, in case of 4th and 5th errors personal accounts have been debited and income account credited.

TREATMENT OF PROPRIETOR'S WITHDRAWAL

It is a common practice that proprietors of the business withdraw funds or goods from the business for their personal and domestic use. Sometimes they avail of the services of business assets themselves, such as use of business car for private purpose. Private assets may also be purchased and payment made through business. Certain equipments may also be purchased for proprietor's son, daughter and wife etc. All these payments on account of the proprietor are termed as withdrawals and charged to proprietor account. We use the term drawings account for all the withdrawal made by the proprietor.

Drawings account will be debited in the following cases :

1. Amount withdrawn by the proprietor for personal or private use.
2. Goods taken by the proprietor from the business for domestic use.
3. Payment for the rent of proprietor's residence.
4. Payment for the use of business car, vehicles and equipments for private purposes.
5. Purchasing certain equipments such as calculator, pocket transistor etc., for proprietor's son, daughter and other relatives.

In the above cases 'drawings account' will be debited. It will be wrong and incorrect to debit other accounts. If any other account, except drawings account has been debited it will be an error and will require to be rectified. It is common error to debit trade expenses account or sundry expenses account or miscellaneous expenses account instead of drawings A/c. The error needs rectification.

Illustration 10. Rectify the following errors :

1. Amount of Rs. 2,000 withdrawn by the proprietor for personal use was wrongly debited to trade expenses account.

2. Mohan & Sons, dealers in furniture, took a sofa set from the firm for their drawing room. The cost of the sofa was Rs. 4,000. The transaction was not recorded in the books.

3. Pocket transistor purchased for proprietor's son was debited to sundry expenses account. The price of transistor was Rs. 400.

NOTES

4. Business car is used by the proprietor for his personal trip to Nainital. Petrol charges amounting to Rs. 1,150 were debited to car expenses account.

5. Rent amounting to Rs. 3,000 was paid for proprietor's residence. The amount was debited to rent account.

6. Purchased an air ticket for proprietor's daughter visiting London for higher studies. Charges amounting to Rs. 5,000 were paid by the business and debited to travelling expenses account.

7. Paid Rs. 300 to Atma Ram Dubey, the purohit of proprietor's family for performing marriage of proprietor's son was debited to his personal account.

Solution.

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1.	Drawing A/c Dr. To Trade expenses A/c (Being withdrawal by the proprietor was debited to trade expenses account, now rectified)		2,000	2,000
2.	Drawings A/c Dr. To Purchases A/c (Being omission of an entry regarding sofa set taken by the proprietor for his residential use, now rectified)		4,000	4,000
3.	Drawings A/c Dr. To Sundry expenses A/c (Being purchases of pocket transistor for proprietor's son was wrongly debited to sundry expenses account, now rectified)		400	400
4.	Drawings A/c Dr. To Car expenses A/c (Being petrol charges for private trip to Nainital wrongly debited to car expenses account, now rectified)		1,150	1,150
5.	Drawings A/c Dr. To Rent A/c (Being rent of proprietor's residence was wrongly debited to rent account, now rectified)		3,000	3,000
6.	Drawings A/c Dr. To Travelling Expenses A/c (Being air charges for the journey of proprietor's daughter wrongly to travelling expenses account, now rectified)		5,000	5,000

7.	Drawings A/c To Atma Ram Dubey's A/c (Being payment to Atma Ram Dubey for performing marriage ceremony of proprietor's son wrongly debited to his personal account, now rectified)	Dr.		300		300
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NOTES

COMPENSATING ERRORS

There may be certain cases, where the effect of an error may be neutralised by an other wrong error. For example, goods sold to Mohan for Rs. 1,000 was posted to the debit side of Mohan's account with Rs. 100 only. The error will reduce the debit total of the trial balance by Rs. 900. Per chance, receipt of Rs. 1,000 from Shyam was wrongly credited to Shyam's account by Rs. 100. Here, Rs. 900 have been written short at the credit side. The error will reduce Rs. 900 from the credit side of trial balance. The first error reduced debit total by Rs. 900 and the second error also reduced credit total by Rs. 900. Both the errors neutralised the effect of each other. The error will not affect the total of trial balance. It will not be detected by trial balance.

ERRORS OF POSTING AT WRONG SIDE OF AN ACCOUNT

Posting to ledger accounts is made through subsidiary books and journal proper. The total of purchases book, returns inward book and bills receivable book is posted to the debit side of their account. Posting is made at the credit side of the parties accounts which appear in these books. The mistake may be committed in posting to the debit side of parties account, who have supplied goods to us or returned goods to us or accepted our bill. In the same way, it will be wrong to make posting at the credit side of the parties account appearing in the sales book or returns outward book or bills payable book.

Rectification of posting at the wrong side of an account is made with the total of the correct and wrong amount. For example, Mohan's account which was to be debited with Rs. 205 for goods sold to him has been wrongly credited. In this case, mistake is worth Rs. $205 + 205 = 410$, so Mohan's account will be debited with Rs. 410 in the rectified entry. Rs. 205 for not debiting to Mohan's account with this amount and Rs. 205 for crediting Mohan's account which should have been debited. Suppose you are asked to go ten steps right but you go ten steps left, instead of going right. Now you will have to walk twenty steps to obey the original instruction. Suppose it again that instead of going ten steps right you go seven steps left, now you will have to go $10 + 7 = 17$ steps to obey the original instruction. Rectification of these errors is illustrated with the following examples :

Illustration 11. Rectify the following errors :

1. Rent amounting to Rs. 900 paid was credited to rent account.
2. Rent amounting to Rs. 770 was received but was debited to rent account with Rs. 77.
3. Goods worth Rs. 650 were returned to Azhar. It was correctly recorded in the returns outward book but was credited to Azhar's account.
4. Discount amounting to Rs. 70 were allowed to Mohan. It was correctly entered in the cash book but credited to discount received account.

5. Goods amounting to Rs. 1,100 were purchased from Kiran Rai but it was posted to the debit side of her account with Rs. 110.

6. Goods returned by Gavaskar were taken into stock. The return was recorded in the sales return book with Rs. 440 but it was written at the debit side of Gavaskar's account.

NOTES

Solution.

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1.	Rent A/c Dr. To Suspense A/c (Being rent paid was wrongly credited to rent account, now rectified)		1,800	1,800
2.	Suspense A/c Dr. To Rent A/c (Being rent received amounting to Rs. 770 was debited to rent account with Rs. 77, now rectified)		847	847
3.	Azhar's A/c Dr. To Suspense A/c (Being rectification of goods returned to Azhar but wrongly credited him)		1,300	1,300
4.	Discount Allowed A/c Dr. Discount Received A/c Dr. To Suspense A/c (Being discount allowed was credited to discount received account, now rectified)		70 70	140
5.	Suspense A/c Dr. To Kiran Rai's A/c (Being rectification of purchases from Kiran Rai wrongly debited to her account)		1,210	1,210
6.	Suspense A/c Dr. To Gavaskar A/c (Being goods returned by Gavaskar were debited to him, now rectified)		880	880

Notes. In all the above cases the amount of journal entry has been ascertained by adding the correct amount of the transaction with the amount of wrong posting. In case the wrong posting at the wrong side has been made with the same amount, the rectified journal entry will be made with the double amount.

Errors of recording in incorrect subsidiary books

Sometimes errors are committed, when the transaction is recorded in an incorrect subsidiary book. Purchases of goods on credit should be recorded in the purchases book but it wrongly be recorded in the sales book. Sales of goods on credit may be wrongly recorded in purchases book. In the same way, the transaction of bills receivable book may be wrongly recorded in the bills payable book. The error involves two subsidiary books, the

one in which posting has not been made and the other wherein posting has been wrongly made. Personal accounts may also be involved, if correct posting has not been made in the personal account. Rectification of these errors is illustrated as under :

Illustration 12. Rectify the following errors :

1. Goods sold to Mohan for Rs. 3,700 was wrongly passed through purchases book.
2. Goods sold to Mohan for Rs. 3,700 was wrongly passed through purchased book but correctly posted at the debit side of Mohan's account.
3. Goods purchased from Masood for Rs. 300 was passed through sales book.
4. Goods purchased from Masood for Rs. 300 was passed through sales book but correctly credited to Masood's account.
5. Goods returned by Kapil Dev. for Rs. 150 were passed through returns outward book.
6. Bills drawn on Ayub for Rs. 2,000 was passed through bills payable book.
7. Bills payable worth Rs. 1,500 accepted in favour of Snedon, was passed through bills receivable book with Rs. 150 and Snedon's account was correctly debited.
8. Goods returned to Hirwani for Rs. 600 was passed through sales book.
9. Goods purchased from Ram Babu for Rs. 110 was passed through return inward book.

NOTES

Solution.

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1.	Mohan's A/c Dr. To Purchases A/c To Sales A/c (Being sales of goods to Mohan wrongly passed through purchases book, now rectified)		7,400	3,700 3,700
2.	Suspense A/c Dr. To Sales A/c To Purchases A/c (Being goods sold to Mohan, wrongly passed through purchases book but correctly debited to Mohan's account, now rectified)		7,400	3,700 3,700
3.	Purchases A/c Dr. Sales A/c Dr. To Masood A/c (Being goods purchased from Masood wrongly passed through sales book, now rectified)		300 300	600
4.	Purchases A/c Dr. Sales A/c Dr. To Suspense A/c (Being goods purchased from Masood wrongly passed through sales book but correctly credited to Masood, now rectified)		300 300	600

NOTES

5.	Returns Inward A/c	Dr.	150	
	Returns Outward A/c	Dr.	150	
	To Kapil Dev A/c			300
	(Being goods returned by Kapil Dev wrongly passed through purchases return book, now rectified)			
6.	Bills Receivable A/c	Dr.	2,000	
	Bills Payable A/c	Dr.	2,000	
	To Ayub A/c			4,000
	(Being bills drawn on Ayub was passed through bills payable book, now rectified)			
7.	Suspense A/c	Dr.	1,650	
	To B/P A/c			1,500
	To B/R A/c			150
	(Being acceptance of B/P was recorded in the bills receivable book, now rectified)			
8.	Sales A/c	Dr.	600	
	To Purchases Return A/c			600
	(Being goods returned to Hirwani was wrongly passed through sales book, now rectified)			
9.	Purchases A/c	Dr.	110	
	To Returns Inward A/c			110
	(Being goods purchased from Ram Babu was wrongly passed through returns inward book, now rectified)			

Explanation. It should be noted that an error in the subsidiary book means an error also in the personal accounts of the parties concerned. For example, if purchases from Ram Das Gupta has not been recorded in the purchases book, it will also mean that it has not been credited to the account of Ram Das Gupta too. If this transaction has been recorded in the sales book, it will also mean that Das Gupta's account must have been debited through sales book. While rectifying this mistake, purchase account will be debited because it was omitted to be debited, sales account will also be debited to neutralise the effect of it being incorrectly and unnecessarily credited. Das Gupta's account which should have been credited through purchases book has been wrongly debited through sales book. It is, therefore, necessary that Das Gupta's account should now be credited with double amount.

In certain cases, it is specifically mentioned that the mistake has been committed in the subsidiary book and parties accounts have been correctly posted. In these cases, rectification will be made in the subsidiary books only. Parties accounts need not be rectified. For example, purchases of goods from Azhar for Rs. 700 was passed through sales book but Azhar's account was correctly credited. Azhar's account will neither be debited nor credited in the rectifying entry, because there is no mistake in it. While rectifying this error purchase account will be debited, because it was not debited by mistake. Sales account will also be debited because it was unnecessarily credited. As both purchases and sales accounts have been debited and there is no other account to be credited, suspense account will be credited in the rectifying entry.

In certain cases, transaction is omitted from a subsidiary book having debit balance and by mistake entered in an other subsidiary book having also debit balance, it will be assumed that parties accounts have been posted correctly. This fact has been illustrated in the errors

numbers 8 and 9. In the 8th error goods returned to Hirawani was posted to sales book. Hirawani's account which should have been debited through purchases return book has still been debited through sales book. Hirawani's account will, therefore be neither debited nor credited in the rectifying entry. While rectifying the error purchases return account will be credited because it was not credited and sales account will be debited because it was unnecessarily credited. Recording in the sales book means that sales account has been credited.

NOTES

SUSPENSE ACCOUNT

Meaning of Suspense Account

While maintaining books of accounts, we are likely to commit certain errors of omission or principles or errors in calculation. In case of certain errors, the debit and credit side of trial balance do not tally each other. As final accounts are to be presented on the closing day of the accounting period, we cannot wait for long to discover mistakes and delay preparation of final accounts. It is, therefore, necessary that certain temporary measures should be adopted to overcome the problem. We, therefore, transfer the difference in the trial balance to 'Suspense Account' which is an imaginary account is used as temporary solution to the problem. Later on, accounting treatment of transactions are checked and errors located. These errors are rectified. After the rectification of all errors, suspense account is automatically closed.

If the errors are detected before closing ledger accounts, we may rectify these errors by making a posting at the debit or credit side of the concerned account, wherever it is necessary. These errors will not be rectified by opening suspense account. It may be noted that Suspense A/c is used to rectify those errors, which have been located after Trial Balance has been prepared.

If errors are detected after the ledger accounts are closed, trial balance prepared and the difference transferred to suspense account, rectification of errors will be made through suspense account.

Treatment of Suspense A/c Balance

Suspense A/c is prepared after the Trial balance is prepared. In case the debit and credit side of the Trial Balance does not tally, the difference is temporarily transferred to Suspense Account. After the preparation of Trial balance, thorough checking of books of accounts is made. Mistakes are detected and rectified. If all the mistakes are rectified the Suspense Account is closed and no balance is left. Therefore, the question of its transfer anywhere does not arise.

If all errors are not rectified, Suspense A/c will show balance. In case the debit side of Suspense A/c exceeds the credit side, the excess is known as Debit balance, which is shown at the Assets side of the balance sheet. In case credit side is more than the debit side the difference is known as credit balance and shown at the liabilities side of the Balance Sheet.

After the Balance Sheet is prepared showing debit or credit balance of Suspense A/c, efforts are continued to detect or rectify the errors.

EFFECTS OF SUSPENSE ACCOUNT ON PROFIT

Suspense account has negative impact on the profit and loss account. This is because, suspense account consists of unidentified errors in the accounting system. If these errors are not identified then they will be either debited or credited to the profit and loss account

which may increase or decrease profit figures of the company. Ideally suspense account should not be maintained as it indicates faulty accounting systems of the company. Even if there is a suspense account which has certain amount it needs to be thoroughly investigated and corrected otherwise it will affect the profit figure of the company.

NOTES

Illustration 13. A book-keeper while balancing his books found that there was a difference of Rs. 86.12 in the trial balance. Being required to prepare the final accounts he placed this difference to a newly opened suspense account, which was carried forward to the next year when the following errors were discovered :

- (a) Goods bought from a merchant for Rs. 5.31 had been posted to the credit of his account as Rs. 55.
- (b) A dishonoured bill receivable for Rs. 200 returned by the bank had been credited to bank account and debited to B/R Account.
- (c) An item of Rs. 10.63 entered in the sales returns book has been posted to the debit of the customer who returned the goods.
- (d) Sundry items of plant sold for Rs. 260 had been entered in the sales book, the total of that book had been posted to sales account.
- (e) Rs. 60 owing by a customer had been omitted from the schedule of sundry debtors.
- (f) Rs. 2.31 discount received from a creditor had been duly entered in his account, but not posted to discount account.

Give journal entries necessary to correct these errors and prepare the suspense account.

