

Glossary

acquisition [N-COUNT-U15] An **acquisition** is the act of one company absorbing another. **nabycie/przejęcie (innej firmy)**

activity-based costing [N-PHRASE-U5] **Activity-based costing** is a method for allocating indirect costs as parts of production costs. **rachunek kosztów działań**

administrative leave [N-UNCOUNT-U3] **Administrative leave** is a condition in which an employee is not allowed to come to work. **odsunięcie od pracy**

adopt [V-T-U9] To **adopt** something is to decide to use it. **przyjąć**

advisory [ADJ-U11] If something is **advisory**, its purpose is to provide guidance. **doradczy**

anomalous [ADJ-U7] If something is **anomalous**, it is out of the ordinary. **nietypowy**

apply (something) globally [V-PHRASE-U9] To **apply something globally** is to make it a regular policy all over the world. **stosować globalnie/na skalę światową**

astronomical [ADJ-U11] If something is **astronomical**, it is very large. **astronomiczny (np. cena)**

attest service [N-COUNT-U15] An **attest service** is a service performed by an accountant in which the accountant offers his or her professional opinion about something (e.g., an audit opinion). **usługa księgowa**

audit opinion [N-COUNT-U15] An **audit opinion** is the professional opinion of an accountant regarding the results of an audit. **poświadczenie wyników kontroli księgowej**

bar [V-T-U4] To **bar** something is to exclude or not consider it. **wykluczać**

board of accountancy [N-UNCOUNT-U14] The **board of accountancy** is a governing body that oversees CPAs. **izba/urząd kontroli**

body language [N-UNCOUNT-U10] **Body language** is the way that people send signals with their bodies (e.g., facial expressions). **mowa/język ciała**

break-even point [N-UNCOUNT-U8] **Break-even point** is the level at which revenue equals costs. **próg rentowności**

bribery [N-UNCOUNT-U3] **Bribery** is the act of giving someone money in exchange for favorable treatment. **przekupstwo**

business association [N-COUNT-U13] A **business association** is a voluntary union of businesses. **stowarzyszenie biznesu**

business budgeting [N-UNCOUNT-U6] **Business budgeting** is the act of creating a budget for a business. **budżetowanie biznesu**

buyout [N-COUNT-U11] A **buyout** is the act of purchasing a company. **wykup**

capitalize [V-T-U7] To **capitalize** something is to record it as an asset. **kapitalizować**

catastrophe [N-COUNT-U4] A **catastrophe** is a disaster or event that causes a lot of damage. **katastrofa**

chief operating officer (COO) [N-COUNT-U7] A **chief operating officer** is a corporate executive who is in charge of a company's operations. **dyrektor operacyjny**

clean opinion [N-PHRASE-U7] A **clean opinion** is a statement by an auditor saying that a company's records have no improprieties. **opinia audytora poświadczająca brak błędów/niezgodności w dokumentach**

clerical error [N-COUNT-U7] A **clerical error** is an unintentional mistake made while doing paperwork. **błąd urzędniczy**

combine [V-T-U1] To **combine** things is to put them together. **łączyć**

concrete goal [N-COUNT-U6] A **concrete goal** is a well-defined achievement to pursue. **wytyczony cel**

convenience [N-UNCOUNT- U10] **Convenience** is the state of being easy, useful, and comfortable. **wygoda, udogodnienie**

convention [N-COUNT-U1] A **convention** is a generally accepted policy or pattern of behavior. **konwencja**

cooking the books [N-PHRASE-U3] **Cooking the books** is the act of recording false information to hide some illegal activity. **fałszowanie kont bankowych, defraudowanie pieniędzy**

cost driver [N-COUNT-U5] **Cost drivers** are categories of production costs into which indirect costs are allocated. **czynnik kosztowy**

cost effective [ADJ-U11] If something is **cost effective**, it will generate sufficient income in comparison to how much was invested in it. **opłacalny**

