## STUDY MATERIAL

## FOUNDATION PROGRAMME

# FUNDAMENTALS OF ACCOUNTING AND AUDITING

PAPER 4



# THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory hody under an Act of Parliament

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#### **FOUNDATION PROGRAMME - IMPORTANT NOTE**

The study material has been written in lucid and simple language and conscious efforts have been made to explain the fundamental concepts and principles of accounting and auditing. This study material is divided into two main parts –

Part-A Fundamentals of Accounting, and

Part-B Fundamentals of Auditing

The institute has decided that the first examination for Foundation Programme under new syllabus will be held from December 2012 session in the Optical Mark Recognition (OMR) format, whereby students are required to answer multiple choice questions on OMR sheet by darkening the appropriate choice by HB pencil. One mark will be awarded for each correct answer. There is NO NEGATIVE mark for incorrect answers.

The specimen OMR sheet is appended at the end of the study material. There are two self test question papers in the study to acquaint students with the pattern of examination. These are for practice purpose only, not to be sent to the institute.

For supplementing the information contained in the study material, students may refer to the economic and financial dailies, commercial, legal and management journals, Economic Survey (latest), CS Foundation Course Bulletin, Suggested Readings and References mentioned in the study material and relevant websites.

The objective of the study material is to provide students with the learning material according to the syllabus of the subject of the Foundation Programme. In the event of any doubt, students may write to the Directorate of Academics and Professional Development in the Institute for clarification at **faa@icsi.edu** 

Although due care has been taken in preparing and publishing this study material, yet the possibility of errors, omissions and/or discrepancies cannot be ruled out. This publication is released with an understanding that the Institute shall not be responsible for any errors, omissions and/or discrepancies or any action taken on the basis of contents of the study material.

Should there be any discrepancy, error or omission noted in the study material, the Institute shall be obliged if the same are brought to its notice for issue of corrigendum in the CS Foundation Course Bulletin.

#### **SYLLABUS**

#### PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic Knowledge

**Objective**: To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

#### PART A: FUNDAMENTALS OF ACCOUNTING (70 MARKS)

#### 1. Theoretical Framework

 Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates

#### 2. Accounting Process

- Documents & Books of Accounts: Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
- Capital and Revenue: Expenditures and Receipts; Contingent Assets and Contingent Liabilities
- Rectification of Errors

#### 3. Bank Reconciliation Statement

 Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

#### 4. Depreciation Accounting

- Methods, Computation and Accounting Treatment of Depreciation; Change in Depreciation Methods

#### 5. Preparation of Final Accounts for Sole Proprietors

- Preparation of Profit & Loss Account, Balance Sheet

#### 6. Partnership Accounts

- Goodwill
- Nature of and Factors Affecting Goodwill
- Methods of Valuation: Average Profit, Super Profit and Capitalization Methods
- Treatment of Goodwill
- Final Accounts of Partnership Firms
- Admission of a Partner
- Retirement/Death of a Partner
- Dissolution of a Partnership Firm

#### 7. Introduction to Company Accounts

 Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

#### PART B: FUNDAMENTALS OF AUDITING (30 MARKS)

#### 8. Auditing

- Concepts and Objectives
- Principles of Auditing
- Types of Audit
- Evidence in Auditing
- Audit Programmes

#### 9. Audits and Auditor's Reports

- Internal Audit
- Statutory Auditor: Appointment, Qualification, Rights and Duties
- Secretarial Audit: An Overview
- Cost Audit: An Overview
- Auditor's Report: Meanings, Contents, Types, Qualifications

#### **LIST OF RECOMMENDED BOOKS\***

#### PAPER 4: FUNDAMENTAL OF ACCOUNTING AND AUDITING

1. M. C. Shukla,	Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55.
T. S. Grewal &	

S. C. Gupta
2. R. L. Gupta & Financial Accounting, Sultan Chand & Sons, New Delhi - 2.
V. K. Gupta

3. J. R. Monga Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)

4. S. N. Maheshwari & Advanced Accounting, Volume I; Vikas Publishing House (Pvt.) Ltd., Jangpura, S. K. Maheshwari New Delhi-14.

5. S. P. Jain & Advanced Accounting, Volume I; Kalyani Publishers, Daryaganj, New Delhi - 2. K. L. Narang

Ashok Sehgal & Advanced Accounting (Financial Accounting); Taxmann's, New Delhi.
 Deepak Sehgal

7. Aruna Jha Student's Guide to Auditing & Assurance, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.

Rohtak Road, New Delhi.

8. S. D. Sharma Auditing Principles & Practice, Taxmann Publications Pvt. Ltd., New Rohtak Road,

New Delhi.

9. Anand G. Srinivasan Auditing, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.

10. S. Sundharababu, A Handbook of Practice Auditing, S. Chand, S. Sundharsanam, B.N. Tondon &

Company, New Delhi

#### **REFERENCES**

**READINGS** 

T. P. Ghosh, A. Banerjee Principles and Practice of Accounting, Galgotia Publishing Company, New Delhi-5.
 & K.M. Bansal

2. P. C. Tulsian Financial Accounting, Sultan Chand & Company, New Delhi.

3. R. Narayanaswamy Financial Accounting – A Managerial Prospective; PHI Learning Pvt. Ltd.

4. Ashish K. Bhattacharyya Essentials of Financial Accounting; PHI Learning Pvt. Ltd.

<sup>\*</sup>This study material is sufficient from the point of view of syllabus. The students may refer these books for further knowledge and study of the subject.

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# PART A FUNDAMENTALS OF ACCOUNTING

#### **LESSONS**

1.	Theoretical Framework
2.	Accounting Process – I (Recording of Transactions)
3.	Accounting Process – II (Rectification of Errors)
4.	Accounting Process – III (Capital and Revenue Items)
5.	Bank Reconciliation Statement
6.	Depreciation Accounting
7.	Preparation of Final Accounts for Sole Proprietors
8.	Partnership Accounts
9.	Introduction to Company Accounts

#### LEARNING OBJECTIVES

In today's business world, accounting is considered as 'the universal language of business' because it is the vehicle for reporting financial information about a business entity to users such as shareholders and managers. A proper accounting system is essential to any business whether big or small in order to manage its daily functions and run it successfully. The main obligation of any business is to maximize profits, minimize losses and at the same time maintain its position as a responsible entity within the society.

So, in the current business world, everybody should have the knowledge of accounting discipline irrespective of the job he is doing. The rapid advancement in business activities due to industrialization and globalization, the need for people having knowledge of accounts have increased manifold. Apparently it is impossible to survive in today's advanced business environment without adequate knowledge on basic accountancy.

Especially all business students should have some background in accounting to understand and interpret and present the results of business.



# Lesson 1 Theoretical Framework

### LESSON OUTLINE

- Accounting
  - Definition
  - Stages of Accounting
  - Branches of Accounting
  - Functions of Accounting
  - Advantages of Accounting
  - Limitations of Accounting
- Review Questions
- Book Keeping
  - Difference between Book Keeping and Accounting
- Systems of Accounting
- Accounting as Information System
  - Users of Accounting Information
  - Characterstics of Accounting Information
- Role of Accountant
- Accounting Principles, Concepts and Conventions
- Accounting Standards
- Accounting Policies
- Accounting A Measurement Discipline
- Accounts and its Classification
- Review Questions
- Double Entry System
- Rules of Debit and Credit
- Accounting Equation
- Lesson Round Up
- Glossary
- Self-Test Questions

#### **LEARNING OBJECTIVES**

Accounting is a very old concept – as old as money. A description of proper keeping of accounts is also found in 'Arthashastra" written by Kautilya. However, it has developed with the passage of time to meet the requirements and challenges of ever growing society. The modernday accounting concept based on double entry system was originated by Luco Pacioli in Italy. Though the act of accounting is very old, in recent times it has acquired special significance because of rapidly growing economy, cut-throat competition, expanding markets and increasing production and changes in technology.

In this lesson, we will throw light on the basic concepts of accounting, types of accounts, accounting principles, conventions, concepts & standard, meaning of double entry system and the rules of debit & credit on which entire concept of accounting is based.

The system of book keeping by double entry is, perhaps the most beautiful one in the wide domain of literature or science. Were it less common, it would be the admiration of the learned world.

**Edwin T. Freedley** 

#### **ACCOUNTING**

Accounting is used by business entities for keeping records of their monetary or financial transactions. A businessman who invested money in his business would like to know whether his business is making a profit or incurring a loss, the position of his assets and liabilities and whether his capital in the business has increased or decreased during a particular period.

#### Definition

The definition given by the American Institute of Certified Public Accountants ('AICPA') clearly brings out the meaning of accounting. According to it, accounting is "the art of recording, classifying and summarizing 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 results thereof". The definition brings out the following as attributes of accounting:

- (i) Accounting is an art. Accounting is classified as an art, as it helps us in attaining our aim of ascertaining the financial results, that is, operating profit and financial position through analysis and interpretation of financial data which requires special knowledge, experience and judgment.
- (ii) It involves recording, classifying and summarizing. Recording means systematically writing down the transactions and events in account books soon after their occurrence. Classifying is the process of grouping transactions or entries of the same type at one place. This is done by opening accounts in a book called ledger. Summarizing involves the preparation of reports and statements from the classified data (ledger) understandable and useful to management and other interested parties. This involves preparation of final accounts namely profit and loss account and balance sheet.
- (iii) It records transaction in terms of money. All transactions are recorded in terms of common measure i.e. money which increases the understanding of the state of affairs of the business.
- (iv) It records only those transactions and events which are of financial character. If an event has no financial character then it will not be measured in terms of money and not recorded.
- (v) It is the art of interpreting the results of operations to determine the financial position of the enterprise, the progress it has made and how well it is getting along.

#### **Stages of Accounting**

Accounting has the following stages:

- (i) The transactions of a business that have, at least in part, a financial character are identified and recorded.
- (ii) The recording is done in a manner which identifies the different classes and types of transactions.
- (iii) The resulting records are summarized in such a way that the owners or other interested parties in the business can see the overall effects of all the transactions. The statements prepared by the summarizing process is known as financial statements which will show the profit or loss made by the business over a period of time and the total capital employed in the business. Such financial statements are used by management to make business decisions.

#### **Branches of Accounting**

Accounting has three main forms or branches viz. financial accounting, cost accounting and management accounting.

(i) Financial Accounting: It is concerned with record-keeping directed towards the preparation of trial balance, profit and loss account and balance sheet.

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- (ii) Cost Accounting: Cost accounting is the process of accounting for costs. It is a systematic procedure for determining the unit cost of output produced or services rendered. The main functions of cost accounting are to ascertain the cost of a product and to help the management in the control of cost.
- (iii) Management Accounting: Management accounting is primarily concerned with the supply of information which is useful to the management in decision-making, increasing efficiency of business and maximizing profits.

#### **Functions of Accounting**

The following are the main functions of accounting:

- (i) Keeping Systematic Records: Accounting is done to keep a systematic record of financial transactions.
- (ii) Protecting and Controlling Business Properties: Accounting helps to see that there is no unauthorized use or disposal of any assets or property belonging to the firm, because proper records are maintained. Accounting will furnish information about money due from various persons and money due to various parties. The firm can see that all amounts due to it are recovered in due time and that no amount is paid unnecessarily.
- (iii) Ascertaining the Operational Profit/Loss: Accounting helps to determine the results of the activities in a given period, usually a year, i.e. to show how much profit has been earned or how much loss has been incurred. This is done by keeping a proper record of revenues and expenses of a particular period and then matching the revenues with the corresponding costs.
- (iv) Ascertaining the Financial Position of the Business: Balance sheet is prepared to ascertain the financial position of the firm at the end of a particular period. It shows the values of the assets and the liabilities of a business entity.
- (v) Facilitating Rational Decision Making: Accounting facilitates collection, analysis and reporting of information at the required point of time to the required levels of authority in order to facilitate rational decision making.

#### **Advantages of Accounting**

The following are the advantages of accounting:

- (i) Maintenance of Business Records: All financial transactions are recorded in a systematic manner in the books of accounts so that there is no need to depend upon on memory. It is impossible to remember the business transactions which have grown in size and complexity.
- (ii) *Preparation of Financial Statements*: Proper recording of transactions facilitates the preparation of financial statements i.e. the trading and profit and loss account and balance sheet.
- (iii) Comparison of Results: Accounting information when properly recorded can be used to compare the results of one year with those of earlier years so that the significant changes can be analyzed.
- (iv) Decision Making: Accounting information helps the management to plan its future activities by preparing budgets and coordination of various activities in different departments.
- (v) Evidence in Legal Matters: Properly recorded accounting information can be produced as evidence in a court of law.
- (vi) Provides Information to Interested Parties: Interested parties like owners, creditors, management, employees, customers, government, etc. can get financial information about the organisation.
- (vii) Helps in Taxation Matters: Income tax and/sales tax authorities depend on the accounts maintained by the business taxation matters.
- (viii) Valuation of Business: When the business is to be sold, the accounting information can be utilized to determine the proper value of business.

The following are the limitations of accounting:

- (i) Accounting information is expressed in terms of money. The accountant measures only those events that are of financial nature i.e. capable of being expressed in terms of money. Non-monetary items or events are not measured and recorded in accounting.
- (ii) Accounting information is based on estimates: Some accounting data are based on estimates and estimates may be inaccurate.
- (iii) Accounting information may be biased: Accounting information is not without personal influence or bias of the accountant. In measuring income, accountant applies a choice between different methods of inventory valuation, deprecation methods, treatment of capital and revenue items etc. Hence, due to lack of objectivity income arrived at may not be correct in certain cases.
- (iv) Fixed assets are recorded at the original cost. The value may of fixed assets change over time and so there may be a great difference between the original cost and current replacement cost. Balance sheet may not show true and fair view of the financial position on a particular date.
- (v) Accounting can be manipulated: Accounting information may not be used as the only test of managerial performance as profits can be manipulated or misrepresented.
- (vi) Money as a measurement unit changes in value: The value of money does not remain stable. Unless price level changes are considered in measurement of income, the accounting information will not show true financial results.

#### **REVIEW QUESTIONS**



1.	Accounting ch	records aracter.	only	those	transactio	ons and	events	which	are	of
2.		is (	conce	rned v	vith record	l-keepin	g directe	d towa	rds	the

preparation of trial balance, profit and loss account and balance sheet.

3.	The	main	fu	nct	ions	of	cost	ac	countir	ng	are	to	ascerta	ain	the
			_of	а	proc	luct	and	to	help	the	ma	anag	ement	in	the

4.	Fixed	assets are recorded at	cost.

ounting information is expressed in terms of
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#### **BOOK-KEEPING**

Book-keeping is mainly concerned with recording of financial data relating to the business operations in a significant and orderly manner. It is concerned with the permanent record of all transactions in a systematic manner to show its financial effect on the business. It covers procedural aspects of accounting work and includes record keeping function. It is the science and art of correctly recording in books of account all those business transactions that result in the transfer of money or money's worth. It is mechanical and repetitive. This work of book–keeping is of clerical nature and usually entrusted to junior employees of accounts section of a business house. Now-a-days, most of the book-keeping work is done through computers and other electronic devices. In fact, accounting is based on a systematic and efficient book-keeping system. The main purpose behind book-keeping is to show correct position regarding each head of income and expenditure as well as assets and liabilities. Further, book-keeping is meant to show the effect of all the transactions made during the accounting period on the financial position of the business.

#### **Book-Keeping and Accounting**

Book-keeping and accounting are often used interchangeably but they are different from each other. Accounting is a broader and more analytical subject. It includes the design of accounting systems which the book-keepers use, preparation of financial statements, audits, cost studies, income-tax work and analysis and interpretation of accounting information for internal and external end-users as an aid to making business

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decisions. This work requires more skill, experience and imagination. The larger the firm, the greater is the responsibility of the accountant. It can be said that accounting begins where book-keeping ends. Book-keeping provides the basis for accounting. The following are the points of distinction between book-keeping and accounting:

#### DIFFERNCE BETWEEN BOOK-KEEPING AND ACCOUNTING

Book-keeping	Accounting
(i) It is concerned with the recording of transactions.	(i) It is concerned with the summarizing of the recorded transactions.
(ii) The work of book-keeping is mainly routine and clerical in nature and is increasingly being done by computers.	(ii) The work of accountant requires higher level of knowledge, conceptual understanding and analytical skill.
(iii) Book-keeping constitutes the base for accounting.	(iii) Accounting starts where book keeping ends.
(iv) Book-keeping is done in accordance with basic accounting concepts and conventions.	(iv) The methods and procedures for accounting for analysis and interpretations for financial reports may vary from firm to firm.
<ul><li>(v) Financial statements do not form part of book- keeping.</li></ul>	<ul> <li>(v) Financial statements are prepared in accounting process from the book-keeping records.</li> </ul>
(vi) Financial position of the business cannot be ascertained through book-keeping records.	<ul><li>(vi) Financial position of the business is ascertained on the basis of accounting reports.</li></ul>

#### SYSTEMS OF ACCOUNTING

Basically there are two systems of accounting:

Cash System of Accounting: It is a system in which accounting entries are made only when cash is received or paid. No entry is made when a payment or receipt is merely due. In other words, it is a system of accounting in which revenues and costs and assets and liabilities are reflected in the accounts in the period in which actual payments or actual receipts are made in cash. It may not treat any revenue to have been earned or even sales to have taken place unless cash is actually paid by customers. It has no relevance whether the receipts pertain to previous period or future period. Similarly, expenses are restricted to the actual payments in cash during the current year and it is immaterial whether the payments have been made for previous period or future period.

Cash basis of accounting is incompatible with the matching principle of income determination. Hence, the financial statements prepared under this system do not present a true and fair view of operating results and financial position of the organization. Cash system of accounting is suitable in the following cases:

- (i) Where the organization is very small or in the case of individuals, where it is difficult to allocate small amounts between accounting periods; and
- (ii) Where credit transactions are almost negligible and collections are uncertain e.g. accounting in case of professionals i.e. doctors, lawyers, firms of chartered accountants/company secretaries. But while recording expenses, they take into account the outstanding expenses also. In such a case, the financial statement prepared by them for determination of their income is termed as Receipts and Expenditure Account.

**Accrual System of Accounting**: This is also known as mercantile system of accounting. It is a system in which transactions are recorded on the basis of amounts having become due for payment or receipt. Accrual basis of accounting, attempts to record the financial effects of the transactions, events, and circumstances of an enterprise in the period in which they occur rather than recording them in period(s) in which cash is

received or paid by the enterprise. It recognizes that the buying, selling and other economic events that affect enterprise's performance often do not coincide with the cash receipts and payments of the period. The purpose of accrual basis accounting is to relate the revenue earned to cost incurred so that reported net income measures an enterprise's performance during a period instead of merely listing its cash receipts and payments. Accrual basis of accounting recognizes assets, liabilities or components of revenues and expenses received or paid in cash in past and expected to be received or paid in cash in the future. The following are the essential features of accrual basis:

- Revenue is recognized as it is earned irrespective of whether cash is received or not;
- Costs are matched against revenues on the basis of relevant time period to determine periodic income, and
- Costs which are not charged to income are carried forward and are kept under continuous review. Any
  cost that appears to have lost its utility or its power to generate future revenue is written off as a loss.

#### **ACCOUNTING AS INFORMATION SYSTEM**

Accounting, being the language of business, is used to communicate financial and other information to individuals, organizations, governments etc. about various aspects of business and non-business entities. For example, when a firm applies for a loan from a bank, it will have to submit details of its business activities in terms of operating results (profit or loss) and the financial position (assets and liabilities). Similarly, the shareholders or prospective investors must have financial information in order to evaluate the performance of the management. Many laws require that extensive financial information be reported to various government departments such as income-tax, sales tax, company law board and so on. Accounting is a discipline that collects reports and interprets financial information about the activities of different organizations. Hence, actual accounting is concerned with communicating the results of an organization.

#### **Users of Accounting Information**

Accounting is of primary importance to the proprietors and the managers. However, other persons such as creditors, prospective employees, etc. are also interested in the accounting information.

- Owners/Shareholders: The primary aim of accounting is to provide necessary information to the owners related to their business.
- (ii) *Managers*: In large business organizations and in corporations, there is a separation of ownership and management functions. The managers of such business are more concerned with the accounting information because they are answerable to the owners.
- (iii) *Prospective Investors*: The persons who are contemplating an investment in a business will like to know about its profitability and financial position. They derive this information from the accounting reports of the concern.
- (iv) Creditors, Bankers and other Lending Institutions: Trade creditors, bankers and other lending institutions would like to be satisfied that they will be paid on time. The financial statements help them in judging such position. Banks and other lending agencies rely heavily upon accounting statements for determining the acceptability of a loan application.
- (v) Government: The Government is interested in the financial statements of business enterprise on account of taxation, labor and corporate laws.
- (vi) *Employees*: Employees are interested in financial statements because increase in their salaries and wages and payment of bonus depends on the size of the profit earned.
- (vii) Regulatory Agencies: Various Government departments and agencies such as Company Law Board, Registrar of Companies, Tax Authorities etc. use accounting reports not only as a basis for tax assessment but also in evaluating how well various businesses are operating under regulatory legislation.
- (viii) Researchers: Accounting data are also used by the research scholars in their research in accounting theory as well as business affairs and practices.
- (ix) Customers: Customers may also have either short-term or long-term interest in the business entity to know the profitability, liquidity and solvency position of the company.

#### **Characteristics of Accounting Information**

The various characteristics of accounting information are as follows:

- (i) Relevance: The information should be relevant in order to influence the economic decisions of users by helping them to evaluate the events at all times. Accounting information has a bearing on decision making by helping investors, creditors and other users to evaluate past and future events. It confirms or corrects prior expectations. The relevance of information is affected by its nature and materiality.
- (ii) Reliability: Reliability relates to the confidence in the accounting information in the sense that the information must faithfully represent what it intends to present; it must be factual. Information should be free from material errors and bias. The key aspects of reliability are faithful representation, substance over form, neutrality, prudence and completeness.
- (iii) Comparability: Accounting information of an enterprise is useful when it is comparable with similar information for the same enterprise in other periods of time and similar information regarding other enterprises at the same time. Thus, the information should be presented in a consistent manner over time and consistent between entities to evolve users to make significant comparisons.
- (iv) Understandability: Information should be readily understandable by users who are expected to have a reasonable knowledge of business, economics and accounting and a willingness to study the information with reasonable diligence.
- (v) *Timeliness*: The more quickly the information is communicated or provided to the users, the more likely it is to influence their decisions. Hence, accounting information should be made available at appropriate time without delays for prompt decision-making.
- (vi) Cost-benefit: The accounting information must be useful to most of the people who want to use it and preparation of that useful information must not be a costly and time consuming process. The emphasis is on cost-benefit consideration and the benefit derived from information should normally exceed the cost of providing it.
- (vii) *Verifiability*: Verifiability ensures the truthfulness of the recorded transactions, which can be checked by persons other than the accountant himself.
- (viii) Neutrality: Accounting information is neutral in the sense that it should be free from bias and it should not favor one group over another. Neutrality is significant especially for the external users of accounting information.
- (ix) Completeness: Completeness means that all material information that is necessary to investors, creditors or other users for assessing the financial position and operating results of the organization has been disclosed in the financial statements.

#### ROLE OF ACCOUNTANT

The role of accountant may be summarized as under:

- (i) Maintenance of Books of Accounts: The primary role of an accountant is to offer his services for maintaining systematic records of financial transactions in order to ascertain the net profit or loss for the accounting period and the financial position as on a particular date.
- (ii) Statutory Audit: Every limited company is required to appoint a chartered accountant as an auditor who is statutorily required to report each year whether the financial statements have been prepared in accordance with the generally accepted accounting principles, accounting standards and legal requirements and that they show a true and fair view of the financial position and profit and loss.
- (iii) Internal Audit. In addition to statutory audit, big companies employees its own staff to conduct internal audit to ensure that the transactions are recorded, classified and summarized in accordance with the established accounting procedures to ensure that instructions of the management are being followed throughout the company.
- (iv) *Budgeting*: Budgeting means the planning of business activities before they occur. On completion of the actual activities for a given period, the planned activities are compared with the actual to find out the variation, if any.

- (v) *Taxation*: An accountant can handle the taxation matters of a business or of a person and can represent before the tax authorities and settle the tax liability under the prevailing statute. He also assists in reducing the tax burden by proper tax planning.
- (vi) *Investigation*: Accountants are often called upon to carry out investigation to ascertain the financial position of the business for the information of interested parties.
- (vii) Management Advisory Service: An accountant is largely responsible for internal reporting to the management for planning, controlling, decision-making on matters for long-term plans. He provides management consultancy services in the areas of management information systems, expenditure control and evaluation of appraisal techniques.
- (viii) Other Activities: Accountants among many other duties perform duties such as arbitrator for settling of disputes, share registration work, liquidators, cost accountants, etc.

#### ACCOUNTING PRINCIPLES, CONCEPTS AND CONVENTIONS

#### **Accounting Principles**

Accounting is often called the language of business through which a business house communicates with the outside world. In order to make this language intelligible and commonly understood by all, it is necessary that it should be based on certain uniform scientifically laid down standards. These standards are termed as accounting principles.

Accounting principles have been defined as "the body of doctrines commonly associated with the theory and procedure of accounting, serving as an explanation of current practices and as a guide for the selection of conventions or procedures where alternatives exist".

In short, accounting principles are guidelines to establish standards for sound accounting practices and procedures in reporting the financial status and periodic performance of a business. These principles can be classified into two categories (i) Accounting concepts; and (ii) Accounting conventions.

#### **Accounting Concepts**

Accounting concepts are defined as basic assumptions on the basis of which financial statements of a business entity are prepared. They are used as a foundation for formulating various methods and procedures for recording and presenting the business transactions. The important accounting concepts are given below:

(i) Business Entity Concept: According to this concept, business is treated as an entity separate from its owners, creditors, managers and others. It is treated to have a distinct accounting entity which controls the resources of the concern and is accountable thereof. Accounts are kept for a business entity as distinguished from the persons associated with it. All transactions of the business are recorded in the books of the business from the point of view of the business. Transactions are also recorded between the owner and the firm, for instance, when capital is provided by the owner, the accounting record will show the firm as having received so much money and as owing to the proprietor. This concept is based on the sense that proprietors entrust resources to the management and the management is expected to use these resources to the best advantage of the firm and to account for the resources placed at its disposal. Hence, in accounting for every type of business organization, be it sole tradership or partnership or joint stock company, business is treated as a separate accounting entity.

The failure to recognize the business as a separate accounting entity would make it extremely difficult to evaluate the performance of the business since the private transactions would get mixed. The overall effect of adopting this concept is:

- Only the business transactions are recorded and reported and not the personal transactions of the owners.
- Income or profit is the property of the business unless distributed among the owners.
- The personal assets of the owners or shareholders are not considered while recording and reporting the assets of the business entity.
- (ii) Money Measurement Concept. Money measurement concept holds that accounting is a measurement

and communication process of the activities of the firm that are measurable in monetary terms. Thus, only such transactions and events which can be interpreted in terms of money are recorded. Events which cannot be expressed in money terms do not find place in the books of account though they may be very important for the business. Non-monetary events like, death, dispute, sentiments, efficiency etc. are not recorded in the books, even though these may have a great effect. Accounting therefore, does not give a complete account of the happenings in a business or an accurate picture of the conditions of the business. Thus, accounting information is essentially in monetary terms and quantified.

The system of accounting treats all units of money as the same irrespective of their time dimension. This has created doubts about the utility of the accounting data, leading to the introduction of inflation accounting.

(iii) Cost Concept: According to cost concept, the various assets acquired by a concern or firm should be recorded on the basis of the actual amounts involved or spent. This amount or cost will be the basis for all subsequent accounting for the assets. The cost concept does not mean that the assets will always be shown at cost. The fixed asset will be recorded at cost at the time of its purchase but it may systematically be reduced in its value by charging depreciation. These assets ultimately disappear from the balance sheet when their economic life is over and they have been fully depreciated and sold as scrap. It may be noted that if nothing has been paid for acquiring something, it would not be shown in the accounting books as an asset.

Cost concept is not much relevant for investors and other users because they are more interested in knowing what the business is actually worth today rather than the original cost.

(iv) Going Concern Concept. Business transactions are recorded on the assumption that the business will continue for a long-time. There is neither the intention nor the necessity to liquidate the particular business venture in the foreseeable future. Therefore, it would be able to meet its contractual obligations and use its resources according to the plans and pre-determined goals. It is on this concept that a clear distinction is made between assets and expenses. Transactions are recorded in such a manner that the benefits likely to accrue in future from money spent now or the future consequences of the events occurring now are also taken into consideration. It is because of this concept that fixed assets are valued on the basis of cost less proper depreciation keeping in mind their expected useful life ignoring fluctuations in the prices of these assets.

However, if it is certain that a business will continue for a limited period, then the accounting records will be kept on the basis of expected life of the business and there will be no need for such detailed accounting information as to revenue and capital expenditure.

When an enterprise liquidates a branch or one segment of its operations, the ability of the enterprise to continue as a going concern is not impaired. But the enterprise will not be considered as a going concern if it goes into liquidation or it has become insolvent. If the assumption of the going concern is not valid, the financial statements should clearly state this fact.

(v) *Dual Aspect Concept*: This concept is based on double entry book-keeping which means that accounting system is set up in such a way that a record is made of the two aspects of each transaction that affects the records. The recognition of the two aspects to every transaction is known as dual aspect concept. Modern financial accounting is based on dual aspect concept. One entry consists of debit to one or more accounts and another entry consists of credit to some other one or more accounts. However, the total amount debited is always equal to the total amount credited. Therefore, at any point of time total assets of a business are equal to its total liabilities. Liabilities to outsiders are known as liabilities, but a liability to owners is referred to as capital. Thus, this concept expresses the relationship that exists among assets, liabilities and the capital in the form of an accounting equation which is as follows:

Assets = Liabilities + Capital, or Capital = Assets – Liabilities

Since accounting system requires recording of the two aspects of each transaction, this concept shows the effect of each transaction on them. Assets and liabilities are two independent variables and capital is the dependent variable, for it is the difference between assets and liabilities. Any change in any one of these three, must lead to a change in any of the other two.

(vi) Realisation Concept: According to this concept revenue is recognised only when a sale is made. Unless money has been realised i.e., cash has been received or a legal obligation to pay has been assumed by the customer, no sale can be said to have taken place and no profit can be said to have arisen. It prevents

business firms from inflating their profits by recording incomes that are likely to accrue i.e. expected incomes or gains are not recorded.

(vii) Accrual Concept: Every transaction and event affects, one or more or all the three aspects viz., assets, liabilities and capital. Normally all transactions are settled in cash but even if cash settlement has not taken place, it is proper to record the transaction or the event concerned into the books. This concept implies that the income should be measured as a difference between revenues and expenses rather than the difference between cash received and disbursements. Business transactions are recorded when they occur and not when the related payments are received or made. This concept is called accrual basis of accounting and it is fundamental to the usefulness of financial accounting information.

It is not necessary that there is an immediate settlement in cash for any transaction or event therefore accrued revenues and costs are recognized as they are earned and incurred and recorded in the financial statements of the period. On the basis of this concept, adjustment entries relating to outstanding and prepaid expenses and income received in advance etc. are made. They have their impact on both the profit and loss account and the balance sheet.

- (viii) Accounting Period Concept: It is customary that the life of the business is divided into appropriate parts or segments for analyzing the results shown by the business. Each part or segment so divided is known as an accounting period. It is an interval of time at the end of which the income or revenue statement and balance sheet are prepared in order to show the results of operations and changes in the resources which have occurred since the previous statements have been prepared. Normally, the accounting period consists of twelve months.
- (ix) Revenue Match Concept. This concept is based on accounting period concept. In order to determine the profit earned or loss suffered by the business in a particular defined accounting period, it is necessary that expenses of the period should be matched with the revenues of that period. The term 'matching' means appropriate association of related revenues and expenses. Therefore, income made by the business during a period can be ascertained only when the revenue earned during a period is compared with the expenditure incurred for earning that revenue. According to this concept, adjustments should be made for all outstanding expenses, accrued incomes, unexpired expenses and unearned incomes etc. while preparing the final accounts at the end of the accounting period.

#### **Accounting Conventions**

The term 'convention' denotes custom or tradition or practice based on general agreement between the accounting bodies which guide the accountant while preparing the financial statements. It is a guide to the selection or application of a procedure. In fact financial statements, namely, the profit and loss account and balance sheet are prepared according to the following accounting conventions:

(i) Consistency: The consistency convention implies that the accounting practices should remain the same from one year to another. The results of different years will be comparable only when accounting rules are continuously adhered to from year to year. For example, the principle of valuing stock at cost or market price whichever is lower should be followed year after year to get comparable results. Similarly, if depreciation is charged on fixed assets according to diminishing balance method, it should be done year after year. The rationale behind this principle is that frequent changes in accounting treatment would make the financial statements unreliable to the persons who use them.

The consistency convention does not mean that a particular method of accounting once adopted can never be changed. When an accounting change is desirable, it should be fully disclosed in the financial statements along with its effect in terms of rupee amounts on the reported income and financial position of the year in which the change is made.

- (ii) Disclosure: Apart from statutory requirements good accounting practice also demands all significant information should be fully and fairly disclosed in the financial statements. All information which is of material interest to proprietors, creditors and investors should be disclosed in accounting statements. This convention is gaining more importance because most of big business units are in the form of joint stock companies where ownership is divorced from management. The Companies Act makes ample provisions for disclosure of essential information so that there is no chance of any material information being left out.
- (iii) Conservatism: Financial statements are usually drawn up on a conservative basis. There are two principles which stem directly from conservatism.

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- (a) The accountant should not anticipate income and should provide for all possible losses, and
- (b) Faced with the choice between two methods of valuing an asset the accountant should choose a method which leads to the lesser value.

#### Examples:

- Making provisions for bad debts in respect of doubtful debts.
- Amortizing intangible assets like, goodwill, patents, trade marks, etc. as early as possible.
- Valuing the stock in hand at lower of cost or market value.
- (iv) *Materiality*: According to the convention of materiality, accountants should report only what is material and ignore insignificant details while preparing the final accounts. The decision whether the transaction is material or not should be made by the accountant on the basis of professional experience and judgment.

An item may be material for one purpose while immaterial for another. For the items appearing in the profit and loss account, materiality should be judged in relation to the profits shown by the profit and loss account. And for the items appearing in the balance sheet, materiality may be judged in relation to the groups to which the assets or liabilities belong e.g. for any item of current liabilities, it should be judged in relation to the total current liabilities.

#### DISTINCTION BETWEEN ACCOUNTING CONCEPTS AND CONVENTIONS

- (i) A concept is a theoretical idea forming a set of practices while a convention is a method or procedure accepted by general agreement.
- (ii) Accounting concepts are not based on accounting conventions whereas accounting conventions are based on accounting concepts.
- (iii) Accounting concepts are not internally inconsistent while accounting conventions are internally inconsistent.
- (iv) Personal judgment has no role in the adoption of accounting concepts. But for accounting conventions, personal judgment may play a crucial role.
- (v) Accounting concepts are established by law while accounting conventions are established by common accounting practices.
- (vi) There is uniform application of accounting concepts in different organizations while it may not be so in a case of accounting conventions.

#### **ACCOUNTING STANDARDS**

Accounting as a "language of business" communicates the financial results of an enterprise to various interested parties by means of financial statements, which have to exhibit a "true and fair" view of its state of affairs. Like any other language, accounting, has its own complicated set of rules. However, these rules have to be used with a reasonable degree of flexibility in response to specific circumstances of an enterprise and also in line with the changes in the economic environment, social needs, legal requirements and technological developments. Therefore, these rules cannot be absolutely rigid nor they can be applied arbitrarily.

Accounting standards (ASs) are written policy documents issued by expert accounting body or by government or any other regulatory body. Accounting Standards cover the aspects of recognition, measurements, presentation and disclosure of accounting transactions in the financial statements. These are set in the form of general principles and left to the professional judgment for application.

An accounting standard may be regarded as a sort of law - a guide to action, a settled ground or basis of conduct or practice. The objective of setting standards is to bring about uniformity in financial reporting and to ensure consistency and comparability in the data published by enterprises. The Institute of Chartered Accountants of India (ICAI) constituted the Accounting Standards Board (ASB) on 21st April, 1977, with a view to harmonising the diverse accounting policies and practices in use in India. The ICAI has issued 32 Accounting Standards and 29 Accounting Standards Interpretations so far.

#### **ACCOUNTING POLICIES**

Accounting policies refer to the specific accounting principles and the methods of applying those principles adopted by the enterprise in the preparation and presentation of financial statements. Policies are based on various accounting concepts, principles and conventions.

The accounting standards issued by professional accounting bodies limit and reduce alternatives out of which accounting policies are to be selected by an enterprise for measurement and reporting of business transactions. Thus, the specific accounting policies are selected by an enterprise in conformity with generally accepted accounting principles and the accounting standards. For example, as per matching concept, depreciation should be treated as cost of doing business and matched with revenue of the same period. As per Accounting Standard-6 depreciation can be calculated by straight line method, written down value method etc. So, the organization has to make a policy as to which method it wants to follow. Similarly, valuation of inventory, treatment of goodwill, valuation of investments, valuation of fixed assets etc. are the significant areas which require standardization of accounting policies to ensure relevance and reliability of accounting information.

#### ACCOUNTING - A MEASUREMENT DISCIPLINE

Accounting is a measurement discipline as it deals with the monetary measurement of inputs and as a result, it provides a basis for measuring the efficiency or performance of enterprise. Measurement means assignment of numerical values to specific attributes or characteristics of selected objects or events. It means that asset, liability or change in capital must have a relevant attribute that can be expressed in monetary units with sufficient reliability.

Value refers to the benefits to be derived from objects, abilities or ideas. Valuation is essentially an economist's concept. Value is the utility of an economic resource to the person enjoying its use. In accounting, monetary unit is used for the value of an object, ability or idea. Value is measured in terms of money. If the value of the machine is taken as ₹2,00,000, it is only one type of value popularly called acquisition cost or historical cost. Measurement is a broader concept than valuation. The concept of measurement includes valuation.

Generally, four measurement bases are usually accepted in accounting parlance i.e. (i) Historical Cost; (ii) Current Cost; (iii) Realizable Value; and (iv) Present Value.

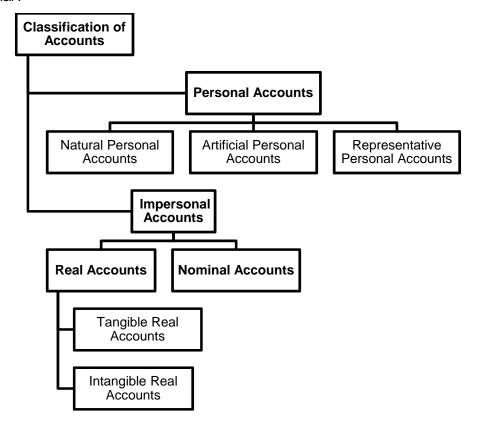
- Historical Cost. It means acquisition price, i.e., the amount of cash paid to acquire an asset. Liabilities are recorded at the amount of proceeds received in exchange of the obligation.
- Current Cost: Assets are carried at the amounts of cash or cash equivalent that would have to be paid if the same or equivalent assets were acquired currently. Liabilities are carried at the undiscounted amount of cash or cash equivalents that would be required to settle the obligation currently.
- (iii) Realisable Value: As per this valuation basis, assets are recorded at the amount of cash or cash equivalent that would be realized by selling the assets in a routine manner. Similarly, liabilities are recorded at their settlement values.
- Present Value: As per present value concept, an asset is shown in the balance sheet at the sum of present discounted net cash inflows that the asset is expected to generate in the normal course of business activities. Similarly, liabilities are disclosed at the present discounted value of future net cash outflows that are expected to be required to satisfy the liability in normal or due course of business activities.

#### **ACCOUNTS AND ITS CLASSIFICATION**

The business transactions are recorded in accounts. An account is an individual record of a person, firm, or thing, an item of income or an expense.

An account is prepared for each type of asset, liability, owner(s) equity, revenue and expense. For example, the account of cash would show the cash receipts, cash payments and balance of cash in hand, an account of a person would show the business transactions that have taken place with that person and net position in respect of money owed by or to him.

According Kohler's to Dictionary for Accountants, account has been defined as a formal record of a particular type of transactions expressed in money.



**Classification of Accounts** 

- (I) PERSONAL ACCOUNTS: These accounts show the transactions with customers, suppliers, money lenders, the banks and the owner. Personal accounts can take the following forms:
  - (a) **Natural Personal Accounts**: The term natural persons mean persons who are the creation of God. For example proprietor's account, supplier's account, receiver's account etc.
  - (b) Artificial Personal Accounts: These accounts include accounts of corporate bodies or institutions which are recognized as persons in business dealings. For example, any limited company's account, bank account, insurance company's account, any firm's account, any club's account, etc.
  - (c) Representative Personal Accounts: These are accounts which represent a certain person or group of persons. In books, the names of the parties will appear. Since these accounts are in many number and of the same nature, the accounts standing against these accounts, are added and put under one common title. For example, if the business is not able to pay rent, say, for 15 shops, then all landlords of these shops stand as creditors and the amounts due to them are added and put under one common head known as "Rent Outstanding Account". This account is a personal account representing so many landlords. Salary outstanding, rent prepaid, interest outstanding, interest received in advance, etc. are some of the other examples.
- (II) REAL ACCOUNTS: Real accounts may be of the following types:
  - (a) **Tangible Real Accounts**: These are accounts of such things which are tangible i.e. can be seen, touched or felt physically. Examples—land, building, furniture, cash etc.
    - (Note: please note that bank account is a personal account and is not a real account because bank account is the account of some banking company which is an artificial person).
  - (b) *Intangible Real Accounts*: These accounts represent such things which cannot be touched but can be measured in terms of money. Examples, goodwill, trade marks, patent rights etc.
- (III) NOMINAL ACCOUNTS: Nominal accounts are opened in the books to explain the expenses and incomes. For example, in a business- salary is paid to the employees, rent is paid to the landlord, wages

are paid to the workers, commission is paid to the salesmen, wherein cash goes out of the business but salary, rent, wages, commission etc. as such do not exist. Nominal accounts include accounts of all expenses, losses, income and gains.

**Valuation Accounts:** In addition to the traditional classification of accounts - personal and impersonal - valuation accounts are also being recognized e.g. provision for depreciation account, provision for doubtful debts account, stock reserve account etc.

#### **REVIEW QUESTIONS**



#### 1. Classify the following into personal, real and nominal accounts:

Stationery Account, Depreciation Account, Cash Account, Bank Current Account, Goodwill Account, Interest Account, Patents and Trade Marks Account, Capital Account, Bank Loan Account, Freight Account, Drawings Account, Rent Account and Account of Govind, a customer.

# 2. A firm spends money for the following. Mention whether they are assets, expenses or losses :

- Purchasing typewriters
- Acquiring trade marks
- Paying salaries
- Acquiring a lease of land for 15 years
- Paying interest
- Purchasing furniture
- Paying compensation to injured workers
- Theft by burglars

#### **DOUBLE ENTRY SYSTEM**

There are two systems of keeping records- Single entry system and Double entry system. The single entry system appears to be time-saving and economical but it is unscientific as under this system some transactions are not recorded at all whereas some other transactions are recorded only partially. On the other hand, the double entry system is based on scientific principles and is, therefore, used by most of the business houses. The system recognises the fact that every transaction has two aspects and records both aspects of each and every transaction. Under this system, in every transaction an account is debited and some other account is credited. The crux of accountancy lies in finding out which of the two accounts are affected by a particular transaction and out of these two accounts which account is to be debited and which account is to be credited.

#### Merits of Double Entry System

- (i) It keeps a complete record of business transactions. Both personal accounts and impersonal accounts are kept. The entire information regarding the values of assets and profits earned during the year can be easily obtained.
- (ii) It provides a check on the arithmetical accuracy of accounts, since every debit has corresponding credit to it and vice-versa.
- (iii) The detailed profit and loss account can be prepared to show profits earned or loss suffered during any given period.
- (iv) The system makes possible the comparison of purchases as well as sales, expenditure, income etc. of current year with those of the previous years, thus enabling a businessman to control his business activities. The balance sheet can be prepared at any specified point of time or any date showing the actual amount of assets, liabilities and capital.

- (vi) It significantly reduces the chances of a fraud and if a fraud is committed it can be easily detected.
- (vii) The accurate details with regard to any account can be easily obtained.

#### RULES OF DEBIT AND CREDIT

The left hand side of an account is called the debit side; while the right hand side is called the credit side. An entry on the left side of an account is called a debit entry, or merely a debit, an entry on the right side is called a credit entry or credit. The act of recording an entry on the left side of an account is called debiting the account; and recording an entry on the right side of an account is called crediting the account. The difference between the total debits and total credits is the account balance. Double entry system means the recording of both the aspects i.e. debit and credit.

#### **GOLDEN RULES**

Personal Accounts: 'Debit the receiver and credit the giver'

Real Accounts: 'Debit what comes in, and credit what goes out'

Nominal Accounts: 'Debit all expenses and losses and credit all incomes and

gains'

#### **Explanation:**

**Personal Accounts:** 'Debit the receiver and credit the giver', i.e. debit the account of the person who receives something and credit the account of the person who gives something. For example, if you purchase goods from Ram on credit, the two accounts involved are Goods (Purchase) Account and Ram's Account. The latter account is a personal account. Since, Ram is the giver in this transaction, his account will be credited. Similarly, if cash is paid to Ram, Ram's Account will be debited since he is the receiver. Thus, the account of a person is debited with any benefit such person receives and is credited with any benefit such person imparts.

**Real Accounts: 'Debit what comes in, and credit what goes out'**, i.e. debit the account of the thing which comes in and credit the account of the thing which goes out. For example, where furniture is purchased for cash, furniture account is debited while cash account is credited.

**Nominal Accounts:** 'Debit all expenses and losses and credit all incomes and gains' i.e. debit the accounts of expenses and losses and credit all incomes and gains. For example, if you pay salary to your clerk, the two accounts involved are salary account and cash account. Salary account is a nominal account. Salary paid is an expense of the business and therefore this account will be debited. Similarly if interest is received, interest account will be credited, since interest is an income item.

#### Significance of Debit and Credit

#### (a) Debit in Personal Accounts

- (i) If the account is new, debit implies that the person whose account is being debited has become debtor of the business.
- (ii) If the account is already there and the person whose account is being debited is already a debtor of the business, the new debit implies that the sum due from that person has increased.
- (iii) If the account of a person who is a creditor of the business is debited, the debit implies that the amount due to that person has decreased by the amount of debit. It is also conceivable that the creditor may become a debtor after the debit entry; it will happen when the amount of the debit exceeds the amount for which the person was a creditor immediately before the debit.

#### (b) Credit in Personal Accounts

- (i) If the account is new, credit implies that the person whose account is being credited has become creditor of the business.
- (ii) If the account of a creditor of the business is credited, it will mean that the amount which is due to that person has increased by the amount of the fresh credit. Credit in the account of a debtor of the business signifies that the amount for which the debtor was liable to the business has

diminished by the amount of the credit entry. It is also possible that a debtor may become a creditor after the credit.

- (c) **Debit in Real Accounts**: A debit in real account means that either the value of the asset whose account is being debited has increased or the business has acquired more of that asset.
- (d) Credit in Real Accounts: A credit in the real account implies that either the value of the asset whose account is being credited has decreased or the business has disposed of a part or the whole of the asset for the amount of the credit.
- (e) **Debit in Nominal Accounts**: A debit in nominal account signifies that there has been an expense or loss of the amount of the debit or some income or profit has diminished by the amount of the debit.
- (f) Credit in Nominal Accounts: A credit in a nominal account implies that there has been an income or a profit of the amount of credit or some expense or loss has diminished by the amount of the credit.

#### IMPORTANT NOTE: ANALYSING TRANSACTIONS FOR RECORDING

If the three fundamental rules described above are kept in mind, it would be possible to record all the transactions correctly. Follow these simple steps to record all the transactions:

- Identify the two accounts involved in the transaction.
- Find out the type of account for both the accounts involved in the transaction.
- Apply the rules of debit and credit.

For example, payment of salary is a transaction. It involves Salary Account and the Cash Account. Salary Account is a nominal account whereas the Cash Account is a real account. Salary is an Expense. Rule of Nominal Accounts says "Debit all expenses and losses". So, Salary Account will be debited. Whereas rule of real accounts says credit what goes out. Here cash is going out. So, Cash Account will be credited

**Illustration 1:** From the following transactions, identify the nature of accounts involved and state which account will be debited and which account will be credited?

S. No.	TRANSACTION	ACCOUNTS INVOLVED	TYPE OF ACCOUNT	DEBIT/ CREDIT
1.	Mr. Anil started business with ₹ 60,000.	Cash Account Capital Account	Real Personal	Debit (Incomings) Credit (Giver)
2.	Purchased goods for cash ₹ 25,000.	Purchases A/c Cash Account	Real Real	Debit (Incomings) Credit (Outgoings)
3.	Sold goods for cash ₹ 20,000.	Cash Account Sales A/c	Real Real	Debit (Incomings) Credit (Outgoings)
4.	Purchased goods from Mr. Bansal for cash ₹ 10,000.	Purchases A/c Cash Account	Real Real	Debit (Incomings) Credit (Outgoings)
5.	Sold goods to Mr. Charles ₹ 8,000 on credit.	Charles Sales A/c	Personal Real	Debit (Receiver) Credit (Outgoings)
6.	Purchased furniture for ₹ 6,000	Furniture A/c Cash Account	Real Real	Debit (Incomings) Credit (Outgoings)
7.	Paid rent ₹ 1,500	Rent Account Cash Account	Nominal Real	Debit (Expenses) Credit (Outgoings)
8.	Paid wages	Wages A/c Cash Account	Nominal Real	Debit (Expenses) Credit (Outgoings)
9.	Purchased goods from Ajit on credit	Purchases A/c Ajit	Real Personal	Debit (Incomings) Credit (giver)

10.	Dividend received	Cash Account Dividend A/c	Real Real	Debit (incomings) Credit (Income)
11.	Machinery sold	Cash Account Machinery A/c	Real Real	Debit (incomings) Credit (Outgoings)
12.	Outstanding for salaries	Salaries A/c Outstanding Salaries A/c	Nominal Personal A/c	Debit (Expenses) Debit (Creditors)

#### **ACCOUNTING EQUATION**

All business transactions are recorded as having a dual aspect. At any point of time, a firm will possess things which may either be sold or converted into cash or which may be later used for a fairly long time. All these things are called assets. Building, land, machinery, furniture, stock, debtors, bills receivable, cash at bank, cash in hand etc. are a few examples of assets. The proprietor of the business brings capital into the business out of which the business (a separate entity) purchases assets for its use. Thus, the amount of the assets of a business is equal to the amount of capital contributed by the proprietor of the business. Thus, Capital = Assets.

In case the capital contributed by the proprietor is insufficient, the business takes borrowing from other parties or outsiders. These parties may give loan or allow credit facilities at the time of purchase of goods. The money which is owed to outsiders and which has to be paid, sooner or latter are called liabilities. For example: Loans, Bank Overdraft, Creditors, Bills Payable, and Outstanding Expenses etc. On the one hand, the loan given by the outside parties increases the assets of the business, on the other hand, claims of creditors and lender of money on the assets of the business increase.

Hence, the sum of resources (assets) = obligations (capital + liabilities)

Therefore, Capital + Liabilities = Assets; or

Capital = Assets — Liabilities.

This equation is known as accounting equation. This equation is based on the concept that for every debit, there is an equivalent credit. The entire system of double entry book-keeping is based on this concept.

Example: Suppose A starts a business with a capital of ₹ 50,000, immediately the firm will have ₹ 50,000 as cash as asset and at the same time the firm will owe to the owner ₹ 50,000 which is taken as the proprietor's capital. Thus,

Capital (₹ 50,000) = Assets ₹ 50,000 (Cash).

If the firm purchases furniture worth ₹ 10,000 out of the money provided by A, the situation will be:

Capital (₹ 50,000) = Cash (₹ 40,000) + Furniture (₹ 10,000).

Subsequently, if the business borrows ₹ 15,000 from a bank, the position will be as follows:

Capital (₹ 50,000) + Bank loan (₹ 15,000) = Cash (₹ 55,000) + Furniture (₹ 10,000).

#### **LESSON ROUND UP**

- Accounting is the art of recording, classifying and summarizing transactions and events which are of a financial character in terms of money, and interpreting the results thereof.
- Three main branches of accounting are financial accounting, cost accounting and management accounting.
- Accounting functions are: keeping systematic records; protecting and controlling business properties; ascertaining the operational profit/loss; ascertaining the financial position of the business; and facilitating rational decision-making.

- Accounting is the language of business and used to communicate financial and other information to different interested parties like individuals, organizations, creditors, investors, researchers, governments etc.
- Accounting information should be relevant, reliable, comparable, understandable, timely, neutral, verifiable and complete.
- Accounting can be based on cash or accrual system. In cash system, accounting entries are made only when cash is received or paid while in accrual system, transactions are recorded on the basis of amounts having become due for payment or receipt.
- Book keeping is different from accounting. Book keeping is concerned with the permanent recording or maintaining of all transactions in a systematic manner to show its financial effect on the business.
- Accounting principles are guidelines to establish standards for sound accounting practices and procedures in reporting the financial status of a business. These principles can be accounting concepts and accounting conventions.
- Accounting concepts are defined as basic assumptions on the basis of which financial statements of a business entity are prepared. While 'convention' denotes custom or tradition or practice based on general agreement between the accounting bodies which guide accountant while preparing the financial statements.
- Some of the important accounting concepts are: business entity concept, money measurement concept, cost concept, going concern concept, dual aspect concept, realization concept, accrual concept, accounting period concept and revenue match concept.
- Accounting conventions are consistency, disclosure, conservatism and materiality.
- Accounting standards (ASs) are written policy documents issued by expert accounting body or by government or any other regulatory body.
- Two classes of accounts are personal accounts and impersonal accounts. Impersonal accounts can be further classified into real and nominal accounts.
- Accounting Equation represents that sum of resources (assets) is equal to the obligations (capital and liabilities) of the business.

GLOSSARY					
Book Keeping	The permanent recording or maintaining of all transactions in a systematic manner to show its financial effect on the business.				
Accounting Principles	Guidelines to establish standards for sound accounting practices and procedures in reporting the financial status of a business.				
Accounting Concepts	Basic assumptions on the basis of which financial statements of a business entity are prepared.				
Accounting Standards	Written policy documents issued by expert accounting body or by government or any other regulatory body.				

#### **SELF-TEST QUESTIONS**

#### **Theory Questions**

- 1. Define accounting and state its characteristics.
- 2. Name the users of accounting information.
- 3. Discuss the system of accounting.
- 4. What are the functions of accounting?

- 5. Distinguish between book-keeping and accounting
- 6. State the difference between accounting concepts and conventions.
- 7. Explain important accounting conventions.
- 8. What are accounting standards?
- 9. Discuss the merits of double entry system of accounting.
- 10. Explain the basic rules of debit and credit in accounting.
- 11. What do you mean by accounting equation?
- 12. Define the term 'account' and what are the types of accounts? Explain with examples.

#### **Practical Questions**

- 1. Point out the accounts which will be debited and credited for each one of the following transactions:
  - Cash received from X and discount allowed to him.
  - Cash paid to Y and discount received from him.
  - Credit Sales to Z.
  - Cash Sales to A.
  - Purchases from B on credit.
  - Salary paid to clerk by means of cheque.
  - Payment of cash to Landlord for rent.
  - Depreciation on furniture.
  - Interest due but not yet paid.
  - Interest provided on capital.
- 2. Give Accounting Equation for following transactions of Jitesh:
  - Started business with cash ₹ 36,000
  - Paid Rent in advance ₹800
  - Purchased goods for cash ₹10,000 and on credit ₹4,000
  - Sold goods for cash ₹8,000
  - Rent paid ₹2000 and rent outstanding ₹400
  - Bought cycle for personal use ₹16,000
  - Purchased equipments for cash ₹10,000
  - Paid to creditors ₹1,200
  - Other business Expenses paid ₹1,800
  - Depreciation on equipment ₹2,000
- 3. Prove that the Accounting Equation is satisfied in all the following transactions of Naresh.
  - Commenced business with cash ₹ 30,000.
  - Rent paid in advance ₹ 250.
  - Purchased goods for cash ₹15,000 and credit ₹ 10,000.
  - Sold goods for cash ₹15,000, Costing ₹10,000.
  - Paid salary ₹ 25,000 and salary outstanding ₹ 5,000.
  - Bought motor cycle for personal use ₹ 65,000.

- 4. Aman had the following transactions. Use accounting equation to show their effect on his assets, liabilities and capital.
  - Brought ₹ 60,000 in cash to start business.
  - Purchased securities for cash ₹ 45,000.
  - Purchased an office building for ₹ 900,000 giving ₹ 600,000 in cash and the balance through a loan.
  - Sold securities costing ₹ 6,000 for ₹ 9,000.
  - Purchased an old car for ₹168,000.
  - Received cash for rent ₹ 21,600.
  - Paid cash for ₹ 3,000 for loan and ₹ 1,800 for interest.
  - Paid cash for office building expenses ₹ 1,800.
  - Received cash for dividend on securities ₹1,200.
- 5. Solve the Accounting Equation on the basis of the following transactions:
  - Sohan commenced business with ₹70,000
  - Withdrew for private use ₹ 1,700
  - Purchased goods on credit ₹ 14,000
  - Purchased goods for cash ₹ 10,000
  - Paid salaries ₹3,000
  - Paid to creditors ₹10,000
  - Sold goods on credit for ₹15,000
  - Sold goods for cash (cost price was ₹3,000) ₹ 4,000
  - Purchased machinery for ₹ 15,000

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# Lesson 2 Accounting Process–I (Recording of Transactions)

# **LESSON OUTLINE**

- Accounting Cycle
- Journal
  - Procedure of Journalising
  - Compound Journal Entry
- Ledger
  - Features of Ledger Account
  - Different between Journal and Ledger
  - Ledger Posting
  - Balancing Ledger Accounts
- Subsidiary Books of Account
  - Purchases Book
  - Sales Book
  - Purchases Returns Book
  - Sales Returns Book
  - Bills Receivable Book
  - Bills Payable Book
  - Cash Book
- Review Questions
- Petty Cash Book
- General Journal
- Trial Balance
  - Features of Trial Balance
  - Objectives of Trial Balance
  - Methods of Preparing of Trial Balance
- Lesson Round Up
- Glossary
- Self-Test Questions

#### **LEARNING OBJECTIVES**

Accounting process involves identification and analysis of financial transactions. These transactions are then recorded, classified and summarised in a systematic manner to give useful information. Thus, accounting process starts with the recording of business transactions in monetary terms, in the primary books of accounts. For recording business transactions, it is necessary that these transactions are evidenced by proper source documents like cash memo, purchase bill, sales bill, cheque book, salary slip etc. From these source documents, transactions are recorded in the books of accounts which is the first and major step in accounting. It is the base of accounting as entire future process would depend upon this recording of transactions. In this lesson, we will know about recording transactions in primary books like journal and subsidiary books, posting in ledger and then preparing trial balance.

Accounting is the language of business.

**Warren Buffet** 

#### **ACCOUNTING CYCLE**

Accounting cycle or accounting process includes the following:

- Identifying the transactions from source documents like purchase orders, loan agreements, invoices, etc.
- 2. Recording the transactions in the journal or subsidiary books as and when they take place.
- 3. Classifying all entries posted in the journal or subsidiary books and posting them to the appropriate ledger accounts.
- 4. Summarising all the ledger balances and preparing the trial balance and final accounts with a view to ascertain the profit or loss made during a particular period and ascertaining the financial position of the business on that particular date.

#### JOURNAL

Journal is the book of primary entry in which every transaction is recorded before being posted into the ledger. It is that book of account in which transactions are recorded in a chronological (day to day) order. In modern times, besides the main journal, specialized journals are maintained to record different type of transactions. The process of recording transaction in a journal is termed as journalising. A journal is generally kept on a columnar basis. Journalising is the root of accounting.

SPECIMEN OF JOURNAL

	In the Books of  Journal Entries							
Date	Particulars	L.F.	Debit Amount (₹)	Credit Amount (₹)				
(i)	(ii)	(iii)	(iv)	(v)				

- (i) *Date*: The date on which the transaction has taken place is recorded here. The year is written at the top of the date column of each page of the journal. On the next line of the date column, the month & day of the first entry are written. Unless the month or year changes or until a new page is begun, neither the month nor the year is repeated on the page.
- (ii) *Particulars*: The two aspects of a transaction are recorded in this column i.e. the details regarding the accounts which have to be debited and credited. The name of the account(s) to be debited is entered at the extreme left of the particulars column next to the date column. The abbreviation 'Dr.' is written at the right end of the particulars column on the same line of the account debited. The name of the account to be credited is entered on the next line with a prefix 'To' and is intended to the right of the date column. A brief explanation of the transaction known as narration is written below the account titles of the transaction. Finally, a thin line is drawn all through the particulars column to indicate that the entry of the transaction has been completed.
- (iii) L.F. (Ledger Folio): This column records the page number in the ledger in which the accounts in the particulars column are transferred (posted).
- (iv) Amount (Debit): The debit amount is recorded in the amount (Dr.) column opposite to the title of the account debited.

(v) Amount (Credit): The credit amount is recorded in the amount (Cr.) column opposite to the title of the account credited.

#### **Procedure of Journalising**

The following procedure is followed for passing journal entries-

- Analyze each transaction in terms of accounts affected. As a rule every transaction has at least two accounts.
- Find out the type of accounts affected in a transaction i.e. personal, real or nominal.
- Apply the rules of debit and credit to each type of accounts involved.
- The debit and credit accounts must be equal. Sometimes, a journal entry may have more than one debit or more than one credit. This type of journal entry is called compound journal entry. Regardless of the number of debits or credits in a compound journal entry, the aggregate amount of debits should be equal to the aggregate amount of credits.
- For a business, journal entries generally extend to several pages, hence, totals of debit and credit amount columns are cast at the end of each page. Against the debit and credit total at the end of a page, the words, 'Total c/f' (c/f - indicates carried forward) are written in the particulars column. The debit and credit totals are then written in the beginning of the next page in the amount columns and against them the words 'Total b/f' (b/f - indicates brought forward) are written in the particulars column. On the last page 'Grand Total' is casted.

#### **Compound Journal Entry**

Transactions which are inter-connected and have taken place simultaneously are recorded by means of a compound or combined journal entry. For example receipt of cash from a debtor and allowance of discount to him are recorded by means of a single journal entry. Similarly transactions of the same nature are recorded by means of a combined entry provided they take place the same day. For example, if amount is spent on the same day for salaries, wages, stationery, rent, etc. a combined entry can be passed debiting all the relevant nominal accounts with respective amounts and crediting cash account with the total amount spent.

#### **Illustration 1:**

Journalise the following transactions:

2011			₹
Mar.,	2	Commenced business with cash	2,50,000
"	4	Purchased furniture for cash	20,000
"	4	Cash purchases	1,45,000
"	5	Deposited with bank	30,000
"	6	Bought from Patil	40,000
		Sold to Natarajan for cash	14,300
"	7	Stationery purchased	1,050
"	7	Bought from Salil	26,000
"	7	Sold to Mukherjee	8,080
"	9	Rent for two years paid in advance	24,000
"	9	Drawings by the proprietor for household expenses	4,000
		Goods taken out by the proprietor for domestic use	500
"	9	Cash withdrawn from Bank	25,000
"	10	Sold to Mathur on credit	9,850
"	11	Purchases made, payment through cheque	2,900
"	14	Cash received from Patil on account	10,000

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"	14	Cash paid to Salil after deduction of discount ₹ 1300	24,700
,,	17	Cash received from Mathur in full settlement of his account	9,750
"	18	Mukherjee becomes insolvent. A dividend of	
		50 paise in a rupee is received	4,040
"	18	Purchase of a Scooter for cash	30,000
"	20	Sold goods to Aggarwal	8,640
		Sold to Nayak	3,780
"	24	Cartage paid in cash	150
"	24	Repairs to Scooter, payment not yet made	170
"	26	Payment of cash for petrol	550
"	26	Purchases of goods for cash	12,000
"	26	Purchases of Office Equipment for cash	12,100
"	27	Repairs bill paid in cash	170
"	28	Aggarwal returns goods	400
"	31	Depreciation in furniture	100
		Depreciation on Scooter	200
"	31	Salary to clerk outstanding	1,800
"	31	Adjustment for the month's rent	1,000
"	31	Bank charges for the month	50
"	31	Interest on capital for the month	1,250
		Salary to be credited to proprietor	2,000
"	31	Salil agrees to take some defective goods purchased	
		from him and immediately refunds the money	700

# Solution:

# **JOURNAL**

Date	Particulars		L.F.	Debit ₹	Credit ₹
2011 Mar., 2	Cash Account To Capital Account (For cash brought in by proprietor as his capital)	Dr.		2,50,000	2,50,000
" 4	Furniture Account To Cash Account (For purchase of furniture for cash)	Dr.		20,000	20,000
" 4	Purchases Account To Cash Account (For purchase of goods in trade for cash)	Dr.		1,45,000	1,45,000
" 5	Bank Account To Cash Account (For cash deposited in bank)	Dr.		30,000	30,000
" 6	Purchases Account  To Patil  (For credit purchases of goods in trade, Patil supplier)	Dr. being the		40,000	40,000
" 6	Cash Account To Sales Account (For cash sales made to Natarajan)	Dr.		14,300	14,300
	Total o	c/f		4,99,300	4,99,300

Date	Particulars	L.F.	Debit	Credit
	Total b/f		₹ 4,99,300	<i>₹</i> 4,99,300
2011				
Mar. 7	1		1,050	4.050
	To Cash Account			1,050
" 7	(For purchase of stationery for cash)		00.000	
" 7	Purchases Account Dr.  To Salil		26,000	26,000
	(For credit purchases of goods to Salil)			26,000
" 7	Mukherjee Dr.		8,080	
,	To Sales Account		0,000	8,080
	(For credit sales of goods to Mukherjee)			0,000
" 9	Rent Paid in Advance A/c Dr.	1	24,000	
· ·	To Cash Account		,000	24,000
	(For rent paid in advance)			,
" 9	Drawings Account Dr.	•	4,500	
	To Cash Account			4,000
	To Purchases Account			500
	(For drawings in cash and goods made by the proprietor)	.		
" 9	Cash Account Dr.		25,000	
	To Bank Account			25,000
	(For cash withdrawn from Bank)	.		
" 10			9,850	
	To Sales Account			9,850
" 11	(For sales to Mathur on credit)		0.000	
" 11	Purchases Account Dr. To Bank Account		2,900	2,900
	(For purchases of goods, payment made by means of			2,555
	cheque)			
" 14	Cash Account Dr.		10,000	
	To Patil			10,000
	(For cash received from Patil)			
" 1			26,000	
	To Cash Account			24,700
	To Discount Account			1,300
" 1	(For cash paid to Salil and discount received from him)			
" 1			9,750	
	Discount Account Dr.  To Mathur		100	9,850
	(For cash received from Mathur and discount allowed)			9,650
" 1	· · · · · · · · · · · · · · · · · · ·	1	4,040	
1,	Bad Debts Account Dr.		4,040	
	To Mukherjee		1,010	8,080
	(For cash received from Mukherjee on his insolvency and			
	amount written off as bad debt)	.]		
	Total c/f		<u>6,54,610</u>	6,54,610

Date	,	Particulars		L.F.	Debit	Credit
2011 Mar.		Scooter Account	Total b/f Dr.		₹ 6,54,610 30,000	₹ 6,54,610
		To Cash Account (For purchase of a scooter)			,	30,000
"	20	Aggarwal Nayak To Sales Account (For credit sales made to Aggarwal and N	Dr. Dr. ayak on this day)		8,640 3,780	12,420
"	24	Cartage Account To Cash Account (Cartage paid)	Dr.		150	150
"	24	Repairs Account To Repairs Outstanding A/c (For repairs charges, outstanding)	Dr.		170	170
"	26	Petrol Expense Account To Cash Account (For petrol expenses paid in cash)	Dr.		550	550
"	26	Purchases Account To Cash Account	Dr.		12,000	12,000
"	26	(For cash purchases) Office Equipment Account To Cash Account	Dr.		12,100	12,100
,,	27	(For purchase of office equipment)  Repairs Outstanding A/c  To Cash Account	Dr.		170	170
"	28	(Repairs outstanding paid)  Sales Returns Account  To Aggarwal	Dr.		400	400
"	31	(Sales returns from Aggarwal)  Depreciation Account  To Furniture Account (For depreciation on furniture)	Dr.		100	100
"	31	Depreciation Account  To Scooter  (For depreciation on scooter)	Dr.		200	200
,,	31	Salary Account To Salary Outstanding A/c (For salary outstanding)	Dr.		1,800	1,800
,,	31	Rent Account To Rent Outstanding A/c (For rent outstanding)	Dr.		1,000	1,000
			Total c/f		<u>7,25,670</u>	7,25,670

Date	Particulars		L.F.	Debit	Credit
				₹	₹
	Т	otal b/f		7,25,670	7,25,670
2011					
Mar., 31	Bank Charges Account To Bank (For bank charges)	Dr.		50	50
" 31	Interest on Capital A/c Salary to Proprietor To Capital Account (For interest on capital, Rs. 1250 and salary proprietor credited with Rs. 2,000)	Dr. Dr. for the		1,250 2,000	3,250
"	Cash Account To Purchase Returns A/c (For cash received from Salil on return of some goods sold to him)	Dr. defective		700	700
		Total		7,29,670	<u>7,29,670</u>

#### LEDGER - PRINCIPAL BOOK OF ACCOUNTS

Ledger is the principal book of accounts where similar transactions relating to a particular person or property or revenue or expense are recorded. In other words, it is a set of accounts. It contains all accounts of the business enterprise whether real, nominal or personal. The main function of a ledger is to classify or sort out all the items appearing in the journal or other subsidiary books under their appropriate accounts so that at the end of the accounting period each account will contain the entire information of all the transactions relating to it in a summarised or condensed form.

For instance, all the transactions that have taken place with Mr. Mathur will be entered in Mathur's Account. Similarly, all items relating to cash, sales, purchases, salaries, discount, etc. appear in their respective accounts.

#### SPECIMEN RULING OF LEDGER ACCOUNT

Dr. Name of the Account Cr.

Date	Particulars	J.F	Amount	Date	Particulars	J.F	Amount
			₹				₹

#### **Features of the Ledger Account**

- (i) The ledger account is divided into two sides the left hand side is known as debit side while the right hand side is known as credit side. The abbreviations 'Dr.' and 'Cr.' are placed at the top left and right hand corners respectively as a custom.
- (ii) The name of account is written in the top middle of the account.
- (iii) J.F. denotes folio or page number on which its journal entry may be found.

#### **Difference Between Journal and Ledger**

- (i) The transactions are recorded first in the journal and then they are posted to the ledger. Thus journal is the book of first or original entry while the ledger is the book of second entry.
- (ii) The journal is the book for chronological record while the ledger is the book for the analytical record.
- (iii) Journal is more reliable as compared to the ledger since it is the book of primary entry.
- (iv) The process of recording transaction in journal is termed as "Journalising" while the process of recording transactions in the ledger is known as 'Posting'.

#### **Ledger Posting**

The term 'Posting' means transferring the debit and credit items from the journal to their respective accounts in the ledger.

#### **Rules of Posting**

- The names of accounts used in the journal carried to the ledger should be exactly the same.
- Separate accounts should be opened in the ledger for posting transactions relating to different accounts recorded in the journal.
- The concerned account which has been debited in the journal should also be debited in the ledger and the account which has been credited in the journal, should also be credited in the ledger i.e., but a reference should be given of the other account.
- It is customary to use the words 'To' and 'By' while making posting in the ledger. The words 'To' is used with the accounts shown on the debit side of the ledger account while the word 'By' is used with accounts which appear on the credit side of the ledger account.
- In the folio column, the page number of the journal from where the entry is transferred to ledger account is written.
- The date of the transaction is written on the date column.

#### **Balancing Ledger Accounts**

Balancing of an account means the process of equalizing the two sides of an account by putting the difference on the side where amount is short. Where the debit side of an account exceeds the credit side then the difference is put on the credit side, and the account is said to have a debit balance. This balance is brought down on the debit side while opening the account. Similarly, where the credit side of an account exceeds the debit side, the difference is put on the debit side, and the account is said to have a credit balance. This is brought down on credit side while opening the account.

The following steps are followed for balancing the accounts:

- (i) Total the amounts of debit and credit entries in the account.
- (ii) If the debit and credit sides are equal then there is no balance. The account stands automatically balanced or closed.
- (iii) If the debit side total is more, put the difference on the credit side amount column, by writing the words in particulars column "By Balance c/d". If the credit side total is more, put the difference on the debit side amount column by writing the words in the particulars column "To Balance c/d".
- (iv) After putting the difference in the appropriate side of the account, add both sides of the account and draw a thin line above and below the total.
- (v) Bring down the debit balance on the debit side by writing the words in particulars column "To Balance b/d". Similarly bring down the credit balance on the credit side by writing the words in the particulars column "By Balance b/d".