Solution.**Rectifying Journal Entries**

Date	Particulars	L.F.	Amount			
			Debit		Credit	
			Rs.	P	Rs.	P
(a)	Merchant's A/c Dr. To Suspense A/c (Being Rs. 55 posted to Merchant's credit in place of Rs. 5.31, now corrected)		49	69	49	69
(b)	Acceptor's A/c Dr. To Bills Receivable A/c (Being dishonoured bills wrongly debited to B/R A/c, now rectified)		200	00	200	00
(c)	Suspense A/c Dr. To Customer's A/c (Being sales return of Rs. 10.63 wrongly posted to debit of customer, now corrected)		21	26	21	26
(d)	Sales A/c Dr. To Plant A/c (Being sale of plant wrongly credited to general sales, now corrected)		260	00	260	00
(e)	Sundry Debtors A/c Dr. To Suspense A/c (Being omission from sundry debtors, now rectified)		60	00	60	00

(f)	Suspense A/c To Discount received A/c (Being omission to record discount received, now rectified)	Dr.		2	31		2	31
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Suspense A/c

Dr.					Cr.				
Date	Particulars	J.F.	Amount		Date	Particulars	J.F.	Amount	
			Rs.	P.				Rs.	P.
	To Balance b/d		86	12		By Merchant's A/c		49	69
	To Customers A/c		21	26		By Debtor's A/c		60	00
	To Discount A/c		2	31					
			109	69				109	69

Summarised Presentation of Errors and Their Logical Rectification

S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
	Errors of Omission				
1.	Goods worth Rs. 2,000 returned by Keshwani were taken into stock but the transactions was not recorded in the books.	No Entry	Returns Inward A/c Dr. 2,000 To Keshwani's A/c 2,000	Returns Inward A/c Dr. 2,000 To Keshwani's A/c 2,000	Entry was omitted, correct entry will be passed.
2.	Goods purchased from Darbara Singh was recorded in the purchases book but no entry was made in Darbara Singh's account. The purchases was worth Rs. 7,000	Entry in Darbara Singh's A/c is omitted	Purchases A/c Dr. 7,000 To Darbara Singh's A/c 7,000	Suspense A/c Dr. 7,000 To Darbara Singh's A/c 7,000	Credit in Darbara Singh's A/c was omitted, now rectified. Suspense A/c debited because there is no other Wrong A/c
	Errors In The Subsidiary Books				
3.	Purchases Book was undercast by Rs. 1,000	Undercasting of purchases book	It should have been correctly totalled.	Purchases A/c Dr. 1,000 To Suspense A/c 1,000	Debiting Purchases A/c will complete the total. Credited Suspense A/c in the absence of any other Wrong A/c
4.	Purchases Book was overcast by Rs. 100	Overcasting of purchases book	It should have been correctly totalled.	Suspense A/c Dr. 100 To Purchases A/c 100	Crediting purchases A/c reduces the total, Suspense A/c debited because there is no other Wrong A/c to be debited.
5.	Sales Book was undercast by Rs. 150	Undercasting of sales book	It should have been correctly totalled.	Suspense A/c Dr. 150 To Sales A/c 150	Crediting Sales will increase its total. Suspense A/c debited because there is no other Wrong A/c to be debited.
6.	Sales Book was overcast by Rs. 150	Overcasting of sales book	It should have been correctly totalled.	Sales A/c Dr. 150 To Suspense A/c 150	Debiting Sales A/c will decrease its balacne. Suspense A/c credited because there is no Wrong A/c to be credited.

S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
7.	Returns Outward book was undercast by Rs. 1,000	Undercasting of Returns outward book	It should have been correctly totalled.	Suspense A/c Dr. 1,000 To Returns Outward A/c 1,000	Crediting Returns Outward A/c will increase total
8.	Purchases Return book was overcast by Rs. 100	Overcasting of purchases return book	It should have been correctly totalled.	Purchases Return A/c Dr. 100 To Suspense A/c 100	Debiting Purchases Return A/c will reduce the total
9.	Sales Return book was undercast by Rs. 100	Undercasting of Sales Return book	It should have been correctly totalled.	Return Inward A/c Dr. 100 To Suspense A/c 100	Debiting Returns Inward A/c will increase the total
10.	Sales Return book was overcast by Rs. 1,000	Overcasting of Sales Return book	It should have been correctly totalled.	Suspense A/c Dr. 1,000 To Sales Return A/c 1,000	Crediting Sales Return A/c will decrease the total
11.	Bills Receivable book was undercast by Rs. 200	Undercasting of Bills Receivable book	It should have been correctly totalled.	Bills Receivable A/c Dr. 200 To Suspense A/c 200	Debiting Bill Receivable A/c will increase the total
12.	Bills Receivable book was overcast by Rs. 300	Overcasting of Bills Receivable book	It should have been correctly totalled.	Suspense A/c Dr. 300 To Bills Receivable A/c 300	Crediting Bills Receivable A/c will reduce the total
13.	Bills Payable book was undercast by Rs. 1,000	Undercasting of Bills Payable book	It should have been correctly totalled.	Suspense A/c Dr. 1,000 To Bills Payable A/c 1,000	Crediting Bills Payable A/c will increase the total
14.	Bills Payable book was overcast by Rs. 600	Undercasting of Bills Payable book	It should have been correctly totalled.	Bills Payable A/c Dr. 600 To Suspense A/c 600	Debiting Bills Payable A/c will decrease the total

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S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
15.	Errors of Principles <i>Purchases of building was passed through purchases book amounting to Rs. 80,000</i>	Purchases A/c Dr. 80,000 To Bank A/c 80,000	Building A/c Dr. 80,000 To Bank A/c 80,000	Building A/c Dr. 80,000 To Purchases A/c 80,000	Building A/c is debited as per requirement of correct entry. Purchases A/c was wrongly debited, so credited to rectify the mistake
16.	<i>Wages for the construction of building was debited to wages account with Rs. 20,000</i>	Wages A/c Dr. 20,000 To Cash A/c 20,000	Building A/c Dr. 20,000 To Cash A/c 20,000	Building A/c Dr. 20,000 To Wages A/c 20,000	Building A/c is debited as per requirement of correct entry. Wages A/c credited as it was wrongly and unnecessarily debited
17.	<i>Repairs to second hand building was debited to repairs account with Rs. 18,000</i>	Repairs A/c Dr. 18,000 To Cash A/c 18,000	Building A/c Dr. 18,000 To Cash A/c 18,000	Building A/c Dr. 18,000 To Repair A/c 18,000	Building A/c debited as per requirement of correct entry. Repair A/c credited because it was wrongly debited.
18.	<i>Payment of wages to Ram Lal was debited to his personal account with Rs. 3,000</i>	Ram Lal's A/c Dr. 3,000 To Cash A/c 3,000	Wages A/c Dr. 3,000 To Cash A/c 3,000	Wages A/c Dr. 3,000 To Ram Lal's A/c 3,000	Wages as an expenses will be debited. Ram Lal's A/c will be credited, because it was wrongly debited.
19.	<i>Rent paid to land lord was debited to his personal account with Rs. 2,000</i>	Landlord's Personal A/c 2,000 To Cash A/c 2,000	Rent A/c Dr. 2,000 To Cash A/c 2,000	Rent A/c Dr. 2,000 To Landlord's Personal A/c 2,000	Rent as an expense should be correctly debited. Landlord's A/c credited because it was wrongly debited.

S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
20.	Interest Received from Rajeev was credited to Rajeev's account with Rs. 300	Cash A/c Dr. 300 To Rajeev's A/c 300	Cash A/c Dr. 300 To Interest A/c 300	Rajeev's A/c Dr. 300 To Interest A/c 300	Rajeev's A/c debited, because it was wrongly credited. Interest as revenue should be correctly credited.
21.	Amount of Rs. 2,000 withdrawn by the proprietor for personal use was wrongly debited to trade expenses account.	Trade Expenses A/c Dr. 2,000 To Cash A/c 2,000	Drawings A/c Dr. 2,000 To Cash A/c 2,000	Drawings A/c Dr. 2,000 To Trade Expenses A/c 2,000	Drawings should be debited for goods withdrawn by the proprietor. Trade Expenses A/c is credited because it was unnecessarily deb-
22.	Mohan & Sons, dealers in furniture took a sofa set from the firm for their drawingroom. The cost of the sofa was Rs. 4,000. The transaction was not recorded in the books.	No Entry	It should have been recorded in the books	Drawings A/c Dr. 4,000 To Purchases A/c 4,000	The entry was omitted at all, so correct entry will be passed.
23.	Errors of Posting at wrong side of an Account Rent amounting to Rs. 900 paid was credited to Rent Account.	Rent A/c credited instead of being debited	Rent A/c Dr. 900 To Cash A/c 900	Rent A/c Dr. 1,800 To Suspense A/c 1,800	Rent A/c debited with double amount because, it was wrongly credited instead of being debited. Crediting Cash A/c correct so Suspense A/c has been credited
24.	Discount amounting to Rs. 70 were allowed to Mohan. It was correctly entered in the cash book but credited to discount received account.	Discount A/c credited instead of debited	Discount A/c Dr. 70 To Mohan A/c 70	Discount Allowed A/c Dr. 70 Discount Received A/c Dr. 70 To Suspense A/c 140	Discount Allowed A/c should be correctly debited. Discount Received A/c should be debited because it was wrongly credited.

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S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
25.	Errors of recording in incorrect subsidiary books <i>Goods sold to Mohan for Rs. 3,700 was wrongly passed through purchases book.</i>	Purchases A/c Dr. 3,700 To Mohan A/c 3,700	Mohan A/c Dr. 3,700 To Sales A/c 3,700	Mohan's A/c Dr. 7,400 To Purchases A/c 3,700 To Sales A/c 3,700	Mohan's A/c debited with double amount because it was wrongly credited through purchase book, whereas it should have been debited through Sales Book. Purchases A/c credited because it was wrongly debited. Sales A/c credited because it should have been correctly credited.
26.	<i>Goods purchased from Masood for Rs. 300 was passed through sales book.</i>	Masood's A/c Dr. 300 To Sales A/c 300	Purchases A/c Dr. 300 To Masood's A/c 300	Purchases A/c Dr. 300 Sales A/c Dr. 300 To Masood's A/c 600	Purchases A/c correctly debited. Sales A/c is also debited, because it was wrongly credited. Masood's A/c credited with double amount because it was debited instead of being credited.
27.	<i>Goods returned by Kapil Dev for Rs. 150 were passed through returns outward book.</i>	Kapil Dev A/c Dr. 150 To Returns Outward A/c 150	Returns Inward A/c Dr. 150 To Kapil Dev's A/c 150	Returns Inward A/c Dr. 150 Returns Outward A/c Dr. 150 To Kapil Dev's A/c 300	Returns Inward correctly debited. Return Outward was wrongly credited so debited here Kapil Dev's A/c credited with the total.
28.	<i>Goods returned to Hirwani for Rs. 600 was passed through sales book.</i>	Hirwani's A/c Dr. 600 To Sales A/c 600	Hirwani's A/c Dr. 600 To Returns Outward A/c 600	Sales A/c Dr. 600 To Returns Outward A/c 600	Sales A/c debited because it was wrongly credited Returns Outward A/c is credited because it should have been correctly credited but omitted.

S. No.	Transactions	Wrong Treatment (Has been done)	Correct Treatment (Should have been done)	Rectified Entry	Reasoning
29.	Posting wrong amount in subsidiary books A sale of Rs. 480 to Ram was entered in the sales book as Rs. 840.	Ram A/c Dr. 840 To Sales A/c 840	Ram's A/c Dr. 480 To Sales A/c 480	Sales A/c Dr. 360 To Ram's A/c Dr. 360	Ram's A/c was over debited so credited with the excess. Sales A/c was over credited so debited the excess to correct the amount.
30.	An amount of Rs. 670 due from Abidur Rehman. Written off as bad in a previous year was recovered and credited to the personal account of Abidur Rehman.	Cash A/c Dr. 670 To Abidur Rehman's A/c 670	Cash A/c Dr. 670 To Bad Debt Recovered A/c 670	Abidur Rehman's A/c Dr. 670 To Bad Debts Recovered A/c 670	Abidur Rehman's A/c must have been closed, because it was written off as Bad Debts. It was wrongly credited, so debited here. Bad Debts Recovered as revenue is being credited.
31.	Bills payable worth Rs. 1,500 accepted in favour of Snedon was passed through Bills Receivable book with Rs. 150 and Snedon's account was correctly debited.	Bills Receivable A/c debited instead of Bills Payable A/c being credited	Snedon's A/c Dr. 1500 To Bills Payable A/c 1500	Suspense A/c Dr. 1,650 To Bills Receivable A/c Dr. 150 To Bills Payable A/c 1,500	B/P should be rightly credited. B/R credited because it was wrongly debited. Snedon's A/c need not be disturbed because it is rightly debited.
32.	The total of one page of the sales book was carried forward to the next page as Rs. 2,785 instead of Rs. 2,587.	Total wrongly carried forward	It should have been correctly carried forward	Sales A/c Dr. 198 To Suspense A/c s 198	Sales A/c will be debited with the excess it was credited. Suspense A/c credited as there is no other wrong account.

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REVIEW QUESTIONS

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A. Very Short Answer Type Questions :

1. Where will you transfer the total of Purchases book ?
2. Name the subsidiary books, whose balance is always debit.
3. Give two examples of errors of Principle.
4. Give two examples of Compensating errors.
5. Name four errors which cannot be disclosed by preparing Trial Balance.

B. Short Answer Type Questions :

1. Explain the errors of principle and give two examples of such errors.
2. What is the purpose of preparing suspense account ?
3. Explain with example the meaning of error of principle.
4. What is meant by errors of omission ? Give any one example.
5. What is Suspense Account ? When is it opened ?

C. Long Answer Type Questions :

1. Explain five errors regarding proprietor's withdrawal.
2. Explain errors which are not detected by trial balance.
3. What is one sided error ? Give two examples.
4. What is a suspense account ? When is it opened and how is it closed ?
5. Explain errors of commission and give two examples of such errors with measures to rectify them.

★ STRUCTURE ★

- ☆ Introduction
- ☆ Methods of Calculating Depreciation

INTRODUCTION

Meaning and Definition

Business is established for indefinite period. This is why, it acquires fixed assets for its use. These assets increase the profit earning capacity. Fixed assets are constantly used in the business. The assets lose their value gradually due to their constant use. *Loss in the value and utility of assets due to their constant use and expiry of time is termed as depreciation.* It has been our own experience that the furniture purchased for our own use in 2004 will lose a part of its value and lustre in 2005. Its value will further decrease in 2006 and so its effectiveness and value will go on decreasing with the passage of time. This 'wear and tear' is known as 'Depreciation' in accounting :

According to **R.N. Carter**, "*Depreciation is gradual and permanent decrease in the value of an asset from any cause*".

W. Pickles views, "*Depreciation may be defined as permanent and continuing diminution in the quality, quantity or the value of an asset*".

In the opinion of **Spicer and Peglar**, "*Depreciation is the measure of exhaustion of the effective life of an asset from any cause during a given period*".

According to **Accounting Standard**, "*Depreciation is a measure of the wearing out, consumption or other loss of value of a depreciable asset arising from use, effluxion of time or obsolescence through technology and market changes*".

According to **Institute of Cost and Management Accounting London (ICMA) terminology**, "*The depreciation is the diminution in intrinsic value of the asset due to use and/or lapse of time*".

According to Accounting Standard-6 issued by the Institute of Chartered Accountants of India (in November 1987) every company is liable to make provision for depreciation on its fixed assets.

Special Features of Depreciation

1. Depreciation is loss in the value of assets.
2. Loss should be gradual and constant.
3. Depreciation is the exhaustion of the effective life of business.
4. Depreciation is the normal feature.

5. Maintenance of assets is not depreciation.
6. It is continuing decrease in the value of assets.
7. It is the allocation of cost of assets to the period of its life.

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Accountants have developed certain specific words to denote the loss in the value of particular assets, other than depreciation. These words are as under :

1. Obsolescence/Dilapidation

Sometimes new inventions throw away the existing machines and equipments as obsolete (useless) although the old machines and equipments are not completely useless. The firm will have to replace the old machine and equipment with the latest, up-to-date and newly invented machine and equipment. Loss due to the obsolescence of the old machine and equipment is known as 'obsolescence'.

2. Depletion

The firm may possess certain mineral wealth such as coal, oil, iron ore etc. The more we extract mineral wealth from these mines the more mines are depleted. Decrease in mineral wealth of the mines is termed as depletion.

3. Amortisation

The word 'amortisation' is used to show loss in the value of intangible assets. These assets are goodwill, patents and preliminary expenses etc. These assets are written off over certain period.

4. Fluctuation

Increase and decrease in the market value of assets is known as fluctuation. As we record the value of these assets on historical basis, we do not pass any entry for the fluctuations in the market value of assets. In case of permanent fall in the value of investments fluctuation may be recorded.

Causes for Depreciation

1. **By constant use.** The loss in the value, efficiency and utility of fixed assets due to its constant use is termed as depreciation.
2. **By expiry of time.** The effective life of assets goes on decreasing with the passage of time. If certain lease has been obtained for 20 years for Rs. 1,00,000, it will lose its

$$\frac{1}{20} \text{ th, i.e., } \left(\frac{1}{20} \times 1,00,000 \right) = \text{Rs. 5,000 value at the end of the first year and so on.}$$

At the end of 20th year it will become valueless.

3. **By obsolescence.** The old assets will become obsolete due to new inventions, improved techniques and technological advancements.
4. **By depletion.** Loss of mineral wealth due to constant working of mines is also depreciation, but specifically known as 'depletion'. Suppose a particular mine has got 1,00,000 tons of coal during 1st year, coal worth 5,000 tons have been extracted. The loss of 5,000 tons of coal from mines is loss due to depletion. This is why, we charge depreciation on these mineral wealth according to depletion method.
5. **Permanent fall in price.** Though fluctuations in the market value of fixed assets is not recorded in the books. Sometimes we have to account for this loss such as permanent fall in the value of investments.