creditor [N-COUNT-U2] A **creditor** is someone to whom money is owed. **wierzyciel**

current ratio [N-UNCOUNT-U4] A **current ratio** is the result of dividing a company's assets by its liabilities. **wskaźnik bieżącej płynności; stosunek bieżących zobowiązań i aktywów**

custom [N-COUNT-U1] A **custom** is a generally accepted pattern of behavior. **zwyczaj**

cutoff point [N-COUNT-U7] A **cutoff point** is the level that must be reached in order to receive some reward. **wartość graniczna**

debt-to-equity ratio [N-COUNT-U2] The **debt-to-equity ratio** is a comparison of how much a company owes to how much it is worth. **wskaźnik dłużu do kapitału**

delicate [ADJ-U8] If something is **delicate**, it is easily damaged, changed, or broken. **delikatny**

direct cost [N-COUNT-U5] A **direct cost** is an expense that rises and falls with the volume of production. **koszty bezpośrednie**

direct labor [N-UNCOUNT-U5] **Direct labor** is the wages of employees who make a company's products. **bezpośrednie koszty robocizny**

direct materials [N-COUNT-U5] **Direct materials** are the materials that are used to make products. **materiały bezpośrednie**

double underline [N-COUNT-U1] A **double underline** is two lines under a number indicating the bottom line or most important part(s) of a financial statement. **podwójna linia/podwójne podkreślenie**

down-payment [N-COUNT-U12] A **down-payment** is a percentage of an item's total value that must be paid at the time of purchase in order to finance the rest of the purchase price. **zaliczka, przedpłata**

early termination [N-UNCOUNT-U12] **Early termination** is the act of ending a lease prior to the end of the lease term. **wcześniejsze rozwiążanie umowy**

electronic commerce [N-UNCOUNT-U15] **Electronic commerce** is business that is conducted via computers and the Internet. **handel elektroniczny**

erroneous [ADJ-U7] If something is **erroneous**, it is false. **błędny, mylny**

evaluate [V-T-U14] To **evaluate** something is to test it. **ocenić, oszacować**

expertise [N-UNCOUNT-U14] **Expertise** is a high level of knowledge and experience within a given field. **wiedza specjalistyczna**

finance [V-T-U12] To **finance** something is to borrow money in order to purchase it. **finansować**

financier [N-COUNT-U12] A **financier** is someone who lends money. **finansista**

Glossary

fixed cost [N-COUNT-U5] A **fixed cost** is an expense that stays the same regardless of the volume of production.
koszt stały

fixed overhead [N-COUNT-U5] **Fixed overheads** are costs such as rents and insurance premiums that stay the same regardless of the volume of production. **stałe koszty ogólne**

flat tax [N-UNCOUNT-U13] A **flat tax** is a system in which everyone pays the same rate of tax no matter how much they make. **podatek liniowy**

flex location [N-UNCOUNT-U15] **Flex location** is the ability to work from any location. **dowolne/elastyczne miejsce pracy**

flexitime [N-UNCOUNT-U15] **Flexitime** is the ability to work any schedule. **nienormowany/elastyczny czas pracy**

forecast [N-COUNT-U6] A **forecast** is a prediction about the future. **prognoza**

free circulation [N-UNCOUNT-U9] **Free circulation** is the act of transferring things broadly and without restraint.
swobodny przepływ

fundamental analysis [N-UNCOUNT-U2] **Fundamental analysis** is a series of evaluations performed to determine a company's value and growth potential. **analiza fundamentalna**

general and administrative costs [N-PHRASE-U1] **General and administrative costs** are the amounts paid for basic business operations. **koszty ogólnego zarządu**

globalized standard [N-COUNT-U9] A **globalized standard** is a rule that is applied all over the world. **standard globalny**

growth potential [N-UNCOUNT-U2] **Growth potential** is the ability of a business to expand. **potencjał wzrostowy**