#### Illustration 2:

Journalise the following transactions, post them in the ledger and balance the accounts in the books of Mr. Rajesh.

2011		₹
Jan. 1	Started business with cash	2,00,000
Jan. 3	Purchased goods for cash	60,000
Jan. 5	Sold goods to Shyam	60,000

Jan. 6	Sold goods for cash	20,000
Jan. 9	Received cash from Shyam	40,000
Jan. 13	Goods purchased from Ram	40,000
Jan. 20	Cash paid to Ram	20,000
Jan. 25	Paid office rent	4,000
Jan. 31	Paid salaries to staff	20,000
Jan. 31	Returned goods by Shyam	10,000

# Solution:

# In the Books of Mr. Rajesh Journal Entries

Date	Particulars		L.F.	Debit (₹)	Credit (₹)
2011					
Jan. 1	Cash Account To Capital Account	Dr.		2,00,000	2,00,000
	(Being capital introduced by the proprietor in cash)				
Jan., 3	Purchases Account	Dr.		60,000	
	To Cash Account				60,000
	(Being goods purchased for cash)				
" 5	Shyam	Dr.		60,000	
	To Sales Account				60,000
	(Being goods sold on credit to Shyam)				
" 6	Cash Account	Dr.		20,000	
	To Sales Account				20,000
	(Being goods sold for cash)				
" 9	Cash Account	Dr.		40,000	
	To Shyam				40,000
	(Being the cash received from Shyam)				
" 13	Purchases Account	Dr.		40,000	
	To Ram				40,000
	(Being goods purchased on credit from Ram)				
" 20	Ram	Dr.		20,000	
	To Cash Account				20,000
	(Being cash paid to Ram)				
" 25	Rent Account	Dr.		4,000	
	To Cash Account				4,000
	(Being office rent paid in cash)				
" 31	Salaries Account	Dr.		20,000	
	To Cash Account				20,000
	(Being salaries paid to staff)				
" 31	Sales Returns Account	Dr.		10,000	
	To Shyam				10,000
	(Being goods returned by Shyam)				
		Total		<u>4,74,000</u>	4,74,000

# **Ledger Accounts**

Dr.	Dr. Cash Account Cr.								
Date	Partio	culars	J.F.	₹	Date	Parti	culars	J.F.	₹
2011					2011				
Jan. 1	То	Capital A/c		2,00,000	Jan. 3	Ву	Purchases A/c		60,000
" 6	To	Sales		20,000	" 20	Ву	Ram		20,000
" 9	То	Shyam		40,000	" 25	Ву	Rent A/c		4,000
					" 31	Ву	Salaries A/c		20,000
					" 31	Ву	Balance c/d		1,56,000
F.1. 4	т.	Dala carabili		<u>2,60,000</u>					2,60,000
Feb. 1	То	Balance b/d	1	1,56,000					<u> </u>
Dr.					ital Acco				Cr.
Date	Partio	culars	J.F.	₹	Date	Parti	culars	J.F.	₹
Jan. 31	То	Balance c/d		<u>2,00,000</u>	Jan. 1	Ву	Cash A/c		<u>2,00,000</u>
				2,00,000	Feb. 1	Ву	Balance b/d		2,00,000 2,00,000
Dr.									
Date	Partio	culars	J.F.	₹	Date	Parti	culars	J.F.	₹
2011					2011				
Jan. 3	То	Cash A/c		60,000	Jan. 31	Ву	Balance c/d		1,00,000
" 13	То	Ram		40,000					
				1,00,000					<u>1,00,000</u>
Feb. 1	То	Balance c/d		1,00,000	_				
Dr.					s Accoun				Cr.
Date	Partio	culars	J.F.	₹	Date	Parti	culars	J.F.	₹
2011					2011				
Jan. 31	То	Balance c/d		80,000	Jan. 5	Ву	Shyam		60,000
				80,000	" 6	Ву	Cash A/c		20,000 80,000
				00,000	Feb. 1	By	Balance b/d		80,000
Dr.				SI	hyam	- )	20.000 5, 0		Cr.
Date	Partio	culars	J.F.	₹	Date	Parti	culars	J.F.	₹
2011					2011				
Jan. 5	То	Sales Account		60,000	Jan. 9	Ву	Cash A/c		40,000
					" 31	Ву	Sales Returns		10,000
					" 31	Ву	Balance c/d		<u>10,000</u>
Feb. 1	То	Balance b/d		60,000 10,000					60,000

Dr.				ı	Ram			Cr.
Date	Partio	culars	J.F.	₹	Date	Particulars	J.F.	₹
2011					2011			
Jan. 20	То	Cash Account		20,000	Jan. 13	By Purchases A/c		40,000
"31	То	Balance c/d		20,000				10.000
				<u>40,000</u>	Feb. 1	By Balance b/d		40,000 20,000
Dr.				Rer	nt Accour	nt		Cr.
Date	Partio	culars	J.F.	₹	Date	Particulars	J.F.	<b>₹</b>
2011					2011			
Jan. 25	То	Cash Account		<u>4,000</u> <u>4,000</u>	Jan. 31	By Balance c/d		4,000 4,000
Feb. 1	То	Balance b/d		4,000				
Dr.				Sal	aries Acc	count		Cr.
Date	Partic	culars	J.F.	₹	Date	Particulars	J.F.	₹
2011					2011			
Jan. 31	То	Cash Account		20,000 20,000	Jan. 31	By Balance c/d		<u>20,000</u> <u>20,000</u>
Feb. 1	То	Balance b/d		20,000				
Dr.				Sales	Returns /	Account		Cr.
Date	Partic	culars	J.F.	₹	Date	Particulars	J.F.	₹
2011					2011			
Jan. 31	То	Shyam		10,000 10,000	Jan. 31	By Balance c/d		10,000 10,000
Feb.	То	Balance b/d		10,000				

# SUBSIDIARY BOOKS OF ACCOUNT

As stated earlier journal is a book of primary entry. It means all business transactions are first recorded in the journal. However, it is not possible to record all transactions in one journal for large business organizations. Therefore, the journal is sub-divided into many subsidiary books. The sub-division of journal into various subsidiary journals in which transactions of similar nature are recorded are called subsidiary books. The following are the subsidiary books:

- 1. Purchases Book
- 2. Sales Book
- 3. Purchases Returns Book
- 4. Sales Returns Book
- 5. Bills Receivable Book
- 6. Bills Payable Book
- 7. Cash Book.

#### **PURCHASES BOOK**

Purchases book is meant for recording the purchase of goods on credit only. Cash purchases are not recorded in this book.

	Purchases Book								
Date	Particulars	J.F	Invoice No.	Ledger Folio	Details ₹	Amount ₹			

Entries in the purchases book are made from the invoices received from the suppliers. Posting is done in the supplier's/ creditors account daily from the purchases book with their respective amounts. At the end of week/month, the total of the purchases book is debited to the purchases account in the ledger.

In 'Particulars Column' the names of the suppliers together with details of goods purchased are recorded. In 'Details Column' detail amounts of different items are recorded whereas in 'Amount Column' the net amount of various invoices is recorded.

#### SALES BOOK

In the Sales Book, only credit sale of goods are recorded. Sales Book is prepared on the basis of copies of invoice sent to customers. To post sales book, the accounts of the customers are individually debited with respective amounts at the end of every month. Sales Account is credited with the monthly total of the Sales Book. In 'Particulars Column, the name of the customers along with details of the goods sold to them are recorded.

Cash Sales will be entered in the Cash Book; credit sale of various assets or investments will be recorded in General Journal.

	Sales Book									
Date	Particulars	Invoice No.	Ledger Folio	Details	Amount					
				₹	₹					

#### **PURCHASES RETURNS BOOK**

The purchase returns books records the details of goods returned by the business organization to the supplier(s). The goods purchased for cash and returned are not recorded in this book. When the goods are returned to the supplier, a debit note is sent to him indicating that his account has been debited with the amount mentioned in the debit note. The specimen of the purchases returns book is as follows:

	Purchase Returns Book									
Date	Particulars	Debit Note No.	Ledger Folio	Amount ₹	Amount ₹					

The total amount column of the purchases return book is credited to the purchases returns account and the account of the supplier(s) to whom debit notes have been sent are debited individually in their respective accounts.

#### SALES RETURNS BOOK

The details of goods returned by the customers to the business organization are recorded in this book. Goods sold for cash and returned are not recorded in sales returns book. When goods are returned by the customer a credit note is sent to him intimating that his account has been credited with the value of goods returned. A specimen of the sales returns book is as follows:

	Purchase Returns Book									
Date	Particulars	Credit Note No.	Ledger Folio	Amount ₹	Amount ₹					

The individual accounts of the customers are credited with their respective amounts while the periodical total of the amount of the sales returns book is posted to the debit of sales returns account.

#### **Illustration 3:**

Record the following transactions in the appropriate books of original entry and show how they will be posted. Assume invoice numbers, folio number, etc.

2011

Mar. 6 Purchased on Credit from Kadam

100 Shirts @ ₹ 300 each

50 Neckties @ ₹ 100 each.

# **36** FP-FA&A

Mar.10	Sold on Credit to Mehta
	10 Bush Shirts @ 350 each
	20 Hand towels @ ₹ 20 each.
" 13	Goods returned to Kadam
	2 Shirts @ 300 each
" 17	Sold to Andley on Credit
	20 Trousers @ ₹ 200 each
	5 Neck-ties @ ₹ 120 each
" 18	Goods received back from Manohar, a customer
	4 Nick-ties @ ₹ 110 each
	2 Shirts @ ₹ 500 each
" 22	Sold to Apte on credit
	5 Bush Shirts @ ₹ 500 each
	100 metres of long cloth @ ₹ 30 per metre
" 28	Apte returns 1 Bush Shirt invoiced at ₹ 500
" 30	Purchased goods on credit from Gyani Cloth Store
	150 Bush Shirts @ ₹ 400 each
	200 metres of long cloth @ ₹ 25 per metre
	50 metres of shirting @ ₹ 150 per metre
	Gyani Cloth Store allows Trade Discount @ 5%
	Andley returns one Neck-tie invoiced at ₹ 120

# Solution:

# **Purchases Book**

Date	Particulars	Inv.	L.F.	Details	Amount
		No.		₹	₹
2011					
Mar. 6	Kadam				
	100 shirts ₹ 300 each	62	8	30,000	
	50 Nick-ties ₹ 100 each			5,000	35,000
Mar. 30	Gyani Cloth Store				
	150 Bush Shirts ₹400 each	6981	17	60,000	
	200 metre long cloth				
	@ ₹ 25 per metre			5,000	
	50 metres Shirting				
	@ ₹ 150 per metre			<u>7,500</u>	
				72,500	
	Less : Trade Discount 5% Total			3,625	<u>68,875</u> 1,03,875

#### Sales Book

Date	Particulars	Inv.	L.F.	Details	Amount
		No.		₹	₹
2011					
Mar. 10	Mehta				
	10 Bush Shirts				
	@ ₹ 350 each	408	9	3,500	
	20 Hand towels				
	@ ₹ 20 each			400	3,900
"17	Andley				
	20 Trousers				
	@ ₹ 200 each	409	12	4,000	
	5 Neck-ties				
	@ ₹ 120 each			<u>600</u>	4,600
" 22	Apte				
	5 Bush Shirts				
	@ ₹ 500 each	410	15	2,500	
	100 metre long cloth				
	@ ₹ 30 per metre			<u>3,000</u>	<u>5,500</u>
	Total				14,000

# **Purchases Returns Book**

Date	Particulars	Debit Note	L.F.	Amount	Amount
		No.		₹	₹
2011					
Mar. 13	Kadam				
	2 Shirts	22	8		
	@ ₹ 300 each				<u>600</u>
	Total				600

#### Sales Returns Book

Date	Particulars	Credit Note	L.F.	Amount	Amount
		No.		₹	₹
2011					
Mar. 18	Manohar				
	4 Nick-ties @ ₹ 110 each	34	7	440	
	2 Shirts @ ₹ 500 each			<u>1,000</u>	1,440
" 28	Apte				
	1 Bush Shirts @ ₹ 500	35	15		500
" 30	Andley				
	1 Nick-tie @ ₹ 120	36	12		<u>120</u>
	Total				2,060

# **Ledger Accounts**

Dr.				Ka	adam					Cr.
Date	Particulars	J.F		₹	Date	Parti	culars	J.F.		₹
2011					2011					
Mar. 13	To Purchase				Mar. 6	Ву	Purchases			
	Returns A/c	(PR	B 3)	600			A/c	(PB 8)		35,000
Dr.					Mehta					Cr.
Date	Particulars	J.F	7	₹	Date	Parti	culars	J.F.		₹
2011					2011					
Mar. 10	To Sales									
	Account	(SB	23)	3,900						
Dr.				Α	ndley					Cr.
Date	Particulars	J.F		₹	Date	Pa	rticulars	J.F.		₹
2011					2011					
Mar. 17	To Sales A/c	(SB	23)	4,600	Mar. 30	Ву	Sales Returns			
							Account	(SRB 10	))	120
Dr.				Ма	ınohar					Cr.
Date	Particulars	J.F.		₹	Date	Parti	culars	J.F.		₹
					2011					
					Mar. 18	Ву	Sales Returns			
							A/c	(SRB	10)	1,440
Dr.					Apte					Cr.
Date	Particulars	J.F.		₹	Date	Parti	culars	J.F.		₹
2011					2011					
Mar. 22	To Sales Account	(SB 23)	5,	500	Mar. 28	Ву	Sales Returns			
							Account	(SRB	10)	500
Dr.			Gy	yani Clo	oth Stores	Acco	unt			Cr.
Date	Particulars	J.F.		₹	Date	Parti	culars	J.F.		₹
					2011					
					Mar. 30	Ву Р	urchases A/c	(PB8)		68,875
Dr.				Sal	es Accoun	t				Cr.
Date	Particulars	J.F.		₹	Date	Parti	culars	J.F.		₹
					2011					
					Mar. 31	Ву	Sundries as per			
							Sales Book	(SB 23	3)	14,000

Dr.			Purch	ase	Acco	unt		Cr.
Date	Particulars	J.F.		₹	Date	Particulars	J.F.	₹
Mar. 31	To Sundries as pe	er						
	Purchases							
	Book	(PB 10)	1,03,87	5				
Dr.		Purc	hases R	etui	rns Ac	count		Cr.
Date	Particulars	J.F.	₹	Dat	te	Particulars	J.F.	₹
				201	11			
				Ma	r. 31	By Sundries as per		
						Purchases Returns		
						Book	(PRB 3)	600
Dr.		\$	Sales Re	turn	s Acc	ount		Cr.
Date	Particulars	J.F.		₹	Date	Particulars	J.F.	₹
2011								
Mar. 31	To Sundries as pe	er						
	Sales Returns							
	Book	(SRB 10	0) 2,06	60				

#### **REVIEW QUESTIONS**



#### Fill in the Blanks:

1	is	the	book	of	primary	entry	in	which	all	transactions	are
recorded.											

- 2. \_\_\_\_\_ means transferring the debit & credit items from the journal to the ledger accounts.
- 3. When the goods purchased are returned to the supplier \_\_\_\_ note is sent to him.

# Bills Receivable Book

This book is used to record the details of bills receivable by the business organization. The entries to be made in this book include the name of the acceptor, date of receipt of the bill, term of the bill, due date, amount and other details. The total of the amount column of the bills receivable book is debited to bills receivable account while the amount of each bills receivable is posed to the credit of the account of the party from whom it is received.

	BILLS RECEIVABLE BOOK									
Bill No.	Date Received	From Whom Received	Ledger Folio	Acceptor	Date of the Bill	Term	Due Date	Amount ₹	Disposal	

#### **BILLS PAYABLE BOOK**

This is used to record the particulars of all the bills payable accepted by the business organisation for the purpose of paying amounts due to its creditors. The acceptance is duly returned to the drawer. The amount of each bill is posted to the debit side of the drawer's account in the ledger and the total of the amount of the bills payable book is posted to the credit of bills payable account in the ledger.

	Bills Payable Book										
Bill No.	Date Accepted	Drawn By	Ledger Folio	Payee	Date of the Bill	Term	Due Date	Amount ₹	Disposal		

#### CASH BOOK

Cash book is the book in which all transactions concerning cash receipts and cash payments are recorded. Cash Book is in the form of an account. It serves the purpose of Cash Account also. On the debit side, all cash receipts are recorded while on the credit side, all cash payments are recorded. In case of cash transactions, only a single aspect of transactions is recorded in ledger because the other aspect has to be recorded in Cash Book. Cash Book thus serves the purpose of a book of original entry as well as that of a ledger account.

A cash book has the following features:

- (a) Only cash transactions are recorded in the cash book.
- (b) It performs the functions of both journal and ledger at the same time.
- (c) All cash receipts are recorded in the debit side and all cash payments are recorded in the credit side.
- (d) It records only one aspect of transaction i.e. cash.
- (e) All cash transactions are recorded chronologically in the cash book.

# **Types of Cash Book**

(i) Single Column Cash Book: It is like an ordinary cash account. In this all cash receipts are recorded on the left hand side (real account - debit what comes in) and all cash payments are recorded on the right hand side (real account - credit what goes out).

Dr.	Cash Book (Single Column) Cr.										
Date	Particulars	L.F.	Amount₹	Date	Particulars	L.F	Amount₹				

(ii) Two (Double) Columnar Cash Book: It has two amount columns on both sides; one is for cash and another is for discount. Cash column is meant for recording cash receipts and payments while discount column is meant for recording discount received and allowed. The discount column on the debit side represents the discount allowed while discount column on the credit side represents the discount received.

Dr.	Cash Book (Double Column)										
Date	Particulars	L.F.	Discount ₹	Amount ₹	Date	Particulars	L.F	Discount ₹	Amount ₹		

Note: Discount columns do not serve the function of a discount account. Discount columns are merely memorandum columns. Discount allowed account and discount received account are opened in the ledger and the totals of discount columns are posted in these accounts.

# **Illustration 4:**

Record the following transactions in Cash Book of Mr. Singh:

2011			₹
April	1	Mohan Lal commenced business with cash	1,00,000
"	2	Bought goods for cash	65,700
"	3	Sold goods for cash	4,320
"	6	Received cash from Fateh Singh	1,800
"	6	Allowed him discount	50
"	9	Paid cash to Shugan Chand	19,500
		Discount allowed by Shugan Chand	500
"	12	Paid for Office Furniture	5,680
"	18	Sold goods for cash	7,810
"	23	Received cash from Subramaniam	9,870
"		Discount allowed to him	120
"	27	Paid for advertising	500
"	28	Cash paid to Asia Trading Co.	20,300
		Discount received	250
"	30	Cash sales	1,280
"	30	Cash received from Fateh Singh	2,850
		Discount allowed to him	100
		Salary paid in cash	3,150

#### Solution:

Mr. Singh

Dr. Cash Book Cr.

Date	Particulars	L.F	Discount ₹	Cash ₹	Date	Particulars	L. F	Discount ₹	Cash ₹
2011					2011				
April					April				
1.	To Capital A/c			1,00,000	2.	Ву			
3.	To Sales A/c			4,320		Purchases			
6.	To Fateh Singh		50	7,810		A/c			65,700
18.	To Sales A/c			1,800	9.	By Shugan			
23.	То					Chand		500	19,500
	Subramaniam		120	9,870	12.	By Furniture			
30.	To Sales A/c			1,280		A/c			5,680
30.	To Fateh Singh		100	2,850		Ву			
					27.	Advertising			500
						By Asia			
					28.	Trading Co.		250	20,300
						By Salary			3,150
						By Balance			13,100
					30.	c/d			
					30.				
			270	4.07.000				750	4 27 020
Move	To Polonee D/d		<u>270</u>	<u>1,27,930</u>				<u>750</u>	<u>1,27,930</u>
May1	To Balance B/d			13,100					

# **REVIEW QUESTIONS**



- 1. \_\_\_\_ Cash book has two account columns on both sides Double/Triple).
- 2. Only \_\_\_\_\_ transactions are recorded in cash book (cash/credit).
- 3. Bills Payable is \_\_\_\_\_ for the organization (asset/liability).
- (iii) Three Columnar Cash Book: This type of cash book contains the following three amount columns on each side:
  - (a) Discount column for discount received and allowed;
  - (b) Cash column for cash received and cash paid; and
  - (c) Bank column for money deposited and money withdrawn from the bank.

Dr.	Or. Cash Book (Triple Column)											
Date	e Particulars L.F. Discount Cash Bank Date Particulars L.F Discount Cash ₹ ₹ ₹											

When triple column cash book is prepared, there is no need for a separate bank account in the ledger. The bank account maintained by the enterprise is a personal account and the cash account is a real account. For recording transactions in the bank column of the cash book the rule of debit and credit applicable to personal accounts should be followed i.e. debit the receiver and credit the giver. Thus, when cash is deposited into bank, the bank would be the receiver and would be debited in the bank column of the cash book. Similarly, for cash withdrawn from the bank the bank would be the giver and would be credited in the bank column of the cash book.

Contra Entry: If a transaction involves both cash and bank account, it is entered on both sides of the cash book, one in the cash column and second in the bank column, though on opposite sides. This is called contra entry and word 'C' is indicated against that item in L.F. column. e.g. when cash is withdrawn from the bank, it is recorded on the debit side in cash column and on the credit side in the bank column. Similarly, when cash is deposited with the bank, the amount is recorded on the debit side in bank column and on the credit side in the cash column.

#### **Illustration 5:**

Write up the Cash Book for the day and balance it.

On 1st May, 2011 the columnar cash book of Mitra showed that he had ₹ 2,000 in his cash box and that there was a bank overdraft of ₹ 8,000. During the day the following transactions took place:

Cash withdrawn from bank for office use	10,000
Paid salaries in cash	3,000
Cash paid to Harish & Co.	6,500
Drawings in cash made by Mitra for household expenses	1,000
Received from G. Guha in settlement of an account of ₹ 10,000,	
₹ 1,800 in cash and a cheque of ₹ 8,000. The cheque was	
immediately deposited in bank	
Cash sales	6,500
Bank returns a cheque of ₹ 9,900 received from Kulu & Sons in	
settlement of an account of ₹ 10,000	
Paid rent by cheque	1,500
Cash deposited with bank	6,000

#### Solution:

Dr.

#### **Cash Book (Triple Column)**

Cr.

Date	Particulars	L.F.	Discount	Cash	Bank	Date	Particulars	L.F.	Discount	Cash	Bank
			₹	₹	₹				₹	₹	₹
2011						2011					
May	To Bal b/d			2,000		May	By Bal b/d				8,000
1	To Bank	(C)		10,000		1	By Cash	(C)			10,000
	To G.Guha		200	1,800	8,000		By				
	To Sales A/c			6 500			Salaries A/c			3,000	
	To Cash	(C)		6,500	6,000		By Harish			6,500	
	To Bal c/d	(0)			15,400		Ву				
	10 Bai o/a				10, 100		Drawings A/c			1,000	
							By Kulu & Sons		100		9,900
							By Rent A/c				1,500
							By Bank	(C)		6,000	
							By Bal c/d			3,800	
			200	20,300	<u>29,400</u>				200	20,300	<u>29,400</u>
May 2	To Balance b/d			3,800		May 2	By Balance b/d				15,400

#### PETTY CASH BOOK

Payments in cash of small amounts like traveling expenses, postage, carriage etc. are petty cash expenses. These petty cash expenses are recorded in the petty cash book. The petty cash book is maintained by separate cashier known as petty cashier. It is also called the Imprest System of maintaining petty cash. The petty cashier is given a certain sum of money at the beginning of the fixed period (e.g. a month/fortnight) which is called float. The amount of float is so fixed that it may be adequate to meet petty expenses of the prescribed period. The balance in the petty cash book shows cash lying with the petty cashier.

#### **Petty Cash Book**

Amount Received	Date	Particulars	rs Voucher Total No. Amount Paid	Analysis of Payments					
received				Cartage	Postage	Conveyance	Misc. or Sundries		

The advantages of the imprest system are as follows:

- It saves the time of the chief cashier.
- Petty cashier is not allowed to keep idle cash with him if the float is found to be more than adequate; its amount will be immediately reduced. This reduces the chances of misuse of cash by the petty cashier.
- As the sum of float is small, it does not provoke the person in charge of it or others in the office to misappropriate it.
- The record of petty cash is checked by the cashier periodically, so that a mistake if committed is soon rectified.
- It enables a great saving to be effected in the posting of small items to the ledger accounts.
- The system trains young staff to handle money responsibilities.

Petty Cash Book may be treated either as a part of the double entry system or merely as a memoranda book. If the former course is adopted, each payment to petty cashier is shown on the credit side of the main Cash Book which is considered to have been balanced by a debit entry in the petty cash book. The two entries are folioed against each other completing the double entry aspects. Payments recorded in the Petty Cash Book are directly posted to the different nominal accounts. Of course, entries for expenses are made only with the periodical totals of expenses under various heads. If the latter course is adopted, for amounts paid to petty cashier, petty cash account in the ledger is debited besides entering the amounts (paid to petty cashier) on the credit side of the main cash book and recording the amount in the petty cash book. Periodically, different nominal accounts are debited and the petty cash account is credited in ledger for expenses recorded in Petty Cash Book.

#### **Illustration 6:**

Prepare an analytical Petty Cash Book from the following information:

Petty cash is maintained on the basis of imprest system. On 20th March, 2011 the petty cashier had with him ₹ 328. He received ₹ 672 to make up the expenses of the previous week. During the week the following expenses were met by the petty cashier:

2011			₹
March	20	Bus fare	6
"	21	Revenue stamps	85
	21	Tea for customers	22
"	22	Cartage	43
"	24	Cooli	10
	24	Telegram charges	76
	24	Refreshment for customer	52
"	25	Repairs to furniture	100
	25	Taxi charges	87
	25	Post cards	90
	25	Cloth for dusters	74
	25	Tea for customers	20

#### Solution:

# **Analytical Petty Cash Book**

Amount Received	Date	Particulars	Vouc her No.	Total Amou nt Paid	Cartage & Cooli	Printing & Stationery	Customers Entertainm ent	Conveya nce	Sundri es
	2011 March								
328	20.	To Balance b/d							
672	20.	To Cash							
	20.	By Bus Fare		6				6	
	21.	By Rev. Stamps		85		85			
	21.	By Tea for Customers		22			22		
	22.	By Cartage		43	43				
	24.	By Cooli		10	10				
	24.	By Telegram charges		76		76			
	24.	By Refreshment to							
		customers		52			52		
	25.	By Repairs to							
		Furniture		100					100
	25.	By Taxi Charges		87				87	
	25.	By Post Cards		90		90			
	25.	By Cloth for Dusters		74		74			
	25.	By Tea for Customers		20			20		
		By Balance c/d		_335					
<u>1,000</u>				<u>1,000</u>					
335	27.	To Balance b/d							
665	27.	To Cash A/c							

The journal entry required for various petty cash expenses are the following:

# **Journal Entry**

		₹	₹
Cartage A/c	Dr.	53	
Postage and Telegrams A/c	Dr.	251	
Conveyance A/c	Dr.	93	
Customer's Entertainment A/c	Dr.	94	
Repairs A/c	Dr.	100	
General Expenses A/c	Dr.	74	
To Petty Cash Account			665

The Petty Cash Account in the ledger will appear as follows:

Dr.	Petty Cash Account						
2011			2011				
Mar. 20	To Balance b/d	328	Mar. 26	By Sundries*	665		
"	To Cash A/c	672 1,000	"	By Balance c/d	335 1,000		
Mar. 27	To Balance b/d	335					
"	To Cash	665					

# GENERAL JOURNAL

This is also known as Journal Proper. It is used for making the original record of such transactions for which no special journal has been kept in the business. Entries recorded in the general journal may be confined to the following transactions:

(i) *Opening Entries*: Opening entries are passed at the beginning of the financial year to open the books by recording the assets, liabilities and capital appearing in the balance sheet of the previous year. It is written as follows:

Assets Account Dr.

To Liabilities Account

To Capital Account

- (ii) Closing Entries: Closing entries are used at the end of the accounting year for closing of accounts relating to expenses and revenues. These accounts are closed by transferring their balances to the Trading, Profit and Loss Account.
- (iii) Adjustment Entries: At the end of the accounting year, adjustments entries are to be passed for outstanding/prepaid expenses, accrued income/income received in advance etc. Entries for all these adjustments are passed in the general journal.
- (iv) *Transfer Entries*: Transfer entries are passed in the general journal for transferring an item entered in one account to another account.
- (v) Rectification Entries: Rectification entries are passed for rectifying errors which might have committed in the books of account.
- (vi) *Purchase of Fixed Assets/Stationery*: When fixed assets or stationeries are purchased on credit, the entries are passed in the general journal.
- (vii) Sale of Worn-out or Obsolete Assets: When obsolete assets are sold on credit, these are originally recorded in the general journal.

#### Illustration 7:

On 31st March, 2011 following balances are available in ledger for the year 2010 - 11.

	`
Furniture (debit balance)	20,000
Stock of Goods Account (debit balance)	70,000
S. Sircar (debit balance)	14,000
M. Mitra (debit balance)	7,500
Cash (debit balance)	2,400
B. Basu (credit balance)	13,900
Capital Account (credit balance)	1,00,000

Write the opening entry for 1st April, 2011.

#### Solution:

Date	Particulars		L.F.	Dr. Amount ₹	Cr. Amount ₹
2011					
April 1	Furniture A/c	Dr.		20,000	
	Stock of Goods	Dr.		70,000	
	S.Sircar	Dr.		14,000	
	M. Mitra	Dr.		7,500	
	Cash A/c	Dr.		2,400	
	To B. Basu				13,900
	To Capital Account				1,00,000
	(For opening balances of various asse and capital as on 1st April, 2011)	ets, liabilities			

#### TRIAL BALANCE

A trial balance is a schedule or list of balances of both debit and credit extracted from various accounts in the ledger including cash and bank balances from cash book. Since every transaction has a dual effect i.e. every debit has a corresponding credit and vice versa, the total of the debit balances and credit balances extracted from the ledger must tally. Thus, at the end of the accounting period or at the end of each month, the balances of the ledger accounts are extracted and trial balance is prepared to test as to whether the total debits are equal to total credits.

#### **Features of a Trial Balance**

It is a statement prepared in a tabular form. It has two columns one for debit balances and another for credit balances.

The balances at the end of the period as shown by ledger accounts are shown in the statement.

It can be prepared on any date provided accounts are balanced.

It is a method of verifying the arithmetical accuracy of entries made in the ledger.

#### **Objectives of Preparing Trial Balance**

- (i) It is a check on the accuracy of posting. If the trial balance agrees it proves that:
  - (a) the books are arithmetically accurate, and
  - (b) both the aspects of the transactions have been correctly recorded in the books of original entry as well as in the ledger.
- (ii) It brings together the balances of all the accounts at one place and this facilitates the preparation of profit and loss account and balance sheet.

#### **Methods of Preparing the Trial Balance**

- (i) Totals Method: In this method, the totals of debit and credit sides of the ledger accounts are shown in the trial balance. The sum totals of debit and credit columns of the trial balance must be equal. This is less popular method.
- (ii) Balances Method: In this method, the balances of ledger accounts are taken to respective debit and credit columns of the trial balance and then grand total is taken out. The total of balances in the debit column must be equal to the total balances in the credit column of the trial balance.

#### **Specimen of Trial Balance**

Trial Balance as at

SI. No.	Particulars	L.F.	Amount (Dr.) (₹)	Amount (Cr.) (₹)

# Illustration 8:

Raju started business on 1st January 2011. You are required to pass entries, in journal & subsidiary books, post them in ledger and prepare trial balance under totals & balances method for January 2011. His transactions for the month were follows:

2011			₹
Jan.	1	Cash brought in by Raju as his capital	2,00,000
		Furniture purchased on credit from Nuluk Furniture Home	25,000
"	2	Goods purchased from Modi & Sons on credit	61,400
"	3	Goods purchased for cash	35,000
"	4	Goods purchased from Delhi Traders on credit	73,300
"	5	Cash Sales	4,600
"	8	Sold goods to Bhatia & Co. on credit	19,860
"	11	Purchased stationery for cash	1,050
"	12	Paid Modi & Sons cash to settle account	
		Received 5% discount from him	
"	13	Received from Bhatia & Co. in full settlement of account	19,800
"	17	Cash sales	10,700
"	18	Sold on credit to Ganesh & Co.	5,000
"	19	Received cash from Ganesh & Co.	1,000
"	21	Sold on credit to Hoshiar Singh	4,000
"	23	Purchased goods for cash	26,000
"	27	Hoshiar Singh becomes insolvent. A first and final	
		dividend of ₹ 3,000 is received from his estate	
"	31	Ganesh & Co. pays cash	3,900
"	31	Discount allowed to Ganesh & Co.	100
"	31	Cash paid for rent	2,800
,,	31	Depreciation on furniture	250
"	31	Payment to Delhi Traders in full settlement	73,000

#### Solution:

# In the books of Raju Journal Entries

Date	Particulars		L.F.	Dr.	Cr.
				₹	₹
2011					
Jan. 1	Furniture Account	Dr.		25,000	
	To Nuluk Furniture Home				25,000
	(For furniture purchased on cred Nuluk Furniture Home)	dit from			
" 27	Bad Debts	Dr.		1,000	
	To Hoshiar Singh				1,000
	(Bad debts written off on the ins Hoshiar Singh)	olvency of			
" 31	Depreciation A/c	Dr.		250	
	To Furniture A/c				250
	(For depreciation provided on F	urniture)			
		Total		26,250	26,250

#### **Purchases Book**

Month: January, 2011

Date	Particulars	Invoice No.	L.F.	Details	Amount
					₹
2011					
Jan. 2	Modi & Sons Goods				61,400
Jan. 4	Delhi Traders Goods				<u>73,300</u>
	Totals				1,34,700

# Sales Book

Month: January, 2011

Date	Particulars	Invoice No.	L.F.	Details	Amount
					₹
2011					
Jan. 8	Bhatia & Co.				19,860
" 18	Ganesh & Co.				5,000
" 21	Hoshiar Singh				4,000
					28,860

Dr. Cash Book Cr.

Date	Particulars	L.F.	Discount	₹	Date	Pai	rticulars	L.F.	Discount	₹
2011					2011					
Jan. 1	To Capital A/c			2,00,000	Jan. 3	Ву	Purchases			35,000
" 5	" Sales			4,600	" 11	,,	Stationery			1,050
" 13	" Bhatia & Co.		60	19,800	" 12	,,	Modi & Sons		3,070	58,330
" 17	" Sales			10,700	" 23	,,	Purchases			26,000
" 19	" Ganesh & Co.			1,000	" 31	,,	Rent			2,800
" 27	" Hoshiar Singh			3,000	" 31	,,	Delhi Traders		300	73,000
" 31	" Ganesh & Co.		100	3,900	" 31	,,	Balance c/d			<u>46,820</u>
			160	2,43,000					3,370	2,43,000
Feb. 1	To Balance b/d			46,820	1					

# Dr. Capital Account Cr.

Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 31	To Balance c/d		2,00,000	Jan. 1	By Cash		2,00,000
			2,00,000				2,00,000
				Feb. 1	" Balance b/d		2,00,000

Dr.	Furniture Account						Cr.	
Date	Particulars	J.F	=. ₹	Date	Particulars		J.F.	₹
2011				2011				
Jan. 1	To Nuluk Furniture			Jan. 31	By Depreciation			250
	Home		25,000 25,000		" Balance c/d			24,750 25,000
Feb. 1	To Balance b/d		24,750					
Dr.	Nuluk Furniture Home							Cr.
Date	Particulars	J.F	=. ₹	Date	Particulars		J.F.	₹
2011				2011				
Jan. 31	To Balance c/d		25,000 25,000	Jan. 31 Feb. 1	By Furniture " Balance b/d			25,000 25,000 25,000
					Balarice b/u			25,000
Dr.			Мо	di & Sons				Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F	: [	₹
2011				2011				
Jan. 12	To Cash A/c		58,330	Jan. 2	By Purchases			61,400
	" Discount A/c		_3,070					
			<u>61,400</u>					<u>61,400</u>
Dr.			Purc	hases Acc	ount			Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F	:	₹
2011				2011				
Jan. 3	To Cash A/c		35,000	Jan. 31	By Balance c/d			1,95,700
" 23	" Cash A/c		26,000					
" 31	" Sundries as per							
	Purchases Book		<u>1,34,700</u>					
			<u>1,95,700</u>					<u>1,95,700</u>
Feb. 1	" Balance b/d		1,95,700					
Dr. Delhi Traders Cr.								
Date	Particulars	J.F.	₹	Date	Particulars	J.F		₹
2011				2011				
Jan. 31	To Cash A/c		73,000	Jan. 4	By Purchases			73,300
	" Discount A/c		300					
			<u>73,300</u>					73,300

Jan. 21 To Sales A/c

Dr.			Sa	ales Accou	int		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 31	To Balance c/d		44,160	Jan. 5	By Cash A/c		4,600
				Jan. 17	" Cash A/c		10,700
				Jan. 31	" Sundries as per		
					Sales Account		28,860
			<u>44,160</u>				<u>44,160</u>
				Feb. 1	By Balance b/d		44,160
Dr.			ВІ	natia & Co.			Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 8	To Sales A/c		19,860	Jan. 13	By Cash A/c		19,800
					" Discount A/c		60
			19,860				19,860
Dr.			Sta	tionery Ac	count		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 11	To Cash A/c		<u>1,050</u>	Jan. 31	By Balance c/d		<u>1,050</u>
Feb. 1	To Balance b/d		<u>1,050</u> 1,050				<u>1,050</u>
Dr.			Ga	nesh & Co			Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 18	To Sales A/c		5,000	Jan. 19	By Cash A/c		1,000
				" 31	" Cash A/c		3,900
			<del></del>		" Discount A/c		100
			<u>5,000</u>				<u>5,000</u>
Dr.			н	loshiar Sin	ıgh		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹

4,000

4,000

Jan. 27

By Cash A/c

Bad Debts A/c

3,000

<u>1,000</u>

4,000

Dr.	Bad Debts Account						
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 27	To Hoshiar Singh		<u>1,000</u> <u>1,000</u>	Jan. 31	By Balance c/d		<u>1,000</u> <u>1,000</u>
Feb. 1	" Balance b/d		1,000				
Dr.			R	ent Accoui	nt		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011							
Jan. 31	To Cash A/c		<u>2,800</u> <u>2,800</u>	Jan. 31	By Balance c/d		<u>2,800</u> <u>2,800</u>
Feb. 1	" Balance b/d		2,800				
Dr.			De	preciation	Account		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 31	To Furniture		<u>250</u> <u>250</u>	Jan. 31	By Balance c/d		<u>250</u> <u>250</u>
Feb. 1	" Balance b/d		250				
Dr.			Di	scount Acc	count		Cr.
Date	Particulars	J.F.	₹	Date	Particulars	J.F.	₹
2011				2011			
Jan. 31	To Sundries for			Jan. 31	By Sundries for		
	Discount				Discount		
	Allowed as				Received		
	per debit side				as per		
	of Cash Book		160		credit side		
					of Cash Book		3,370
" 31	" Balance b/d		<u>3,210</u>				
			<u>3,370</u>				<u>3,370</u>

# Raju's Trial Balance (Totals Method) as on 31st January, 2011

SI.	Particulars	Debit	Credit
No.		Totals ₹	Totals ₹
1.	Cash	2,43,000	1,96,180
2.	Capital Account		2,00,000
3.	Furniture Account	25,000	250
4.	Nuluk Furniture Home		25,000
5.	Modi & Sons	61,400	61,400

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SI.	Particulars	Debit	Credit
No.		Totals ₹	Totals ₹
6.	Purchase Account	1,95,700	
7.	Delhi Traders	73,300	73,300
8.	Sales Account		44,160
9.	Bhatia & Co.	19,860	19,860
10.	Stationery Account	1,050	
11.	Ganesh & Co.	5,000	5,000
12.	Hoshiar Singh	4,000	4,000
13.	Bad Debts Account	1,000	
14.	Rent Account	2,800	
15.	Depreciation Account	250	
16.	Discount Account	160	3,370
		6,32,520	6,32,520

#### Raju's Trial Balance (Balances Method) as on 31st January, 2011

SI.	Particulars	Debit	Credit
No.		Balances ₹	Balances ₹
1.	Cash		46,820
2.	Capital Account		2,00,000
3.	Furniture Account	24,750	
4.	Nuluk Furniture Home		25,000
5.	Purchases Account	1,95,700	
6.	Sales Account		44,160
7.	Stationery Account	1,050	
8.	Bad Debts Account	1,000	
9.	Rent Account	2,800	
10.	Depreciation Account	250	
11.	Discount Account		3,210
		<u>2,72,370</u>	<u>2,72,370</u>

#### **LESSON ROUND UP**

- Accounting cycle includes identifying, recording, classifying and summarizing the transactions.
- Every transaction is recorded in the Journal before being posted into the ledger. It is that book of account in which transactions are recorded in a chronological order.
- Recording in the journal is done following the rules of debit and credit.
- Posting is the process of recording transactions in the ledger based on the entry in the journal.
- The main function of a ledger is to classify or sort out all the items appearing in the journal or other subsidiary books under their appropriate accounts so that at the end of the accounting period summary of each account is easily available.
- Balancing of ledger accounts involves equalization of both sides of the account by putting the difference on the side the amount is short.

- Various subsidiary books are: purchases book; sales book; purchases returns book; sales returns book; bills receivable book; bills payable book and cash book.
- Petty Cash Book is maintained under Imprest System of petty cash.
- General Journal or journal proper is maintained for recording those transactions which are not recorded in the subsidiary books.
- Trial Balance is prepared after posting the entries in ledger to verify the arithmetical accuracy of entries made in the ledger.

GLOSSARY						
Journal	Book of prime entry in which every transaction is recorded before being posted into the ledger.					
Compound Journal Entry	Transactions which are inter-connected and have taken place simultaneously are recorded by means of Posting is the process of recording transactions in the ledger based on the entry in the journal.					
Cash Book	It is a record of transactions concerning cash receipts and cash payments.					
Trial Balance	A schedule or list of balances both debit and credit extracted from various accounts in the ledger.					

# **SELF-TEST QUESTIONS**

#### **Theory Questions:**

- 1. Distinguish between journal and ledger.
- 2. What do you mean by contra-entries in a columnar cash book?
- 3. What is meant by columnar cash book?
- 4. What is meant by analytical petty cash book?
- 5. Describe the imprest system.

# **Practical Questions:**

1. Journalise the following transactions:

	2011			₹	
(i)	Jan.	1	Bought office furniture from Kanji & Co.	6,000	
(ii)	,,	5	Bought goods from F. Roy	5,000	
(iii)	"	10	Bought goods from P. Gupta	10,000	
(iv)	Feb.	1	Sold goods to K. Peter	4,000	
(v)	"	5	Sold goods to P. Turpin & Co.	7,000	
(vi)	"	12	Bought goods from C. Henry	4,500	
(vii)	"	17	Bought goods from J. Jones	2,000	
(viii)	"	20	Sold goods to S. Sorab & Co.	18,000	
(ix)	,,	23	Sold goods to B. Byramji	1,750	
(x)	"	25	Received cash from P. Turpin & Co.	3,000	
(xi)	,,	27	Received cash from K. Peter	2,500	
(xii)	"	28	Paid cash to F. Roy	1,000	

(xiii)	19	28	Paid cash to P. Gupta	5,000
(xiv)	Mar.	4	Paid salaries	2,000
(xv)	"	5	Paid office rent	750
(xvi)	"	7	Sold goods for cash	2,750
(xvii)	"	8	Bought goods for cash	1,250
(xviii	) "	11	Paid for stationery	250
(xix)	"	15	Received cash from S. Sorab & Co.	14,750
(xx)	"	15	Received cash from B. Byramji	1,750
(xxi)	"	17	Paid cash to C. Henry	3,500
(xxii)	"	17	Paid cash to J. Jones	2,000
(xxiii	) "	20	Purchased goods for cash	1,000
(xxiv	"	25	Paid Kanji & Co.	6,000
2. Rolly follows:		carrying o	on business as a cloth dealer. His tran	sactions during April, 2011 were as
201	ſ			₹
Apr.	, 1	Sold clo	oth on credit to Gifloo	5,000
"	2	Purchas	sed cloth from Amboo on credit	20,000
"	3	Paid rei	nt for April by cheque	3,000
"	4	Cash p	urchases of cloth (paid by cheque)	8,000
		Cash sa	ales	4,500
"	6	Paid for	r stationery and postage	500
"	8	Drawn (	cash for private use	2,500
"	10	Drawn (	cash from Bank for office	15,000
"	13	Purchas	sed goods on credit from Minoo	25,000
"	16	Sold go	ods on credit to Gopal	18,000
"	17	Paid tel	ephone charges	4,800
"	18	Cash sa	ales	3,000
		Paid for	r advertising	3,500
"	22	Cash p	urchases	9,000
"	24	Purchas	sed filing cabinet and paid by cheque	5,000
"	27	Purchas	sed Government securities	30,000
		Paid wa	ages for the month	8,000
	Journ	alise the tra	ansactions and prepare ledger accounts	
3. Ente	the following	ng transact	ions in a triple column cash book.	
Marc 201				₹
"	1	Balance	e at bank	20,000
		Purchas	sed goods by cheque	10,000

			Lesson 2 Accounting Flocess-1 37
		Drew cheque for office cash	500
		Purchased stationery for cash	100
"	8	Received from C-cheque	1,250
		Allowed discount	30
"	9	Received from A-cheque	1,400
		Allowed discount	40
"	10	Carriage paid in cash	30
"	12	Received cheque from D	1,750
		Allowed discount	30
"	13	Paid for cooly hired-cash	80
		Drew cheque favoring G for rent	1,800
"	15	Paid for purchases-cheque	20,000
		Received from C-cheque	900
		Allowed discount	20
"	20	Paid for postage-cash	50
		Paid K by cheque	1,950
		Discount allowed by him	50
"	22	Received cheque for sales	1,500
"	25	Paid for cleaning office	50
"	27	Paid wages-cash	500
	30	Drew cheque for electricity	2,000
		Drew cheque for office use	3,000
	(Ans.: C	cash in hand ₹ 2,690; Bank overdraft ₹ 12,450; D	iscount - Dr. ₹ 120 and Cr. ₹ 50).

-		
-		

FP-FA&A

# Lesson 3 Accounting Process – II (Rectification of Errors)

### **LESSON OUTLINE**

- Errors
- Classification of Errors
  - Clerical Errors
  - Errors of Principles
- Errors disclosed by Trial Balance
- Errors not disclosed by Trial Balance
- Review Questions
- Steps to locate Errors
- Rectification of Errors
  - Before the preparation of Trial Balance
  - After the preparation of Trial Balance but before the preparation of Final Accounts.
  - In the next accounting period
- Lesson Round-Up
- Glossary
- Self-Test Questions

### **LEARNING OBJECTIVES**

The main objective of any accountant is to ascertain the true profit and financial position of the business for the accounting period. For this, the accountant put in best efforts to record the transactions correctly. However, the recording cannot be made error free. Certain error are bound to be committed while recording the transactions which affect the final accounts of enterprises. Therefore, it becomes very important for the accountant to identify the errors and rectify them so that the correct and true financial position is ascertained. Errors should be rectified as and when they are found. Since, the accountant cannot simply change the figures and entries posted earlier, a certain procedure has to be followed to rectify the wrong entries.

In this lesson, we will study about accounting errors, identifying and classifying the accounting errors and the procedure for rectifying those errors before the preparation of trial balance, before the preparation of final account and in the next accounting period.

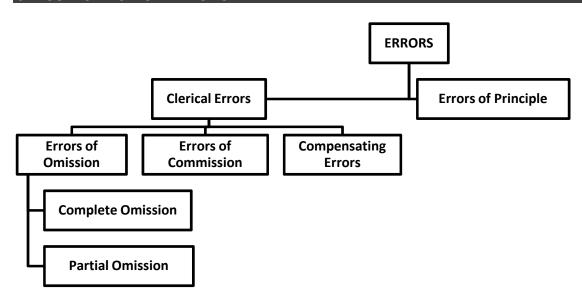
Accounting errors were made; they will be corrected and they will be disclosed, ... Internal practises are being, and will continue to be, enhanced.

Richard Notebaert

### **ERRORS**

Accounting errors are the errors committed by persons responsible for recording and maintaining accounts of a business firm in the course of accounting process. These errors may be in the form of omitting the transactions to record, recording in wrong books, or wrong account or wrong totalling and so on. While discussing about the trial balance, we have seen that preparation of trial balance is a method of verifying the arithmetical accuracy of entries made in the ledger. But it may be noted that an agreement in the trial balance does not prove that- (i) all transactions have been correctly analyzed and recorded in the proper accounts; and (ii) all transactions have been recorded in the books of original entry. Hence, we can say that a trial balance should not be regarded as a conclusive proof of the correctness of the books of account, that is if the trial balance does not agree, there are errors or mistakes and even if the trial balance agrees, there may be errors in the accounts.

### **CLASSIFICATION OF ERRORS**



### A. Clerical Errors

Errors other than errors of principle are called clerical errors. The following are the types of clerical errors.

- Errors of Omission: These errors arise as a result of some act of omission on the part of the
  person responsible for the maintenance of books of account. It refers to the omission of a transaction
  at the time of recording in subsidiary books or posting to ledger. Omission may be complete or
  partial.
  - (a) Complete Omission: When any particular transaction has not at all been entered in the journal or in the book of original entry, it cannot be posted into the ledger at all and complete error of omission will occur. The trial balance is not affected at all by such errors e.g. failure to record completely credit sales in sales book.
  - **(b)** *Partial Omission*: This means that the transaction is entered in the subsidiary book, but is not posted to the ledger, such errors affect the agreement of trial balance e.g. omitting to post the discount columns of the cash book.
- 2. Errors of Commission: These errors arise due to some positive act of commission on the part of the person responsible for the maintenance of the books of account. These mistakes are committed because of ignorance, lack of proper accounting knowledge and carelessness of the accounting staff. They are committed while recording transactions. These errors may or may not affect the agreement of trial balance.

### For example:

- Mistake in transferring the balance of an account to the trial balance or omitting to write the balance of an account in the trial balance.
- Mistake in balancing an account.
- Mistake in posting in so far as the amount is wrongly written. A common mistake, for example, is to transpose figures - to write ₹ 115 instead of ₹ 151. This will cause a mistake of ₹ 36 and a corresponding difference in the trial balance. The total of all the figures of the difference thus caused is 9 or multiples of 9. (Students should note that in case of transposition of figures, (i) the difference in trial balance will always be divisible by 9, (ii) the total of all the figures of the difference will also be divisible 9. Suppose, you have written 67895 instead of 95678 or in any other way, provided the figures are the same, the difference 27783 (i.e. 95678 - 67895) is divisible by 9. Hence, if the difference in trial balance is divisible by 9, it may be assumed that there may be transposition of figures.
- Making an entry on the wrong side. For example, if instead of debiting an account with ₹ 500 it is credited with the amount, the debit balance, in the trial balance will be shorter by ₹ 1,000. A mistake on the wrong side causes the difference to be double of the amount involved.
- A mistake in the casting of subsidiary books. A mistake in the total of the Purchases Book will affect the Purchases Account, a mistake in the total of the Sales Book will mean a corresponding mistake in the Sales Account. Similarly, total of the Returns Book, if wrongly done, would mean that the Returns Inwards Account or Returns Outwards Account will be posted with wrong amount. These mistakes will be reflected in the trial balance.

It must be noted that a mistake in the totals of the subsidiary books will not affect the correctness of the various personal accounts of customers and creditors.

3. Compensating Errors: They are group of errors, the total effect of which is not reflected in the trial balance. These errors are neutralizing in nature, hence one error is compensated by other error or errors of opposite nature. For example, an extra debit in purchase account may be compensated by an extra credit in sales account. Thus, compensating errors do not affect the agreement of trial balance.

### **B. Errors of Principle**

Generally errors involving violation of accounting principles are termed as errors of principle. These errors arise because of the failure to differentiate between capital expenditure and revenue expenditure and capital receipts and revenue receipts. The distinction between capital and revenue is of relevance because any incorrect adjustment or allocation in this respect would falsify the final results shown by the profit and loss account and the balance sheet. These errors do not affect the agreement of trial balance. For example, debiting purchase of furniture to office expenses account, crediting sale of furniture to sales account. etc.

### ERRORS DISCLOSED BY TRIAL BALANCE

Trial balance in general, discloses any error which affects one side of the account. These errors are disclosed by the trial balance as both sides of trial balance do not agree.

### Examples:

- Error in casting subsidiary books.
- Error in carrying forward the total of one page the next page.
- Error in totaling the trial balance.
- Error in posting from book of subsidiary record to ledger.
- Error in balancing an account.
- Error in preparation of debtors' schedule and creditors' schedule.
- Error in carrying a balance of an account to the trial balance.

- Omission of casting etc.
- Posting an amount on the wrong side of a ledger account.
- Double posting to an account.

### **ERRORS NOT DISCLOSED BY TRIAL BALANCE**

The agreement of a trial balance is only a check of arithmetical accuracy of the ledger but it is not a conclusive proof as to the absolute accuracy of the books. The following errors will not effect the agreement of trial balance and hence are not disclosed by the trial balance:

- (i) Errors of Complete Omission: If a transaction was not, the agreement of the trial balance will not be affected. For example, if goods worth ₹ 2,000 have been received back from a customer and the entry has not at all been made in the Returns Inwards Book then, the Customer's Account will not be credited and the Returns Inwards Account also will not be debited. Thus, there will be no debit and credit, and the trial balance will agree even if there is a mistake.
- (ii) Errors of Commission: If a transaction was debited or credited to a wrong account with correct amount and on the correct side in the books of original entry or in the ledger, trial balance will remain unaffected.
- (iii) Compensatory Errors: These are errors which are neutralized by the commission of another error or errors of the same magnitude but of opposite nature, which makes the trial balance to agree. For instance, the overcasting of a sales book (say) ₹ 3,000 and thereby the excess credit to the sales account, will be arithmetically off-set either by over debiting or under crediting a single account or several accounts with a total sum of ₹ 3,000.
- (iv) Errors of Principle: Errors of principle like furniture purchased debited to purchase account, building sold credited to sales account, commission paid for purchase of land debited to commission account etc. will not affect trial balance as they are related to allocation of amount received or spent between revenue & capital. There will be no effect on trial balance because double entry will be passed and one account will be debited & other credited. So the debit & credit side of trial balance will definitely agree.
- (v) Recording Wrong Amount in Subsidiary Book: If a wrong amount is written in subsidiary books, then entries on both the debit and credit sides will be on the basis of the wrong amount and then the trial balance will naturally agree.
- (vi) Errors of Duplication: This is the error of entering a transaction more than once in the subsidiary books.

### **REVIEW QUESTIONS**



- 1. Classify the following errors:
  - (i) Credit sale of ₹ 1,500 to P was correctly recorded in sales book but not posted to P's Account.
- (ii) Purchases book was undercast by ₹ 100.
- (iii) Cash paid to Brij Behari, ₹ 500 was debited to Bankey Behari as ₹ 5,000.
- (iv) Purchase of furniture ₹ 3,000 was recorded in Purchases Book.
- (v) Whitewashing charges ₹ 500 were debited to Buildings Account.

[Ans. Errors of Omission = (i), Errors of Commission = (ii), (iii), Errors of Principle = (iv), (v)]

2. Which of the above mentioned errors will not affect the trial balance?

[Ans. (iv) and (v)]

3. What will be effect of the above mentioned errors on the profits for the year?

[Ans. Increase in profit by ₹ 2,400]

### STEPS TO LOCATE ERRORS

Whenever there is a difference in the trial balance even by the smallest amount, the mistakes involved must be located. A small amount may be the net result of a number of mistakes and it is not safe to ignore a difference in trial balance howsoever, small it may be. The following steps are suggested to find out errors:

- (i) Total the debit and credit columns of the trial balance again. If one amount has been shown for a group of accounts (for example, in place of all customers individually, only one amount against "Sundry Debtors" may be shown), recheck the total of the list of such accounts.
- (ii) See that the balances of all accounts including the cash, bank balances have been written in the trial balance.
- (iii) See that there is no mistake in the balancing of the various accounts.
- (iv) Find out the exact difference in the trial balance. Look for such accounts which show the same amount. It is possible that the balance of the particular account has been omitted from the trial balance. Accounts showing a balance equal to half the difference should also be checked; the amount may have been written on the wrong side of the trial balance
- (v) Recheck the totals of the subsidiary books.
- (vi) If the difference is a large one, compare the figures with the trial balance of the corresponding date of the previous year. Any account showing a rather large difference over the figures of the corresponding trial balance of the previous year should be rechecked.
- (vii) Posting of all the amounts corresponding to the difference or half the difference should be checked.
- (viii) If the difference is still not traced, posting of the accounts will have to be checked. For this, it is better, first of all, to check the posting of the totals of subsidiary books such as sales book, purchases book, returns books etc. The subsidiary books should then be gone through to see if any items have not been posted. It should also be checked whether the various accounts have been opened with correct balances. Nominal accounts should be checked first, then real accounts and then personal accounts should be taken up.

### RECTIFICATION OF ERRORS

It is better to rectify errors always through journal entries. However, if an error is located immediately after it has been entered, the accountant may neatly cross out the wrong amount and initial the rectification. There should not be any overwriting. If however, some time has elapsed between the commission of the error and its detection, the error should be rectified by making suitable journal entries only.

### **Need for Rectification of Errors:**

- To present the correct accounting information.
- To show the accurate profit or loss made during the year by preparing the profit & loss account.
- To disclose the true financial position by preparing the balance sheet.

### **Rectification before the Preparation of Trial Balance**

When errors are detected before the preparation of the trial balance, it should be assessed whether they are one sided errors or two sided errors. According to the nature of errors, different steps are taken for their rectification.

- (a) Errors Affecting One Account (One Sided Errors): Errors affecting one account may occur due to the following reasons:
  - (i) Wrong casting.

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- (ii) Wrong balancing.
- (iii) Wrong posting.
- (iv) Wrong carry forward.
- (v) Forgetting to show an amount in the trial balance.

For rectification of these type of errors, no journal entry is required to be passed, only the relevant account, in the ledger is to be debited (for short debit or excess credit) or is to be credited (for short credit or excess debit) according to the situation.

While rectifying one sided errors it should be remembered that the double entry aspect of the rectifying entry will not be complete. For example, if P's account has been debited with  $\stackrel{?}{\sim}$  365 for credit sales of  $\stackrel{?}{\sim}$  356 correctly recorded in sales book, then the rectifying entry will be  $\stackrel{?}{\sim}$  9 made on the credit side of P's account only. No account will be debited with this amount of  $\stackrel{?}{\sim}$  9.

### **Illustration 1:**

Rectify the following:

- (i) An entry for the goods sold to Madhav for ₹1,020 was posted to his account as ₹1,200.
- (ii) ₹ 1,000 being the monthly total of discount allowed to customers was credited to discount account in the ledger.
- (iii) ₹ 2,750 received from Sohan was credited to Mohan as ₹ 3,750.
- (iv) Total of Purchases Book was ₹ 10,000 short.
- (v) Sales of old furniture for ₹ 1,750 to Old Wares Stores was recorded in sales book. Book value of the furniture was ₹ 2,500.

### Solution:

- (i) Credit Madhav with ₹ 180 saying "By Excess debit for sales on .....₹ 180".
- (ii) Debit the Discount Account with ₹ 2,000 saying "To Rectification of wrong credit of ₹ 1,000 for discount allowed.... ₹ 2,000.
- (iii) Credit Sohan with ₹ 2,750 and debit Mohan with ₹ 3,750.
- (iv) Debit Purchases Account with ₹ 10,000 saying "To Short total of Purchases Book..... ₹ 10,000".
- (v) Debit Sales Account with ₹ 1,750 and Loss on Sale of Furniture Account with ₹ 750 and credit Furniture Account with ₹ 2,500.
- **(b)** *Errors Affecting Two or More Accounts. (Two Sided Errors)*: Errors which affect two or more accounts are as follows:
  - (i) Errors of complete omission.
  - (ii) Errors in recording in the subsidiary books.
  - (iii) Errors in posting to wrong account with or without wrong amount.
  - (iv) Errors of principle.

For rectification of these types of errors, following steps may be taken:

- (i) Write down in the rough sheet, the correct entry necessary for recording the transaction.
- (ii) Write down in the rough sheet the entry that has actually been passed.

(iii) Pass in the journal the requisite entry to arrive at the correct entry of step (i) and cancel the entry of step (ii).

<b>Example:</b> A purchase of ₹ 5,000 from Rajesh entered in the purchases day book as ₹ 500. The rectification of this error shall involve:							
		₹	₹				
(a) Purchases A/c	Dr.	5,000		(correct entry)			
To Rajesh			5,000				
(b) Purchases A/c	Dr.	500		(entry passed)			
To Rajesh			500				
(c) The rectifying entry in the jou	rnal will be:						
Purchases A/c	Dr.	4,500		(rectifying entry)			
To Rajesh			4,500				

### Illustration 2:

Pass journal entries necessary to rectify the following errors:

- 1. An amount of ₹ 2,000 withdrawn by the proprietor for his personal use has been debited to Trade Expenses Account.
- 2. A purchase of goods from Nathan amounting to ₹ 3,000 has been wrongly entered in the Sales Book.
- 3. A credit sale of ₹ 1,000 to Santhanam has been wrongly passed through the Purchases Book.
- 4. ₹ 1,500 received from Malhotra have been credited to Mehrotra.
- 5. ₹ 3,750 paid on account of salary to the cashier Dhawan stands debited to his personal account.
- 6. A contractor's bill for extension of premises amounting to ₹ 27,500 has been debited to Building Repairs Account.
- 7. On 25th March, goods of the value of ₹ 5,000 were returned by Akash Deep and were taken into stock but the returns were entered in the books under date 3rd April, i.e.; after the expiration of the financial year on 31<sup>st</sup> March.
- 8. A bill of ₹ 2,000 for old office furniture sold to Sethi was entered in the Sales Day Book.
- 9. An amount of ₹ 800 received on account of interest was credited to Commission Account.

### Solution:

### Journal Entries

Date	Particulars	L.F.	Dr. (₹)	Cr. (₹
1.	Proprietor's Drawings Account Dr.		2,000	
	To Trade Expenses Account			2,000
	(For the amount withdrawn for personal use wrongly			
	charged to the trade expenses account)			
2.	(a) Sales Account Dr.		3,000	
	To Nathan			3,00
	(Being the cancellation of the entry passed through			
	the Sales Book) (b) Purchases Account Dr.		2 000	
	(b) Purchases Account Dr. To Nathan		3,000	3,00
				3,00
	(To record the credit purchases from Nathan)  Alternatively: It is better to pass a combine entry.			
	Sales Account Dr.		3,000	
	Purchases Account Dr.		3,000	
	To Nathan		3,000	6,00
	(For cancellation of entry passed through the Sales			0,00
	Book and record the credit purchases from Nathan)			
3.	Santhanam Dr.		2,000	
-	To Purchases Account		_,000	1,00
	To Sales Account			1,00
	(Rectification of the mistake caused by entering sale for	or		, , , , ,
	₹ 1,000 to Santhanam in the Purchases Book)			
4.	Mehrotra Dr.		1,500	
	To Malhotra			1,50
	(Being the rectification of wrong credit given to			
	Mehrotra instead of Malhotra)			
5.	Salaries Account Dr.		3,750	
	To Dhawan			3,75
	(Being the adjustment of salary wrongly debited to			
	the personal account of the cashier)		07.500	
6.	Building Account Dr.		27,500	07.50
	To Building Repairs Account			27,50
	(Being the adjustment of amount wrongly debited to the builder account for building repairs)			
7.	Returns Inwards Account Dr.		5,000	
٠.	To Akash Deep		3,000	5,00
	(Being the entry necessary to record the return			3,00
	inwards within the financial year)			
	Akash Deep Dr.		5,000	
	To Return Inwards Account		,,,,,,,	5,00
8.	Sales Account Dr.		2,000	
	To Office Furniture Account			2,00
	(Being the sale of old office furniture wrongly passed			
	through the sales book, error of principle)			
9.	Commission Account Dr.		800	
	To Interest Account			80
	(Being the adjustment of amount wrongly credited			
	to the commission account for interest received)	<u> </u>		<u> </u>

Note :- In entry 7, the entry passed to record the above returns made in 3<sup>rd</sup> July, will have to be canceled by passing a reverse entry under the same date.

### Rectification after the Preparation of Trial Balance but before the Preparation of Final Accounts

(a) *Errors Affecting One Account (One Sided Errors)*: Every one sided error detected after the preparation of trial balance will be rectified opening suspense account.

### **Suspense Account:**

When a trial balance does not agree efforts are made to locate errors and rectify them. However, if reason for disagreement of trail balance cannot be found, a new account called suspense account is opened in order to give trial balance an appearance of agreement. Then final accounts are prepared. Debit balance in suspense account is shown on assets side while credit balance is recorded on liabilities side.

A suspense account is opened in two instances i.e.

- (i) To balance a disagreed trial balance In the trial balance, if the debits are short the difference has to be debited to Suspense Account and if the credits are short, Suspense Account has to be credited to make trial balance agree apparently. Thus trial balance is tallied and final accounts are prepared. Later when errors are detected, the rectifying entries are passed. The suspense account will show balance until all entries are corrected. When all errors affecting the trial balance have been re ctified by means of journal entries, the Suspense Account will show no balance.
- (ii) To post uncertain items: Sometimes, an item cannot be posted to the correct account because of lack of information. In this case, all the errors are rectified by means of journal entries opening suspense account. Thus, suspense account is opened and is given the debit or credit as the case may be. When debit is short of credit, the difference is debited to Suspense Account making the debits equal to the credits. Similarly, if in a rectifying journal entry, credit is otherwise short of debit, the difference is credited to Suspense Account. Later when errors are detected, the rectifying entries are passed.

For instance, you received a remittance of ₹ 2,000, but you may not know who has sent the amount. Therefore, for the time being you may pass the following entry:

Cash Account Dr. 2,000

To Suspense Account 2,000

(Being remittance received from unknown person)

Later when you get the information that Mr. Ram Singh had sent the amount, then pass the following entry:

Suspense Account Dr. 2,000

To Ram Singh 2,000

(Being credit given for the sender for remittance which had been credited previously to suspense account)

### Illustration 3:

Pass journal entries to rectify the following errors assuming the existence of the necessary Suspense Account:

- (i) Goods bought from Mukesh amounting to ₹5,500 was posted to the credit of his account as ₹5,000.
- (ii) Sales book was overcast by ₹ 10,000.
- (iii) While carrying forward the total of one page of the Purchases Book to the next, the amount of ₹ 12,350 was written as ₹ 13,250.
- (iv) Cartage ₹ 780 paid on machinery newly acquired was debited to carriage inward account.
- (v) Purchases returns to Shivalker Bros. ₹ 3,100 were not recorded in purchases returns book but the account of Shivalker Bros. was duly debited with the amount.

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- (vi) Drawings of goods costing 300 were not recorded in the books of account.
- (vii) Whitewashing expenses, ₹ 670 were posted from cash book to the nominal account as ₹ 760.

Also prepare Suspense Account starting it with debit balance of ₹ 320. Have you any comments to offer on Suspense Account?

### Solution:

### Journal

Date	Particulars		LF	Dr.	Cr.
				Amount (₹)	Amount (₹)
(i)	Suspense Account	Dr.		500	
	To Mukesh				500
	(For rectification of short credit to Mukesh)				
(ii)	Sales Account	Dr.		10,000	
	To Suspense Account				10,000
	(For rectification of wrong total of Sales Book)				
(iii)	Suspense Account	Dr.		900	
	To Purchases Account				900
	(For rectification of wrong carry forward of total from one page to another in the Purchases Book)				
(iv)	Machinery Account	Dr.		780	
	To Carriage Inwards Account				780
	(For rectification of wrong debit to carriage inwards for cartage paid on newly acquired machinery)				
(v)	Suspense Account	Dr.		3,100	
	To Purchases Returns Account				3,100
	(For rectification of omission of credit to Purchases Returns Account for goods returned to Shivalkar Bros.)				
(vi)	Drawings Account	Dr.		300	
	To Purchases Account				300
	(For rectification of omission of drawings of goods costing ₹ 300 by the proprietor)				
(vii)	Suspense Account	Dr.		90	
	To Whitewashing Account				90
	(For rectification of excess debit to whitewashing account)				

### **LEDGER**

Dr. Suspense Account Cr.

	Particulars		₹		Part	iculars	₹
	То	Differnce in trial balance	320	(ii)	Ву	Sales Account	10,000
(i)	То	Mukesh	500				
(iii)	То	Purchases Account	900				
(v)	То	Purchases Returns	3,100				
(vii)	То	Whitewashing Account	90				
	То	Balance c/d	<u>5,090</u>				
			10,000				10,000

Comment: As suspense account still shows a balance, it means all errors have not yet been rectified.

- **(b)** *Errors Affecting Two or More Accounts (Two Sided Errors)*: For rectification of two sided errors, the following steps may be taken:
  - (i) Write down on the rough sheet, the correct entry necessary for recording the transaction.
  - (ii) Write down on the rough sheet, the entry that has actually been passed.
  - (iii) Pass in the journal, the requisite entry to arrive at the correct entry of step (i) and to cancel entry of step (ii).

Example: Sale of old furniture for ₹ 3,000 had of this error shall call for:	ıs been (	credited to	sales acco	ount. The rectification
(a) Cash Account	Dr.	3,000		(correct entry)
To Furniture Account			3,000	
(b) Cash Account	Dr.	3,000		(entry passed)
To Sales Account			3,000	
(c) The rectifying journal entry will be:				
Sales Account	Dr.	3,000		(rectifying entry)
To Furniture Account			3,000	

### Illustration 4:

Rectify the following errors by passing necessary journal entries:

- (i) Goods purchased for proprietor's use for ₹2,500 was debited to purchases account;
- (ii) ₹ 2,750 received from Hari Chand was debited to his account;
- (iii) Returns inward book was short totalled by ₹ 650.
- (iv) Interest received on deposit ₹ 500 had been debited in the cash book, but had not been credited to interest account.
- (v) ₹ 2,000 being purchases returned were posted to the debit of purchases account.
- (vi) Interest on overdraft ₹ 1,200 was not posted to the ledger from the cash book.
- (vii) An invoice for the purchase of machinery costing ₹ 10,000 was erroneously passed again and entered into the books.

### Solution:

### **Rectifying Journal Entries**

Date	Particulars		L.F.	Dr.	Cr.
				Amount (₹)	Amount (₹)
(i)	Drawings A/c	Dr.		2,500	
	To Purchases A/c				2,500
	(Being goods purchased for personal use was wrongly debited to purchases account, error now rectified)				
(ii)	Suspense A/c	Dr.		5,500	
	To Hari Chand				5,500
	(Being cash received from Hari Chand of ₹ 2,750 was wrongly debited to his account, now rectified)				
(iii)	Returns Inward A/c	Dr.		650	
	To Suspense A/c				650
	(Being returns inward book was under-cast by ₹ 650, now rectified)				
(iv)	Suspense A/c	Dr.		500	
	To Interest Received A/c				500
	(Being interest received had not been credited, error now rectified)				
(v)	Suspense A/c	Dr.		4,000	
	To Purchases A/c				2,000
	To Purchases Returns A/c				2,000
	(Being purchases returns wrongly debited to purchases account, now rectified)				
(vi)	Interest A/c	Dr.		1,200	
	To Suspense A/c				1,200
	(Being interest on overdraft not posted to the ledger from cash book, error now rectified)				
(vii)	Supplier's A/c	Dr.		10,000	
	To Machinery A/c				10,000
	(Being invoice for purchase of machinery recorded in books twice, now reversed)				

### **Rectification in the Next Accounting Period**

If errors are identified in the next accounting period, they are rectified as soon as they are detected. The method of rectification of errors in the next accounting period depends upon the fact whether the account affected was part of the trading and profit & loss account. If the account affected is not part of the trading and profit & loss account, the rectification is done in usual manner. However, if error involves an account having its impact on the profit, a Profit & Loss Adjustment Account is opened. While rectifying errors, all nominal

accounts are replaced by Profit & Loss Adjustment Account. Profit and Loss Adjustment Account is transferred to capital account of the sole proprietor or partner's capital accounts in the case of partnership. In the case of a joint stock company the account is transferred to Profit and Loss Appropriation Account.

### Examples:

(a) Wages of ₹ 2,500 paid for the installation of machinery charged to wages account. In the same accounting period, the rectifying entry would be:

₹

Machinery Account

Dr. 2,500

To Wages Account

2.500

But if the final accounts have been prepared, the wages account has been closed by transfer to trading account, so the rectifying entry will be:

**Machinery Account** 

r. 2,500

To Profit and Loss Adjustment Account

2,500

(b) Salaries paid ₹ 3,500 posted to wages account in the ledger. In the same accounting period, the rectifying entry would be:

Salaries Account

Dr. 3.500

To Wages Account

3,500

But if the final accounts have been prepared, no entry is required to be passed because both the accounts are nominal accounts and the profit has not been affected by the error.