6. **By Abnormal factors.** Depreciation may also be due to the loss in the value of assets by accidents and damage.

Depreciation in the value of assets in all the above cases is accounted for in the books of accounts.

Objectives of Charging Depreciation

Recording depreciation in the books of accounts is essential due to the following reasons :

1. **For determination of net profit or net loss.** Loss in the value of assets is undoubtedly a business expense. It must be recorded and shown at the debit side of the profit and loss account for the correct calculation of net profit or net loss. The ultimate objective of accounting is to determine the correct net income. This objective will not be achieved, unless we account for depreciation in the books of accounts.
2. **For showing assets at fair and true value in the Balance Sheet.** If depreciation is not charged, the assets will be shown at value more than its actual value. The purpose of recording assets is to show them at their true value. Provision for depreciation reduces the value of assets with the amount of depreciation and assets are shown at their true and fair value.
3. **Provision of funds for replacement of assets.** The assets acquired and used in the business will become useless after expiry of its estimated life or even before that, we will have to replace the obsolete assets with another fresh asset. The replacement will require funds. Proper method of depreciation will make the funds available for the purchase of fresh assets.
4. **Ascertaining accurate cost of production.** Depreciation on factory plant and machinery is factory overhead. It will increase the cost of production and the price of the commodity will be fixed at higher rates. In the absence of provision for depreciation, the sales price of the commodity will be fixed at lower rates, because cost of production will also be lower due to ignorance of depreciation. Profit will thus be reduced.
5. **Distribution of dividend out of profit only.** Depreciation is charged out of Profit and loss account, so the profit after charging depreciation will be lesser. Shareholders will get dividend out of this profit. If depreciation is not charged, the profit will be more and the excess dividend will be paid out of capital, which should have been paid out of profit.
6. **Avoiding over payment of income tax.** If depreciation is not charged, profit and loss account will show more profit. We will have to pay more income tax on this profit. In this way, the payment of tax will be definitely more than what it should have actually been. The profit will reduce with the amount of depreciation; so lesser or the actual income tax due will be paid. Provision for depreciation in this way, avoids over payment of income tax.

Factors Affecting the Amount of Depreciation

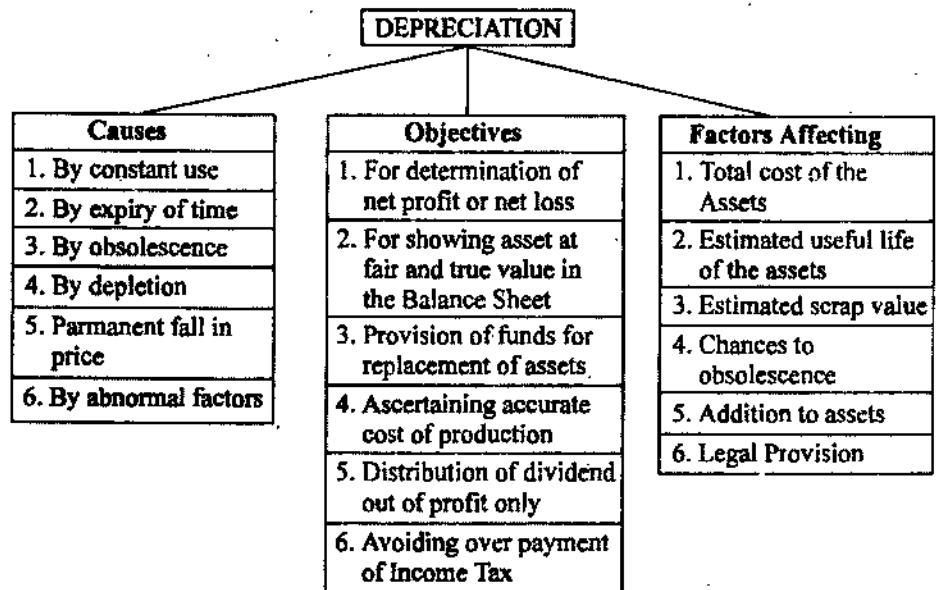
It is quite impossible to calculate the actual and accurate amount of depreciation. It can always be estimated, though we try our best to be more accurate and correct. Following factors have to be considered before estimation of the amount of depreciation.

1. **Total cost of the assets.** Value of assets is determined after adding all expenses of acquiring, installing and constructing the assets. We should take into consideration the total cost of assets for determining the rate and the amount of depreciation.

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2. **Estimated useful life of assets.** The estimated working life of the assets may be measured in terms of years, months, hours, output (units) or kilometres (for trucks). In case of depreciation the value of assets is allocated over the estimated useful life of the asset. If expected life is more, the rate of depreciation will be lesser and *vice versa*. Useful life of asset depends upon the following factors
 - (i) Predetermined by legal or contractual limits e.g., in case of leasehold asset, the useful life is the period of lease.
 - (ii) The number of shifts for which asset is to be used.
 - (iii) Repair and maintenance policy of the business organisation.
 - (iv) Technological obsolescence.
 - (v) Innovation/improvement in production method.
 - (vi) Legal or other restrictions.
3. **Estimated scrap value.** It is the residual value, which is expected to be realised even if the asset becomes obsolete. We shall have to make provision of the amount which is the value of assets less its scrap value. Suppose we purchase a machine for Rs. 10,000, whose expected life is ten years. If the scrap value is Rs. 1,000, we will have to arrange Rs. 9,000, i.e., $10,000 - 1,000$ in ten years. Every year will bear a depreciation of Rs. 900, i.e., $9,000/10$. If the scrap value in the above case is Rs. 2,000 depreciation to be charged will be Rs. 800 only.
4. **Chances to obsolescence.** If the asset acquired is expected to be obsolete within 5 years, we will have to split its value over 5 years. If it will be obsolete within four years the value will be split over four years. It shows that the amount of depreciation charged every year will decrease with comparatively remote chances of obsolescence.
5. **Addition to assets.** Depreciation should be charged on the additions to the assets also. If book value of furniture on Jan. 1, 2006 is Rs. 10,000 and additions worth Rs. 5,000 are made on July 1, 2006. Depreciation is to be charged @ 10%. We shall be calculating depreciation on Rs. 10,000 for the whole year and on 5,000 for six months.
6. **Legal provisions.** The rate and method of depreciation being used must be subject to legal provisions. Companies have to honour the legal provision with regard to depreciation.



METHODS OF CALCULATING DEPRECIATION

1. Fixed or Equal Instalment or Straight Line Method or Depreciation on Original Cost

It is the simplest method of charging depreciation. The original cost of the asset is divided by the estimated life period of the asset. For example, if the value of asset is Rs. 20,000 and its useful life is estimated to be 10 years, the amount of depreciation to be charged every year will be Rs. 2,000 *i.e.*, 20,000/10. Depreciation to be charged every year will be Rs. 2,000 or in other words, it will be fixed at Rs. 2,000 for every year. If we draw a graph of depreciation of 10 years, we shall find it to be a straight line because depreciation every year is the same *i.e.*, Rs. 2,000.

In certain cases, we are also given the scrap or residual value of the assets. The term residual or scrap value means the amount realised from the sale of obsolete asset.

In these cases, we use the following formula for the calculation of depreciation :

Annual depreciation

$$= \frac{\text{Cost of asset - Scrap value or Residual value or Breakup or salvage value}}{\text{Expected or estimated life of asset}}$$

Under straight line method, depreciation may also be determined by applying a fixed rate to the original cost of the asset.

Explanation of formula

Cost of the assets. Cost of the assets means the original cost or the historical cost of the asset. The cost includes the purchase price and the expenses incurred in acquiring (carriage, cartage, freight on newly purchased asset), installation charge (in case of fixtures, plant and machinery) construction charges (in case of building).

Scrap or residual or breakup or salvage value. The asset being used will definitely become obsolete sooner or latter. The asset can be disposed off, even if it is obsolete (useless) as a scrap. The amount fetched by scrapped asset is known as its residual value.

Estimated life of the asset. Whenever asset is acquired, the manufacturer generally mentions the estimated working life of the asset. It may be in years, months, days or hours (in case of machines and equipments) in tons (in case of coal mines) in kilometres (in case of truck) so on. If the estimated life is not mentioned by the manufacturer we can assume it on the basis of our past experience or any scientific method.

Advantages of Straight Line Method

Straight line method of providing depreciation has got the following advantages :

- 1. Simplicity.** This is the simplest method of providing depreciation. This can be easily understood even by ordinary person. Calculation of depreciation according to this method is also very simple.
- 2. Assets can be completely written off.** According to this method, assets can be written off to zero. The depreciation is calculated on the original cost of the asset at the specified rate, so the value of asset is fully split over the useful life of asset.
- 3. Knowledge of total depreciation charged.** The amount of total depreciation charged can be easily known by multiplying the yearly amount of depreciation with number of years, the asset has been used.

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4. **Suitable for small firms.** Straight line method is the most suitable method for small firms. These firms use this method, because it is easy, simple and suitable to the size of the firms.
5. **Suitable for firms having large number of old and new machines.** The weaknesses of this method are removed, if the firm has both old and new machines. More maintenance charges on old machines and lesser on the new machines balance each other.
6. **Useful for assets having lesser value.** This method is the most suitable for charging depreciation on assets of lesser value such as furniture, fixture and patents etc.

Disadvantages or Limitations of Straight Line Method

Straight line method suffers from the following weaknesses :

1. **Undue pressure on final years.** The final years of the life of the asset have to bear more repairs and maintenance charges and also the same amount of depreciation, whereas initial years have to suffer lesser repair charges.
2. **No provision for replacement.** The amount charged as depreciation is retained in the business and used in the routine affairs. The firm has to bother for making arrangement of funds for the replacement of assets although depreciation has been charged every year.
3. **Loss of interest.** The amount of depreciation charged every year is not invested outside the firm, so no interest is received. In certain methods of depreciation, the amount of depreciation is invested outside the business in securities and interest is received.
4. **Illogical method.** It seems illogical to charge depreciation on the original cost of the asset every year when the balance of the asset is declining year after year.
5. **Unsuitable for assets having long-life and more value.** This method is not suitable for those assets which are subject to additions and extension from time to time, such as land and building and plant and machinery. It is not suitable for assets having more value also.

Uses of Straight Line Method

Straight line method is suitable for those assets, which require lesser expenses on repairs and maintenance. The method is also useful for assets of lesser value such as patents, furniture etc. This method is also useful for those big manufacturing concerns who have got a large number of machines. Some assets are very old and some of them are fresh. The combined result of the depreciation on both the old and new machines and also repairs and maintenance charges balance each other. In case of old machines, maintenance charges are more but in case of new machines charges are lesser. More maintenance charges on old machines and lesser repairs on new balance each other.

The method is very simple, so most appropriate for small firms and assets of small value.

Its Accounting treatment is as under :

According to this method following journal entries are passed :

1. For purchase of assets

Assets A/c	Dr.
To Bank or Cash A/c	

2. For depreciation on assets

Depreciation A/c	Dr.
To Assets A/c	

3. For sale of assets

Bank or Cash A/c	Dr.
To Assets A/c	

4. For loss on sale of assets

P/L A/c Dr.

To Assets A/c

The third and fourth entry regarding sale of asset or loss can be combined together :

Bank or Cash A/c Dr.

Loss on Sale of Assets A/c Dr.

To Assets A/c

Loss on sale of assets account will be closed by transfer to profit and loss account :

5. For profit on sale of assets

Assets A/c Dr.

To P/L A/c

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Illustration 1. (Straight Line Method : When rate is given). The purchase of furniture amounted to Rs. 4,000 and it is decided to write off 5 per cent on the original cost as depreciation at the end of each year. Show the ledger account as it will appear during the first four years. Pass journal entries also.

Solution.**Journal Entries**

Date	Particulars	L.F.	Amount	
			Debit Rs.	Credit Rs.
1st year Jan. 1	Furniture A/c Dr. To Bank A/c (Being purchase of furniture)		4,000	4,000
Dec. 31	Depreciation A/c Dr. To Furniture A/c (Being depreciation on furniture @ 5% on Rs. 4,000)		200	200
2nd year Dec. 31	Depreciation A/c Dr. To Furniture A/c (Being depreciation charged on furniture @ 5% on Rs. 4,000)		200	200
3rd year Dec. 31	Depreciation A/c Dr. To Furniture A/c (Being depreciation charged on furniture @ 5% on Rs. 4,000)		200	200
4th year Dec. 31	Depreciation A/c Dr. To Furniture A/c (Being depreciation charged on furniture @ 5% on Rs. 4,000)		200	200

Explanation. As per the instructions of question, depreciation on furniture has to be charged @ 5% on original cost. The original cost of the furniture is Rs. 4,000, so depreciation on furniture will be charged every year on its original value, i.e., Rs. 4,000. This is why, every year Rs. 200 has been charged as depreciation.

NOTES

Fixed Instalment Method

Furniture Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
Ist year Jan. 1	To Bank A/c		4,000	Ist year Dec. 31	By Depreciation A/c		200
			4,000		By Balance c/d		3,800
							4,000
2nd year Jan. 1	To Balance b/d		3,800	2nd year Dec. 31	By Depreciation A/c		200
			3,800		By Balance c/d		3,600
							3,800
3rd year Jan. 1	To Balance b/d		3,600	3rd year Dec. 31	By Depreciation A/c		200
			3,600		By Balance c/d		3,400
							3,600
4th year Jan. 1	To Balance b/d		3,400	4th year Dec. 31	By Depreciation A/c		200
			3,400		By Balance c/d		3,200
							3,400
5th year Jan. 1	To Balance b/d		3,200				

Illustration 2. (Straight Line Method : Original cost, expected life and scrap value). On January 1, 2003 M/s Ram & Sons purchased a Machinery for Rs. 2,00,000. They spent Rs. 12,000 on its freight and Rs. 8,000 for its installation. The expected life of the machine is 10 years. It is expected that the machine will be sold for Rs. 20,000 after its useful life. Prepare machinery account and depreciation account for 3 years. Books of Accounts are closed on December 31, every year.

Solution.

Machine Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2003 Jan. 1	To Bank A/c		2,20,000	2003 Dec. 31	By Depreciation A/c		20,000
			2,20,000	Dec. 31	By Balance c/d		2,00,000
							2,20,000

2004				2004			
Jan. 1	To Balance b/d		2,00,000	Dec. 31	By Depreciation A/c		20,000
				Dec. 31	By Balance c/d.		1,80,000
			2,00,000				2,00,000
2005				2005			
Jan. 1	To Balance b/d		1,80,000	Dec. 31	By Depreciation A/c		20,000
				Dec. 31	By Balance c/d		1,60,000
			1,80,000				1,80,000
2006							
Jan. 1	To Balance b/d		1,60,000				

NOTES

Depreciation Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2003				2003			
Dec. 31	To Machine A/c		20,000	Dec. 31	By P/L A/c		20,000
2004				2004			
Dec. 31	To Machine A/c		20,000	Dec. 31	By P/L A/c		20,000
2005				2005			
Dec. 31	To Machine A/c		20,000	Dec. 31	By P/L A/c		20,000

Working Note :

Calculation of Depreciation :

$$\frac{\text{Cost of machine - Scrap value}}{\text{Expected life of machinery}} = \frac{2,20,000 - 20,000}{10} = \text{Rs. } 20,000.$$

Illustration 3. (Straight Line Method : Additions to assets). On 1st January, 2001 a Company bought Plant and Machinery costing Rs. 35,000. It is estimated that its working life is 10 years, at the end of which it will fetch Rs. 5,000. Additions are made on 1st January, 2002 to the value of Rs. 20,000 (Residual value Rs. 2,000). More additions are made on July 1, 2003 to the value of Rs. 10,000. (Breakup value Rs. 1,000). The working life of both the additional Plants and Machinery is 20 years.

Show the Plant and Machinery account for the first four years, if depreciation is written off according to Straight Line Method. The accounts are closed on 31st December every year.

Solution.

Plant and Machinery Account

Dr.

Cr.