impose [V-T-U13] To **impose** something is to forcefully require it. **nakładać, narzucać**

impropriety [N-COUNT-U7] An **impropriety** is any activity that is unethical. **nieprawidłowość**

indicator [N-COUNT-U4] An **indicator** is a sign or trait that reveals something about a person or company.
wskaźnik

indirect cost [N-COUNT-U5] An **indirect cost** is an expense that stays the same regardless of the volume of production. **koszty pośrednie**

inevitable [ADJ-U9] If something is **inevitable**, it is certain to happen. **nieunikniony**

in-house [ADV-U14] If something is done **in-house**, it is done only by employees of a particular company.
wewnętrzny, wewnętrzny

instant clarification [N-UNCOUNT-U10] **Instant clarification** is the ability to elaborate on messages immediately.
natychmiastowe wyjaśnienie

insurance premium [N-COUNT-U1] An **insurance premium** is a fee that is paid for financial protection. **premia ubezpieczeniowa**

International Accounting Standards Committee (IAS) [N-UNCOUNT-U9] The **IAS** is a governing body that has designed a set of global accounting rules. **Komitet Międzynarodowych Standardów Rachunkowości**

involuntary bankruptcy [N-UNCOUNT-U4] **Involuntary bankruptcy** is a bankruptcy petition made by creditors who are seeking to get money back from a company that cannot pay its debts to them. **ogłoszenie upadłości**

jargon [N-UNCOUNT-U1] **Jargon** is language that is only used by a certain group of people. **żargon**

juggling the accounts [N-PHRASE-U3] **Juggling the accounts** is the act of recording false information.
fałszowanie danych

lease [V-T-U12] To **lease** something is to pay to use it for a period of time. **wynajmować, dzierżawić**

- lease term** [N-COUNT-U12] A **lease term** is the period of time until a lease expires. **termin wynajmu**
- lessee** [N-COUNT-U12] A **lessee** is a person who leases property. **dzierżawca, najemca**
- lessor** [N-COUNT-U12] A **lessor** is a person who owns leased property. **osoba wynajmująca (komuś), wynajmujący**
- levy** [V-T-U13] To **levy** something is to impose it. **nakładać**
- linguistic cues** [N-COUNT-U10] **Linguistic cues** are signals that are sent through patterns in language. **sygnały językowe**
- litigation support** [N-UNCOUNT-U15] **Litigation support** is an accounting field in which an accountant assists law professionals. **obsługa prawna**
- local knowledge** [N-UNCOUNT-U11] **Local knowledge** is familiarity with a particular region. **znajomość warunków lokalnych**
- locked in** [ADJ- U8] If something is **locked in**, it cannot change. **zablokowane, zatrzymane**
- long-term** [ADJ-U6] If something is **long-term**, it is taking place over a lengthy period of time. **długoterminowy**
- loss zone** [N-UNCOUNT-U8] The **loss zone** is a state in which a company spends more money than it earns. **strefa strat**
- making false entries** [N-PHRASE-U3] **Making false entries** is the act of intentionally recording incorrect information. **robić fałszywe zapisy/wprowadzać fałszywe dane**
- margin ratio** [N-UNCOUNT-U8] **Margin ratio** is margin divided by revenue. **stopa marży**
- material adjustment** [N-COUNT-U7] A **material adjustment** is an entry that is recorded to correct an incorrect or false entry. **istotna korekta/poprawka**
- merger** [N-COUNT-U15] A **merger** is the joining of two companies. **fuzja**
- mid-sized** [ADJ-U9] If something is **mid-sized**, it is between large and small. **średniej wielkości**
- minus sign** [N-COUNT-U1] A **minus sign** is the mathematical symbol that indicates subtraction. **znak minus**
- model** [N-COUNT-U6] A **model** is a representation of something that is expected to happen. **model**
- money-laundering** [N-UNCOUNT-U3] **Money-laundering** is the act of directing money through a corporation to hide illegal activity. **pranie brudnych pieniędzy**
- near-term** [ADJ-U6] If something is **near-term**, it is taking place over a small period of time. **krótkoterminowy**
- negative outlook** [N-PHRASE-U6] A **negative outlook** is a gloomy view of the future. **złe/negatywne perspektywy; pesymistyczne spojrzenie**
- non-verbal cues** [N-COUNT-U10] **Non-verbal cues** are signals that are sent without using sound. **sygnały niewerbalne**
- operating cycle** [N-COUNT-U4] An **operating cycle** is the pattern of purchasing materials and using them to earn a profit. **cykl operacyjny**
- optimal** [ADJ-U8] If something is **optimal**, it is of the best possible nature for a situation. **optymalny**
- outsource** [V-T-U14] To **outsource** work is to hire people from outside a company to do the company's work. **podwynająć, zlecić np. innej firmie**
- plant** [N-COUNT-U11] A **plant** is a building used to manufacture something. **fabryka, zakład produkcyjny**
- positive outlook** [N-PHRASE-U6] A **positive outlook** is an optimistic view of the future. **optymistyczne spojrzenie/dobre perspektywy**