### **Ascertainment of Correct Profit for the previous period**

If in an accounting period, errors affecting nominal accounts take place and they are not detected and rectified before the close of the books of accounts for the period concerned, the profit as revealed by the Profit and Loss Account for the period will be incorrect. The correct profit for the period can be ascertained in the next accounting period after all such errors have been detected and rectified. If the Profit and Loss Adjustment Account reveals a profit, it should be added to the profit, as revealed by the Profit and Loss Account of the previous period to know the correct profit for the previous period. On the other hand, if Profit and Loss Adjustment Account shows a loss, it would be deducted from the profit of the previous accounting period, to ascertain the correct profit for the previous year.

### **Illustration 5:**

The trial balance of M. Mukherjee did not tally on 31.3.2011. The following errors were detected afterwards. Pass the necessary journal entries to rectify the errors and find out the difference in trial balance assuming that all errors have been rectified.

- (i) A sum of ₹600 received from Mathur on 31.3.2011 was entered in the cash book on 2.4.2011.
- (ii) Returns inwards book was undercast by ₹ 300.
- (iii) The purchase of typewriter for ₹ 25,000 was entered in the purchases day book.
- (iv) Wages of workmen engaged in the construction of building amounting ₹ 35,000 were debited to wages account.
- (v) A purchase of ₹ 2,671 had been posted to the debit of supplier's account as ₹ 2,617.
- (vi) Goods amounting to ₹ 1,000 had been returned by Raju and were taken into stock, but no entry was passed in the books for the transaction.

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- (vii) ₹ 24,000 paid for purchase of T.V. for proprietors own use had been charged to miscellaneous expense account.
- (viii) A sale of ₹ 600 to Sethi was credited to his account with ₹ 60.
- (ix) A sale of ₹ 2,000 has been passed through the purchases journal.
- (x) ₹ 75 paid for repairs to furniture had been entered in the total column of petty cash book, but not entered in the appropriate analysis column, the total of which has been posted.

### Solution:

### **Rectifying Journal Entries**

Date	Particulars		L.F.	Dr.	Cr.
				(₹)	(₹)
(i)	Cash A/c	Dr.		600	
	To Mathur				600
	(Being cash received was not entered in the cash book, error now rectified)				
(ii)	Returns Inwards A/c	Dr.		300	
	To Suspense A/c				300
	(Being returns inward book was undercast by ₹ 300, error now rectified)				
(iii)	Typewriter A/c	Dr.		25,000	
	To Purchases A/c				25,000
	(Being typewriter purchased was wrongly pass through purchases day book, error now rectified				
(iv)	Building A/c	Dr.		35,000	
	To Wages A/c				35,000
	(Being wages paid for construction of building was wrongly debited to wages account, error rectified)	now			
(v)	Suspense A/c	Dr.		1,288	
	To Supplier's A/c (₹ 2,671 + ₹ 2,617)				1,288
	(Being purchase of ₹ 2,671 from supplier wron debited to his account by ₹ 2,617, error now rectified)	gly			
(vi)	Returns Inwards A/c	Dr.		1,000	
	To Raju				1,000
	(Being goods returned by Raju not entered in the books of account, now entered)				
(vii)	Drawings A/c	Dr.		14,000	
	To Miscellaneous Expenses A/c				14,000
	(Being purchase of T.V. for owner earlier charged to miscellaneous expenses account, error now rectified)	_			

Date	Particulars		L.F.	Dr.	Cr.
				(₹)	(₹)
(viii)	Sethi (600 + 60)	Dr.		660	
	To Suspense A/c				660
	(Being goods of ₹ 600 sold to Sethi wrongly credited to his account for ₹ 60, error now rectified)				
(ix)	Suspense A/c	Dr.		4,000	
	To Purchases A/c				2,000
	To Sales A/c				2,000
	(Being a sale of ₹ 2,000 wrongly passed throupurchases journal, error now rectified)	ıgh			
(x)	Repairs to Furniture Ae/c	Dr.		75	
	To Suspense A/c				75
	(Being repairs for furniture earlier posted in the general ledger from petty cash book, error now rectified)				

Dr.		Suspe	nse A/c		Cr.
Date	Particulars	Particulars Amount Date Particulars		Amount	
		₹			₹
	To Supplier's A/c	1,288		By Difference in trial balance	4,253
	To Purchases A/c	2,000		By Returns Inwards A/c	300
	To Sales A/c	2,000		By Sethi	660
				By Repairs to Furniture A/c	
					<u>75</u>
		<u>5,288</u>			<u>5,288</u>

### **Illustration 6:**

While closing his books of account, Om Prakash finds that the Trial Balance on that date, i.e. 31st March, 2011 is out by ₹ 907 excess debit. He places the difference in a newly opened Suspense Account and prepares his final accounts which reveal a profit of ₹ 14,780 for the year ended 31st March, 2011. In April 2011, the following errors were detected in the accounts for the year 2010-11;

- (i) Purchases book was undercast by ₹ 1,000.
- (ii) Cash received from Jamna Das ₹ 687 was posted to the debit of Janki Das as ₹ 678.
- (iii) Discount received ₹ 7,630 and discount allowed ₹ 6,873, the totals of the appropriate columns in cash book were not posted to the ledger.
- (iv) Schedule of debtors was totalled ₹ 16,280 instead of ₹ 16,380. Om Prakash maintains a provision for bad debts @ 5%.
- (v) Bank charges and interest, ₹ 115 remained unposted to the debit side of the nominal account.
- (vi) Depreciation on furniture ₹ 2,970 was wrongly recorded as ₹ 2,790.

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Pass journal entries to rectify the above mentioned errors, prepare Suspense Account and Profit and Loss Adjustment Account and ascertain the correct amount of profit for the year ending 31st March, 2011.

### Solution:

### Journal

Date	Particulars		LF	Dr.	Cr.
				Amount (₹)	Amount (₹)
(i)	Profit and Loss Adjustment Account	Dr.		1,000	
	To Suspense Account				1,000
	(Being rectification of error caused by undercasting of Purchases Book for the year 2010-11 by ₹ 1,000)	f			
(ii)	Suspense Account	Dr.		1,365	
	To Jamna Dass				687
	To Janki Dass				678
	(Being rectification of wrong debit of ₹ 678 to Janki Das and omission of credit of ₹ 687 to Jamna Das, in 2010-11 books)				
(iii)	Suspense Account	Dr.		757	
	To Profit and Loss Adjustment Account				757
	(Being rectification of omission of posting of discount received ₹7,630 and discount allowed ₹ 6,873 in 2010-11)				
(iv)	Schedule of Debtors Account	Dr.		100	
	Profit and Loss Adjustment Account	Dr.		5	
	To Suspense Account				100
	To Provision for Bad Debts Account				5
	(Being rectification of schedule of debtors and also rectification of Provision for bad debts account due to wrong basis on which the amount of bad debts was calculated in 2010-11)				
(v)	Profit and Loss Adjustment Account	Dr.		115	
	To Suspense Account				115
	(Rectification of omission of posting to bank charges and interest)				
(vi)	Profit and Loss Adjustment Account	Dr.		180	
	To Furniture Account				180
	(Being rectification of wrong entry for depreciation on furniture)				

### **Ledger Accounts**

Dr.		Suspense A	Account		Cr.
Date	Particulars	Amount	Date	Particulars	Amount
		₹			₹
2011			2011		
March			March	By Difference in Trial	
31	To Balance c/fd	907	31	Balance	907
2011	,		2011		
April 1	To Jamna Das	687	April 1	By Balance b/fd	907
				By P & L Adj. A/c	1,000
	To Janaki Das	678		By Schedule of	
				Debtors	100
	To P & L Adjustment	757		By P & L Adj. A/c	115
		2,122			2,122

Dr.	Profit and Loss Adjustment Account					
	Pari	ticulars	₹	Particulars	₹	
(i)	То	Suspense Account	1,000	(iii) By Suspense Account	757	
(iv)	"	Provision for Bad Debts	5	By Loss transferred to		
(v)	"	Suspense Account	115	Capital A/c	543	
(vi)	"	Furniture Account	<u>180</u>			
			1 300		1 300	

Actual profit for the year ended 31st March, 2011 = ₹ 14,780 - ₹ 543 = ₹14,237.

### **Illustration 7:**

The books of account of Bipin Lal for the year ended 31st March, 2011, were closed with a difference in the trial balance carried forward. Subsequently the following errors were detected:

- (i) ₹ 1,500 being the total of discount column on the credit side of the cash book was not posted in the general ledger.
- (ii) Closing stock was overstated by ₹ 9,000 being casting error in the schedule of inventory.
- (iii) Returns outwards book was undercast by ₹ 150.
- (iv) A credit sale of ₹ 870 was wrongly posted as 780 to the customer's account in the sales ledger.
- (v) ₹ 6,000 being the cost of purchase of office furniture was entered in the purchases book.

Pass rectification entries, prepare suspense account, and find the effect of correction on profit for the year ended 31st March, 2011.

### Solution:

### **Rectification Entries**

				L.F.	Dr.	Cr.
Date	Particulars				Amount	Amount
(i)	Suspense A/c	Dr.		1,500		
	To Profit and Loss Adjus	stment A/c				1,500
	(Being discount received not p book to ledger, error now recti		cash			
(ii)	Profit and Loss Adjustment A/	С	Dr.		9,000	
	To Stock in Trade					9,000
	(Being closing was overcast b	y ₹ 9,000, er	ror now rectified)			
(iii)	Suspense A/c		Dr.		150	
	To Profit and Loss Adjus	stment A/c				150
	(Being returns outwards under	rcast, error r	ow rectified)			
(iv)	Customer's		Dr.		90	
	To Suspense A/c					90
	(Being credit sale of ₹ 870 wro to the customer's account, erro					
(v)	Office Furniture A/c		Dr.		6,000	
	To Profit and Loss Adjus	stment A/c				6,000
	(Being purchase of office furni in purchases account, error no					
Dr.		Suspe	nse Account		<u> </u>	Cr.
	Particulars	Amount	Particula	ars		Amount
		(₹)				(₹)
То	Profit and Loss		By Balance	b/fd		
	Adjustment A/c	1,500	(Balanci	ng figure)		1,560
То	Profit and Loss		By Custome	er's A/c		90
	Adjustment A/c	<u>150</u>				
		<u>1,650</u>				<u>1,650</u>
Dr.	Pro	ofit and Los	s Adjustment Ac	count		Cr.
	Particulars	Amount	Particula	ars		Amount
		(₹)				(₹)

Dr.		Profit and Los	ofit and Loss Adjustment Account					
	Particulars	Amount		Particulars	Amount			
		(₹)			(₹)			
То	Stock in Trade	9,000	9,000 By By By By By	Suspense A/c Suspense A/c Office furniture A/c Loss transferred to Capital A/c	1,500 150 6,000 <u>1,350</u>			
		9,000		•	9,000			

### Illustration 8:

On 31st March 2011, an accountant of a sole proprietorship concern could not agree his trial balance. He put the difference in a newly opened suspense account and closed the books of account for the year. In the subsequent accounting year, the following errors in the books for the year 2010-11 were located:

- (i) ₹8,000 paid for purchase of office furniture was posted to the purchases account.
- (ii) The sales book was overcast by ₹ 100.
- (iii) Wages paid for installation of machinery, ₹ 2,750 had been debited to wages account as ₹ 5,250
- (iv) A cheque for ₹ 7,330 was received from Rao after allowing him a discount of ₹ 70. It was endorsed in favour of Sen in full settlement of ₹ 7,500. The cheque was dishonoured, but no entry for dishonour was passed in the books.

Pass journal entries to rectify the above-mentioned errors. Also prepare the suspense account and profit and loss account assuming that all the errors have been located.

### Solution:

### **Rectifying Journal Entries**

8,000
8,000
100
100
2,750
2,500
5,250
7,400
100
7,500

Dr.		Suspe	Cr.		
	Particulars	₹		Particulars	₹
То	Profit & Loss Adjustment A/c	2,500	Ву	Balance b/fd (difference in Trial Balance—balancing figure)	2,400
			Ву	Profit & Loss Adjustment A/c	<u>100</u>
		<u>2,500</u>			2,500

### Profit & Loss Adjustment A/c

	Particulars	₹		Particulars	₹
То	Suspense A/c	100	Ву	Office Furniture A/c	8,000
То	Sen	100	Ву	Machinery A/c	2,750
То	Capital A/c		Ву	Suspense A/c	2,500
	(Transfer of profit)	<u>13,050</u> <u>13,250</u>			<u>13,250</u>

### **LESSON ROUND UP**

- Accounting errors can be classified into errors of principle and clerical errors.
- Clerical errors are further classified into errors of omission, errors of commission and compensating errors.
- Some errors affect the agreement of trial balance and are disclosed by the trial balance i.e. errors in casting, carry forward, totaling, balancing of accounts etc.
- Some errors do not affect the agreement of the trial balance and hence are not disclosed such as
  errors of complete omission, errors of commission, compensating errors and errors of principles.
- Most of the errors are rectified by passing journal entries.
- The difference in trial balance is transferred to Suspense Account if the errors are not identified.
- Profit & Loss Adjustment Account is opened to rectify the entries in the next according period which involves nominal accounts.

	GLOSSARY
Accounting Errors	Mistakes committed by persons recording and keeping accounts.
Errors of Principle	These errors arise because of the failure to differentiate between capital expenditure and revenue expenditure and capital receipts and revenue receipts.
Errors of Commission	These errors arise due to some positive act of commission on the part of the person responsible for the maintenance of the books of account.
Errors of Omission	These errors arise as a result of some act of omission on the part of the person responsible for the maintenance of books of account.
Compensating Errors	The total effect of these errors is not reflected in the trial balance.

### **SELF-TEST QUESTIONS**

### **Practical Questions:**

- 1. On 31st March, 2011 the accountant of a firm, while preparing the final accounts for the year, finds that the trial balance is out by ₹ 1,000 excess credit. He places the amount in Suspense Account. In April 2011, the under mentioned errors are discovered:
  - (i) The opening balance of furniture and fittings account for 2010-11 was written as ₹ 6,700 instead of ₹ 7,600. The firm depreciates furniture and fittings @ 10% p.a. on written down value basis.
  - (ii) Sales Book for February 2011 was found overcast by ₹100.
  - (iii) A sum of ₹ 575 was received from I.N. Chakarvaty but the amount was wrongly credited to I.N. Chaturvedy.

- (iv) Cartage amounting to ₹ 125 paid in respect of new machinery purchased on 29th March was debited to carriage inwards account.
- (v) Goods invoiced at ₹ 130 were returned by Neelam Stores but by mistake an entry was passed in Returns Outwards Book.

Pass journal entries necessary to rectify the errors without affecting the profit for 2011-12. Also show Suspense Account.

- 2. How would you rectify the following errors?
  - (i) A sale of goods of the value of ₹ 2,500 to R. Roberts has been wrongly debited to Robertson & Co.
  - (ii) A purchase of ₹ 1,500 from S. Narayan instead of being credited to him from the Invoice Book, has been wrongly debited to him.
  - (iii) Cash ₹ 750 received from P.Basu and entered on the receipt side of the cash book has not been posted.
  - (iv) A payment of ₹ 250 made to J. Jones for cash purchase of goods from him stands debited to his account.
  - (v) A payment of ₹ 3,000 in respect of salary has been posted twice to salaries account.
  - (vi) An amount of ₹ 4,500 drawn by the proprietor for his personal use stands debited to general expenses account.
  - (vii) The total of the discount column on the debit side of the cash book a month has been added short by ₹ 200.
  - (viii) ₹ 400 relating to purchase of office stationery has been wrongly debited to the personal account of the proprietor.
  - (ix) A credit purchase of ₹ 750 from Ramdas & Co. stands wrongly credited to Ramji & Co.
- 3. After getting an agreed trial balance, the account of M/s Senco brother drafted the trading and profit loss a/c and the balance sheet. The following errors were then detected by the auditors:
  - (a) ₹ 2,500 received from the insurance company in full payment of claim for loss of stock in transist was deposited by the proprietor into his private bank account and was not recorded in the business books.
  - (b) Goods purchased for ₹ 2,000 were included in stock, but the invoice was not entered in the books for the period under review.
  - (c) There were compensating errors in the books i.e. (i) a payment of ₹ 300 as commission to a sales agent had not been posted from the cash book; (ii) dividends received were undercast by ₹ 100; (iii) purchases amounting to ₹ 190 were not posted to the account of the supplier from purchases journal and (iv) debit side of a customer's account in the sales ledger was overcast by ₹ 10.
  - (d) Goods sold for ₹ 500 were returned by a customer, but no record of this return was made in the books although the returned goods were included in the stock at their cost price, ₹ 380.

Show the journal entries and effect of these errors and summarise the alterations necessary in the originally drafted statement of accounts.

- 4. A merchant, while balancing his books of account, finds that the trial balance shows ₹ 3,765 excess credit. Being required to prepare the final accounts, he places the difference to a newly opened suspense account, which he carries forward. In the next accounting year, he locates the following errors:
  - (i) A sale for ₹ 4,000 has been passed through the purchases book. The customer's account has, however, been correctly debited.
  - (ii) A sum of ₹ 896 paid to Dwarka Prasad has been credited to Durga Prasad as ₹ 869.
  - (iii) Salary ₹ 1,500 paid to a peon has been debited to the peon's personal account.

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	Draft journal entries necessary for rectifying the above-mentioned errors.
	Prepare the suspense account and show the ultimate effect of the errors on the last year's profit by preparing profit and loss adjustment account.
-	
-	
-	

(iv) Schedule of debtors has been totalled ₹ 66,560 instead of ₹ 76,560. A provision for bad debts

@ 5% of the debtors has been created.

# Lesson 4 Accounting Process – III (Capital and Revenue Items)

## **LESSON OUTLINE**

- Capital Expenditure
- Revenue Expenditure
- Difference between Capital and Revenue Expenditure
- Deferred Revenue Expenditure
- Comparison between Capital and Deferred Revenue Expenditure
- Capital and Revenue Receipts
- Difference between Capital and Revenue Receipts
- Capital and Revenue Profits
- Capital and Revenue Losses
- Review Questions
- Contingent Assets
- Contingent Liability
- Lesson Round Up
- Glossary
- Self-Test Questions

### LEARNING OBJECTIVES

The main purpose of accounting is to ascertain and present the true results of the business in terms of profit or loss during a particular accounting period. The profit or loss of a business can be ascertained by matching business revenues against the cost of the same period. Therefore, a clear understanding between capital and revenue (expenditures and receipts) is necessary for the correct ascertainment of profit or loss as revenue items are included only in income statement and capital items form part of balance sheet figures. The distinction between the capital and revenue transactions is done by analysing the basic nature of transactions. The classification depends upon the recurringness of the transaction and the relation of the transaction to an accounting period. In this lesson, we will study in detail about basic concept of capital and revenue receipts and expenditure. Herein, we would also touch in brief about the concept of contingent assets and

liabilities of business.

There is no business like show business, but there are several businesses like accounting.

**David Letterman** 

### CAPITAL EXPENDITURE

Capital expenditure is that expenditure which results in acquisition of an asset or which results in an increase in the earning capacity of a business. The benefit of such expenditure lasts for a long period of time.

Examples: Purchases of land, buildings, machinery, furniture, patents, etc. All these assets stay in business and are used again and again. Other examples are money paid for goodwill (like the right to use the established name of an outgoing firm) since it will attract the old firm's customers and thus will result in higher sales and profits; money spent to reduce working expenses like conversion of hand-driven machinery to power-driven machinery and expenditure enabling a firm to produce a large quantity of goods. Expenditure which does not result in an increase in capacity or in reduction of day-to-day expenses is not capital expenditure, unless there is a tangible asset to show for it.

All sums spent up to the point an asset is ready for use should also be treated as capital expenditure. Examples are: fees paid to lawyer for drawing a purchase deed of land, overhauling expenses of second hand machinery, cartage paid for bringing machinery to the factory from supplier's premises and money spent to install a machinery; and even interest on loans taken to acquire fixed assets only for the period before the asset becomes operational.

### REVENUE EXPENDITURE

Expenses whose benefit expires within the year of expenditure and which are incurred to maintain the earning capacity of existing assets are termed as revenue expenditure. Amounts paid for wages, salary, carriage of goods, repairs, rent and interest, etc., are items of revenue expenditure. Depreciation on fixed assets is also a revenue expenditure. To the extent the materials are used up, they will be revenue expenditure. Similarly, cost of goods sold is revenue expenditure. Costs incurred to acquire an asset are capital but costs incurred to keep them in working condition or to defend their ownership are revenue. Fee paid to a lawyer for checking whether all the papers are in order before land is purchased is capital expenditure. But if later a suit is filed against the purchaser, the legal costs will be of revenue type.

### DIFFERENCE BETWEEN CAPITAL AND REVENUE EXPENDITURE

The following are the points of distinction between capital expenditure and revenue expenditure:

- (i) Capital expenditure is incurred in acquiring or improving permanent assets which are not meant for resale. But revenue expenditure is a routine expenditure incurred in the normal course of business and includes cost of sales as also the upkeep of fixed assets etc.
- (ii) Capital expenditure seeks to improve the earning capacity of the business whereas revenue expenditure is incurred to maintain the earning capacity of the business.
- (iii) Capital expenditure is normally a non-recurring outlay but revenue expenditure is usually a recurring item.
- (iv) Capital expenditure produces benefits over several years. Hence, only a small part is charged as depreciation to income statement and the rest appears in the balance sheet. But revenue expenditure is consumed within an accounting year and the entire amount is charged to the (current year's) income statement. Hence, it does not appear in the balance sheet. Deferred revenue expenditure is however an exception to this rule.

### **DEFERRED REVENUE EXPENDITURE**

There are certain expenses which may be in the nature of revenue but their benefit may not be consumed in the year in which such expenditure has been incurred; rather the benefit may extend over a number of years. All such expenditures are basically in the nature of revenue expenditure, eg. heavy advertising expenditure incurred in introducing a new line or developing a new market. Charges of these expenses are deferred because such expenses benefit more than one accounting period. The matching principle demands this. The basis of charge is usually proportionate to the benefit consumed/reaped.

The practice which varies considerably is to write off the amount over the period of years in which the benefit is expected to accrue say 3 to 5 years. If the expenditure can be ear-marked as being in respect of a specified object, the expenditure should be written off during the life of that object. Example: Heavy advertising expenses on a new product, accidental losses like loss arising from a fire or an earthquake; the loss may be spread over a few years. The deferred revenue expenditure not yet written off is shown on the assets side of the balance sheet.

Thus, deferred revenue expenditure is revenue in character but —

- (i) the benefit of which is not exhausted in the same year, or
- (ii) is applicable either wholly or in part of the future years, or
- (iii) is accidental with heavy amount and it is not prudent to charge against the profit of one year.

The deferred revenue expenditure may be classified into the following three categories:

- (i) Expenditure partly paid in advance, where a portion of the benefit has been derived within the accounting period and the balance will be reaped in a number of future years. Therefore, the benefit to be reaped in future is shown in the balance sheet as an asset e.g. special advertising expenditure for a new product.
- (ii) Expenditure in respect of service rendered which for any sound reason is considered as an asset or more properly not considered to be allocable to the one accounting period e.g. cost of experiments, discount on issue of debentures etc.
- (iii) Amounts representing loss of an exceptional nature e.g. property confiscated in a foreign country, loss on uninsured assets, etc.

### COMPARISON BETWEEN CAPITAL AND DEFERRED REVENUE EXPENDITURE

The main feature of capital expenditure is that it results in a benefit which will accrue to the business enterprise for a long time, say 10 or 15 years. Deferred revenue expenditure also results in a benefit which will accrue in future period but generally for 3 to 5 years.

The capital expenditure or the resulting asset is usually capable of being reconverted into cash though may be at a loss. This is not possible in the case of deferred revenue expenditure. At times, heavy loss such as loss due to earthquake is treated as deferred revenue expenditure in the sense that they are written off over a period of 3 to 5 years. Such a loss cannot be treated as a capital expenditure.

### **CAPITAL AND REVENUE RECEIPTS**

Capital receipts comprise of payments or contributions into the business by the proprietor, partners or shareholders towards the capital of the firm and also any sum received from debenture-holders, any loans and the proceeds of sale of any fixed assets of a business enterprise.

Revenue receipts is the outcome of a firm's activity in the accounting period, part of its rewards for offering goods or services to the public e.g. sales, commission, fees received for services, interest on investment, etc. Revenue receipts must be set off against the revenue expenses in order to calculate the profit or loss of the business in an accounting period. Capital receipts and expenditure have no bearing on the profit or loss for the accounting period. The distinction between capital receipts and revenue receipts can be drawn as follows:

### DEFFERENCE BETWEEN CAPITAL RECEIPTS AND REVENUE RECEIPTS

Capital Receipts	Revenue Receipts
(i) Amount realised by the sale of fixed assets or by issue of shares or debentures is a capital receipt.	(i) Amount realised by sale of goods or rendering services is always revenue receipt.
(ii) A receipt in substitution of a source of income is a capital receipt.	(ii) A receipt in substitution of an income is a revenue receipt.

- (iii) Amount received for surrender of certain rights under an agreement is a capital receipt, because a capital asset is being given up in the form of these rights.
- (iv) Instead of lump sum payment if the payment is received in installments, it is a capital receipt.
- (v) Amount realised from the sale of a capital asset or investment is capital receipt.
- (iii) Amount received as compensation under an agreement for the loss of future profits is a revenue receipt.
- (iv) If an income is received in a lump sum it is a revenue receipt.
- (v) Amount realised from the sale of an asset kept for sale is revenue receipt.

### CAPITAL AND REVENUE PROFITS

While preparing the final accounts, distinction has to be made between capital profits and revenue profits. Revenue profits are earned in the ordinary course of business. They appear in the profit and loss account and are available for distribution as profit, or for creating reserves and funds, or for being used in the business. However, capital profits are those which are earned as a result of selling some fixed assets, or in connection with raising capital for the firm. For instance, a building purchased for ₹ 1,50,000 was subsequently sold for ₹ 1,75,000, this ₹ 25,000 will be profit of capital nature. Similarly, when a company issues its shares of the face value ₹ 100 for ₹ 105 each, it is said that shares have been issued at a premium, which is capital profit. Capital profits are either capitalized i.e. transferred to capital account or transferred to capital reserve account which may be utilized for meeting capital losses.

### CAPITAL AND REVENUE LOSSES

Revenue losses are the losses which arise during the normal course of business whereas capital losses are those which occur when selling fixed assets or raising share capital. If a building purchased for  $\stackrel{?}{\stackrel{\checkmark}}$  50,000 is sold for  $\stackrel{?}{\stackrel{\checkmark}}$  45,000, there will be capital loss of  $\stackrel{?}{\stackrel{\checkmark}}$  5,000. Similarly, when shares of the face value of  $\stackrel{?}{\stackrel{\checkmark}}$  100 are issued at  $\stackrel{?}{\stackrel{\checkmark}}$  95 i.e. at a discount of  $\stackrel{?}{\stackrel{\checkmark}}$  5, the amount of discount will be a capital loss.

Treatment of capital losses is not different from that of capital profits. Just as capital profits are not shown in the profit and loss account, similarly capital losses are not shown in the profit and loss account. They are shown in the balance sheet on the assets side. As and when capital profits arise, capital losses are gradually written off against them. If however, capital losses are huge, the common practice is to spread them over a number of years and charge a part thereof to profit and loss account of each such year. But if they are negligible, they are debited to profit and loss account of the year in which they occur.

### REVIEW QUESTIONS



1. Expenses v	whose benefit expires within the year are
2	profits are earned in the ordinary course of business.

Payment into the business by proprietor is \_\_\_\_\_ receipt.

4.	White	washing	charges	of	office	building	is	an	example	of	
ex	penditu	ıre.									

### **Illustration 1:**

State which of the following expenditures are capital, revenue, deferred revenue expenditures and capital loss:

- (i) Cost of overhauling and painting a second hand truck newly purchased.
- (ii) Cost of making more exits in a cinema hall under order of the Government.
- (iii) ₹ 25,000 were spent on air conditioning the office of the General Manager.
- (iv) An old machine which stood in the books at ₹ 15,000 was sold for ₹ 13,000.

- (v) ₹ 2,000 were paid as municipal tax in connection with a building which was purchased last year for ₹ 2,00,000.
- (vi) ₹ 30,000 were spent on heavy advertising in connection with the introduction of a new product.
- (vii) ₹ 500 was paid out in connection with carriage on goods purchased.
- (viii) A temporary room constructed for ₹ 25,000 for storing raw material for the construction of a big building.
- (ix) ₹ 50,000 was spent on putting up a gallery in a theatre hall.
- (x) Freight and cartage amounting to ₹ 4,000 were paid on purchase of a new plant and a sum of ₹ 2,000 was spent as erection charges of that plant.

### Solution:

- (i) When a second hand machine is purchased, the entire expenditure incurred in the beginning to make it fit for working is treated as capital expenditure. The value of the machine is increased by the amount spent. Therefore, the cost of overhauling and painting the truck will be treated as capital expenditure.
- (ii) Making more exits in a cinema hall does not increase the capacity of the hall and therefore, it should be treated as revenue expenditure.
- (iii) The sum of ₹ 25,000 spent on air conditioning the office of General Manager is capital expenditure because it represents a fixed asset. Moreover, the effect of air conditioning will be available for several years to come, and it can possibly be disposed of, if desired, at a future date, when it will fetch some amount.
- (iv) The old machine costing ₹ 15,000 was sold for ₹ 13,000 only, and the loss of ₹ 2,000 is clearly a capital loss.
- (v) ₹ 2,000 paid by way of municipal tax on a building purchased is an item of revenue nature. It is an expenditure of routine nature, which was necessary for using the building.
- (vi) Since the benefit of ₹ 30,000 spent on advertising will occur for several years, it is of capital nature. It may be treated as a deferred revenue expenditure and be written off against the profit and loss account of a number of years.
- (vii) The expenditure of ₹ 500 incurred on carriage on goods purchased is of revenue nature because the goods are meant for resale.
- (viii) ₹ 25,000 spent on construction of temporary room should be treated as capital expenditure because it was necessary for the construction of the main building. The cost of the room will be added to the cost of the building.
- (ix) When a new gallery is put up, it will increase the number of seats (capacity) of the hall. Therefore, this cost of ₹ 50,000 should be treated as a capital expenditure.
- (x) The expenditure incurred by way of freight and cartage amounting to ₹ 4,000 and the erection charges of ₹ 2,000 are both of capital nature. The former has been incurred in connection with the receipt of a capital asset while the latter has been incurred for erecting it so that it may be used for business purposes.

### **Illustration 2:**

State whether the following expenses are capital, revenue or deferred revenue expenditure:

- (i) A Ltd. spent ₹ 2,00,000 for overhauling the machinery which improved the capacity utilization and saved running expenditure by ₹ 15,000 p.a.
- (ii) M/s Capital Properties, property dealers, purchased ten flats @₹ 7,00,000 each.
- (iii) A firm incurred ₹ 10,000 to retain the title of a land purchased for business in litigation with third party.
- (iv) Compensation paid to undesirable employees.

- (v) M/s Durga & Co. spent ₹ 2,50,000 for organizing an Inter-school Cricket Tournament in Delhi. This was held for advertising their new school bag and certain books and stationery which they wanted to market
- (vi) ₹ 12,000 paid to Mahanagar Telephone Nigam Ltd. for installing a telephone in the office.
- (vii) Damages paid on account of breach of contract to supply certain goods.
- (viii) ₹ 25,000 has accrued during the year on term loan obtained and utilized for the construction of factory building and purchase of machinery, however, the production did not commence till the last date of the year.
- (ix) Imported goods worth ₹ 1,75,000 confiscated by customs authorities for non-disclosure of material facts.
- (x)  $\stackrel{?}{\sim}$  20,000 spent for the trial run of newly installed machinery.

### Solution:

- (i) Expenses for overhauling the machinery increased capacity utilization which contributes to increase the revenue generating capacity. Also, saving in revenue expenditure for more than one accounting period will accrue from this overhauling which will increase future profits. Hence, this expense is capital in nature.
- (ii) Purchase of flats in the ordinary course of business by property dealers is revenue expenditure as flats are stock in trade for them.
- (iii) Legal expenses incurred to retain the title of land are expenses for maintaining the asset. The expenses will not generate any revenue in future directly. Hence, it is revenue in nature.
- (iv) Compensation paid to retrench undesirable employees is expected to increase revenue earning capacity of the business because such undesirable employees would either waste resources or time with adverse effect on profit. The expenditure is capital in nature.
- (v) The purpose of expenses incurred for organizing the Inter-School Cricket Tournament is to advertise for some new products. This advertisement has some enduring effect so far as the marketability of the new products is concerned. The expense may be treated as deferred revenue expenditure.
- (vi) The money deposited with Mahanagar Telephone Nigam Ltd. for acquiring a telephone connection is treated as an asset; hence it is a capital expenditure.
- (vii) Damages paid on account of the breach of contract to supply certain goods are treated as revenue expenditure incurred in the ordinary course of the business.
- (viii) Interest accrued on term loan obtained and utilized for the construction of factory building and purchase of machinery should be treated as capital expenditure since commercial production did not start till the last date of the accounting year.
- (ix) The confiscation of imported goods by the customs authorities is a loss arisen on account of negligence and is of abnormal nature. It is appropriate to write it off to profit and loss account over a period of 2 to 5 years treating it as a deferred revenue expenditure.
- (x) Expenses incurred for trial-run of newly installed machinery is capital expenditure in nature.

### CONTINGENT ASSETS AND CONTINGENT LIABILITY

### (i) CONTINGENT ASSETS:

The assets in which the possibility of an economic benefit depends solely upon future events that can't be controlled by the company are contingent assets. Due to the uncertainty of the future events, these assets are not placed on the balance sheet. However, they are presented in the company's financial statement notes. These assets are often simply rights to a future potential claim based on past events.

"A contingent asset is a possible asset that arises from past events the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the enterprise."

Contingent assets usually arise from unplanned or other unexpected events that give rise to the possibility of an inflow of economic benefits to the enterprise.

Contingent assets are not recognized in financial statements since this may result in the recognition of income that may never be realised. It is usually disclosed in the report of the approving authority where an inflow of economic benefits is probable. However, when the realisation of income is virtually certain, then the related asset is not a contingent asset and its recognition is appropriate.

Example: A potential settlement from a lawsuit or legal processes. The company does not have enough certainty to place the settlement value on the balance sheet, so it can only mention about the potential in the notes. This improves the accuracy of financial statements.

### (ii) CONTINGENT LIABILITY

The possibility of an obligation to pay certain sums dependent on future events is known as contingent liability. Contingent liabilities are liabilities that may or may not be incurred by an entity depending on the outcome of a future event.

They are defined obligations by a company that must be met, but the probability of such payment is minimal. An enterprise does not recognize a contingent liability. These liabilities are recorded in a company's accounts and shown in the balance sheet only when both probable and reasonably estimable. The nature and extent of the contingent liabilities is described in the footnote to the balance sheet.

Some good examples of a contingent liability would be an outstanding lawsuit, bank guarantee etc. Suppose, if a company is sued by a former employee for ₹500,000 for age discrimination, the company will have a liability if it is found guilty. However, if the company is not found guilty, the company will not have an actual liability. Such a liability is known as a contingent liability.

"A contingent liability is a possible obligation that arises from past events and the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the enterprise. It is a present obligation that arises from past events but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation or a reliable estimate of the amount of the obligation cannot be determined".

### **LESSON ROUND UP**

- All items of capital expenditure are taken in the balance sheet while all items of revenue nature are taken in the profit and loss account.
- Deferred revenue expenditure is revenue in character but the benefit of it is not exhausted in the same year, or is applicable either wholly or in part of the future years, or is accidental with heavy amount and it is not prudent to charge against the profit of one year.
- Revenue receipts must be set off against the revenue expenses in order to calculate the profit or loss of the business in an accounting period.
- Capital receipts and expenditure have no bearing on the profit or loss for the accounting period.
- Revenue profits appear in the profit and loss account and are available for distribution as profit, or for creating reserves and funds, or for being used in the business.
- Capital profits are either capitalized i.e. transferred to capital account or transferred to capital reserve account which may be utilized for meeting capital losses.
- Contingent assets are not recognized in financial statements since this may result in the recognition of income that may never be realised.
- Contingent liabilities are recorded in a company's accounts and shown in the balance sheet only when both probable and reasonably estimable.

	GLOSSARY
Capital Expenditure	Expenditure incurred in acquiring or improving an asset which is not meant for sale.
Revenue Expenditure	Expenditure of a routine nature and incurred to maintain an asset.
Deferred Revenue Expenditure	Heavy expenditure of revenue nature
Capital Receipts	Payments or contributions into the business by the sole proprietor, partners or other shareholders towards the capital of the firm.
Revenue Receipts	Outcome of a firm's activity as rewards for offering goods or services to the public.
Revenue Profits	Earned in the ordinary course of business.
<b>Capital Profits</b>	Earned as a result of selling some fixed assets or raising capital for the firm.
Revenue Losses	They arise during the normal course of business
Capital Losses	They occur on selling the fixed assets or in raising of share capital.
<b>Contingent Assets</b>	They are rights to a future potential claim based on past events.
Contingent Liabilities	These are defined obligations by a company that must be met, but the probability of such payment is minimal.

### **SELF-TEST QUESTIONS**

- 1. State the considerations which would guide you in deciding whether any particular expense should be regarded as capital expenditure or revenue expenditure.
- 2. Explain deferred revenue expenditure with examples.
- 3. What are contingent assets and contingent liabilities? Give examples.
- 4. Distinguish between capital receipts and revenue receipts.
- 5. Differentiate between capital expenditure and deferred revenue expenditure.
- 6. State in each of the following cases whether the expenditure is (a) capital expenditure, (b) revenue expenditure, or (c) deferred revenue expenditure.
  - Repairs to furniture.
  - Legal expenses incurred to defend a suit for breach of contract to supply goods.
  - Custom duty paid on imported machinery.
  - Heavy expenditure incurred on advertising a new product.
  - Carriage paid on goods purchased.
  - Amount spent to overhaul a motor truck purchased second-hand.
  - Wages paid to workers for setting up new machinery.
  - Preliminary expenses incurred in setting up a joint stock company.
  - Wages paid to workers for converting raw material into finished goods.
  - Office rent paid in advance for three years.

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# Lesson 5 Bank Reconciliation Statement

## **LESSON OUTLINE**

- Introduction
  - Bank
  - Types of Personal Accounts in Bank
  - Deposits
  - Withdrawals
  - Bank Pass Book
  - Bank Reconciliation Statement
- Review Questions
- Causes of difference between bank balance as per cash book and pass book
- Significance of Bank Reconciliation
   Statement
- Procedure of Preparing Bank Reconciliation Statement
- Preparation of Bank Reconciliation
   Statement when overdraft balances are given
- Preparation of Bank Reconciliation
   Statement when extracts of cash book and pass book are given
- Lesson Round-Up
- Glossary
- Self-Test Questions

### LEARNING OBJECTIVES

In the modern times, business operates in a financial system of the country wherein it uses the facilities and services provided by the banks. Most of the business houses conduct majority of transactions through bank accounts. Business enterprises record transactions with the bank in the bank column of the cash book. Bank also maintains accounts of customers in its ledger book which are supplied to customers by the bank in the form of a statement or a book. So, it becomes necessary to compare and check the transactions done with the bank and those recorded in the books of accounts of organisation. Bank reconciliation statement is a tool for such comparison and arriving at the causes and amount of difference between the two, if any.

In this lesson, we will study in detail about reconciling the bank account with the bank balance as per cash book of any organization.

All the money's kind of sitting in a bank account.

**Alex Tew** 

### INTRODUCTION

#### **Bank**

A bank is an institution which deals in money. Its main business is to accept deposits and to lend money. It also collects money and makes payments on behalf of its clients. Bank account is a personal account and the account-holders record their transaction with the bank in a similar manner as they do with any other person.

### **Types of Personal Accounts in Bank**

Money can be deposited with a bank in following types of accounts.

- (i) Current Account: In a Current Account, money can be deposited as often as desired and also, it can be withdrawn without notice as often as necessary. In this account, with the permission of the bank, the amount withdrawn can be in excess of the amount deposited; the excess amount withdrawn is called overdraft. Generally, no interest is allowed by banks on deposits in current accounts. On the other hand, a charge is made by the bank, known as bank charges periodically. The client can instruct the bank to collect money, say interest or dividends on investments made by the client and to make payments say premiums of insurance policy on his behalf. The bank credits the client's account with such collections made and debits the client's account with such payments. It charges money for such services; the amount of the charge is debited by the bank to the client's account. Businessmen invariably prefer the current account to other two accounts as this account alone meets all their requirements.
- (ii) Savings Account: In a Savings Bank Account, deposits can be made as often as required but there are restrictions on the number as well as amount of withdrawals that can be made and hence a savings bank account fails to meet the requirements of most of the businessmen. But this account has the advantage that bank allows interest on the deposits made in it. This account is really meant for individuals who wish to save or institutions which do not need withdrawals very often.
- (iii) Fixed Deposit Account: In a Fixed Deposit, money is deposited only once and cannot be withdrawn before the expiry of that period for which it is made. The bank pays interest on such deposits. Fixed deposit is evidenced by a receipt called Fixed Deposit Receipt issued by the bank in the name of the depositor. The receipt has to be surrendered to the bank on the expiry on the stipulated date for withdrawal of money deposited and interest allowed thereon by the bank.
- (iv) Recurring Deposit Account: In Recurring Deposit Account, a fixed amount of money is deposited every month for a fixed tenure mostly ranging from one to five years. The small monthly saving in the Recurring Deposit Scheme enable the depositor to accumulate a handsome amount on maturity. The bank pays interest on such deposits compounded quarterly at a fixed rate.

### **Deposits**

In savings accounts and current accounts, a deposit is made by filling up a form called pay-in-slip. There is a counterfoil which is stamped by the bank's cashier and signed by him and returned to the client. This counterfoil is evidence that money has been duly received by the bank. Separate pay-in-slips have to be filled in for depositing cash and cheques. Also, there are different pay in slips for local and out-station cheques.

### **Withdrawals**

Withdrawals are made by means of cheques. A cheque is an unconditional order on the bank made by the client instructing the bank to pay a certain sum of money to the person named in the cheque or his order or the bearer. In the case of a savings bank account withdrawals may be allowed by filling in withdrawal form supplied by the bank rather than cheques.

The money deposited with bank is debited to bank account while money withdrawn from the bank is credited to bank account. The record of money deposited and withdrawn from the bank is maintained by the business in its cash book with bank columns which can be balanced on any date and the balance so arrived at is known as bank balance as per cash book.

### **Bank Pass Book**

The bank on its part maintains in its ledger the account of its customers. Pass book is a copy of the clients' account in the bank's ledger. Bank issues pass book to its clients. It is the duty of the client to send it to bank at intervals so that transactions can be recorded up-to-date. Pass book shows the transactions already entered into by the bank and the client (like cheques and cash deposited, amounts withdrawn, cheques paid by the bank, collections and payments made by the bank on behalf of the client) and the balance or overdraft shown by the client's account at the bank. The money deposited by the customer is credited to his account and the money withdrawn from the bank is debited to his account. The balance as per bank ledger indicated in the bank pass book is called the bank balance as per pass book.

### **Bank Reconciliation Statement**

The bank pass book and bank columns of the cash book record the same transactions. In the pass book, the transactions are recorded from the point of view of the bank whereas in cash book they are recorded from the point of view of the client. The bank balance as per pass book, can therefore, be expected to be equal to the bank balance as revealed by the cash book. However, in actual practice the two balances rarely agree because of the time lag of a few days between the entries made by the firm in cash book and by the bank in the pass book. Thus, a comparison is necessary to find out the items on account of which differences have arisen and a need to reconcile the two balances. Thus, a bank reconciliation statement is a statement which is prepared as on a particular date to reconcile the bank balance as per cash book with balance as per pass book by showing all causes of difference between the two.

### **REVIEW QUESTIONS**



### Fill in the blanks.

This is the blanks.
(a) A bank is an institution which deals in
(b) In a, money can be deposited as often as desired and also, it can be withdrawn without notice as often as necessary.
(c) In a savings bank account, restrictions are made on the as well as of withdrawals.
(d) A deposit is made by filling up a form called
(e) In Recurring Deposit Account, deposits are made once in

### CASUSES OF DIFFERENCE BETWEEN BANK BALANCE SHOWN BY CASH BOOK AND **PASS BOOK**

The following are the reasons for the difference between the balances shown by the cash book and the pass book.

### (i) Cheques issued but not presented for payment:

When a cheque is drawn or issued in favour of a third party, it is immediately recorded in the cash book by debiting the party and crediting the bank and this has the effect of reducing the bank balance in the cash book. But the bank will not debit client's account until that cheque is presented for payment, and honoured. So long as it is not presented, the balance shown in the pass book is more than the balance shown by the cash book.

### (ii) Cheques deposited for collection but not yet collected:

The client debits bank column of cash book as soon as he deposits cheques with the bank for collection, but the bank credits client's account only when it has collected cash on the cheque so deposited. It results in bank balance as per cash book being higher than the balance as per pass book.

### (iii) Bank charges not entered in the cash book:

The bank charges some amount from each customer by way of incidental charges, collection charges, etc.

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and debits his account for this reason from time to time. As soon as these charges are made, the bank debits the customer's account in its own books and this reduces the bank balance. But the customer will know such charges only when he receives a statement of account from the bank, until then, bank balance as per pass book will be less than bank balance as per cash book.

### (iv) Interest credited or debited by bank, not entered in the cash book:

When bank allows interest to a customer for deposits, it will credit customer's account and his bank balance as per pass book will increase. But the customer will not pass the entry in cash book simultaneously till he knows the fact, thus the balances will differ. Likewise, interest on overdraft is debited to the customers' account and till the same is not entered in the cash book, will result in a difference in the balances.

### (v) Direct collections on behalf of customers:

A banker may receive amounts due to the customer by way of dividends, rent, interests etc. directly from the persons concerned on account of standing instructions of the customer to such persons. Similarly, debtors may also deposit the amounts directly to the bank. The bank credits the account of the customer for such collections as soon as it gets such payments. But same will be entered in the cash book only when customer receives the statement from the bank. Thus the balances differ.

### (vi) Direct payment by bank:

Usually, the bank is given standing instructions for certain payments to be made, such as payment for insurance premium, interest on loan, electricity bill etc. Bank, while making payments, debits pass book but the customer has no information of the same till it is informed. It results in a difference in balances.

### (vii) Dishonour of cheques/bills:

When cheque or bill of exchange discounted with the bank is dishonoured, the same is debited in the pass book but not given effect in the cash book until the intimation is received. It will cause a difference in the two balances.

### (viii) Cheques received and entered in the cash book but omitted to be deposited into the bank.

When cheque is received, the same is entered in the cash book but it may not be deposited into the bank immediately. This will cause a difference in the two balances.

### (ix) Errors:

There may be errors in the accounts maintained by the customer or/ and by the bank. A wrong debit or credit given by the customer or the bank leads to the difference in the balances.

### SIGNIFICANCE OF BANK RECONCILIATION STATEMENT

- (i) It highlights the causes of difference between the bank balance as per cash book and the balance as per pass book. Necessary adjustments can, therefore, be carried out at an early date.
- (ii) It reduces the chance of fraud by the staff dealing in cash.
- (iii) It acts as a moral check on the staff of the organization to keep the cash records always up to date.
- (iv) Bank balance as per cash book cannot be accepted as final unless it is supported by statement of passbook. When these two balances do not tally, reconciliation becomes essential to determine the correct bank balance that can be used while finalizing the accounts.
- (v) It helps in finding out actual position of the bank balance.

### PROCEDURE OF PREPARING BANK RECONCILIATION STATEMENT

A bank reconciliation statement is prepared as on a particular date for a particular period to reconcile the bank balance as per cash book with balance as per pass book by showing causes of difference between the two. The statement starts with bank balance as per cash book and then additions to and subtraction from this balance are made to arrive at the balance as per pass book. Alternate procedure is to start with bank balance as per pass book and to end up with bank balance as per cash book.

#### Steps for preparing a bank reconciliation statement:

- The cash book should be completed and the balance as per bank column on a particular date should (i) be found out covering the period for which the statement has to be prepared.
- The bank should be requested to complete and send to the firm the bank pass book upto the date mentioned.
- Check the entries of the debit and credit sides of the bank columns of the cash book with corresponding entries on the credit and debit sides of the pass book relating to the same period.
- (iv) The items not tallying should be classified into common groups according to their characteristics.
- The balance as shown by any one book (i.e. the cash book or the bank pass book) should be taken as the base. This is, as a matter of fact, the starting point for determining the balance as shown by the other book after making suitable adjustments taking into account the causes of difference.
- (vi) The effect of the particular cause of difference on the balance shown by the other book should be noted.
- (vii) In case, the cause has resulted in an increase in the balance shown by the other book, the amount of such increase should be added to the balance as per the former book which has been taken as the base.
- In case, the cause has resulted in a decrease in balance shown by the other book, the amount of such (viii) decrease should be deducted from the balance as per the former book which has been taken as the base.

#### SPECIMEN OF BANK RECONCILIATION STATEMENT

(From Balance as per Cash Book)

# Bank Reconciliation Statement as on....

Particulars	₹	₹
Balance as per Cash Book		XXX
Add:		
Cheques issued but not yet presented for payment	XXX	
Interest allowed by the bank	XXX	
Direct payment by customers into bank	XXX	
Interest on investment received by the bank	XXX	
Dividend on shares collected by the bank	XXX	
Rebate on bills retired under rebate through the bank but full amount entered in the cash book	XXX	
Any wrong entry on credit side of the pass book	XXX	<u>XXX</u>
		XXX
Less:		
Cheques deposited with the bank but not yet collected	XXX	
Bank charges	XXX	
Insurance premium paid by the bank	XXX	
Interest on overdraft charged by the bank	XXX	
Dishonoured cheques / bills	XXX	
Drawings made but not entered in the cash book	XXX	
Cheques received entered in the cash book but not yet deposited	XXX	
Any wrong entry on debit side of the pass book	XXX	(XXX)
Balance as per Pass Book		XXX

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Note: If the reconciliation statement has been started with balance, as per the pass book, to arrive at balance as per cash book the entries made above should be reversed i.e. all added items should be deducted and deducted items should be added.

SUMMARY PREPARATION OF BANK RECONCILIATION STATEMENT						
Transactions	Starting with the Bank Balance as per Pass Book	Starting with the Bank Balance as per Cash Book				
Cheques issued but not presented	Deduct: The amount of unpresented cheques.	Add : The amount of unpresented cheques.				
Cheques deposited but not yet collected	Add: The amount of cheques deposited	Deduct : The amount of cheques deposited				
Cheques received and entered in the bank column of the cash book but not deposited	Add: The amount of cheques.	Deduct: The amount of cheques.				
Dishonour of cheques deposited with banks earlier	Add : The amount of dishonoured cheques	Deduct: The amount of dishonoured cheques				
Collection of interest and dividends and interest allowed by the banker not yet recorded in the cash book.	Deduct: The amount of these items	Add: The amount of these items.				
Bank charges	Add : The amount of bank charges	Deduct: The amount of bank charges.				
Balance	Bank Balance as per Cash Book	Bank Balance as per Pass Book				

# PREPARATION OF BANK RECONCILIATION STATEMENT WHEN OVERDRAFT BALANCES ARE GIVEN

In case the books show an adverse balance i.e. an overdraft, the procedure is just the reverse of that which has been discussed in the case of a favorable balance. Overdraft means overdrawing of a bank account. The customer is allowed to draw from his account over and above his balance subject to a limit agreed upon. For overdraft facility, the banker will charge interest. In the case of overdraft, the bank pass book will show a debit balance in the account of the customer and similarly there will be a credit balance in the bank column of the cash book.

# SPECIMEN OF BANK RECONCILIATION STATEMENT

# (From overdraft balances)

# Bank Reconciliation Statement as on....

Particulars	₹	₹
Overdraft as per Cash Book		XXX
Add:		
Cheques deposited into bank but not yet collected	XXX	
Bank charges	XXX	
Insurance premium paid by the bank	XXX	
Interest on overdraft charged by the bank	XXX	
Dishonoured cheques / bills	XXX	
Drawings made but not entered in cash book	XXX	
Cheques received and entered in the cash book but not deposited	XXX	
Any wrong entry on debit side of the pass book	XXX	XXX
Less:		
Cheques issued but not yet presented for payment	XXX	
Interest allowed by the bank	XXX	
Direct payment by customers into bank	XXX	
Interest on investment received by the bank	XXX	
Dividend on shares collected by the bank	XXX	
Rebate on bills retired under rebate through the bank but full amount entered in the cash book	XXX	
Any wrong entry on credit side of the pass book	XXX	(XXX)
Overdraft as per Pass Book		XXX

Note: If the reconciliation statement has been started with overdraft as per the pass book to arrive at overdraft as per the cash book the entries made above should be reversed i.e. all added items should be deducted and all deducted items should be added.

SUMMARY PREPARATION OF BANK RECONCILIATION STATEMENT							
Transactions	Starting with the Overdraft as per Cash Book	Starting with the Overdraft as per Pass Book					
Cheques issued but not presented	Deduct: The amount of unpresented cheques.	Add: The amount of unpresented cheques.					
Cheques deposited but not yet collected	Add: The amount of cheques deposited	Deduct: The amount of cheques deposited					
Cheques received entered in the bank column of the cash book but not deposited	Add: The amount of cheques.	Deduct: The amount of cheques.					

Dishonour of cheques deposited earlier	Add: The amount of dishonoured cheques	Deduct: The amount of dishonoured cheques
Collection of interest and dividends and interest by banks	Deduct: The amount of these items	Add: The amount of these items.
Bank charges	Add: The amount of bank charges	Deduct. The amount of bank charges.
Balance/ Overdraft	Bank Overdraft as per Cash Book	Bank Overdraft as per Pass Book

Alternative Method is to keep two columns 'Plus' and 'Minus'. All additions are to be shown in 'plus' column while all deductions in the 'minus' column. Balance is to be shown in 'plus' column while overdraft is shown in 'minus' column.

# PREPARATION OF BANK RECONCILIATION STATEMENT WHEN EXTRACTS OF CASH BOOK AND PASS BOOK ARE GIVEN

In some instances, students are given extracts from the cash book and the pass book and are required to find out causes of differences and prepare a bank reconciliation statement. In solving such a problem, the following points should be noted:

- (i) Heading of the pass book, and
- (ii) Period for which cash book and pass book are given.

Heading of the pass book can be given in two ways:

- (i) Party in account with bank: It means pass book is a copy of party's account in the books of bank. Generally, pass book is written in this form. The student should compare debit side of the cash book with credit side/column of the pass book and also compare credit side of the cash book with debit side of the pass book.
- (ii) Bank in account with party: It means pass book is the copy of bank's account (so far as it relates to the party) in the books of bank. In this form the student should compare debit side of the cash book with the debit side/column of the pass book and credit side with credit side/column.

Practically in such situations, upto date bank statement is obtained and the cash book is amended by incorporating only those transactions in respect of which entries have been made in the pass book. The errors in the cash book are also rectified by suitable entries and thus the upto date bank balance as per cash book is obtained. This balance appears in the balance sheet.

For examination purpose, a reconciliation statement may be prepared after amending the cash book especially if it is mentioned or when the firm prepares reconciliation statement on the date of closing the books of account.

# **ILLUSTRATIONS**

## **Illustration 1**:

On 31st March, 2011 the pass book of Mitra showed a credit balance of ₹ 2,16,000. A comparison of pass book and cash book revealed the following:

		7
(i)	Cheques deposited but not cleared by 31st March	1,08,150
(ii)	Cheques issued by Mitra but not presented for payment before 1st April, 2011	26,000
(iii)	Insurance premium paid by bank on behalf of Mitra but not yet recorded in cash book	52,075
(iv)	Commission charged by bank not yet recorded in cash book	750
(v)	Interest on bonds collected by bank on behalf of Mitra not yet recorded in cash book	25,000

Bank balance as per cash book as on 31st March, 2011 is ₹ 3,25,975. Prepare a Bank Reconciliation Statement as on 31st March, 2011.

#### Solution:

# **Bank Reconciliation Statement of Mitra** as on 31st March, 2011

Particulars	₹	₹
Balance as per Pass Book		2,16,000
Add:		
Cheques deposited into bank but not yet collected	1,08,150	
Commission charged	52,075	
Insurance premium paid by the bank	<u>750</u>	1,60,975 3,76,975
Less:		
Cheques issued but not yet presented for payment	26,000	
Interest on bonds received by the bank	<u>25,000</u>	_51,000
Balance as per Cash Book		3,25,975

#### Alternatively:

### **Bank Reconciliation Statement of Mitra** as on 31st March, 2011

Particulars	₹	₹
Balance as per Cash Book		3,25,975
Add:		
Cheques issued but not yet presented for payment	26,000	
Interest on bonds received by the bank	25,000	_51,000
		3,76,975
Less:		
Cheques deposited into bank but not yet collected	1,08,150	
Commission charged	52,075	
Insurance premium paid by the bank	<u>750</u>	<u>1,60,975</u>
Balance as per Pass Book		2,16,000

#### **Illustration 2**:

The cash book of Shri Gupta showed an overdraft of ₹ 30,000 on 31.3.2011. The scrutiny of the entries in the cash book and the pass book revealed that:

- (a) On 22nd March, cheques totaling ₹ 6,000 were sent to bankers for collection, out of these, a cheque for ₹1,000 was wrongly recorded on the credit side of the cash book and cheques amounting to ₹300 could not be collected by bank within the accounting year.
- (b) A cheque for ₹ 4,000 was issued to a supplier on 28th March, 2011. The cheque was presented to bank on 4th April, 2011.
- There were debits in the pass book for interest ₹ 2,000 on overdraft and bank charges ₹ 600 not recorded in the cash book.

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- (d) The credit side of the bank column of the cash book was undercast by ₹100.
- (e) A cheque for ₹ 1,000 was issued to a creditor on 27th March, but the same was not recorded in the cash book. The cheque was, however, duly en-cashed before 31st March.
- (f) As per standing instructions, the banker collected dividend of ₹ 500 on behalf of Gupta and credited the same to his account within 31st March, 2011. The fact was, however, intimated to Gupta on 3rd April, 2011.

You are required to prepare a bank reconciliation statement as on 31st March, 2011.

#### Solution:

Shri Gupta

Bank Reconciliation Statement as on 31.3.2011

Particulars	₹	₹
Bank Overdraft as per Cash Book		30,000
Add:		
Cheques deposited into bank but not yet collected	300	
Bank charges not yet recorded in cash book	600	
Interest on overdraft charged by the bank	2,000	
Credit side of the bank column of the cash book undercast	100	
Cheques issued to creditor not recorded in the cash book but duly		
encashed by 31st March	<u>1,000</u>	<u>4,000</u>
		34,000
Less:		
Cheque wrongly recorded on the credit side of the cash book (₹ 1,000 x 2)	2,000	
Cheques issued but not yet presented for payment	4,000	
Dividend collected by the bank but not recorded in the cash book	<u>500</u>	_ <u>6,500</u>
Overdraft as per Pass Book		27,500

# **Illustration 3**:

From the following information, prepare Bank Reconciliation Statement as on 31st March, 2011:

## Cash Book of Mr. S. Ray

Dr. (Bank Columns only) Cr.

Date		Particulars	Amount	Date		Par	ticulars	Amount
			₹					₹
201	1			2011				
Mai	·. 1	ToBalance b/fd	7,000	Mar.	5	Ву	Drawings	5,000
"	5	"Manohar Lal	4,000	"	8	"	Interest	150
"	10	"Deepak Kumar	10,000	"	10	"	Cheque Book	100
"	17	"Sher Singh	13,000	"	15	"	Salaries	3,500
"	25	"Mohan Lal	4,000	"	17	"	Ajit Singh	4,000
"	31	"Harish Kumar	1,900	"	21	"	Abdul & Co.	5,000
			"	25	"		Karim & Sons	7,000
			"	30	"		Harish & Co.	1,000
				"	31	"	Balance c/fd	<u>14,150</u>
			39,900					39,900

#### **Bank Pass Book**

# (Bank in Account with Mr. S. Ray)

Dr. Cr.

Date		Particulars		Amount	Date		Par	ticulars	Amount
				₹					₹
2011					2011				
Mar.	1	То	Balance b/fd	7,000	Mar.	5	Ву	Drawings	5,000
"	8	n	Manohar Lal	4,000	n	8	"	Interest	150
"	15	n	Deepak Kumar	10,000	"	10	"	Cheque Book	100
"	24	"	Sher Singh	13,000	"	15	"	Salaries	3,500
"	28	"	Interest on		"	22	"	Ajit Singh	4,000
			Investment	1,200	"	29	"	Abdul & Co.	5,000
"	30	"	Rent	300	"	31	"	Bank charges	32
"	31	"	Bhura Mal	800	"	31	"	Electricity charges	78
				36,300	"	31	"	Balance c/fd	<u>18,440</u> 36,300

#### Solution:

# **Bank Reconciliation Statement** as at 31st March, 2011

Particulars	₹	₹
Balance as per Cash Book		14,150
Add:		
Cheques issued but not presented for payment	8,000	
Interest on investment collected by bank	1,200	
Rent collected by bank	300	
Direct deposit by the customer	800	10,300
		24,450
Less: Cheques deposited but not yet collected	5,900	
Bank charges	32	
Electricity charges	78	6,010
Balance as per pass book		18,440

# Illustration 4:

On 30th April, 2011 the cash book of Sircar showed a bank overdraft of ₹ 1,970. A comparison of entries in the pass book with those in the cash book revealed the following:

- Cheques deposited with the bank but not yet credited in the pass book ₹8,505.
- Cheques issued by Sircar but not yet presented by payees to bank for payment ₹ 12,500.
- Interest on fixed deposit credited by bank under standing instructions but not yet recorded in cash book ₹650.

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Prepare bank reconciliation statement as on 30th April, 2011 to ascertain the balance as per pass book.

# Solution:

Mr. Sircar

Bank Reconciliation Statement as at 30th April, 2011

Particulars	₹	₹
Overdraft as per cash book		1,970
Add:		
Cheques deposited with the bank but not yet credited in pass book		<u>8,505</u>
		10,475
Less:		
Cheques issued but not yet presented to bank for payment	12,500	
Interest on fixed deposit credited by bank under standing instructions	<u>650</u>	<u>13,150</u>
Balance as per pass book		2,675

# Illustration 5:

On 30th April, 2011 pass book of Ghosh showed a debit balance of ₹ 32,675. You are required to prepare bank reconciliation statement taking into consideration the following information:

	₹
Cheques issued but not yet presented for payment	18,513
Total cheques deposited with bank for collection	1,38,000
But so far credited in the pass book	1,12,000
Interest collected by the bank but not recorded in cash book by Ghosh	1,200
Bank charges not yet entered in cash book	150

#### Solution:

Mr. Ghosh
Bank Reconciliation Statement as at April 30, 2011

Particulars	₹	₹
Overdraft as per pass book		32,675
Add:		
Cheques issued but not yet presented for payment	18,513	
Interest collected by bank but not yet recorded in cash book by Ghosh	<u>1,200</u>	<u>19,713</u>
		52,388
Less:		
Cheques deposited with bank not yet credited in pass book (₹1,38,000 – ₹1,12,000)	26,000	
Bank charges not yet entered in cash book	150	26,150
Overdraft as per cash book		26,238

The bank reconciliation statement can also be prepared by having two amount columns, one for the amounts that increase the positive balance (or reduce the overdraft) and one for those amounts that reduce positive balance (or increase the overdraft). The first may be headed "+" and the second "-", the opening balance is first entered in the appropriate column and finally the two columns are balanced. The illustration given above is solved below in the manner just stated:

Mr. Ghosh Bank Reconciliation Statement as at April 30, 2011

Particulars	(+)	(-)
	₹	₹
Overdraft as per pass book		32,675
Cheques issued but not yet presented for payment		18,513
Interest collected by bank but not yet recorded in cash book by Ghosh		1,200
Cheques deposited with bank not yet credited in pass book	26,000	
Bank charges not yet entered in cash book	150	
Overdraft Balance as per cash book	26,238	
	52,338	52,338

# **Illustration 6**:

From the following information supplied by Shri Mehta, prepare his bank reconciliation statement as on 31st March, 2011 after amending the cash book on that date:

		₹
1.	Bank overdraft as per bank statement	1,65,000
2.	Cheques issued but not yet presented for payment	87,500
3.	Cheques deposited with the bank but not yet collected	1,05,000
4.	Cheque recorded in the bank column of the cash book but not sent to the bank for collection	20,000
5.	Payments received from customers direct by the bank	35,000
6.	Bank charges debited in the statement	200
7.	A bill for ₹30,000 (discounted with the bank in February at ₹29,780) dishonored on 31st March and noting charges paid by the bank	100
8.	Premium on life policy of Mehta paid by the bank on standing advice	1,800
9.	Overdraft balance (Credit) on 25.3.2011, ₹80,000 carried over as debit balance on the next day.	

#### Solution:

# Cash Book

Dr. (Bank Column only)

Cr.

	Particular	₹		Particular	₹
31.3.2011			31.3.2011		₹
То	Balance b/fd	29,600	Ву	Bank charges	200
	(balancing figure)		,,	Customer	30,100
,,	Customer	35,000		(discounted bill	
	(amount directly			dishonoured and noting	
	collected by Bank)			charges paid by bank)	
,,	Balance c/d	1,27,500	,,	Drawings	1,800
				(life insurance premium	
				paid by bank)	
			,,	Error	1,60,000
				(overdraft balance carried	
				over as debit balance)	
		1,92,100			1,92,100
			1.4.2	2011	
			Ву	Balance b/fd	1,27,500

# Notes:

- (a) Discounted value of the bill is immaterial here, because on dishonor, the bank has debited the pass book with ₹ 30,100.
- (b) Overdraft credit balance means overdraft as per Cash Book.

# Bank Reconciliation Statement of Shri Mehta as on 31st March, 2011

Particulars	₹	₹
Overdraft as per bank statement		1,65,000
Add:		
Cheques issued but not presented for payment		87,500
		2,52,500
Less:		
Cheques deposited with the bank but not collected	1,05,000	
Cheques recorded in cash book but not sent to bank for collection	20,000	1,25,000
Overdraft as per cash book		1,27,500

# Illustration 7:

On 31st March, 2011, the cash book of Ajay Ghosh showed a bank overdraft of ₹ 3,458. On examination of the cash book and bank statement, the following discrepancies were noted:

- Cheques issued for ₹1,200 were entered in the cash book but were not presented at the bank till first week of April. 2011.
- Cheques amounting to ₹ 1,000 were entered in the cash book on 30th March, 2011 but were banked on 2nd April, 2011.
- (iii) Cheques amounting to ₹500 were deposited in the bank but were not collected till March 31st, 2011.
- (iv) A cheque for ₹ 300 received from Mr. Dass Gupta and deposited in the bank was dishonored but advice of non-payment was not received from the bank upto 31st March.
- (v) ₹3,000 being the proceeds of a bill collected on 20th March did not appear in the cash book.
- (vi) ₹300 being the proceeds of a bill collected on 20th March was omitted to be credited in the pass book.
- The pass book showed an amount of ₹ 340, being rent which his tenant Madan Gopal had directly deposited on the bank on 31st March, 2011.
- A bill payable of ₹ 600 was duly paid off on 31st March according to the instructions of Ajay Ghosh but this was not entered in cash book.
- Bank charges of ₹ 30 and interest an overdraft ₹ 170 appeared in the pass book but not in the cash book.

Prepare a bank reconciliation statement and find out the balance as per pass book.

#### Solution:

**Ajay Ghosh** Bank Reconciliation Statement as on 31st March, 2011

	Particulars	₹	₹
Overdr	raft as per cash book		3,458
Add:	Items increasing overdraft in pass book:		
	Cheques entered in cash book but not banked	1,000	
	Cheques deposited but not collected	500	
	Cheques deposited but dishonoured	300	
	Bill collected but omitted to be entered in pass book	300	
	Pay off of bills payable not entered in cash book	600	
	Bank charges	30	
	Interest on overdraft	<u>170</u>	<u>2,900</u>
			6,358
Less :	Items reducing overdraft in pass book:		
	Cheques issued, not presented for payment	1,200	
	Bill collected, not entered in cash book	3,000	
	Direct deposit of rent into bank	<u>340</u>	<u>4,540</u>
	Overdraft as per pass book		<u>1,818</u>

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# Illustration 8;

On 31st March 2011, the cash book of a trader showed a bank overdraft of ₹ 15,280. On a comparison of the cash book with the bank pass book, the trader ascertained the following differences.

	(₹)
Cheques deposited with bank, but not credited by the bank	20,000
Interest on securities collected by the bank, but not yet	
recorded in the cash book	2,560
Dividend collected by the bank, but not yet recorded in the cash book	2,000
Cheques issued, but not yet presented to the bank for payment	74,800
Bank charges not yet recorded in the cash book	680

# Solution:

# Bank Reconciliation Statement as on 31st March 2011

Particulars	Plus items	Minus items
	(₹)	(₹)
Overdraft as per cash book		15,280
Cheques deposited with the bank but not yet		
credited by bank		20,000
Interest on securities collected by the bank,		
but not yet recorded in the cash bank	2,560	
Dividend collected by the bank, but not yet		
recorded in the cash book	2,000	
Cheques issued, but not yet presented to the		
bank for payment	74,800	
Bank charges not yet recorded in the cash book		<u>680</u>
	<u>79,360</u>	<u>35,960</u>

Balance as per pass book = ₹ 79,360 - ₹ 35,960 = ₹ 43,400.

#### Dr. **Cash Book (Bank Columns only)**

	₹
	15,280
	680
ı	45000

Cr.

Particulars	₹	Part	iculars	₹
To Interest on securities	2,560	Ву	Balance b/d	15,280
To Dividends received	2,000	Ву	Bank charges	680
To Balance c/d	<u>11,400</u>			
	<u>15,960</u>			<u>15,960</u>
		Ву	Balance b/d	11,400

#### Illustration 9:

The following is a summary of the Cash Book of Shri Mohan Das, for the month of June 2011.

	₹		₹
Receipts	14,690	Balance b/d	7,610
Balance c/d	<u>5,540</u>	Payments	<u>12,620</u>
	20,230		<u>20,230</u>

All receipts are banked and payments are made by cheque.

On investigation it is found that:

- Bank charges of ₹ 1,360 entered on the bank statement had not been entered in the cash book.
- Cheques drawn amounting to ₹2,670 had not been presented to the bank for payment.
- Cheques received totaling ₹ 17,620 had been entered in the cash book and paid into the bank, but had not been credited by the bank until July, 2011.
- A cheques for ₹ 1,220 had been entered as a receipt in the cash book instead of as a payment.
- A cheque for ₹ 1,250 had been debited by the bank in error.
- A cheque received for ₹800 had been dishonored. No adjustments had been made in the cash book.
- All dividends receivable are credited directly to the bank account. During June, amount totaling ₹ 2,620 were credited by the bank and no entries were made in the cash book.
- A cheque drawn for ₹ 600 in favour of a creditor had been incorrectly entered in the cash book as ₹ 6,000.
- The balance brought forward should have been ₹7,110
- The bank statement as on 30th June, 2011, showed an overdraft ₹ 17,820.

#### You are required to:

- Show the adjustments required in the cash book; and
- Prepare a bank reconciliation statement as on 30th June, 2011.

#### Solution:

# **Shri Mohan Das** Cash Book

Dr. (Bank column only) Cr.

	Particulars	₹	Particulars		₹
30.6.2011			30.6.2011		
То	Dividend	2,620	Ву	Balance b/d	5,540
То	Creditor - cheque drawn		Ву	Bank charges	1,360
	for ₹ 600 wrongly		Ву	Error - cheque issued	
	entered as ₹ 6,000	5,400		wrongly entered as	
То	Error - wrong carry			received ₹1,220	2,440
	forward of balance on		Ву	Customer - cheque	
	1st June, 2011	500		returned	800
То	Balance c/d	1,620			
		<u>10,140</u>			10,140

# Bank Reconciliation Statement as on 30th June, 2011

	Particulars	₹	₹
Bank I	palance as per cash book (overdraft)		1,620
Add:	Cheques deposited but not credited by the		
	bank until after 30th June, 2011	17,620	
	Cheque debited by the bank in error	<u>1,250</u>	<u>18,870</u> 20,490
Less:	Cheque issued but not presented for payment Bank balance as per bank statement (overdraft)		<u>2,670</u> <u>17,820</u>

# LESSON ROUND UP

- Bank's main business is to accept deposits and to lend money.
- Money can be deposited with a bank in three types of accounts: Current Account, Savings Account and Fixed Deposit Account
- Pass book is a copy of the client's account in the bank's ledger.
- The balance as per bank ledger indicated in the bank pass book is called the bank balance as per pass book.
- Bank Reconciliation Statement is a statement prepared as on a particular date to reconcile the bank balance as per cash book with balance as per pass book by showing all causes of difference between the two
- Overdraft means that the money withdrawn from bank account is in excess of the money deposited in the bank.
- The following are the usual causes of difference between the balances as shown by the cash book and pass book
  - Cheques issued but not presented for payment
  - Cheques deposited into the bank but not yet collected and credited by bank
  - Bank charges not entered in the cash book
  - Interest credited or debited by the bank not entered into the cash book
  - Amount collected by the bank on behalf of customers
  - Amount paid by the bank on standing instructions of the customers
  - Dishonor of cheque(s)/bill(s)
  - Cheques received and entered in the cash book but omitted to be deposited in to the bank
  - Other Errors either in cash book or in pass book

	GLOSSARY				
Current Account	Account in which money can be deposited as often as desired and can be withdrawn without notice as often as necessary.				
Savings Bank Account	Account in which deposits can be made as often as required but there are restrictions on the number as well as amount of withdrawals that can be made.				
Fixed Deposit	Account in which money is deposited only and cannot be withdrawn before the expiry of that period for which it is made.				
Recurring Deposits Account	Account in which money is deposited monthly & withdrawn after the expiry of fixed tenure.				