NOTES

Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2001 Jan. 1	To Bank A/c		35,000	2001 Dec. 31	By Depreciation A/c		3,000
				Dec. 31	By Balance c/d		32,000
			35,000				35,000
2001 Jan. 1	To Balance b/d		32,000	2002 Dec. 31	By Depreciation A/c (i) Rs. 3,000 (ii) Rs. 900		3,900
Jan. 1	To Bank A/c		20,000	Dec. 31	By Balance c/d (i) Rs. 29,000 (ii) Rs. 19,100		48,100
			52,000				52,000
2003 Jan. 1	To Balance b/d (i) Rs. 29,000 (ii) Rs. 19,100		48,100	2003 Dec. 31	By Depreciation A/c (i) Rs. 3,000 (ii) Rs. 900 (iii) Rs. 225 (for 6 months		4,125
July 1	To Bank A/c		10,000	Dec. 31	By Balance c/d (i) Rs. 26,000 (ii) Rs. 18,200 (iii) Rs. 9,775		53,975
			58,100				58,100
2004 Jan. 1	To Balance b/d (i) Rs. 26,000 (ii) Rs. 18,200 (iii) Rs. 9,775		53,975	2004 Dec. 31	By Depreciation A/c (i) Rs. 3,000 (ii) Rs. 900 (iii) Rs. 450		4,350
			53,975	Dec. 31	By Balance c/d (i) Rs. 23,000 (ii) Rs. 17,300 (iii) Rs. 9,325		49,625
							53,975
2005 Jan. 1	To Balance b/d (i) Rs. 23,000 (ii) Rs. 17,300 (iii) Rs. 9,325		49,625				

NOTES

Notes 1. Calculation of Depreciation = $\frac{\text{Cost of Plant and Machinery} - \text{Residual value}}{\text{Working life}}$

$$(1) = \frac{\text{Rs. } 35,000 - \text{Rs. } 5,000}{10 \text{ years}} = \frac{30,000}{10} = \text{Rs. } 3,000 \text{ per year.}$$

$$(2) = \frac{\text{Rs. } 20,000 - \text{Rs. } 2,000}{20 \text{ years}} = \frac{18,000}{20} = \text{Rs. } 900 \text{ per year}$$

$$(3) = \frac{\text{Rs. } 10,000 - \text{Rs. } 1,000}{20 \text{ years}} = \frac{9,000}{20} = \text{Rs. } 450 \text{ per year.}$$

2. The amount of depreciation on all the three machines will be ascertained separately as above.

Illustration 4. (Straight Line Method : Sale of assets). On 1st July 2003 Raj & Co., purchased machinery worth Rs. 40,000. On 1st July, 2005 it buys additional machinery worth Rs. 10,000. On 30th June, 2006 half of the machinery purchased on 1st July, 2003 is sold for Rs. 9,500. The company writes off 10% on the original cost. The accounts are closed every year on 31st December.

Show the machinery account for four years, Accounts are closed on December 31, every year.

Solution.

Machinery Account

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2003 July 1	To Bank A/c		40,000	2003 Dec. 31	By Depreciation (On 40,000 for six months)		2,000
				Dec. 31	By Balance c/d		38,000
			40,000				40,000
2004 Jan. 1	To Balance b/d		38,000	2004 Dec. 31	By Depreciation (On 40,000 for one year)		4,000
				Dec. 31	By Balance c/d		34,000
			38,000				38,000
2005 Jan. 1	To Balance b/d		34,000	2005 Dec. 31	By Depreciation (On 40,000 for one year and on 10,000 for six months)		4,500
July 1	To Bank A/c		10,000	Dec. 31	By Balance c/d		39,500
			44,000				44,000

NOTES

2006				2006		
Jan. 1	To Balance b/d	39,500		June 30	By Bank A/c	9,500
					By Depreciation (On 20,000 for six months)	1,000
				Dec. 31	By profit and Loss	4,500
					By Depreciation (On 20,000 for one year + On 10,000 for one year)	3,000
				Dec. 31	By Balance c/d	21,500
		39,500				39,500
2007						
Jan. 1	To Balance b/d	21,500				

Notes. (i) Calculation of loss on sale of Machinery :			Rs.
Book value of full machine (on July 1, 2003)	= 40,000		
Book value of half machinery (on July 1, 2003)	= $40,000 \times \frac{1}{2} =$		20,000
Less : Depreciation on half machinery @ 10% on straight line method :			
2003 (July 1—Dec. 31)	1,000		
2004 (for full year)	2,000		
2005 (for full year)	2,000		
2006 (Jan. 1—June 30)	1,000		6,000
Book value as on June 30, 2006			14,000
Less : Amount received from sale			9,500
Loss on sale of machinery			4,500
(ii) Journal entry for sale of machinery :			
2006			
June 30,	Bank A/c	Dr.	9,500
	Profit and Loss A/c	Dr.	4,500
	Depreciation A/c	Dr.	1,000
	To Machinery A/c		15,000

Calculation of Depreciation on Additions to Asset

Business is a continuing activity, so we may purchase additional assets or we may add to the existing assets. Addition to the fixed assets, such as land and building, plant and machinery, vehicles and furniture etc., are capital expenditure. It will increase the value of assets, so depreciation will also be charged on these additions. Depreciation on additions will be charged since the date of additions at the specified rate.

For example, if addition to machinery worth Rs. 20,000 on July 1, 2005, will be depreciated at the rate of 10% (specified) for six months together with the depreciation on the book value of old machinery, depreciation on the additions during the first year will be the same under straight line or written down value method.

Treatment of Sale of Asset

The firm may sell asset, if it is obsolete. It may also be sold when it is not in perfect order. The disposal of asset will take place, when purchase of fresh, up-to-date asset is made and the old asset becomes unwanted. In any case, the sale of asset has to be accounted for. The treatment of asset in case of sale will be made as under :

NOTES**Treatment of Sale of Asset****(i) If asset is sold at the book value**

Bank A/c	Dr.
To Asset A/c	

(ii) If the asset is sold at lesser than book value (loss)

Bank A/c	Dr.
Profit and Loss A/c	Dr.
To Asset A/c	

(iii) If the asset is sold for more than the book value

Bank A/c	Dr.
To Asset A/c	
To Profit and Loss A/c	

2. Diminishing or Written Down Balance Method

This method has been developed to remove the short comings of straight line method. Equal amount of depreciation is charged every year under straight line method. The method is criticised for showing disfavour to final years of the life of the assets. During final years repairs and maintenance charges are more but the depreciation is the same. It shows that the final years are over burdened with charges. Diminishing balance method was developed to remedy the weakness of straight line method.

Under the diminishing balance method, the value of asset upon which depreciation is to be calculated goes on diminishing, so the amount of depreciation to be charged every year also goes on declining. For example, if a machine has been acquired for Rs. 1,00,000 and depreciation is charged @ 10% according to written down value method the depreciation to be charged will be made as under :

$$\text{1st year on Rs. 1,00,000 @ 10\%} = \frac{10}{100} \times 1,00,000 = \text{Rs. 10,000}$$

$$\text{2nd year on Rs. 90,000, i.e., Rs. 1,00,000 - 10,000} = 90,000 \times \frac{10}{100} = \text{Rs. 9,000}$$

$$\text{3rd year on Rs. 81,000, i.e., Rs. 90,000 - 9,000} = 81,000 \times \frac{10}{100} = \text{Rs. 8,100}$$

$$\text{4th year on Rs. 72,900, i.e., Rs. 81,000 - 8,100} = 72,900 \times \frac{10}{100} = \text{Rs. 7,290.}$$

and so on.

NOTES

It will be observed from the above calculation that the balance of machine upon which depreciation is being calculated goes on diminishing or reducing or it is being written down. It should also be noted that the amount of depreciation goes on declining year after year. In the first year it was Rs. 10,000, in the second year, it came down to Rs. 9,000. It reduced further to Rs. 8,100 in the third year. In the 4th year, it remained only Rs. 7,290. In this way, depreciation will go on declining year after year.

Advantages of Diminishing Balance/Written Down Value Method

Diminishing balance method has got the following advantages :

1. **Easy calculation.** Calculation of depreciation is easier as compared to other methods of calculating depreciation except straight line method. Depreciation is calculated every year on the opening balance of asset. Depreciation on additions is separately calculated.
2. **Balanced effect on the profit and loss account of different years.** In the initial years depreciation is more and the maintenance charges are lesser. In the final years, depreciation is lesser but repairs and maintenance charges are more, so every year bears the charges almost the same as regards depreciation and maintenance.
3. **Approved method by income tax authorities.** The method is approved by income tax authorities.
4. **Logical method.** It seems logical even to layman that the value of asset goes on diminishing year after year, so the depreciation should also be charged on the reducing balances.
5. **Suitable for assets having long-life.** This method is suitable for those assets which have long-life. It is also suitable for those assets, where additions and extensions are common feature, such as land, building and plant and machinery.

Disadvantages or Limitation of the Diminishing Balance Method

Diminishing balance method of providing depreciation suffers from following weaknesses :

1. **The value of asset cannot be reduced to zero.** It is very difficult to determine the rate by which the value of asset could be written down to zero.
2. **No funds for replacement.** Though depreciation is charged every year but the amount charged is retained in the business and used in routine business operations. At the time of replacing assets, firm has to bother for making arrangement of funds, although it has charged depreciation every year.
3. **Loss of interest.** The amount charged as depreciation is not invested outside the business, so no interest is received. In certain methods, the amount is invested outside the business in securities and interest is received.
4. **Higher rate of depreciation.** The rate of depreciation in this method is higher, because it will require longer period to write off the asset, if the rate is lower and the assets may become useless earlier.
5. **Inequal burden on profit and loss account.** The amount of depreciation goes on declining year after year, whereas the asset is used equally by every year.

Uses of Diminishing Balance Method

Diminishing balance is the method for assets having long-life. It is also suitable for those assets which are subject to additions and extensions from time to time, such as land and building, plant and machinery etc.

Difference between Straight Line and Diminishing Balance Method

Difference between straight line and diminishing balance method can be made as under :

NOTES

<i>Points of Difference</i>	<i>Straight Line Method</i>	<i>Diminishing Balance Method</i>
1. Amount of Depreciation	Equal amount of depreciation is charged every year.	The amount of depreciation goes on reducing year after year.
2. Calculation of Depreciation	Depreciation is calculated on the original cost of the assets.	Depreciation is calculated on the reducing balance of asset.
3. Zero level	The value of assets can be written down to zero.	The value of assets cannot be written down to zero.
4. Effect on profit and loss account	The initial years of the life of the asset bear lesser amount as depreciation and repairs but final years bear the same amount of depreciation but more repairs and maintenance charges.	Every year bears almost the same charges. Depreciation goes on declining, whereas repairs and maintenance charges go on increasing.
5. Suitability	This method is useful for assets of lesser value such as patents, furniture and fixtures etc.	The method is suitable for assets having longer life and more value such as land and building, plant and machinery etc.
6. Recognition by Income tax law	Straight line method is not recognised by Income tax law.	Written down value method is recognised by Income tax law.

Illustration 5. (Diminishing Balance Method) : Sale of assets. Kaushal Traders purchased a second hand machinery on 1st January, 2002 for Rs. 23,000 and spent Rs. 2,000 on its repairs. It was decided to depreciate the machinery at 20% every year, according to diminishing balance method. Prepare the machinery account from 2002 to 2004 and show profit or loss as it was sold on 31st December, 2004 for Rs. 10,800. The accounts are closed on December 31 every year.

Solution.

Diminishing Balance Method
Machinery Account

<i>Dr.</i>				<i>Cr.</i>			
<i>Date</i>	<i>Particulars</i>	<i>J.F.</i>	<i>Amount Rs.</i>	<i>Date</i>	<i>Particulars</i>	<i>J.F.</i>	<i>Amount Rs.</i>
2002 Jan. 1	To Bank A/c		23,000	2002 Dec. 31	By Depreciation A/c		5,000
	To Bank A/c (Repairs)		2,000	Dec. 31	By Balance c/d		20,000
			25,000				25,000

NOTES

2003				2003		
Jan. 1	To Balance b/d		20,000	Dec. 31	By Depreciation A/c	4,000
					By Balance c/d	16,000
			20,000			20,000
2004				2004		
Jan. 1	To Balance b/d		16,000	Dec. 31	By Depreciation A/c	3,200
				Dec. 31	By Bank A/c	10,800
				Dec. 31	By Profit & Loss (Loss on sale)	2,000
			16,000			16,000

Note. The amount of depreciation has been calculated @ 20% on diminishing (reducing) balances of machinery. In 2002, depreciation has been calculated on 25,000. Amount spent on repairs to second hand machinery is capital expenditure. It was necessary to bring the old machinery in working order. It is the part of the cost of machinery, so it has been added to its cost. The balance of machinery reduced to Rs. 20,000 in 2003 and further reduced to Rs. 16,000 in 2004, so depreciation for 2003 has been calculated on 20,000 and for 2004 on Rs. 16,000.

Loss on sale of machinery has been calculated as under :

Book value of machinery as on January 1, 2002		Rs. 25,000
Less : Depreciation :		
2002 (for full year)	5,000	
2003 (for full year)	4,000	
2004 (for full year)	3,200	
		<u>12,200</u>
Book value of machinery as on December 31, 2004		12,800
Less : Amount received from sale of machinery		<u>10,800</u>
Loss on sale of machinery		<u>2,000</u>

Illustration 6. (Diminishing Balance : Assets sold partly). A company whose accounting year is the calendar year purchased on 1st April, 2001 machinery costing Rs. 30,000.

It further purchased machinery on 1st October, 2001 costing Rs. 20,000 and on 1st July, 2002 costing Rs. 10,000.

On 1st January, 2003 one-third of the machinery which was installed on 1st April, 2001 became obsolete and was sold for Rs. 3,000.

Show how the machinery account would appear in the books of company. The depreciation is charged at 10% p.a. on Written Down Value Method.

Solution.

**Written Down Value Method
Machinery Account**

Depreciation

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2001				2001			
April 1	To Bank A/c		30,000	Dec. 31	By Depreciation A/c		2,750
Oct. 1	To Bank A/c		20,000	Dec. 31	By Balance c/d		47,250
			50,000				50,000
2002				2002			
Jan. 1	To Balance b/d		47,250	Dec. 31	By Depreciation A/c		5,225
July 1	To Bank A/c		10,000		By Balance c/d		52,025
			57,250				57,250
2003				2003			
Jan. 1	To Balance b/d		52,025	Jan. 1	By Bank A/c		3,000
				Jan. 1	By P & L A/c (Loss)		5,325
				Dec. 31	By Depreciation A/c		4,370
				Dec. 31	By Balance c/d		39,330
			52,025				52,025
2004							
Jan. 1	To Balance b/d		39,330				

NOTES

Working Notes :

(i) Calculation of depreciation for year 2003 :		Rs.
Total Written Down Value as on January 1, 2003		52,025
Less : Written Down Value of 1/3rd of plant sold (10,000 – 750 – 925)		– 8,325
Written down value of remaining machine		43,700
Depreciation at 10% on Written Down Value $\left(43,700 \times \frac{10}{100}\right)$		4,370
(ii) Calculation of loss on sale of machinery :		
Book value of 1/3rd machinery purchased on April 1, 2001 as on January 1, 2003 (10,000 – 750 – 925)		8,325
Less : Amount received from sale		(–) 3,000
Loss on sale of machinery		5,325

Illustration 7. (Diminishing Balance : Sale of assets). A manufacturing concern, whose books are closed on 31st December, purchased machinery for Rs. 50,000 on 1-1-2000. Additional machinery was acquired for Rs. 10,000 on 1-7-2001 and for Rs. 16,061 on 1-1-2004. Certain machinery purchased for Rs. 10,000 on 1-1-2000 was sold for Rs. 5,000 on 30-6-2003.

Give the machinery account for 5 years. Depreciation is written off at 10% per annum on written down value method.

Written Down Value Method
Machinery Account

Dr.

Cr.

NOTES

Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2000 Jan 1	To Bank A/c		50,000	2000 Dec. 31	By Depreciation A/c		5,000
				Dec. 31	By Balance c/d		45,000
			50,000				50,000
2001 Jan. 1	To Balance b/d		45,000	2001 Dec. 31	By Depreciation A/c		5,000
July 1	To Bank A/c		10,000	Dec. 31	By Balance c/d		50,000
			55,000				55,000
2002 Jan. 1	To Balance b/d		50,000	2002 Dec. 31	By Depreciation A/c		5,000
				Dec. 31	By Balance b/d		45,000
			50,000				50,000
2003 Jan. 1	To Bank b/d		45,000	2003 June 30	By Bank A/c		5,000
				June 30	By Profit & Loss A/c		1,925
				Dec. 31	By Depreciation A/c		4,136
				Dec. 31	By Balance b/d		33,939
			45,000				45,000
2004 Jan 1	To Balance b/d		33,939	2004 Dec. 31	By Depreciation A/c		5,000
Jan 1	To Bank A/c		16,061	Dec. 31	By Balance c/d		45,000
			50,000				50,000
2005 Jan. 1	To Balance b/d		45,000				

Working Notes**(i) Calculation of loss on sale of machinery :**

	Rs.
Book value of machinery as on January 1, 2000	10,000
Less : Depreciation according to diminishing balance method :	
2000 (for full year)	1,000
2001 (for full year)	900
2002 (for full year)	810
2003 (for six months)	365
	3,075
Book Value of Machine sold as on June 30, 2003	6,925
Less : Amount received from sale	(-) 5,000
Loss on sale of machine	1,925

(ii) Calculation of depreciation for the year 2003 :

Book value of all machineries as on January 1, 2003	45,000
Less : Book value of machinery to be sold as on January, 1, 2003	(-) 7,290
	<u>37,710</u>
Depreciation on 37,710 @ 10% for full year	3,771
Add : Depreciation on 7,290 @ 10% for six months	365
Total depreciation for 2003	<u>4,136</u>

NOTES**Replacement Cost Method**

Under this method an asset is depreciated over a period of time and a fund is maintained for the replacement of that asset by the amount of decreasing its value. For example, if there is an asset purchased on 1st Jan. 2008 for Rs. 10,00,000 and straight line method is applied at 10% then at the end of the year 2008 the depreciation will be Rs. 1,00,000. The company will maintain a fund for the replacement of the asset with Rs. 1,00,000 as balance at the end of the year 2008. This means that the amount depreciated is set aside in the form of a fund for future replacement of the asset.