Glossary

privacy policy [N-COUNT-U14] A **privacy policy** is a formal statement of how a company will handle its clients' private information. **polityka prywatności**

professional skepticism [N-PHRASE-U7] **Professional skepticism** is the critical attitude that auditors must have when reviewing records. **profesjonalny sceptyczym**

profit zone [N-UNCOUNT-U8] The **profit zone** is a state in which a company earns more than it spends. **strefa zysku**

progressive taxation [N-UNCOUNT-U13] **Progressive taxation** is a system in which high-income earners are required to pay a higher tax rate than low-income earners. **opodatkowanie progresywne**

promote [V-T-U13] To **promote** something is to encourage or stimulate its growth. **promować**

public practice [N-UNCOUNT-U15] **Public practice** consists of any field of accounting, such as tax preparation, in which the accountant works with the general public. **sektor finansów publicznych**

quality assurance [N-UNCOUNT-U14] **Quality assurance** is a group of employees within an organization that monitor the organization's operations, records, etc. **grupa zarządzania jakością**

raise capital [V-PHRASE-U11] To **raise capital** is to gather money. **gromadzić kapitał**

recoup [V-T-U8] To **recoup** expenses is to pay back money that was spent. **wyrównywać straty**

reflection [N-UNCOUNT-U10] **Reflection** is the act of thinking about something. **refleksja, przemyślenia**

repetitive [ADJ-U4] If something is **repetitive**, it happens over and over. **powtarzający się**

reroute [V-T-U3] To **reroute** something is to direct it to a different destination. **przekierowywać**

review process [N-UNCOUNT-U14] A **review process** is a procedure in which documents are inspected for accuracy. **sprawdzanie dokładności dokumentów**

risk assessment [N-UNCOUNT-U15] **Risk assessment** is an accounting field in which an accountant analyzes business activities and determines the risks associated with them. **ocena ryzyka**

run the numbers [V-PHRASE-U12] To **run the numbers** is to make calculations in order to analyze one or more scenarios. **przeprowadzać kalkulacje**

sales-skimming [N-UNCOUNT-U3] **Sales-skimming** is the act of taking money from an employer's revenue. **przestępstwo polegające na zaokrąglaniu „w dół” dochodu pracodawcy ze sprzedaży**

second-nature [ADJ-U1] If something is **second-nature**, it has been practiced so much that it can be done with little or no thought. **druga natura**

security valuation [N-UNCOUNT-U2] **Security valuation** is the act of setting stock prices. **ustalanie kursu akcji**

service-based economy [N-UNCOUNT-U15] A **service-based economy** is a system in which most of the workforce works in jobs that require knowledge and customer service skills, rather than physical labor. **gospodarka usługowa**