#### **SELF-TEST QUESTIONS**

#### **Theory Questions**

- 1. What is a bank reconciliation statement?
- 2. What is the significance of preparing a bank reconciliation statement?
- 3. What are the types of personal accounts in bank?
- 4. Describe the reasons why bank balance as per cash book may not agree with the bank balance as per pass book.
- 5. Briefly mention the steps of reconciliation.

#### **Practical Questions**

- On 31st March, 2011 the cash book of Gupta showed a debit bank balance of ₹ 4,800. Prepare a bank reconciliation statement as at that date taking into account the following additional information:
  - Cheques deposited but not yet credited by bank ₹ 3,610.
  - Cheques issued but not yet presented by payees for payment in the bank ₹ 2,050.
  - Bank charges appearing in pass book but not yet recorded in cash book ₹ 40.
  - Collections made by the bank and appearing in pass book but not yet recorded in cash book ₹ 1,000.

[Balance as per Pass Book ₹4,200].

- 2. On 31st March, 2011 the cash book of a trader shows a bank overdraft of ₹ 1,800. A comparison of the cash book with the pass book reveals the following facts:
  - Cheques issued but not presented for payment upto 31st March, 2011 ₹ 8,500.
  - Cheques deposited with the bank on 31st March, 2011 but credited by bank on 1st April, 2011 ₹ 9,200.
  - Bank charges debited by bank, ₹ 230 and dividends collected by bank on behalf of the trader ₹ 5,000 have not been recorded in the cash book.
  - A cheque of ₹ 1,400 received from X and deposited with the bank on 26th March, 2011 was recorded as that of ₹ 400 in the cash book.

You are required to prepare a bank reconciliation statement after passing the necessary entries in the cash book to bring its balance up-to-date. The firm closes the books on 31st March. How much will be shown in the balance sheet as bank balance/overdraft?

(Balance as per Pass Book ₹ 3,270; Amended cash book balance ₹ 3,970.)

3. Following are the transactions recorded in the bank column of the Cash Book of Madhur for the month ending 31 December, 2011:

Dr.	Cash Book (Bank Columns)						Cr.
Date		Particulars	₹	Date		Particulars	₹
2011				2011			
Dec.				Dec.			
19	То	Cash	54,000	1	Ву	Balance b/fd	60,000
24	"	Buddha	36,000	8	"	Ram	3,000
26	"	Chaitanya	15,000	10	"	Lakshman	600
31	"	Balance c/fd	11,460	19	"	Bharat	360
				24	"	Shatrughan	52,500
			<u>1,16,460</u>				1,16,460

On the receipt of Bank Statement on 31st December, 2011, Madhur collected the following information:

- Credit in pass book not recorded in the cash book ₹ 300
- Interest on Government bonds collected by the bank but not entered in the cash book ₹ 1.620.
- Cheques for ₹ 51,000 deposited but the bank collected only ₹ 36,000.
- Dividend collected by the bank directly but not intimated the same to Madhuri ₹ 1,500.
- Interest on overdraft charged by the bank but not entered in the cash book ₹ 1,500.
- Cheques for ₹ 56,460 issued by the trader but presented to the bank for payment only ₹ 3,960.

Amend the Cash Book and prepare a Bank Reconciliation Statement from the above information.

- 4. From the following information supplied by Vikas, prepare bank reconciliation statement as on March 31, 2011.
  - Bank balance as per passbook ₹7,700.
  - Cheques issued for ₹1,75,200 were entered in cash book as ₹1,72,500. Cheques for ₹65,000 were not presented for payment till March 31, 2010.
  - A cheque of ₹8,500 paid into the bank had been debited by the bank in error.
  - Cheques received and recorded but not sent to bank for collection ₹12,400.
  - Payment received from a customer direct by the bank ₹27,300 but no entry was made in the cash book.
  - ₹44,900 was entered in the cash book as paid into bank on 31.3.2010 but was credited by the bank on 2.4.2010.
  - The bank column on payment side of the cash book had been undercast by ₹1, 000.
- 5. From the following particulars, ascertain the balance as would appear in the bank pass book of Mohan on 31st March, 2011. The cash book showed a credit balance of ₹82,000 on that date
  - Cheques issued, but not presented for payment by 31st March, 2011 ₹23,000
  - Cheques paid into bank, but not cleared by 31st March, 2011 ₹30,000
  - Interest charged on overdraft appeared in the pass book only ₹ 500
  - Bank charges debited by bank, but not recorded in the cash book ₹ 200
  - Interest on debentures collected by bank, but not recorded in the cash book ₹6,000
  - Bank paid insurance premium as per standing instructions, not yet recorded in the cash book
     ₹2.200
  - A customer paid into the firm's bank account directly ₹ 10,000
- 6. The following is a summary of the Cash Book of Shri Mohan Das, for the month of June 2011.

Dr.			Cr.
Particulars	₹	Particulars	₹
Receipts	14,690	Balance b/fd	7,610
Balance c/fd	5,540	Payments	12,620
	20,230		20,230

All receipts are banked and payments are made by cheques. On investigation, it is found that:

- Bank charges of ₹ 1,360 entered on the bank statement had not been entered in the cash book.
- Cheques drawn amounting to ₹ 2,670 had not been presented to the bank for payment.

- mation Statement 111
- Cheques received totaling ₹ 17,620 had been entered in the cash book and paid into the bank, but had not been credited by the bank until July, 2011.
- A cheques for ₹ 1,220 had been entered as a receipt in the cash book instead of as a payment.
- A cheque for ₹ 1,250 had been debited by the bank in error.
- A cheque received for ₹ 800 had been dishonoured. No adjustments had been made in the cash book.
- All dividends receivable are credited directly to the bank account. During June, amount totaling ₹ 2,620 were credited by the bank and no entries were made in the cash book.
- A cheque drawn for ₹ 600 in favour of a creditor had been incorrectly entered in the cash book as ₹ 6,000.
- The opening balance brought forward in the cash book should have been ₹ 7,110
- The bank statement as on 30th June, 2011, showed an overdraft ₹ 17,820.

You are required to: Show the adjustments required in the cash book; and Prepare a bank reconciliation statement as on 30th June, 2011.

FP-FA&A

# Lesson 6 Depreciation Accounting

# **LESSON OUTLINE**

- Introduction
  - Meaning of Depreciation
  - Definition of Depreciation
  - Characteristics of Depreciation
  - Causes of Depreciation
  - Objectives of Providing Depreciation
  - Factors in Measurement of Depreciation
- Accounting Concept of Depreciation
- Review Questions
- Methods of Providing Depreciation
  - Uniform Charge Methods
  - Declining Charge Methods
  - Other Methods
- Review Questions
- Change in Method of Depreciation
- Calculation of Profit or Loss on Assets Sold
- Depreciation and Replacement of Assets
- Lesson Round Up
- Glossary
- Self-Test Questions

# LEARNING OBJECTIVES

Capital expenditures results in the acquisition of fixed assets for utilisation in the process of providing goods and services to the customers. Fixed assets are utilised for a number of accounting periods. Value of fixed asset decreases with the passage of time. Moreover, the portion of asset utilised for generating revenue, should be recovered during the accounting year to match the expenses of a period with the revenue of the same period. This allocation of portion of fixed assets is the concept of depreciation, which will be dealt in detail in this lesson.

The objective of this lesson is to make students understand the meaning, causes and nature of depreciation and accounting treatment of depreciation. It will provide an understanding of the principles and methods of calculating and accounting of depreciation.

After all, sustainability means running a corporation with depreciation, amortization & maintenance accounts. In other words, keeping the asset whole, rather than under mining your natural capital.

**Maurice Strong** 

#### INTRODUCTION

#### **Meaning of Depreciation**

A business enterprise acquires different types of fixed assets depending upon its requirements and financial conditions. Fixed assets have a long life and are held for use in the business for production of goods and services. Whenever an asset is used in business its value gets reduced and sooner or later the asset becomes useless. Thus, depreciation is a permanent, continuous and gradual shrinkage in the book value of a fixed asset. It is the fall in the quality or value of a fixed asset through physical wear and tear due to use or passage of time or from any other cause. Depreciation takes place irrespective of regular repairs and maintenance. As the asset is used for business purpose, the annual loss in the value of the asset is like any other expenditure. Hence, the cost of fixed assets has to be written off over its useful economic life as a loss.

Thus, depreciation is a process of allocating the cost of a fixed asset over its estimated useful life in a rational and systematic manner.

# **Definition of Depreciation**

The Institute of Charted Accountants of India has defined depreciation as "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. Depreciation is allocated so as to charge a fair proportion of depreciable amount in each accounting period during the expected useful life of the asset. Depreciation includes amortisation of assets whose useful life is predetermined."

Depreciation Accounting has been defined by the American Institute of Certified Public Accountants as " a system of accounting which aims to distribute the cost or other basic value of tangible capital assets less salvage (if any) over the estimated useful life of the unit (which may be a group of assets) in a systematic and rational manner. It is a process of allocation and not of valuation."

#### **Characteristics of Depreciation**

The following are the important characteristics of depreciation:

- (i) Depreciation refers to a permanent, continuous and gradual decrease in the utility value of a fixed asset and it continues till the end of the useful life of the asset.
- (ii) Depreciation is a charge against profit (i.e. revenue earned) for a particular accounting period.
- (iii) Depreciation is always computed in a systematic and rational manner since it is not a sudden loss.
- (iv) Depreciation is a process of allocation of expired cost and not of valuation of fixed assets.
- (v) Whatever method for calculating depreciation is followed, the exact amount of depreciation can never be calculated, and it can only be estimated.
- (vi) Depreciation is caused due to physical factors and functional factors.
- (vii) The fundamental objectives of depreciation are (a) to maintain the nominal capital invested in fixed assets, and (b) to allocate the expired portion of the cost of fixed assets over a number of accounting periods.
- (viii) Depreciation is must, i.e. it always takes place whether the asset is carefully handled or neglected.
- (ix) If the market value of a fixed asset is fluctuating, the same does not affect the amount of depreciation so made on the respective assets.
- (x) Depreciation is calculated in respect of fixed assets only, i.e. plant, machinery, furniture etc.
- (xi) Total depreciation cannot exceed its depreciable value or original cost where the scrap value is nil.

# **Causes of Depreciation**

(i) Physical Wear and Tear Resulting from Use: Tangible fixed assets like, machinery, buildings, furniture

- etc. get worn out or torn out on account of friction, strain, weathering, intensity of use, chemical reaction, handling etc. This is the most important cause of charging depreciation in respect of such assets which are in constant use.
- (ii) Physical Deterioration Resulting from Atmospheric Exposure: Number of assets deteriorates with passage of time and being continually exposed nature.
- (iii) Passage of Time: A machine kept continuously idle also becomes potentially useless by the passage of time.
- (iv) Depletion: Wasting assets such as mines and quarries lose their value because they get exhausted on account of continuous extractions.
- (v) Obsolescence: Sometimes an asset becomes useless because of technical changes within the industry, technical progress in other industries, changes in tastes and habits of consumers, changes in supply and locations of natural resources etc.

# **Objectives of Providing Depreciation**

The objectives of providing depreciation are as follows:

- (i) To ascertain the correct profit. When a particular asset is used for earning the income of the business, the depreciation in the value of assets should be deducted from the income in order to calculate the correct and real profit of the business.
- (ii) To present true financial position: In order to show the true financial position of the business in the balance sheet, it is necessary that assets must be shown at their true values after deducting reasonable depreciation. If depreciation is not provided, the assets will be overstated in the financial statements and it will be against sound business principles.
- (iii) To make provision for replacement of assets: Since depreciation is a non-cash expense, the amount charged can be kept separately and utilised for the replacement of the fixed asset after the expiry of the useful life of the asset.
- (iv) To ascertain the proper cost of the product. In order to ascertain the cost of production, it is necessary to charge depreciation as an item of cost of production.
- (v) To maintain the capital invested in the cost of the asset intact in the business so that it can be reinvested in profit earning process.
- (vi) To derive maximum tax benefit.
- (vii) To meet the legal requirements: In the case of joint stock companies, it is necessary to charge depreciation on fixed assets before declaring dividends.

#### **Factors in Measurement of Depreciation**

The factors which affect measurement of depreciation are given below:

- (i) The original cost of asset: The cost includes all cost incurred in acquiring the asset, i.e. purchase price including transportation and installation costs, if any.
- (ii) The additions, if any, made to the assets during the year taking into consideration the date on which these additions were made.
- (iii) The estimated useful life of the asset.
- (iv) The scrap or the residual value of the asset.
- (v) Obsolescence, i.e., the chance of the asset going out of fashion.
- (vi) The working hours of the asset concerned.
- (vii) The repairs and renewals.
- (viii) The skill of the operators who handle the asset.
- (ix) The legal provisions or other restrictions relating to depreciation.

# **ACCOUNTING CONCEPT OF DEPRECIATION**

Depreciable assets are assets which

- are expected to be used for more than one accounting period;
- have a limited useful life and
- are held by the organization for use in the production or supply of goods and services.

When a fixed asset is purchased, it is recorded in the books of account at its original cost. But, the fixed asset is used to earn revenues for a number of accounting periods in future with the same acquisition cost until the concerned fixed asset is sold or discarded. It is therefore, necessary that a part of the acquisition cost of the fixed asset is treated or allocated as an expense in each of the accounting period in which the asset is used. This allocation of cost in the form of an expense is known as depreciation in accounting.

Suppose, a business purchases a machinery for ₹ 10,00,000 and after using it for five years, it is sold for ₹ 2,00,000. The cost of the machinery used in the business is ₹ 8,00,000 (₹10,00,000 – ₹2,00,000). This cost must be allocated as an expense of the business at the rate of ₹1,60,000 (8,00,000  $\div$  5 ) for each of five accounting periods in which the machinery has been used to earn revenues. This ₹ 1,60,000 charge as expense is called accounting concept of depreciation.

It is the cost for the services obtained from the use of the asset in the same manner as the cost of wages, rent, etc. Depreciation is the expense charged to profit and loss account before arriving at the net profit for the year. In other words, the cost of fixed asset in the form of depreciation has to be matched against the revenues of the years over which the asset is used.

Thus, in accounting, depreciation means apportionment or allocation of the cost of the fixed asset over its useful life. Its aim is to spread over and allocate or distribute the cost of the fixed asset to the years of its use and charge the depreciable cost to profit and loss account before arriving at the profits of each the accounting periods in which the fixed asset has been utilized.

**Purpose of Depreciation Accounting:** The primary purpose of depreciation accounting is cost allocation. Provision for depreciation in the profit and loss account does not involve the outflow of cash and hence funds to the extent of depreciation charged over the years will remain in the business and these funds can be easily used for replacement of asset.

#### SUMMARY

- Depreciation accounting is the process of allocating the cost of the tangible fixed asset less its salvage value over its serviceable life.
- Depreciation is an expense that is to be charged against the revenue whether the business makes profit or incurs loss;
- Depreciation provides funds for replacing the asset when its useful life ends. Depreciation is not a
  process of valuation but it is an allocation. Even if the market value of an asset increases, depreciation
  has to be recorded because of allocation process.

#### **JOURNAL ENTRIES**

# (1) WHEN THE DEPRECIATION IS DIRECTLY CHARGED TO ASSET ACCOUNT:

Depreciation Account Dr.

To Asset Account

The asset account in this case appears at its reduced value in the balance sheet i.e.

Cost or book value

XXX

Less: Depreciation for the accounting period. XXX

Depreciation expense is transferred to the debit of profit and loss account.

Profit and Loss Account

Dr.

To Depreciation Account

#### (2) WHEN PROVISION FOR DEPRECIATION ACCOUNT IS OPENED:

#### For charging depreciation:

**Depreciation Account** 

Dr.

To Provision for Depreciation Account

#### For transferring depreciation expense:

Profit and Loss Account

Dr.

To Depreciation Account

In this method, the asset account is not affected by the amount of depreciation and the value of asset appears in the ledger and the balance sheet at its original cost until it is sold or discarded. The amount of depreciation written off is accumulated in provision for depreciation account.

When the asset is sold or discarded or exchanged for a new asset, the total accumulated depreciation for that asset in the provision for depreciation account is transferred to that asset account by the following journal entry.

Provision for Depreciation A/c

Dr.

To Relevant Asset A/c

Thus, the balance in the provision for depreciation account always shows the accumulated depreciation on the assets which are in use on not sold out.

In the balance sheet, the asset account is shown at its original cost less accumulated balance in the provision for depreciation account.

#### On the assets side of the balance sheet

Relevant Asset A/c

XXX

Less: Provision for Depreciation

XXX

Alternatively, the asset account can be shown at its original cost on the assets side and provision for depreciation account can be shown on the liabilities side.

#### **REVIEW QUESTIONS**



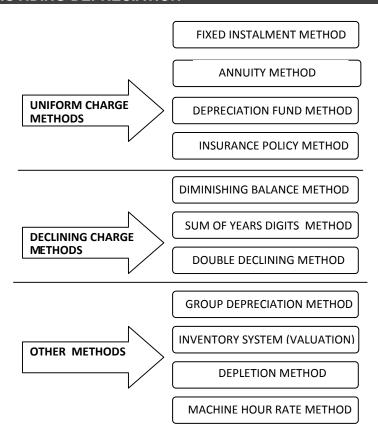
<ol> <li>Depreciation is the process of</li> </ol>	fallocating cost c	ıf over	its
estimated life.			

<u>2</u> ,,	are some of	f the causes of	f depreciatio	n
-------------	-------------	-----------------	---------------	---

- 3. The asset account is not affected by the amount of depreciation when \_\_\_ account is opened.
- 4. Fixed costs are recorded in the books of accounts at \_\_\_\_\_ value less

\_\_\_\_

# METHODS OF PROVIDING DEPRECIATION



# A. UNIFORM CHARGE METHODS

Depreciation is charged uniformly every year for those assets which are uniformly productive. Four methods fall in this category:

#### 1. Fixed Instalment Method or Straight Line Method

Under this method, a fixed proportion of the original cost of the asset is written off each year so that asset account may be reduced to its residual value at the end of its estimated economic useful life. It is assumed that depreciation is a function of time. Depreciation is charged on a uniform basis every year till the asset is written off.

#### Note:

- Additional asset purchased during the year must be depreciated only from the date of purchase to the close of the accounting period.
- When no date of addition is mentioned, depreciation may be charged for half of the year on the assumption that addition was made in the middle of the year.
- Assets sold during the year should be depreciated from the beginning of the year till the date of sale.

#### **ADVANTAGES**

- It is a simple and easy method.
- The value of the asset can be completely written off, i.e. the value can be reduced to zero.
- This method can be applied where asset gets depreciated because of effluxion of time like furniture, equipments, patents, leasehold etc.
- There is no change either in the rate or amount of depreciation over the useful life of the asset.
- The value of the asset each year in the balance sheet is reasonably fair.

#### **DISADVANTAGES**

- The assumption that the asset shall be equally useful throughout its life seems to be illogical.
- It does not take into account the effective utilization of the asset.
- Even though the asset is used uniformly from period to period, the total charge for the use of the asset keeps on increasing every year. This is because cost of repairs in each subsequent year rises though equal amount of depreciation is written off every year.

# **Illustration 1:**

A firm acquired a machinery on 1st July 2008 at a cost of ₹ 45,000 and spent ₹ 5,000 for its installation. The firm writes off depreciation at 10% per annum on the original cost every year. The books are closed on 31st March every year. Show Machinery Account and Depreciation Account for three years.

#### Solution:

Dr.	Machinery Account				
Date	Particulars	₹	Date	Particulars	₹
2008			2009		
Jul 1	To Bank	45,000	Mar.31	By Depreciation	
Jul 1	To Bank (Installation			(10% on ₹50,000 for 9	
	Expenses)	5,000		months)	3,750
			Mar.31	By Balance c/d	<u>46,250</u>
		<u>50,000</u>			<u>50,000</u>
2009			2010		
April 1	To Balance b/d	46,250	Mar. 31	By Depreciation	
				(10% on ₹50,000)	5,000
			Mar. 31	By Balance c/d	<u>41,250</u>
		<u>46,250</u>			<u>46,250</u>
2010			2011		
April 1	To Balance b/d	41,250	Mar. 31	By Depreciation	
				(10% on ₹50,000)	5,000
			Mar. 31	By Balance c/d	<u>36,250</u>
		<u>41,250</u>			41,250
2011					
April 1	To Balance b/d	36,250			

Dr.	T. Depreciation Account			count	Cr.
Date	Particulars	₹	Date	Particulars	₹
2009			2009		
Mar.31	To Machinery A/c	<u>3,750</u>	Mar.31	By Profit & Loss A/c	<u>3,750</u>
2010			2010		
Mar.31	To Machinery A/c	<u>5,000</u>	Mar.31	By Profit & Loss A/c	<u>5,000</u>
2011			2011		
Mar.31	To Machinery A/c	<u>5,000</u>	Mar.31	By Profit & Loss A/c	<u>5,000</u>

# 2. Depreciation Fund (Sinking Fund) Method

Under depreciation fund method, funds are made available for the replacement of asset at the end of its useful life. The depreciation amount is fixed and remains the same year after year and is charged to profit and loss account every year through the creation of "depreciation fund" or "sinking fund". The amount of annual depreciation is invested outside the business every year in good securities bearing interest at a specified rate. The aggregate amount of interest and annual provision is invested every year. When the asset is completely written off or is to be replaced, the securities are sold and money realised by selling securities is used to replace old asset. Depreciation fund account is closed by transfer of its balance to old asset account.

#### **JOURNAL ENTRIES**

#### (a) At the end of first year:

(i)	For setting aside the amount of depreciation:		
	Depreciation A/c	Dr.	(with the installment calculated with the
	To Depreciation Fund A/c		help of Sinking Fund Tables)
(ii)	For investing the amount of depreciation:		
	Depreciation Fund Investment A/c	Dr.	(with the amount in depreciation fund)
	To Bank		

Note: The depreciation account, of course, goes to the debit of Profit and Loss Account. The Depreciation Fund Account and Depreciation Fund Investments Account are balanced and are shown in the Balance Sheet, the former on the liabilities side and the latter on the assets side.

# (b) In the second and subsequent years:

(i)	For interest received on investments		
	Bank	Dr.	
	To Interest on Depreciation Fund Investme	ent A/c	
(ii)	For transferring interest to Depreciation Fund Accou	ınt	
	Interest on Depreciation Fund Investment A/c	Dr.	
	To Depreciation Fund A/c		
(iii)	For annual installment of depreciation:		
	Depreciation A/c	Dr.	
	To Depreciation Fund A/c		
(iv)	For investing the amount of depreciation and interest	st rece	ived on investment:
	Depreciation Fund Investment A/c	Dr.	(with the total amount in depreciation fund)
	To Bank		

#### (c) At the end of the last year:

In the last year, interest is received on investments and annual installment of depreciation is transferred to Depreciation Fund Account as usual. But the amount is not invested because at the end of the last year, old asset is replaced by new one which will necessitate the selling of all investments. Therefore in the last year entries Nos. (i), (ii) and (iii) are repeated. Thereafter, the following additional entries are passed.

	7 · · · · · · · · · · · · · · · · · · ·	.og dadino.idi o.iiiioo di o pacoodi
(i)	For sale of investments:	
	Bank	Dr.
	To Depreciation Fund Investment A/c	
(ii)	For transfer of profit or loss on sale of investments:	
	In case of profit :	

assets & investments)

Depreciation Fund Investment A/c Dr. (with the net profit on sale of investment To Depreciation Fund A/c In case of loss: Depreciation Fund A/c Dr. (with the net loss on sale of investment) To Depreciation Fund Investment A/c (iii) For sale of the old asset: Bank (with the net amount realised on sale) Dr. To Old Asset A/c (iv) For transferring Depreciation Fund Account to Old Asset Account: Depreciation Fund A/c Dr. (with the balance of depreciation To Old Asset A/c fund account) (The balance in the Old Asset Account represents profit or loss. It will be transferred to the Profit and Loss Account.) (v) For purchase of new asset: New Asset A/c (with the cash realised on sale of old Dr.

ADVANTAGES	DISADVANTAGES
A separate sum is provided for replacing the asset.	There is a fixed charge for depreciation. Moreover, the charge for repairs increases every year. Hence, the profit and loss account is unduly burdened in later years.

#### Illustration 2:

To Bank

A company purchased 3 years, lease on 1st April, 2008 for  $\raiseta$  50,000. It is decided to provide for the replacement of the lease at the end of 3 years by setting-up a depreciation fund. It is expected that investment will fetch at 12% p.a. Sinking fund tables shows that  $\raiseta$  0.296349 invested each year will produce  $\raiseta$ 1 at the end of 3 years at 12% per annum. The investments are sold for  $\raiseta$ 28,500.

Give Lease Account, Depreciation Fund Account and Depreciation Fund Investments Account.

#### Solution:

Annual Depreciation = ₹ 50,000 x 0.296349 = ₹ 14,817.45

Dr. Lease Account Cr.

Date	Particulars	₹	Date	Particulars	₹
2008			2009		
Apr. 1	To Bank	<u>50,000</u>	Mar.31	By Balance c/d	<u>50,000</u>
2009			2010		
Apr. 1	To Balance b/d	<u>50,000</u>	Mar.31	By Balance c/d	<u>50,000</u>
2010			2011		
Apr. 1	To Balance b/d	50,000	Mar.31	By Depreciation Fund A/c	47,088
				By Profit & Loss A/c	2,912
		<u>50,000</u>			<u>50,000</u>

# **Depreciation Fund Account**

Date	Particulars	₹	Date	Particulars	₹
2009	7 0.7 0.0 0.7 0.7 0	-	2009		•
Mar.31 2010	To Balance c/d	14,817.45	Mar.31 2009	By Depreciation A/c	14,817.45
Mar.31	To Balance c/d	31,412.94	Apr. 1 2010	By Balance b/d	14,817.45
			Mar.31	By Depreciation A/c By Interest on Depreciation Fund	14,817.45
				Investment A/c	1,778.04
		31,412.94		,	31,412.94
2011			2010		
Mar.31	To Depreciation Fund Investment A/c	2,912.00	April. 1	By Balance b/d	31,412.94
	To Lease A/c	47,088.00	2011		
	·	·	Mar.31	By Depreciation A/c By Interest on Depreciation Fund	14,817.45
				Investment A/c	3,769.44
		50,000.00			50,000.00

Date	Particulars	₹	Date	Particulars	₹
2009			2009		
Mar.31	To Bank	<u>14,817</u>	Mar.31	By Balance c/d	<u>14,817</u>
2009					
Apr. 1	To Balance b/d	14,817			
2010			2010		
Mar.31	To Bank	<u>16,595</u>	Mar.31	By Balance c/d	<u>31,412</u>
		<u>31,412</u>			<u>31,412</u>
2010			2011		

31,412

31,412

Mar.31

By Bank

By Depreciation Fund A/c

**Depreciation Fund Investment Account** 

# **Illustration 3:**

Apr. 1

To Balance b/d

Dr.

On 1st April 2007, Glory Ltd., purchased a machine for  $\ref{thmatcolor}$  1,10,000 and spent  $\ref{thmatcolor}$  6,000 on its installation. The expected life of the machine is 4 years at the end of which the estimated scrap value will be  $\ref{thmatcolor}$  16,000. Desiring to replace the machine on the expiry of its life, the company establishes a sinking fund. Investments are expected to realize 12% interest.

On 31st March, 2011, the machine was sold off as scrap for ₹ 18,000 and the investments were realised at 5% less than the book value. On 1st April, 2011, a new machine was installed at a cost of ₹ 1,25,000, Sinking fund tables show that Re. 0.2092 invested each year will produce Re. 1 at the end of 4 years at 12%. Show the necessary ledger accounts in the books of Glory Ltd. for all the years.

Cr.

Cr.

28,500

2,912

31,412

# Solution:

Dr.	Machine Account				
Date	Particulars	₹	Date	Particulars	₹
2007	To Bank (₹1,10,000		2008		
Apr. 1	+ 16,000)	<u>1,16,000</u>	Mar.31	By Balance c/d	<u>1,16,000</u>
2008			2009		
Apr. 1	To Balance b/d	<u>1,16,000</u>	Mar.31	By Balance c/d	<u>1,16,000</u>
2009			2010		
Apr. 1	To Balance b/d	<u>1,16,000</u>	Mar.31	By Balance c/d	<u>1,16,000</u>
2010			2011		
Apr. 1	To Balance b/d	1,16,000	Mar.31	By Bank (sale of scrap)	18,000
				By Sinking Fund A/c	96,470
				By Profit & Loss A/c	1,530
		<u>1,16,000</u>			<u>1,16,000</u>
2011					
Apr. 1	To Bank (installation				
	of new machine)	1,25,000			

Dr.	Sinking Fund Account				
Date	Particulars	₹	Date	Particulars	₹
2008			2008		
Mar.31	To Balance c/d	<u>20,920</u>	Mar.31	By Depreciation A/c	<u>20,920</u>
2009			2008		
Mar.31	To Balance c/d	44,350	Apr. 1	By Balance b/d	20,920
			2009		
			Mar.31	By Depreciation A/c	20,920
				By Interest on Investment	<u>2,510</u>
		<u>44,350</u>			<u>44,350</u>
2010			2008		
Mar.31	To Balance c/d	70,592	Apr. 1	By Balance b/d	44,350
			2009		
			Mar.31	By Depreciation A/c	20,920
				By Interest on Investment	<u>5,322</u>
		<u>70,592</u>			70,592
2011			2010		
Mar.31	To Sinking Fund		April. 1	By Balance b/d	70,592
	Investment A/c	3,530			
	(loss on sale)		2011		
	To Machinery A/c	96,470	Mar.31	By Depreciation A/c	20,937
				By Interest on Investment	<u>8,471</u>
		100,000			<u>100,000</u>

#### **Sinking Fund Investment Account**

Date   Particulars   ₹   Date   Particulars	₹
2008 2008	
Mar.31 To Bank <u>20,920</u> Mar.31 By Balance c/d <u>20</u>	<u>,920</u>
2008	
Apr. 1 To Balance b/d 20,920	
2009 2009	
Mar.31 To Bank (₹20,920 + Mar.31 By Balance c/d 44	,350
₹2,510) <u>23,430</u>	
44,350	,350
2009 2010	
Apr. 1 To Balance b/d 44,350 Mar.31 By Balance c/d 70	,592
2010	
Mar. 31 To Bank (₹20,920 +	
₹ 5,322) <u>26,242</u>	
70,592	,592
2010 2011 By Bank (Sale - 70,952 less	
Apr. 1 To Balance b/d 70,592 Mar.31 5%) 67	,062
By Sinking Fund A/c (loss	
on sale)	,530

## **Working Notes:**

- (i) Amount required = ₹ 1,10,000 + ₹ 6,000 ₹ 16,000 = ₹ 1,00,000
- (ii) Annual contribution is therefore ₹ 1,00,000 X ₹ 0.2092 = ₹ 20,920
- (iii) Accounting period must be assumed to end on 31st March.
- (iv) In order to make sinking fund at ₹ 1,00,000, the depreciation amount in last year is suitably adjusted.

# 3. Insurance Policy Method

Under this method, the business takes an insurance policy for required amount to replace the asset when it is worn out. A fixed amount of premium is paid every year. However, this amount will have to be paid in the beginning of each year. At the end of the specified period, the insurance company pays the agreed amount with which the new asset can be purchased.

# (a) First year and subsequent years:

(i) At the beginning of the year, for insurance premium paid:

Dr.

Depreciation Insurance Policy A/c Dr.

70,592

To Bank

(ii) At the end of the year:

Profit and Loss A/c

To Depreciation Reserve A/c

# (b) At the end of the last year :

(i) On realisation of money from the insurance company:

Bank Dr.

To Depreciation Insurance Policy A/c

Cr.

70,592

# DIFFERENCE BETWEEN SINKING FUND METHOD AND INSURANCE POLICY METHOD

Sinking Fund Method	Insurance Policy Method
(i) Interest is an integral part of sinking fund method	(i) Interest is not considered under insurance policy method
(ii) Investment in securities is the basic feature of sinking fund method	(ii) The money is not invested in any outside securities under insurance policy method. Only an insurance policy is taken for the required amount to replace the asset at the end of the useful life of the asset.
(iii) Under sinking fund method, investments are made at the end of the accounting period.	(iii) Premium is paid in advance at the beginning of the year under insurance policy method.
(iv) Under sinking fund method, the amount realised is affected by fluctuations in interest rate and value of securities.	(iv) But, under insurance policy method, the amount realised at the end of the life of the asset is fixed.

#### **REVIEW QUESTIONS**



- The amount of depreciation charged remains same in \_\_\_\_\_

  methods of depreciation.
- 2. Premium is paid at the \_\_\_\_\_ of the year under insurance policy method.

# **Illustration 4:**

A firm purchases a lease for 3 for years for  $\stackrel{?}{\stackrel{?}{?}}$  60,000 on 1.4.2008. It decides to provide for its replacement by means of an insurance policy for  $\stackrel{?}{\stackrel{?}{?}}$  60,000. The annual premium is  $\stackrel{?}{\stackrel{?}{?}}$  19,000. On 1.4.2010, the lease is renewed for a further period of 3 years for  $\stackrel{?}{\stackrel{?}{?}}$  60,000. You are required to show necessary ledger accounts. Books are closed on 31st March every year.

# Solution:

Dr.	Lease Account				
Date	Particulars	₹	Date	Particulars	₹
2008			2009		
Apr. 1	To Bank	<u>60,000</u>	Mar.31	By Balance c/d	<u>60,000</u>
2009		50.000	2010		60.000
Apr. 1 2010	To Balance b/d	60,000	Mar.31	By Balance c/d	60,000
2010 Apr. 1	To Balance b/d	60,000	2011 Mar.31	By Depreciation Reserve A/c	60,000
Dr.	-		l l	licy Account	Cr.
Date	Particulars	₹	Date	Particulars	₹
2008		· · · · · · · · · · · · · · · · · · ·	2009		
Apr. 1	To Bank (premium)	<u>19,000</u>	Mar.31	By Balance c/d	<u>19,000</u>
2009					
Apr. 1	To Balance b/d	19,000			
			2010		
	To Bank	<u>19,000</u>	Mar.31	By Balance c/d	<u>38,000</u>
2010		<u>38,000</u>	2011		<u>38,000</u>
Apr. 1	To Balance b/d	38,000	Mar.31	By Bank	60,000
Αрг. 1	To Bank	19,000	IVIAI.51	by Bank	00,000
	To Depreciation	3,000			
	Reserve A/c (profit	•			
	transferred)				
		<u>60,000</u>			<u>60,000</u>
Dr.	De	preciation	Reserve	Account	Cr.
Date	Particulars	₹	Date	Particulars	₹
2009			2009		
Mar.31	To Balance c/d	<u>19,000</u>	Mar.31	By Profit & Loss A/c	<u>19,000</u>
2010 Mar.31	To Balance c/d	20 000	2009	Py Palanca h/d	19,000
IVIAI.51	TO Balafice C/u	38,000	Apr. 1 2010	By Balance b/d	19,000
			Mar.31	By Profit & Loss A/c	<u>19,000</u>
		38,000			38,000
2011			2010		
Mar.31	To Lease A/c	60,000	Apr. 1 2011	By Balance b/d	38,000
			Mar.31	By Profit & Loss A/c	19,000
				By Depreciation Insurance	,
				Policy A/c`	<u>3,000</u>
	i l	60.000	1		60.000

# 4. Annuity Method

The annuity method considers that the business besides losing the original cost of the asset also loses interest on the amount used for buying the asset, which would have been earned in case the same amount would have been invested in some other form of investment. Thus, this method takes into account the interest factor. The amount of interest is calculated on the book value of the asset in the beginning of each year. The amount of depreciation is uniform and is determined on the basis of annuity table.

60,000

60,000

Cr.

1,45,642

2,39,822

3,85,464

# **Journal Entries**

(i) On purchase of the asset: **Asset Account** Dr. To Bank (ii) For charging interest on asset: **Asset Account** Dr. To Interest Account (iii) For charging depreciation: **Depreciation Account** Dr. To Asset Account (iv) For transfer of Interest Account to Profit and Loss Account: Interest Account Dr. To Profit and Loss Account (v) For transfer of Depreciation Account to Profit and Loss Account: Profit and Loss Account Dr. To Depreciation Account

# **Illustration 5:**

A firm purchased a lease-hold property on 1st April 2006 for 5 years at a cost of ₹ 5,00,000. It decided to write off the lease by annuity method presuming the rate of interest at 14%. The annuity table shows that annual amount necessary to write off Re. 1 in 5 years at 14% is ₹ 0.291284. Show the lease account for 5 years. Calculations to be made to the nearest rupee.

**Lease Account** 

#### Solution:

Dr.

2009

Mar.31

To Interest

(14% of 3,38,126)

Date	Particulars	₹	Date	Particulars	₹
2006			2007		
April 1	To Bank	5,00,000	Mar.31	By Depreciation	
2007				(₹5,00,000 x 0.291284)	1,45,642
Mar.31	To Interest				
	(14% of 5,00,000)	70,000	Mar.31	By Balance c/d	4,24,358
		<u>5,70,000</u>			5,70,000
2007			2008		
April 1	To Balance b/d	4,24,358	Mar. 31	By Depreciation	
2008				(₹5,00,000 x 0.291284)	1,45,642
Mar.31	To Interest		Mar. 31	By Balance c/d	3,38,126
	(14% of 4,24,358)	59,410			
		<u>4,83,768</u>			4,83,768
2008			2009		
April 1	To Balance b/d	3,38,126	Mar. 31	By Depreciation	

Mar. 31

<u>47,338</u> 3,85,464

(₹5,00,000 x 0.291284)

By Balance c/d

Date	Particulars	₹	Date	Particulars	₹
2009			2010		
April 1	To Balance b/d	2,39,822	Mar. 31	By Depreciation	
2010				(₹5,00,000 x 0.291284)	1,45,642
Mar.31	To Interest		Mar. 31	By Balance c/d	1,27,755
	(14% of 2,39,822)	33,575			
		2,73,397			2,73,397
2010			2011		
April 1	To Balance b/d	1,27,755	Mar. 31	By Depreciation	
2011					1,45,642
Mar.31	To Interest	17,887		,	
		1,45,642			1,45,642

#### **Working Notes:**

- Amount of depreciation ₹ 5,00,000 x ₹ 0.291284 = ₹ 1,45,642
- The amount of depreciation is fixed for all the years.
- The amount of interest is reduced every year because it is calculated on the written down balance.

# DISTINCTION BETWEEN SINKING FUND AND ANNUITY METHODS OF DEPRECIATION

- (i) Under sinking fund method, the annual amount is set aside to a separate fund account. However, the annual amount is not set aside to a separate fund account in annuity method.
- (ii) Since annual amount set aside are invested in outside securities, sufficient funds will be available for replacement of asset under sinking fund method. However, there is no provision of funds at the time of replacement of assets in annuity method.
- (iii) In sinking fund method, as the investment is made at the end of the first year, the first interest is earned only during the second year. In annuity method, interest is assumed to accrue in the first year of purchase of asset, therefore, it is charged from the end of the first year.
- (iv) Under sinking fund method, the total depreciation is less than the asset's depreciable cost due to deduction of interest. However, in annuity method, as the interest is added to the cost of the assets, the total depreciation is more than the depreciable cost of the asset.
- (v) Under sinking fund method, interest is actually realised since it is to be received from investments outside the business. In annuity method, interest is only assumed as against actual receipt.
- (vi) Under sinking fund method, annual net effect on profit and loss account is same because of uniform fixed amount of depreciation. However, in annuity method, annual net effect on profit and loss account increases due to fixed depreciation charge and declining interest.
- (vii) Under sinking fund method, interest realised is credited to sinking fund account, while interest is credited to profit and loss account and debited to asset account in annuity method.

#### **B. DECLINING CHARGE METHODS**

The amount of depreciation charged decreases for each subsequent year of the assets' life. This method can be applied:

- (a) When the asset becomes old and receipts decline or
- (b) When it is necessary to charge depreciation according to the asset's expected earnings.

The following three methods fall in this category.

#### 1. Diminishing Balance Method (Reducing Balance Method)

Under this method, depreciation is calculated at a certain percentage each year on the balance of the asset which is brought forward from the previous year. The amount of depreciation charged on each period is not fixed but it goes on decreasing gradually as the beginning balance of the asset in each year will reduce. Thus, amount of depreciation becomes higher at the earlier periods and becomes gradually lower in subsequent periods, when repairs and maintenance charges increase gradually.

Net Residual Value Depreciation = 1 Cost of Acquisitio n

Rate of Depreciation = 1 - n

Where, n = life of the asset in years.

#### **ADVANTAGES**

- It is a simple and easy method.
- Every year, there is an equal burden for using the asset. This is because depreciation goes on decreasing every year whereas cost of repairs increases.
- The obsolescence problem is given due care since major part of the depreciation is charged in earlier years and the management may find it easy to replace the asset.
- Income tax authorities recognize this method.
- All items including additions are added together and depreciated at the same rate.

# **DISADVANTAGES**

- It is difficult to determine an appropriate rate of depreciation.
- The value of the asset cannot be brought down to zero.
- Depreciation is neither based on the use of the asset nor distributed evenly throughout the useful life of the asset.

# DISTINCTION BETWEEN STRAIGHT LINE METHOD AND DIMINISHING BALANCE METHOD OF DEPRECIATION

	Straight Line Method	Diminishing Balance Method		
(i)	Depreciation is charged at a fixed rate on the original cost of the asset.	(i)	Depreciation is charged at a fixed rate on the original cost in the first year and on the written down value (cost-minus total depreciation) in the subsequent years.	
(ii)	The amount of depreciation remains the same in all the years of useful life of the asset.	(ii)	The amount of depreciation goes on decreasing year after year.	
(iii)	The total burden on the profit and loss account is more in the later years because the repair charges increase while the amount of depreciation remains the same.	(iii)	The total burden on the profit and loss account is almost same in the early years as well as is the later years because of more depreciation plus repairs cost in the beginning and less depreciation plus more repairs cost in the later years.	
(iv)	The book value of the asset becomes zero or equal to scrap value.	(iv)	The book value never becomes zero.	
(v)	It is easy to calculate the rate of depreciation.	(v)	It requires the use of mathematical tables.	
(vi)	It is suitable where repair charges are less and obsolescence is not frequent.	(vi)	It is suited where repair charges are more in later years and also where there is obsolescence.	

#### Illustration 6:

A firm acquired machinery on 1st July 2008 at a cost of ₹ 45,000 and spent ₹ 5,000 for its installation. The firm writes off depreciation at 10% per annum on diminishing balance method. The books are closed on 31st March every year. Show Machinery Account and Depreciation Account for three years.

**Machinery Account** 

Cr.

41,625

#### Solution:

Dr.

2011

April 1

Date	Particulars	₹	Date	Particulars	₹
2008			2009		
Jul 1	To Bank	45,000	Mar.31	By Depreciation	
Jul 1	To Bank (Installation			(10% on ₹50,000 for 9	
	Expenses)	5,000		months)	3,750
			Mar.31	By Balance c/d	46,250
		50,000			50,000
2009			2010		
April 1	To Balance b/d	46,250	Mar. 31	By Depreciation	
				(10% on ₹ 46,250)	4,625
			Mar. 31	By Balance c/d	<u>41,625</u>
		46,250			46,250
2010			2011		
April 1	To Balance b/d	41,625	Mar. 31	By Depreciation	
				(10% on ₹ 41,625)	4,163
			Mar. 31	By Balance c/d	37,462

Dr.	Depreciation Account					
Date	Particulars	₹	Date	Particulars	₹	
2009			2009			
Mar.31	To Machinery A/c	<u>3,750</u>	Mar.31	By Profit & Loss A/c	3,750	
2010			2010			
Mar.31	To Machinery A/c	<u>4,625</u>	Mar.31	By Profit & Loss A/c	4,625	
2011			2011			
Mar.31	To Machinery A/c	<u>4,163</u>	Mar.31	By Profit & Loss A/c	4,163	

41,625

37,462

# 2. Sum of Years' Digits Method

In this method, the charge for depreciation for an accounting period is calculated in proportion of the remaining life of the asset at the beginning of every accounting period. The rate of depreciation is determined by the fraction where denominator is the sum of the digits representing the life of the asset and the numerators are individual digits used in the life of asset taken in reverse order.

Depreciation goes on decreasing every year.

To Balance b/d

Depreciation = Remaining life of the asset including current year x Cost of the asset

Sum of the digits of the life of asset in years

#### 3. Double Declining Balance Method

This method is similar to reducing balance method explained above except that the rate of depreciation is double the straight line rate. Allowance for scrap value of the asset should not be allowed.

#### Advantages:

 The total cost of the asset is evenly spread over the economic life of the asset and such annual charge includes cost of depreciation and repairs. Initially, the depreciation charged is more compared to subsequent years. This is advantageous since there is considerable tax-saving, demand for funds in the initial year is more and money at present is more beneficial than money in future.

### C. OTHER METHODS

### 1. Depletion Method

This method is applicable in case of wasting assets, e.g. mines, quarries, oil well etc. from which a certain quantity of output is expected to be obtained.

Under this, depreciation is charged on the basis of output extracted in comparison with the estimated total contents of mine.

> Rate of Depreciation = Total cost of mine Total units Depreciation = Quantity extracted during the year X Rate of Depreciation

**ADVANTAGES DISADVANTAGES** It relates depreciation with the use of the It is difficult to estimate the output correctly. asset.

## 2. Machine Hour Rate Method (Service Hours Method)

Under Machine hour rate method, depreciation is allocated in proportion to the degree of asset used for production. The useful life of the asset is fixed in terms of hours. This method of depreciation can be charged on plant, machinery, vehicles etc.

> Rate of Depreciation = Original Cost of Asset - Scrap Value Life of the Asset in Hours Depreciation = Actual number of hours x Rate of Depreciation

**ADVANTAGES DISADVANTAGES** Depreciation is related to actual working time of This method can be used only when the life of the asset can be measured in terms of hours.

### 3. Group Depreciation Method

the asset.

Assets having same average life expectancy are grouped together. Depreciation is not charged for each item but is charged for the group as a whole.

### 4. Inventory System of Depreciation

In case of assets of small value, the life of the asset cannot be accurately determined, e.g., loose tools, cattle etc. Depreciation in this case will be calculated as follows:

Value of asset at the beginning of the year	XXX
Add: Additions during the year	XXX
Total	XXX
Less: Estimated value of asset at the end of the year	XXX
Depreciation for the year	XXX

### CHANGE IN METHOD OF DEPRECIATION

Consistency principle of accounting requires that same accounting practices and methods should be observed and followed from year to year as otherwise the reported profit or loss will not be comparable. Hence, it is expected that the concern should consistently follow the method of depreciation which is once chosen. However, sometimes, a change in the method becomes inevitable.

According to "Accounting Standard-6 (AS-6) Depreciation Accounting", issued by the Institute of Chartered Accountants of India, when a change in the method of depreciation is made, depreciation is re-calculated in accordance with the new method from the date of asset coming into use. In brief, change in method is permitted retrospectively, that is, from the date of purchase of existing assets.

### Steps for change in method of depreciation

- Calculate the value of asset by the new method on the date of change.
- Calculate the depreciation of the past period of asset by both the existing and new method.
- Find the difference between the both.
- Then the difference has to be adjusted in the current year's asset account by giving debit or credit to profit and loss account.

### Illustration 7:

M Ltd. which depreciates its machinery @ 10% per annum according to diminishing balance method, had on 1st April, 2010 ₹ 4,86,000 balance in its machinery account. During the year ended 31st March, 2011, the machinery purchased on 1st April, 2008 for ₹ 60,000 was sold for ₹ 40,000 on 1st October, 2010 and a new machinery costing ₹ 70,000 was purchased and installed on the same date; installation charges being ₹ 5,000.

The company wants to change its method of depreciation from diminishing balance method to straight line method w.e.f. 1st April, 2008 and adjust the difference before 31st March, 2011, the rate of depreciation remaining the same as before.

Show the machinery account for the year ended 31st March, 2011.

### Solution:

Dr.	Machinery Account				
Date	Particulars	₹	Date	Particulars	₹
2010			2010		
Apr. 1	To Balance b/d	4,86,000	Oct. 1	By Bank	40,000
Oct. 1	To Bank (cost and			By Profit and Loss A/c	
	installation charges)	<u>75,000</u>		(loss on sale of machinery)	<u>6,170</u>
			2011		
			Mar. 31	By Depreciation A/c	60,180
				By Profit and Loss A/c (Additional depreciation)	
				,	5,400
				By Balance c/d	<u>4,49,250</u>
		_5,61,000			<u>5,61,000</u>

₹

# **Working Notes:**

		<
(1)	Calculation of loss on sale of machinery:	
	Cost of machinery on April 1, 2008	60,000
	Less: Depreciation for 2008-09	6,000
		54,000
	Less: Depreciation for 2009-10	5,400
		48,600
	Less: Depreciation for half year	2,430
	Book value as on 1st October, 2010	46,170
	Less: Amount realised from sale	<u>40,000</u>
	Loss on sale	6,170
(2)	Additional depreciation:	
	Cost of machinery on 1st April, 2008 $\left(4,86,000 \times \frac{100}{90} \times \frac{100}{90}\right)$	6,00,000
	Book value on 1st April, 2008 for machinery sold in 2010	60,000
	Book value on 1st April, 2008 on original group	5,40,000
	Depreciation for 2 years (2008-09 and 2009-10) @ 10% on ₹ 5,40,000	1,08,000
	Less: Depreciation provided for 2 years under diminishing balance method (₹ 54,000 + ₹48,600)	1,02,600
	Additional depreciation due to change in the system charged to profit and loss account	5,400
(3)	Depreciation for 2010-11	
	On machinery sold	2,430
	On machinery purchased and installed	3,750
	On machinery brought from previous year (i.e. on ₹ 5,40,000 on straight line method)	54,000
		60,180

# CALCULATION OF PROFIT OR LOSS ON ASSETS SOLD

Assets may be sold or discarded before or on the expiry of its useful life. Then it is necessary to calculate the profit or loss, if any, on such sale. For this purpose the book value of the assets at the date of sale is to be calculated by deducting the total depreciation from the date of purchase to the date of sale from the original cost. If the sale price is more than the book value there is profit on sale of the assets and if the sale price is less than the book value, the difference will be loss on sale.

Profit or loss on sale of assets = Sale price of asset - Book value of the asset on the date of sale

Book value of the asset on the date of sale = Original cost of the asset – Total depreciation on the asset till that date

134 F	P-FA&A	
	ollowing journal entries are passed to recolly credited to the asset account:	ord the above transactions when the depreciation is
(i)	On sale of assets:	
	Bank	Dr.
	To Assets Account	(with the sale price)
(ii)	For profit on sale of asset:	
	Asset Account	Dr.
	To Profit and Loss Account	
(Ir	n case of loss the above entry is reversed.)	
	Provision for Depreciation Account is ma and the following accounting procedure is f	aintained then the asset account appears at its cost followed:
(i)	Transfer of accumulated depreciation including	ng the depreciation created at the time of sale:
	Provision for Depreciation Account	Dr.
	To Asset Account	
(ii)	On sale of the asset:	
	Bank	Dr.
	To Asset Account	
(iii)	If the amount of accumulated depreciation at the asset, the difference is loss on sale and tr	nd sale price put together is less than the original cost of ransferred to profit and loss account:
	Profit and Loss Account	Dr.
	To Asset Account	
(iv)	In case the accumulated depreciation and sa asset, the difference is treated as profit on sa	ale price put together is more than the original cost of the le and is credited to profit and loss account:
	Asset Account	Dr.
	To Profit and Loss Account	
		ntained on sale of asset, alternatively, it is suggested e the following accounting entries may be passed:
(i)	On transfer of original cost of asset to Asset I	Disposal Account:
	Asset Disposal Account	Dr.
	To Asset Account	
(ii)	On sale of the asset:	
	Bank	Dr.
	To Asset Disposal Account	
(iii)	On transfer of Provision for Depreciation According	ount to Asset Disposal Account:
	Provision for Depreciation Account	Dr.
	To Asset Disposal Account	

Dr.

(iv) For profit on disposal of asset:

Asset Disposal Account

To Profit and Loss Account (In case of loss the above entry is reversed.)

### Illustration 8:

On 1st April, 2008, a firm purchased a machinery for ₹2,00,000. On 1st October in the same accounting year, additional machinery costing ₹ 1,00,000 was purchased. On 1st October, 2009, the machinery purchased on 1st April, 2008, having become obsolete, was sold off for ₹ 90,000. On 1st October, 2010, new machinery was purchased for ₹2, 50,000 while the machinery purchased on 1st October, 2008 was sold for ₹85,000 on the same day.

The firm provides depreciation on its machinery @ 10% per annum on original cost on 31st March every year.

Show machinery account, provision for depreciation account and depreciation account for the period of three accounting years ending 31st March, 2011.

### Solution:

Dr. Machinery Account	Cr.
-----------------------	-----

Date	Particulars	₹	Date	Particulars	₹
2008			2009		
Apr. 1	To Bank	2,00,000	Mar.31	By Balance c/d	3,00,000
Oct. 1	To Bank	<u>1,00,000</u>			
		<u>3,00,000</u>			3,00,000
2009			2009		
Apr. 1	To Balance b/d	3,00,000	Oct. 1	By Bank	90,000
				By Provision for	
				depreciation A/c	30,000
				By Profit & Loss A/c	80,000
			2010		
			Mar. 31	By Balance c/d	1,00,000
		3,00,000			3,00,000
2010			2010		
Apr. 1	To Balance b/d	1,00,000	Oct. 1	By Bank	85,000
Oct. 1	To Bank	2,50,000		By Provision for	20,000
				depreciation A/c	
	To Profit & Loss A/c	5,000	2011		
			Mar. 31	By Balance c/d	<u>2,50,000</u>
		<u>3,55,000</u>			<u>3,55,000</u>

Dr. **Depreciation Account** Cr.

Date	Particulars	₹	Date	Particulars	₹
2009	To Provision for		2009		
Mar.31	depreciation A/c	<u>25,000</u>	Mar.31	By Profit & Loss A/c	25,000
2009	To Provision for		2010		
Oct. 1	depreciation A/c	10,000	Mar.31	By Profit & Loss A/c	10,000
2010	To Provision for				
Mar.31	depreciation A/c	10,000			
		20,000			20,000
2010	To Provision for		2011		
Oct. 1	depreciation A/c	5,000	Mar.31	By Profit & Loss A/c	17,500
2011	To Provision for				
Mar.31	depreciation A/c	<u>12,500</u>			
		<u>17,500</u>			<u>17,500</u>

Date	Particulars	₹	Date	Particulars	₹
2009			2009	By Depreciation A/c	
Mar.31	To Balance c/d	<u>25,000</u>	Mar.31	(₹ 20,000 + 5,000)	<u>25,000</u>
2009	To Machinery A/c		2009		
Oct. 1	(₹ 20,000 + 10,000)	30,000	Apr. 1	By Balance b/d	25,000
			Oct. 1	By Depreciation A/c	10,000
2010			2010		
Mar.31	To Balance c/d	<u>15,000</u>	Mar.31	By Depreciation A/c	10,000
		<u>45,000</u>			<u>45,000</u>
2010	To Machinery A/c		2010		
Oct. 1	(₹ 5,000 + 10,000 +		Apr. 1	By Balance b/d	15,000
	5,000)	20,000			
			Oct. 1	By Depreciation A/c	5,000
2011			2011		
Mar.31	To Balance c/d	<u>12,500</u>	Mar.31	By Depreciation A/c	<u>12,500</u>
		<u>32,500</u>			32,500
			2011		
			Apr.1	By Balance b/d	12,500

### DEPRECIATION AND REPLACEMENT OF ASSETS

In the context of present inflationary conditions, it will be appropriate to provide for depreciation on the replacement cost instead of on the historical cost. This is because of the fact that depreciation is provided for replacing the asset. Sufficient funds will not be available for replacing an asset at the end of its serviceable life. If depreciation is provided on the basis of historical cost, there is substantial increase in the cost of the new asset to replace the old asset. But following difficulties may crop up when replacement cost system is used:

- (a) Estimating replacement cost in advance is difficult.
- (b) The method of charging depreciation on the basis of replacement cost is not recognized by income tax authorities.
- (c) The method of charging depreciation on replacement cost during inflationary conditions is preferred but not during period of falling prices.
- (d) According to the Companies Act, depreciation should be charged on the original cost of the asset and any deficiency or surplus arising due to sale of such asset should be transferred to the profit and loss account.
- (e) Any new asset purchased, with few exceptions, is always of a better quality than the asset replaced. Hence, it is difficult to calculate the cost of the asset replaced.

These difficulties can be obviated by taking the following steps:

(a) The additional amount required for replacing the asset over and above the original cost of the asset may be estimated. Every year, an appropriate amount may be transferred from profit and loss account besides usual depreciation on asset to provide for additional amount required for replacement of the asset over and above the original cost of the asset. It may be debited to Profit and Loss Appropriation Account and credited to Replacement Reserve account. (b) The Replacement Reserve Account may be credited every year with interest at the current rate on the accumulated balance standing on the credit of the account.

### **LESSON ROUND UP**

- Depreciation is the process of allocation of cost of the asset to the period of its useful life. It is not the process of valuation of asset.
- Depreciation is used for recording the expired utility of a physical asset.
- Causes of depreciation are: physical wear and tear; deterioration in value of asset; disuse; depletion; obsolescence; accidents, etc.
- Depreciation is provided to: ascertain the correct profit; present correct financial position; make provision for replacement of asset; ascertain proper cost of the product; maintain uniform rate of return; attain maximum tax benefit; to meet the legal requirements, etc.
- The main factors in measurement of depreciation are: total cost of the asset; estimated useful life; estimated residual value, etc.
- The various methods of depreciation are: fixed installment method or straight line method; diminishing balance method or written down value method and other methods.
- In order to adjust depreciation for past periods due to change of method, depreciation is to be calculated for the past period of asset used both by existing as well as by the changed method and the difference is adjusted in the current year's asset account by giving debit or credit to profit and loss account.

GLOSSARY				
Depreciation	Depreciation is a process of allocating the cost of a fixed asset over its estimated useful life in a rational and systematic manner.			
Useful Economic Life	Useful economic life of an asset is either the period over which a depreciable asset is expected to be used by the organization or the number of production or similar units expected to be obtained from the use of the asset by the organization.			
Depreciable Value	It is the cost price of the asset less scrap value or salvage value of the asset.			
Salvage Value	The estimated value of an asset at the end of its useful life.			

# **SELF-TEST QUESTIONS**

### **Theory Questions**

- 1. Why is correct calculation of depreciation necessary?
- 2. What are the methods of providing depreciation?
- 3. Discuss the various factors which are considered for calculating depreciation.
- 4. What are the various causes of depreciation on fixed assets?
- 5. Distinguish between straight line and diminishing balance methods of depreciation.
- 6. What do you mean by replacement cost? What are the difficulties faced while providing for depreciation on the basis of replacement cost? What steps may be taken to obviate these difficulties?

- 7. Distinguish between sinking fund and annuity methods of depreciation.
- 8. "Depreciation is a process of allocation and not of valuation". Comment.

### **Practical Questions**

- 1. Deva Ltd. charges depreciation on its plant and machinery @10% per annum on the diminishing balance method. On 31st March, 2011, the company decides to adopt straight line method of charging depreciation with retrospective effect from 1st April, 2007, the rate of depreciation being 15%. On 1st April, 2010, the plant and machinery account stood in the books at ₹ 2,91,600. On 1st July, 2010, a sum of ₹ 65,000 was realised by selling a machine cost of which on 1st April, 2007 was ₹ 90,000. On 1st January, 2011, a new machine was acquired at a cost of ₹ 1,50,000. Show the plant and machinery account in the books of the company for the year ended 31st March, 2011.
- 2. A firm acquired a machine for ₹ 5,00,000 on 1.4.2008. Depreciation was to be charged at 20% p.a. on straight line method. During 2010-11, a modification was made to improve machine's technical reliability at a cost of ₹ 50,000 which it was considered would extend the useful to life of machine for 2 years. At the same time one important component of the machine was replaced at a cost of ₹ 10,000 because of excess wear and tear. Routine maintenance during the said accounting period cost ₹ 7,500. Show the machine account, provision for depreciation on machine account and charge to profit and loss account for the year ending 31st March, 2011.
- 3. Suman Enterprises purchased machinery on 1st April 2008 for ₹71,800 and paid ₹3,200 on its installation. New machinery was acquired for ₹45,000 on October 1, 2008. On 1st April 2009, first machinery was sold at ₹50,000 and on the same date fresh machinery was purchased for ₹45,000. Depreciation is provided annually on 31st March at 10% p.a on written down value method. On April 1, 2010 the firm changed the method of providing depreciation and decided to provide depreciation at 10% p.a on the original cost with retrospective effect. Prepare machinery account to ascertain the value of machinery as on 31st March 2011.
- 4. Simmon Ltd., charges deprecation on its plant and machinery @ 10% per annum on the diminishing balance method. On 31st March, 2011, the company decided to adopt straight line method of charging depreciation with retrospective effect from 1st April, 2008, the rate of depreciation being 15% p.a.
- 5. On 1st April, 2010, the plant and machinery account stood in the books of account at ₹5,00,000. On 1st August, 2010 a sum of ₹1,00,000 was realised by selling a machine the cost of which on 1st April, 2008 was ₹1,50,000. On 1st January, 2011 a new machine was acquired at a cost of ₹3,00,000. Show the plant and machinery account in the books of the company for the year ended 31st March, 2011.

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# Lesson 7 Preparation of Final Accounts for Sole Proprietors

# **LESSON OUTLINE**

- Introduction
- Trading Account
- Profit & Loss Account
- Main Principles for preparation of Trading and Profit & Loss Account
- Difference between Trading and Profit & Loss Account
- Review Questions
- Balance Sheet
- Classification of Assets
- Classification of Liabilities
- Differences between Trading and Profit & Loss Account
- Review Questions
- Differences between Trial Balance and Balance Sheet
- Adjustment Entries
- Closing Entries
- Manufacturing Account
- Limitations of Financial Statements
- Lesson Round Up
- Glossary
- Self-Test Questions

### LEARNING OBJECTIVES

A sole trader is the sole owner and manager of the business. At the end of a accounting year the sole trader would like to know the financial results and the financial position of his business. He would be interested to know the profits or losses made by the business. For this purpose, he would prepare income statements i.e. trading and profit and loss accounts. He would also be interested to know the financial position of the business which will be ascertained through the preparation of balance sheet. Trading, profit and loss account and balance sheet together are called final accounts.

After recording transactions of a business for an accounting period in subsidiary books, posting in the ledger and testing their accuracy with the help of a trial balance, the last stage in the accounting process is the preparation of final accounts. In this lesson, we will learn in detail about the preparation of final accounts for a sole trading firm.

You have to know accounting. Its the language of practical business life. It was a very useful thing to deliver to civilization. I've heard it came to civilization through Venice which ofcourse was once the great commercial power in the mediterrarean. However, double entry book keeping was a hell of an invention.

**Charlie Munger** 

### INTRODUCTION

Final Accounts or Financial Statements are the end products of the financial accounting process which involves the preparation of a summary of the accounts with a view to determine:

- (i) net profit from the trading activities in terms of profit made or loss incurred for a given period, and
- (ii) its financial position in terms of assets and liabilities as on the last date of the given period.

For the purpose of determining the profit or loss, a statement known as *Trading and Profit and Loss Account* (*Income Statement*) is prepared which incorporates all items of expenses and losses and all incomes and gains occurring during the accounting period.

In order to show the financial position on the last date of the accounting period, another statement known as Balance Sheet (*Position Statement*) is prepared which consists of all assets, liabilities and capital of the business. These two statements are collectively known as Final Accounts.

Final Accounts are prepared from the balances appearing in the trial balance. Debit balances of assets are transferred on the right hand side of the balance sheet while expenses and losses are debited to the Trading Account or to the Profit and Loss Account, depending upon the nature of expenditure or loss. Credit account balances like capital, liabilities, provisions and reserves are entered on the left hand side of the balance sheet while incomes and gains are credited to Trading Account or Profit and Loss Account.

### TRADING ACCOUNT

Trading Account is the first part of income statement which is prepared to ascertain the gross profit or gross loss for a given accounting period.

Trading Account is prepared before the preparation of profit & loss account. It shows the result of trading activities relating to purchases & sales of goods & services. Trading account is prepared to calculate separately the profit from sale & purchase transactions only. The profit or loss is termed as gross profit or loss as expenses of various other an organsiation like administrative. selling & distribution, maintenance expenses etc. are not deduction. Only the direct expenses which are incurred to bring goods into saleable condition like freight, insurance, carriage inwards, rent & rates, fuel. power, royalties on production, consumption of stores etc. are taken into account to calculate gross profit/loss.

Gross Profit = Net Sales - Cost of the Goods Sold.

Gross Loss = Cost of the Goods Sold - Sales

Net Sales = Total Sales - Sales Returns (Return Inwards)

Cost of goods sold = Opening stock of goods + net purchases - closing stock of goods at the end + all direct expense

Net Purchases = Total Purchase - Purchases Returns (Return Inwards)

Dr. Trading Account for the year ended Cr				
Particulars	₹	Particulars	₹	
To Opening Stock	XXX	By Sales	XXX	
To Purchases	XXX	Less: Return Inwards	XXX	
Less: Return Outwards	XXX	By Closing Stock	XXX	
To Direct Expenses	XXX	, 0		
Го Gross Profit (Balancing Figure)	XXX			

- In case debit side exceeds the credit side, the balance will be gross loss and that will be shown on the credit side of Trading Account as "By Gross Loss".
- In trading account, closing stock is shown at cost price or net realisable price market value whichever is lower.

- While taking stock for the purpose of preparation of trading account, stock in hand on the last day of the accounting year should be adjusted for purchases recorded but goods not yet received, goods sold but not yet delivered and goods that may be out of business premises because of consignment, goods delivered on sale or return basis, etc.
- Gross profit or gross loss revealed by Trading Account is transferred to Profit and Loss Account.

### PROFIT AND LOSS ACCOUNT

Profit and Loss Account is prepared to calculate the net profit or loss of the business for a given accounting period. The balance of Trading Account i.e. gross profit/gross loss is transferred to the Profit and Loss Account which is the starting point of the preparation of this account. Thereafter, all those expenses and losses which have not been debited already to the Trading Account are debited to the Profit and Loss Account. Other incomes and gains, if any, are credited to this account,

Net profit = Total Revenues - Total Expenses

Net Loss = Total Expenses – Total Revenues

e.g. interest earned or commission received etc. The net profit, thus arrived, is transferred to Capital Account of the proprietor/partners. Specimen of Profit & Loss Account is given on next page. Net profit increases the capital whereas net loss decreases the capital.

### MAIN PRINCIPLES FOR PREPARATION OF TRADING AND PROFIT & LOSS ACCOUNT

The following principles must be kept in mind while preparing Trading and Profit & Loss Account:

- Only revenue receipts i.e. sale proceeds and other incomes should be entered.
- Only revenue expenses together with losses should be taken into account.
- Profit or loss is determined by matching revenues and expenses according to the matching principle.
   Application of Concept of Matching Principle

A fundamental principle which must be observed while preparing final accounts is that of 'matching cost and revenue'. It means that in final accounts, expenses and incomes for the full trading period whether they have been paid or received or not, must be included and no expenditure or income which does not pertain to the period for which final accounts are being prepared be included. The distinction between capital and revenue items is also made on the basis of this principle.

### DIFFERNCE BETWEEN TRADING AND ACCOUNT PROFIT & LOSS ACCOUNT

	Trading Account	Profit and Loss Account
(i)	Trading account is prepared to calculate the gross profit (loss) for a particular period.	(i) Profit and loss account is prepared to arrive at the net profit (loss)
(ii)	In trading account, cost of goods sold, sales and direct expenses are accounted.	(ii) In profit and loss account, indirect expenses, such as administrative expenses, selling expenses, etc, are charged against the gross
(iii)	The result of trading account i.e. gross profit (loss) is transferred to profit and loss account.	profit and other revenues.  (iii) The balance in profit and loss account i.e. net profit (loss) is transferred to capital account which will be shown in the balance sheet.

SPECIMEN OF PROFIT & LOSS ACCOUNT  Profit & Loss Account for the year ended			
Dr.			<u>Cr.</u>
Particulars	₹	Particulars	₹
To Gross Loss b/d	XXX	By Gross Profit b/d	XXX
Management expenses:		Other income:	
To Salaries (administrative)	XXX	By Discount received	XXX
To Office rent, rates and taxes	XXX	By Commission received	XXX
To Printing and stationery	XXX	Non-trading income:	
To Telephone charges	XXX	By Bank interest	XXX
To Postage and telegrams	XXX	By Rent of property let-out	XXX

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To Insurance	XXX	By Dividend from shares	XXX
To Audit fees	XXX	By Dividend from shares	XXX
To Legal charges	XXX	Abnormal gains:	
To Electricity charges	XXX	By Profit on sale of machinery	XXX
Maintenance expenses:		By Profit in sale of investment	XXX
To Repairs and renewals	XXX	By Net Loss (transferred to Capital A/c)	
To Depreciation on:		(Balancing Figure)	XXX
Office equipment	XXX		
Office furniture	XXX		
Office building	XXX		
Selling and distribution expenses:			
To Salaries (selling staff)	XXX		
To Advertisement	XXX		
To Godown rent	XXX		
To Carriage outwards	XXX		
To Bad debts	XXX		
To Provision for bad debts	XXX		
To Selling commission	XXX		
Financial expenses:			
To Bank charges	XXX		
To Interest on loans	XXX		
To Discount on bills	XXX		
To Discount allowed to customers	XXX		
Abnormal losses:			
To Loss on sale of machinery	XXX		
To Loss on sale of investment	XXX		
To Loss by fire	XXX		
To Net Profit (transferred to Capital	XXX		
A/c) (Balancing Figure)			
	XXX		XXX

# **REVIEW QUESTIONS**



LIII I	ii tile bialiks.
(i)	Trading account reveals profit or loss.
(ii)	Profit and loss account reveals profit or loss.
(iii)	Expenses appear on side of trading and profit and loss account.
(iv)	Provision for bad debts account shows balance.
(v)	Reserve for discount on creditors account shows balance.
(vi)	Carriage inwards appears in account, whereas carriage outwards appears in account.

# Decide whether the following statements are true or false:

(i) Trade expenses account is transferred to trading account.

- (ii) Capital account appears on assets side of balance sheet.
- (iii) Drawing account is revenue expenditure to be shown on debit side of profit and loss account.
- (iv) If trading account reveals gross loss, profit and loss account results in net profit in any case.
- (v) Interest on capital and salary to proprietor are incomes and hence are shown on credit side of profit and loss account.

### Tick the correct answers:

(i) What type of account is goodwill? Fictitious/Intangible

(ii) What type of account is furniture? Fixed/Current

On which side of balance sheet is unexpired insurance shown?

Assets/Liabilities

(iv) Which type of items appear in profit and loss account? Revenue/Capital/Both

(v) Is balance sheet an account or a statement?

An Account/A Statement

(vi) Where will amount spent on stationery appear? In Profit and Loss Account/

In Balance Sheet.

### **BALANCE SHEET**

Balance sheet is a statement which shows the financial position i.e. the balances of assets, liabilities and capital, of a business entity at a given date. It is prepared from the real accounts and personal accounts of trial balance. A debit balance in a real account or personal account represents an asset of the concern/firm. Likewise a credit balance in a personal account represents a liability. There can be some newly opened accounts as well on account of adjustment entries. These assets and liabilities are arranged in a proper way and the resultant statement is the balance sheet. On the right hand side, assets are arranged while on the left hand side, liabilities are recorded. The totals of the two sides of the balance sheet must agree because of the equation, viz. Assets = Liabilities + Capital.