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Mention any three important features of depreciation.
2. Mention names of three factors affecting the amount of depreciation.
3. Mention the formula for calculating depreciation under straight line method.
4. What is depreciation ?
5. A pharmaceutical manufacturer has just developed and registered a patent for a rare medicine. Which term will appear in its profit and loss account regarding the cost of patent written off.

B. Short Answer Type Questions :

1. Explain the following terms :

(a) Obsolescence	(b) Depletion
(c) Fluctuation	(d) Amortisation.
2. What are the different causes of depreciation ? Explain them briefly.
3. You are looking at the profit and loss account of three business enterprises. You find the term depreciation in first, depletion in case of second and amortisation in case of third enterprise. State the type of business each of the enterprise is into.
4. There are two dentists Dr. Aggarwal and Dr. Mehta in your locality who are competitors. Both of them have recently bought machine for patients. Dr. Aggarwal has decided to write off an equal amount of depreciation every year while Dr. Mehta wants to write off a larger amount in earlier years. They do not know anything about the methods of depreciation. Can you inform them more about the methods of depreciation they are applying even without knowing anything about accounting in formal. Who is more wise in your opinion ? Give reasons in support of your answer.

NOTES

C. Long Answer Type Questions :

1. Explain the meaning of depreciation. Enumerate different methods of depreciation. Explain straight line method.
2. Why is it necessary to provide for depreciation ? Explain the effect of depreciation on Profit and loss account and Balance Sheet.
3. Differentiate between straight line method and written down value method of providing depreciation.
4. Discuss the advantages and disadvantages of fixed instalment method and diminishing balance method.
5. Explain the following :
(a) Obsolescence, (b) Amortisation, (c) Depletion, (d) Fluctuation.

CHAPTER 12 ACCOUNTS OF NON-TRADING INSTITUTIONS

NOTES

★ STRUCTURE ★

- ☆ Financial Statements or Final Accounts of Not-For-Profit Organisations
- ☆ Receipts and Payments Account
- ☆ Income and Expenditure Account
- ☆ Relevant Items of Income and Expenditure Account
- ☆ Steps in the Preparation of Income and Expenditure Account
- ☆ Steps in the Preparation of Balance Sheet
- ☆ Incidental Trading Activity

Meaning of Not-for-Profit Organisation

Voluntary organisations formed to promote certain cultural recreational, religious, political, educational, medical and professional activities are known as non-profit or not-for-profit organisations. These institutions are formed with service motive. Certain examples of these institutions are as under :

- | | |
|--------------------------------------|--------------------------------------------|
| 1. Madras Sports Club | 2. Free Aid Medical Society |
| 3. National Club | 4. Association of Chartered Accountants |
| 5. Cricket Club | 6. Mohammedan Sporting Club |
| 7. Modern Educational Society | 8. Cricket Club of India |
| 9. Delhi Nursing Society | 10. Government School Teachers Association |
| 11. Delhi University Students Union. | |

Features/Characteristics of Not-for-Profit Organisations

1. Not-for-profit organisations are formed to provide services to a specific group or public in general.
2. These are organised by Charitable trusts/societies and subscriber to such organisation are called members.
3. Subscription, donations and income from investment are the main sources of these organisations.
4. The surplus generated from income and expenditure account is not distributed. It is simply added in the capital fund.
5. These organisations do not follow the complete process of accounting.
6. These organisations prepare Income and Expenditure account instead of Trading and Profit and Loss account.
7. The accounting information provided by such organisations is meant for the present and potential contributors meet the statutory requirement.

FINANCIAL STATEMENTS OR FINAL ACCOUNTS OF NOT-FOR-PROFIT ORGANISATIONS

NOTES

As we discussed above that not-for-profit organisations are not required to maintain a large set of books of accounts but they have to prepare financial statements at the end of every accounting year. Although these organisations are non-profit seeking institutions and they are not required to prepare Trading and Profit and Loss Account, but it is necessary for these organisations to know whether the income during the year was sufficient to meet expenses or not. Not only that, they have to provide the necessary financial information to their members, donors and contributors and also to the Registrar of Societies. For this purpose, such organisations have to prepare financial statements at the end of accounting year and the general principles of accounting are fully followed. The financial statements of not-for-profit organisations consist of the following :

- (1) Income and Expenditure Account and
- (2) Balance Sheet.

RECEIPTS AND PAYMENTS ACCOUNT

Receipts and payments account is merely a summary of cash and bank transactions. It may be said to be synonymous to the cash book. It records only cash transactions. It has got two sides. The left hand side shows receipts and the right hand side shows payments. Actual cash received is posted at the debit side and actual cash paid is recorded at the credit side. This account starts with the opening balance of cash and ends as showing the closing balance of cash.

Special Features of Receipts and Payments Account

- (i) Receipts and payments account is a 'real account'. While making posting in the account rule of debit and credit regarding real accounts are used.
- (ii) Whenever amount is received, cash account is debited. This is why, all cash receipts are recorded at the debit side.
- (iii) Cash account is credited for all payments, so all cash payments are shown at the payment side.
- (iv) Receipts and payments account is closed as showing the closing cash balance of the year, which is shown as the first item at the debit side.
- (v) Receipts and payments account is closed as showing the closing balance of the period which is available as the last item at the credit side.
- (vi) Receipts and payments account records all cash receipts, whether it is capital receipt or revenue receipt. Amount received from subscription and also amount received from sale of building are shown at the receipt side. No distinction is made between capital receipts and revenue receipts.
- (vii) All cash expenditure whether capital or revenue are shown at the payment side. Both cash payment for salaries and furniture are shown in this account. This account does not differentiate between capital and revenue expenditure.
- (viii) All cash receipts, whether belonging to the current year or previous year or next year are recorded as receipts.
- (ix) All cash payments whether concerning current year or previous year or next year are recorded at the payment side.
- (x) This account does not show net income or net loss.

(xi) No adjustments are made in it.

(xii) We cannot prepare Balance Sheet on the basis of this account.

Format of Receipts and Payment Account
For the Period ending.....

NOTES

<i>Receipts</i> Actual cash receipts irrespective of period (Present, Past and Future) (Both Revenue and Capital)	Amount Rs.	<i>Payments</i> Actual cash payments irres- pective of Period (Present, Past and Future) (Both Revenue and Capital)	Amount Rs.
To Balance b/d :		Revenue Payments	
Cash in hand	By Printing and stationery	
Cash at bank	By News papers, magazines periodicals	
Revenue receipts (Actual cash receipts)	By Postage	
To Subscriptions	By Repairs and Renewal	
To General donations	By Advertisement	
To General grant	By Charity	
To Income from lectures	By Audit fee	
To Proceeds from entertainment	By Maintenance	
To Interest or Dividends on general investment	By Salaries, fee	
To Sales of newspapers or grass and scraps	By Entertainment expenses	
To Rent Received	By Rent paid	
To Miscellaneous receipts	By Insurance	
Capital Receipts (Actual cash receipts)		By Honorarium	
To Endowment fund receipts		By Municipal taxes	
To Legacies		By Bar expenses	
To Entrance fee		By Bar purchases	
To Life membership fee	By Gardening	
To Subscriptions for specified Purposes	By Prices paid	
To Donation and grant for specified purposes	By Conveyance charges	
To Receipts on account of special funds i.e., prize fund, match fund, Tournament fund etc.	Capital Payments	
To Sales of fixed assets i.e., furniture, sports equipments investments etc.	By Books	
To Interest on special funds	By Building Purchased	
		By Building Construction	
		By Sports Equipments	
		By Cost of land	
		By Investment	
		By Govt. loan	
		By Furniture	
		By Drawings	
		By Balance c/d (closing balance)	
		Cash in hand	
		Cash at bank	

It may be noted that the receipts side of the Receipts and Payment Account gives a list of revenue receipts (for past, current and future or next year) as well as capital receipts. Similarly, the payments side of the Receipts and Payments Accounts lists the revenue payments (for past, current and future or next year) as well as capital payments.

Limitations of Receipts and Payments Account

The Receipts and Payments A/c shows *cash position only*. It has got the following limitations :

NOTES

- (i) It does not show the income or expenditure of the current year.
- (ii) It is not prepared on accrual basis. According to this basis income due but not received (accrued) is also not treated as income.
- (iii) It does not tell us the surplus (excess of income over expenditure or the deficit (excess of expenditure over income).
- (iv) It does not take into consideration non-cash items such as outstanding expenses, prepaid expenses, accrued income and unearned income *i.e.*, adjustments are not taken into consideration.
- (v) It begins with the opening balance of cash in hand and cash at bank or overdraft and closed at the end of the year with closing balance of cash in hand and cash at bank.
- (vi) It includes all receipts and payments of revenue as well as capital nature.
- (vii) Balance Sheet, also known as position statement cannot be prepared on its basis.

The above limitations of the Receipts and Payments account show that it has got very limited scope. It may be used by small institutions having very limited number of transactions of cash nature. In this way, this account will not meet the purpose of institutions of bigger size having certain credit transactions. We can not recommend these institutions to prepare all set of books and also trading and profit and loss account. The system will be burdensome and uneconomical to them. In order to overcome these problems, clubs maintain a separate account, which is known as '**Income and Expenditure Account**'.

Difference between Receipt and Payment Account and Cash Account

<i>Basis for Difference</i>	<i>Receipt and Payment A/c</i>	<i>Cash A/c</i>
1. <i>Period</i>	It is prepared at the end of accounting period.	Cash account is maintained daily.
2. <i>Date</i>	Transactions are not recorded in the order of date. There is not date column.	Transactions are recorded in order of dates. There is date column.
3. <i>Institutions</i>	It is prepared by non-trading institutions.	It is prepared by all trading institutions.
4. <i>Sides</i>	Left hand side is receipt and the right hand side is payment.	Left hand side is debit and the right hand side is credit.
5. <i>Folio</i>	It does not have any folio column.	It has folio column.
6. <i>Number of Pages</i>	Few pages are sufficient to prepare it.	It has got large number of pages.

Steps in the Preparation of Receipts and Payments Account

1. Take the opening balance of cash and bank and write them on the debit side of this account. In case of bank overdraft at the beginning of the year, write the same on the credit side of this account.

2. Show the total receipts on the debit side of this account without considering their nature (whether revenue or capital) and year/periods (whether past, current or future/next year).
3. Show the total payment on the credit side of this account without taking into consideration their nature (whether revenue or capital) and year/periods (whether past, current or future/next year).
4. Neither receivable income nor payable expenses are to be shown in this account because they do not involve inflow or outflow of cash.
5. Ascertain the difference between the total of debit side and the total of credit side of this account and write the same on the credit side as the closing balance of cash in hand and cash at bank. In case of excess of credit side over debit side i.e., the total of credit side is more than the total of debit side, show the difference on the debit side of this account as bank overdraft and close the account.

NOTES

Illustration 1. From the information given below draft receipts and payments account of Friends Club, Delhi for the year ended December 31, 2004 :

Cash on 1-1-2004 Rs. 440; Subscriptions Rs. 3,760; Donations Rs. 800; Entrance Fees Rs. 430; Rent realised from club hall Rs. 525; Electric charges Rs. 344; Taxes Rs. 50; Salaries and wages Rs. 2,150; honorarium to secretary Rs. 250; Interest received on Investments Rs. 295; Printing and stationery Rs. 35; Petty cash payments Rs. 90; Insurance Premium paid Rs. 31.

Solution.

Friends Club Delhi
Receipts and Payments Account

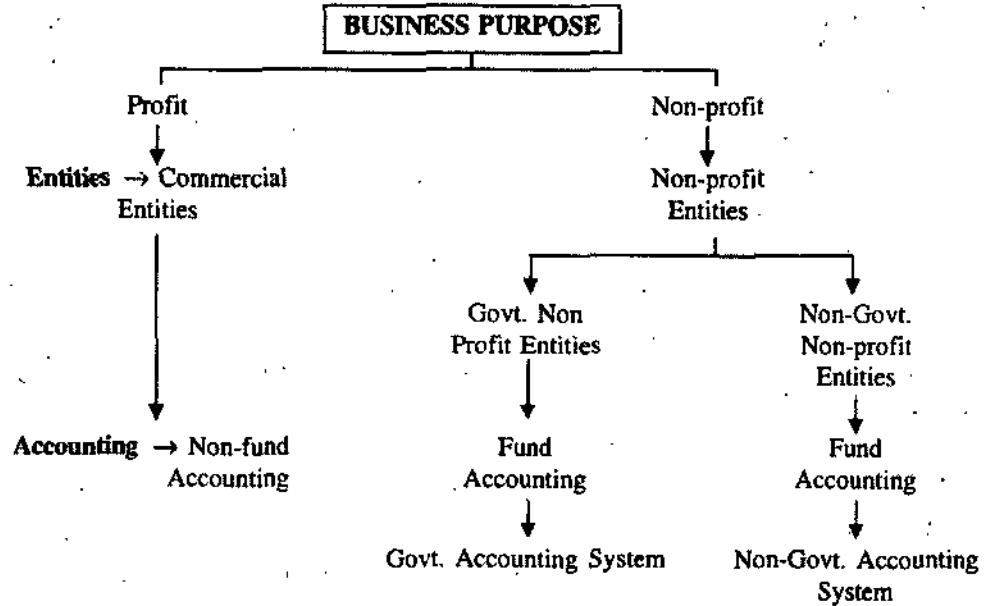
Dr. For the year ended 31st Dec. 2004 Cr.

Receipts	Amount Rs.	Payments	Amount Rs.
To Balance b/d on 1.1.2004		By Electric Charges	344
Cash in hand	440	By Taxes	50
To Subscriptions	3,760	By Salaries and Wages	2,150
To Donations	800	By Honorarium to Secretary	250
To Entrance Fees	430	By Printing and Stationery	35
To Rent	525	By Petty Cash Payments	90
To Interest on Investment	295	By Insurance Premium	31
		By Balance on 31.12.2004	
		Cash in hand	3,300
		(Balancing Figure)	
	6,250		6,250

Concept of Fund and Non-Fund Accounting

Non-Fund and Fund Accounting. The method of Accounting used by organisations depends upon the purpose, for which they are formed. It may be classified as under :

NOTES



Entities

Commercial Entities

These are the business organisations whose main objective is to earn profit by selling goods or providing services. For example, Manufacturing, Mining, Farming/Fishing, Trading, Agency Services, Financing, Banking, Insurance, Professional Services etc.

Non-Profit Entities

Organisations formed to promote certain cultural, recreational, religious, political, educational, medical and professional activities are known as non-profit organisations. These are of two kinds :

1. **Govt. Non-Profit Entities.** It includes central, state, local, universities, institutions, colleges, schools etc.
2. **Non Govt. Non-Profit Organisations.** It includes Trusts, hospitals, clubs, religious institutions, private educational institutions etc.

Distinction between Commercial Entity and Non-Profit Entity

<i>Basis of Difference</i>	<i>Commercial Entity</i>	<i>Non-Profit Entity</i>
1. <i>Motive</i>	Primary motive is to earn profit.	Primary motive is to promote social causes like education, sports, etc.
2. <i>Proprietorship</i>	Individuals or group of individuals who have taken risk of carrying business are the owners.	Subscribers to the institutions are members and owners of the organisation.
3. <i>Profit sharing</i>	Profit belongs to owners.	Profit if any, belongs to members of the institution.
4. <i>Financial statements</i>	Trading, Profit & Loss Account and Balance Sheet is prepared.	Receipt & Payment, Income & Expenditure Account and Balance is prepared.

Accounting

Non-Fund Accounting (applicable to Commercial Entities)

The accounting is based on matching revenue and cost principle. Profit & Loss account is prepared to calculate profit or loss earned during a period. Apart from this Balance Sheet is prepared to reflect financial position of the company. Double Entry book system on accrual system of accounting is followed under this method.

Fund Accounting (applicable to Non-Profit Organisations)

Meaning. A system of accounting where fund is taken as an independent fiscal and accounting entity with a self balancing set of accounts. These accounts are used to record cash, assets, liabilities etc. for the purpose of specific activities sought to be achieved out of the fund. For example, in the case of a sports club, the capital will be treated as a fund which can be used only for the activities related to promotion of sports and related assets & liabilities generated out of club activities. That is why capital in this type of accounting is called capital fund.