short-term [ADJ-U6] If something is **short-term**, it is taking place over a small period of time. **krótkoterminowy**

side-by-side comparison [N-COUNT-U2] A **side-by-side comparison** is an evaluation of two things and how they relate to one another. **porównywanie równoczesne/równolegle**

slang [N-UNCOUNT-U10] **Slang** is casual speech, often including idioms. **slang**

slump [V-I-U8] To **slump** is to decrease for a long period. **gwałtownie spadać**

solvency [N-UNCOUNT-U4] **Solvency** is the ability to pay debts. **wypłacalność**

statement of financial condition [N-COUNT-U2] A **statement of financial condition** is a balance sheet. **bilans finansowy, sprawozdanie finansowe**

stay in touch [V-PHRASE-U10] To **stay in touch** with someone is to communicate with him or her regularly. **pozostawać w kontakcie**

strategic decision [N-COUNT-U9] A **strategic decision** is a decision that is made for the purpose of improving one's situation. **strategiczna decyzja**

supply and distribution channels [N-COUNT-U11] **Supply and distribution channels** are established patterns of commerce. **kanały zaopatrzenia i dystrybucji**

tax avoidance [N-UNCOUNT-U13] **Tax avoidance** is any activity done to avoid paying taxes. **unikanie płacenia podatków**

tax brackets [N-COUNT-U13] **Tax brackets** are divisions based on income that are each required to pay a different rate of tax. **widelki podatkowe**

tax breaks [N-COUNT-U13] **Tax breaks** are discounts on taxes that are offered to encourage some desired behavior. **ulgi podatkowe**

tax evasion [N-UNCOUNT-U13] **Tax evasion** is a crime involving the avoidance of paying taxes. **uchylanie się od płacenia podatków**

tedious [ADJ-U14] If something is **tedious**, it is repetitive and boring. **monotony, żmudny**

think twice [V-PHRASE -U4] To **think twice** is to reconsider a situation before acting due to concerns regarding potential failure or danger. **pomyśleć dwa razy**

third party [N-COUNT-U14] A **third party** is someone other than the two principal parties in an agreement. **trzecia strona**

tighten [V-T-U6] To **tighten** something is to reduce its activity and flexibility. **zaciskać, zacieśniać**

tonal cues [N-COUNT-U10] **Tonal cues** are signals that are sent through changes in vocal pitch. **sygnały tonalne**

under-the-table payoff [N-PHRASE-U3] An **under-the-table payoff** is a bribe. **łapówka**

unforeseen [ADJ-U4] If something is **unforeseen**, it is not expected. **nieprzewidziany**

useful life [N-COUNT-U12] A product's **useful life** is the period of time in which it can be used. **okres użytkowania**

utilities [N-COUNT-U1] **Utilities** are modern conveniences like running water, gas, and electricity. **media**

variable cost [N-COUNT-U5] A **variable cost** is an expense that rises and falls with the volume of production. **koszty zmienne**

variable overhead [N-UNCOUNT-U5] **Variable overheads** are costs such as utilities that rise and fall with the volume of production. **zmienne koszty ogólne**

venture [N-COUNT-U11] A **venture** is an investment for the purpose of generating more income. **przedsięwzięcie**

verbal cues [N-COUNT-U10] **Verbal cues** are signals that are sent through patterns in words. **sygnały werbalne**

vernacular [N-UNCOUNT-U10] **Vernacular** is common, everyday language. **tu: język potoczny; gwara**

viability [N-UNCOUNT-U11] **Viability** is the ability to survive and be successful. **rentowność, zdolność do utrzymania się na rynku**

working capital [N-UNCOUNT-U2] **Working capital** is assets minus liabilities. **kapitał obrotowy**

worldwide trend [N-COUNT-U9] A **worldwide trend** is a pattern of behavior that is happening all over the world. **światowy trend**

yardstick [N-COUNT-U6] A **yardstick** is a tool used to measure things. **miara**