If there is a difference, it means that there is some mistake. The difference, if it does occur, should be placed on the deficit side as Suspense Account to make the two sides agree apparently.

### Features of Balance Sheet

- The primary objective of the preparation of balance sheet is to ascertain the financial position of a concern.
- It shows (a) the nature and value of assets, (b) the nature and value of liabilities and (c) the position of capital.
- Balance sheet is always prepared on a certain date, never for a particular period.
- Balance sheet, unlike a trading and profit and loss account, is not an account. It is a statement containing information regarding assets, liabilities and capital.

### Marshalling of Balance Sheet

The arrangement of assets and liabilities in accordance with a particular order is known as marshalling of balance sheet. The items in the balance sheet are generally marshaled in two ways-

- (i) Liquidity order or according to time: In liquidity order, the assets are stated in the order in which they can be easily converted into cash and the liabilities in the order in which they have to be paid off.
- (ii) Permanence order or according to purpose: In permanence order, assets which are to be used permanently in the business and are not meant for sale are shown first and the assets that are liquid are shown last in order. Similarly, liabilities may also be shown according to the permanence arrangement.

Specimen of Balance Sheet in permanence order is given below. The order will be reversed in liquidity order.

SPECIMEN OF BALANCE SHEET				
Balance Sheet as at				
Liabilities		₹	Assets	₹
Capital	XXX		Goodwill	XXX
Add: Net profit	XXX		Land and building	XXX
Less : Drawings	XXX	XXX	Plant and machinery	XXX
Loans on mortgages		XXX	Furniture and fixtures	XXX
Outstanding expenses		XXX	Stock	XXX
Bank overdraft		XXX	Sundry debtors	XXX
Sundry creditors		XXX	Investments	XXX
Bills payable		XXX	Bills receivable	XXX
			Cash at bank	XXX
			Cash in hand	XXX

XXXX

### **REVIEW QUESTIONS**



# 1. Arrange the following assets in order of their liquidity:

Furniture, Goodwill, Stock in trade, Unexpired insurance, Cash in hand, Trade debtors, Readily saleable investments, Cash at bank, Land, Buildings, Machinery, Bills receivable.

XXXX

### 2. Arrange the following liabilities in order of permanency:

Capital, Creditors for expenses, Sundry trade creditors, Loan, Bills payable

### CLASSIFICATION OF ASSETS

- (i) Fixed Assets are those which are acquired for long use in the business itself and not for resale. For example, plant and machinery, land and buildings, furniture and fixtures, patents and trade marks are examples of fixed assets.
- (ii) Current or Floating Assets are those that are meant to be converted into cash as soon as possible. Stock of goods, amount due from customers to whom goods have been sold on credit and balance at bank are examples of current (or floating) assets.
- (iii) Liquid Assets are those current assets which are already in the form of cash or which can be readily converted into cash, such as Government Securities.
- (iv) Wasting Assets are those fixed assets which have a fixed content, like coal in a coal mine; the value of the asset goes down as the contents are taken out. When the minerals have been taken ou totally,, the mine will become useless.
- (v) Intangible Assets are those fixed assets which cannot be seen or touched or felt. Goodwill (the value of one's name) is an intangible asset because there is no physical form to show it. Intangible assets are not necessarily useless.
- (vi) Fictitious Assets are valueless assets but shown as assets in the financial statements (such as useless trade marks) or expenses treated as assets (such as expenses incurred to establish a company i.e. preliminary expenses).

### **CLASSIFICATION OF LIABILITIES**

(i) Fixed and Long-term Liabilities: Fixed liabilities are those liabilities which are payable on the termination of the business such as capital of the proprietor, whereas long-term liabilities are those which will be redeemed after a long period of time e.g. long-term loans.

- (ii) Current liabilities: These are liabilities which have to be redeemed in the near future, usually within a year. Trade creditors, bank loans, bills payable etc. are examples of current liabilities.
- (iii) Contingent liabilities: These are not actual liabilities but their becoming actual liability depends on the happening of certain events. If such events do not occur, no liability is incurred. Liability in respect of pending suit is a contingent liability because it is only if and when suit is lost that the liability will be incurred. Bills discounted with a bank are also a contingent liability because if the acceptor fails to meet the bill on due date, the firm will become liable to the bank. Such liabilities are not shown in balance sheet; usually a foot note is appended at the balance sheet for such liabilities.

### **REVIEW QUESTIONS**



- 1. The following are the names of assets. Classify them: Leasehold premises, Accounting machines, Coal mine, Goodwill, Stock of raw materials, Motor vehicles, Cash in hand, Government securities, Copyright of book (no longer in demand), Amount due from customers, Loose tools and Cost of floating a company.
- 2. Classify the following assets into fixed, current and fictitious assets, mentioning sub-types, also in the case of fixed assets: Land and buildings, Furniture, Bills receivable, Cash in hand, Cash at bank, Plant and machinery, Coal mine, Loose tools, Preliminary expenses, Stock in trade, Amount due from customers, Copyright of a book no longer in demand, Stone quarries, Livestock, Motor vehicles, Government bonds and Goodwill of a firm incurring heavy losses.

### DIFFERNCE BETWEEN TRIAL BALANCE AND BALANCE SHEET

Trial balance	Balance sheet
It is a statement of debit balances and credit balances taken from the ledger.	It is a statement of assets and liabilities
2. It is prepared to test the arithmetical accuracy of books of account.	2. It is prepared to ascertain the financial position of the organization on a particular date.
3. Balances of all types of accounts i.e. personal, real, and nominal accounts are shown.	3. Balances of real and personal accounts only are shown.
<ol> <li>It is usually prepared at the end of each month, three months, six months or at the end of accounting year before the preparation of trading and profit and loss account.</li> </ol>	4. It is usually prepared at the end of the year after the preparation of trading and profit and loss account.
5. Closing stock does not appear in the trial balance.	5. Closing stock is shown on the assets side of the balance sheet.
6. It is prepared for internal use.	6. It is prepared for external use, i.e. for outside parties such as, creditors, shareholders (in case of companies), government authorities, etc.

### DIFFERNCE BETWEEN PROFIT & LOSS ACCOUNT AND BALANCE SHEET

Profit & Loss Account	Balance sheet
Profit and loss account is an account	Balance sheet is a statement of assets and liabilities.
Profit and loss account shows the profits earned or losses incurred for the accounting period	<ol><li>Balance sheet shows financial position of the business.</li></ol>
Profit and loss account is prepared for the accounting period	<ol><li>Balance sheet is prepared as at the last day of the accounting period.</li></ol>
<ol> <li>The accounts that are transferred to the profit and loss account are closed and cease to exist.</li> </ol>	<ol> <li>The accounts which are transferred to the balance sheet do not lose their identity and become the opening balances in the next accounting period</li> </ol>

### ADJUSTMENT ENTRIES

Usually, final accounts are prepared from the balances given in the trial balance. However, at times some account balances in the trial balance do not reflect the correct 'amount' when considered in relation to accounting period. For example, payment on account of expense, say, rent, may be less or more than the actual payment that ought to have been made during the accounting period. Similar situation may arise in respect of some revenue items also, say interest on investments.

In order to ensure that the final accounts disclose the true trading results and correct balances, it is necessary that all expenses incurred whether paid or not and the whole amount of loss sustained whether ascertained or estimated should be taken into consideration. Similarly, incomes and gains whether actually received or not during the accounting period should be accounted for. All this requires adjustment entries which are used to establish correct values of account balances at the end of an accounting period. Thus, adjustment entries are those entries which are passed at the end of each accounting period for the purpose of adjusting various nominal and other accounts so that true net profit or loss is indicated in profit and loss account and the balance sheet represents a true and fair view of the financial condition of an enterprise.

The following are the usual adjustment entries which are made while preparing the final accounts.

### (I) CLOSING STOCK

The unsold stock at the end of the accounting period is termed as closing stock. There can be two entries for closing stock.

(a) Closing Stock Account
To Trading Account

When this entry is passed he closing stock at the end appears in trading account and on the asset side of balance sheet. It becomes the opening stock for the next year.

(b) Stock Account To Purchases Account In this case, closing stock will appear in the trial balance, it means that double entry has been completed in the accounting period itself by reducing the purchases. Therefore it will appear as asset in the balance sheet only.

### (II) ACCRUED OR OUTSTANDING EXPENSES

Dr.

Dr.

Expenses which have been incurred during the year and whose benefit has been derived during the year but payment in respect of which has not been made are called outstanding or accrued expenses. At the end of the year, all such expenses must be brought into books, otherwise, the profit will be overstated and liability will be understated. The following journal entry is passed:

Expense Account Dr.

To Outstanding/Accrued Expense Account

- The outstanding expenses are shown on the debit side of the trading account or profit and loss account, as the case may be, by way of addition to the respective expenses.
- These are also shown on the liabilities side of balance sheet.
- In the beginning of the next year, a reverse entry will be passed.

### **EXAMPLE 1**:

Salary for March, 2011 ₹ 1,000 has not been paid. The adjustment entry will be:

₹

Salary Account Dr. 1,000

To Outstanding Salary Account

1.000

The entry will increase the balance in salary account by ₹ 1,000 which will be transferred to profit and loss account. Outstanding salary account is a liability which will appear in balance sheet.

### (III) UNEXPIRED OR PREPAID EXPENSES

Those expenses which have been paid in advance and whose benefit will be available in future are called unexpired or prepaid expenses e.g. insurance premium, rent, etc., paid in advance. An adjustment entry is made whereby the unexpired amount is credited to the appropriate expense account and debited to prepaid (unexpired) account as under:

> Prepaid Expense Account Dr. To Expense Account

- The amount of prepaid expenses is shown in the profit and loss account by way of deduction from the concerned expenses.
- These are also shown as an asset in the balance sheet.
- In the beginning of the next year, a reverse entry will be passed to cancel the effect of adjusting entry.

### **EXAMPLE 2:**

Fire insurance premium of ₹ 2,000, paid for the year ending 30th June 2011. On 31st March, 2011 insurance policy has run only for 9 months and hence only 3/4th of the premium can be said to pertain to 2010-11: 1/4th of the premium amount, i.e. ₹ 500 will be treated as an asset. Entry will be:

500 **Unexpired Insurance Premium** Dr.

To Insurance Premium Account 500

Unexpired insurance premium will appear as an asset in the balance sheet and insurance premium account will be reduced by ₹ 500.

### (IV) ACCRUED OR OUTSTANDING INCOME

Accrued income means income which has been earned by the business during the accounting year but which has not become due and hence has not been received. But outstanding income means any income which has become due during the accounting year but has not been so far received by the firm. Though there is a distinction between the two, for adjustment entry no such distinction is necessary, both the accrued income and outstanding income are added to the given income figure in the trial balance. The following entry is passed:

Accrued /Outstanding Income Account

Dr.

To Income Account

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- The amount of income is transferred to the credit side of profit and loss account as an addition to the respective income account.
- The accrued/outstanding income account also appears as an asset in the balance sheet.

account to appear on the credit side of profit and loss account will increase by ₹ 650.

In the beginning of next year, a reverse entry will be passed.

EXAMPLE 3: Interest earned but not yet received, ₹ 650. The entry will be:

₹ ₹

Interest Accrued Account

Dr. 650

To Interest Account

Interest accrued account will appear as an asset in balance sheet and the amount of interest

### (V) UNEARNED INCOME OR INCOME RECEIVED IN ADVANCE

That portion of the revenue which remains received in advance (unearned) at the end of the accounting period is known as unearned income or income received in advance. For example, subscription received in advance by a club, insurance premiums received in advance by the insurance company, rent received in advance, etc. Any income in advance is not actually earned and it rather creates an obligation to return this amount. The following adjustment entry is made at the end of the accounting year;

Income Account Dr.

To Income Received in Advance Account

- This item is shown on the credit side of the profit and loss account by way of deduction from the income.
- It is also shown in the balance sheet on the liabilities side as 'Income received in advance'.

EXAMPLE 4: Rent for April, 2011 ₹ 3,000 received in advance

₹ ₹

Rent Received Account Dr. 3,000

To Rent Received in Advance Account 3,000

The balance of rent received account appearing on the credit side of profit and loss account will diminish by ₹ 3,000 and rent received in advance account will appear on liabilities side of balance sheet because service for this rent is to be rendered in the year to come.

### (VI) DEPRECIATION

Depreciation is the reduction in the value of fixed assets due to its use, wear and tear or obsolescence. When an asset is used for earning purpose, it is necessary that reduction due to its use must be charged to the profit for the year in order to show correct value in the balance sheet. The following journal entry is passed for charging depreciation:

Depreciation Account Dr.

To Fixed Asset Account

- The amount of depreciation is debited to the profit and loss account.
- Again it is shown on the assets side of the balance sheet by way of deduction from the concerned asset.

When depreciation is given in the trial balance, it means that the asset(s) has(ve) been credited with the amount of depreciation and the necessary debit to depreciation account has been made. The only entry then

would be to transfer the depreciation account to profit and loss account and no adjustment entry would be needed.

Note: There are various methods of providing depreciation, but in questions on final accounts, it is most likely asked to be calculated at a fixed percentage on opening balance of the assets. If there are additions, depreciation is provided only for that part of the year for which the new asset has been used.

EXAMPLE 5: If furniture stood at ₹ 1,00,000 on 1st April, 2010 and additional furniture was purchased for ₹15,000 on 1st October, 2010, total depreciation @5% per annum would amount to ₹ 5,375 calculated as under:			
			₹
Depreciation on 1,00,000 @ 5% for	full year		5,000
Depreciation on Rs. 15,000 @ 5% f	for 6 months i.	e., from	
1st October, 2010 to 31st March, 20	011		375
₹ 15,000 x 5 x 6			
10 x 12			
		Total	<u>5,375</u>
Entry will be:			
·		₹	₹
Depreciation Account	Dr.	5,375	
To Furniture Account			5,375
Depreciation account will appear on the debit side of profit and loss account and the book value of furniture will be reduced by ₹ 5,375 in the balance sheet.			

### WHEN PROVISION FOR DEPRECIATION ACCOUNT IS MAINTAINED:

Depreciation Account	Dr.
To Provision for Depreciation Accoun	t
Profit and Loss Account	Dr.
To Depreciation Account	

### (VII) BAD DEBTS

Debts which cannot be recovered or become irrecoverable are called bad debts. It is a loss to the business and is brought into account by debiting bad debts account and crediting debtors' accounts who are not able to pay the amount. The adjustment entry is as follows:

Bad Debts Account	Dr.
To Sundry Debtors Account	

- The bad debts account is debited to profit and loss account.
- The debtors balance is reduced by the same amount in the balance sheet.
- When the amount of bad debts is given in the trial balance itself no adjusting entry is required. It should only be transferred to profit and loss account.

### (VIII) PROVISION FOR BAD DEBTS

A firm may make provision at the end of the accounting year for likely bad debts which may happen during the course of the next year. This is for the simple reason that if out of credit sales made during a particular year,

some sales are likely to become bad in the course of the next year, the proper course would be to charge in the same accounting year with such likely bad debts in which the sales have been made. The following journal entry is passed for creating provision for bad debts:

Profit and Loss Account Dr.

To Provision for Bad Debts Account

- The provision for bad debts is charged to profit and loss account.
- It is also deducted from debtors in the balance sheet.
- Provision for bad debts created out of profit of the current year should be carried forward to the next period. Bad debts occurring during that period would be debited to bad debts account as usual, but total debits given to this account should be transferred to provision for bad debts account. At the end of the next year suitable adjustment entry is passed for keeping the provision for bad debts at an appropriate amount to be carried forward.
- Sometimes the balance brought down from the previous year is so large that even after debiting the current year's bad debts and leaving the desired balance at the end of the year, a surplus is left. This surplus is transferred to the credit side of profit and loss account.

EXAMPLE 6: If debts of 2010-11, prove to be bad in 2011-12 the loss is to be treated as one for 2010-11. But on 31st March, 2011 when final accounts are be prepared, it will not be possible to know accurately, which debts will prove bad in 2011-12. Hence, only an estimate is made on the basis of past experience. If it is estimated that 6% of the debts may prove bad and on 31st March, 2011 debtors amount to ₹ 40,000, then ₹2,400 will be provided for future bad debts. The entry is:

Profit and Loss AccountDr.2,400To Provision for Bad Debts Account2,400

It will reduce the profit for 2010-11 by ₹2,400. Provision for bad debts will appear in the balance sheet as a deduction from sundry debtors on assets side although it is a separate account showing credit balance.

In the next year, the actual amount of bad debts will be debited to provision for bad debts account which will then stand reduced. On 31st March, 2012 the amount of the provision will be brought up by an appropriate debit to profit and loss account depending on the amount of sundry debtors as at that date.

### (IX) PROVISION FOR DISCOUNT ON DEBTORS

This is a charge made against profits in order to provide for an expected loss in the form of discounts which are likely to be allowed to the debtors, for encouraging them to make prompt payments. In order to incorporate such provision for discount on debtors, the following journal entry is passed:

Profit and Loss Account Dr.

To Provision for Discount on Debtors Account

- This provision is shown on the debit side of the profit and loss account.
- It is also shown in the balance sheet by way of deduction from sundry debtors.

**Note:** Provision for discount is always calculated on the amount of debtors left after deducting the provision for bad debts i.e. provision should be calculated on good debts. It is because no discount will be allowed on amounts which are not recovered and hence no provision for discount on such amount is required.

For example, if 2% discount is allowed, debtors are of ₹ 10,000 and 5% provision for bad debts is required then provision for discount will be made @2% on ₹ 9,500, i.e., on ₹ 10,000 less 5% for provision for bad debts amounting to ₹ 500.

### (X) RESERVE FOR DISCOUNT ON CREDITORS

A firm may like to create reserve for discount on its creditors to record discounts expected to be received from them. The adjustment entry for this purpose is as follows:

Reserve for Discount on Creditors Account Dr.

To Profit and Loss Account

- The reserve for discount on creditors account is credited to the profit and loss account.
- It should also be deducted from the sundry creditors in the balance sheet. Keeping with the principle of conservatism the provision for discount on creditors is often not made in actual practice.

### (XI) INTEREST ON CAPITAL

It is a normal practice to charge business with interest on the capital employed in the business. The purpose is to know whether the profits of the business are more than what could be earned from simple investments outside business. Interest charged is an expense to the business but it is a gain to proprietor. The following adjustment entries are passed:

(i) Interest on Capital Account	Dr.
To Capital Account	
(ii) Profit and Loss Account	Dr.
To Interest on Capital Account	

- Interest on capital is debited to the profit and loss account and
- It is shown on the liabilities side of the balance sheet by way of addition to the capital.

### (XII) INTEREST ON DRAWINGS

As business allows interest on capital, it also charges interest on drawings made by the proprietor. This is a gain to the business and an expense for the proprietor. The following adjustment entries are made:

(i) Capital Account	Dr.
To Interest on Drawings Account	
(ii) Interest on Drawings Account	Dr.
To Profit and Loss Account	

- It is credited to the profit and loss account and
- Shown on the liabilities side of the balance sheet by way of deduction from capital.

### (XIII) ACCIDENTAL LOSS OF AN ASSET

### When asset is not insured:

Sometimes the assets of the organization may be destroyed due to earthquake, fire or accidents. The firm has to bear the entire loss if such assets are not insured. The following entries are passed to make adjustments for such losses:

(a) When loss is incurred due to accident	
Accidental Loss Account	Dr.
To Asset Account	

(b) When loss is transferred to profit and loss account

Profit and Loss Account

To Accidental Loss Account

### When asset is insured:

When the asset destroyed by accident is insured, then the firm will not have to bear the entire loss. The insurance company will pay certain amount on loss of the asset. The amount of loss will be reduced to the extent of amount recoverable from the insurance company. The difference in the book value of asset on the date of accident and the amount of claim admitted by the insurance company is the loss suffered by the company. This loss will be transferred to the profit and loss account.

On admission of claim:	
Insurance Company	Dr.
To Asset Account	
On receipt of money claimed:	
Bank	Dr.
To Insurance Company	
On transfer of loss:	
Profit and Loss Account	Dr.
To Asset Account	

### (XIV) ACCIDENTAL LOSS OF STOCK

Sometimes, stock in trade is lost due to fire or theft. If the firm has insured the stock, then loss can be made good fully or partly by the insurance company. The following adjustment entries are made:

(a) If the stock is fully insured, the whole loss is fully recoverable from the insurance company. The journal entry is:

Insurance Company Account	Dr.
To Trading Account	

Insurance company account is shown on the credit side of the trading account and in the balance sheet it is treated as an asset until the amount is received.

(b) If the stock is not fully insured, the loss of stock covered by the insurance policy will be claimed from the insurance company and the rest will be treated as loss. The journal entry in this case is:

Insurance Company Account	Dr.
Profit and Loss Account	Dr.
To Trading Account	

(c) If the stock is not insured, nothing is recoverable from insurance company and the whole loss will be born by the firm. The journal entry is:

Profit and Loss Account	Dr.
To Trading Account	

Thus in all cases, trading account is credited with the gross amount of stock lost.

# (XV) MANAGER'S COMMISSION ON NET PROFITS

Sometimes, the manager of a business may be given a commission based on a fixed percentage of the net profits of the business. There are two methods for the calculation of such commission. The adjustment entry for such commission payable is as follows:

Profit and Loss Account Dr.

To Commission Payable Account

 The commission payable is shown on the debit side of the profit and loss account and on the liabilities side of the balance sheet.

Calculation of Commission: It can be calculated in following two ways.

(a) Commission as a percentage of net profits before charging such commission

Manager's commission = Profit before commission x Rate of commission

100

(b) Commission as percentage of net profits after charging such commission

Manager's commission = Profit before commission x Rate of commission

100 + Rate of commission

### (XVI) GOODS DISTRIBUTED AS FREE SAMPLES

Sometimes, in order to promote the sale of goods, some of the produced goods are distributed as free samples. It may be treated like an expenditure on advertisement and the following adjustment entry is passed:

Free Samples/Advertisement Account Dr.

To Trading/Purchases Account

- It is shown on the credit side of the trading account or deducted from the purchases and
- It is also shown on the debit side of profit and loss account as free samples or advertisement expense.

### (XVII) DRAWINGS OF GOODS BY THE PROPRIETOR FOR PERSONAL USE

If goods have been withdrawn by the proprietor for personal use and no entry has been passed during the year, the following adjustment entry should be passed:

Drawings Account Dr.

To Purchases Account/ Trading Account

- Goods are deducted from the purchases on the debit side of the trading account or shown on the credit side of trading account and
- They are included in proprietor's drawings which are ultimately deducted from the capital shown on the liabilities side of the balance sheet.

### (XVIII) DEFERRED REVENUE EXPENDITURE

The expenditure which is incurred in one year but the benefit of which is available in subsequent years also is called deferred revenue expenditure. Part of such expenditure is written off in each year and the rest is capitalized. The adjustment entry to write off this expenditure is as follows:

Profit and Loss Account Dr.

To Expense (Respective) Account

The written off amount is debited to profit and loss account and shown as a deduction from the capitalized expense in the balance sheet.

### (XIX) GOODS ON SALE ON APPROVAL BASIS

Sometimes goods are sold to customers on approval basis. If consent is not received during the accounting period, it cannot be treated as sale. In such case, the following adjustment entries are passed:

<i>(i)</i>	Sales Account	Dr.	
	To Debtors Account		(with sale price)
(ii)	Stock Account	Dr.	
	To Trading Account		(at cost price)

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Thus, this item is shown on the credit side of trading account by way of deduction from the sales at sale price and added to the closing stock at cost price. At the same time it is shown on the asset side as a deduction from sundry debtors at sale price and added to the closing stock at cost price.

### (XX) GOODS RECEIVED BUT NOT RECORDED IN BOOKS

Often, goods may have been received but invoice has not been received or omitted to be recorded. In such a case, the following adjustment entry should be passed.

Purchases Account Dr.

To Creditors Account

This item is shown as addition to the purchases in the trading account and added to sundry creditors on the liabilities side of the balance sheet.

### (XXI) SALARY TO PROPRIETOR

If the proprietor charges salary for the work done by him, proprietor's salary account is debited and capital account is credited. If there are a number of proprietors called the partners, and salary is charged by them, salary to partners account will be debited and the respective capital accounts will be credited with the respective amounts of salary charged by them.

### (XXII) RESERVE FUND

Reserve fund is created out of the Profit and Loss Account as appropriation of net profit for strengthening the financial position of the business.

Profit and Loss Account Dr.

To Reserve Fund A/c

- > Reserve fund is shown on the debit side of Profit and Loss Account and
- > It is shown on the liabilities side of the Balance Sheet.

# (XXIII) CASH DISCOUNT

Cash discount is allowed and received for prompt payment. When cash discount is allowed, a less amount is accepted as a full payment of a debt. Similarly when cash discount is received, a less amount is paid in full discharge of a liability. Discount allowed is debited to discount allowed account, cash received is debited to cash account and the total amount is credited to debtor making the payment. Discount received is credited to discount received account, cash paid is credited to cash account and the total of the two is debited to the creditor to whom the payment is made.

### (XXIV) TRADE DISCOUNT

Trade discount is a deduction from the list (or catalogue) price allowed by the manufacturers to the wholesalers or by the wholesalers to the retailers for various reasons. The rate of trade discount allowed varies considerably. From accounting point of view no entries are made either in seller's books or in the purchaser's books for such discount. Entries for purchases and sales are made at net price i.e. after deducting trade discount from the list price.

### DIFFERNCE BETWEEN CASH DISCOUNT AND TRADE DISCOUNT

	Cash Discount	Trade Discount
(i)	It is a reduction granted by a supplier from the invoice price in consideration of immediate or prompt payment.	(i) It is a reduction granted by a supplier from the list price of goods or services on business consideration.
(ii)	It is allowed to encourage the prompt payment.	(ii) It is allowed to promote sales.
(iii)	It is not shown in the invoice	(iii) It is shown by way of deduction in the invoice itself.
(iv)	Cash discount account is opened in the ledger.	(iv) Trade discount account is not opened in the ledger.
(v)	It is allowed on payment of money	(v) It is allowed on purchase of goods
(vi)	It may vary with the time period within which payment is received	(vi) It may vary with the quantity of goods purchased or amount of purchases made.

### **MAIN PRINCIPLES FOR PREPARATION OF FINAL ACCOUNTS:**

The list of adjustment entries given above is not exhaustive. The student may analyse each transaction and pass necessary journal entries for adjustments considering following principles:

- (i) The items given in the trial balance will appear in only one of the statements i.e. the Trading Account, the Profit and Loss Account or the Balance Sheet.
- (ii) The amount in respect of adjustments will appear in two of the above mentioned statements, normally in the Balance Sheet and in the Trading Account or in the Profit and Loss Account.

The reason being that for items appearing in the trial balance, the double entry has already been completed but in respect of adjustments, the double entry has yet to be completed, hence two accounts will be affected.

### **CLOSING ENTRIES**

In order to prepare final accounts, all nominal accounts have to be transferred to Trading and Profit and Loss Account. It is done by passing journal entries which are called closing entries as they close the nominal accounts. The entry to transfer the balance of profit and loss account itself is also one of the closing entries. Some of the closing entries are given below:

> (i) Trading Account Dr. To Stock To Purchases To Sale Returns To Carriage Inwards (Transfer of various accounts to Trading Account) (ii) Sales Account Dr. Purchase Returns

Closing Stock

To Trading Account

(Transfer of sales account and purchases returns account to trading account and recording of closing stock)

(iii) Trading Account

Dr.

To Profit and Loss A/c

(Transfer of gross profit from trading account to profit loss account)

(iv) Profit and Loss Account

Dr.

To Rent

To Salaries

To Sundry Expenses

To Depreciation

(Transfer of various nominal accounts to profit and loss account)

(v) Interest Received

Dr.

To Profit and Loss A/c

(Transfer of credit balance of interest received account to profit and loss account)

(v) Profit and Loss Account

Dr.

To Capital Account

(Transfer of net profit to capital account)

### MANUFACTURING ACCOUNT

A manufacturing concern may like to ascertain the cost of goods during the accounting period and may prepare Manufacturing Account for this purpose. Trading Account is not capable of showing the cost of goods manufactured because it deals with stock of finished goods also and because some of the expenses connected with manufacture of goods (such as depreciation and repairs of machinery and factory) are debited to the Profit and Loss Account. Manufacturing Account is debited with all expenses incurred in the factory on production of goods. This means that depreciation and repairs to plant and machinery and factory building, salary to works manager, etc. are also debited to this account. The total of such expenses plus cost of raw material used gives cost of goods manufactured during the period. This is transferred to Trading Account which deals with stock of finished goods and sales also. The remaining nominal accounts appear in Profit and Loss Account.

In fact, there is no prescribed format for the presentation of Manufacturing Account. However, a format covering various elements is given below. The Trading Account and Profit and Loss Account should be prepared in the same way as discussed earlier.

### SPECIMEN OF MANUFACTURING ACCOUNT

Manufacturing Account for the year ended......

Dr. Cr.

Particulars	₹	Particulars	₹
To Work in progress (opening)	XXX	By Work in progress (closing)	XXX
To Raw material consumed:		By Sale of scrap	XXX
Opening stock	XXX	By Cost of production of	
Add: Purchases	XXX	finished goods transferred to	
Less: Closing stock	XXX	Trading Account	XXX
To Direct wages	XXX		
To Direct expenses	XXX		
To Factory expenses:			
Factory rent	XXX		
Plant repairs	XXX		
Indirect wages	XXX		
Depreciation on factory building	XXX		
	XXX		XXX

### LIMITATIONS OF FINANCIAL STATEMENTS

Financial statements are the result of the accounting process which begins with recording of transactions. Accounting process involves recording, classifying and summarizing business transactions. Financial statements are the result of the third process viz. summarizing. The financial statements are based on certain accounting concepts and conventions which cannot be said to be foolproof.

The following are the limitations of the financial statements:

- Financial statements are essentially interim reports and therefore, cannot be final because the final gain or loss can be computed only at the termination of the business. Financial statements only reflect the progress and position of the business at frequent intervals during its life.
- Financial statements though expressed in exact monetary terms, are not absolutely final and accurate. As the balance sheet is prepared on the basis of the going concern concept, asset valuation represents neither the realizable value nor replacement costs. Further, they depend on the judgment of the management in respect of various accounting policies.
- The values ascribed to the assets presented in the statements depend upon the standards of the persons dealing with them. For instance, the method of depreciation, mode of amortization of fixed assets, treatment of deferred revenue expenditure, all depend on the personal judgment of the accountant.
- Financial statements take into consideration only the financial factors. They fail to bring out the significance of non-financial factors which may have considerable bearing on the operating results and financial conditions of an enterprise. For example, public image of the enterprise, the caliber of its management, efficiency and loyalty of its workers etc.
- (v) It is not always possible to discover false figures in financial statements. Unscrupulous managements generally resort to 'window dressing' in the preparation of such statements.
- Financial statements are prepared primarily for shareholders. Other interested parties have to generally make many adjustments before they use them profitably.

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- (vii) Quite often, financial statements do not disclose current worth of the business. Only historical facts are presented and the true current worth is not reflected.
- (viii) Owing to the fact that financial statements are compiled on the basis of historical costs, while there is a marked decline in the value of the monetary unit and resultant rise in prices, the balance sheet loses its function as an index on current economic realities. Again, the financial statements contain both historical and current costs items, hence figures are distorted.

### **ILLUSTRATIONS**

# **Illustration 1:**

A business house maintains provision of 5% against bad debts and 3% for discount on debtors and a reserve for discount on creditors at 2%. On 1st April, 2009 it had the following balances:

Provision for Bad and Doubtful Debts₹ 5,000Provision for Discount on Debtors₹ 2,850Provision for Discount on Creditors₹ 4,800

During the year 2009-10, bad debts, discount allowed to debtors and discount received from creditors amounted to ₹ 3,950, ₹ 8,800 and ₹ 9,840 respectively while for 2010-11 they amounted to ₹ 1,800, ₹ 7,000 and ₹ 6,800 respectively. Sundry Debtors were ₹ 1,20,000 on March 31, 2010 and ₹ 80,000 on March 31, 2011. Sundry Creditors on these two dates were ₹ 2,10,000 and ₹ 1,95,000 respectively.

Show provision for bad debts account, provision for discount on debtors account and reserve for discount on creditors account along with relevant portions of profit and loss account.

### Solution:

### **Provision for Bad Debts Account**

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2010			2009		
March 31	To Bad Debts	3,950	April 1	By Balance b/fd	5,000
March 31	To Balance c/d	6,000			
			2010		
			March 31	By Profit & Loss A/c	
				(Balancing Figure)	4,950
		9,950			9,950
2011			2010		
March 31	To Bad Debts	1,800	April 1	By Balance b/d	6,000
March 31	By Profit & Loss A/c				
	(Balancing Figure)	200			
March 31	To Balance c/d	4,000			
		6,000			6,000
			2011		
			April 1	By Balance b/d	4,000

By Profit & Loss A/c

(Balancing Figure)

By Balance b/d

Cr.

5,860

9,280

2,280

# Provision for Discount on Debtors A/c

Dr.

₹ **Particulars** ₹ Date **Particulars** Date 2010 2009 March 31 To Discount Allowed 8,800 April 1 By Balance b/fd 2,850 March 31 To Balance c/d 3,420 2010 By Profit & Loss A/c March 31 (Balancing Figure) 9,370 12,220 12,220 2011 2010 March 31 To Discount Allowed 7,000 April 1 By Balance b/d 3,420 March 31 To Balance c/d 2011 2,280

March 31

2011 April 1

# Reserve for Discount on Creditors A/c

9,280

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2009			2010		
April 1	To Balance b/fd	4,800	March 31	By Discount	
				Received	9,840
2010	To Profit & Loss A/c		March 31	By Balance c/d	4,200
March 31	(Balancing Figure)	9,240			
		14,040			14,040
2010			2011		
April 1	To Balance b/d	4,200	March 31	By Discount	
				Received	6,800
2011			March 31	By Balance c/d	
March 31	To Profit & Loss A/c				3,900
	(Balancing Figure)	6,500			
		10,700			10,700
2011					
April 1	To Balance b/d	3,900			

# Profit and Loss Account for the year ended 31st March, 2010

Dr.	Cr
DI.	C1.

Particulars	₹	₹	Particulars	₹	₹
To Bad Debts:	3,950		By Discount Received	9,840	
Add: New Provision			Add: New Reserve for		
for Bad and Doubtful			Discount on Creditors	<u>4,200</u>	
Debts	6,000			14,040	
	9,950		Less: Old Reserve	<u>4,800</u>	9,240
Less: Old Provision	<u>5,000</u>	4,950			
To Discount Allowed	8,800				
Add: New Provision					
for Discount	<u>3,420</u>				
	12,220				
Less: Old Provision	<u>2,850</u>	9,370			

# Profit and Loss Account for the year ended 31st March, 2011

Dr. Cr.

Particulars	₹	₹	Particulars	₹	₹
To Discount Allowed	7,000		By Old Provision for		
Add: New Provision	2,280		bad and doubtful		
for Discount	9,280		debts	6,000	
Less: Old Provision	<u>3,420</u>	5,860	Less: Bad Debts	1,800	
			Less: New Provision	4,200	200
			By Discount Received	<u>4,000</u>	
			Add: New Reserve for	6,800	
			Discount on Creditors	<u>3,900</u>	
				10,700	
			Less: Old Reserve	<u>4,200</u>	6,500

# **Illustration 2:**

Following is the trial balance of Amar as on 31st March, 2011:

Freight and Octroi 4,600 Trade Expenses 500		₹	₹
Stock (1.4.2010)       45,000         Purchases       2,60,000         Sales       3,10,000         Furniture       10,000         Sundry Debtors       40,000         Freight and Octroi       4,600         Trade Expenses       500	Capital Account		80,000
Purchases       2,60,000         Sales       3,10,000         Furniture       10,000         Sundry Debtors       40,000         Freight and Octroi       4,600         Trade Expenses       500	Drawing Account	6,000	
Sales       3,10,000         Furniture       10,000         Sundry Debtors       40,000         Freight and Octroi       4,600         Trade Expenses       500	Stock (1.4.2010)	45,000	
Furniture10,000Sundry Debtors40,000Freight and Octroi4,600Trade Expenses500	Purchases	2,60,000	
Sundry Debtors40,000Freight and Octroi4,600Trade Expenses500	Sales		3,10,000
Freight and Octroi 4,600 Trade Expenses 500	Furniture	10,000	
Trade Expenses 500	Sundry Debtors	40,000	
,	Freight and Octroi	4,600	
Salaries 5.500	Trade Expenses	500	
-,	Salaries	5,500	

Rent	2,400	
Advertising Expenses	5,000	
Insurance Premium	400	
Commission		1,300
Discount	200	
Bad Debts	1,600	
Provision for Bad Debts		900
Creditors		20,000
Cash in hand	5,200	
Bank	5,800	
Goodwill (at cost)	<u> 20,000</u>	
	<i>4</i> , 12,200	<u>4,12,200</u>

### Adjustments:

- (a) Stock on 31st March, 2011 was valued at ₹53,000.
- (b) Salaries have been paid only for 11 months.
- (c) Unexpired insurance included in the figure of ₹400 appearing in trial balance is ₹100.
- (d) Commission earned but not yet received amounting to ₹ 122 is to be recorded in books of account.
- (e) Provision for bad debts is to be brought upto 3% of sundry debtors.
- (f) Manager is to be allowed a commission of 10% of net profits after charging such commission.
- (g) Furniture is depreciated @10% per annum.
- (h) Only 1/4th of advertising expenses is to be written off.

Prepare trading and profit and loss account for the year ended 31st March, 2011 and balance sheet as on that date. Also show adjustments entries and closing entries.

### Solution:

Mr. Amar

Trading and Profit and Loss Account
for the year ended 31st March, 2011

Dr.					Cr.
Particulars	₹	₹	Particulars	₹	₹
To Stock (1.4.2010)		45,000	By Sales		3,10,000
To Purchases		2,60,000	By Closing Stock		53,000
To Freight & Octroi		4,600			
To Gross Profit					
transferred to P&L a/c		53,400			
		3,63,000			3,63,000
To Trade Expenses		500	By Gross Profit		
To Depreciation		1,000	transferred from		
			trading A/c		53,400
To Salaries	5,500		Commission	1,300	
Add: Outstanding	500	6,000	Add: Commission		
To Rent		2,400	earned but not		
To Advertising			received	122	1,422
Expenses	5,000				
Less: Amount C/f	<u>3,750</u>	1,250			

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Particulars	₹	₹	Particulars	₹	₹
To Insurance Premium	400				
Less: Unexpired					
Insurance	100	300			
To Discount		200			
To Provision for Bad					
Debts @3% on ₹					
40,000	1,200				
Add: Bad Debts	1,600				
Less: Old provision	900	1,900			
To Commission					
payable to Manager		3,752			
To Net Profit					
transferred to Capital					
Account		37,520			
		54,822			54,822

# Balance Sheet as on 31<sup>st</sup> March, 2011

Liabilities	₹	₹	Assets	₹	₹
Capital			Fixed Assets:		
Opening Balance	80,000		Goodwill		20,000
Add: Net profit	37,520		Furniture	10,000	
Less: Drawings	<u>6,000</u>	1,11,520	Less: Depreciation	<u>1,000</u>	9,000
Creditors		20,000	Current Assets:		
Outstanding Salary		500	Unexpired Insurance		100
Commission Payable			Unexpired advertising		
to Managers		3,752	expenses		3,750
			Commission earned		
			but not received		122
			Stock		53,000
			Sundry Debtors	40,000	
			Less: Provision for bad		
			debts	<u>1,200</u>	38,800
			Cash at bank		5,800
			Cash in hand		5,200
		1,35,722			1,35,722

# Adjustment Entries

Particulars Particulars	₹	₹
Stock Account Dr.	53,000	
To Trading Account		53,000
(Being closing stock credited to trading account)		
Salaries Account Dr.	500	
To Salaries Outstanding Account		500
(Being the amount of salaries outstanding on 31st March,		
2011)		
Unexpired Insurance Dr.	100	
To Insurance Premium Account		100
(Being the amount of unexpired insurance premium as on 31st		
March, 2011)		
Commission Earned But not Received Account Dr.	. 122	
To Commission Account		122
(Being the amount of commission earned but not received till		
31st March, 2011)		
Bad Debts Account Dr.	1,600	
To Provision for Bad Debts Account		1,600
(Transfer of bad debts to provision for bad debts)		
Profit and Loss Account Dr.	1,900	
To Provision for Bad Debts Account		1,900
(Being credit given to provision for bad debts to make its		
balance 3% of ₹ 40,000)		
Profit and Loss Account Dr.	3,752	
To Commission Payable to Manager		3,752
(Being commission payable to manager @10% of net profits		
remaining after charging such commission)		
Depreciation Account Dr.	1,000	
To Furniture Account		1,000
(Being the amount of depreciation provided on furniture		
@10% per annum)		
Unexpired Advertising Expenses Account Dr.	3,750	
To Advertising Expenses Account		3,750
(For advertising expenses carried forward to next year)		

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# Closing Entries:

Particulars		₹	₹
Trading Account	Dr.	3,09,600	
To Stock Account (1.4.2010)			45,000
To Purchases Account			2,60,000
To Freight & Octroi Account			4,600
(Transfer of various nominal accounts showing debit ba	alances		
to trading account)			
Sales Account	Dr.	3,10,000	
To Trading Account			3,10,000
(Transfer of sales account to trading account)			
Note: Entry for closing stock has already been passed b	y way		
of adjustment			
Trading Account	Dr.	53,400	
To Profit and Loss Account			53,400
(Transfer of gross profit from trading account to profit	and loss		
Account)			
Profit and Loss Account	Dr.	11,650	
To Trade Expenses Account			500
To Salaries Account			6,000
To Rent Account			2,400
To Advertising Expenses Account			1,250
To Insurance Premium Account			300
To Discount Account			200
To Depreciation Account			1,000
(Transfer of various nominal accounts showing debit ba	alances		
to profit and loss account)			
Commission Account	Dr.	1,422	
To Profit and Loss Account			1,422
(Transfer of credit balance in commission account to pr	ofit and		
loss Account)			
Profit and Loss Account	Dr.	37,520	
To Capital Account			37,520
(Transfer of net profit to capital account)			

Note: Profit and Loss Account has already been debited in respect of provision for bad debts and commission payable to manager. Refer to adjustments entries.

# **Illustration 3:**

Following are the balances in the ledger of Mr. Patel for the year ended 31st March, 2011:

	₹
Stock (1.4.2010):	
Raw materials	1,00,000
Semi-finished goods	50,000
Finished goods	2,60,000
Purchases:	
Raw materials	8,00,000
Finished goods	1,70,000

Carriage inwards on raw materials	30,000
Manufacturing wages	1,00,000
Salary of the supervisor	36,000
Rent of the factory	70,000
Gas and water	30,000
Return of raw materials	13,000
Fuel and coal	33,000
Factory power	1,25,000
Fire insurance	13,000
Sales returns	1,20,000
Depreciation on factory building	12,000
Stock on 31.3.2011:	
Raw materials	80,000
Semi-finished goods	1,30,000
Finished goods	2,20,000
Sales	22,00,000
Carriage outwards	35,000
Office salaries	1,50,000

Prepare manufacturing account and trading and profit and loss accounts for the year ended March, 2011.

#### **Manufacturing Account**

#### for the year ended 31st March, 2011

Dr.					Cr.
Particulars	₹	₹	Particulars	₹	₹
To Opening stock:			By Closing stock:		
Raw materials	1,00,000		Raw materials	80,000	
Semi-finished Goods	50,000	1,50,000	Semi-finished goods	<u>1,30,000</u>	2,10,000
To Purchases	8,00,000		By Cost of production		
Less: Returns	13,000	7,87,000	transferred to		
			Trading Account		11,76,000
To Carriage on raw					
materials		30,000			
To Manufacturing					
wages		1,00,000			
To Factory expenses:					
Salary of supervisor	36,000				
Rent of factory	70,000				
Gas and water	30,000				
Fuel and coal	33,000				
Factory power	1,25,000				
Fire insurance	13,000				
Depreciation	12,000	3,19,000			
		13,86,000			13,86,000

# Trading and Profit and Loss Account for the year ended 31st March, 2011

Dr.				Cr.
Particulars	₹	Particulars		₹
To Opening stock of finished		By Sales	22,00,000	
goods	2,60,000	Less: Returns	1,20,000	20,80,000
To Cost of production transferred		By Closing Stock	of finished	
from Manufacturing Account	11,76,000	goods		2,20,000
To Purchases	1,70,000			
To Gross Profit c/d	6,94,000			
	23,00,000			23,00,000
To Carriage outwards	35,000	By Gross Profit I	b/d	6,94,000
To Office salaries	1,50,000			
To Net Profit transferred to				
Capital A/c	5,09,000			
	6,94,000			6,94,000

#### Illustration 4:

From the following particulars of Mr. Murthy, prepare Manufacturing, Trading and Profit and Loss Accounts for the year ended 31.3.2011 and the Balance Sheet as on the date after making necessary adjustments:

	₹
Capital (1.4.2010)	2,50,000
Drawings account	70,000
Sundry creditors	80,000
Discount received	7,020
Bank overdraft	40,000
Provision for bad and doubtful debts	6,000
Purchases returns	5,300
Sales	6,75,000
Sales returns	860
Stock of finished goods (1.4.2010)	90,000
Plant and machinery (including machinery for ₹50,000 purchased on 1.1.2011)	1,70,000
Furniture	15,000
Building	1,50,000
Purchases	3,02,300
Sundry debtors	1,10,000
Manufacturing wages	60,000
Manufacturing expenses	50,000
Carriage inwards	4,000
Carriage outwards	4,200
Bad debts	1,500
Salaries	28,000

Interest and bank charges (Dr.)	1,260
Discount allowed	1,500
Insurance (Dr.)	3,000
Cash at bank	1,400
Cash in hand	300
Stock of finished goods (31.3.2011)	75,500

The following adjustments are to be made:

- (i) Interest on capital at 10% p.a. (no interest is to be provided on drawings)
- (ii) Outstanding expenses:

₹
1,000
500
1,000

- (iii) Depreciation on:
  - (a) Machinery at 10%
  - (b) Furniture at 10%
  - (c) Building at 2.5%
- (iv) Pre-paid expenses:
   ₹

   (a) Insurance
   1,000

   (b) Salary
   500
- (v) Provision for bad and doubtful debts at 10% on debtors.

Furniture costing ₹ 5,000 was sold for ₹ 3,500 on 1.4.2010 and this amount was later credited to furniture account.

#### Solution:

Mr. Murthy

Manufacturing, Trading and Profit and Loss Account
as on 31st March, 2011

Dr.					Cr.
Particulars	₹	₹	Particulars	₹	₹
To Purchases  Less: Returns	3,02,300 	2,97,000	By Trading Account (transfer of cost of goods produced)		4,24,750
To Carriage inwards		4,000			
To Manufacturing wages	60,000				
Add: Outstanding	500	60,500			
To Manufacturing expenses		50,000			
To Depreciation on					
Machinery		13,250			
		4,24,750			4,24,750
To Opening stock		90,000	By Sales	6,75,000	
			Less: Returns	860	6,74,140

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Particulars	₹	₹	Particulars	₹	₹
To Manufacturing A/c (cost of goods			By Closing Stock		75,500
produced)		4,24,750			
To Gross profit c/d		2,34,890			
		7,49,640			7,49,640
To Salaries	28,000		By Gross Profit b/d		2,34,890
Add: Outstanding	1,000		By Discount		7,020
	29,000				
Less: Pre-paid	500	28,500			
To Interest and bank					
charges	1,260				
Add: Outstanding	1,000	<u>2,260</u>			
To Discount allowed		1,500			
To Insurance	3,000				
Less: Pre-paid	1,000	2,000			
To Carriage outwards		4,200			
To Provision for bad					
debts		6,500			
To Loss on sale					
of furniture		1,500			
To Depreciation on:					
Building	3,750				
Furniture	<u>1,350</u>	5,100			
To Interest on capital		25,000			
To Net profit					
transferred to					
capital account		1,65,350			
		2,41,910			2,41,910

Mr. Murthy
Balance Sheet as on 31st March. 2011

Balance Sneet as on 31st March, 2011					
Liabilities	₹	₹	Assets	₹	₹
Capital	2,50,000		Fixed Assets:		
Add: Profit	1,65,350		Building	1,50,000	
Interest	25,000		Less: Depreciation	3,750	1,46,250
	4,40,350		Plant and machinery	1,20,000	
Less: Drawings	70,000	3,70,350	Add: Additions	50,000	
Current Liabilities:				1,70,000	
Bank overdraft		40,000	Less: Depreciation	<u>13,250</u>	1,56,750
Sundry creditors		80,000	Furniture	18,500	
Outstanding expenses:			Less: Cost of		
Salaries	1,000		furniture disposed of		
Manufacturing wages	500		during the year	5,000	
Interest on bank loan	<u>1,000</u>	2,500	Less: Depreciation	1,350	12,150
			Current Assets:		
			Stock		75,500
			Debtors	1,10,000	
			Less: Provision for		
			bad and doubtful		
			debts	11,000	99,000
			Cash at bank		1,400
			Cash in hand		300
			Pre-paid expenses:		
			Insurance	1,000	
			Salary	500	1,500
		4,92,850			4,92,850

#### Working Note:

(i) Provision for bad and doubtful debts:

	₹
Provision required	11,000
Add: Bad debts	<u>1,500</u>
	12,500
Less: Existing provision	6,000
	6,500

(ii) Book value of furniture sold has been deducted for calculating depreciation.

#### **LESSON ROUND UP**

- Final accounts are the end product of financial accounting process. It consists of trading and profit loss account and balance sheet
- Manufacturing account shows cost of production; trading account shows the gross profit while profit
  and loss account shows the net profit earned or loss suffered by the organization during a particular
  period.
- Balance sheet discloses the financial position i.e. the balances of assets, liabilities, and capital of the business as on a particular date.
- Balance sheet is prepared with assets on the right hand side and liabilities on the left hand side.
- Assets and liabilities are classified into fixed and current and are shown in the balance sheet either in the order of liquidity or permanence
- Adjustment entries are passed at the end of the accounting period in order to adjust various nominal accounts to find out the correct profit or loss.
- Closing entries are journal entries required for transferring all accounts relating to expenses and gain to trading and profit loss account.

	GLOSSARY
Closing Stock	Unsold stock at the end of the accounting period
Contingent Liabilities	These liabilities depend on the happening of certain events.
Intangible Assets	Fixed assets which cannot be seen or touched or felt.
Outstanding or Accrued Expenses	Expenses which have been incurred during the year but payment in respect of which has not been made.
Unexpired or Prepaid Expenses	Expenses which have been paid in advance and whose benefit will be available in future.
Accrued Income	Income which has been earned by the business during the accounting year but which has not become due and hence has not been received.
Income Received in Advance	The revenue which remains received in advance (unearned) at the end of the accounting period.

#### **SELF-TEST QUESTIONS**

1. The following are the balances taken from the books of Mr. Atma Ram:

Balances on 31st March, 2011

	ζ
Atma Ram's capital	30,000
Atma Ram's drawings	5,000
Furniture and fittings	2,600
Bank overdraft	4,200
Creditors	13,300

Business premises	20,000
Stock on 1st April, 2010	22,000
Debtors	18,600
Rent from tenants	1,000
Purchases	1,10,000
Sales	1,50,000
Sales returns	2,000
Discount-debit	1,600
Discount-credit	2,000
Taxes and insurance	2,000
General expenses	4,000
Salaries	9,000
Commission-debit	2,200
Carriage on purchases	1,800
Provision for bad and doubtful debts	600
Bad debts written off	800

Stock on hand on 31st March, 2011 was estimated at ₹ 20,000. Rent

₹ 300, is still due from the tenant. Salaries, ₹ 750 are as yet unpaid. Write off bad debts ₹ 600 and depreciate business premises by ₹ 300 and furniture and fittings by ₹ 266. Make a provision of 5% on debtors for bad and doubtful debts and provision of 2% for discounts. Allow interest on capital at 5 per cent and carry forward ₹ 700 for unexpired insurance. The manager is entitled to a commission of 10% on profits remaining after charging his commission.

Prepare Trading Account, Profit and Loss Account and Balance Sheet on 31st March, 2011.

Hints: Suspense Account (difference in trial balance) = 500.

[Ans: G.P = 34,200, N.P. = 13,220, B/s Total = 59,792].

2.Below is the trial balance of Suresh as at 31st March, 2011.

Debit Balance	₹	Credit Balance	₹
Suresh's Current Account	1,500	Capital Account	50,000
Adjusted purchases	6,99,200	Loan from Mohan @9%	
Salaries	4,200	(taken on 1st October, 2010)	20,000
Carriage on purchases	400	Sales	7,20,000
Carriage on sale	500	Discount	500
Lighting	300	Sundry creditors	20,000
Rates and insurance	400		
Buildings	27,000		
Sundry debtors	8,000		
Furniture	6,000		
Cash in hand	250		
Cash at bank	1,500		
Stock (31st March, 2011)	61,250		
,	8,10,500		8,10,500

Rates have been prepaid to the extent of ₹175. Bad debts totaling ₹ 500 have to be written off. A provision for doubtful debts @5% on debtors is necessary. Buildings have to be depreciated at 2% and furniture

@10%. The manager is entitled to a commission of 5% of net profits before charging such commission.

You are required to prepare the profit and loss account for the year ended 31st March, 2011 and the balance sheet as on that date.

[*Hints*: (a) The trial balance gives "Adjusted Purchases". It means that the opening stock has already been transferred to the Purchases Account and has thus been closed. Further, entry for closing stock has already been passed by debiting the Closing Account and crediting Purchases Account. That is why closing stock appears in the trial balance. It will now be shown in the Balance Sheet and not in the Trading Account since Purchases already stand reduced.

(b) There is a loan of Mohan @ 9% taken in October, 2010. The trial balance makes no mention of any interest being paid to him. Hence, interest @9% must be provided for six months i.e. from October 2010 to March 2011.]

[Ans.: G.P. = 20,400, N.P. = 12,122, Total B/S = 1,02,160].

3. The following figures were taken from the books of Amar on 31st March, 2011.

	₹		₹
Cash at bank	26,400	Royalties received	400
Cash in hand	30	Trade and general expenses	5,020
Sales	2,61,230	Reserve on patents	5,000
Stock (1st April, 2010)	27,410	Interest on loan	1,240
Sales returns	3,300	Repairs	840
Discount (Dr.)	6,380	Sundry creditors	20,780
Bills receivable	1,820	Buildings	95,820
Sundry debtors	52,720	Patent rights	50,000
Depreciation	4,780	Loan (raised on	
Purchases	1,84,030	mortgage of buildings)	45,000
Discount on purchases	3,900	Agent's commission	6,500
Wages	14,040	Bad debts	1,900
Provision for bad debts	5,400	Plant and machinery	30,000
Provision for discounts		Capital	2,00,000
on debtors	1,970	Drawings	30,000
		Advertising	1,000
		Carriage	450

In addition, the following information is given:

- (a) Stock on 31st March, 2011 was ₹ 32,250.
- (b) The stock includes materials worth ₹ 2,250 for which bills had not been received and, therefore, not accounted for yet.
- (c) During the year, a sum of ₹ 3,000 was paid as ground rent for 2010-11 and 2011-12. This sum stands debited to buildings account.
- (d) Included in sales is an amount of ₹ 7,500 representing goods on sale or return, the customers still having the right to return the goods. The goods invoiced were showing a profit of 20% on sales.
- (e) A customer's bill for ₹ 2,780 had been discounted with bank. The bank has sent intimation that the bill has been dishonored. No entry has yet been passed in respect of this.
- (f) A provision for bad debts is to be maintained at 5% of the debtors and a provision for discounts on debtors is also to be maintained at 2% of the debtors.

Prepare trading and profit and loss account of Amar for the year ended 31st March, 2011and his balance sheet as on that date.

[Ans.: G.P. = ?60,500; N.P. = ?39,698; Total of B/S = ?2,77,728].

#### 4. Mr. T.P.'s trial balance as on 31st March, 2011 is as under:

Debit Balance	₹	Credit Balance	₹
Land and building	20,000	Capital	80,000
Machinery	50,000	Sundry creditors	8,000
Furniture and fixtures	4,000	Discounts received	400
Opening stock	16,300	Outstanding expenses	1,550
Purchases	80,000	Sales	1,50,500
Salaries	6,000	Repairs and renewals	
Carriage on sales	1,500	provision	2,000
Freight on purchase	8,000		
Advertising	5,400		
Wages	15,000		
Rent	3,000		
Postage and stationery	1,500		
General expenses	3,200		
Loan to Santhanam @			
9% (given on 1st Oct., 2010)	5,000		
Prepaid insurance	200		
Sundry debtors	20,000		
Cash in hand	250		
Cash in bank	3,100		
	2,42,450		2,42,450

The following further information is given:

- (a) Stock on 31st March, 2011 was ₹ 14,900.
- (b) Machinery was purchased on 31st October, 2010 for ₹ 10,000 and was installed by own workmen. The wages for this purpose amounted to ₹ 500. This amount is included in wages account.
- (c) Depreciation is to be written off @
  - 3% on land and buildings;
  - 10% on machinery; and
  - 5% on furniture and fixtures.
- (d) Provision for repairs and renewals is credited with ₹ 1,500 every year.
- (e) A reserve of 2% is to be made on creditors for discount.

From the information given above, prepare trading account and profit and loss account for the year ended 31st March, 2011 and balance sheet as at that date.

#### [Hints:

- (a) Prepaid insurance and outstanding expenses are given in trial balance. This means double entry in respect of these of items has been completed. Therefore, they will appear in balance sheet only.
- (b) There is a provision for repairs and renewals. Actual repairs will, therefore, be debited to this account and not to the profit and loss account, the provision for repairs and renewals account will be credited with ₹ 1,500 by debiting profit and loss account.]
- 5. On 31<sup>st</sup> March 2011, the following Trial Balance was extracted from the books of Ghosh:

	<i>Dr.(₹</i> )	Cr. (₹)
Capital Account		90,000
Plant and Machinery	80,000	
Sales		4,07,000

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Purchases	2,60,000	
Returns	6,000	5,750
Opening Stock	30,000	
Discount	350	800
Bank Charges	75	
Sundry debtors	45,000	
Sundry Creditors		25,000
Salaries	26,800	
Manufacturing wages	40,000	
Carriage Inwards	750	
Carriage Outwards	1,200	
Bad Debts Provision		525
Rent, Rates and Taxes	10,000	
Advertisements	2,000	
Cash in Hand	900	
Cash in Bank	6,000	
Furniture & Fittings	<u>20,000</u>	
	<u>5,29,075</u>	<u>5,29,075</u>

Prepare the final accounts for the year ended 31<sup>st</sup> March, 2011 and the Balance Sheet as on that date. The following adjustments are required:

- (i) Clocking Stock ₹ 35,000.
- (ii) (i) Depreciation on Plant and Machinery @ 15% p.a. and on furniture & Fittings @ 10% p.a. to be provided.
- (iii) Bad Debts Provision to be adjusted to ₹ 500.
- (iv) Interest on Capital to be allowed at 10% per annum.

15% of the profits remaining after providing interest on capital is to be carried to General Reserve.

6. From the following, prepare the Trading and Profit and Loss Accounts for the year ended 1<sup>st</sup> March 2011 and Balance Sheet of Niyati as at 31a March, 2011:

	₹
Capital	3,00,000
Trade Creditors	60,000
Bills Payable	20,000
General Reserve	50,000
Provision for Bad and Doubtful Debts	2,000
Profit and Loss Account, 1 <sup>st</sup> April, 2010	10,900
Sales	11,50,000
Discount Allowed	9,500
Stocks at 1 <sup>st</sup> April, 2010	1,10,000
Purchases	8,96,000
Discount Received	8,800
Buildings	1,00,000
Machinery, Plant and Furniture (Cost Rs.2,50,000)	1,50,000
Book Debts	72,800
Bank Balance (Dr.)	48,800
Investment, 9% Government Loan at par	20,000

Bills Receivable	45,000
Salaries an Wages	66,000
Audit Fees	10,000
Office Expenses	44,000
Repairs and Renewals	23,600
Interest Paid	1,400
Bad Debts Recovered	500

The value of stocks on hand as at 31<sup>st</sup> March, 2011 was ₹1,36,000 including goods costing ₹1,800 received on 30<sup>th</sup> March, 2011 in respect of which supplier's bill had not yet been received. Goods of the cost of ₹ 3,000 were sent to a customer on sale or approval basis. The invoice for ₹ 4,000 was entered in the Sales Book. Provision is to be made for bad debts to the extent of ₹ 800, and for depreciation of buildings at 2% per annum: Machinery, Plant and Furniture have been depreciated at 20% of the diminishing value; "Niyati" however, considers that the proper method is 8% of the original cost and wishes to adopt it with effect from 1<sup>st</sup> April, 2009.

[Ans.: G.P. =  $\sqrt[7]{1,38,600}$ ; N.P. =  $\sqrt[7]{65,250}$ ; Total of B/S =  $\sqrt[7]{2,86,600}$ ].

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# Lesson 8 Partnership Accounts

### **LESSON OUTLINE**

- Basic Concepts of Partnership
- Goodwill
- Methods of Valuation of Goodwill
  - Average Profit Method
  - Super Profit Method
  - Capitalization Method
- Preparation of Final Accounts of Partnership
- Profit & Loss Appropriation Account
  - Interest on Capital
  - Interest on Drawings
  - Salary or Commission payable to Partners
  - Past Adjustments of Profit
  - Guarantee of Profit to a Partner
- Reconstitution of Partnership
  - Change in Profit Sharing Ratio
  - Admission of a Partner
  - Retirement of a Partner
  - Death of a Partner
- Dissolution of Partnership Firm
- Lesson Round-Up
- Glossary
- Self Test Questions

#### LEARNING OBJECTIVES

As we know, sole proprietorship form of business organisation has limited financial and managerial resources. It is also not possible to expand the business activities beyond a certain limit. So, in order to overcome these drawbacks, another form, i.e., partnership form of business has come into existence. When two or more persons come together to share profits of the business carried on by them, it is called partnership from of organisation. Accounting for partnership firm is different from sole proprietorship in certain aspects as there are more than one contributor to capital who shares profits and losses.

Here in this lesson, we will study about partnership form of business and preparation of accounts under various situations like admission of new partner, retirement and death of partner and dissolution of partnership firm. We would also cover the concept of goodwill & valuation of goodwill for partnership firms under various situations.

"The main reason businesses should care now is because they need to account for the liability & in order to account for a liability in a year's time you need to start accounting for it now."

**Steve Nathan** 

#### BASIC CONCEPTS OF PARTNERSHIP

**Partnership:** Partnership is defined in Section 4 of the Indian Partnership Act, 1932 as "the relation between persons who have agreed to share the profits of a business carried on by all or any of them acting for all".

**Partners and Firm:** Persons who have entered into partnership with one another are individually known as 'partners' and collectively a 'firm'. The name under which the business is carried on is called 'firm's name'. In other words, a firm is a collection of the partners. The assets of the firm are joint property of the partners and the partners are personally liable for all liabilities of the firm.

Essential features of Partnership: The following features must exist in order to constitute a partnership -

- (i) There must be an agreement and for an agreement, at least two persons are required. The agreement must be entered into by all the persons concerned. The persons must be competent to contract.
- (ii) The Partnership Act does not lay down any maximum number of partners. But according to section 11 of the Companies Act, a partnership for a banking business must not have more than ten partners and that for any other business it must not have more than twenty partners.
- (iii) There must be a 'business' and for this purpose business would include any trade, profession or occupation; For example, the jobs of medical practitioners or lawyers are not called business but there can be a partnership between doctors or lawyers.
- (iv) The business must be carried on for the purpose of earning profits which would be divided among the partners i.e. there must be an agreement among the partners to share the profit (including negative profits, i.e., losses) of a business.
- (v) The business must be carried on by some or all of the partners for the benefit of all of them. Consequently in partnership, there is a mutual agency among the partners and in the ordinary course of business acts of one partner are considered to be the acts of the firm.

**Partnership Deed:** A contract for partnership need not necessarily be in writing although it is advisable to reduce it in writing to minimize the disputes among the partners. But when the contract is put in black and white, the written contract is called a partnership deed. It is a legal document signed by all the partners and contains the following:

The name of the partners; name of the firm; nature of the business to be carried on by the firm; the powers of the partners; when termination is certain, the term of duration of partnership; the amount of capital to be contributed by each partner, the restrictions on working of each partner; methods of division of profits or losses; salary; commission, interest on capital etc. payable to the partners; interest on drawings to be charged on withdrawals; interest on loan payable to a partner; valuation of goodwill when there is a change in the constitution of the firm; methods of accounting and the arbitration clause, etc.

If there is no partnership deed or if there is no provision in it indicating a contrary intention, the following provisions of the Partnership Act, apply.

- (i) Every partner has a right to take part in the conduct of the business of the firm and also the right of free access to all records, books and accounts of the firm.
- (ii) Partners share profits and losses equally. It is so, even when partners contribute capital unequally.
- (iii) Partners are not entitled to any interest on capital contributed by them nor can they claim any salary for the work done by them for the firm. In case a partnership deed provides for payment of interest on capital or salary, it is payable only if there is a profit.
- (iv) On amounts advanced by a partner to the firm in excess of his agreed share of capital, the partner is entitled to receive interest on such excess at the rate of 6% per annum. Such interest is payable even if there is a loss.
- (v) No interest is to be charged on drawings.

#### **REVIEW QUESTION**



#### 1. State whether the following statements are true false?

- (i) There can be a partnership between two chartered accountants.
- (ii) At the most, there can be fifty partners in a firm.
- (iii) In every partnership, there must be a partnership deed.
- (iv) Unless provided otherwise, partners are deemed to be sharing profits and losses in the ratio of their capitals.

#### 2. Fill in the blanks:

(i)	If partnership	deed	is	silent	on	the	profit	sharing	ratio;	interest
	@ pe	r annu	m i	s allov	ved	on l	oans a	advanced	by pa	rtners.

(ii)	At the most there	can be	partners	in a	banking
	business and	partners in any other	r busines:	S.	

#### DIFFERENCE BETWEEN PARTNERSHIP AND JOINT VENTURE

Partnership		Joint Venture
(i) It is not limited to a specific venture.	(i)	It is limited to a specific venture.
(ii) It is a continuing profit seeking enterpri	se. (ii)	It is a terminable profit-seeking venture.
(iii) It is carried on under firm's name.	(iii)	There is no common firm's name in joint venture.
<ul><li>(iv) Persons carrying on partnership busin called partners.</li></ul>	ness are (iv)	Parties are called co-venturers.
(v) Profit or loss is ascertained on an annu	ual basis. (v)	Profit or loss is ascertained after the end of the specific venture.
<ul><li>(vi) Partnership firms are governed by Partnership Act, 1932.</li></ul>	y Indian (vi)	There is no specific act for joint ventures.
(vii) The doctrine of implied authority is ap to partners.	plicable (vii	) The doctrine of implied authority is not applicable to co-venturers.

**Loan Accounts:** If a partner advances to the firm a sum over and above the amount of capital required to be contributed by him under the partnership contract, the amount is credited to a loan account opened in his name. In the event of dissolution of partnership, a partner is entitled to receive the amount of loan advanced by him in priority to repayment of capital to the partners. However, if capital is insufficient to meet losses on dissolution, the amount of the loan can be used to meet losses.

Capital Accounts: There are only a few points of difference between the accounts of a partnership firm and those of a sole proprietorship concern. One difference is that in a sole proprietorship concern there is only one capital account, whereas, in the firm's ledger there are as many capital accounts as there are partners in the firm (unless some partner is not required to contribute capital at all). Amount contributed by a partner whether in cash or in the form of some other asset or assets is credited to his capital account.

**Types of Capital Account:** The capital account of a partner may be either a Fixed Capital Account or a Fluctuating Capital Account.

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(i) Fixed Capital Account: Under Fixed Capital Account method, there will be two accounts for each partner, i.e. (i) Partner's Capital Account – recording only capital of the partner and (ii) Partner's Current Account – recording the transactions relating to drawings, interest on capital, commission, salary, share of profit or loss, etc of the partner. Under this method, capital accounts are not touched at all and debits and credits for interest on capital, interest on drawings, profits, losses, drawings, etc., are made in separate accounts called current accounts or drawing accounts. Capital account is credited only when fresh (or further) capital is introduced or debited when capital is withdrawn.

If there is no addition or withdrawal of capital during the year, the capital account does not change and it remains fixed through-out the year. Sometimes, there may be current accounts as well as drawings accounts. Drawings accounts are used to record only the withdrawals made by partner; and transferred to the respective current accounts at the end of the year. Such drawings accounts are maintained when drawings are irregular and extensive to facilitate calculation of interest on drawings.

(ii) Fluctuating Capital Account: Just as in a sole proprietorship concern, in partnership also, profits or losses, drawings, interest on capital, interest on drawings, salary (to partners), commission, additional capital introduced, etc., may all be recorded in the capital accounts. Such capital accounts are called Fluctuating Capital Accounts because the balances of these accounts continue to fluctuate due to various debits and credits. Under this method, there is no need to maintain respective current accounts because all transactions passing through current accounts are passed through capital accounts.

#### DIFFERENCE BETWEEN FIXED & FLUCTUATING CAPITAL METHODS

	Fixed Capital Method	Fluctuating Capital Method
(i)	Two accounts of each partner are maintained, i.e. capital account and current account	(i) Only one account of each partner i.e. capital account is maintained.
(ii)	Balance in capital account remains the same except when capital is introduced or capital is withdrawn.	(ii) The balance in capital account changes every year because of profits/losses, drawings, interest on capital, interest on drawings, etc.
(iii)	All adjustments in respect of profit, loss, drawings, interest on capital, interest on drawings, salary, commission, etc. are made in the current account.	(iii) All adjustments in respect of profit, loss, drawings, interest on capital, interest on drawings, salary, commission, etc. are made in the capital account.
(iv)	The capital account will always have plus or credit balance while the current account may have debit (negative) balance.	(iv) Fluctuating capital account may sometimes show a debit (negative) balance.

#### GOODWILL

Goodwill is the value of reputation of a business house in respect of the profits expected in future over and above the normal level of profits earned by undertakings belonging to the same class of business. In other words, goodwill is the present value of a firm's anticipated super normal earnings. The term super normal earnings means the earnings over and above the normal rate of return earned by representative firms in the same industry. Goodwill refers to the reputation of a business enterprise acquired by it over the period of time through its successful operations and customer's satisfaction. It is an attribute of business which enables it to earn more than other firms in the industry. Goodwill is an intangible asset but not a fictitious one. The following are some of the factors that generally contribute to the value of goodwill of a firm:

- Quality of goods sold by the firm
- Location of the business unit
- Reputation of the owners of the firm
- Monopolistic nature of the business
- Risk involved in the business
- Efficiency of management

- Possibility of competition
- Government attitude
- Possession of special contracts for availability of materials
- Trends of profits, etc.

#### Need for valuation of goodwill

Whenever there is any change in the existing relationship of the partners, some partners may have to sacrifice their future profits and some other partners may gain. Those who are sacrificing future profit should be compensated by others who are gaining. As a result, the need for the valuation of goodwill in a firm may arise in the following circumstances:

- Where the profit sharing ratio amongst the partners is changed.
- When a new partner is admitted.
- When a partner retires or dies.
- When the business is sold, and
- When a firm is amalgamated with another firm.

#### **METHODS OF VALUATION OF GOODWILL**

One of the main factors contributing to the value of goodwill is the earning capacity of the business. Following are the usual methods of calculating the value of goodwill:

#### (i) Average Profit Method:

Under this method, goodwill is valued on the basis of a certain number of years' purchase of the average profits of the past few years.

Example: Suppose on 1st April, 2011 on the admission of a new partner, it is agreed that goodwill of the firm is valued at three years purchase of average profits for the last five years. Further, suppose the profits for last five years have been as follows:

	₹
For the year ended 31st March 2011	10,740
For the year ended 31st March 2010	7,900
For the year ended 31st March 2009	5,430
For the year ended 31st March 2008	400 (loss)
For the year ended 31st March 2007	8,500

Value of goodwill will be calculated as follows:

Total profits for the last 5 years = ₹ 
$$(10,740 + 7,900 + 5,430 - 400 + 8,500)$$
  
= ₹  $32,170$ 

Average profits = 
$$\sqrt[3]{32,170} = \sqrt[3]{6,434}$$

Three years' purchase of the above mentioned average profit= ₹ 6,434 x 3 = ₹ 19,302

Hence, value of goodwill = ₹ 19,302

#### (ii) Super Profit Method

In this case the future maintainable profits of the firm are compared with the normal profits for the firm. Normal earnings of a business can be judged only in the light of normal rate of earning and the capital employed in the business. Hence, this method of valuing goodwill would require the following information:

- A normal rate of return for representative firms in the industry.
- (ii) The fair value of capital employed.
- (iii) Estimated future maintainable profits.