Features. Following are the features of fund accounting :

1. The system of accounting is used by non-profit organisations.
2. Fund is treated as separate entity and accounted for accordingly.
3. Specific funds have to be used according to predetermined purpose and income & expenditure arising out of the activities will be charged to these funds.
4. Budget approval and appropriation is the basis of income generation and spending.
5. There are general funds also which can be used for general organisational purposes.

INCOME AND EXPENDITURE ACCOUNT

Income and expenditure account is the summary of income and expenditure of the current year. It is just like Profit and Loss A/c and also prepared in a fashion, as Profit and Loss account is prepared. Special features of this account are as under :

Special Features of Income and Expenditure A/c

- (i) Income and expenditure account is *Nominal Account* for which the rule of debit and credit, is debit all expenses or losses and credit all income or gain.
- (ii) Expenditures are recorded at the debit side and income is posted at the credit side of this account.
- (iii) It records only revenue expenditure, **capital expenditures are not recorded in it.**
- (iv) Only revenue receipts are recorded in it. Capital receipts do not find a place in it.
- (v) Expenditure of revenue nature relating to the current year only are recorded in it. **If the expenditure includes any expenditure relating to the previous or next year, it is deducted.** Current year's outstanding expenditures are added.
- (vi) Revenue receipts of **current year only** are recorded in it.
- (vii) Income and expenditures are shown on accrual basis.
- (viii) Excess of income over expenditure is known as surplus. In case of profit and loss account, it is said as net income.
- (ix) If the expenditure side exceeds the income side, the excess is supposed to be deficit (excess of expenditure over income).
- (x) Balance Sheet can be prepared on the basis of this account.

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Difference between Income and Expenditure Account and Profit and Loss Account

NOTES

Basis for Difference	Income and Expenditure A/c	Profit and Loss A/c
1. Institutions	It is prepared by non-trading institutions.	It is prepared by trading institutions.
2. Object	Its object is to find out surplus i.e., excess of income over expenditure or deficit i.e., excess of expenditure over income.	Its object is to find out net profit or net loss.
3. Preparation	It is prepared on the basis of Receipts and payments account and additional information.	It is prepared on the basis of Trial balance.
4. Opening item	It does not have any opening item of the previous period.	It starts with gross profit or gross loss as shown by Trading account.

Difference between Receipt and Payment Account and Income and Expenditure Account

Difference between the two is summarised as under :

Basis for Difference	Receipt and Payments Account	Income and Expenditure Account
1. Form	It is a summary of cash book.	It is a summary of profit and loss account.
2. Nature of account	It is a real account.	It is nominal account.
3. Sides	Its left hand side is receipts and right hand side is payment.	The left hand side is expenditure and the right hand side is income.
4. Balance	It starts with opening balance of cash and ends as showing closing balance of cash.	It does not start with opening balance of cash and does not show closing balance of cash.
5. Capital and revenue items	It records receipts and payments of both capital and revenue nature.	It records income and expenditure of revenue nature only.
6. Amount	It records all the cash receipts and payments, whether relating to current year or previous year or next year.	It records all income and expenditure of the current year on accrual basis.

RELEVANT ITEMS OF INCOME AND EXPENDITURE ACCOUNT

Income. Income for purpose of making Income and Expenditure account must satisfy the following conditions :

- (i) It should concern the current year whether received or accrued (receivable).
- (ii) It should be of recurring nature.
- (iii) It is not meant for specific use.

While applying the above rule in identifying income we should take into consideration the peculiarity of the following items concerning non-trading organisations.

1. Subscription. It is recurring income for non-trading institutions, so generally we take it as income. It is generally routine source of income. In certain cases it may be a liability. Subscription will be treated as liability if :

NOTES

(i) It is of non-recurring nature.

(ii) It is received, for certain specific purpose such as :

(a) Subscription for Tournament fund

(b) Subscription for Governor's party

(c) Subscription for Building fund

(d) Subscription for Construction of Science Block

(e) Subscription for Construction of Pavilion

(f) Subscription for Purchase of plant machine or any other fixed assets

(g) Subscription received for any specific drama exhibition, Bhagwati Jagaran fete or any other programme

(h) If there is any instruction to capitalise any part of subscription

2. Donation. It is the amount received from an individual, firms, companies and institutions as a gift. This item appears at the receipts side of Receipts and Payments account. Donation may be classified as specific donation and general donation :

(i) *Specific donation.* Donation received for certain specific purpose is capital receipt. It should be capitalised and posted at the liabilities side of the Balance Sheet. These specific donations may be for tournament fund, construction of building hall, lawn, pavilion, library or Governor's party etc.

(ii) *General donation.* General donations may be classified as :

(a) *General donation of big amount.* It is a donation of non-recurring nature, so it should be capitalised, and shown at the liabilities side of the Balance Sheet.

(b) *General donation of small amount.* This donation is of a recurring nature. It is expected that such donation, will be received every year. It is a revenue receipt, so it should be treated as income and recorded at the income side of Income and Expenditure account.

Treatment of donation can be summarised as :

(i) All specific donations are liability.

(ii) General donations of big amount are liability.

(iii) General donations of small amounts are treated as income.

Note : Whether the amount of donation is big or small depends upon the facts and nature of circumstances.

3. Grant. Grant received from central, state or local government for routine expenses of these institutions is revenue receipt and treated as income. Specific grant for specific purpose is liability i.e., grant for purchase of X-ray equipments.

4. Legacy. It is the amount received from individuals as per will. It is a receipt of non-recurring nature, so it should be capitalised and shown at the liabilities side. Legacy

NOTES

of small amount may be treated as income. It is recorded at the debit side of Receipts and Payment account.

5. Endowment Fund. Funds providing permanent means of support are known as endowment fund. It is a capital receipt, because the fund provides permanent source of income. It should be capitalised and shown at the liabilities side. It is shown at the debit side of Receipt and Payments account.

6. Entrance Fee. It appears at the receipts side of Receipt and Payment account. It may be treated as an income or liability.

(a) *Arguments in favour of treating it as income.* Entrance fee is received every year, whenever new members are admitted. In case of schools and colleges admissions are the regular feature and thus entrance fee should be treated as income.

(b) *Arguments in favour of capitalising.* Entrance fee is received from every member once forever. It is not of recurring nature, so it should not be treated as income.

In the absence of specific instruction, students may treat it either as an income or a liability and give a note in support of their treatment.

7. Sale of old Assets. Amount received from sale of assets is capital receipt, so it will not be shown in Income and Expenditure account. If there is loss on the sale of asset, it will be shown at the expenditure side of Income and Expenditure account. In the same way, excess of sale proceeds over the book value of assets is income and it will be shown at the Income side. For example, sale of furniture for Rs. 3,000 (book value of Rs. 4,700) shows that there is loss of Rs. 1,700 i.e., $4,700 - 3,000$ on the sale of furniture, so Rs. 1,700 will be shown at the expenditure side of Income and Expenditure account. In the same way, if furniture is sold for Rs. 5,000 (book value Rs. 4,700) it shows a profit of Rs. 300 i.e., $5,000 - 4,700$. The profit of Rs. 300 on the sale of furniture will be shown at the income side of Income and Expenditure account.

Actual amount received from sale of asset will be shown at the receipt side of Receipts and Payments account. Amount received from sale of assets will not be shown as separate item in the Balance Sheet. Cash receipt will increase the closing balance of cash, which will be automatically shown at the assets side.

8. Sale of Newspapers. Sale of newspapers, magazines and periodicals is regular feature, so it is treated as income. The amount received is nominal, so it cannot be capitalised.

Amount received from sale of newspapers is shown at the debit side of Receipts and Payments account.

9. Sale of used old sports material. Sale of used sports materials such as old bats, balls, nets and rackets etc., is the regular feature of club. These used sports materials bring small amount also. It is therefore treated as income and shown at the income side of Income and Expenditure account.

It is a cash receipt so it is also shown at the debit side of the Receipts and Payments account.

10. Sale of Scraps. Amount received from sale of scraps such as bottles, boxes, gunny bags and grass etc. are income. It is shown at the income side of Income and Expenditure account. The logic behind this treatment is its regular feature and nominal amount.

Actual cash received is also shown at the debit side of Receipts and Payments account.

11. **Sale of Grass.** It is revenue, shown at Income side.
12. **Life membership fee.** It is capital receipts of irregular nature received once from the member throughout his life. It is capitalised and shown at the liabilities side.
13. **Payment of honorarium.** It is an expense payable to a person for the specific services rendered by him. The person receiving honorarium is not the regular employee. For example, payment made to artist *i.e.*, singers, dancers, radio, TV artists. It is an expense, so it will be shown at the expenditure side.
14. **Receipts from consumable items.** In certain cases clubs/hospitals sell, certain items of regular consumption such as medicines, cigarettes, playing cards, bar materials etc. These receipts are revenue receipts, so they are shown at Income side.
15. **Purchase of consumable items.** Payments made for the purchase of consumable items is revenue payments, so because they represent cost of these items. This is why, it will be shown at expenditure side. In actual practice the value of consumable stores is calculated and shown at the expenditure side.
16. **Payment for the purchase of following items are shown at the assets side :**
 - (i) Library books
 - (ii) Sport equipment
 - (iii) Crockery utensils
 - (iv) Furnishing, furniture
 - (v) Investments—shares, debentures and bonds.

Payment for above items are not revenue expenditure. They are capital expenditure, so shown at the assets side. Cash payment in these cases will be shown at the credit side of Receipts and payment account.

17. **Special Funds.** Sometime certain special funds such as 'match fund', 'sports fund' and 'prize funds' are created by not-for-profit organisations for a specific purpose. These organisations invest these funds in securities and earn income on them *but the income earned on such investments is added to the concerned fund, not credited to Income and Expenditure Account. In the same way, expenses incurred on such specific purpose are also deducted from the concerned fund.* For example, A school may maintain a special fund for prize. In this situation, the interest received on prize fund will be added to it and all expenses incurred on prize awarded will be deducted from prize fund. It can better be understood from the following example :

Example : Show how would you deal with the following items in the preparation of financial statements of APG school.

Particulars	Amount Rs. Debit	Amount Rs. Credit
Prize fund	—	40,000
Investment of prize fund in securities	40,000	—
Interest on prize fund investment	—	4,000
Prize awarded	3,000	—

NOTES

Solution :

Balance Sheet

as on

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Liabilities		Amount Rs.	Assets		Amount Rs.
Prize fund	40,000		Investment of prize fund in securities		40,000
Add : Interest on investment	4,000				
	44,000				
Less : Prize awarded	3,000	41,000			

Precautions to be taken while preparing Income and Expenditure A/c

Income and expenditure account of a particular year should show the income and expenditure of the same year. It should not show, income and expenditure of the previous or next year. While preparing Income and Expenditure account the following points should be taken into consideration.

1. We should pick up the income and expenditure of the **current year**, if it is separately given.
2. If current year's receipts of certain income includes the income of the **previous or next year**, it will be deducted. If any amount remains outstanding regarding current year that will be added.
3. If current year's payment includes the expenditure of **previous or next year** that should be deducted. If there is any outstanding expenditure of the **current year** it will be added.
4. Generally we assume that outstanding expenses of the previous year must have been paid during the current year. In the same way outstanding income of the previous year must have been received during the current year.
5. If certain income has been received in advance during the previous year it should be added to the income of the current year.
6. Income received in advance should be deducted from the current year's income. In the same way, prepaid expenses should also be deducted from current year's expenditure.

Format of Income & Expenditure Account

for the year ending.....

Expenditure	Amount Rs.	Income	Amount Rs.
<p>It contains all revenue expenses of the current year whether paid or due</p> <p><i>Certain difficult treatments</i></p> <p>To Expenses (suppose rent)</p> <p>Total Rent paid during the year</p> <p>Add : Outstanding at the end of the year</p> <p>Less : Outstanding in the beginning of the year or Actual amount of last year paid</p>		<p>It contains all income of revenue nature of the current year, whether received or accrued</p> <p><i>Certain difficult treatments</i></p> <p>By Income Account (suppose subscription)</p> <p>Total amount of subscription received during the year</p> <p>Add : Outstanding at the end of the year</p>	

<i>Add</i> : Advance paid in the Previous year	<i>Less</i> : Outstanding in the beginning of the year
<i>Less</i> : Advance paid for rent in the current year	<i>Or</i> Actual amount of subscription of last year, received this year
Rent for the year	<i>Add</i> : Advance received last year
To Loss, on the sale of assets :	<i>Less</i> : Advance received this year
Book value of assets sold	By Profit on sale of assets
<i>Less</i> : sales price	Sale price of assets.
To Depreciation	<i>Less</i> : Book value of assets sold
To Expenses on Consumable materials (<i>suppose stationery</i>)	By Receipt from specific items say cinema show
Opening stock of stationery	Amount received
<i>Add</i> : Purchases during the year	<i>Less</i> : Amount spent
<i>Less</i> : Creditors for stationery in the beginning	By Miscellaneous income and gains of revenue nature
<i>Add</i> : Creditors for stationery at the end	By <i>Deficit-excess of Expenditure over income</i>
<i>Add</i> : Advance payment for stationery last year	
<i>Less</i> : Advance payment for stationery in the current year	
<i>Less</i> : Stock of stationery at the end	
Value of stationery- Actually consumed	
To Surplus-Excess of Income over expenditure	

NOTES

Identifying subscription as income of the current year

Income side

Total subscription received during the year

Add : Subscription outstanding of the current year

Add : Subscription received in advance during previous year

Less : Subscription of previous year, if included in current year's subscription

Less : Subscription received in advance during current year

Calculation of depreciation. The rate of depreciation is specified. *In the absence of specified rate* it is ascertained as under :

Opening balance of asset

Add : Additions during the year

Less : Book value of asset sold

Less : Closing balance of asset

Depreciation or assets used or consumed

Illustration 2. Subscriptions received during the year ending 31st December, 2003 are as follows :

NOTES

	Rs.
For 2002	180
2003	4,220
2004	160
	4,560
	4,560

There are 45 members, each paying annual subscription of Rs. 100. Rs. 190 were in arrears for 2002 at the beginning of 2003. Calculate what amount will be posted to Income and Expenditure account.

Solution. Total subscriptions received during 2003	4,560
Less : Total subscription received for 2002	180
Less : Total subscription received for 2004	160
	(-) 340
	4,220
Add : Outstanding subscription for 2003 [(45 × 100) – 4,220]	280
	4,500

Note : Total subscriptions for 2003 will be Rs. 4,500 as there are 45 members and each of them are paying Rs. 100 but subscription received for 2003 amounts to Rs. 4,220 only so outstanding subscription for 2003 will be Rs. 4,500 – 4,220 = Rs. 280.

STEPS IN THE PREPARATION OF INCOME AND EXPENDITURE ACCOUNT

Following are the points that would help you in preparing an income and expenditure account :

1. Read the Receipts and Payments Account carefully.
2. Avoid the opening and closing balances of cash in hand and cash at bank because these balances are not income.
3. Avoid all capital receipts and capital payments because these receipts will be shown in the Balance Sheet.
4. Take into consideration only revenue receipts and revenue payments. Some of these need to be adjusted as per the additional information provided relating to them.
5. Consider the following items not appearing in the Receipts and Payments Account that need to be adjusted for ascertaining the surplus/deficit for the current year :
 - (i) Depreciation of fixed assets.
 - (ii) Provision for doubtful debts, if any.
 - (iii) Profit or loss on sale of any asset.
6. Any income (even revenue nature i.e., subscription, donation, entrance fees etc.) which is said to be capitalised (partly or fully) or which have specific purpose such

as donation for building, subscription for land etc., will not be shown in income and expenditure account because these are liabilities and will be shown at the liabilities side of Balance Sheet.

STEPS IN THE PREPARATION OF BALANCE SHEET

NOTES

The following are the steps to prepare a Balance Sheet of Not-for-Profit Organisations :

1. Take the Capital Fund (also known as General Fund) as per the opening balance sheet and add the surplus generated from the Income and Expenditure Account. In case of deficit, it will be deducted from capital fund.
2. Show all the capitalised income (capital receipts) such as donation for building, legacies and life membership fees etc., at the liabilities side of the Balance Sheet.
3. Show all the fixed assets (except sold or discarded or destroyed during the year) with additions after charging depreciation (if any).
4. Compare the payments side of Receipts and Payments Account with expenditure side of income and expenditure account. This comparison will tell us the amounts of outstanding expenses, prepaid expenses, purchase of assets during the year, depreciation on fixed assets, stock of consumables like stationery in hand, closing balance of cash and bank and so on.
5. Compare the receipts side of the Receipts and Payments Account with income side of Income and Expenditure Account. It will tell us, subscription due but not yet received, income received in advance, sale of assets, items to be capitalised (i.e., these will directly be shown in the Balance Sheet).

Format of Balance Sheet

as on.....

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital Fund		Fixed Assets	
<i>Add</i> : Surplus if Excess of income over expenditure		Last balance	
<i>Less</i> : Deficit if Excess of expenditure over income	<i>Add</i> : Purchases of assets	
Life membership fee		<i>Less</i> : Book value of asset sold	
Capitalised value of :		<i>Less</i> : Depreciation
Donation/grant		Stock of consumable material :	
subscription for		Last balance	
specified purpose	<i>Add</i> : Purchases	
Legacy		<i>Less</i> : Value consumed
Endowment fund	Accrued/outstanding Income	
Entrance fees	Last balance	
Special funds		<i>Less</i> : received during the year	
(Suppose Tournament/match fund)		Prepaid expenses (if any)
		Cash at bank :	
		Current A/c

NOTES

Last balance, if any		Fixed Deposit
Add : Received during the year		Saving Bank Account
Add : Income earned on fund investment		Cash in hand
Less : Expenses paid out of fund		
Bank overdraft		
Income received in advance		
Outstanding Expenses		
Creditors		

A. Preparation of Income and Expenditure A/c from Receipts and Payment A/c

Illustration 3. Prepare an income and expenditure account relating to 2003 from the figures given below :

Dr.		Cr.	
Receipts	Amount Rs.	Payments	Amount Rs.
To Opening Balance	1,800	By Salaries	4,800
To Subscriptions	19,000	By Rent	500
To Sales of Investments	2,000	By Stationery	200
To Sale of old furniture (Book value Rs. 400)	300	By Defence Bonds	13,000
To Donations	100	By Furniture purchased	2,000
		By Bicycle purchased	300
		By Balance c/d	2,400
	23,200		23,200

Solution.**Income and Expenditure Account**

Dr.		Cr.	
For the year ending December 31, 2003			
Expenditure	Amount Rs.	Income	Amount Rs.
To Salaries	4,800	By Subscriptions	19,000
To Rent	500	By Donation	100
To Stationery	200		
To Loss on Sale of Furniture	100		
To Surplus—Excess of Income over Expenditure	13,500		
	19,100		19,100

Explanation

1. It should be noted from the above income and expenditure account that expenditure and income of revenue nature only have been recorded in it.
2. Capital expenditure *i.e.*, purchase of defence bonds, furniture and bicycle have not been shown in it.

3. Capital receipts from the sale of investments and furniture have not been shown in it.
4. Loss on sale of furniture has been shown at the expenditure side.
5. Donation has been treated as a revenue receipt i.e., income because of its nominal value. Receiving donations of small amounts is the regular feature of a club.

NOTES

Illustration 4. Convert the following 'Receipts and Payments Account' of the 'Delhi Nursing Society' for the year ended 30th June, 2003 into an 'Income and Expenditure Account'.

<i>Dr.</i>			<i>Cr.</i>
<i>Receipts</i>	<i>Amount Rs.</i>	<i>Payments</i>	<i>Amount Rs.</i>
<i>Balance at Bank (1.7.2002)</i>	2,010	<i>Salaries of Nurses</i>	656
<i>Subscriptions</i>	1,115	<i>Board, Laundry and Domestic Help</i>	380
<i>Fees from Non-members</i>	270	<i>Rent, Rates and Taxes</i>	200
<i>Municipal Grant</i>	1,000	<i>Cost of car</i>	2,000
<i>Donations for building fund</i>	1,560	<i>Expenses of Car</i>	840
<i>Interest</i>	38	<i>Drugs and Incidental Expenses</i>	670
		<i>Balance c/d</i>	1,247
	5,993		5,993

A donation for Rs. 100 received for building fund was wrongly included in subscription account. A bill of medicines purchased during the year amounting to Rs. 128 was outstanding.

Solution.

Income and Expenditure A/c of Delhi Nursing Society
for the year ending June 30, 2003

<i>Dr.</i>			<i>Cr.</i>
<i>Expenditure</i>	<i>Amount Rs.</i>	<i>Income</i>	<i>Amount Rs.</i>
To Salaries of Nurses	656	By Subscription	1,115
To Board, Laundry and Domestic help	380	Less : Donation for Building Fund	100
To Rent, Rate and Taxes	200	By Fees from Non-members	270
To Car Expenses	840	By Municipal Grant	1,000
To Drugs and Incidental Expenses	670	By Interest	38
<i>Add : Outstanding Bills of medicines</i>	128	By Deficit—Excess of Expenditure over income	551
	798		
	2,874		2,874

NOTES

Notes :

- (i) Donation for building fund is a capital receipt which should be recorded at the liabilities side. It is wrongly included in the subscription, so it will be deducted from subscription.
- (ii) Payment for drugs and incidental expenses is a revenue expenditure for a hospital, so it will be shown as expenditure and outstanding bill for it will also be added.
- (iii) Municipal grant is for general purpose, so it has been treated as income.
- (iv) Cost of car is capital expenditure. Car is an asset, so it will be shown at the assets side. Car expenses are recurring in nature, so treated as expenditure.

Illustration 5. From the following Receipts and Payments account of a club and from the information supplied, prepare an Income and Expenditure account for the year ended 31st December, 2003 and a Balance Sheet as on that date :

Receipts and Payments Account

Dr.		Cr.	
Receipts	Amount Rs.	Payments	Amount Rs.
To Balance b/d	2,300	By Salaries	4,500
To Subscriptions	6,000	By Office expenses	1,500
To Rent of the hall	2,000	By Sports equipment	1,000
To Sale of grass	200	By Machine	2,000
To Sale of old furniture (Book Value Rs. 200)	100	By 6% Investments	1,000
		By Balance c/d	600
	10,600		10,600

Other Information :

Subscriptions received included Rs. 1,000 for 2002 and Rs. 500 for 2004. Outstanding subscriptions for 2003 amounted to Rs. 800. Sports Equipment on hand on 31st December, 2002 was of Rs. 3,000. The value placed on this equipment on hand on 31st December, 2003 was Rs. 3,100. The machine was purchased on 1st July, 2003 and is to be depreciated at 20 per cent per annum. Salaries Rs. 200 for 2003 are yet to be paid. Interest on investments is accrued of 6 months.

On 1st January, 2003, club owned land and building valued at Rs. 1,500 and furniture at Rs. 600.

Solution.**Income and Expenditure Account
for the year ended 31st Dec. 2003**

Dr.		Cr.	
Expenditure	Amount Rs.	Income	Amount Rs.
To Salaries	4,500	By Subscription	6,000
Add : Outstanding	200	Less : for 2002	1,000
	4,700		5,000
To Office expenses	1,500	Less : for 2004	500
To Loss on sale of furniture	100		4,500
To Dep. on Sports Equipment	900		
To Dep. on Machinery	200		

NOTES

To Surplus—Excess of Income over expenditure	130	Add : Outstanding	800	5,300
		By Interest accrued on Investment (1/2 year)		30
		By Rent of hall		2,000
		By Sale of grass		200
	7,530			7,530

Balance Sheet
as on 31st Dec. 2003

Dr.		Cr.	
Liabilities	Amount Rs.	Assets	Amount Rs.
Subscription received in Advance	500	Cash in hand	600
Salaries Outstanding	200	Investment	1,000
Capital Fund	8,400	Add : Interest	30
Add : Surplus	130		1,030
	8,530	Subscription Outstanding	800
		Sports Equipments	3,000
		Add : Purchases	1,000
			4,000
		Less : Depreciation	900
			3,100
		Machinery	2,000
		Less : Depreciation	200
			1,800
		Land and Building	1,500
		Furniture	600
		Less : Sales (Book value)	200
			400
	9,230		9,230

Working Notes : (i) Calculation of capital fund as on January 1, 2003.

Balance Sheet
as on January 1, 2003

Dr.		Cr.	
Liabilities	Amount Rs.	Assets	Amount Rs.
Capital Fund	8,400	Cash in hand	2,300
(Balancing Figure)		Land and Building	1,500
		Furniture	600
		Outstanding Subscription	1,000
		Sports Equipments	3,000
	8,400		8,400

NOTES

(ii) Subscription

- (a) Subscription amounting to Rs. 1,000 relating to the previous year *i.e.*, 2002 will be deducted from the amount of subscriptions received during the current year. It is an asset of the previous year, so it will also be shown at the assets of the Balance sheet for 2002.
- (b) Rs. 500 received as subscription for the next year *i.e.*, 2004 is not the income of the current year, so it will be deducted from the amount of subscription received during the current year. It is also a liability for the current year, as the amount is payable to the next year, so it will also be shown as a liability.
- (c) Subscription amounting to Rs. 800 are outstanding for the current year 2003. As the income has accrued, so it will be shown at the assets side of current year's Balance Sheet and added to the subscription of the current year.

(iii) Calculation of depreciation on sports equipment

	Rs.
Book value of sports equipment as on Dec. 31, 2002	3,000
(+) Additional sports equipment purchased during 2003	1,000
	4,000
(-) Book value of sports equipment as on Dec. 31, 2003	3,100
	900

(iv) Calculation of depreciation on Machinery. Machinery has been purchased on July 1, 2003, so depreciation on machinery will be calculated for six months only.

(v) Sale of grass is an income.

(vi) Loss on sale of furniture = Book value – Sale proceeds
= 200 – 100 = Rs. 100.

Illustration 6. From the following information of a Club, prepare Income and Expenditure account for the year ending 31st March, 2004 and a Balance Sheet as on that date :

Cash Book			
	Rs.		Rs.
To Member's Subscription	5,000	By Upkeep of pavilion	2,000
To Member's Admission Fees	300	By Expenses regarding tournament	700
To Sale of old balls, bats etc.	50	By Rates and Insurance	200
To Hire of ground	300	By Telephone	50
To Subscription for tournament	1,000	By Printing and stationery	100
To Drawn from bank	4,000	By General charges	50
To Donations	10,000	By Secretary's honorarium	170
		By Grass seeds	20
		By Bats, balls etc.	710
		By Lodgings in Bank	16,650
	20,650		20,650

Rs.

Assets on 1-4-2003 :

Cash at Bank	3,000
Stock of balls and bats etc.	1,500
Printing and Stationery (stock)	200
Subscription due	500

NOTES

Liabilities :

Donations and surplus on account of tournament should be kept in reserve for a permanent pavilion. Subscriptions due on 31st March, 2003 was Rs. 750. Write off 50 per cent of bats, balls account and 25 per cent of printing and stationery account.

Solution.

Income and Expenditure Account of the Club
for the year ended 31st March, 2004

Dr.	Amount Rs.	Income	Cr. Amount Rs.
To Upkeep of pavilion	2,000	By Subscription	5,000
To Rates and insurance	200	Less : For 2003	<u>500</u>
To Telephones	50		4,500
To General charges	50	Add : Outstanding	<u>750</u>
To Secretary's honorarium	170		5,250
To Grass seeds	20	By Admission fees	300
To Depreciation on bats and balls @ 50% on opening balance + additions)	1,105	By Old bats, balls etc.	50
To Printing and stationery 100		By Hire of a ground	300
Add : Stock on 1-4-2003 200			
	300		
Less : Stock on 31-3-2004 225			
	75		
To Surplus—Excess of income over expenditure	2,230		
	<u>5,900</u>		<u>5,900</u>

Balance Sheet of the Club
as on 31st March, 2004

Liabilities	Amount Rs.	Assets	Amount Rs.
Reserve for permanent pavilion	10,300	Cash at Bank	15,650
Capital Fund	5,200	Stock of Bats, Balls etc.	1,105
Add : Surplus	<u>2,230</u>	Printing and Stationery	225
	7,430	Subscription due	750
	<u>17,730</u>		<u>17,730</u>

NOTES

Notes : (i) Calculation of Capital Fund.

Balance Sheet
as on April 1, 2003

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital Fund (Balancing Figure)	5,200	Cash at bank Stock of balls and bats Printing and stationery Subscription due	3,000 1,500 200 500
	5,200		5,200

(ii) Calculation of Closing Bank Balance :	Rs.
Opening balance of cash at bank	3,000
+ Amount lodged (deposited)	16,650
	19,650
(-) Amount drawn	(-) 4,000
Closing Balance	15,650

(iii) Calculation of Reserve for Permanent Pavilion :	
Donation	10,000
+ Subscription for tournament	+ 1,000
	11,000
(-) Expenses regarding tournament	700
	10,300

(iv) Depreciation on Printing and Stationery has been calculated as under :	
Reserve for permanent pavilion (to be shown at the liability side)	Rs.
Opening balance of printing and stationery	200
+ Additional purchase	+ 100
	300

$$\text{Depreciation} = 300 \times \frac{25}{100} = \text{Rs. } 75$$

(v) Depreciation on bats and balls has been calculated as under :	Rs.
Opening balance of bats and balls	1,500
+ Additions during the year	710
	2,210

$$\text{Depreciation @ 50\%} = 2,210 \times \frac{50}{100} = \text{Rs. } 1,105.$$

Illustration 7. The Income and Expenditure Account of Modern Club shows amount of subscriptions for 2003 as Rs. 20,000. Additional information is given as follows :

Subscription for 2003 unpaid on 1st January, 2003 was Rs. 2,000; Rs. 1,800 of which was received in 1992.

Balance of subscriptions paid in advance on 1st January, 2003 Rs. 500
 Balance of subscriptions paid in advance on 31st December, 2003 Rs. 400
 Balance of subscriptions for 2003 unpaid on 31st December, 2003 Rs. 700
 Determine the amount of subscriptions received during 2003.

NOTES

Solution.

Subscription Amount

Dr.				Cr.			
Date	Particulars	J.F.	Amount Rs.	Date	Particulars	J.F.	Amount Rs.
2003				2003			
Jan. 1	To Balance b/d		2,000	Jan. 1	By Balance b/d		500
Dec. 31	To Balance (2004 paid in advance) c/d		400	Dec. 31	By Balance (2002 unpaid) c/d		200
	To Income and expenditure A/c		20,000		By Balance (2003 unpaid) c/d		700
					By Cash received		21,000
			<u>22,400</u>				<u>22,400</u>

Alternatively :

		Rs.
Subscription as per Income and Expenditure Account		20,000
Add : Subscription outstanding of previous year	2,000	
Add : Subscription paid in advance during current year	400	
	<u>2,400</u>	
		<u>22,400</u>
Less : Subscription outstanding for current year	700	
Less : Subscription paid in advance during previous year	500	
Less : Subscription still unpaid (2,000 - 1,800)	200	
	<u>1,400</u>	
Amount of subscription received during the year		<u><u>21,000</u></u>

INCIDENTAL TRADING ACTIVITY

Sometimes, a non-profit organisation runs Chemist shop, Bar, Canteen etc. to provide some facilities to its member or public in general to meet its expenses. In such a situation, these organisations need to prepare trading account to find out profit/loss of this trading activity. The profit from this trading activity is used to meet the main objective for which the organisation was formed and this profit is transferred to Income and Expenditure Account. It can better be understood through following illustration :

Illustration 8. The Accountant of Diana Club furnishes you the following Receipts and Payments account for the year ending 30th September, 2003.

NOTES

Receipts	Amount Rs.	Payments	Amount Rs.
Opening Balance :		Honoraria to Secretary	9,600
Cash and Bank	16,760	Misc. Expenses	3,060
Subscriptions	21,420	Rates and Taxes	2,520
Sale of Old Newspapers	4,800	Groundman's Wages	1,680
Entertainment Fees	8,540	Printing and Stationery	940
Bank Interest	460	Telephone Expenses	4,780
Bar Receipts	14,900	Payment for Bar Purchases	11,540
		Repairs	640
		New car (Less-sale Proceeds of Old Car Rs. 6,000)	25,200
		Closing Balance :	
		Cash and Bank	6,920
	66,880		66,880

Additional Information :

	01.10.2002 Rs.	30.09.2003 Rs.
(i) Subscription due (not received)	2,400	1,960
(ii) Cheques issued, but not presented for payment of printing	180	60
(iii) Club premises at cost	58,000	—
(iv) Depreciation on club premises provided so far	37,600	—
(v) Car at cost	24,380	—
(vi) Depreciation on car	20,580	—
(vii) Value of Bar stock	1,420	1,740
(viii) Amount unpaid for bar purchases	1,180	860
(ix) Depreciation is to be provided @ 5% p.a. on the written down value of the club premises and @ 15% p.a. on car for the whole year.		

Required : Prepare an Income and Expenditure Account of Diana Club for the year ending 30th September, 2003 and Balance Sheet as on that date.

Solution.