There are three methods of calculating goodwill based on super profit:

Note: Normal rate of earning is that rate of earning which investors in general expect on their investments in the particular type of industry. Normal rate of earning depends upon the risk attached to the investment, bank rate, market need and the period of investment.

Capital employed is the aggregate of capital and reserves less the amount of non-trading assets such as investments. The capital employed may also be ascertained by adding up the present values of trading assets and deducting all liabilities therefore. Super profit is the simple difference between future maintainable operating profit and normal profit.

#### (a) Purchase of super profit

As per this method, value of goodwill is obtained by multiplying super profit by a certain number of years.

#### (b) Annuity method

Goodwill according to the annuity method is the present value of a terminal annuity of super profit for a reasonable period during which the super profit is likely to occur. It is calculated as:

Super profit x Annuity rate.

#### (c) Capitalization of super profit

In this method, the value of goodwill is arrived at by capitalizing the super profit at the normal rate of return. It is calculated as:

Super profit x 100

Normal rate of return

*Example:* A firm of X,Y and Z has a total capital investment of ₹ 2,25,000. The firm earned net profit during the last four years as ₹ 35,000, ₹ 40,000, ₹ 60,000 and ₹ 50,000. The fair return on the net capital employed is 15%. Find out the value of goodwill if it is based on 3 years' purchase of the average super profits of past four years. *Solution:* 

Total Profits earned during four years 1,85,000
Average annual profit ₹ 1,85,000 / 4 46,250
Fair return on capital employed: 15% of ₹ 2,25,000 33,750
Super Profit: ₹ 46,250 - ₹ 33,750 12,500
Value of goodwill being 3 years' purchases of the average
Super profit = ₹ 12,500 x 3 37,500

#### (iii) Capitalization Method

The capitalization of profit method values goodwill at the excess of capital that should have been employed for earning the average profit over the capital which has been actually employed. In this method, the value of whole business is found by using the formula:

Average annual profit x 100

Normal rate of return

From this figure, the net assets (excluding goodwill) of the firm are deducted and the resultant value will be the goodwill.

*Example:* Average profit of a firm is  $\stackrel{?}{\stackrel{\checkmark}}$  48,000. The rate of capitalization is 12%. Assets and liabilities of the firm are  $\stackrel{?}{\stackrel{\checkmark}}$  4,00,000 and 1,70,000 respectively.

Value of goodwill be:

= ₹48,000 x 100 - (400,000-1,70,000)

12

= ₹ 4, 00,000 − ₹ 2, 30,000

**=** ₹ 1, 70,000

#### **REVIEW QUESTION**



On the admission of a new partner, it is decided that goodwill of the firm be calculated at 2 years purchase of average profits for the past three years which amounted to  $\stackrel{?}{\underset{?}{|}}$  8,620,  $\stackrel{?}{\underset{?}{|}}$  9,430 and  $\stackrel{?}{\underset{?}{|}}$  11,800 respectively. What is the value of goodwill?

#### PREPARATION OF FINAL ACCOUNTS OF PARTNERSHIP FIRM

Final accounts of a partnership firm are prepared in the usual way in which they are prepared for a sole proprietorship concern except that the profits in the partnership have to be distributed among the various partners according to the terms of the partnership contract and the amount of profit may be arrived at after making adjustments for interest on capital, interest on drawings, salaries to partners, etc. for this another account "Profit & Loss Appropriation Account" is prepared after preparing Profit & Loss Account.

#### PROFIT AND LOSS APPROPRIATION ACCOUNT

As against the proprietorship business, the profits of the partnership firm are divided among partners in a given ratio. The profit has to be divided between the partners in the agreed profit sharing ratio after making necessary adjustments stated in the partnership deed such as interest on capitals, interest on drawings, salaries or/commission to partners, etc. For this purpose an additional account is prepared, known as Profit and Loss Appropriation Account in which the net profit is transferred from Profit and Loss Account and necessary adjustments are made therein before the profit is divided between the partners. Following are the adjustment to be made in the profit & loss appropriation account:-

#### 1. Interest on Capital

Where the profit sharing ratio is different from the ratio of capitals contributed by the partners, interest on capitals may be allowed to partners and charged against the profits of the firm to make the distribution of profits equitable. Interest on capital being an appropriation of profits, should be charged only out of the profits available. In case of loss, no interest on capital is provided. Interest is mostly calculated on the capitals at the commencement of the year. Where fresh capital has been introduced during the course of the year, interest is also allowed on this additional amount for the period for which the amount has been in business. Journal entry for interest on capital will be:

Profit and Loss Appropriation A/c Dr.

To Partner's Capital/Current account

#### 2. Interest on Drawings

Interest may be charged on drawings made by partners to make distribution of profit more equitable. Interest on drawings should be charged on different amounts withdrawn for different periods. Journal entry for interest on drawing will be:

Partner's Capital/Current A/c Dr.
To Profit and Loss Appropriation A/c

Note: If a partner withdraws a fixed sum at the end of each month, the interest on his drawings for the year will be equal to the interest on his total drawings for a period of 5½ months.

If a partner withdraws the fixed amount in the middle of each month, interest will be calculated on his total drawings for a period of 6 months.

If he withdraws the amount at the beginning of each month, interest will be calculated on his total drawings for the period of 6½ months.

#### **REVIEW QUESTION**



P, a partner withdraws the following sums during the year ended 31<sup>st</sup> March 2011:

On 1st May 2010 ₹ 1,000
On 1st August 2010 ₹ 3,000
On 1st January 2011 ₹ 2,000
On 1st March 2011 ₹ 1,000

Calculate interest on his drawing @6% p.a.

#### 3. Salary or Commission Payable to Partners

If in a firm there are some active partners and some sleeping partners, the active partners may be allowed salary for the work. The payment of salaries is regarded as a distribution of part of the profit of the firm. Thus, the amount of profit is reduced before it is divided in the agreed profit sharing ratio. The accounting treatment is same when a partner is paid commission or bonus. Journal entry will be as follows:

Profit and Loss Appropriation A/c Dr.
To Partner's Capital/Current A/c

Commission as a % of Net Profit before charging such commission

= Net Profit before Commission X Rate of Commission

100

Commission as a % of Net Profit after charging such commission

= Net Profit before Commission X Rate of Commission\_

100 + Rate of Commission

A pro-forma of profit and Loss account is as follows: (It is assumed that there are two partners X & Y)

Dr.	and Lo				Cr.
Particulars	₹	₹	Particulars	₹	₹
To Interest on Capital:			By Profit and Loss Account		
X's Capital/ Current A/c	XXX		(profit of the current year)		XXX
Y's Capital / Current A/c	XXX	XXX	By Interest on drawings:		
To Partners' Salary:			X's Capital /Current A/c	XXX	
X's Capital/ Current A/c	XXX		Y's Capital/Current A/c	XXX	XXX
Y's Capital / Current A/c	XXX	XXX	By Loss transferred to:		
To Partners' Commission:			X's Capital/ Current A/c	XXX	
X's Capital/ Current A/c	XXX		Y's Capital/ Current A/c	XXX	XXX
Y's Capital / Current A/c	XXX	XXX			
To Transfer to Reserve		XXX			
To Profit transferred to:					
X's Capital/ Current A/c	XXX				
Y's Capital/ Current A/c	XXX	XXX			

**Note: -** Interest on loan is charged against profit in Profit & Loss Account only. It is not the appropriation of profits.

#### 4. Past Adjustments of Profit

Sometimes, amounts already distributed among the partners as profits or losses for a particular year require to be readjusted after the close of accounts for the year either due to discovery of some mistakes subsequent to the closing of the books or due to revision of certain condition of the partnership contract with retrospective effect. In such a case, the revenue accounts which have already been closed off are not reopened. Amounts already debited or credited to various partners are compared with the amounts which should have been debited or credited and an entry is passed for the difference to adjust the various accounts.

#### 5. Guarantee of Profit to a Partner

Sometimes to induce a person to become a partner, a guarantee is given to him by other partners that his share of profits will not be below a certain figure. Usually when such a guarantee is given, it is also agreed that if in a year his share of profit exceeds the minimum limit, he would have to refund the excess in repayment of amount previously credited to him in excess of his normal share of profits. When such an agreement exists, first profits should be divided as if no guarantee has been given. Then, the amount by which the actual share falls short of the guaranteed share should be credited to the partner to whom the guarantee has been given and debited to other partners in their mutual profit sharing ratio. For recoupment of excess in subsequent years, a reverse entry will be passed.

Instead of all the partners, one partner may give the guarantee to a new partner that should the share of profits to the new partner fall below a certain figure; guarantor will make up the difference. In such case, the capital account of the partner in whose favour the guarantee is given will be credited and the capital account of the guarantor partner will be debited for the excess of the guaranteed amount over the actual share of the partner in whose favor guarantee has been given.

There can also be an arrangement that should profit due to the new partner exceed a certain figure, a particular partner, may bear the burden of such excess. It is really a guarantee to the other partners that the share of the new partner will not exceed a stipulated figure.

#### **REVIEW QUESTION**



On 1st April 2010, X's Capital Account showed a balance of ₹ 50,000 while Y's Capital Account showed a balance of ₹ 20,000. In 2010-11 the firm earned a profit of ₹ 30,000 before adjustment for salary to Y amounting to ₹ 6,000 for the year and interest on capital @ 7% per annum. Show how the profits would be distributed between X and Y assuming that they are equal partners.

#### Illustration 1:

On 1st April, 2010 P and Q started business in partnership agreeing to share profits and losses equally. P contributed ₹30,000 while Q contributed ₹20,000 by way of capital. It was agreed that interest be allowed on capital @6% per annum and charged on drawing @ 8% per annum. P withdrew ₹200 at the end of every month whereas Q withdrew ₹450 in the middle of every month.

Profits before the above noted adjustments for the year ended 31st March, 2011 amounted to ₹8,970. Show the necessary ledger accounts assuming:

- (a) capital accounts are fluctuating
- (b) capital accounts are fixed.

#### Solution:

Working Notes:

Interest on P's Capital	=	₹ 30,000×6 100
	=	₹ 1,800
Interest on Q's Capital	=	₹ \frac{20,000 \times 6}{100}
	=	₹ 1,200
Total drawing by P	=	₹ 200×12
	=	₹ 2,400
Total drawings by Q	=	₹ 450×12 = ₹ 5,400
Interests on P's drawings	=	$ \frac{2,400 \times 11 \times 8}{2 \times 12 \times 100} =  88$
Interest on Q's drawings	=	₹ \frac{5,400 \times 6 \times 8}{12 \times 100}
	=	₹ 216

#### (a) When capital accounts are fluctuating:

#### **Profit and Loss Appropriation Account**

Dr.			Cr.
Particulars	₹	Particulars	₹
To Interest on Capital:		By Profit and Loss Account	8,970
P's Capital A/c	1,800	By Interest on drawings:	
Q's Capital A/c	1,200	P's Capital A/c	88
To Profit transferred to:		Q's Capital A/c	216
P's Capital A/c (1/2 of Profit)	3,137		
Q's Capital A/c (1/2 of Profit)	3,137		
	9,274		9,274

#### P's Capital Account

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2010		
Mar. 31	To P's Drawings A/c	2,400	Apr.1	By Cash A/c	30,000
Mar. 31	To Profits and Loss		2011	By Profits and Loss	
	Appropriation A/c		Mar. 31	Appropriation A/c	
	(Interest on Drawings)	88		(Interest on Capital)	1,800
Mar. 31	To Balance c/d	32,449	Mar. 31	By Profits and Loss	
				Appropriation A/c	3,137
		34,937			34,937
			2011		
			Apr. 1	By Balance b/d	32,449

#### Q's Capital Account

Date	Particulars	₹	Date	Particulars	₹
2011			2010		
Mar. 31	To Q's Drawings A/c	5,400	Apr.1	By Cash A/c	20,000
Mar. 31	To Profits and Loss		2011	By Profits and Loss	
	Appropriation A/c		Mar. 31	Appropriation A/c	
	(Interest on Drawings)	216		(Interest on Capital)	1,200
Mar. 31	To Balance c/d	18,721	Mar. 31	By Profits and Loss	
				Appropriation A/c	3,137
		24,337			24,337
			2011		
			Apr. 1	By Balance b/d	18,721

#### **Profit and Loss Appropriation Account**

Dr.			Cr.
Particulars	₹	Particulars	₹
To Interest on Capital:		By Profit and Loss Account	8,970
P's Current A/c	1,800	By Interest on drawings:	
Q's Current A/c	1,200	P's Current A/c	88
To Profit transferred to:		Q's Current A/c	216
P's Current A/c (1/2 of Profit)	3,137		
Q's Current A/c (1/2 of Profit)	3,137		
	9,274		9,274

#### P's Capital Account

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2010		
Mar. 31	To Balance c/d	30,000	Apr.1	By Cash A/c	30,000
			2011		
			Apr.1	By Balance b/d	30,000

#### **Q's Capital Account**

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2010		
Mar. 31	To Balance c/d	20,000	Apr.1	By Cash A/c	20,000
			2011		
			Apr.1	By Balance b/d	20,000

#### **P's Current Account**

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2011		
Mar. 31	To P's Drawings A/c	2,400	Mar. 31	By Profits and Loss	
Mar. 31	To Profits and Loss			Appropriation A/c	
	Appropriation A/c			(Interest on Capital)	1,800
	(Interest on Drawings)	88	Mar. 31	By Profits and Loss	
				Appropriation A/c	3,137
Mar. 31	To Balance c/d	2,449			
		4,937			4,937
			2011	By Balance b/d	2,449
			Apr. 1		

#### **Q's Current Account**

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2011		
Mar. 31	To Q's Drawings A/c	5,400	Mar. 31	By Profits and Loss	
Mar. 31	To Profits and Loss			Appropriation A/c	
	Appropriation A/c			(Interest on Capital)	1,200
	(Interest on Drawings)	216	Mar. 31	By Profits and Loss	
				Appropriation A/c	3,137
			Mar. 31	By Balance c/d	1,279
		5,616			5,616
2011					
Apr.1	To Balance b/d	1,279			

#### **Illustration 2**:

On 1st April, 2011 the capital accounts of A, B and C stood at  $\stackrel{?}{\stackrel{?}{\sim}}$  30,000,  $\stackrel{?}{\stackrel{?}{\sim}}$  20,000 and  $\stackrel{?}{\stackrel{?}{\sim}}$  10,000 respectively. They shared profits and losses equally. Profit and Loss account for the year ended 31 March, 2011 revealed a net profit of  $\stackrel{?}{\stackrel{?}{\sim}}$ 12,000 which was transferred to capital accounts of the partners equally.

It was decided in April 2011 that profits should be distributed equally after allowing interests on capital @ 6%

per annum with effect from 1st April, 2010. While going through the books of account for 2010-11 it was discovered that repair charges for A's personal scooter amounting to ₹ 90 had been charged to Repairs Account.

Show the journal entries necessary to adjust the current account of the partners.

#### Solution:

Profits as already distributed			₹	₹ 12,000
Add: Repair charges to be charged to A's Curr	rent Account			90 12,090
Less: Interest on:  A's Capital  B's Capital  C's Capital  Net profit after adjustment  Each partner will get ₹ 8,490/3 = ₹ 2,830			1,800 1,200 _600	3,600 8,490
Revised Di	stribution			
		Α	В	С
		₹	₹	₹
Net Profit	2,83		2,830	2,830
Interest of Capital	<u>1,80</u>		<u>1,200</u>	600
	4,63		4,030	4,430
Less: Repair charges		<u>90</u>		
Distribution of \$12,000	4,54		4,030	3,430
Distribution as already made of ₹ 12,000	<u>400</u>		4000	<u>4000</u>
Net Adjustment to be made	<u>+54</u>	<u>+U</u>	<u>+30</u>	<u> – 570 </u>
Journal	l Entry			
Particulars		D	)r. (₹)	Cr. (₹)
C's Current Account	Dr.		570	
To A's Current Account				540
To B's Current Account				30
(Adjustment effected for change on the distribution of profit for 2010-11 and error the accounts for 2010-11)				

#### Illustration 3:

C and D were sharing profits in the ratio of 3:1. Profits as per books for 2010-11 amounted to ₹ 40,000. In April 2011, they agreed to change the profit sharing ratio to 5:3 with retrospective effect from 1st April, 2010. It was found that outstanding expenses of ₹ 4,000 as on 31st March, 2010 and outstanding expenses of ₹ 3,000 as on 31st March, 2011 had not been taken into account while drawing up the final accounts for 2009-10 and 2010-11. Also by mistake interest on drawings had been ignored while preparing the accounts for 2010-11 such interest being ₹ 600 on C's drawings and ₹ 300 on D's drawings. Pass the necessary journal entries to adjust the capitals of partners.

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#### Solution:

#### **Working Notes:**

C D
Old ratio 3:1 or 6 : 2
New Ratio 5 : 3

D gets 1/8 more

C D ₹ ₹

Old distribution of ₹ 40,000 (A) 30,000 Cr. 10,000 Cr.

New distribution of ₹ 40,000 +

₹ 600 + ₹ 300 or ₹ 40,900

(B) <u>24,962.50</u> (Net) Cr. <u>15,037.50</u> (Net) Cr.

Difference (A) – (B) 5,037.50 Dr. 5,037.50 Cr.

Outstanding expenses of ₹ 4,000 as on 31st March, 2010 will be debited to partners' capital accounts in the old ratio (to raise Outstanding Expenses Account) and then will be credited to partners' capital accounts in the new ratio (to write off Outstanding Expenses Account). Outstanding Expenses of ₹ 3,000 will be debited to capital accounts in the new ratio and credited to Outstanding Expenses Account. In the entry shown below, only the net effect has been recorded:

#### **Journal Entries**

	Journal En	tiics	
Particular		Dr. (₹)	Cr. (₹)
C's Capital Account	Dr.	2,375*	
D's Capital Account	Dr.	625*	
To Outstanding Expenses Account			3,000
(Adjustment entry for outstanding e ₹ 4,000 as on 31st March, 2010 and of ₹ 31st March, 2011)	•		
C's Capital Account To D's Capital Account	Dr.	5,037.50	5,037.50
(Entry to adjust capital accounts on redis	tribution of		3,037.30
profit for 2010-11)	tribution of		
		С	D
* 31.3.2010 (Ratio 3 : 1)		Dr. 3,000	Dr. 1,000
1.4.2010 (Ratio 5 : 3)		Cr. 2,500	Cr. 1,500
31.3.2011 (Ratio 5 : 3)		<u>Dr. 1,875</u>	<u>Dr. 1,125</u>
		Dr. 2,375	Dr. 625

Note: If capital accounts are fixed, current accounts will be debited and credited instead of capital accounts.

#### Illustration 4:

With effect from 1st April, 2010, D, the manager in the firm of A,B, and C who were sharing profits and losses in the ratio of 5:3:2 respectively was admitted as a partner in the firm with 1/11th share of profit. It was agreed that should D' share of profits exceed his remuneration as the manager, A will bear the burden of such an excess. The manager D was entitled to a salary of ₹ 10,000 p.m. plus a commission of 2% of net profit remaining after charging his salary but before charging his commission.

Cr.

Profit and Loss Account for the year ended 31st March, 2011 showed a profit of ₹22, 00,000. Show how the profit will be distributed among the four partners.

#### Solution:

The main point is that B and C are not to suffer due to D's becoming a partner. Suppose, D is still the manager; then:

	₹
Profit as given	22,00,000
Less: Salary which D would have received	1,20,000
	20,80,000
Less: D's commission @ 2% on ₹ 20,80,000	41,600
Net profit	20,38,400

	A (5/10)	B (3/10)	C (2/10)	D (as Manager)
Distribution	10,19,200	6,11,520	4,07,680	1,61,600

Under the new arrangement D will receive 1/11th of ₹ 22,00,000 i.e., ₹ 2,00,000. It means that D will get ₹ 38,400 more than what he would have got as manager. This will be deducted from A's share. Hence, the profit of ₹ 22,00,000 will be distributed as follows:

Α	₹ 9,80,800
В	₹ 6,11,520
С	₹ 4,07,680
D	₹ 2,00,000

#### Illustration 5:

P and S were in partnership sharing profits and losses in the ratio of 7:3 respectively. As a mark of appreciation of the services of their manager Z, they admitted him into partnership on 1st April, 2010 giving him 1/10th share of the future profits; the mutual ratio between P and S remaining unchanged. Before becoming a partner, Z was getting a salary of ₹ 4,000 per month and a commission of 5% on the net profits remaining after charging his salary and commission. It was agreed that any excess over his former remuneration to which Z as a partner becomes entitled will be provided out of P's share of profit.

The net profit for the year ended 31st March, 2011 amounted to ₹ 19,80,000. Prepare the profit and loss appropriation account for the year ended 31st March, 2010 showing the distribution of the profits of the net profits amongst the partners. Show your working notes clearly.

#### Solution:

Dr.

# In the books of P, S and Z Profits and Loss Appropriation Account for the year ended 31st March,2011

Particulars	₹	Particulars	₹
To Profit transferred to Capital Accounts: P S Z	12, 30,000 5, 52,000 1, 98,000 19, 80,000	By Net profit b/d	19, 80,000 19, 80,000

#### **Working Notes:**

		₹	₹
(1)	Z's share: 1/10 of ₹ 19, 80,000		1, 98,000
	Less: Z's share as manager:		
	Salary: ₹ 4,000 x 12	48,000	
	Commission: $\left(\frac{5}{105} \text{ of } ₹ 1,98,000-48,000\right)$	92,000	1, 40,000
	Excess amount chargeable to P		
(2)	When Z acted as manager, divisible profit of the old		
	partner would have been (₹ 19,80,000 – ₹ 1,40,000)		18,40,000
	P's share of profit would have been		
	$(\frac{7}{10} \text{ of } ₹ 18,40,000)$		12,88,000
	S's share of profits would have been		
	$(\frac{3}{10} \text{ of } ₹ 18,40,000)$		5,52,000
(3)	When Z becomes a partner, share of profit of each:		
	P (₹ 12,88,000 - ₹ 58,000)		12,30,000
	S		5, 52,000
	Z		1, 98,000
			19, 80,000

Alternatively, the final distribution of profit can be arrived at as follows:

#### **Profit and Loss Appropriation Account**

Dr. Cr.

Particulars	₹	Particulars	₹
To Z's Capital A/c (1/10)	1, 98,000	By Net Profit b/d	19, 80,000
To Balance c/d	17, 82,000 19, 80,000		<u>19, 80,000</u>
To P's Capital A/c (7/10) To S's Capital A/c (3/10)	12, 88,000 <u>5, 52,000</u> 18, 40,000	By Balance c/d By P's Capital A/c	17, 82,000 <u>58,000</u> 18, 40,000

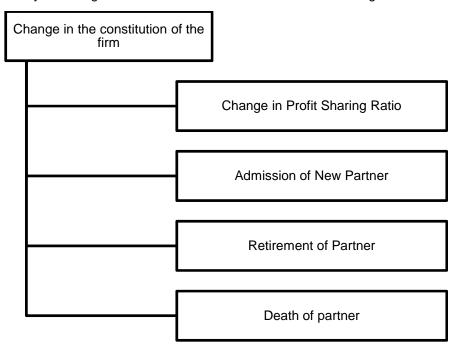
#### **Final Distribution**

		,
P=₹ 12,88,000 - ₹58,000	=	12,30,000
S	=	5,52,000
Z	=	1,98,000
		<u>19,80,000</u>

#### RECONSTITUTION OF PARTNERSHIP

When there is any change in the existing agreement of partnership, it is reconstitution of partnership. As a result of reconstitution, the existing agreement of partnership comes to an end & a new agreement is formed. The firm continues its business in usual manner. Some special adjustments are to be made in the accounts of partnership firm in cases of change in the constitution of the firm.

There may be changes in the constitution of the firm due to following reasons:



#### **CHANGE IN PROFIT SHARING RATIO**

Whenever there is a change in profit sharing ratio of the existing partners, there arises the need for valuation of goodwill. A change in profit sharing ratio results in gain to one partner and loss to the other. As a result, the partner who gains from the new ratio has to compensate the partner who loses. The gaining partner, in respect of share of profit, may buy his share of profits from any one or two partners, as the case may be. The partners who sell the shares may sacrifice in equal or unequal proportions. The amount of goodwill credited to partner(s) from whom the gaining partner purchases his share is always in proportion to the sacrifice made. The journal entry for this purpose is to debit the partner's capital account (one who gains) with the proportionate share of goodwill and credit the capital account or accounts of the partners (who lose) with the same amount.

#### Illustration 6:

On 1st April, 2011 A, B and C who were sharing profits and losses in the ratio of 5:3:2 respectively decided to become equal partners. Goodwill of the firm was valued at ₹ 45,000. It was also decided to appreciate the book value of land and buildings by ₹ 14,000. No goodwill account appeared in the books of the firm and none was opened on change in profit sharing ratio. Pass journal entries to make the necessary adjustments.

#### Solution:

#### **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Land and Buildings Account	Dr.	14,000	
To Revaluation Account			14,000
(Appreciation in the value of land and building	gs)		
Revaluation Account	Dr.	14,000	
To A's Capital Account			7,000
To B's Capital Account			4,200
To C's Capital Account			2,800
(Transfer of profit on revaluation to partne	ers' capital		
accounts in old profit sharing ratio)			
B's Capital Account	Dr.	1,500	
Capital Account	Dr.	6,000	
To A's Capital Account			7,500
(Adjustment for goodwill on change in profit s	sharing ratio)		

#### **Working Notes:**

Old profit sharing ratio =  $\frac{5}{10} : \frac{3}{10} : \frac{2}{10}$ 

New profit sharing ratio =  $\frac{1}{3} \cdot \frac{1}{3} \cdot \frac{1}{3}$ 

A loses = 
$$\frac{5}{10} - \frac{1}{3} = \frac{15 - 10}{30} = \frac{5}{30}$$

B gains = 
$$\frac{1}{3} - \frac{3}{10} = \frac{10 - 9}{30} = \frac{1}{30}$$

C gains = 
$$\frac{1}{3} - \frac{2}{10} = \frac{10 - 6}{30} = \frac{4}{30}$$

A will be credited with  $\frac{5}{30} \times 45{,}000$  or ₹ 7,500 for goodwill

B will be debited with  $\frac{1}{30} \times 45{,}000$  or ₹ 1,500

and

C will be debited with  $\frac{4}{30} \times 45{,}000$  or ₹ 6,000.

#### **REVIEW QUESTION**



On 1st April, 2011 A and B who are sharing profits and losses in the ratio of 3:2 decided to become equal partners with effect from 1st April, 2010 with the additional provision that interest on capitals will be allowed @7% per annum. A and B started the firm on 1st April, 2010 with a capital of ₹30,000 and ₹ 20,000 respectively. The profit for the year ended 31st March, 2011 amounted to ₹ 18,000. Pass the necessary adjustment entry.

#### **ADMISSION OF A NEW PARTNER**

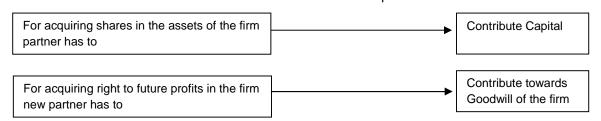
A new partner can be admitted with the consent of all existing partners. The various reasons for admission of a new partner may be requirement of more capital, influence or managerial skill of the new partner etc.

A new partner may either purchase his share of profits from one or more of the existing partners or he may contribute to a share in the assets of the firm. In the former case, the total capital of the firm does not change; the amount brought in by the new partner is paid to the partners from whom share is purchased. In the latter case, however, the total capital of the firm is increased by the amount brought in by the new partner.

Suppose, A and B share profits and losses in the ratio of 2:1 respectively and their capitals stand at

₹ 10,000 and ₹ 5,000 respectively. If C is admitted and he buys 1/5th share from A, C will bring ₹  $\frac{15,000 \times \frac{1}{5}}{5} = \frac{₹}{3,000}$  in cash which will be withdrawn by A. The new balances of the capital accounts of A, B and C will be ₹ 7,000, ₹ 5,000 and 3,000 respectively. If C contributes to the capital for 1/5th share of profits, he will bring ₹  $\frac{15,000 \times \frac{5}{4} \times \frac{1}{5}}{\frac{1}{5}} = ₹ 3,750$ . Total capital of the new firm will be ₹ 18,750.

Admission of new partner results in the reconstitution of partnership firm, as a new agreement to carry on the business as a partnership firm comes into existence. When there is a change in the constitution of partnership, the profit sharing ratio of the existing partners may be revised. When a new partner is admitted, he is entitled to a share in the assets of the firm and in the future profits of the firm.



When a new partner is admitted, the amount may be contributed to the capital of the firm in the form of assets other than cash also. Journal Entry will be:

Cash A/c Dr.
Any other Asset A/c Dr.
To New Partner's Capital A/c

Example: X and Y are carrying on business in partnership. Z is admitted as a new partner who brings in ₹8, 000 in cash and trademarks and patents valued at ₹ 2,000. The journal entry will be:

Cash Dr. 8,000
Patents and Trade Marks Dr. 2,000

To Z's Capital Account 10,000

(Capital brought in by Z in the form of cash, patents & and trade marks)

When a new partner is admitted, a number of adjustments have to be made. Some of the major adjustments to be made are as follows:

- Calculation of new profit sharing ratio
- Calculation of sacrificing ratio
- Transfer of accumulated profits and reserves to existing partners
- Revaluation of assets and liabilities
- Treatment of goodwill

#### **Calculation of New Profit Sharing Ratio**

Case 1:When the new profit sharing ratio is not specially mentioned but only the share given to the new partner is mentioned, the assumptions is that the old partners among themselves continue to share profits in the same relative ratio in the which they were sharing profits prior to admission of the new partner. In such a case, the share given to the new partner should be deducted from 1 and then the remainder should be divided among the old partners in the old ratio. Suppose, A and B are partners sharing profits and losses in the ratio of 3:2 and they admit C as a new partner giving him 1/5 share in future profits. Then the new ratio will be calculated as follows:

C's share 
$$= \frac{1}{5}$$

Remaining share  $= 1 - \frac{1}{5} = \frac{4}{5}$ 

A's share  $= \frac{4}{5} \times \frac{3}{5} = \frac{12}{25}$ 

B's share  $= \frac{4}{5} \times \frac{2}{5} = \frac{8}{25}$ 

C's share  $= \frac{1}{5} = \frac{5}{25}$ 

New ratio for A, B, and C is 12: 8: 5

**Case II:** Sometimes the new partner purchases his share from the other partner in different proportions. Suppose, in the above example C purchases 4/25<sup>th</sup> share from A and 1/25<sup>th</sup> share from B. Then the new ratio will be calculated as follows:

A's share 
$$=\frac{3}{5} - \frac{4}{25} = \frac{15 - 4}{25} = \frac{11}{25}$$
  
B's share  $=\frac{2}{5} - \frac{1}{25} = \frac{10 - 1}{25} = \frac{9}{25}$   
C's share  $=\frac{4}{25} + \frac{1}{25} = \frac{5}{25}$ 

Hence, the new ratio = 11: 9: 5.

#### REVIEW QUESTION



- 1. P and Q are equal partners. R is admitted as a new partner and he is given 1/5th share in the profit of the firm. What will be the new profit sharing ratio?
- 2. A & B are partners sharing profits in the ratio of 3:2. They admit C, a new partner who acquires 1/5<sup>th</sup> share from A and 4/25<sup>th</sup> share from B. Calculate new profit sharing ratio.

#### **Calculation of Sacrificing Ratio**

In partnership business when a partner is admitted into a firm, the old partners have to surrender a portion of their shares of profits in favor of the new partner. Thus, sacrificing ratio is the difference between old profit sharing ratio and the new profit sharing ratio of the old partners. In this case, sacrifice made by the existing partners may either be in the ratio in which they were sharing profit prior to the admission or in some other ratio. This may be as follows:

(i) Besides the old ratio of old partners, if the new ratio of the incoming partners has been given without mentioning the details of the sacrifice made by the old partners, then the presumption is that the old partners have made sacrifice in the old ratio.

(ii) Sometimes, the new ratio of all the partners and old ratio of old the partners are given. In that case sacrificing ratio must be calculated by deducting the new share from the old share of the old partners.

For example, if A and B share profits in the ratio of 5:3 and on admission of C the new ratio between A, B and C is agreed upon as 7:5:4 respectively, the ratio of sacrifice will be calculated as follows:

#### **Transfer of Reserves to Existing Partners**

Reserves created out of profits or balance in Profit and Loss Account at the time of admission of a new partner must be transferred to the capital accounts of the old partners in the old profit sharing ratio. It is done because the new partner is not entitled to any share of the accumulated profits and similarly, he is not liable to bear any part of the past losses. So, the accumulated losses should also be transferred to the capital accounts of the old partners in the old profit sharing ratio. Transfer to reserves is done even when no new partner is admitted but the partners change their profit sharing ratio. The journal entry will be:

<u>Example:</u> A and B are partners in a business sharing profits and losses in the ratio of 3:2 respectively. The Profit and Loss Account shows an undistributed profit of ₹ 5,000 and the general reserve of ₹ 10,000. They admitted a new partner 'N' with 1/4<sup>th</sup> share in the profits. The journal entry will be:

Profit and Loss A/c Dr. 5,000
General Reserves A/c Dr. 10,000

To A's Capital A/c 9,000
To B's Capital A/c 6,000

(Being the amount of Profit and Loss A/c and the General Reserve distributed among the old partners in the old profit sharing ratio.)

#### Revaluation of Assets and Liabilities on Admission of a Partner

A new partner is not to be benefited by any appreciation in the values of assets of the firm or by any decrease in the values on liabilities of the firm. Similarly, he is not to bear any part of the loss that is due to decrease in the values of the assets or increase in the values of the liabilities of the firm till the date of his admission. Therefore, before a new partner is admitted, the assets and liabilities of the firm are revalued and any profit or loss resulting from such a revaluation is transferred to old partners' capital accounts in the old profit sharing ratio. For this purpose, the following entries should be passed:

Revaluation Account	Dr.
To Assets A/c (individually)	
To Liabilities A/c (individually)	
(To record decrease in the book values of assets an	d increase in
the book values of liabilities as agreed upon on adm	nission of the
new partner).	
Assets A/c (individually)	Dr.
Liabilities A/c (individually)	Dr.
To Revaluation Account	
(To record increase in the book values of assets and	decreases in
the book value of liabilities as agreed upon on adm	nission of the
new partner).	
Revaluation Account	Dr.
To Old Partners' Capital/Current Accou	ınts (individually)
(Transfer of profit on revaluation to old part	tners capital
accounts in their old profit sharing ratio)	
OR	
Old Partners' Capital/Current Accounts (individually	) Dr.
To Revaluation Account	
(Transfer of loss on revaluation to old partners cap	oital accounts
in their old profit sharing ratio).	

Sometimes, all the partners including the new partner may agree not to alter the book value of assets and liabilities even when they agree to revalue them. In order to record this, *Memorandum Revaluation Account* is opened. It has two parts. In the first part, the entries for revaluation of assets and liabilities are made in the usual manner. But no record of revaluation of assets and liabilities is made through the respective ledger accounts. The resultant profit or loss on revaluation in the first part is transferred to the capital accounts of old partners in the old profit sharing ratio. In order to complete the double entry, entries regarding assets and liabilities made in the first part are reversed in the second part so that the value of assets and liabilities remain unchanged. The balance in the second part is transferred to the capital accounts of all the partners including new partner in their new profit sharing ratio. If there is a profit, the following entries are passed.

Note: If there is a loss on revaluation, the above entries will be reversed.

#### DIFFERNCE BETWEEN REVALUATION A/C AND MEMORANDUM REVALUATION A/C

Revaluation account	Memorandum revaluation account
(i) Revaluation account is prepared to find out the profit or loss on revaluation of assets and liabilities which appear in the new balance sheet at the revalued figures.	(i) Memorandum revaluation account is also prepared to record the effect of revaluation of assets and liabilities but they are recorded at their old figures in the new balance sheet.
<ul><li>(ii) Revaluation account is not divided in parts. The profit or loss of goes to old partners only.</li></ul>	(ii) Memorandum revaluation account has two parts. The profit or loss of first part goes to old partners while the profit or loss of the second part goes to all the partners including the new partner.

#### **Treatment of Goodwill on Admission**

Whenever a new partner is admitted, he is generally expected to pay cash to old partners for his share of goodwill for the right he acquires to share in super profits of the firm in future. Strictly, such a payment should be made only when there are super profits but in actual practice, some premium or goodwill may have to be paid by the new partner on his admission even when the business of the firm is not unusually profitable and consequently there are no super profits. The payment is made to the old partners for the sacrifice they make on their shares of profits for future. It is not necessary that the new partner must bring cash for his share of goodwill, only adjustment may be made for goodwill. The various alternative courses for the accounting treatment of goodwill on admission of a partner are as follows:

#### Important Note: Concept of accounting treatment of Goodwill

- 1) Goodwill should be recorded in the books of account only when some consideration in money or money's worth has been paid for it. Whenever a business is acquired for a price (payable in cash or in shares or otherwise) which is in excess of the value of the net assets of the business taken over, the excess should be treated as goodwill. For example, when a partnership firm of X and Y purchases the net assets of Z amounting to  $\mathcal{T}$  6,00,000 for  $\mathcal{T}$  6,50,000 in cash, the additional payment of  $\mathcal{T}$  50,000 is a payment for goodwill in cash. It is a case of purchased goodwill (an asset) and can be recorded in the books of account of X and Y. Thus, only purchased goodwill is recorded in the books of account when the payment is made directly in cash or money's worth.
- 2) When no payment is made for the purchase of goodwill, it is a case of internally, generated goodwill or inherent goodwill. For instance, in the event of reconstitution of the firm as a result of admission, retirement, death or change in profit sharing ratio, goodwill of the firm is evaluated. In such cases, the value of goodwill should not be brought into books of account as it is an inherent or self generated goodwill and no money or money's worth has been paid for it. The goodwill is calculated as per any of the methods of valuation of goodwill and adjusted through the capital accounts of the partners. No goodwill account is raised in the books of accounts on reconstitution of the firm or change in the profit sharing ratio among the partners. Therefore, the internally generated or inherent goodwill is not raised in the books of account. It is treated through the capital accounts of the concerned partners. Always remember that in this case the goodwill raised will not be shown in the balance sheet.

## (i) When the incoming partner brings in the required amount of goodwill in cash and this amount is retained in the business:

- The amount of goodwill brought in by the incoming partner along with his share of capital is credited to his capital account and
- Then this amount of goodwill is debited to the old partners capital account and credited to the old partners in the sacrificing ratio.

JOURNAL ENTRIES:		
a) Bank	Dr.	
To New Partner's Capital A/c		
(Being amount of goodwill and capital broug	ght by the new partner)	
b) New Partner's Capital A/c	Dr.	
To Old Partners' Capital Accounts		
(Being the amount of goodwill brought in by the new partner is shared by the old partners in the sacrificing ratio)		

## (ii) When the required amount of goodwill brought in by the new partner in cash is immediately withdrawn by the old partners

In this case the amount of goodwill is withdrawn by the partners in the sacrificing ratio and the entry for withdrawal will be:

JOURNAL ENTRIES:	
Bank A/c	Dr.
To New Partner's Capital A/c	
(Being amount of goodwill and capital brought by the	ne new partner)
New Partner's Capital A/c	Dr.
To Old Partners' Capital Accounts	
(Being the amount of goodwill brought in by th shared by the old partners in the sacrificing ratio)	ne new partner is
Old Partners' Capital Accounts	Dr.
To Bank	
(Being the amount of goodwill brought in by the ne	w partner is withdrawn
by the old partners in the sacrificing ratio)	
	Bank A/c To New Partner's Capital A/c (Being amount of goodwill and capital brought by the New Partner's Capital A/c To Old Partners' Capital Accounts (Being the amount of goodwill brought in by the shared by the old partners in the sacrificing ratio) Old Partners' Capital Accounts

#### (iii) Where the new partner pays amount of goodwill privately to the old partners

In this case, no entry is passed in the books of the firm. The amount to be paid to each partner should be calculated as per the profit-sacrificing ratio.

#### (iv) Where the partner is unable to bring anything for goodwill

In this case, the value of goodwill should not be raised in the books. Since it is inherent goodwill, it is preferable that such value of goodwill should be adjusted through partners' capital accounts. The new partner's capital is debited with his share of goodwill and the amount is credited to old partners' capital accounts in the ratio in which they make sacrifice of profits. The journal entry will be:

New Partner's Capital A/c

To Old Partners' Capital Accounts

(Being the amount of goodwill credited to old partners' capital accounts in the sacrificing ratio by debiting the new partners' capital account)

#### (v) When the new partner brings a portion of the required amount of goodwill

In this case, the amount brought in by the new partner will be shared by the old partners in the sacrificing ratio and the portion of amount of goodwill not brought in by the new partner is adjusted through the capital accounts of partners by debiting, new partner's capital account with the amount and crediting the old partners' capital accounts in their sacrificing ratio.

## (vi) When the goodwill is already appearing in the books of accounts:

When the goodwill is already appearing in the firm's books, first of all goodwill is to be written off from the books by debiting old partners' capital accounts in their profit sharing ratio and crediting goodwill account. Then new partner's capital account is debited with his difference in share of goodwill not brought in cash and this amount is credited to old partners' capital accounts in sacrificing ratio.

#### **JOURNAL ENTRIES**

(a) Old Partners' Capital Accounts

Dr

To Goodwill A/c

(Being goodwill written off from the books)

(b) Bank A/c

Dr. (Cash brought in)

New Partner's Capital A/c

Dr. (Difference not brought in cash)

To Old Partners' Capital A/c

(Being the amount of goodwill brought in by the new partner is shared by the old partners in the sacrificing ratio)

#### (vii) Hidden goodwill:

Sometime the value of goodwill has to be inferred from the agreement of capitals and profit sharing ratio among the partners.

(a) Suppose, A and B share profits in the ratio 2:1 and their capitals stand at ₹ 20,000 and ₹ 10,000 and they admit C who brings ₹ 14,000 and is given 1/4th share in future profits. Now C's capital should be 1/4th of the total capital.

For 1/4<sup>th</sup> share, the capital of C = ₹14000

Therefore, total capital of the firm should be = ₹ 56,000

Total capital of A, B and C= ₹20,000 + ₹10 000 + ₹14,000 = ₹44,000

Value of Goodwill= Total Estimated Capital- Actual Capital

₹ 56,000- ₹44,000 = ₹12,000

(b) Suppose, A and B form partnership agreeing to share profits equally and they contribute ₹ 12,000 and ₹ 9,000 respectively, it can be inferred that a goodwill of ₹ 3,000 attaches to A.

#### **REVIEW QUESTIONS**



X and Y are sharing profits and losses in the ratio of 7:4. They admit Z as new partner and the new profit sharing ratio is agreed upon to be  $X\frac{5}{11}$ , Y

 $\frac{3}{11}$  and Z $\frac{3}{11}$ . Z brings in ₹ 20,000 by way of his share of goodwill. How will this amount be distributed between X and Y?

#### **Adjustment Regarding Capitals of Partners**

It is often agreed that after the admission of a new partner, capitals of all the partners should be in proportion to their respective shares in profit. The basis may be the amount of capital brought in by the new partner or the new partner himself may be required to bring in capital equal to his share with the firm. If the new partner's capital is given, the total capital of the firm should be ascertained on that basis. Then, the capital required for each one of the old partners should be ascertained and it should be compared with the actual balances in the accounts of the partners concerned, adjustments may then be made in cash or through

current accounts to bring the balances of capital accounts of all the old partners to the desired figures. Suppose, C brings in ₹ 10,000 for 1/5th share of profits. Total capital of the firm should be ₹ 10,000 x 5 or ₹ 50,000. If A and B are to share profits as to A  $\frac{1}{2}$  and B  $\frac{3}{10}$ , then A's capital account should show a balance of

₹ 50,000  $\times \frac{1}{2}$  or ₹ 25,000 and B's capital should show a balance of ₹ 50,000  $\times \frac{3}{10}$  or ₹ 15,000. If A's capital account shows a balance of ₹ 24,000 and the capital account of B shows a balance of ₹ 16,500, A will bring in ₹ 1,000 and B will withdraw ₹ 1,500.

Alternatively, the new partner may be required to bring capital on the basis of capital of old partners. Suppose, the capital accounts A and B after all adjustments are ₹ 32,000 and ₹ 18,000 respectively and C is admitted as a new partner to whom 1/5th share of profits is given. Then

C's Share = 
$$\frac{1}{5}$$

Remaining share = 
$$1 - \frac{1}{5} = \frac{4}{5}$$

Combined capital of A and B = ₹ 32,000 + ₹ 18,000 = ₹ 50,000

Total Capital = 
$$50,000 \times \frac{5}{4} = ₹ 62,500$$

C's Capital = ₹ 62,500 × 
$$\frac{1}{5}$$
 = ₹ 12,500

If A and B are to share profits as to A 1/2 and B 3/10, then

A's Capital = ₹ 62,500 × 
$$\frac{1}{2}$$
 = ₹ 31,250

B's Capital = ₹ 63,500 × 
$$\frac{3}{10}$$
 = ₹ 18,750

A will withdraw ₹ 750 and B will bring in ₹ 750.

#### Illustration 7:

On 31st March, 2011 the following was the Balance Sheet of A and B who were equal partners:

Liabilities	₹	Assets		₹
Sundry Creditors	8,940	Cash in hand		950
General Reserve	10,000	Stock		32,710
A's Capital Account	35,000	Debtors	11,000	
B's Capital Account	20,000	Less: Provision		
		for Bad Debts	<u>220</u>	10,780
		Furniture and Fittings		9,500
		Land and Buildings		20,000
	<u>73,940</u>			<u>73,940</u>

On 1st April 2011, C was admitted as a new partner on the following conditions:

- (i) A, B and C share profits and losses in the ratio 4:3:2 respectively.
- (ii) Prior to C's admission appreciation of ₹ 15,000 in the value of land and buildings would be recorded and provision for bad debts would be brought upto ₹ 820.
- (iii) C would bring ₹ 20,000 in cash as his capital.

Pass journal entries to record the above mentioned transactions and show the balance sheet of firm immediately after C's admission.

## Solution:

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
General Reserve	Dr.	10,000	
To A's Capital Account			5,000
To B's Capital Account			5,000
(Transfer of general reserve to old partners in			
old profit sharing ratio)			
Land and Building Account	Dr.	15,000	
To Revaluation Account			15,000
(Appreciation in the value of land and buildings	5		
as agreed on admission of C as a new partner).			
Revaluation Account	Dr.	600	
To Provision for Bad Debts			600
(Increase in provision for bad Debts by ₹ 600)			
Revaluation Account	Dr.	14,400	
To A's Capital Account			7,200
To B's Capital Account			7,200
(Transfer of net profit on revaluation to old			
Partners' capital accounts in old profits sharing			
Cash Account	Dr.	20,000	
To C's Capital Account			20,000
(Cash brought in by C as in his capital)			

## Balance Sheet of A, B and C as on 1st April, 2011

Liabilities	₹	Assets		₹
Sundry Creditors	8,940	Cash		20,950
A's Capital Account	47,200	Stock		32,710
B's Capital Account	32,200	Debtors	11,000	
C's Capital Account	20,000	Less:		
		Bad Debts	820	10,180
		Furniture and Fittings		9,500
		Land and Buildings		<u>35,000</u>
	<u>1,08,340</u>			<u>1,08,340</u>

## **Revaluation Account**

Dr.	Cr.
Dr.	Cr.

Particulars	₹ Particulars		₹
To Provision for Bad Debts	600	By Land and Buildings	15,000
To A's Capital Account	7,200		
To B's Capital Account	7,200		
	<u>15,000</u>		<u>15,000</u>

Dr. Capital Accounts Cr.

Particulars	Α	В	С	Particulars	Α	В	С
	₹	₹	₹		₹	₹	₹
To Balance c/d	47,200	32,200	20,000	By Balance b/fd	35,000	20,000	
				By General	5,000	5,000	
				Reserve			
				By Revaluation	7,200	7,200	
				By Cash			20,000
	<u>47,200</u>	32,200	<u>20,000</u>		<u>47,200</u>	32,200	20,000
				By Balance b/d	47,200	32,200	20,000

## **Alternative Solution:**

If the values of assets and liabilities were not to be changed, the following would have been the solution:

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
General Reserve	Dr.	10,000	
To A's Capital Account			5,000
To B's Capital Account			5,000
(Transfer of general reserve to old partner profit sharing ratio)	rs in old		
Memorandum Revaluation Account	Dr.	14,400	
To A's Capital Account			7,200
To A's Capital Account			7,200
(Record of profit on revaluation)			
Cash	Dr.	20,000	
To C's Account			20,000
(Cash brought in by C as his capital)			
A's Capital Account	Dr.	6,400	
B's Capital Account	Dr.	4,800	
C's Capital Account	Dr.	3,200	
To Memorandum Revaluation Account			14,400
(Transfer of Memorandum Revaluation Accords admission to all the partners' capital according ratio)			

## Balance Sheet of A, B and C on 1st April, 2011

Liabilities	₹	Assets		₹
Sundry Creditors	8,940	Cash		20,950
A's Capital account	40,800	Stock	₹	32,710
B's Capital Account	27,400	Debtors	11,000	
C's Capital Account	16,800	Less: Provision		
		for Bad Debts	220	10,780
		Furniture and Fittings		9,500
		Land and Buildings		20,000
	<u>93,940</u>			93,940

## **Working Notes:**

Dr. Memo	Cr.		
Particulars	₹	Particulars	₹
To A's Capital Account	7,200	By A's Capital account	6,400
To B's Capital Account	7,200	By B's Capital Account	4,800
		By C's Capital Account	3,200
	<u>14,400</u>		<u>14,400</u>

Dr.			Capital	Accounts			Cr.
Particulars	Α	В	С	Particulars	Α	В	С
	(₹)	(₹)	(₹)		(₹)	(₹)	(₹)
To Memorandum Revaluation A/c	6,400	4,800	3,200	By Balance b/fd	35,000	20,000	
To Balance c/d	40,800	27,400	16,800	By General Reserve	5,000	5,000	
				By Revaluation	7,200	7,200	
				By Cash			20,000
	47,200	32,200	20,000	=	47,200	32,200	20,000
				By Balance b/d	40,800	27,400	16,800

## Illustration 8:

On 31st March, 2011 the following was the balance sheet of P and Q who were carrying on business in partnership sharing profits and losses in the ratio of 5:3 respectively.

Liabilities	₹	Assets	₹
Sundry Creditors	10,900	Furniture and Fittings	15,000
Capital Accounts		Stock	48,000
P	45,000	Sundry Debtors	16,500
Q	<u>27,000</u>	Cash	<u>3,400</u>
	<u>82,900</u>		<u>82,900</u>

On 1st April, 2011 R is admitted to the firm as a new partner, the new profit sharing ratio between P, Q and R

is agreed upon as 7:5:4 respectively. R brings in ₹24,000 as his capital. R's share of goodwill is fixed at ₹5,000.

Show journal entries and balance sheet immediately after R's admission in each of the following cases:

- (a) R brings cash for his share of goodwill and the old partners withdraw half of the amounts credited to their accounts for goodwill brought in by R.
- (b) R does not bring anything by way of his share of goodwill.
- (c) R brings ₹ 3,000 as his share of goodwill and an adjustment in capital accounts is made for the balance amount.

#### Solution:

## Case (a):

#### **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Cash A/c	Dr.	24,000	
To R's Capital A/c			24,000
(Cash brought in by R as his capital)			
Cash Account	Dr.	5,000	
To P's Capital Account			3,750
To Q's Capital Account			1,250
(Goodwill brought in by R credited to old p their ratio of sacrifice i.e., 3:1)	artners in		
P's Capital Account	Dr.	1,875	
Q's Capital Account	Dr.	625	
To Cash			2,500
(Half of the amount of goodwill credite partners withdrawn by them in cash)	ed to old		

## Balance Sheet of P, Q and R as on 1st April, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	10,900	Furniture and Fittings	15,000
Capital Accounts		Stock	48,000
Р	46,875	Sundry Debtors	16,500
Q	27,625	Cash	29,900
R	24,000		
	<u>1,09,400</u>		<u>1,09,400</u>

## Case (b):

## **Journal Entries**

Particulars		₹	₹
Cash Account	Dr.	24,000	
To R's Capital Account			24,000
(Capital brought in by R)			
R's Capital Account	Dr.	5,000	
To P's Capital Account			3,750
To Q's Capital Account (Being R's share of goodwill credited to old partners' capital account in the sac ratio on his admission, credit being give old partners in their old profit sharing re	n to		1,250

## Balance Sheet of P,Q and R as on 1st April, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	10,900	Furniture and Fittings	15,000
Capital Accounts		Stock	48,000
Р	48,750	Sundry Debtors	16,500
Q	28,250	Cash	27,400
R	19,000		
	1,06,900		<u>1,06,900</u>

## Case (c):

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Cash Account	Dr.	24,000	
To R's Capital Account			24,000
(Capital brought in by R)			
Cash Account	Dr.	3,000	
To P's Capital Account			2,250
To Q's Capital Account			750
(Being the amount of goodwill brought	on by R		
credited to old partners in sacrificing ratio)			

Particulars	₹	₹	
R's Capital Account To P's Capital Account To Q's Capital Account	Dr.	2,000	1,500 500
(Being portion of R's share of good through the capital account by debiti account and credited old partners capit the sacrificing ratio.)	ing his capital		

# Balance Sheet of P, Q and R as on 1st April, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	10,900	Furniture and Fittings	15,000
Capital Accounts		Stock	48,000
Р	48,750	Sundry Debtors	16,500
Q	28,250	Cash	30,400
R	22,000		
	<u>1,09,900</u>		<u>1,09,900</u>

## **Illustration 9:**

A and B sharing profits in proportion of three-fourth and one-fourth showed the following as their Balance Sheet as on 31st March, 2011:

Liabilities	₹	Assets	₹
Creditors	37,500	Cash at Bank	22,500
General Reserve	4,000	Bills Receivable	3,000
Capital Account:		Debtors	16,000
A 30,000		Stock	20,000
B <u>16,000</u>	46,000	Office Furniture	1,000
		Land and Buildings	<u>25,000</u>
	87,500		87,500

They admit C into partnership on 1st April, 2011 on the following terms:

- (1) That C pays ₹ 10,000 as his capital for a fifth share in the future profits.
- (2) That goodwill of the new firm is valued at ₹ 20,000 and C brings his share of goodwill in cash.
- (3) That a stock and furniture be reduced by 10% and a 5% provision for doubtful debts is created on debtors.
- (4) That the value of land and buildings be appreciated by 20%.
- (5) That the capital accounts of all the partners be re-adjusted on the basis of their profits-sharing arrangements and any additional amount be immediately withdrawn by them.

Pass the journal entries; prepare the Profit and Loss Adjustment Account (Revaluation Account) Partners' Capital Accounts and the Opening Balance Sheet of the new firm.

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Profit and Loss Adjustment Account	Dr.	2,900	
To Stock			2,000
To Office Furniture			100
To Provision for doubtful debts			800
(Being the adjustment for writing down the va	lues		
of assets)			
Land and Buildings Account	Dr.	5,000	
To Profit and Loss Adjustment Account			5,000
(Being the adjustment for appreciation in the	value		
of Land and Buildings)			
General Reserve Account	Dr.	4,000	
To A's capital Account			3,000
To B's Capital Account			1,000
(Being the transfer of General Reserve to part	ners'		
capital accounts in the profit sharing ratio)			
Profit and Loss Adjustment Account	Dr.	2,100	
To A's Capital Account			1,575
To B's Capital Account			525
(Being the transfer of profit arising from adjus	tments		
to partners' capital accounts in their profit-sha	aring		
proportions)		_	
Bank	Dr.	14,000	
To C's Capital Account			14,000
(Being the amount brought in by C as his share	ē		
capital and ¼th share of goodwill)		_	
C's Capital Account	Dr.	4,000	
To A's Capital Account			3,000
To B's Capital Account			1,000
(Being the share of goodwill brought in by the	incoming		
partner credited to old partners in their sacrifi	cing ratio)		
A's Capital Account	Dr.	7,575	
To Bank			7,575
(Being the withdrawal of excess of capital over	r profit-		
sharing proportion)		_	
B's Capital Account	Dr.	8,525	
To Bank			8,525
(Being the withdrawal of excess of capital ove sharing proportion)	r his profit		

#### **Profit and Loss Adjustment account**

F	Profit and Lo	ss Adjustment account	
Dr.			Cr.
Particulars	₹	Particulars	₹
To Stock	2,000	By Land and Buildings	5,000
To Office Furniture	100		
To Provision for Doubtful De	ebts 800		
To Transfer of Profits of Cap	ital		
Accounts:			
A 3/4th 1,57	75		
B 1/4th <u>52</u>	<u>2,100</u>		
	<u>5,000</u>		<u>5,000</u>
Dr.	A's Ca	pital Account	Cr.
Particulars	₹	Particulars	₹
To Bank	7,575	By Balance b/fd	30,000
To Balance c/d	30,000	By General Reserve	3,000
		By Profit and Loss	
		Adjustment A/c	1,575
		By C's Capital A/c	<u>3,000</u>
	<u>37,575</u>		<u>37,575</u>
		By Balance b/d	30,000
Dr.	B's Ca	pital Account	Cr.
Particulars	₹	Particulars	₹
To Bank	8,525	By Balance b/fd	16,000
To Balance c/d	10,000	By General Reserve	1,000
	20,000	By Profit and Loss	
		Adjustment A/c	525
		By C's Capital A/c	1,000
	18,525	, , ,	18,525
		By Balance b/d	10,000
	C's C	apital Account	
Particulars	₹	Particulars	₹
To A's Capital A/c	3,000	By Bank	14,000
To B's Capital A/c	1,000		
To Balance c/d	<u>10,000</u>		
	<u>14,000</u>		<u>14,000</u>

By Balance b/d

10,000

# Balance Sheet of A, B and C as at 1st April, 2011

Liabilities	₹	₹	Assets	₹	₹
Sundry Creditors		37,500	Cash at Bank		20,400
Capital Account:			Bills Receivable		3,000
Α	30,000		Office Furniture		900
В	10,000		Sundry Debtors	16,000	
С	<u>10,000</u>	50,000	Less: Provision for		
			Doubtful Debts		
			@ 5%	800	15,200
			Stock		18,000
			Land and Building		30,000
		<u>87,500</u>			<u>87,500</u>

Note: from the above balance sheet, it is clear that the capitals of the partners now bear the same proportions as their profit sharing arrangements.

#### Illustration 10:

Ajay and Binoy are partners in a firm sharing profits and losses in the ratio of 2:1 respectively. On 31<sup>st</sup> March, 2011 their balance sheet stood as follows:

Liabilities	(₹)	Assets	(₹)
Bills payable	6,000	Cash at bank	90,000
Sundry creditors	90,000	Bills receivable	20,000
General reserve	42,000	Sundry debtors	1,00,000
Ajay's capital	2,82,000	Stock	1,60,000
Binoy's capital	2,40,000	Furniture	40,000
		Machinery	2,50,000
	6,60,000		6,60,000

On 1<sup>st</sup> April 2011, a new partner Harry was admitted into partnership on the following terms:

- (i) That Harry brings in cash ₹ 60,000 as goodwill for his one-third share in future profits.
- (ii) That Harry brings such an amount that his capital will be one-third of total capital of the new firm.
- (iii) That the value of stock to be raised to ₹ 1,68,000.
- (iv) That furniture and machinery be depreciated by 5% and 10% respectively.
- (v) That a provision for doubtful debts be created at 5% on sundry debtors.
- (vi) That the capital accounts of the partners be re-adjusted on the basis of their profit sharing ratio through their current accounts.

Prepare the necessary ledger accounts and the opening balance sheet of the new firm.

## Solution:

## **Revaluation Account**

Dr.			Cr.
111.			U.1.

Particulars	₹	Particulars	₹
To Furniture A/c	2,000	By Stock A/c	8,000
To Machinery A/c	25,000	By Ajay's Capital A/c(2/3 loss)	16,000
To Provision for doubtful debts		By Binoy's Capital A/c (1/3 loss)	8,000
A/c	5,000		
	32,000		32,000

## **Capital Accounts**

Dr. Cr.

Particulars	Ajay	Binoy	Harry	Particulars	Ajay	Binoy	Harry
	₹	₹	₹		₹	₹	₹
To Revaluation				By Balance b/fd	2,82,000	2,40,000	
A/c (Loss)	16,000	8,000		By General			
To Ajay's				Reserve	28,000	14,000	
Capital A/c				By Bank			
(Goodwill)			40,000	(Goodwill)			60,000
To Binoy's				By Harry's			
Capital A/c				Capital A/c			
(Goodwill)			20,000	(Goodwill)	40,000	20,000	
To Binoy's				By Bank			3,00,000
Current A/c		66,000		By Ajay's			
To Balance c/d	4,00,000	2,00,000	3,00,000	Current A/c	66,000		
	4,16,000	2,74,000	3,60,000		4,16,000	2,74,000	3,60,000

# Balance Sheet of Ajay, Binoy and Harry as on 1<sup>st</sup> April, 2011

Liabilities	₹	Assets	₹
Bills Payable	6,000	Cash at Bank	4,50,000
Sundry Creditors	90,000	Bills Receivables ₹	20,000
Binoy's Current A/c	66,000	Sundry Debtors 1,00,000	
Ajay's Capital A/c	4,00,000	<u>Less</u> : Provision for	
Binoy's Capital A/c	2,00,000	Doubtful Debts <u>5,000</u>	95,000
Harry's Capital A/c	3,00,000	Stock	1,68,000
		Furniture	38,000
		Machinery	2,25,000
		Ajay's Current Account	<u>66,000</u>
	<u>10,62,000</u>		10,62,000

## Working Notes:

## (i) Calculation of Harry's Capital

Total capital:

Ajay's capital: ₹ (2,82,000 + 28,000 + 40,000 - 16,000) = ₹ 3,34,000Binoy's capital: ₹ (2,40,000 + 14,000 + 20,000 - 8,000) = ₹ 2,66,000Total capital of Ajay and Binoy before Harry's Admission = ₹ 6,00,000 This capital is for 1-(1/3) = 2/3 share

So total capital of new firm (₹6,00,000 x 3/2) = ₹ 9,00,000 Harry's Capital =  $1/3 \times ₹9$ , 00,000 = ₹ 3,00,000

## (ii) Calculation of new profit sharing ratio and capital of Ajay and Binoy:

Harry's share = 1/3

Balance = 1-(1/3) = 2/3 to be shared by Ajay and Binoy

Ajay's new share =  $2/3 \times 2/3 = 4/9$ Binoy's new share =  $2/3 \times 1/3 = 2/9$ 

New profit share ratio = 4:2:3

Ajay's capital in new firm =  $4/9 \times ₹9,00,000 = ₹4,00,000$ Binoy's capital in new firm =  $2/9 \times ₹9,00,000 = ₹2,00,000$ 

Adjustment of capitals is made through partners' current accounts

Sacrifice by Ajay = (2/3) - (4/9) = 2/9Sacrifice by Binoy = (1/3) - (2/9) = 1/9

So goodwill is distributed to Ajay and Binoy in the ratio of 2: 1 respectively.

## Illustration 11:

Sacrificing ratio

Bansal and Chandar are partners in a firm sharing profits and losses equally. Their balance sheet as on 31<sup>st</sup> March, 2011 was as follows:

2:1

Liabilities	₹	₹	Assets	₹
Sundry Creditors		1,26,000	Cash at Bank	14,000
General Reserve		70,000	Debtors	1,40,000
Capital Accounts:			Stock	1,68,000
Bansal	2,10,000		Furniture	28,000
Chander	<u>1,68,000</u>	3,78,000	Buildings	<u>2,24,000</u>
	<u>5,74,000</u>			<u>5,74,000</u>

Sagar was admitted as a partner and was given one-fourth share of profits on the following terms:

- He would bring ₹2,10,000 in cash as his capital.
- His share of goodwill was valued at ₹70,000 but he was unable to bring it in cash.
- Stock and furniture be depreciation by 10%.
- A provision of 5% on debtors be created for doubtful debts.
- An amount of ₹14,000 included in creditors not to be treated as a liability.
- A provision of ₹7,000 be created against bills discounted.
- The buildings be treated as worth ₹2,80,000.

It was agreed that except cash, the other assets and liabilities were to be shown at old figures in the balance sheet. Give journal entries to record the transactions and prepare Memorandum Revaluation Account and Capital Accounts of the partners. Also prepare the balance sheet after admission of Sagar.

## Solution:

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
General Reserve Account	Dr.	70,000	
To Bansal's Capital Account			35,000
To Chander's Capital Account			35,000
(Being the transfer of general reserve to capital	accounts		
of old partners in the old ratio)			
Bank	Dr.	2,10,000	
To Sagar's Capital Account			2,10,000
(Being the Amount brought in by Sagar as his cap	ital)		
Sagar's Capital Account	Dr.	70,000	
To Bansal's Capital Account			35,000
To Chander's Capital Account			35,000
(Being Sagar's share of goodwill credited to old	partners'		
capital accounts in the ratio of sacrifice which is 1	: 1)		
Memorandum Revaluation A/c	Dr.	36,400	
To Bansal's Capital Account			18,200
To Chander's Capital Account			18,200
(Bing the profit on revaluation credited to the old	partners		
in the old ratio)			
Bansal's Capital Account	Dr.	13,650	
Chander's Capital Account	Dr.	13,650	
Sagar's Capital Account	Dr.	9,100	
To Memorandum Revaluation Account			36,400
(Being Memorandum Revaluation Account cl	losed by		
debiting all the partners in the new profit sharing	ratio)		

## Dr.

## **Memorandum Revaluation Account**

Cr.

Particulars	S	₹	Particulars	₹
To Provision for Doul	btful		By Buildings	56,000
Debts		7,000	By Sundry Creditors	14,000
To Stock		16,800		
To Furniture		2,800		
To Provision for Bills				
Discounted	Discounted			
To Profit transferred	to:			
Bansal ½	18,200			
Chander ½	<u>18,200</u>	<u>36,400</u>		
		70,000		<u>70,000</u>
To Buildings		56,000	By Provision for Doubtful Debts	7,000
To Sundry Creditors		14,000	By Stock	16,800
			By Furniture	2,800

Particulars	₹	Particul	₹	
		By Provision for Bills Discounted		7,000
		By Loss transferred	to:	
		Bansal (3/8)	13,650	
		Chander (3/8)	13,650	
	_70,000	Sagar(1/4)	9,100	36,400
				70,000

Dr. Capital Accounts Cr.

Particulars	Bansal	Chander	Sagar	Particulars	Bansal	Chander	Sagar
	(₹)	(₹)	(₹)		(₹)	(₹)	(₹)
To Bansal's				By Balance			
Capital A/c			35,000	b/fd	2,10,000	1,68,000	
To Chander's				By General			
Capital A/c			35,000	Reserve	35,000	35,000	
To				By Bank			2,10,000
Memorandum				By Sagar's			
Revaluation				Capital A/c	35,000	35,000	
A/c	13,650	13,650	9,100	Ву			
To Balance				Memorandum			
c/d				Revaluation			
	<u>2,84,550</u>	<u>2,42,550</u>	<u>1,30,900</u>	A/c	_18,200	_18,200	
	<u>2,98,200</u>	<u>2,56,200</u>	2,10,000		2,98,005	<u>2,56,200</u>	2,10,000
				By Balance			
				b/d	2,84,550	2,42,550	1,30,900

## Balance Sheet of Mr. Bansal, Chander and Sagar

## as on 31st March, 2011

Liabilities		₹	Assets	₹
To Sundry Credito	rs	1,26,000	By Cash at Bank	2,24,000
To Capital Accoun	ts:		By Debtors	1,40,000
Bansal	2,84,550		By Stock	1,68,000
Chander	2,42,550		By Furniture	28,000
Sagar	<u>1,30,900</u>	6,58,000	By Buildings	2,24,000
		7,84,000		7,84,000

## RETIREMENT OF A PARTNER

According to Section 32(1) of the Indian Partnership Act, a partner may retire:

- (a) with the consent of all the partners;
- (b) in accordance with an express agreement by the partners;
- (c) where the partnership is at will, by giving notice in writing to all the other partners of his intention to retire.

Generally, the business of the partnership firm may not come to an end when one of the partners retires. Other partners continue to run the business of the firm. Just as a number of adjustments have to be made on the admission of a partner, a number of similar adjustments have to be made before a partner retires. These adjustments may be as regard to reserves and undistributed profits, revaluation of assets and liabilities, profits sharing ratio, goodwill etc.

## **Calculation of New Profit Sharing Ratio on Retirement**

Unless an intention to the contrary is expressed, the assumption should be made that on the retirement of a partner, the remaining partners continue to share profits and losses in the same relative ratio in which they were sharing profits and losses prior to retirement of the partner.

The absolute share of the remaining partners may increase but the ratio between the increased shares does not change because the increase itself is in that very ratio.

Example 1: A, B and C share profits and losses in the ratio of 7:4:3 respectively and B retires.

Now in the absence of an agreement to the contrary, A and C will continue to share profits and losses in the ratio of 7:3 respectively.

However, their absolute shares will go up. New shares will be: 7/10 and 3/10.

Previously, A and C got 7/14<sup>th</sup> and 3/14<sup>th</sup> of the profit respectively.

<u>Example 2:</u> If the remaining partners decide to distribute among themselves the share left by the retiring partner in a different ratio, the relative profit sharing ratio between the remaining partners will also change. Suppose, A and C agree that one half of B's share be added to A's share and the other half of B's share be added to C's share.

Then A's share will be 
$$\frac{7}{14} + \left(\frac{1}{2} \times \frac{4}{14}\right)$$
 or  $\frac{9}{14}$ 

and C's share will be 
$$\frac{3}{14} + \left(\frac{1}{2} \times \frac{4}{14}\right)$$
 or  $\frac{5}{14}$ .

The new ratio between A and C will be 9:5 respectively.

## **Calculation of Ratio of Gain**

On retirement of a partner, the shares of profit to other partners increase. In order to find ratio in which the remaining partners have gained, old shares should be deducted from the new shares of remaining partners.

<u>Example:</u> If A, B and C share profits and losses in the ratio of 7:5:3 respectively and after B's retirement A and C decide to share profits and losses in the ratio of 3:2 respectively, then the ratio of gain will be calculated as follows:

A's old share 
$$= \frac{7}{15}$$

A's new share  $= \frac{3}{5}$ 

A's gain  $= \frac{3}{5} - \frac{7}{15} = \frac{9-7}{15} = \frac{2}{15}$ 

C's old share  $= \frac{3}{15}$ 

C's new share  $= \frac{2}{5}$ 

C's gain  $= \frac{2}{5} - \frac{3}{15} = \frac{6-3}{15} = \frac{3}{15}$ 

Hence, ratio of gain between A and C is 2:3 respectively.

#### Treatment of Reserves and Undistributed Profits on Retirement

Before a partner retires, reserves created out of profits or balances in profit and loss account must be transferred to the capital accounts of all the partners in the ratio in which they share profits and losses at the time of retirement (old ratio). It is done so that the retiring partner may get his share of accumulated profits and may contribute his share of the loss that has not been transferred to capital accounts so far.

The journal will be:

Reserves or Profit and Loss A/c Dr.

To All Partners' Capital Accounts

(Reserves/balance in profit and loss account transferred to the capital accounts of all the partners in old profit sharing ratio)

**Alternative Method:** Only the share of the retiring partner is credited to his capital account for his share of profit.

Reserves or Profit and Loss A/c
To Retiring Partner's Capital A/c
(Retiring partner's share in reserves/balances in profit and loss account transferred to the capital account of retiring partner)

#### Revaluation of Assets and Liabilities on Retirement of a Partner

Before a partner retires, all the assets and liabilities of the firm are revalued as in the case of admission of a partner. Any profit or loss resulting from such revaluation is transferred to all the partners' capital accounts in their profit sharing ratio. A Revaluation Account or Profit and Loss Adjustment Account is opened which is debited for all decrease in the book values of assets and all increases in liabilities and is credited for all increases in the value of assets and all decreases in liabilities. The balance is transferred to the capital accounts of all the partners.

If adjustments have to be made for profit or loss on revaluation without altering the values of assets and liabilities, a Memorandum Revaluation Account is opened. In this case, besides the entries required for recording the profit or loss on revaluation of assets and liabilities some additional entries are necessary. These additional entries are made by reversing the original entries. The profit or loss disclosed by the original entries is transferred to all partners' capital accounts in the old ratio, but the profit or loss disclosed by the reversed entries is transferred to remaining partners' capital accounts in the new ratio. Hence, revaluation account under this method is called memorandum revaluation account.

If there is a loss on revaluation, first all the partners' capital accounts are debited and Memorandum Revaluation Account is credited with the amount of such a loss. Then after retirement has taken place, Memorandum Revaluation Account is closed by transfer of the amount to the remaining partners' capital accounts in the new profit sharing ratio.

## Illustration 12:

A, B and C are partners sharing profits and losses in the ratio of 3:2:1 and on the retirement of C, the various assets and liabilities are revalued as under:

	Book Value	Revalued Value
	₹	₹
Plant and machinery	35,000	43,000
Sundry creditors	10,000	9,000
Stock	15,000	13,000

Pass journal entries on revaluation of these assets and liabilities.