Income and Expenditure Account
for the year ending 30th September 2003

Dr.		Cr.	
Expenditure	Amount Rs.	Income	Amount Rs.
To Honoraria to Secretary	9,600	By Subscription	21,420
To Miscellaneous Expenses	3,060	(-) Due on 1.10.2002	2,400
To Rates and Taxes	2,520		19,020
To Groundman's Wages	1,680	(+) Due on 30.9.2003	1,960
To Printing and Stationery	940	By Sale of old newspapers	4,800

NOTES

To Telephone Expenses	4,780	By Entertainment fees	8,540
To Repairs	640	By Bank interest	460
To Depreciation on :		By Profit from Bar-Trading	
Premises	1,020	Account	4,000
Car	4,680	By Profit on sale of car	2,200
To Surplus	12,060		
	40,980		40,980

Balance Sheet
as on 30th September 2003

Liabilities		Amount Rs.	Assets		Amount Rs.
Capital Fund	43,600		Cash and Bank		6,920
(+) Surplus	12,060	55,660	Subscription due (not received)		1,960
Amount unpaid for Bar Purchases		860	Club Premises	20,400	
			(-) Depreciation	1,020	19,380
			Car	31,200	
			(-) Depreciation	4,680	26,520
			Bar Stock		1,740
		56,520			56,520

Working Notes : 1.

Balance Sheet
as on 1.10.2002

Liabilities		Amount Rs.	Assets		Amount Rs.
Capital Fund (Balancing figure)		43,600	Cash and Bank		16,760
Depreciation on Club Premises		37,600	Subscription due (not received)		2,400
Depreciation on Car		20,580	Club Premises at Cost		58,000
Amount unpaid for Bar Purchases		1,180	Car at Cost		24,380
			Bar Stock		1,420
		1,02,960			1,02,960

2.

Bar Trading Account

Particulars		Amount Rs.	Particulars		Amount Rs.
To Opening Stock		1,420	By Bar Receipts		14,900
To Purchases		11,220	By Closing Stock		1,740
To Profit (transferred to Income and Expenditure A/c)		4,000			
		16,640			16,640

NOTES

3. Amount unpaid for Bar Purchases Account			
Particulars	Amount Rs.	Particulars	Amount Rs.
To Bank A/c (Paid)	11,540	By Balance b/d	1,180
To Balance c/d	860	By Purchases (Balancing figure)	11,220
	12,400		12,400

4. Calculation of Profit/Loss on Sale of Car :
 Cost of Car = Rs. 24,380
 Less : Accumulated Depreciation = 20,580
 Book value of Car = 3,800
 Profit on sale of Car = Sales proceeds – Book value
 = 6,000 – 3,800 = Rs. 2,200

5. Depreciation on New Car :
 Cost of new Car = 25,200 + 6,000 = Rs. 31,200
 Depreciation on new Car = $31,200 \times \frac{15}{100}$ = Rs. 4,680

6. Depreciation on Club Premises :
 Cost of Premises = Rs. 58,000
 Less : Accumulated Depreciation = 37,600
 Written down value of Premises = 20,400
 Depreciation on Premises = $20,400 \times \frac{5}{100}$ = Rs. 1,020

Illustration 9. The following is the Receipts and Payments Account of Caiso Club for the year ended on 31st March, 2002.

Receipts	Amount Rs.	Payments	Amount Rs.
<i>Opening Balances :</i>		<i>Salaries</i>	1,20,000
<i>Cash</i>	10,000	<i>Creditors</i>	15,20,000
<i>Bank</i>	3,850	<i>Printing and Stationery</i>	70,000
<i>Subscription Received</i>	2,02,750	<i>Postage</i>	40,000
<i>Entrance Donation</i>	1,00,000	<i>Telephones and Telex</i>	52,000
<i>Interest Received</i>	58,000	<i>Repairs and Maintenance</i>	48,000
<i>Sale of an Asset</i>	8,000	<i>Glass and Table Linen</i>	12,000
<i>Miscellaneous Income</i>	9,000	<i>Crockery and Cutlery</i>	14,000
<i>Receipts at :</i>		<i>Garden Unkeep</i>	8,000
<i>Coffee Room</i>	10,70,000	<i>Membership Fees</i>	4,000
<i>Wines and Spirits</i>	5,10,000	<i>Insurance</i>	5,000
<i>Swimming Pool</i>	80,000	<i>Electricity</i>	28,000
<i>Tennis Court</i>	1,02,000	<i>Closing Balances :</i>	
		<i>Cash</i>	8,000
		<i>Bank</i>	2,24,600
	21,53,600		21,53,600

The Assets and Liabilities as on 1.4.2001 were as follows :

Fixed Assets (net) : Rs. 5,00,000; Stock : Rs. 3,80,000; Investment in 12% Tax free Government Securities : Rs. 5,00,000; Outstanding Subscription : Rs. 12,000; Prepaid Insurance : Rs. 1,000; Sundry Creditors : Rs. 1,12,000; Subscription received in advance : Rs. 15,000; Entrance Donation Received pending membership : Rs. 1,00,000; Gratuity Fund : Rs. 1,50,000.

The following adjustments are to be made while drawing up the Accounts :

- Subscription received in advance as on 31st March, 2002 was Rs. 18,000.
- Outstanding Subscription as on 31st March, 2002 was Rs. 7,000.
- Outstanding Expenses are : Salaries : Rs. 8,000 and Electricity : Rs. 15,000.
- 50% of the Entrance Donation was to be capitalised. There was no pending membership as on 31st March, 2002.
- The cost of asset sold net as on 1.4.2001 was Rs. 10,000.
- Depreciation is to be provided at the rate of 10% on assets.
- A sum of Rs. 20,000 received in October 2001 as Entrance Donation from an applicant was to be refunded as he had not fulfilled the requisite membership qualifications. The refund was made on 3.6.2002.
- Purchases made during the year amounted to Rs. 15,00,000.
- The value of closing stock was Rs. 2,10,000.
- The club as a matter of policy charges off to Income and Expenditure Account all purchases made on Account of crockery, cutlery, glass and linen in the year of purchase.

You are required to prepare an Income and Expenditure Account for the year ended on 31st March, 2002 and the Balance Sheet as on 31st March, 2002 alongwith necessary workings.

Solution.

Income and Expenditure Account
for the year ended on 31st March 2002

Dr.		Amount Rs.	Income		Amount Rs.	Cr.
To Salaries	1,20,000		By Subscription	2,02,750		
(+) Outstanding	8,000	1,28,000	(-) Outstanding on 1.4.2001			
				12,000		
To Loss on sale of assets	2,000			1,90,750		
To Printing and Stationery	70,000		(+) Received in advance			
To Postage	40,000		on 1.4.2001	15,000		
To Telephone and Telex	52,000			2,05,750		
To Repair and Maintenance	48,000		(-) Received in advance			
To Glass and Table Linen	12,000		on 31.3.2002	18,000		
To Corckery and Cutlery	14,000			1,87,750		
To Garden Unkeep	8,000		(+) Outstanding on			
To Membership Fees	4,000		31.3.2002	7,000	1,94,750	
To Electricity	28,000		By Entrance Donation		90,000	
(+) Outstanding	15,000	43,000	(See W. No.)			
To Insurance	5,000		By Interest Received	58,000		

NOTES

(+) Prepaid	1,000	6,000	Add : Accrued interest	2,000	60,000
To Depreciation of Fixed Assets		49,000	[Amount of total interest 5,00,000 × 12/100 = Rs. 60,000]		
			By Miscellaneous Income		9,000
			By Profit from Trading Account		92,000
			By Deficit		30,250
		4,76,000			4,76,000

Balance Sheet
as on 31st March 2002

<i>Liabilities</i>		<i>Amount Rs.</i>	<i>Assets</i>		<i>Amount Rs.</i>
Capital Fund	10,29,850		Cash		8,000
(-) Deficit	30,250	9,99,600	Bank		2,24,600
Sundry Creditors (See W. No. 5)		92,000	Fixed Assets	4,90,000	
Subscription Received in Advance		18,000	(-) Depreciation	49,000	4,41,000
Entrance Donation (Capitalised Amount)		90,000	Stock		2,10,000
Gratuity Fund		1,50,000	Investment	5,00,000	
Outstanding Salaries		8,000	(+) Accrued Interest	2,000	5,02,000
Outstanding Electricity		15,000	Outstanding Subscription		7,000
Refundable Entrance Donation		20,000			
		13,92,600			13,92,600

Working Notes : 1. Calculation of Capital Fund
Balance Sheet
as on 1.4.2001

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
Capital Fund (<i>Balancing figure</i>)	10,29,850	Fixed Assets (Net)	5,00,000
Sundry Creditors	1,12,000	Stock	3,80,000
Subscription Received in Advance	15,000	Outstanding Subscription	12,000
Entrance Donation Received		Prepaid Insurance	1,000
Pending Membership	1,00,000	Cash	10,000
Gratuity Fund	1,50,000	Bank	3,850
		Investment	5,00,000
	14,06,850		14,06,850

2. Calculation of Entrance Donation of the Current Year

	Rs.
Entrance donation received as per Receipts and Payment A/s	1,00,000
Add : Advance Entrance Donation (See Balance Sheet as on 1.4.2001)	1,00,000
	2,00,000
Less : Refundable Donation	20,000

NOTES

Total Donation for the Current Year		1,80,000	
Less : 50% to be Capitalised [1,80,000 × 50/100]		90,000	
		<u>90,000</u>	
3. Trading Account of Caiso Club			
<i>Dr.</i>		<i>Cr.</i>	
<i>Particulars</i>	<i>Amount Rs.</i>	<i>Particulars</i>	<i>Amount Rs.</i>
To Opening Stock (See Balance Sheet as on 1.4.2001)	3,80,000	By Receipts at :	
To Purchase A/c	15,00,000	Coffee Room 10,70,000	
To Profit	92,000	Swimming Pool 80,000	
		Tennis Court 1,02,000	
		Wine and Spirits <u>5,10,000</u>	17,62,000
		By Closing Stock	2,10,000
	<u>19,72,000</u>		<u>19,72,000</u>
4. Calculation of Closing Balance of Sundry Creditors			
Sundry Creditors Account			
<i>Dr.</i>		<i>Cr.</i>	
<i>Particulars</i>	<i>Amount Rs.</i>	<i>Particulars</i>	<i>Amount Rs.</i>
To Bank A/c (Paid)	15,20,000	By Balance b/d	1,12,000
To Balance b/d (<i>Balancing figure</i>)	92,000	By Purchases A/c	15,00,000
	<u>16,12,000</u>		<u>16,12,000</u>

B. Preparation of Receipt and Payment Account from Income Expenditure A/c and Additional Information

We are required to prepare Receipts and Payments account from Income and Expenditure account and additional informations. Receipts and Payments account records all cash receipts and cash payments of both capital and revenue nature. Whatever is received in cash and paid in cash is posted to this account irrespective of the fact that it relates to the previous year or current year or next year. Items of receipts can be identified by the following procedure.

Procedure for identifying receipts

	<i>Rs.</i>
Subscriptions as per the Income and Expenditure Account of current year	4,500
<i>Add</i> : Outstanding subscription of the previous year	100
<i>Add</i> : Subscription received in advance during the current year	300
	<u>4,900</u>
<i>Less</i> : Outstanding subscription of the current year	150
<i>Less</i> : Subscription received in advance at the end of the previous year	200
	<u>350</u>

Cash receipt of subscription during the current year to be shown at the debit side of Receipts and Payment account

4,550

Procedure for identifying payment

Salaries as per Income and Expenditure account of the current year

1,500

Add : Outstanding salaries of the previous year 100

Add : Salaries paid in advance (prepaid) during the current year

50

150

1,650

Less : Salaries outstanding at the end of the current year 150

Less : Salaries prepaid during the previous year 300

(-) 450

Salaries to be shown at the payment side

1,200

Illustration 10. Rehman Cricket Club gives you the following information :

Income and Expenditure Account

Dr.

for the year ended 31st December, 2003

Cr.

Expenditure	Amount Rs.	Income	Amount Rs.
To Remuneration to coaches	18,000	By Donation and subscription	1,02,000
To Salaries and Wages	24,000	By Bar Room :	
To Rent	12,000	Receipts 24,000	
To Repairs	11,000	Expenses (-) 20,000	
To Miscellaneous expenses	7,000		4,000
To Honorarium to Secretary	18,000	By Bank Interest	2,000
To Depreciation on equipment	5,000	By Hire of Club hall	12,000
To Surplus	25,000		
	1,20,000		1,20,000

Balance Sheet

as on 31st December, 2003

Liabilities	Amount Rs.	Assets	Amount Rs.
Capital Fund as on 31-12-2003		Equipment	20,000
48,000		Subscriptions Receivable	8,000
Entrance Fees	10,000	Cash in hand	4,000
Surplus	25,000	Cash at bank	10,000
	83,000	Fixed deposit	50,000
Subscriptions received in advance	3,000		

NOTES

<i>Outstanding Liabilities :</i>			
<i>Miscellaneous Expenses</i>	1,000		
<i>Salary and Wages</i>	3,000		
<i>Honorarium to Secretary</i>	2,000		
	92,000		92,000

Balance Sheet
as on December 31, 2002

<i>Liabilities</i>	<i>Amount Rs.</i>	<i>Assets</i>	<i>Amount Rs.</i>
<i>Capital</i>	48,000	<i>Equipment</i>	25,000
<i>Subscriptions Received in advance</i>	4,000	<i>Subscription receivable</i>	6,000
<i>Outstanding miscellaneous expenses</i>	1,500	<i>Cash at bank</i>	2,500
<i>Outstanding Salaries</i>	2,000	<i>Fixed deposit</i>	20,000
<i>Outstanding honorarium</i>	3,000	<i>Cash in hand</i>	5,000
	58,500		58,500

Prepare the Receipts and Payments account of the Club for the year ended 31st December, 2003.

Solution.

Rehman Cricket Club
Receipts and Payment Account
for the year ending 31st December, 2003

<i>Dr.</i>		<i>Cr.</i>	
<i>Receipts</i>	<i>Amount Rs.</i>	<i>Payments</i>	<i>Amount Rs.</i>
To Balance b/d		By Remuneration to coaches	18,000
Cash	5,000	By Rent	12,000
Bank	2,500	By Repairs	11,000
To Donations and subscription	99,000	By Miscellaneous expenses	7,500
To Entrance fees	10,000	By Salaries and wages	23,000
To Bar receipts	24,000	By Honorarium to Secretary	19,000
To Bank interest	2,000	By Fixed deposit	30,000
To Hire of Club hall	12,000	By Bar expenses	20,000
		By Balance c/d :	
		Cash	4,000
		Bank	10,000
	1,54,500		1,54,500

NOTES

Working Notes :

(i) Donations and Subscriptions	Rs.	Rs.
As per Income and Expenditure A/c		1,02,000
Add : Received for 2002	6,000	
Add : Received in advance 2004	3,000	
		<u>9,000</u>
		1,11,000
Less : Received in 2002 for 2003	4,000	
Less : Outstanding for 2003	8,000	
		<u>12,000</u>
Subscriptions received during the year		<u>99,000</u>
(ii) Miscellaneous Expenses :	Rs.	
As per Income and Expenditure A/c		7,000
Add : Paid in 2003 for 2002		1,500
		<u>8,500</u>
Less : Outstanding for 2003		1,000
Expenses paid during the year		<u>7,500</u>
(iii) Salaries and wages :	Rs.	
As per Income and Expenditure A/c		24,000
Add : Paid in 2003 for 2002		2,000
		<u>26,000</u>
Less : Outstanding for 2003		3,000
Salaries paid during the year		<u>23,000</u>
(iv) Honorarium to Secretary :	Rs.	
As per Income and Expenditure A/c		18,000
Add : Paid in 2003 for 2002		3,000
		<u>21,000</u>
Less : Outstanding for 2003		2,000
Honorarium paid during the year		<u>19,000</u>

REVIEW QUESTIONS

A. Very Short Answer Type Questions :

1. Explain the meaning of capitalising income.
2. How will the capital balance be affected with the surplus of income over expenditure and vice versa ?
3. Amount received from the sale of machine. Is it an income or asset ?

4. Not-for-profit organisations have some distinguishing features from that of profit organisations. State any one of them.
5. Name the account which shows the classified summary of transactions of a Cash Book in a not-for-profit organisation.

B. Short Answer Type Questions :

1. Describe briefly the limitations of Receipts and Payment account.
2. Mention items to be added and deducted while calculating subscription of the current year.
3. What is the relationship and distinction between the subscription, donation and grant ?
4. How do you calculate Capital Fund ?
5. Give four items each of Capital Receipts and Revenue Receipts.

C. Long Answer Type Questions :

1. Differentiate between commercial entities and Non-profit entities ?
2. What are key features of Government Accounting ? What is the purpose of Government Accounting System.
3. Explain method of Government Accounting ?
4. What is a Receipts and payments account ? By whom it is prepared ?
5. Distinguish between Receipt and Payment Account and Income and Expenditure Account on the basis of : (a) Object (b) Nature (c) Form and (d) Balance.

NOTES