#### Solution:

#### **Journal Entries**

3041	ilai Liitiies		
Particulars		Dr. (₹)	Cr. (₹)
Revaluation Account To Stock	Dr.	2,000	2,000
(Being fall in value of stock debited to account)	revaluation		
Plant and machinery A/c	Dr.	8,000	
Sundry creditors	Dr.	1,000	
To Revaluation A/c			9,000
(Being gain on revaluation of plant and and sundry creditors credited to account)	•		
Revaluation Account	Dr.	7,000	
To A's Capital A/c			3,500
To B's Capital A/c			2,333
To C's Capital A/c			1,167
(Being revaluation profit transferred to a in the old profit sharing ratio.)	ll partners		

#### **Treatment of Goodwill on Retirement**

In case of retirement of a partner, goodwill is valued in the same manner in which it is valued in case of admission of a partner.

In this case, the continuing partners will gain in terms of profit sharing ratio. Hence, the continuing partners have to share the goodwill of the retiring partner in the gaining ratio. In this case, the retiring partner's capital account is credited with his share of goodwill and the continuing partners' capital accounts are debited with the amount in the gaining ratio.

It is not necessary that Goodwill Account must be opened; only capital accounts of the partners may be debited and credited with the necessary amounts

#### **REVIEW QUESTIONS**



- 1. Mahesh, Ramesh and Dinesh were sharing profits and losses in the ratio of 3:2:1 respectively. On 31st March, 2011 Ramesh decides to retire. Mahesh agrees to purchase 1/3rd Ramesh's share while Dinesh purchases the balance of Ramesh's share. Find out the new profit sharing ratio between Mahesh and Dinesh.
- 2. P, Q and R, partners sharing profits and losses in the ratio of 7:4:3 respectively. On 31st March, 2011 Q retires and P and R decide to become equal partners. Goodwill of the firm is valued at ₹ 28,000. What adjustment will you make if no Goodwill Account is to be opened and none already exist. What will be the entry if Goodwill Account already appears at ₹ 21,000 and it is desired that Goodwill Account be allowed to show the same balance?

#### **Capitals in Profit Sharing Ratio**

After the retirement of a partner, the remaining partners may decide that their capitals be in their new profit sharing ratio. For this purpose, the total capital of the new firm may be fixed which will then be divided among the remaining partners in their new profit sharing ratio. Alternatively, the total of the balance of capital accounts of the remaining partners after all the adjustments in respect of retirement have been made may be considered to be the total capital of the firm which may then be reallocated to the different partners in their new profit sharing ratio. The adjustments in the capital accounts for this purpose may be made either by bringing in or payment of cash or through current accounts.

## Computation of Retiring Partner's Interest in the Firm

The terms of the partnership agreement are to be observed while ascertaining the amount due to the retiring partner. Usually, following items are taken into consideration while calculating the total amount due to the retiring partner:

- (a) Balance of the capital account of the retiring partner appearing in the ledger on the date of retirement;
- (b) Share of undistributed reserve and profit (loss) in the firm;
- (c) Share in firm's goodwill;
- (d) Share in the profit and loss on the revaluation of assets and liabilities;
- (e) Share of profit and loss till the date of retirement,
- (f) Salary and interest on capital or drawing till the date of his retirement.

## **Payment of Retiring Partner's Interest**

The amount due to the retiring partner can be paid as per the terms of the partnership agreement. In case the terms of the agreement are silent, the payment may be made as mutually agreed. The payment can be made by any of the following methods:

- (i) Lump Sum Payment Method: If the firm has adequate funds, the amount due to the retired partner may be paid forthwith. His Capital Account will be debited and Bank Account will be credited.
- (ii) Installment Payment Method: In order to avoid financial difficulties, a part or full payment due to the retired partner, may be deferred, In this case, the balance of his Capital Account will be transferred to his Loan Account which will be credited periodically with interest at the agreed rate on the outstanding balance and debited with payment on account until the balance is extinguished. The arrangement of installments may take the following two forms.
  - (a) **Decreasing Payment Method:** In this method, the total amount due is divided in a number of equal installments and the installment amount plus interest on the outstanding balance is paid out.
  - (b) **Equal Payment Method:** In this method, the total amount to be paid is divided in a number of equal installments in such a way that the amount after including interest on the outstanding balance is always equal.

Example: On 31<sup>st</sup> March, 2008 D retired from a partnership firm leaving ₹ 15,000 in the firm as a loan to be repaid in three annual installments of ₹ 5,000 each plus interest at 8%p.a. on outstanding balances. Show D's Loan Account

Solution:

Dr

#### D's Loan Account

Di.					Oi.
Date	Particulars	₹	Date	Particulars	₹
2008			2008		
Mar.31	To Balance c/d	<u>15,000</u>	Mar.31	By D's Capital A/c	<u>15,000</u>
2009			2008		
Mar. 31	To Bank	6,200	Apr. 1	By Balance b/d	15,000

Mar. 31	To Balance c/d	10,000	2009		
			Mar. 31	By Interest @ 8%	
				on ₹ 15,000	<u>1,200</u>
		<u>16,200</u>			<u>16,200</u>
2010			2009		
Mar. 31	To Bank	5,800	Apr.1	By Balance b/d 10,000	
Mar. 31	To Balance c/d	5,000	2010		
			Mar.31	By Interest @ 8%	<u>800</u>
		<u>10,800</u>			<u>10,800</u>
2011			2010		
Mar. 31	To Bank	5,400	Apr.1	By Balance b/d 5,000	
			2011		
			Mar. 31	By Interest @ 8%	400
				on ₹ 5,000	
		<u>5,400</u>			<u>5,400</u>

## Purchase of Retiring Partner's Share by Remaining Partners

The retiring partner's share may be purchased by the remaining partners in an agreed ratio. In such a case, retiring partner's capital account is closed by transfer to the remaining partners' capital accounts in the ratio in which they agree to purchase his share. When the remaining partners purchase the retiring partner's share, the retiring partner has to look to the remaining partners' individual capacities for the satisfaction of his claim; the new firm as such will not be responsible.

Note: In the examination, if the question states that the remaining partners purchase the retiring partner's share but does not specify the proportion in which they purchase his share, the candidate should assume that it is done in the relative profit sharing ratio between the remaining partners; and if the new profit sharing ratio is given, the purchase should be taken to be in the ratio of gain.

#### **Illustration 13:**

On 31st March, 2011 the following was the balance sheet of A, B and C who were equal partners:

Liabilities	₹	Assets		₹
Sundry Creditors	89,400	Cash in hand		1,800
General Reserves	1,50,000	Cash at Bank		39,700
A's Capital Account	2,40,000	Investments		50,000
B's Capital Account	1,90,000	Debtors	2,10,000	
C's Capital Account	1,75,000	Less:		
		Provision for Bad debts	<u>2,200</u>	2,07,800
		Stock		3,70,100
		Furniture and Fittings		<u>1,75,000</u>
	<u>8,44,400</u>			<u>8,44,400</u>

On that date, A decided to retire due to ill health and the following adjustments were agreed upon by the partners:

Investments be appreciated by ₹ 15,000

- Provision for bad debts be brought upto 5% of debtors.
- Furniture be depreciated by 10%
- Stock be depreciated by ₹ 7,200

A was paid the amount due to him by means of cheque, the bank agreed to allow the necessary overdraft. Pass journal entries to record the above mentioned transactions and show the balance sheet of the firm immediately after A's retirement.

## Solution:

## JOURNAL ENTRIES

JOURNAL	EN I KIES		
Particulars		Dr.(₹)	Cr.(₹)
General Reserve	Dr.	1,50,000	
To A's Capital Account			50,000
To B's Capital Account			50,000
To C's Capital Account			50,000
(Transfer to general reserve to capital accounts	)		
Investments	Dr.	15,000	
To Revaluation Account			15,000
(Increase in the value of investments)			
Revaluation Account	Dr.	33,000	
To Provision for Bad Debts			8,300
To Furniture			17,500
To Stock			7,200
(Various adjustments as agreed upon by partners)			
A's Capital Account	Dr.	6,000	
B's Capital Account	Dr.	6,000	
C's Capital Account	Dr.	6,000	
To Revaluation Account			18,000
(Transfer of loss on revaluation to partners	s' capital		
account)			
A's Capital Account	Dr.	2,84,000	
To Bank			2,84,000
(Payment of the amount due to A on his retiren	nent)		

## Balance Sheet of B and C as on 1st April, 2011

Liabilities	₹	Assets		₹
Bank Overdraft	2,44,300	Cash in Hand		1,800
Sundry Creditors	89,400	Investment	₹	65,000
B's Capital Account	2,34,000	Debtors	2,10,000	
C's Capital Account	2,19,000 	Less: Provision for Bad Debts Stock Furniture and Fittings	10,500	1,99,500 3,62,900 <u>1,57,500</u> 7,86,700

## **Alternative Method:**

If the values of assets and liabilities were not being changed, the following would have been the journal entries:

## JOURNAL ENTRIES

JOURNAL	ENTRIES		
Particulars		Dr.(₹)	Cr.(₹)
General Reserve	Dr.	1,50,000	
To A's Capital Account			50,000
To B's Capital Account			50,000
To C's Capital Account			50,000
(Transfer of general reserve to capital accounts	s)		
A's Capital Account	Dr.	6,000	
B's Capital Account	Dr.	6,000	
C's Capital Account	Dr.	6,000	
To Memorandum Revaluation Account			18,000
(Transfer of loss on revaluation to partner accounts)	rs' capital		
A's Capital Account	Dr.	2,84,000	
To Bank			2,84,000
(Payment to A on his retirement)			
Memorandum Revaluation Account	Dr.	18,000	
To B's Capital Account			9,000
To C's Capital Account			9,000
(Transfer to memorandum revaluation ac	count to		
remaining partners' capital accounts in ne	ew profit		
sharing ratio)			

## Balance Sheet of B and C as on 1st April, 2011

Liabilities	₹	Assets		₹
Bank Overdraft	2,44,300	Cash in Hand		1,800
Sundry Creditors	89,400	Investments	₹	50,000
B's Capital Account	2,43,000	Debtors	2,10,000	
C's Capital Account	2,28,000	Less: Provision for		
		Bad Debts	2,200	2,07,800
		Stock		3,70,100
		Furniture and Fittings		<u>1,75,000</u>
	<u>8,04,700</u>			<u>8,04,700</u>

## Illustration 14:

Following is balance sheet of A, B and C who share profits and losses in the ratio of 7: 5: 3 respectively.

## Balance Sheet of A, B and C as on 1st March, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	15,400	Furniture and Fittings	12,000
Capital Accounts:		Sundry Debtors	16,000
Α	40,000	Stock	44,000
В	25,000	Cash at Bank	18,400
С	<u>10,000</u>		
	<u>90,400</u>		<u>90,400</u>

On 31st March, 2011 C retires on the condition that he be immediately paid the amount due to him after making adjustment for goodwill which is valued at ₹22,500. A and B agree to share profits and losses in the ratio of 8:7 respectively in future.

Show journal entries and balance sheet in each of the following cases:

- (a) Goodwill Account is raised only with C's share of goodwill.
- (b) No Goodwill account is raised but adjustments are made in the capital accounts with retiring partner's share of goodwill.
- (c) A and B pay privately to C for goodwill.

#### Solution:

#### Case (i)

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Goodwill Account To C's Capital Account (Credit given to C for his share of goodwill)	Dr.	4,500	4,500
C's Capital Account To Bank	Dr.	14,500	14,500
(Payment to C)			
A's Capital Account	Dr.	1,500	
B's Capital Account	Dr.	3,000	
To Goodwill Account			4,500
(Transfer of Goodwill Account to the remain	ning		
partners in the ratio of gain which turns out	to be 1:2)*		

<sup>\*</sup>The ratio of gain in this case has been calculated as under:

A's old share 
$$= \frac{7}{15}$$
A's new shares 
$$= \frac{8}{15}$$

Hence ratio of gain between A and B is 1:2

## Balance Sheet of A and B as on 1st April, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	15,400	Furniture and Fittings	12,000
A's Capital Account	38,500	Sundry Debtors	16,000
B's Capital Account	22,000	Stock	44,000
		Cash at Bank	<u>3,900</u>
	75,900		<u>75,900</u>

## Case (ii)

## **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
A's Capital Account	Dr.	1,500	
B's Capital Account	Dr.	3,000	
To C's Capital Account			4,500
(Retiring partner being credited with his goodwill which is debited to remaining partner the ratio of gain 1:2)			
C' Capital Account To Bank (Payment to C)	Dr.	14,500	14,500

Balance Sheet will be the same as in cases (i).

## Case (iii)

## **Journal Entries**

C's Capital Account	Dr.	10,000	
To Bank			10,000
(Payment to C)			

## Balance Sheet of A and B as on 1st April, 2011

Liabilities	₹	Assets	₹
Sundry Creditors	15,400	Furniture and Fittings	12,000
A's Capital Account	40,000	Sundry Debtors	16,000
B's Capital Account	25,000	Stock	44,000
		Cash at Bank	<u>8,400</u>
	<u>80,400</u>		<u>80,400</u>

## Illustration 15:

The balance sheet of Anil, Bashin and Cyril who were sharing profits in proportion to their capitals stood as follows on 31st March, 2011.

Liabilities	₹	Assets	₹	₹
Sundry Creditors	6,900	Cash in Bank		5,500
General Reserve	18,000	Sundry Debtors	5,000	
Capital Accounts:		Less : Provision for Bad Debts	<u>100</u>	4,900
Anil	20,000	Stock		26,000
Bashin	15,000	Plant and Machinery		13,500
Cyril	10,000	Land and Buildings		20,000
	<u>69,900</u>			<u>69,900</u>

Bashin retired on the above date and the following was agreed upon:

- That the provision for bad debts be brought upto 5% on debtors.
- That land and buildings be appreciated by 25%.
- That a provision of ₹ 350 be made in respect of outstanding legal charges.
- That the goodwill of the entire firm be fixed at ₹ 10,800 and Bashin's share of it be adjusted into the
  accounts of Anil and Cyril who are going to share future profits in the ratio of 5:3 respectively.
- That the entire capital of the new firm be fixed at ₹ 48,000 and the capital accounts of the partners be made in their new profit sharing ratio; actual cash to be brought in or paid off as the need be.

Pass journal entries, show profit and loss adjustment account and capital accounts and prepare balance sheet of Anil and Cyril.

## Solution:

## **Journal Entries**

<u>Particulars</u>		₹	₹
General Reserve	Dr.	18,000	
To Anil's Capital Account			8,000
To Bashin's Capital Account			6,000
To Cyril's Capital Account			4,000
(Transfer of general reserve to capital accour	nts)		
Profit and Loss Adjustment Account	Dr.	500	
To Provision for Bad Debts			150
To Outstanding Legal Expenses			350
(Increase in provision for bad debts and	record of		
outstanding legal expenses)			
Land and Building	Dr.	5,000	
To Profit and Loss Adjustment Account			5,000
(Appreciation in the value of land and building	ngs)		
(Increase in provision for bad debts and outstanding legal expenses)  Land and Building  To Profit and Loss Adjustment Account	Dr.	5,000	5,000

Particulars		₹	₹
Profit and Loss Adjustment Account	Dr.	4,500	
To Anil's Capital Account			2,000
To Bashin's Capital Account			1,500
To Cyril's Capital Account			1,000
(Transfer of profit on revaluation)			
Anil's Capital Account	Dr.	1,950	
Cyril's Capital Account	Dr.	1,650	
To Bashin's Capital Account		·	3,600
(Bashin's share of goodwill debited to An	il and Cyril in		
ratio of gain which is 13:11 respectively)			
Bashin's Capital Account	Dr.	26,100	
To Bashin's Loan Account			26,100
(Transfer of Bashin's Capital Account	to his Loan		
Account)			
Bank	Dr.	6,600	
To Anil's Capital Account			1,950
To Cyril's Capital Account			4,650
(Cash brought in by Anil and Cyril)			
(Cash brought in by Anil and Cyril)			

## Dr. Profit and Loss Adjustment Account Cr.

Particulars	₹	Particulars	₹
To Provision for Bad Debts A/c	150	By Land and Buildings	5,000
To Outstanding Legal Expenses A/c	350		
To Anil's Capital A/c (4/9 profit)	2,000		
To Bashin's Capital A/c (3/9 profit)	1,500		
To Cyril's Capital A/c (2/9 profit)	<u>1,000</u>		
	<u>5,000</u>		<u>5,000</u>

Dr.	Capital Accounts						
Particulars	Anil (₹)	Bashin (₹)	Cyril (₹)	Particulars	Anil (₹)	Bashin (₹)	Cyril (₹)
To Bashin's Capital A/c To Bashin's Loan A/c	1,950	26,100	1,650	By Balance b/fd By General Reserve	20,000	15,000 6,000	10,000 4,000
To Balance c/d	30,000		18,000	By P & L Adjustment A/c By Anil's Capital By Cyril's	2,000	1,500 1,950	1,000
	31,950	26,100	<u>19,650</u>	Capital By Bank By Balance b/d	1,950 31,950 31,950	1,650 <u>26,100</u> 26,100	4,650 19,650 19,650

# Balances Sheet of Anil and Cyril as on 1st April, 2011

Liabilities		₹	Assets	₹	₹
Sundry Creditors		6,900	Cash in Bank		12,100
Outstanding Legal	Expenses	350	Sundry Debtors	5,000	
Bashin's Loan Acco	unt	26,100	Less: Provision		
			for Bad Debts	<u>250</u>	4,750
Capital Accounts:					
Anil	30,000		Stock		26,000
Cyril	<u>18,000</u>	48,000	Plant and Machinery		13,500
			Land and Buildings		<u>25,000</u>
		<u>81,350</u>			<u>81,350</u>

## Working Notes:

Anil's gain in profit 
$$= \frac{5}{8} - \frac{4}{9} = \frac{45 - 32}{72} = \frac{13}{72}$$

Cyril's gain in profit 
$$= \frac{3}{8} - \frac{2}{9} = \frac{27 - 16}{72} = \frac{11}{72}$$

Bashin's share of goodwill = 
$$\sqrt{10,800} \times \frac{3}{9}$$
 or  $\sqrt{3,600}$ 

Anil's will be debited with ₹ 3,600
$$\times \frac{13}{24}$$
 or ₹ 1,950, and

Cyril will be debited with ₹ 3,600× $\frac{13}{24}$  or ₹ 1,650 for goodwill.

#### **Illustration 16:**

On 31st March, 2011 the balance sheet of M/s. Ashok, Basu, and Clement, who were sharing profits and losses in proportion to their capitals, stood as follows:

Liabilities		₹	Assets	₹
Capital Accounts:			Land and Buildings	2,00,000
Ashok	3,00,000		Machinery	2,00,000
Basu	2,00,000		Closing Stock	1,00,000
Clement	<u>1,00,000</u>	6,00,000	Sundry Debtors	2,00,000
Sundry Creditors		<u>2,00,000</u>	Cash and Bank Balances	<u>1,00,000</u>
		<u>8,00,000</u>		<u>8,00,000</u>

On 31st March, 2011, Ashok desired to retire from the firm and the remaining partners decided to carry on. They agreed on the following terms and conditions:

- (i) Land and buildings be appreciated by 30%
- (ii) Machinery be depreciated by 20%
- (iii) Closing stock to be valued at ₹ 80,000.
- (iv) Provision for bad debts be made at 5%.
- (v) Old credit balances of sundry creditors amounting to ₹ 10,000 be written back.
- (vi) Joint Life Policy of the partner be surrendered and cash obtained was ₹ 60,000.
- (vii) Goodwill of the entire firm be valued at ₹ 1,80,000 and Ashok's share of the goodwill be adjusted in the accounts Basu and Clement who would share the future profits equally.
- (viii) The total capital of the firm was to be the same as before retirement. Individual capitals of partners were to be in their profit sharing ratio.
- (ix) Amount due to Ashok was to be settled on the following basis:

50% on retirement and balance 50% within one year.

Prepare Revaluation Account, Capital Accounts of the Partners, Loan Account of Ashok, Cash Book and Balance Sheet as on 1<sup>st</sup> April 2011 of M/s. Basu and Clement.

#### Solution:

Dr.	Revaluation Account	Cr.

	Particulars		₹	Particulars	₹
То	Machinery A/c		40,000	By Land and Building	60,000
То	Closing Stock		20,000	By Sundry Creditors	10,000
То	Provision for Bad			By Bank A/c (Joint Life Policy)	60,000
	Debts A/c		10,000		
То	Capital Accounts:				
	Ashok	30,000			
	Basu	20,000			
	Clement	<u>10,000</u>	60,000		
			<u>1,30,000</u>		<u>1,30,000</u>

Dr.	Capital Accounts					Cr.
Particulars	Basu ₹	Clement ₹		Particulars	Basu ₹	Clement ₹
To Ashok Capital A/c			Ву	Balance b/fd	2,00,000	1,00,000
(Goodwill)	30,000	60,000	Ву	Revaluation A/c	20,000	10,000
To Balance c/d	3,00,000	3,00,000	By By	Bank (Additional capital)  Balance b/d	1,10,000 3,30,000 3,00,000	2,50,000 3,60,000 3,00,000

Cr.

## **Ashok's Capital Account**

Particulars	₹	Particulars	₹
To Bank	2,10,000	By Balance b/d	3,00,000
To Ashok' Loan A/c	2,10,000	By Revaluation A/c	30,000
		By B's Capital A/c	
		(Goodwill)	30,000
		By C's Capital A/c	
		(Goodwill)	60,000
	4,20,000		4,20,000

## Dr. Ashok's Loan Account Cr.

Particulars	₹	Particulars	₹
To Balance c/d	2,10,000	By Ashok's Capital A/c	2,10,000
		By Balance b/d	2,10,000

## Dr. Cash Book Cr.

Particulars	₹	Particulars	₹
To Balance b/fd	1,00,000	By A's Capital A/c	2,10,000
To Revaluation A/c		By Balance c/d	3,10,000
(J.L. Policy surrendered)	60,000		
To Basu's Capital A/c	1,10,000		
To Clement's Capital A/c	<u>2,50,000</u>		
	<u>5,20,000</u>		<u>5,20,000</u>
To Balance b/d	3,10,000		
	I		I

## M/s. B and C Balance Sheet as on 1.4.2011

Liabilities	₹	₹	Assets		₹
Capital Accounts:			Land and Building		2,60,000
Basu	3,00,000		Machinery		1,60,000
Clement	3,00,000	6,00,000	Closing Stock		80,000
A's Loan		2,10,000	Sundry Debtors	2,00,000	
<b>Sundry Creditors</b>		1,90,000	Less: Provisions		
			for Bad Debts	10,000	1,90,000
			Cash and Bank		
			Balances		<u>3,10,000</u>
		10,00,000			<u>10,00,000</u>

#### Working Notes:

(1) Calculation of ratio of gain of remaining partners.

New ratio - Old ratio Ratio of gain

Basu 1/2 - 1/3 = 1/61/2 - 1/3 = 2/6Clement

Ratio of gain 1:2. (2) Goodwill borne by Basu and Clement:

Total goodwill of the firm ₹ 1.80.000

Ashok's share  $1/2 \times \text{ } \text{ } \text{ } 1,80,000 = \text{ } \text{ } \text{ } 90,000$ 

Ashok's share to be borne by Basu and Clement in their ratio of gain. 1/3 x ₹ 90,000 = ₹ 30,000

Clement 2/3 x ₹ 90,000 **=** ₹ 60,000

## **DEATH OF A PARTNER**

Basu

All the problems which arise on the retirement of a partner also arise in case of the death of a partner. However, there are a few additional points which have to be noted.

If the balance of deceased partner's capital account is not immediately paid in cash, the amount should be transferred to the deceased partner's Executors Account and not to any Loan Account.

A partner usually retires at the close of an accounting year when his capital account is credited with his share of profits for the year. But a partner's death may take place any day. Partnership deed may provide that in case of death of a partner during the accounting year, the deceased partner's capital account will be credited with his share of profits for the period for which he remained alive during the year on the basis of profits of the year preceding the year in which death takes place. Suppose, a partner C getting 1/3 share in profits died on 30 June 2011 and the profits for the year ended 31st March, 2011 have been ₹ 18,000. Then C's Capital

Account will be credited with ₹ 1500 (₹ 18,000× $\frac{3}{12}$ × $\frac{1}{3}$  = ₹ 1,500) for his share of profits for 3 months. Of

course, some other basis may also be provided for, or the partnership deed may provide that final accounts will be prepared to ascertain profits for the part of the year.

#### **Joint Life Policy**

Partners often take out a joint life policy to provide funds for settling the claim of the deceased partner. Annual premium is paid by the firm and on the death of a partner, the amount of the policy is received from the insurance company.

It is possible to treat a joint life policy in any of the three ways in the books of account.

#### 1. When premium paid is treated as an expense

Under this method, the annual premium is treated as an expense and debited to the Profit and Loss Account. On the death of a partner, the amount of the policy received by the firm is credited to all the partners' capital accounts in the profit sharing ratio.

#### **JOURNAL ENTRIES**

Dr.

- (i) For payment of premium of the joint life policy
  - (a) Joint Life Insurance Premium A/c To Bank

(Being amount of premium paid on joint life policy)

	(b) Profit and Loss A/c	Dr.
	To Joint Life Insurance Premium A/c.	
	(Being the amount of premium charged to Profit and Loss A/c)	
(ii)	For Receipt of the Policy Money	
	Bank	Dr.
	To All Partners' Capital Accounts	
	(Being the policy money distributed among all partners in the profit sharing ratio)	

## 2. When premium paid is treated as an asset and surrender value is taken into account

Under this method, Joint Life Policy Account is debited with the amount of premium as and when paid. At the end of the year, the amount in excess of surrender value is treated as loss and transferred to Profit and Loss Account. The balance in Joint Life Policy Account is shown as an asset in the balance sheet. The amount received on maturity of policy in excess of surrender value will be net gain and divided among all the partners in their profit sharing ratio.

	JOURNAL ENTRIES	
(i)	Joint Life Policy A/c	Dr.
	To Bank	
	(Being the premium paid on policy)	
(ii)	Profit and Loss A/c	Dr.
	To Joint Life Policy A/c	
	(Being the adjustment of book value with the	
	surrender value i.e. excess of joint life policy	
	over the surrender value)	
(iii)	Bank	Dr.
	To Joint Life Policy A/c	
	(Being amount received on maturity of policy)	
(iv)	Joint Life Policy A/c	Dr.
	To All Partners' Capital Accounts	
	(Being the amount received minus the	
	surrender value on that date distributed	
	among the partners.)	

#### 3. When premium paid is treated as an asset and life policy reserve account is maintained.

Under this method, whenever premium is paid, the amount of the premium is debited to Joint Life Policy Account. At the end of the year, Profit and Loss account is debited and Joint Life Policy Reserve Account is credited with the amount of the premium paid for the year. Then, in order to reduce the balances of Joint Life Policy Account and Joint Life Policy Reserve Account to the figure of surrender value of the policy, Joint Life Policy Reserve Account is debited and Joint Life Policy Account is credited with the difference between balance of Joint Life Policy Account and surrender value of the policy. The entries are repeated every year. On maturity of the policy, the amount received from the insurance company is credited to Joint Life Policy Account, Joint Life Policy Reserve Account is transferred to Joint Life Policy Account and the balance in Join Life Policy Account is transferred to all the partners' capital accounts in their profit sharing ratio. The amount standing at the credit of Joint Life Policy Reserve Account may alternatively be transferred directly to partners' capital accounts in their profit sharing ratio.

	JOURNAL ENTRIES	
(i)	For payment of premium of the Joint Life Policy	
	Joint Life Policy A/c	Dr.
	To Bank	
	(Being the amount of premium paid on Joint Life Policy)	
(ii)	For appropriation of amount equal to annual premium	
	Profit and Loss A/c	Dr.
	To Joint Life Policy Reserve A/c	
	(Being the amount transferred to Joint Life Policy Reserve Account)	
(iii)	For adjusting the difference between the premium paid ar increase in the surrender value	d the
	Joint Life Policy Reserve A/c	Dr.
	To Joint Life Policy A/c	
	(Being excess of premium over surrender value adjusted)	
(iv)	For receipt of the policy money	
	(a) Bank	Dr.
	To Joint Life Policy A/c	
	(Being the amount received of joint life policy on maturity)	
	(b) Joint Life Policy Reserve A/c	Dr.
	To Joint Life Policy A/c	
	(Being the credit balance of joint life policy reserve account transferred to Joint Life Policy A/c)	
	(c) Joint Life Policy A/c	Dr.
	To All Partners' Capital Accounts	
	(Being the final balance is transferred to capital accounts in the old profit sharing ratio of all the partners)	

## 4. Individual policies on the life of each partner

If instead of one joint life policy, a number of individual policies are taken, on the death of a partner, the amount of the policy of the life of the deceased partner will be received in cash. The other policies will be shown at their respective surrender values while ascertaining the amount due to the executors of the deceased partner.

#### Repayment of the Amount due to Deceased Partner

On death of a partner, the amount due his legal representatives will have to be paid. It may not be possible to pay the whole amount in a lump sum. As a rule, the payment is made according to the terms of partnership agreement. The various courses available are –

- (a) Repayment in installments over a period of time and interest is paid on outstanding balance.
- (b) The amount due may be treated as a loan to the firm. The firm may pay interest at an agreed rate or share of profit of the firm.
- (c) An annuity may be paid to the heirs of deceased partner.

## Illustration 17:

A, B and C are partners in a firm sharing profits and losses in the ratio of 5:4:3 respectively. The firm had insured the partners' lives severally, A's life for ₹20,000, B's life for ₹16,000 and C's life for ₹14,000. The premiums were charged to the firm's profit and loss account. The surrender values of these policies were 20% of the policy amount. B died on 1.4.2011. Calculate B's share in policies.

#### Solution:

Claim on B's policy	₹ 16,000
Surrender value of A's and C's Life policies (20%)	
(₹ 4,000 + ₹2,800)	₹ 6,800
	₹ 22,800
B's Share =₹ 22,800× $\frac{4}{12}$	₹ 7,600

#### Illustration 18:

A, B and C are partners sharing profits in the ratio of 2:1:1 respectively. On 30th June, 2011 their balance sheet was as follows:

Liabilities	₹	Assets	₹
Creditors	4,000	Goodwill	3,000
Bills Payable	2,000	Freehold Property	10,000
Capitals:		Joint Life Policy	2,000
A	10,000	Stock	5,500
В	6,000	Debtors	4,500
С	4,000	Cash	1,000
	<u>26,000</u>		26,000

A died on July 1, 2011. The firm had taken a joint life policy for ₹ 15,000, the payment for which was received on July 31, 2011. According to the partnership agreement, on retirement or death of a partner, the goodwill was to be valued at 1-1/2 times the average profit of the last four years. The profits for the last four years were ₹ 6,000, ₹ 7,500, ₹ 9,000 and ₹ 9,500 respectively. For paying the amount due to A's legal representative, B and C brought as much cash as would bring their capitals in profit-sharing ratio and the firm would have cash in hand ₹ 3,000. Calculate goodwill, prepare partners' capital accounts and the balance sheet.

## Solution:

## Calculation of goodwill

Average Profit for four years = $\frac{6,000 + 7,500 + 9,000 + 9,500}{4}$ =	₹ 8,000
Goodwill at $1\frac{1}{2}$ times = $8,000 \times 1\frac{1}{2}$ =	₹12,000
Less: Existing goodwill	₹ 3,000
Increase in the value of goodwill	₹ 9,000
Calculation of gain in joint life policy	
Sum received from insurance Company	15,000
Less: Joint life policy amount	2,000
Net gain to be distributed amongst the partners	<u>13,000</u>

Dr.		Pa	rtners' Cap	oital Accounts			Cr.
Particulars	Α	В	С	Particulars	Α	В	С
	(₹)	(₹)	(₹)		(₹)	(₹)	(₹)
To Cash A/c	21,000			By Balance			
To A's Capital				b/fd	10,000	6,000	4,000
A/c		2,250	2,250	By B's Capital	2,250		
To Balance				By C's Capital	2,250		
c/d		10,000	10,000	By Joint Life			
				Policy A/c	6,500	3,250	3,250
				By Cash		3,000	5,000
	21,000	12,250	12,250		21,000	12,250	12,250

## Calculation of cash brought in by B and C:

	₹	₹
Amount payable to A's legal representatives		21,000
Add: Desired cash in hand		3,000
Amount required		24,000
Less: Amount received from Insurance company	15,000	
Existing balance of cash in hand	<u>1,000</u>	<u>16,000</u>
Shortage of cash to be brought in By B and C		8,000
B's Capital after adjustment of Goodwill and Life Policy		7,000
C's Capital after adjustment of Goodwill and Life Policy		5,000
Shortage of cash to be brought in		8,000
Total Capital of B and C after A's death		20,000
Share of B being 1/2th of ₹ 20,000	10,000	
Less: Already in the business	7,000	
Cash to be introduced by B	3,000	
Share of C being 1/2 of ₹ 20,000	10,000	
Less: Already in the business	5,000	
Cash to be introduced by C	5,000	

## **Balance Sheet of B and C**

Liabilities	₹	₹	Assets	₹
Creditors		4,000	Goodwill	3,000
Bills Payable		2,000	Freehold Property	10,000
Capitals:			Stock	5,500
В	10,000		Debtors	4,500
С	<u>10,000</u>	20,000	Cash	3,000
		<u>26,000</u>		<u>26,000</u>

#### Illustration 19:

On 31<sup>st</sup> March, 2011 the balance sheet of Sen, Sil and Som who shared profits and losses in the ratio of 4:3:2 respectively stood as follows:

Liabilities	₹	Assets	₹
Sundry Creditors	20,600	Furniture and Fittings	12,000
Joint Life Policy Reserve	6,000	Joint Life Policy	
Capital Accounts:		(Policy for ₹ 18,500)	10,000
Sen	10,000	Sundry Debtors	17,500
Sil	30,000	Stock	30,500
Som	<u>10,500</u>	Cash at Bank	7,100
	<u>77,100</u>		77,100

On 30<sup>th</sup> June, 2011 Sen died. According to partnership deed, at the time of death, goodwill of the firm was to be valued at 2 years' purchase of average profits of the last three years and deceased partner's capital account was to be credited with the share of profits for the period he lived in the year of death on the basis of profit of immediately previous year.

Find out the amount due to Sen's executors on 30<sup>th</sup> June, 2011. Profits for the past three years have been as follows:

For the year ended 31 <sup>st</sup> March, 2011	₹ 36,000
For the year ended 31 <sup>st</sup> March, 2010	₹ 30,000
For the year ended 31 <sup>st</sup> March, 2009	₹ 25,800

#### Solution:

Total profits for the past three years = 36,000 + 30,000 + 25,800 = 91,8002 years' purchases of average profit  $= \frac{91,800}{3} \times 2 = 61,200$ Total Goodwill = 61,200Sen's share  $= 61,200 \times \frac{4}{9} = 27,200$ 

Sen's share of profits for 3 months on the basis of profit for the year ended 31st March, 2011

= ₹ 36,000× $\frac{4}{9}$ × $\frac{1}{4}$  = ₹ 4,000

Sen's share in policy = ₹ (18,500 + 6,000 - 10,000)  $\times \frac{4}{9}$  = ₹ 6,444

Total amount due to Sen's executors = ₹ 10,000 + ₹ 27,200 + ₹ 4,000 + ₹ 6,444 = ₹ 47,644.

#### **Illustration 20:**

Following is the balance sheet of A, B and C as at 1st April, 2011:

Liabilities	₹	Assets	₹
Sundry Creditors	20,000	Goodwill	40,000
ReserveFfund	32,000	Plant and Machinery	60,000
Capital Accounts:		Stock	40,000
A	1,00,000	Sundry Debtors	60,000
В	50,000	Cash at Bank	50,000
С	<u>50,000</u>	Cash in Hand	2,000
	<u>2,52,000</u>		<u>2,52,000</u>

C died on 30th June, 2011. Under the terms of partnership deed, the executors of a deceased partner were entitled to –

- (a) Amount standing to the credit of partner's capital account;
- (b) Interest on capital balance at 15% per annum;
- (c) Share or goodwill on the basis of twice the average of the past three years' profit; and
- (d) Share of profit form the closing of the last financial year to the date of death on the basis of the average of the three completed years' profits before the death.

Profits for the years ended 31st March, 2009, 2010 and 2011 were ₹ 60,000, ₹ 70,000 and ₹ 80,000 respectively. Profits were shared in the ratio of capitals.

Pass the necessary journal entries and draw up C's Capital Account to be rendered to his executors.

#### Solution:

#### **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Reserve Fund	Dr.	8,000	
To C's Capital A/c			8,000
(Being the share of reserve fund transferred			
to capital account)			
Interest on Capital A/c	Dr.	1,875	
To C's Capital A/c			1,875
(Being the interest @ 15% credited to C's			
Capital Account)			
A's Capital A/c	Dr.	16,667	
B's Capital A/c	Dr.	8,333	
To C's Capital A/c			25,000
(Being the share of goodwill due to C, debited			
to the capital accounts of existing partners)			
Profit and Loss A/c	Dr.	4,375	
To C's Capital A/c			4,375
(Being the share of profit till 30th June, 2011 based on			
the average profit of the preceding three years credited			
to C's Capital Account)			

Dr.	C's Capital Account		Cr.
Particulars	₹	Particulars	₹
To C's Executors	89,250	By Balance b/fd	50,000
		By Reserve fund	8,000
		By Interest on Capital	1,875
		By A's Capital A/c	16,667
		By B's Capital A/c	8,333
		By Profit and Loss A/c	4,375
	<u>89,250</u>		<u>89,250</u>

## **Working Notes**

(i) Calculation of Goodwill

Total profit of three years = ₹ 2,10,000

Average Profit = ₹ 2,10,000 x 3 = ₹ 70,000

Goodwill = ₹ 70,000  $\times$  2 = ₹ 1,40,000

Existing Goodwill ₹ 40,000

Goodwill to be increased by ₹ 1,00,000

C's Share = ₹ 1,00,000 x 4 = ₹ 25,000

(ii) Calculation of C's Share of Profit

Average Profit = ₹ 70,000

C's Share for 3 months = ₹ 70,000 ×  $\frac{1}{4}$  ×  $\frac{3}{12}$  = ₹ 4,375

#### DISSOLUTION OF PARTNERSHIP

Dissolution of a firm means that the business of the firm is put to an end, assets are disposed of, liabilities are paid off, and the accounts of all the partners are also settled. Dissolution of a firm differs from dissolution of a partnership. A partnership is dissolved on the expiry of the term or on the completion of the specified venture, death, retirement or insolvency of a partner. However if the remaining partners decide to continue to run the business, the partnership firm is not dissolved. If they do not continue then the firm is also dissolved automatically. Thus, there is difference between dissolution of partnership and dissolution of firm which may be summarized as under:

- In case of dissolution of firm, the firm ceases to continue its business i.e. the business comes to an end. But in the case of dissolution of partnership, the business of the firm is continued.
- In dissolution of firm, the partnership among all the partners no longer exists while in case of dissolution of partnership, the partnership among all the partners does not come to an end.
- Dissolution of partnership does not necessarily mean dissolution of firm whereas dissolution of firm necessarily implies dissolution of partnership.

#### A firm is dissolved when:

- the partners of the firm decide to dissolve it.
- all the partners or all the partners except one become insolvent,
- the business of the firm is declared illegal,
- in case partnership at will, a partner gives notice of dissolution.
- The Court orders dissolution of the firm which may happen in the following circumstances:
  - (a) where a partner has become of unsound mind,
  - (b) where a partner suffers from permanent incapacity,
  - (c) where a partner is guilty of misconduct affecting the business,
  - (d) where there is persistent disregard of partnership agreement by a partner,
  - (e) where a partner transfers his interest or share to a third person,
  - (f) where a business cannot be carried on except at a loss, and
  - (g) where a dissolution appears to the Court to be just and equitable on any other ground.

#### **Settlement of Accounts of Partners**

The Indian Partnership Act has certain provisions for the dissolution of partnership firm. According to section 48, in settling the accounts of a firm after dissolution, the following rules shall be observed subject to agreement by the partners:

(a) Losses, including deficiencies of capital, shall be paid first out of profits, next out of capital, and, lastly, if

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necessary, by the partners individually in the proportions in which they were entitled to share profits;

- (b) The assets of the firm, including any sums contributed by the partners to make up deficiencies of capital, shall be applied in the following manner and order:
  - in paying the debts of the firm to third parties;
  - in paying to each partner ratably what is due to him from the firm for advances as distinguished from capital;
  - in paying to each partner ratably what is due to him on account of capital; and
  - the residue, if any, shall be divided among the partners in the proportions in which they were entitled to share profits.

Thus, on dissolution the assets of the firm are sold out and the proceeds are applied in the following order:

- in paying debts due to third parties.
- in paying ratably the loans advanced by partners to the firm.
- in paying to the partners the sums due to them on account of capital, and
- if there is a surplus, it has to be distributed among the partners in the profit sharing ratio. On the other hand, if there is a loss on dissolution, it has to be made up first out of past accumulated profits, then out of capitals of the partners and lastly out of contributions from private estates of the partners in the profit sharing ratio.

#### Important principles

- The private property of a partner should be used to pay his private debts first and if there is any surplus it can be used to pay firms liabilities.
- Similarly, firm's assets should be first used to pay firm's liabilities. A partner can use his share of the surplus only to pay his private liabilities.
- The liability of partners is joint and several. It means that if a partner is unable to bring in his share of loss, the other partners have to make up his share of loss also.

#### **Accounting Treatment on Dissolution of Partnership**

On dissolution, the books of accounts of the partnership firm are closed. The various steps to be followed are as follows:

- Open a "Realisation Account" and transfer to it all the assets except Cash in hand and at bank. Sundry Debtors will be transferred at gross amount.
- 2. Transfer to Realisation Account all liabilities to outsiders and provisions against assets like Provision for Bad Debts. However, accounts denoting accumulated losses or profits will not be transferred to Realisation Account.
- 3. Now, Realisation Account will be credited with the actual amount realised by sale of assets. If a partner takes over an asset the capital account of that partner is debited and Realisation Account is credited with the value agreed upon.
- 4. Actual amount paid to the creditors of the firm is debited to Realisation Account. If a partner takes over a liability, his capital account is credited and Realisation Account is debited with the amount agreed upon.
- 5. Expenses during the course of dissolution are debited to Realisation Account and credited to cash.
- 6. Profit or loss revealed by Realisation Account is transferred to all the partners' capital accounts in their profit sharing ratio. Realisation Account is thus closed.
- 7. Loans advanced by partners to the firm are repaid.
- 8. Any reserve or accumulated profit or loss lying in the books of accounts is transferred to capital accounts in the profit sharing ratio.
- 9. Partners whose capital accounts may be showing a debit balance bring cash to clear their accounts.

10. Payment is made to the partners whose capital accounts are showing credit balances. This will close the books of accounts.

#### DIFFERENCE BETWEEN REVALUATION ACCOUNT AND REALISATION ACCOUNT

			D!'1' A1				
Revaluation Account			Realisation Account				
(i)	The effect of the revaluation of assets and liabilities is recorded in revaluation account.	(i)	It records the sale of various assets and payment of liabilities.				
(ii)	Revaluation account is prepared at the time of reconstitution of the firm.	(ii)	It is prepared only at the time of dissolution of the firm.				
(iii)	Revaluation account is prepared to find out the profit (loss) on the revaluation of assets and liabilities.	(iii)	Realisation account is prepared to find out the profit (loss) on the realization of assets and settlement of liabilities.				
(iv)	It contains only those assets and liabilities which are revalued.	(iv)	It contains generally all assets and liabilities.				
(v)	The balance of this account is transferred to the old partners' capital accounts.	(v)	The balance of this account is transferred to the capital accounts of all partners.				
(vi)	Accounting entries are made on the basis of the difference between book value and revalued figures.	(vi)	Accounting entries are made at the book values of assets and liabilities.				
(vii)	On revaluation, the accounts of assets and liabilities are not closed.	(vii)	The accounts of assets and liabilities are closed on preparation of realization account.				

#### **Return of Premium on Dissolution**

If a partner on his admission pays to the other partner an amount for goodwill (also known as premium) and it is agreed that the partnership would be for a fixed term, then, if the firm is dissolved before the expiry of such a term, the partner will be entitled to a refund of a ratable amount of the premium so paid. Suppose, A and B admit C as a new partner on the condition that C pays ₹ 10,000 for goodwill and it is agreed that the partnership would be for 10 years. But if the firm is dissolved after 4 years, C will be entitled to a refund of ₹ 6,000 depending upon the circumstances.

However, such a refund cannot be claimed under the following conditions:

- (i) When the firm is dissolved due to the death of a partner.
- (ii) When the dissolution takes place mainly due to the misconduct of the partner making the claim, or
- (iii) Where the dissolution is in pursuance of an agreement that no such refund will be made.

#### **REVIEW QUESTIONS**



C, on his admission paid ₹ 20,000 for goodwill on the condition that partnership will be for 10 years. But after only 3 years, the firm has to be dissolved due to misconduct of B, an old partner. Will C be entitled to get refund of the amount paid by him by way of goodwill?

(Ans.: Yes, but only ₹ 14,000)

Will it make any difference if the firm is dissolved due to misconduct of C himself?

(Ans.: Yes, C won't get anything)

What will be the position if the partnership firm has to be dissolved due to B's death?

(Ans.: Won't get anything)

#### Insolvency of a Partner

In dissolution, if the capital account of a partner shows a debit balance, he will have to pay the amount to the firm. But if he is insolvent, he will not be able to do so; he will not be able to pay the full amount of such a debit balance. The sum which becomes irrecoverable from a partner due to his insolvency is a loss to be borne by other partners. Before the decision in Garner v. Murray case was made, such loss used to be treated as an ordinary loss and transferred to the capital accounts of the solvent partners in their relative profit sharing ratio. But decision in *Garner v. Murray* changed the position.

#### **Decision in Garner Vs. Murray**

According to the decision in *Garner* v. *Murray*, in case of insolvency of a partner:

- (a) first the solvent partners should bring in cash equal to their respective shares of the loss on realisation, and
- (b) then, the loss due to the insolvency of a partner should be divided among the other partners in the *ratio of capitals* then standing.

The effect of this decision practically is that the deficiency in the capital account of the insolvent partner has to be borne by the solvent partners in the ratio of capitals standing just prior to dissolution.

If the capitals are fixed, then the loss due to the insolvency of a partner will be borne by the solvent partners in the ratio of their capitals.

If the capitals are fluctuating, all necessary adjustments in respect of reserves or profit and loss account are first made (but the loss on realisation is not adjusted) in the capital accounts of all the partners, and

#### Important Note:

If on the date of dissolution, a partner had no credit balance in his capital account, he will not bear any loss on account of insolvency of another partner. This is irrespective of his private wealth.

then the ratio of their capitals is calculated to transfer the deficiency of the insolvent partner.

#### **ACCOUNTING IN CASE OF INSOLVENCY - STEPS SUMMARIZED**

- Prepare Realisation Account in the usual manner.
- Transfer profit of loss on realisation to all the partners in profit sharing ratio.
- Prepare insolvent partner's capital account. If anything is received from his estate, it should be credited to his account.
- The debit balance of insolvent partner should be transferred to all other solvent partners in the ratio of capitals before dissolution (or in the ration of fixed capitals if capitals are fixed).
- Then settle claims of solvent partners.

#### **Insolvency of All Partners**

If all the partners become insolvent, creditors will not be able to get their amounts in full. All the cash available together with whatever can be received from the private estates of the partners will be paid to the creditors after the expenses of realisation have been met. In case of insolvency of all the partners, creditors should not be transferred to Realisation Account; only assets should be transferred to this account. Amount realised from assets should be credited to Realisation Account. Expenses should be debited to Realisation Account. Now the balance in Realisation Account should be transferred to the Capital Accounts in profit sharing ratio. Now Cash Account should be prepared. After recording the amounts which are received from the estates of the partners, the entire cash should be distributed among the creditors ratably. The balances in the accounts of creditors and in the capital accounts should be transferred to Deficiency Account. Thus, all the accounts will be closed.

Illustration 21:
On 31st March, 2011 the following was the balance sheet of A, B and C when the firm was dissolved:

Liabilities	₹	Assets	₹	₹
Capital Accounts:		Goodwill		10,000
Α	30,000	Plant & Machinery		20,000
В	30,000	Furniture		8,000
С	30,000	Investments		10,000
General Reserve	9,000	Stock		51,060
B's Loan	5,000	Debtors	23,600	
Mrs. A's Loan	5,000	Less: Provision for Bad		
Current Accounts		debts	<u>1,020</u>	22,580
Α	2,860			
С	1,240	Bill Receivable		5,000
Bill Payable	10,000	Cash at Bank		2,760
Sundry Creditors	6,530	Unexpired Insurance	125	
		B's Current Account		105
	<u>1,29,630</u>			1,29,630

Investments were taken over by A for  $\ref{table}$  13,000 whereas bills receivable were taken over by B for  $\ref{table}$  4,800, fixed assets fetched  $\ref{table}$  17,000 whereas stock realised  $\ref{table}$  60,000. All the debtors paid the amounts due from them. Total rebate of  $\ref{table}$  110 was received on retiring all bills payable immediately. Expenses of realisation came to  $\ref{table}$  1,441. Pass Journal entries to close the books of the firm and show Realisation Account, Bank Account, and the Capital Accounts of all the partners.

#### Solution:

#### **Journal Entries**

30011	iai Liitiics		
Particulars		Dr. (₹)	Cr. (₹)
Realisation Account	Dr.	1,27,785	
To Goodwill			10,000
To Plant and Machinery			20,000
To Furniture			8,000
To Investments			10,000
To Stock			51,060
To Debtors			23,600
To Bills Receivable			5,000
To Unexpired Insurance			125
(Transfer of assets to Realisation Account)			
Provision for Bad Debts	Dr.	1,020	
Mrs. A's Loan	Dr.	5,000	
Bills Payable	Dr.	10,000	
Sundry Creditors	Dr.	6,530	
To Realisation Account			22,550
(Transfer of liabilities to outsiders to	Realisation		
Account)			
Note: Mrs. A is also an outsider			
Bank	Dr.	1,00,600	
To Realisation Account			1,00,600
(Sale proceeds of fixed assets and stock a	nd amount		
received from debtors)	'		•

Particulars		₹	₹
A's Current Account	Dr.	13,000	
B's Current Account	Dr.	4,800	
To Realisation Account			17,800
(For investments taken over by A for ₹ 13,00	00 and bills		
receivable taken over by B for ₹4,800)			
Realisation Account	Dr.	21,420	
To Bank			21,420
(Payment made to pay of liabilities to outsi			
5,000 to Mrs. A. ₹ 9,890 for bills payable and	₹ 6,530 to		
Creditors)			
Realisation Account	Dr.	1,441	
To Bank			1,441
(Expenses of realisation amounting ₹ 1,441)			
A's Current Account	Dr.	3,232	
B's Current Account	Dr.	3,232	
C's Current Account	Dr.	3,232	
To Realisation Account			9,696
(Transfer of loss on realisation)			
B's Loan Account	Dr.	5,000	
To Bank			5,000
(Payment of B's Ioan)			
General Reserve	Dr.	9,000	
To A's Current Account			3,000
To B's Current Account			3,000
To C's Current Account			3,000
(Transfer of General Reserve)			
A's Capital Account	Dr.	10,372	
B's Capital Account	Dr.	5,137	
To A's Current Account			10,372
To B's Current Account			5,137
(Transfer of debit balances of current accoun-	ts of A and		
B to their Capital Accounts)			
C's Current Account	Dr.	1,008	
To C's Capital Account			1,008
(Transfer of credit balance in C's Current Acc	ount to C's		
Capital Account)			
A's Capital Account	Dr.	19,628	
B's Capital Account	Dr.	24,863	
C's Capital Account	Dr.	31,008	
To Bank		,	75,499
(Payment to Partners)			,

Cr.

## **Ledger Accounts**

**Realisation Account** Dr.

	Particulars	₹		Particulars	₹
То	Sundry Assets:		Ву	Provision for Bad Debts	1,020
	Goodwill	10,000	Ву	Mrs. A's Loan	5,000
	Plant and Machinery	20,000	Ву	Bills Payable	10,000
	Furniture	8,000	Ву	Sundry Creditors	6,530
	Investments	10,000	Ву	Bank	1,00,600
	Stock	51,060	Ву	A's Current Account	
	Debtors	23,600		(Investments)	13,000
	Bills Receivable	5,000	Ву	B's Current Account	
	Unexpired Insurance	125		(B/R)	4,800
То	Bank (Liabilities)	21,420	Ву	A's Current Account	
То	Bank (Expenses)	1,441		(1/3rd loss)	3,232
			Ву	B's Current Account	
				(1/3rd loss)	3,232
			Ву	C's Current Account	
				(1/3rd loss)	3,232
		<u>1,50,646</u>			<u>1,50,646</u>

Dr. Bank Cr.

Particulars	₹	Particular	₹
To Balance b/fd	2,760	By Realisation (liabilities)	21,420
To Realisation A/c (Sale proceeds of assets)	1,00,600	By Realisation (expenses)	1,441
(sale proceeds or assets)	2,00,000	By B's Loan Account	5,000
		By A's Capital Account	19,628
		By B's Capital Account	24,863
	<u>1,03,360</u>	By C's Capital Account	31,008 1,03,360

Dr.	Partners' Current Accounts Cr.						
Particulars	Α	В	С	Particulars	Α	В	С
	(₹)	(₹)	(₹)		(₹)	(₹)	<i>(</i> ₹)
To Balance		105		By Balance			
b/fd				b/fd	12,860		1,240
To Realisation	13,000	4,800		By General			
To Realisation				Reserve	3,000	3,000	3,000
(loss)	3,232	3,232	3,232	By A's Capital	10,372		
To C's Capital			1,008	By B's Capital		5,137	
	<u>16,232</u>	<u>8,137</u>	<u>4,240</u>		<u>16,232</u>	<u>8,137</u>	<u>4,240</u>
Dr.			Partners' C	Capital Accounts			Cr.
Particulars	Α	В	С	Particulars	Α	В	С
	(₹)	(₹)	(₹)		(₹)	(₹)	(₹)
To A's Current				By Balance			
A/c	10,372			b/fd	30,000	30,000	30,000
To B's Current				By C's Current			
A/c		5,137		A/c			1,008
To bank	<u>19,628</u>	<u>24,863</u>	<u>31,008</u>				
	30,000	<u>30,000</u>	31,008		30,000	30,000	31,008

#### Illustration 22:

A, B and C commenced business on 1st April, 2010. They agreed to share the profits and losses in the ratio of 2: 2: 1. Their capitals were  $\stackrel{?}{_{\sim}}$  30,000,  $\stackrel{?}{_{\sim}}$  22,500 and  $\stackrel{?}{_{\sim}}$  15,000 respectively. The partnership deed provided for interest on capital at 6% per annum. During 2010-11 the firm earned a profit of  $\stackrel{?}{_{\sim}}$  20,050 (before providing for interest on capital). During the year the partners' drawings were  $A = \stackrel{?}{_{\sim}}$  7,000;  $B = \stackrel{?}{_{\sim}}$  6,250; and C = 4,000.

The relation between partners was not good. They decided to dissolve the firm on 31st March, 2011. The assets were sold which realised  $\ref{thm}$  75,000. There were creditors to the extent of  $\ref{thm}$  12,000 which were paid off at a discount of 5%. Expenses of realisation amounted to  $\ref{thm}$  1,200.

Prepare the necessary accounts to close the books of the firm.

#### Solution:

#### **Profit and Loss Account**

Dr.					Cr.
Date	Particulars	₹	Date	Particulars	₹
2011			2011		
Mar. 31	To Capital Accounts (interest) A 1,800 B 1,350 C 900  To Profit transferred to: A 6,400 B 6,400	4,050	Mar. 31	By Net Profit	20,050
	C <u>3,200</u>	<u>16,000</u> <u>20,050</u>			<u>20,050</u>

Dr.	A's Capital Account					Cr.
Date	Particulars	₹	Date		Particulars	₹
2011			2010			
Mar.31	To Drawings	7,000	Apr.1	Ву	Cash	30,000
	To Balance c/d	31,200	2011			
			Mar.31	Ву	Profit & Loss A/c	
					(interest)	1,800
				Ву	Profit & Loss A/c	
					(share of profit)	<u>6,400</u>
		<u>38,200</u>				<u>38,200</u>
2011			2011			
Mar. 31	To Realisation (loss)	3,160	Mar. 31	Ву	Balance b/d	31,200
	To Cash A/c	28,040				
		31,200				<u>31,200</u>
Dr.		B's Ca	apital Acco	unt		Cr.
Date	Particulars	₹	Date		Particulars	₹
2011			2010			
Mar. 31	To Drawings	6,250	Apr. 1	Ву	Cash	22,500
	To Balance c/d	24,000	2011	,		
	·		Mar. 31	Ву	Profit & Loss A/c	
					(interest)	1,350
				Ву	Profit & Loss A/c	
					(share of profit)	6,400
		<u>30,250</u>				<u>30,250</u>
2011			2011			
Mar. 31	To Realisation (loss)	3,160	Mar. 31	Ву	Balance b/d	24,000
	To Cash A/c	<u>20,840</u>				
		<u>24,000</u>				<u>24,000</u>
Dr.	1	C's Ca	apital Acco	unt		Cr.
Date	Particulars	₹	Date		Particulars	₹
2011			2010			
Mar. 31	To Drawings	4,000	Apr. 1	Ву	Cash	15,000
	To Balance c/d	15,100	2011	_	- 6: 6:	
			Mar. 31	Ву	Profit & Loss A/c	000
				D./	(interest) Profit & Loss A/c	900
				у	(share of profit)	3,200
		19,100			(Silare of profit)	<u>19,100</u>
2011		12,100	2011			
Mar. 31	To Realisation (loss	) 1,580	Mar. 31	By	Balance b/d	15,100
	To Cash A/c	13,520		<b>'</b>	•	
		<u>15,100</u>				<u>15,100</u>

#### Balance Sheet as at 31st March, 2011

Liabilities		₹	Assets	₹
Sundry Creditors		12,000	Sundry Assets	82,300
Capital Accounts:				
Α	31,200			
В	24,000			
С	<u>15,100</u>	<u>70,300</u>		
		<u>82,300</u>		<u>82,300</u>

#### Dr. Realisation Account Cr.

Date	Particulars	₹	Date	Particulars	₹
2011			2011		
Mar. 31	To Sundry Assets	82,300	Mar.31	By Sundry Creditors	12,000
	To Cash (expenses)	1,200		By Cash	
	To Cash (creditors			(assets realised)	75,000
	₹ 12,000			By Loss transferred to:	
	less 5%)	11,400		A – 3,160	
				B - 3,160	
				C – <u>1,580</u>	<u>7,900</u>
		<u>94,900</u>			94,900

#### **Cash Account**

Date	Particulars	₹	Date	Particulars	₹
2011			2011		
Mar. 31	To Realisation A/c		Mar. 31	By Realisation	
	(assets realised)	75,000		(expenses)	1,200
				By Realisation A/c	
				(creditors)	11,400
				By Capital Accounts:	
				A – 28,040	
				B – 20,840	
				C – <u>13,520</u>	<u>62,400</u>
		<u>75,000</u>			<u>75,000</u>

#### Illustration 23:

On 31st March, 2011 the following was the balance sheet of A, B and C who shared profits and losses in the ratio of 2:1:1 respectively.

Liabilities	₹	Assets	₹
Creditors	16,000	Cash in hand	200
General Reserve	5,000	Stock	18,800
Capital Accounts:		Debtors	11,300
Α	30,000	Furniture	12,500
В	20,000	Plant & Machinery	20,000
С	<u>1,000</u>	Goodwill	9,200
	<u>72,000</u>		<u>72,000</u>

The firm was dissolved on this date due to C's insolvency. Assets realised ₹32,000. Expenses of dissolution came to ₹200. C's estate paid 50% of what was due to C. Close the books of the firm assuming that the loss due to insolvency has been divided:

- (i) in the ratio of fixed capitals.
- (ii) in the ratio of fluctuating capitals.

#### Solution:

Case (i) Loss due to deficiency is divided in the ratio of fixed capital accounts

Dr.	Reali	isation Account	Cr.
Particulars	₹	Particulars	₹
To Stock	18,800	By Creditors	16,000
To Debtors	11,300	By Cash (Assets)	32,000
To Furniture	12,500	By A's Capital Account	20,000
To Plant & Machinery	20,000	By B's Capital Account	10,000
To Goodwill	9,200	By C's Capital Account	10,000
To Cash (Creditors)	16,000		
To Cash (Expenses)	200		
	88,000		88,000

Dr.	Capital Account					Cr.		
Particulars	Α	В	С	Par	ticulars	Α	В	С
	(₹)	(₹)	(₹)			(₹)	(₹)	(₹)
To Realisation	20,000	10,000	10,000	Ву	Balance			
					b/d	30,000	20,000	1,000
To C's Capital		2,325	1,550	Ву	General			
					Reserve	2,500	1,250	1,250
To Cash A/c	30,175	19,700		Ву	Cash A/c	20,000	10,000	3,875
				Ву	A's Cap			2,325
				Ву	B's Cap			<u>1,550</u>
	52,500	<u>31,250</u>	<u>10,000</u>			52,500	31,250	10,000

Dr. Cash Account Cr.

Particulars	₹	Particulars	₹
To Balance b/fd	200	By Realisation A/c (creditors)	16,000
To Realisation A/c (assets)	32,000	By Realisation A/c (expenses)	200
To A's Capital Account	20,000	By A's Capital Account	30,175
To B's Capital Account	10,000	By B's Capital Account	19,700
To C's Capital Account	<u>3,875</u>		
	<u>66,075</u>		<u>66,075</u>

Note: Since, current accounts have not been specified in the question the adjustments have been made in capital accounts.

#### Case (ii) Loss due to deficiency is divided in the ratio of fluctuating capital accounts

Realisation Account will be the same as in the case (i)

#### **Capital Accounts**

Po	articulars	Α	В	C	Particulars	A	В	c
		(₹)	(₹)	(₹)		(₹)	(₹)	(₹)
To Re	ealisation	20,000	10,000	10,000	By Balance			
					b/d	30,000	20,000	14,000
To C'	's Capital	2,343	1,532		By Gen. Res.	2,500	1,250	1,250
To Ca	ash A/c	30,157	19,718		By Cash A/c	20,000	10,000	3,875
					By A's Capital			
					(26/43ths share)			2,343
					By B's Capital A/c			
					(17/43ths share)		1,532	
		<u>52,500</u>	<u>31,250</u>	<u>10,000</u>		<u>52,500</u>	<u>31,250</u>	10,000
	I			I				1

Balances in A's Capital Account and B's Capital Account after adjustment for General Reserve are ₹ 32,500 and ₹ 21,250 respectively. Hence, A and B will bear the loss of ₹ 3,875 due to C's insolvency in the ratio of 32,500 : 21,250 or 26 : 17 respectively.

A's share = ₹ 3,875 
$$\times \frac{26}{43}$$
 = ₹ 2,343  
B's share = ₹ 3,875  $\times \frac{17}{43}$  = ₹ 1,532

Dr. Cash Account Cr.

Particulars	₹	Particulars	₹
To Balance b/fd	200	By Realisation A/c (Creditors)	16,000
To Realisation A/c (Assets)	32,000	By Realisation A/c (Expenses)	200
To A's Capital Account	20,000	By A's Capital Account	30,157
To B's Capital Account	10,000	By B's Capital Account	19,718
To C's Capital Account	3,875		
	<u>66,075</u>		<u>66,075</u>

#### **Illustration 24:**

 $\overline{A, B, C}$  and  $\overline{D}$  are partners in a firm sharing profits and losses in the ratio of 4:1:2:3. The following is the balance sheet as at March 31st, 2011.

Liabilities	₹	₹	Assets	₹	₹
Sundry creditors		30,000	Cash in hand		14,000
Capital Accounts:			Sundry debtors	35,000	
Α	70,000		Less: Provision	<u>5,000</u>	30,000
D	<u>30,000</u>	1,00,000	Other assets		51,000
			Capital Accounts:		
			В	20,000	
			С	<u>15,000</u>	35,000
		<u>1,30,000</u>			<u>1,30,000</u>

On March 31st, 2011, the firm is dissolved. The partnership agreement provides that the deficiency of an insolvent partner will be borne by the solvent partners in the ratio of capitals as they stand just before dissolution.

The following arrangements are agreed upon:

- (i) A is to take over 60% of book debts at 70% and D is to take over the balance at 75%. Further, they are to be allowed ₹2,100 and 1,100 respectively to cover future losses.
- (ii) D is to realise other assets and to pay off the creditors. He is to receive 5% gross commission on the amounts finally payable to other partners but to bear expenses of realisation. He reports the results of realisation as follows:

Other assets realised at a loss of 2% on net collection and pays of the creditors at a discount of 30%. Realisation expenses amount to ₹ 3,000 but the same is paid by the firm. B is declared insolvent and a dividend of 20% in a rupee is realised from his estate. Prepare Cash account, Realisation Account and Capital Accounts.

#### Solution:

Dr.	Or. Cash Account				
	Particulars	₹		Particulars	₹
То	Balance b/fd	14,000	Ву	Realisation A/c	
То	Realisation A/c	50,000		(payment to creditors)	21,000
То	B's Capital A/c		Ву	D's Capital A/c (expenses)	3,000
	(20% dividend)	4,000	Ву	A's Capital A/c	44,000
То	C's Capital A/c	15,000	Ву	D's Capital A/c	15,000
		83,000			83,000
Dr.	Dr. Realisation Account				Cr.
	Particulars	₹		Particulars	₹
То	Debtors	35,000	Ву	Provision for bad debts	5,000
То	Other assets	51,000	Ву	Sundry creditors	30,000
То	Cash A/c		Ву	Cash A/c (realisation	
	(30,000 - 9,000)			of other assets)	50,000
	(payment to creditors)	21,000	Ву	A's Capital A/c	
				(debtors taken over)	12,600
			Ву	D's Capital A/c	
				(debtors taken over)	9,400
		4.07.000			4.07.000
		<u>1,07,000</u>			<u>1,07,000</u>

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$\boldsymbol{\Gamma}$	
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### A's Capital Account

₹ 70,000
70,000
1
70,000
70,000
Cr.
₹
4,000
11,200
4,800
20,000
Cr.
₹
15,000
15,000
Cr.
₹
30,000
2,200
32,200

### **Working Notes:**

Sundry Debtors taken over by A:

₹ 35,000 x 60% x 70% Less: Allowance for further loss

₹ 14,700 ₹ 2,100

		<u>₹ 12,600</u>
Sundry Debtors taken over by D:		
₹ 35,000 x 40% x 75%	=	₹ 10,500
Less: Allowance for further loss	=	₹ 1,100
		₹ 9,400
D's Commission		
Gross amount payable		₹ 46,200
Commission $\frac{5}{105} \times 46,200$		₹ 2,200

#### **Illustration 25:**

Below is the Balance Sheet of C, D and E as on 31st March, 2011

Liabilities	₹		Assets	₹
Sundry Creditors	2,00,000		Cash	31,200
Loan	1,00,000	3,00,000	Stock	1,56,300
Capital Accounts:			Debtors	47,200
С	80,000		Furniture	95,300
D	60,000		Profit & Loss Account	1,20,000
Е	<u>10,000</u>	<u>1,50,000</u>		
		<u>4,50,000</u>		<u>4,50,000</u>

The firm was dissolved due to insolvency of all the partners. Stock was sold for  $\ref{thm:partners}$  1,09,000 while furniture fetched  $\ref{thm:partners}$  40,000.  $\ref{thm:partners}$  41,000 were received from Debtors. Expenses were  $\ref{thm:partners}$  2,200. Nothing could be recovered from D and E but C's private estate showed a surplus of  $\ref{thm:partners}$  6,000. Close the books of the firm.

#### Solution:

Dr.	Realisation Account	Cr.

Particulars ₹						Part	iculars			₹
To Stock			1,56,300	В	By Cash A/c (assets)				1	,90,000
To Debtors			47,200	В	y (	C's Capita	al A/c			37,000
To Furniture			95,300	В	y	D's Capit	al A/c			37,000
To Cash A/c (expe	enses)		2,200	В	у	E's Capita	al A/c			37,000
									_	
			3,01,000						<u>3</u>	,01,000
Dr. Capital Account						Cr.				
Particulars	С	D	Ε	Par	ticulo	ars	С		D	Ε
	(₹)	(₹)	(₹)				(₹)	(	(₹)	(₹)
To Profit and				Ву	Balar	nce b/fd	80,000	60,0	00	10,000
Loss A/c -				Ву	Cash	A/c	6,000			
Transfer	40,000	40,000	40,000	Ву	Defic	ciency		17,0	00	67,000
To Realisation										
(Loss)	37,000	37,000	37,000							
To Deficiency A/c	9,000									
	86,000	<u></u> <u>77,000</u>	<u>77,000</u>				86,000	77,0	 00	<u>77,000</u>

Dr. Cash Account Cr.

	Particulars	₹	Particulars	₹	
То	Balance b/d	31,200	By Realisation A/c (expenses)	2,200	
То	Realisation A/c (assets)	1,90,000	By Loan A/c	75,000	
To	C's Capital Account	6,000	By Sundry Creditors	1,50,000	
		<u>2,27,200</u>		2,27,200	
Dr.		Loan A	Account	Cr.	
	Particulars	₹	Particulars	₹	
То	Cash A/c	75,000	By Balance b/fd	1,00,000	
То	Deficiency A/c	25,000			
		1,00,000		<u>1,00,000</u>	
Dr.	Or. Sundry Creditors				
	Particulars	₹	Particulars	₹	
То	Cash A/c	1,50,000	By Balance b/fd	2,00,000	
To	Deficiency A/c	50,000			
		2,00,000		2,00,000	
Dr.		Deficienc	y Account	Cr.	
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
	Particulars	₹	Particulars	₹	
То	D's Capital Account	17,000	By Loan Account	25,000	
То	E's Capital Account	67,000	By Sundry Creditors	50,000	
			By C's Capital	9,000	
		84,000		84,000	

#### LESSON ROUND UP

- Partnership is the relationship between persons who have agreed to share the profits of a business carried on by all or any of them acting for all.
- Following are the features of partnership:
  - There must be an agreement entered into by all the persons concerned.
  - There must be a 'business' and for this purpose business would include any trade, profession or occupation.
  - The business must be carried on for the purpose of earning profits which would be divided among the partners.
  - The business must be carried on by some or all of the partners for the benefit of all of them.
- In partnership accounts, capital accounts of the partners may be fixed or fluctuating depending upon the method of recording.

- Profit and loss appropriation account is prepared to make adjustments regarding salary to partners, interest on capital and drawing, commission, etc. and then the profit is distributed among the partners in the agreed ratio.
- When there is a change in profit sharing ratio, it results in gain to one partner and loss to the other.
- On admission of a new partner, one is required to: calculate new profit sharing ratio, find out sacrificing ratio, adjust the re-value of assets and liabilities, treat the goodwill, and make adjustment for reserves, past profit or loss and capital according to new profit sharing ratio.
- The difference between the old ratio and the new ratio is known as sacrificing ratio.
- Revaluation account is prepared to find out the effects of revaluation of assets and liabilities on admission and retirement/death of a partner and the effect of net increase or decrease in assets and liabilities is transferred to old partners in old profit sharing ratio.
- On the admission of a new partner, capitals of all the partners are required to be in proportion to their respective share in profit and the capital brought in by the new partner may be taken as the basis.
- On retirement of a partner, adjustments may be made for reserves and undistributed profits, revaluation of assets and liabilities, profit sharing ratio, goodwill, share of the partner in the profit or loss up to the date of retirement, share of joint policy, etc.
- The net amount payable to the retiring partner after making all adjustments will be settled by paying cash or by transferring it to a separate loan account.
- Whenever a partner dies, the deceased partner's share is calculated and the payment is made to the legal representatives of the deceased partner.
- Dissolution of partnership is different from dissolution of firm. In case of dissolution of firm, the firm ceases to continue its business but in the case of dissolution of partnership, the business of the firm is continued.
- On dissolution, the books of accounts of the firm are closed. For this a realisation account is prepared. Capital accounts of the partners are also prepared, the partners with debit balances in their capital accounts are required to bring in the required cash while partners with credit balances in their capital accounts are paid off.
- When a partner cannot bring cash because of insolvency, the other partners have to share such a
  deficiency according to the rule laid down in Garner vs. Murray.

	GLOSSARY
Partners	Persons who have entered into partnership with one another.
Partnership deed	The written contract of partnership.
Goodwill	Present value of a firm's anticipated super normal earnings.
Sacrificing ratio	The difference between old profit sharing ratio and the new profit sharing ratio of the old partners.
Surrender Value	The sum of money an insurance company will pay to the policy holder in the event of voluntary termination of the policy before its maturity if the insured event occurs.

#### **SELF-TEST QUESTIONS**

#### **Theory Questions:**

- 1. What is meant by partnership?
- 2. What is partnership deed?
- 3. Distinguish between fluctuating and fixed capital accounts.
- 4. Why is interest allowed on capital?
- 5. Why is interest charged on drawings? How is it calculated?
- 6. What is goodwill? In what a ways can it be treated on admission of a partner?
- 7. Why are adjustments in the values of assets and liabilities made on the admission of a partner?
- 8. What are the accounting adjustments necessary at the time of retirement of a partner?
- 9. What is the significance of purchase of shares of a retiring partner by the remaining partners?
- 10. What is dissolution of a firm? How does if differ from dissolution of a partnership?
- 11. When is a firm dissolved?
- 12. When may the Court order dissolution of a firm?
- 13. On dissolution of a firm, in what order are payments made to creditors and partners?
- 14. What is *Garner v. Murray* rule? What is its effect in case of insolvency of a partner? Will it make any difference if capital accounts of the partners are fixed or fluctuating?
- 15. How does insolvency of all the partners of a firm affect the creditors of the firm?

#### **Practical Questions:**

1. 1st March, 2011 the following was the balance sheet of A and B who were carrying on business in partnership sharing profits and losses in the ratio of 3:2 respectively:

Liabilities	₹	₹	Assets	₹	₹
Capital Accounts			Goodwill		5,000
Α	18,000		Machinery		20,000
В	14,000	32,000	Furniture		10,000
			Debtors	10,000	
General Reserve		9,000	Less: Provision for		
Sundry Trade Creditors		19,700	Bad Debts	<u>500</u>	9,500
Bank Overdraft		<u>6,100</u>	Stock		<u>22,300</u>
		<u>66,800</u>			66,800

C was admitted to the firm on this date on the following terms:

- (i) C would get 1/5th share of future profits.
- (ii) C would bring ₹ 3,000 by way of his share of Goodwill and ₹ 15,000 as capital.
- (iii) Provision for bad debts would be reduced to ₹ 350.
- (iv) Capitals of the partners would be in their profit sharing ratio; A and B bringing in cash or withdrawing cash as need be.

Pass journal entries, show the important ledger accounts and prepare Balance sheet as it would appear immediately after C' admission.

2. Following is the balance sheet of A and B (sharing profit and losses in the ratio of 3:2 respectively on 31st March, 2011:

Liabilities	₹	Assets	₹
Outstanding Expenses	500	Goodwill	20,000
Creditors	13,600	Plant and Machinery	18,500
8% Loan	20,000	Furniture and Fittings	6,700
Capital Accounts:		Stock	24,600
Α	30,000	Debtors	9,350
В	<u>20,000</u>	Cash at Bank	4,950
<u>84,100</u>	84,100		

A retires on that date. Goodwill is valued at ₹ 25,000. It is also agreed that plant and machinery be depreciated by 10% and provision for bad debts amounting to ₹ 150 be made. A new partner named C is admitted who buys one half of A's share, B buying the remaining half share. Find out the amount brought in by C and prepare the initial balance sheet of B and C.

3. Balance Sheet C, D and E as on 31st March, 2011

Liabilities	₹	Assets	₹
Capital Accounts		Fixed Assets :	
С	50,000	Goodwill	25,000
D	30,000	Plant and Machinery	30,000
E	20,000	Furniture	10,000
Current Accounts		Current Assets:	
D	1,500	Investments	15,000
E	1,300	Stock	40,000
Current Liabilities		Debtors	8,000
Trade Creditors	16,250	Cash In Hand	500
Bills Payable	10,000	Current Account	
Outstanding Expenses	<u>350</u>	С	900
	<u>1,29,400</u>		<u>1,29,400</u>

C died on 31st December, 2011 by which date he had withdrawn ₹ 8,500. Partnership deed provided that in case of death of a partner, in addition to the amount standing to the credit of capital and current accounts of such a partner, the executors will also been titled to a share of the profits from the closing of the last accounting year to the date of death on the basis of the last year's profits. It also provided that goodwill of the firm in case of death of a partner should be revalued at 2 years' purchase of the average profits of the last three years. Profits for 2008-09, 2009-10, and 2010-11 were ₹ 37,500, ₹ 45,800 and ₹ 37,700 respectively.

Investments were sold for ₹ 24,000 net at the stock exchange to pay immediately to C's executors for one-third of the total amount due to them.

Find out the balance left in C's Executors Account? Calculations may be made to the nearest rupee.

(Hints: Profit on sale of investment will be shared by the executors also since it is due to appreciation in the value of assets within the life time of C.)

4. A, B and C were carrying on business in partnership sharing profit and loses in the ratio 3:2:1 respectively. On 31st March, 2011 balance sheet of the firm stood as follows:

Liabilities		₹	Assets	₹
Bills Payable		15,000	Cash at Bank	8,900
Sundry Creditors		18,340	Creditors	8,000
Capital Accounts	₹		Stock	23,440
Α	15,000		Furniture	5,000
В	10,000		Buildings	23,000
С	<u>10,000</u>	<u>35,000</u>		
		<u>68,340</u>		<u>68,340</u>

B retired on the above mentioned date on the following terms:

- (i) Buildings be appreciated by ₹ 7,000.
- (ii) Provision for bad debts be made @ 5% on debtors.
- (iii) Goodwill of the firm be valued @ ₹ 9,000 and adjustment in this respect be made without raising Goodwill Account.
- (iv) ₹ 7,000 be paid to B immediately and the balance due to him be treated as a loan carrying interest @ 6% per annum.

Pass journal entries to record the above mentioned transactions and show the balance sheet of the firm as it would appear immediately after B's retirement.

5. A, B and C were equal partners. On 31st March, 2011 their balance sheet stood as follows:

Liabilities	₹	Assets	₹
Sundry Creditors General Reserve A's Capital Account B's Capital Account	1,80,000 60,000 1,80,000 80,000	Cash in hand Debtors Stock Furniture C's Capital Account – overdrawn	10,000 1,25,000 1,85,000 1,04,000 76,000 5,00,000

On this date, the firm was dissolved due to C's insolvency. Only ₹ 1,17,000 could be realised from debtors while stock and furniture fetched ₹ 1,16,800 and ₹ 80,000 respectively. Expenses came to ₹ 1,800. C's estate could pay only 50% of what was due from C. Show Realisation Account and the accounts of the partners. Assume the capitals are fluctuating. Apply *Garner* v. *Murray* rule.

FP-FA&A

# Lesson 9 Introduction to Company Accounts

## LESSON OUTLINE

- Basic Concepts of Company Accounts
- Issue of Shares
  - For Cash
  - Under Subscription of Shares
  - Over Subscription of Shares
  - Calls in Advance and Interest on Calls in Advance
  - Calls in Arrears and Interest on Calls in Arrears
  - Issue of shares for consideration other than cash
- Review Questions
- Forfeiture of Shares
- Re-issue of Forfeited Shares
- Forfeiture and Re-issue of Shares allotted on Pro-Rata basis in case of over subscription
- Issue of Debentures
  - For cash
  - For consideration other than Cash
  - As Collateral Security
- Redemption of Preference Shares
  - Out of the profits of the company
  - Out of the proceeds of the fresh issue
  - Out of the profits of the company and proceeds of the fresh issue
- Lesson Round Up
- Glossary
- Self-Test Questions

#### LEARNING OBJECTIVES

The company form of business organization is formed to overcome the limitations of partnership form of business organization. A company is an association or collection of individual real persons and/or other companies, who provide some form of capital with a common purpose or focus and an aim of gaining profits. Thus, a company can be defined as an "artificial person" created by law, with a discrete legal entity, perpetual succession and a common seal. It is not affected by the death, insanity or insolvency of an individual member.

Company accounting is different from sole proprietorship and partnership accounting. Company being a legal entity, has to maintain proper books of accounts to give a true and fair view of the state of affairs of the company. The books are kept on accrual basis and according to double entry system of accounting. The company has to prepare its balance sheet and profit & loss account from the books of account maintained by it.

In this lesson, we will study some basic concepts of company accounts like shares, share capital, entries for issue of share, debentures, forfeiture and re- issue of shares and redemption of preference shares.

We are not going to see a signficant upside until we get a clearer sense of how companies make their money and how it is accounted for.

**Charles Pradilla** 

#### BASIC CONCEPTS OF COMPANY ACCOUNTS

The Company form of business organization is a voluntary association of persons to carry on business. Normally, it is given a legal status and is subject to certain legal regulations. It is an association of persons who generally contribute money for some common purpose. The money so contributed is the capital of the company. The persons who contribute capital are its members. The proportion of capital to which each member is entitled is called his share, therefore members of a joint stock company are known as shareholders and the capital of the company is known as share capital. The total share capital is divided into a number of units known as 'shares'. The companies are governed by the Indian Companies Act, 1956. The Act defines a company as an artificial person created by law, having separate entity, with perpetual succession and a common seal.

#### **Meaning of Shares**

Share as defined in Section 2(46) of the Companies Act, 1956 means a share in the share capital of a company and it also includes stock except where a distinction between stock and share is expressed or implied. A share is one unit into which the total share capital is divided. It is a fractional part of the share capital and forms the basis of ownership in the company. For example, when a company has a share capital of \$ 5,00,000 divided into 50,000 shares of \$ 10 each and a person who has taken 50 shares of that company is said to have a share in the share capital of the company to the tune of \$ 500. In other words, shares are divisions of the share capital of a company.

#### **Types of Shares**

There are two basic types of share capital based on the types of shares which can be issued by a company under the Companies Act, 1956. They are as follows:

#### (a) Preference Shares

Preference shares are those which carry the following preferential rights as to:

- the payment of dividend at a fixed rate; and
- the return of capital on winding up of the company.

Both the rights must exits to make a share Preference Share; these rights are conferred by the Articles of Association. Preference shareholders can enforce their rights of getting dividend in priority over the equity shareholders only if there are profits and the directors decide to distribute them by way of dividend. Unless the Articles otherwise provide, preference shares will be cumulative, i.e., they will be entitled to receive arrears of their dividend.

Preference shareholders do not have any voting right except when dividend is outstanding for more than two years for Cumulative Preference Shares and three years for non-cumulative preference shares. They have the right to vote only on any resolution for winding up of the company & reduction or repayment of share capital.

If the Articles of the company so provide, the preference shareholders may also be given the following rights in addition to the preferential rights mentioned above:

- To participate in the surplus profits remaining after the equity shareholders have received dividend at a fixed rate.
- To receive arrears of dividend at the time of winding up; if the Articles are silent, preference shareholders will be entitled to receive the arrears of dividend also.
- To receive premium on redemption of Preference Shares.
- To participate in the surplus remaining after the equity shares are redeemed in winding up.

#### (b) Equity Shares

An equity share is one which is not a preference share. These are normally risk bearing shares. Equity shareholders will get dividend and repayment of capital after meeting the claims of preference shareholders. In other words, if the shareholder is not entitled to dividend at a fixed rate in preference to others or if there is

no preferential right for the capital to be repaid, the share capital will be treated as equity share capital. After payment of dividend at a fixed rate on preference shares, if profit is left, it can be distributed as dividend among the equity shareholders. During liquidation of the company, equity shareholders are paid out but are usually entitled to all the surplus assets after the payment of creditors and preference shareholders. The value of these shares in the market fluctuates with the fortunes of the company.

Equity shareholders have the right to vote on any resolution placed before the company. The voting right to every shareholder will be proportionate to his share of the paid up equity capital. The right to claim dividend will arise only when the dividend is declared by the company in the general meeting. The usual practice is for the board of directors to recommend dividend and the annual general meeting to declare the same.

#### **Types of Share Capital**

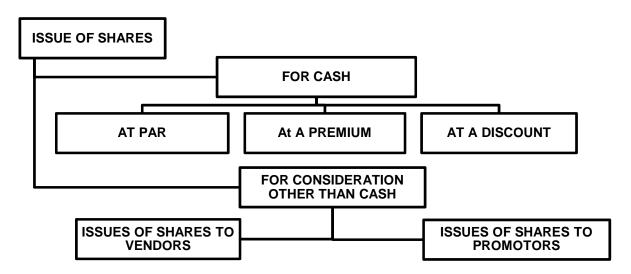
- (a) Nominal or Authorized Capital: It refers to that amount which is stated in the Memorandum of Association as the share capital of the company. The company is registered with this amount of capital. This is the maximum limit of capital which the company is authorized to issue and beyond which the company cannot issue shares unless the capital clause in the Memorandum is altered and the authorized capital is increased.
- (b) Issued Capital: It refers to that part of the authorized capital of the company which has actually been offered to the public for subscription in cash and the shares allotted to vendors/promoters for consideration other than cash. It sets the limit of the capital available for subscription. The prescribed form of the Balance Sheet requires that under the head "Issued Capital", should be stated (i) the different classes of share capital as also the sub-classes of the preference shares, (ii) the date and terms of redemption or conversion (if any) of any redeemable preference capital, and (iii) any option on un-issued share capital.
- (c) Subscribed Capital: It refers to that part of the issued capital which has actually been subscribed by the public and subsequently allotted to them by the directors of the company which are fully paid or partially paid.
- (d) Called up Capital: It is that portion of the subscribed capital which the shareholders are called upon to pay on the shares applied by them. A company does not necessarily require the full amount at once on the shares subscribed and hence calls up only such portion as it needs. The balance then remaining is known as uncalled capital.
- (e) Paid-up Capital: It refers to that part of the called up capital which has actually been paid by the shareholders. This is the actual capital of the company which is included in the total of the Balance Sheet. Paid-up capital identifies with the called up capital if all the shareholders have paid the amount called up by the company.

#### **ISSUE OF SHARES**

When a public company desires to raise capital by issuing its shares to the public, it has to invite the public to subscribe for its shares. The invitation is made through a document called the prospectus. The person who intends to subscribe to those shares should make an application for the desired number of shares to the company. Then, the company will allot shares to the applicant.

Allotment means the appropriation of a certain number of shares to an applicant in response to his application. The company cannot allot more than the number of shares offered to the public for subscription through the prospectus. Moreover, the company cannot make allotment unless the amount stated in the prospectus as the minimum subscription has been subscribed and the sum payable on application for the stated amount has been received by the company.

If the number of shares applied for is less than the number of shares offered, the allotment can be only for the shares applied for provided minimum subscription is raised. The minimum subscription is the 90% of the issued amount.

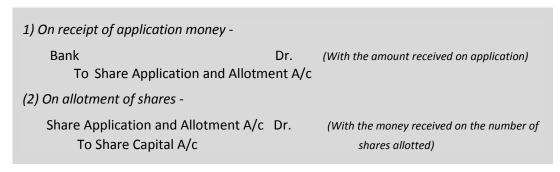


#### ISSUE OF SHARES FOR CASH

#### Issue of Shares at par

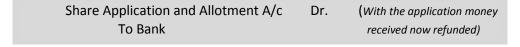
Shares are said to be issued at par when the issue price is equal to the face value or nominal value of the shares i.e. issue price is ₹ 10 and face value is also ₹ 10. When the shares are issued, the company may ask the payment of the shares either in one lump sum or in installments.

#### (a) When shares are issued at par and are payable in full in a lump sum:



#### Note:

- (i) When the capital of the company consists of shares of different classes, a separate share application account will be opened for each class of shares, i.e. equity share application account/preference share application account etc.
- (ii) Unless shares are allotted by the company, the receipt of application is simply an offer and cannot be credited to Share Capital Account.
- (iii) If the company fails to raise the minimum subscription, then no shares can be allotted and the application money has to be returned to the applicants. For this, the entry will be as follows:



(iv) In actual practice, the cash transactions are not journalised but the same have to be entered in the cash book. The entry in the Cash Book will be as follows:

#### **Cash Book (Bank Columns)**

Dr.			Cr.
Particulars	₹	Particulars	₹
To Share Application and Allotment A/c (Application money on shares @ ₹per share)	xxx	By Share Application and Allotment A/c  (Refund of application money on shares @ ₹ per share)	XXX

Example: A Ltd. issued 10,000 equity shares of ₹ 10 each payable in full on application. The company received application for 10,000 shares. Applications were accepted in full.

#### **Journal Entries**

Particula	rs	Dr.	Cr.
Bank	Dr.	1,00,000	
To Equity Share Application a	nd Allotment A/c		1,00,000
(Application money on 10,000 equ per share)	ity shares @ ₹10		
Equity Share Application and Allot	ment A/c Dr.	1,00,000	
To Equity Share Capital A/c			1,00,000
(Allotment of 10,000 equity shares	of ₹ 10 each)		

#### (b) When shares are issued at par and the amount is payable in installments:

When shares are not payable in a lump sum, they can be called in a number of installments. After allotment, whenever the need arises, the directors may demand further money from the shareholders towards payment of the value of shares taken up by them. Such demands are termed as calls. The different calls are distinguished from each other by their serial numbers, i.e. first call, second call, third call and so on. The last installment is also termed the final call along with the number of the last call.

- First installment is called 'application money'
- Second installment is called 'allotment money'
- Third installment is called 'first call money' and
- The last installment is called 'final call money'.

#### **JOURNAL ENTRIES** (i) On receipt of application money Bank Dr. (with the amount received To Share Application Account on application) (Being the application money received in respect of..... shares @ ₹.....per share) (ii) On allotment of shares **Share Application Account** Dr. (with the amount of application To Share Capital Account money on allotted shares)

 -FAQA		
(Being the application money on allotted shares now transferred to share capital account)	5	
(iii) On refund of application money on rejected	l applica	itions
Share Application Account To Bank	Dr.	(with the amount actually repaid)
(Being application money on shares refund	ded)	
(iv) On making the allotment money (second in	stallmei	nt) due
Share Allotment Account	Dr.	(with the amount due on
To Share Capital Account (Being the allotment money due in respect of		allotment)
allotment of shares @ ₹ each)		
(v) On receipt of allotment money is received th	ne follow	<del></del> -
Bank To Chang Allahmant Assault	Dr.	(with the actual amount
To Share Allotment Account (Being the amount received onshares @ ₹ each)		received as allotment money)
(vi) On making the first call		
Share First Call Account	Dr.	(with the amount due
To Share Capital Account (Being the amount due on first call @ ₹		on first call)
per share onshares)		
(vii) On receipt of first call money		
Bank To Share First Call Account	Dr.	(with the amount received on first call)
(Being the amount received in respect of first		on just cany
call @ ₹ per share onshares)		
(viii) When second call is made		
Share Second Call Account To Share Capital Account	Dr.	(with the amount due on second call)
(Being the amount due on second call		second cany
@ ₹ per share on shares)		
(ix) On receipt of second call money:		
Bank To Share Second Call Assount	Dr.	(With the amount actually
To Share Second Call Account (Being the amount received in respect of second	d	received on second call)
call @ ₹ per share on shares)		
(x) When the final call is made:		
Share Final Call Account	Dr.	(with the amount due on
To Share Capital Account (Being the amount due on final call @ ₹		final call)
per share onshares)		

(xi) On receipt of final call money:		
Bank	Dr.	(with the amount actually
To Share Final Call Account		received on final call)
(Being the amount received in respect of final	call	
@ ₹ per share on shares		

#### Issue of Shares at a Premium

The shares of many successful companies which offer attractive rates of dividend on their existing capitals fetch a higher price than their face value in the market. When shares are issued at a price higher than the face value, they are said to be issued at a premium. Thus, the excess of issue price over the face value is the amount of premium. For example, if a share of ₹ 10 is issued at ₹ 12, ₹ (12 – 10) = ₹ 2 is the premium.

The magnitude of the premium depends on the intensity of demand for such shares and the existing money market conditions. According to the SEBI guidelines a new company set up by entrepreneurs without a track record can issue capital to public only at par.

The premium on issue of shares must be treated as capital receipt. The Companies Act requires that when a company issues shares at a premium whether for cash or otherwise, a sum equal to the aggregate amount of the premium collected on shares must be credited to a separate account called "Securities Premium Account". Securities Premium Account must be shown separately on the liabilities side of the balance sheet under the head "Reserves & Surplus".

The premium is usually payable with the installment due on allotment. In such a case, the amount of premium included in the allotment money should be segregated and credited direct to the Securities Premium Account. However, it can be charged with share application money or partly with share application money and partly at the time of allotment of shares also by some companies. It may be included in call money also.

JOU	RNAL	ENTRY
M/han allatment manay becomes due		
When allotment money becomes due:		
Share Allotment A/c	Dr.	(with the money due on allotment
		including premium)
To Securities Premium A/c		(with the premium amount)
To Share Capital A/c		(with the share allotment amount)
(Being allotment money due on shares		
issued at premium)		

#### Issue of Shares at a Discount

When shares are issued at a price lower than the face value, they are said to be issued at a discount. Thus, the excess of the face value over the issue price is the amount of discount. For example, if a share of ₹ 10 is issued at ₹ 9 then ₹ (10-9) =₹ 1 is the discount. The company cannot issue shares at a discount if:

- it is a new company; or
- it is a new class of shares even though of an old company.

The discount on issue of shares must be treated as a loss of capital nature and debited to a separate account called 'Discount on Issue of Shares Account'. Until it is written off, it must be distinctly shown on the assets side of the Balance Sheet under the head "Miscellaneous Expenditure". Though there is no legal obligation on the part of the company to write off such discount, a sound business policy demands that since it is not represented by value, it should be written off gradually out of profits over a reasonable number of years.

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In the absence of any instructions to the contrary, discount on the issue of shares is generally recorded at the time of allotment. Whenever shares are issued at a discount, Share Allotment Account is debited only with the net amount due and the discount allowed is debited to 'Discount on Issue of Shares Account", the total being credited to Share Capital Account.

#### **JOURNAL ENTRIES**

1. When allotment money becomes due:

Share Allotment A/c Dr. (with the amount due)
Discount on Issue of Shares A/c Dr. (with the discount allowed)
To Share Capital A/c (with the total amount)

2. When some portion of discount is written off:

Profit and Loss A/c Dr. (with the amount written off)

To Discount of Issue of Shares A/c

#### **REVIEW QUESTIONS**



- 1. When shares are issued at a price higher than the face value, they are said to be issued at \_\_\_\_\_.
- 2. \_\_\_\_ means the appropriation of a certain number of shares to an applicant in response to his application.
- 3. When shares are issued at a price lower than the face value, they are said to be issued at \_\_\_\_\_.

#### **Illustration 1:**

P Ltd. was registered with an authorised capital of ₹ 10,00,000 divided into 1,00,000 equity shares of ₹ 10 each out of which 50,000 equity shares were offered to the public for subscription. The shares were payable as under:

- ₹ 3 per share on application
- ₹ 2 per share on allotment
- ₹ 2 per share on 1st call
- ₹ 3 per share on 2nd and final call

The shares were fully subscribed for and the money was duly received.

Show the journal and cash book entries.

#### Solution:

## In the books of P Ltd. Journal Entries

Date	Particulars		Debit (₹)	Credit (₹)
-	Equity Share Application A/c	r.	1,50,000	
	Equity Share Allotment A/c	r.	1,00,000	
	To Equity Share Capital A/c			2,50,000
	(Being capitalization of application money @ ₹ 3 per sh and allotment money due on 50,000 equity sha transferred as per Boards resolution dated)			

Date	Particulars		₹	₹
	Equity Share First Call A/c	Dr.	1,00,000	
	To Equity Share Capital A/c			1,00,000
	(Being the first call money on 50,000 equity shares @ ₹2 share due as per Board's resolution dated) Equity Share Second & Final Call A/c	2 per Dr.	1 50 000	
	To Equity Share Capital A/c	υi.	1,50,000	1,50,000
	(Being the second and final call money due on 50,000 Ed	quity		
	Shares @ 3 per share as per Board's resolution dated)			

#### **Cash Book (Bank Columns)**

Dr.			Cr.
Particulars	₹	Particulars	₹
To Equity Share Application A/c	1,50,000	By Balance c/d	5,00,000
To Equity Share Allotment A/c	1,00,000		
To Equity Share First Call A/c	1,00,000		
To Equity Share Second & Final	1,50,000		
Call A/c			
	5,00,000		5,00,000

#### **Illustration 2:**

Wonder Ltd. issued 10,000, 12% Preference Shares of ₹ 100 each at a premium of ₹ 10 per share payable as follows:

On Application	₹ 30
On Allotment	₹ 30 (including premium)
On First Call	₹ 25
On Final Call	₹ 25

Applications were received for 12,000 shares and the directors allotted 10,000 shares and rejected applications for 2,000 shares and the money received thereon was refunded.

The allotment money was duly received while the first call money was received on 9,000 shares and the final call money on 8,000 shares.

Show the cash book and journal entries and prepare the balance sheet of the company.

#### Solution:

### In the books of Wonder Ltd. **Journal Entries**

Date	Particulars	Debit	Credit
		(₹)	(₹)
	12% Preference Share Application and Allotment A/c Dr.	6,00,000	
	To 9% Preference Share Capital A/c	ı	5,00,000
	To Securities Premium A/c	ı	1,00,000
	(Capitalisation of application money @ ₹ 30 per share and allotment money due @ ₹ 30 per share shares including ₹ 10 as premium on 10,000, 12% preference as per Board's resolution dated)		

Date	Particulars	₹	₹
	12% Preference Share First Call A/c Dr.	2,50,000	
	To 12% Preference Share Capital A/c		2,50,000
	(First call money due @ ₹ 25 per share on 10,000, 129 Preference Shares as per Board's resolution dated)	6	
	Calls-in-Arrear A/c Dr.	25,000	
	To 12% Preference Share First Call A/c		25,000
	(First call money due on 1,000, 12% Pref. Shares @ ₹ 25 pershare transferred to Call-in-Arrear A/c)	r	
	12% Preference Share Final Call A/c Dr. To 12% Preference Share Capital A/c	2,50,000	2,50,000
	(Final call money due @ ₹ 25 per share on 10,000, 12% Pre shares as per Board's resolution dated)	•	
	Calls-in-Arrear A/c Dr.	50,000	
	To 12% Preference Share Final Call A/c		50,000
	(Final call money due on 2,000, 12% Pref. Shares @ ₹ 25 pershare transferred to Calls-in-Arrear A/c)	r	

### Cash Book (Bank Columns)

Dr.			Cr.
Particulars	₹	Particulars	₹
To 12% Preference Share		By 12% Preference Share	
Application and Allotment	3,60,000	Application and Allotment	
A/c		A/c	60,000
(Application money on 12,000,		(Refund of Application money	
12% Pref. Shares @ ₹ 30 per		on 2000, 12% Pref. Shares @	
share)		₹ 30 per share)	
To 12% Preference Share		By Balance c/d	10,25,000
Application and Allotment A/c	3,00,000		
(Allotment money @ ₹ 30 per			
share on 10,000, 12% preference			
shares)			
To 12% Preference Share First			
Call A/c	2,25,000		
(First call money @ ₹ 25 per			
share on 9,000, 12% Pref.			
Shares)			
To 12% Preference Share			
Final Call A/c	2,00,000		
(Final call money @ ₹ 25 per			
share on 8,000, 12% Pref.			
shares)			
	10,85,000		10,85,000

#### **Balance Sheet of Wonder Ltd.**

as at
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Liabilities	₹	Assets	₹
Authorised Capital	XXX	Current Assets, Loans and	
		<u>Advances</u>	
Issued, Subscribed and Paid Up		A. Current Assets	
10,000 12% Preference Shares of		Cash at Bank	10,25,000
₹ 100 each fully called up	10,00,000		
Less: Calls in arrear	<u>75,000</u>		
	9,25,000		
Reserves and Surplus:			
Securities premium Account	1,00,000		
	10,25,000		10,25,000

#### **Illustration 3:**

Elegant Ltd. issued 25,000 equity shares of ₹ 10 each at a discount of 10% payable as follows:

On Application ₹ 3.00 per share On Allotment ₹ 1.00 per share On First Call ₹ 2.50 per share On Final Call ₹ 2.50 per share

Applications were received for 30,000 shares and the directors allotted 25,000 shares and refunded the excess application money for 5,000 shares.

The allotment money was duly received on all the shares. One shareholder holding 1,000 shares did not pay the first call money while another shareholder holding 200 shares paid the final call money along with the first call money. The company did not make the final call.

Show the Cash book, Journal entries and prepare the Balance sheet of the company.

#### Solution:

#### Cash Book (Bank Columns)

Dr.			Cr.
Particulars	₹	Particulars	₹
To Equity Share Application A/c	90,000	By Equity Share Application A/c	15,000
(Application money on 30,000 Equity Shares @ ₹ 3 per share)		(Refund of Application money on 5,000 Equity Shares @ ₹ 3 per share)	
To Equity Share Allotment A/c (Allotment money on 25,000 Equity Shares @ ₹ 1 per share)	25,000	By Balance c/d	1,60,500
To Equity Share First Call A/c (First call money on 24,000 Equity Shares @ ₹ 2.5 per share)	60,000		
To Calls in Advance	500		
	1,75,500		175,500

## In the books of Elegant Ltd. Journal Entries

Date	Particulars		Debit (₹)	Credit (₹)
	Equity Share Application A/c	r.	75,000	
	Equity Share Allotment A/c	r.	25,000	
	Discount on Issue of Shares A/c	Dr.	25,000	
	To Equity Share Capital A/c			1,25,000
	(Capitalisation of application money @ ₹ 3 per share and allotment money due @ Re. 1 per share excluding discount @ Re. 1 per share on allotment of 25,000 equity shares of ₹ 10 each at a discount of 10% as per Board's resolution dated)			
	Equity share First Call A/c	Dr.	62,500	
	To Equity Share Capital A/c			62,500
	(First call due on 25,000 shares ₹ 2.50 per share as Board's resolution dated)	per		
	Calls-in-Arrear A/c	Dr.	2,500	
	To Equity Share First Call A/c			2,500
	(First call due on 1,000 shares ₹ 2.50 per share transferred Calls-in-Arrear A/c)	d to		

#### **Balance Sheet of Elegant Ltd.**

as at \_\_\_\_\_

Liabilities	₹	Assets	₹
Authorised Capital	XXX	Current Assets, Loans and	
Issued, Subscribed Capital		<u>Advances</u>	
25,000 Equity Shares of ₹ 10 each	2,50,000	A. Current Assets	
Paid up Capital		Cash at Bank	1,60,500
25,000 Equity Shares of ₹ 10		Miscellaneous Expenditure	
each, ₹7.5 per share called up	1,87,500	Discount on issue of shares	25,000
Less: Calls in arrear	2,500		
	1,85,000		
Add: Calls in advance	500		
	1,85,500		1,85,500

#### UNDER-SUBSCRIPTION OF SHARES

In actual practice, it rarely happens that the number of shares applied for is exactly equal to the number of shares offered to public for subscription. If the number of shares applied for is less than the number of shares issued the shares are said to be undersubscribed. When an issue is under-subscribed, entries are made on the basis of number of shares applied for, provided the minimum subscription is raised and the company proceeds to allot the shares.

#### **OVER-SUBSCRIPTION OF SHARES**

When the number of shares applied for exceeds the number of shares issued, the shares are said to be oversubscribed. In such situation, the directors allot shares on some reasonable basis because the company can allot only that number of shares actually offered for subscription. Moreover, as per the guidelines issued by SEBI, the company cannot reject out-rightly any application for shares unless it has incomplete information or absence of signature(s) or insufficient application money and so on. In short, the following procedure is adopted:

- (i) Total rejection of some applications;
- (ii) Acceptance of some applications in full; and
- (iii) Allotment to the remaining applicants on pro-rata basis.

The shares should be issued in tradable lot. In case of pro-rata allotment, no applicant for shares is refused and no applicant is allotted the shares in full. Each applicant receives the shares in some proportion. In such cases, the excess amount of application money (i.e. overpaid amount) is not refunded but retained and treated as a payment towards allotment money. The following journal entry is made to transfer excess application money to allotment account.

Share Application A/c Dr. (with the excess application To Share Allotment A/c money)

(Being the surplus application money transferred to share allotment account)

Surplus money exceeding that due on allotment should be refunded to the allottees. However, the company may transfer this to Calls-in-Advance Account if:

- (i) Acceptance of calls in advance is permitted by the Company's Articles.
- (ii) The consent of the applicant has been taken either by a separate letter or by inserting a clause in the company's prospectus.

The company can retain the calls in advance at the most so much amount as is sufficient make the allotted shares fully paid up ultimately.

The journal entry will be as follows:

Share Application A/c Dr. (with the excess application To Calls-in-Advance A/c money left over the amount (Being the surplus application money transferred to Calls-in-Advance Account) due on application and allotment)

#### CALLS-IN-ADVANCE AND INTEREST ON CALLS-IN-ADVANCE

If authorised by the articles, a company may receive from a shareholder the amount remaining unpaid on shares, even though the amount has not been called up. This is known as calls-in-advance. It is a debt of a company until the calls are made and the amount already paid is adjusted. Calls-in-advance may also arise when the number of shares allotted to a person is much smaller than the number applied for and the terms of issue permit the company to retain the amount received in excess of application and allotment money. Of course, the company can retain only so much as is required to make the allotted shares fully paid ultimately. When calls are made, the calls-in-advance account is ultimately closed by transfer to the relevant call accounts. It is noted that the money received on calls-in-advance does not become part of share capital. It is shown under a separate heading, namely 'calls-in-advance' on the liabilities side. No dividend is paid on calls-in-advance.

Accounting (i) On receipt of call money in advance:	Treatmen	t
Bank To Call-in-Advance A/c (Being the calls received in advance) (ii) As and when calls are made:	Dr.	(with the amount of call money received in advance)
Calls-in-Advance A/c To Relevant Call A/c	Dr.	(with the amount adjusted on relevant call becoming due)

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The amount received as calls-in-advance is a debt of the company, the company is liable to pay interest on the amount of Calls-in-Advance from the date of receipt of the amount till the date when the call is due for payment. Generally the Articles of the company specify the rate at which interest is payable. If the articles do not contain such rate, Table A will be applicable which leaves the matter to the Board of directors subject to a maximum rate of 6% p.a.

It is to be noted that the interest payable on Calls-in- Advance is a charge against the profits of the company. As such, Interest on Calls-in-Advance must be paid even when no profit is earned by the company.

Accounting Treatment					
(i) If Interest on Calls-in-Advance is paid in cash Interest on Calls-in-Advance A/c To Bank (Interest on Calls-in-Advance paid @% p.a.	Dr.	(with the amount of interest paid)			
₹ for months)  (ii) If interest on Calls-in-Advance is not paid in	cash -				
Interest on Calls-in-Advance A/c To Sundry Shareholders A/c	Dr.	(with the amount of interest payable)			
(iii) At the end of the year, when interest on Calls-in-Advance is transferred to Profit and Loss A/c -					
Profit and Loss A/c To Interest on Calls-in-Advance A/c	Dr.	(with the amount of interest)			

**Note:** The liability to sundry shareholders is to be treated as outstanding liability and should be shown under the head "Current Liabilities" in the balance sheet.

#### **Illustration 4:**

Newlook Ltd. issued, 1,00,000 Equity Shares of ₹ 10 each payable as follows:

On Application (On 1st March, 2011)	₹4
On Allotment (On 1st April, 2011)	₹1
On First Call (On 1st August, 2011)	₹3
On Final Call (On 1st October, 2011)	₹2

Application were received for 2,60,000 shares. Of these 10,000 shares were in disorder; 40,000 shares in lots of 100 shares; 1,20,000 shares in lots of exceeding 100 but less than 500 shares; 60,000 shares in lots of exceeding 500 but less than 1,000 shares and the balance in lots of exceeding 1,000 shares.

Allotment was made as follows:

Application for the 10,000 shares in disorder were rejected.

Application for 100 shares in full, i.e. 100%	40,000
Application over 100 shares but not exceeding 500 shares - 40%	48,000
Application over 500 shares but not exceeding 1,000 shares - 15%	9,000
Applications over 1,000 shares - 10%	3,000

Money received in excess on shares partially allotted was retained to the extent possible. Show the cash book and journal entries assuming that all the installments were duly received and interest was paid by the directors on calls-in-advance @ 6% per annum on 1st October, 2011.

## Solution:

Dr.

## Cash Book (Bank Column)

Cr.

Date	Particulars	₹	Date	Particulars	₹
1.3.2011	To Equity Share Application A/c (application money @ ₹ 4 per share)	10,40,000	1.4.2011	By Equity Share Application A/c (refund of application money)	2,80,000
1.4.2011	To Equity share Allotment A/c (balance of	40,000	1.10.2011	By Interest on Call in Advance A/c (interest @ 6% on ₹ 1,80,000 for 4	7,200
1.8.2011	allotment money) To Equity Share 1st Call A/c (balance of share	1,20,000		months = 3,600 and on ₹ 1,20,000 for 6 months - ₹ 3,600)	
1.10.2011	1st call money) To Equity Share	00.000	1.10.2011	By Balance c/d	9,92,800
	Final A/c	80,000 12,80,000			<u>12,80,000</u>

## **Journal Entries**

Date	Particulars		Dr. (₹)	(Cr. (₹)
1.4.2011	Equity Share Application A/c	Dr.	4,00,000	
	To Equity Share Capital A/c			4,00,000
	(Being the application money on 1,00,000 shares trato share capital account)	ansferred		
1.4.2011	Equity Share Allotment A/c	Dr.	1,00,000	
	To Equity Share Capital A/c			1,00,000
	(Being the allotment money due in respect of 1,00,00 shares @ Re. 1 per share)	00 equity		
1.4.2011	Share Application A/c	Dr.	3,60,000	
	To Share Allotment A/c			60,000
	To Calls in Advance A/c			3,00,000
	(Being the transfer of surplus application money rec 60,000 shares)	eived on		
1.8.2011	Equity Share 1st Call A/c	Dr.	3,00,000	
	To Equity Share Capital A/c			3,00,000
	(Being the 1st call money due on 1,00,000 equity s ₹ 3 per share)	hares @		
1.8.2011	Calls in Advance A/c	Dr.	1,80,000	
	To Equity Share 1st Call A/c			1,80,000
	(Being the amount transferred from calls in account)	advance		

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Date	Particulars	Dr. (₹)	(Cr. (₹)
1.10.2011	Equity Share Final Call A/c Dr.	2,00,000	
	To Equity Share Capital A/c		2,00,000
	(Being the final call money due on 1,00,000 equity share @ ₹ 2 per share)		
1.10.2011	Calls-in-Advance A/c Dr.	1,20,000	
	To Equity Share Final Call A/c		1,20,000
	(Being the amount transferred from calls-in-advance account)		

## **Working Note**

# Statement showing the adjustment of Application Money and Calls in Advance Money

Shares applied	Shares alllotted	Amount received on appli- cations	Amount due on appli- cations	Balance of appli-cation money	Amount due on allotment	Amount received on allotment	Surplus to be trans- ferred to calls-in- advance
1	2	3	4	5	6	7	8
		₹	₹	₹	₹	₹	₹
10,000	Nil	40,000	Nil	Nil	Nil	Nil	Nil
40,000	40,000	1,60,000	1,60,000	Nil	40,000	40,000	Nil
1,20,000	48,000	4,80,000	1,92,000	2,88,000	48,000	Nil	2,40,000
60,000	9,000	2,40,000	36,000	2,04,000	9,000	Nil	45,000
30,000	3,000	1,20,000	12,000	1,08,000	3,000	Nil	15,000
2,60,000	1,00,000	10,40,000	4,00,000	6,00,000	1,00,000	40,000	3,00,000

Amount to be refunded	Amount due to 1 <sup>st</sup> call	Calls-in- Advance to be adjusted against 1 <sup>st</sup> call	Amount payable on 1 <sup>st</sup> call	Surplus remaining in calls in advance	Amount due on final call	Calls-in- advance to be adjusted against final call	Amount payable on final call
9	10	11	12	13	14	15	16
₹	₹	₹	₹	₹	₹	₹	₹
40,000	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Nil	1,20,000	Nil	1,20,000	Nil	80,000	Nil	80,000
Nil	1,44,000	1,44,000	Nil	96,000	96,000	96,000	Nil
1,50,000	27,000	27,000	Nil	18,000	18,000	18,000	Nil
90,000	9,000	9,000	Nil	6,000	6,000	6,000	Nil
2,80,000	3,00,000	1,80,000	1,20,000	1,20,000	2,00,000	1,20,000	80,000

## CALLS IN ARREAR AND INTEREST ON CALLS IN ARREAR

When calls are made upon shares allotted, the shareholders holding the shares are bound to pay the call money within the date fixed for such payment. If a shareholder makes a default in sending the call money within the appointed date, the amount thus failed is called Calls-in-Arrear.

The interest on Calls-in-Arrear is recoverable according to the provisions in this regard in Articles of the company. But if the Articles are silent, Table 'A' shall be applicable which prescribes that if a sum called in respect of shares is not paid before or on the day appointed for payment, the person who failed to pay shall pay thereof from the day appointed for payment to the time of actual payment at a rate not exceeding 5% per annum. However, the directors have the right to waive the payment of interest on Calls-in-Arrear. The interest on Calls-on-Arrear Account is transferred to the Profit and Loss Account at the end of the year.

#### Journal Entries

(i) When call money is in arrear:

Calls-in-Arrear A/c Dr. (with the amount-failed by To Relevant Call A/c the shareholders)

(ii) On receipt of amount of Calls-in-Arrear with interest, on a subsequent date:

Bank Dr. (with the amount received)

To Calls-in-Arrears A/c

### Illustration 5:

On 1st January, 2011, New Ventures Ltd. issued 1,00,000 equity shares of ₹10 each payable as follows:

₹3 On application On allotment ₹2

On 1st Call ₹2 (Payable after 2 months, from the

date of allotment)

On Final Call ₹3 (Payable after 2 months from the

date of 1st call)

Applications were received on 15th January, 2011 for 1,20,000 shares and allotment was made on 1st February, 2011. Applicants for 50,000 shares were allotted in full, those for 60,000 shares were allotted 50,000 shares and applications for 10.000 shares were rejected.

Balance of amount due on allotment was received on 15th February. The calls were duly made on 1st March, 2011 and 1st April, 2011 respectively. One shareholder did not pay the 1st Call money on 3,000 shares which he paid with the final call together with interest at 5% p.a. Another shareholder holding 2,000 share did not pay the final call money till end of the accounting year which ends on 30th June. Show the Cash Book and Journal Entries.

## Solution:

## **Journal Entries**

Date	Particulars		Dr. (₹)	Cr.( ₹)
1.2.2011	Equity Share Application A/c	Dr.	3,00,000	
	To Equity Share Capital A/c			3,00,000
	(Being the transfer of application money on 1,00,000 @ ₹ 3 per share transferred to share capital account)			
1.2.2011	Equity Share Allotment A/c	Dr.	2,00,000	
	To Equity Share Capital A/c			2,00,000
	(Being the amount due on allotment of 10,00,000 share per share)	es @ ₹1		
1.2.2011	Equity Share Application A/c	Dr.	30,000	
	To Share Allotment A/c			30,000
	(Being the transfer of excess application money)			
1.3.2011	Equity Share Ist Call A/c	Dr.	2,00,000	
	To Equity Share Capital A/c			2,00,000
	(Being the 1st call amount due on 1,00,000 shares @ share)	) ₹ 2 per		
1.4.2011	Calls-in-Arrear A/c	Dr.	6,000	
	To Equity Share Ist Call A/c			6,000
	(Being the transfer of 1st call money on 3,000 equity @ ₹ 2 per share)	y shares		
1.4.2011	Equity Share Final Call A/c	Dr.	3,00,000	
	To Equity Share Capital A/c			3,00,000
	(Being the final call amount due on 1,00,000 share per share)	s @ ₹ 3		
1.5.2011	Calls-in-Arrear A/c	Dr.	6,000	
	To Equity Share Final Call A/c			6,000
	(Being the transfer of final call money on 2,000 equit @ ₹3 per share)	y shares		
30.6.2011	Sundry Shareholders A/c	Dr.	50	
	To Interest on Calls-in-Arrears A/c			50
	(Being the interest due on ₹ 6,000 @5% for two mon-	ths)		

Cr.

## Cash Book (Bank Column)

Date	Pariculars	₹	Date	Particulars	₹
15.1.2011	To Equity Share Application A/c (application money @ ₹ 3 per share 2,20,000 shares)	3,60,000	1.2.2011	By Equity Share Application A/c (refund of application money @ ₹ 3 per share on 10,000 shares rejected)	30,000
15.2.2011	To Equity Share Allotment A/c (balance of allot- ment money on ₹ 1,00,000 shares)	1,70,000	1.5.2011	By Balance c/d	9,94,025
1.4.2011	To Equity Share 1st Call A/c (1st call money on 97,000 shares)	1,94,000			
1.5.2011	To Equity Share Final A/c (final call money on 98,000 shares)	2,94,000			
1.5.2011	To Calls-in-Arrear A/c (arrears of 1st call money @ ₹ 2 per share on 3,000 shares)	6,000			
1.5.2011	To Interest on Calls- in-Arrear A/c (interest on ₹ 6,000 for one month @ 5% p.a.)	10.24.025			10.24.025

## ISSUE OF SHARES FOR CONSIDERATION OTHER THAN CASH

A company may also issue shares for consideration other than cash to vendors who sell some assets to the company or to the promoters for their services. When shares are so issued, the Companies Act requires that the same must be clearly stated in the balance sheet and must be distinguished from the issue made for cash.

#### ISSUE OF SHARES TO VENDORS

A company may purchase assets from the vendors and instead of paying the vendors cash, may settle the purchase price by issuing fully paid shares of the company. This type of issue of shares to the vendors is called issue of shares for consideration other than cash. Such shares may be issued by the vendors either (i) at par, or (ii) at a premium, or (iii) at a discount.

#### **Journal Entries**

Dr.

Dr.

(i) When assets are acquired from the vendors -

Sundry Assets A/c (individually)
To Vendors

(with the purchase price payable for the assets

acquired)

(ii) When fully paid shares are issued to vendors at par -

Vendors Dr. (with the nominal value To Share Capital A/c of the shares allotted)

(iii) When fully paid shares are issued to vendors at a premium -

Vendors
To Share Capital A/c

(with the purchase price)
(with the nominal value of

the shares allotted)

To Securities Premium A/c (with the amount of premium)

(iv) When fully paid shares are issued to vendors at a discount -

Vendors Dr. (with the purchase price)
Discount on Issue of Shares A/c Dr. (with the discount allowed)

To Share Capital A/c (with the total)

## **Illustration 6:**

Rocket Ltd. purchased the business of Comet Ltd. for ₹ 2,70,000 payable in fully paid shares. Rocket Ltd. allotted equity shares of ₹ 10 each fully paid in satisfaction of the claim by Comet Ltd. Show the necessary journal entries in the books of Rocket Ltd. assuming that:

- (a) Such shares are issued at par,
- (b) Such shares are issued at premium of 20% and
- (c) Such shares are issued at a discount of 10%.

#### Solution:

#### **Journal Entries**

	Particulars	Dr. (₹)	Cr.( ₹)
	Sundry Assets Dr	2,70,000	
	To Comet Ltd.		2,70,000
	(Purchase of assets from Comet Ltd. as per agreement dated)	nt	
(a)	If shares are issued at par		
	Comet Ltd. Dr	2,70,000	
	To Equity Share Capital A/c		2,70,000
	(Allotment of 27,000 equity shares of ₹ 10 each to vendor as fully paid-up for consideration other than cash as per Board's resolution dated)		
(b)	If shares are issued at a premium of 20%		
	Comet Ltd. Dr	2,70,000	
	To Equity Share Capital A/c To Securities Premium A/c		2,25,000 45,000
	(Allotment of 22,500 equity shares of ₹ 10 each at premium of ₹2 per share to vendors as fully paid-up for consideration other than cash as per Board's resolution dated)	or	

2	a	4	
_	റ		

	Particulars		Dr. (₹)	Cr.( ₹)
(c)	If shares are issued at a discount of 10%			
	Comet Ltd.	Dr.	2,70,000	
	Discount on Issue of Shares A/c	Dr.	30,000	
	To Equity Share Capital A/c			3,00,000
	(Allotment of 30,000 equity shares of ₹ 10 each at a discoun of Re. 1 per share to vendor as fully paid-up fo consideration other than cash as per Board's resolution dated)			

#### Working Notes:

1. When shares are issued at a premium of 20%

Issue price per share = ₹
$$\left(10 + \frac{20}{100}\right)$$
 = ₹ 12

∴ No. of shares to be allotted = 
$$\frac{₹2,70,000}{₹12}$$
 = ₹22,500

2. When shares are issued at a discount of 10%

Issue price per share = ₹ 
$$\left(10 + \frac{10}{100}\right)$$
 = ₹ 9

∴ No. of shares to be allotted = 
$$\frac{₹2,70,000}{₹9}$$
 = ₹30,000

#### ISSUE OF SHARES TO PROMOTERS

A company may allot fully paid shares to promoters or any other party for the services rendered by them by way of furnishing technical information, engineering services, plant layout, drawing and designing, etc. without payment. This type of issue of shares to promoters is called issue of shares for consideration other than cash. As the amount paid to promoters for services rendered by them is supposed to be utilised by the company over a long period of time, such expenditure should be treated as capital expenditure and debited to Goodwill Account. The accounting entry in such a case will be as follows:

Goodwill A/c	Dr.	(with the nominal value of
To Share Capital A/c		the shares allotted.)

#### Illustration 7:

Bright Ltd. was registered with a share capital of  $\ref{thmullipsi}$  10,00,000 in equity shares of  $\ref{thmullipsi}$  10 each. The company acquired factory building worth  $\ref{thmullipsi}$  1,00,000 and plant and machinery worth  $\ref{thmullipsi}$  80,000 from Delite Ltd. and issued 18,000 equity shares of  $\ref{thmullipsi}$  10 each to the vendors as fully paid-up. The directors also decided to allot 2,000 equity shares credited as full paid to the promoters for their services. Further capital was issued to the public for cash to the extent of  $\ref{thmullipsi}$  3,00,000 payable in full with the application. All the shares were taken up by the public and fully paid for. Show the necessary journal entries and the balance sheet.

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## Solution:

## **Journal Entries**

Particulars	Particulars		Cr.( ₹)
Factory Building A/c	Dr.	1,00,000	
Plant and Machinery A/c	Dr.	80,000	
To Delite Ltd.			1,80,000
(Purchase of assets from Delite Ltd. as per agreement dated	)		
Delite Ltd.	Dr.	1,80,000	
To Equity Share Capital A/c			1,80,000
(Allotment of 18,000 equity shares of ₹ 10 each to vendors a up for consideration other than cash as per Board's resolution			
Goodwill A/c	Dr.	20,000	
To Equity Share Capital A/c			20,000
(Allotment of 2,000 equity shares of ₹ 10 each to promoters a up for consideration other than cash as per Board's Resolution			
Bank	Dr.	3,00,000	
To Equity Share Application and Allotment A/c			3,00,000
(Application money on 30,000 equity shares ₹ 10 each per shares	are)		
Equity Share Application and Allotment A/c	Dr.	3,00,000	
To Equity Share Capital A/c			3,00,000
(Allotment of 30,000 equity shares of ₹ 10 each as fully properties and the state of the state	paid as per		

## Balance Sheet of Bright Ltd., as at.....

Liabilities	₹	Assets	₹
Share Capital:		Fixed Assets:	
Authorised Capital - 1,00,000		Goodwill	20,000
equity shares of ₹ 10 each	10,00,000	Factory Building	1,00,000
Issued, Subscribed and Paid-up		Plant and Machinery	80,000
Capital - 50,000 equity shares		Current Assets,	
of ₹ 10 each, fully paid-up	5,00,000	Loans & Advances	
(Of the above shares, 20,000		A. Current Assets	
shares have been issued to		Cash at Bank	3,00,000
vendors and promoters for		B. Loans and Advances	Nil
consideration other than cash)			
	<u>5,00,000</u>		<u>5,00,000</u>

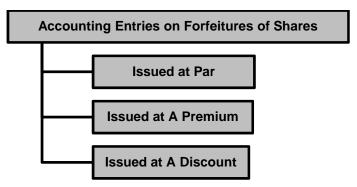
#### FORFEITURE OF SHARES

If a shareholder fails to pay the allotment money and/or calls made on him, his shares are liable to be forfeited. Forfeiture of shares may be said to be the compulsory termination of membership by way of penalty for non-payment of allotment and/or any call money.

The Companies Act does not contain any specific provisions regarding forfeiture. The directors must follow certain procedure for forfeiting the shares. They have to give notice to the defaulting shareholder calling upon him to pay the amount due from him together with interest before a specified date (not being earlier than the expiry of fourteen days from the date of service of the notice). This notice must also state that if the shareholder fails to pay the amount along with interest due within the specified date, the shares will be forfeited. If the payment is not received within the specified time, the directors meet to consider the forfeiture and they can proceed to forfeit the shares. The directors must pass a resolution for forfeiting the shares at a duly constituted meeting of the Board of Directors and the defaulting shareholder should be informed about the forfeiture of his shares.

The effect of forfeiture of shares is that the defaulting shareholder loses all his rights in the shares and ceases to be a member. The name of the shareholder is removed from the Register of Members and the amount already paid by him is forfeited. He is not entitled in future to dividends and the rights of membership. However, the directors have the right to cancel such forfeiture before the forfeiture shares are re-issued.

Forfeited shares account is to be shown in the balance sheet by way of addition to the paid-up share capital on the 'liabilities' side, until the concerned shares are reissued.



#### Forfeiture of Shares Issued at Par

#### **JOURNAL ENTRIES**

The forfeiture of shares can be recorded in two ways:

1. Where the unpaid calls have already been transferred to Calls-in-Arrear A/c and the respective call accounts have been closed:

Share Capital A/c

Dr.

OR

(with the amount of called up value of shares forfeited i.e. no. of shares forfeited x the called up value per share.

To Shares Forfeited A/c

with the amount already paid-up by the shareholders on the shares forfeited.)

To Calls-in-Arrear A/c

(with the amount of unpaid calls.)

2. Where the unpaid calls have not been transferred to Calls-in-Arrear A/c and the respective call accounts are showing balances representing unpaid amounts:

Share Capital A/c

(with the amount of called up value of shares forfeited i.e., Dr. no. of shares forfeited x the called up value per share.)

To Shares Forfeited A/c (with the amount already paid up by the shareholders on

the shares forfeited.)

To Share Allotment A/c (with the amount failed on allotment, if any.) To Share First Call A/c (with the amount failed on first call, if any.) To Share Final Call A/c (with the amount failed on final call, if any.)

#### Forfeiture of Shares Issued at a Premium

Case 1: Where shares to be forfeited were issued at a premium and the premium money remained unpaid:

In this case the credit already given to the 'Securities Premium A/c' will be cancelled at the time of forfeiture of the shares by debiting "Securities Premium A/c".

	JOURNAL	
Share Capital A/c	Dr.	(with the amount of called up value of shares forfeited, i.e., no. of shares forfeited x called up value per share excluding premium).
Securities Premium A/c	Dr.	(with the amount of premium money remaining unpaid on shares forfeited.)
To Shares Forfeited A/c		(with the amount already paid by the shareholders on the shares forfeited.)
To Calls-in-Arrear A/c		(with the amount unpaid on calls.)
	OR	A Company of the Comp
Share Capital A/c	Dr.	(with the amount of called up value of shares forfeited, i.e., no. of shares forfeited x called up value per share excluding premium.)
Securities Premium A/c	Dr.	(with the amount of premium money remaining unpaid on shares forfeited.)
To Shares Forfeited A/c		(with the amount already paid by the shareholders on the shares forfeited.)
To Share Allotment A/c		(with the amount failed on allotment, if any.)
To Share First Call A/c		(with the amount failed on first call, if any.)
To Share Final Call A/c		(with the amount failed on final call, if any.)

Case 2: Where shares to be forfeited were issued at a premium and the premium money was duly received on the shares to be forfeited:

In this case Securities Premium Account is already credited at the time of making call will not be cancelled at the time of forfeiture of the shares. In such a case, the accounting entry on forfeiture will be the same as the one passed in case of shares issued at par.

#### Forfeiture of Shares Issued at a Discount

If shares to be forfeited were issued at a discount, a proportionate amount of discount allowed on such shares should be written off. Since discount on issue of shares, being a loss, is debited to "Discount on Issue of Shares Account" at the time of issue of shares, it should be credited at the time of forfeiture of the shares. On re-issue of such forfeited shares again, Discount on Issue of Shares Account is debited making the discount on issue of shares proportionate to the shares actually issued. Thus, the position in respect of discount is quite distinct from the position in respect of premium on issue of shares.

#### **JOURNAL ENTRIES**

(with the amount of called up value of Share Capital A/c Dr.

> shares forfeited, i.e., No. of shares forfeited x called up value per share

including discount.)

(with the amount already paid by the To Shares Forfeited A/c

> shareholders on the shares forfeited i.e., No. of shares forfeited x amount paid per

share.)

To Discount on Issue of Shares A/c (with the amount of discount allowed

> previously on shares forfeited, i.e., No. of shares forfeited x discount allowed per

share.)

(with the amount of unpaid calls i.e., No. To Calls-in-Arrear A/c

of shares forfeited x unpaid amount per

share.)

OR

Share Capital A/c Dr. (with the amount of called up value of

> shares forfeited, i.e., No. of shares forfeited x called up value per share

including discount.)

To Shares Forfeited A/c (with the amount of already paid by the

shareholders on the shares forfeited.)

To Discount on Issue of Shares A/c (with the amount of discount allowed

previously on shares forfeited.)

(with the amount unpaid on respective To Respective Calls

calls, i.e., No. of shares forfeited x amount

due on respective call per share.)

## **RE-ISSUE OF FORFEITED SHARES**

The Board of Directors can sell/ reissue or dispose of forfeited shares on such terms as it thinks fit. However, the amount receivable on re-issue of such shares together with the amount already received from the defaulting member, shall not, in any case, be less than the face value of the shares. Forfeited shares may be re-issued at par, at a premium or even at a discount.

#### Re-Issue of Forfeited Shares - At Par

the forfeited shares can be re-issued at par. In such a case, the entire amount standing to the credit of Shares Forfeited Account for those shares would be treated as net gain and transferred to Capital Reserve Account.

## **JOURNAL ENTRIES**

1. On re-issue of shares:

Bank Dr. (with the amount received on reissue

i.e. no. of shares re-issued x amount To Share Capital A/c

received per share.)

2. On transfer of Shares Forfeited Account to Capital Reserve Account:

Shares Forfeited A/c Dr. (with the forfeited amount on shares

To Capital Reserve A/c re-issued.)

#### Re-Issue of Forfeited Shares - At a Premium

If forfeited shares are re-issued at a premium, the amount of such premium should be credited to Securities Premium Account. In such a case also, the entire amount standing to the credit of Shares Forfeited Account would be treated as net gain and transferred to Capital Reserve Account.

## **JOURNAL ENTRIES**

1. On re-issue of shares:

Bank Dr. (with the total amount received on re-

issue.)

To Share Capital A/c (with nominal value or paid-up value of

shares.)

To Securities Premium A/c (with the premium amount received.)

2. On transfer of Shares Forfeited A/c to Capital Reserve A/c:

Shares Forfeited A/c Dr. (with the forfeited amount on shares

To Capital Reserve A/c re-issued)

### Re-Issue of Forfeited Shares - At a Discount

If forfeited shares are re-issued at a discount, the amount of discount can, in no case, exceed the amount credited to Shares Forfeited Account. Discount thus allowed on re-issue has to be debited to Shares Forfeited Account. If the discount allowed on re-issue is less than the forfeited amount, there will be a surplus left in the Shares Forfeited Account which will be treated as net gain on forfeiture. As this gain is in the nature of capital profits, it should be transferred to Capital Reserve Account. Capital Reserve Account will appear on the liabilities side of the balance sheet under the head "Reserves and Surplus".

#### **JOURNAL ENTRIES**

1. On re-issue of shares:

Bank Dr. (with the amount received on re-issue.) Shares Forfeited A/c Dr. (with the discount allowed on re-issue.)

To Share Capital A/c (with the total.)

2. On transfer of balance in Shares Forfeited Account, if any, to Capital Reserve Account:

Shares Forfeited A/c Dr. (with the net gain, if any, on shares

To Capital Reserve A/c re-issued.)

## Re-Issue of Forfeited Shares - At a Discount - Which were Originally Issued at a Discount

On re-issue of forfeited shares which were originally issued at a discount, Discount on Issue of Share Account should be reinstated with the proportionate amount to the shares re-issued so that the discount on issue of shares may be proportionate to the shares issued. In such a case, net gain on re-issue should be calculated after taking into account such discount.

#### **JOURNAL ENTRIES**

1. On re-issue of shares:

Bank Dr. (with the amount received on re-issue.) (with the amount of discount originally Discount on Issue of Shares A/c Dr.

allowed.)

Shares Forfeited A/c Dr. (with the amount of short fall, if any.)

To Share Capital A/c (with the total.)

2. On transfer of balance in Share Forfeited A/c, if any, to Capital Reserve A/c:

Shares Forfeited A/c (with the net gain, if any on shares Dr.

To Capital Reserve A/c re-issued.)

Important Note: In case only a part of the forfeited shares are re-issued, only the proportionate amount representing the net gain on the shares re-issued should be transferred to Capital Reserve Account and the balance representing the amount received on forfeited shares not yet re-issued should be left in the Shares Forfeited Account itself. This amount should be shown as addition to the paid up capital on the liabilities side of the balance sheet.

#### **Illustration 8:**

X Ltd. forfeited 1,000 equity shares of ₹ 10 each issued at par for non-payment of the first call of ₹ 2 per share and the final call of ₹3 per share. Give journal entry for the forfeiture.

#### Solution:

## In the books of X Ltd. **Journal Entries**

Date	Particulars		Debit (₹)	Credit (₹)
	Equity Share Capital A/c (1,000 x ₹10)*	r.	10,000	
	To Shares Forfeited A/c (1,000 x ₹ 5)*			10,000
	To Calls-in-Arrear A/c (1,000 x ₹ 5)*			
	(Forfeiture of 1,000 equity shares for non-payment of the ficall @ $\ref{2}$ 2 per share and the final call @ $\ref{3}$ per share as $\ref{3}$ Board's resolution dated)			
	Alternatively: Equity Share Capital A/c (1,000 x ₹10)*	r.	10,000	
	To Shares Forfeited A/c (1,000 x ₹ 5)*			5,000
	To Equity Share First Call A/c			2,000
	To Equity Share Final Call A/c			3,000
	(Forfeiture of 1000 equity shares for non-payment of the ficall @ $\ref{2}$ 2 per share and the final call @ $\ref{3}$ 3 per share as $\ref{3}$ Board's resolution dated)			

Shown by way of explanation.

## **Illustration 9:**

X Ltd. forfeited 1,500 equity shares of ₹ 10 each, issued at a premium of ₹ 5 per share for non-payment of allotment money of ₹ 8 per share (including share premium ₹ 5 per share) the first call @ ₹ 2 per share and the final call @ ₹ 3 per share. Give the journal entry for the forfeiture.

#### Solution

## In the books of X Ltd. Journal Entries

Date	Particulars		Debit (₹)	Credit (₹)
-	Equity Share Capital A/c (1,500 x ₹10)*	Dr.	15,000	
	Securities Premium A/c (1,500 x ₹5)*	Dr.	7,500	
	To Shares Forfeited A/c (1,500 x ₹ 2)*			3,000
	To Equity Share Allotment A/c			12,000
	To Equity Share First Call A/c			3,000
	To Equity Share Final Call A/c			4,500
	(Forfeiture of 1,500 equity shares of ₹ 10 each for payment of allotment money @ ₹ 8 per share, includ premium @ ₹ 5 per share, first call money @ ₹ 2 per share the final call money @ ₹ 3 per share as per Boresolution dated)	ing a share		

#### **Illustration 10:**

X Ltd. forfeited 1,500 equity shares of  $\stackrel{?}{\stackrel{?}{$}}$  10 each issued at a premium of  $\stackrel{?}{\stackrel{?}{$}}$  5 per share payable with the allotment money, for non-payment of the first call money of  $\stackrel{?}{\stackrel{?}{$}}$  2 per share and the final call money of  $\stackrel{?}{\stackrel{?}{$}}$  3 per share. Give journal entries.

### Solution:

## In the books of X Ltd. Journal Entries

Date	Particulars	Debit	Credit (₹)
	Equity Share Capital A/c (1,500 x ₹10)* Dr.	(₹)	(₹)
	Equity Share Capital A/C (1,500 x \ 10)	15,000	
	To Shares Forfeited A/c (1,500 x ₹ 5)*		7,500
	To Equity Share First Call A/c		3,000
	To Equity Share Final Call A/c		4,500
	(Forfeiture of 1,500 equity shares of ₹ 10 each for non-payment of the first call money @ ₹ 2 per share and the final call money @ ₹ 3 per share as per Board's resolution dated)		

**Note:** As the premium has already been received on these shares, Securities Premium Account will not be debited.

## **Illustration 11:**

X Ltd., forfeited 1,000 equity shares of ₹ 10 each, issued at a discount of 10% for non-payment of the first call of ₹ 2 and the final call of ₹ 3 per share. Show the necessary journal entry.

#### Solution:

## In the books of X Ltd. **Journal Entries**

Date	Particulars		Debit	Credit
			(₹)	(₹)
	Equity Share Capital A/c (1,000 x ₹10)		10,000	
	To Shares Forfeited A/c (1,000 x ₹ 4)			4,000
	To Discount on issue of shares (1,000 x ₹1)			1,000
	To Equity Share First Call A/c (1,000 x ₹ 2)			2,000
	To Equity Share Final Call A/c (1,000 x ₹ 3)			3,000
	(Forfeiture of 1,000 equity shares of ₹ 10 each issued at 10 discount for non-payment of the first call money @ ₹ 2 p share and the final call money @ ₹ 3 per share as per Board resolution dated)	er		

## Illustration 12:

Give journal entries for the forfeiture and re-issue of shares in the following cases:

- (a) P Ltd. forfeited 300 shares of ₹ 10 each, fully called up for non-payment of final call @ ₹ 4 per share. These shares were subsequently re-issued by the company @ ₹ 10 per share as fully paid-up.
- (b) Q Ltd. forfeited 300 shares of ₹ 10 each, fully called up for non-payment of final call @ ₹ 4 per share. These shares were subsequently re-issued by the company @ ₹ 12 per share as fully paid-up.
- (c) R Ltd. forfeited 200 shares of ₹ 10 each, ₹ 8 per share being called up on which a shareholder paid application and allotment money @ ₹ 5 per share but did not pay the first call money @ ₹ 3 per share. Of these forfeited shares, 150 shares were subsequently re-issued by the company as fully paid-up @ ₹8 per share.
- (d) S Ltd. forfeited 100 shares of ₹ 10 each, ₹ 8 per share having been called up, which were issued at a discount of 10% for non-payment of first call money @ ₹ 3 per share. Of these forfeited shares, 80 shares were subsequently re-issued by the company @ ₹ 5 as ₹ 8 paid-up.

#### Solution:

## (a) In the books of P Ltd.

#### **Journal Entries**

Date	Particulars	Debit (₹)	Credit (₹)
	Share Capital A/c (300 x ₹10) Dr.	3,000	
	To Shares Forfeited A/c (300 x ₹ 6)		1,800
	To Share Final Call A/c (300 x ₹ 4)		1,200
	(Forfeiture of 300 shares of ₹ 10 each for non-payment of the final call money @ ₹ 4 per share as per Board's resolution dated)		

Date	Particulars	₹	₹
	Bank Dr.	3,000	
	To Share Capital A/c (300 x ₹10)		3,000
	(Re-issue of 300 forfeited shares of ₹ 10 each fully paid-up as per Board's resolution dated)		
	Shares Forfeited A/c Dr.	1,800	
	To Capital Reserve A/c		1,800
	(Transfer of profit on re-issue of forfeited shares to Capital Reserve A/c)		

## (b) In the books of Q Ltd. Journal Entries

Date	Particulars	Debit	Credit
		(₹)	(₹)
	Share Capital A/c (300 x ₹10) Dr.	3,000	
	To Shares Forfeited A/c (300 x ₹ 6)		1,800
	To Share Final Call A/c (300 x ₹ 4)		1,200
	(Forfeiture of 300 shares of ₹ 10 each for non-payment of the final call money @ ₹ 4 per share as per Board's resolution dated)		
	Bank (300 x ₹12) Dr.	3,600	
	To Share Capital A/c (300 x ₹10)		3,000
	To Securities premium A/c (300 x ₹ 2)		600
	(Re-issue of 300 forfeited shares of ₹ 10 each at a premium of ₹ 2 per share as per Board's resolution dated)		
	Shares Forfeited A/c Dr.	1,800	
	To Capital Reserve A/c		1,800
	(Transfer of profit on re-issue of forfeited shares to Capital Reserve A/c)		

## (c) In the books of R Ltd. Journal Entries

Date	Particulars		Debit (₹)	Credit (₹)
	Share Capital A/c (200 x ₹8)	Dr.	1,600	
	To Shares Forfeited A/c (200 x ₹ 5)			1,000
	To Share First Call A/c (200 x ₹ 3)			600
	(Forfeiture of 200 shares of ₹ 10 each, ₹ 8 being called non-payment of the first call money @ ₹ 3 per share Board's resolution dated)	•		
	Bank (150 x ₹8)	Dr.	1,200	
	Shares Forfeited A/c (150 x ₹2)		300	
	To Share Capital A/c (150 x ₹10)			1,500
	(Re-issue of 150 forfeited shares of ₹ 10 each fully paid ₹ 8 per share as per Board's resolution dated)	-up @		

Date	Particulars		Debit (₹)	Credit (₹)
	Shares Forfeited A/c	Dr.	450	
	To Capital Reserve A/c			450
	(Transfer of capital profit proportionate to forfeited s issued i.e. on 150 shares to Capital Reserve A/c)	hares re-		

## (d) In the books of S Ltd.

#### **Journal Entries**

Date	Particulars		Debit (₹)	Credit (₹)
	Share Capital A/c (100 x ₹8) Dr		800	
	To Shares Forfeited A/c (100 x ₹ 4)			400
	To Discount on issue of shares (100 x ₹ 1)			100
	To Share First Call A/c (100 x ₹3)			300
	(Forfeiture of 100 shares of ₹ 10 each, ₹ 8 being called up, issued at a discount of Re. 1 per share for non-payment of first call @ ₹ 8 per share as per Board's resolution dated)			
	Bank Di	r.	400	
	Discount on Issue of Shares A/c Di	r.	80	
	Share Forfeited A/c Di	r.	160	
	To Share Capital A/c (300 x ₹10)			640
	(Re-issue of 80 forfeited shares of ₹ 10 each, ₹ 8 being called up originally issued at a discount of 10% for ₹ 5 per share credited as ₹ 8 per share as per Board's resolutions dated)		150	
	Shares Forfeited A/c Di	r.	160	
	To Capital Reserve A/c			160
	(Transfer of capital profit proportionate to forfeited shares r issued, i.e., on 80 shares to Capital Reserve A/c)	e-		

#### **REVIEW QUESTIONS**



- 1. A company forfeited 1,000 shares of ₹ 10 each held by Mr. X for non payment of allotment money of ₹ 4 per share. Called up value is ₹ 9 what will be total amount debited to share capital?
- 2. A company forfeited 2000 shares of ₹ 100 each for non payment of final call of ₹ 20 per share. What will be the amount of share forfeiture account?

## FORFEITURE AND RE-ISSUE OF SHARES ALLOTTED ON PRO-RATA BASIS IN CASE OF **OVER-SUBSCRIPTION**

In case, the shares of a Company are over-subscribed, it is not possible for the company to satisfy the demand of all the applicants. In such a case allotment may be made on pro-rata basis, i.e., proportionately. For example, 10,000 shares are allotted pro-rata among the applicants for 12,000 shares. In this case, the

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ratio between allotment of shares and application for shares will be 10,000: 12,000 or 5: 6, i.e., those applying for every 6 shares will be allotted 5 shares.

If shares are allotted on pro-rata basis, the excess application money received on shares allotted will be retained by the company and adjusted subsequently against allotment money and/or call money.

If such shares are subsequently forfeited for non-payment of allotment money and/or call money, the entries will be the same, but it may involve some difficulty in calculation. In such a case, it is to be noted carefully that if there is any excess amount received along with the application and it is adjusted against the allotment money which is failed by the shareholder, such amount should be deducted from the amount due on allotment to arrive at the net amount defaulted by the shareholder.

#### **Illustration 13:**

A limited company issued a prospectus inviting applications for 2,000 shares of ₹ 10 each at a premium of ₹ 2 per share payable as follows:

On Application -- ₹2

On Allotment -- ₹5 (including premium)

On First Call -- ₹3
On Second and Final Call -- ₹2

Applications were received for 3,000 shares and allotment was made pro-rata to the applicants of 2,400 shares. Money overpaid on applications was employed on account of sum due on allotment.

Ramesh, to whom 40 shares were allotted, failed to pay the allotment money and on his subsequent failure to pay the first call, his shares were forfeited. Mohan, the holder of 60 shares failed to pay the two calls and his shares were forfeited after the second and final call.

Of the shares forfeited, 80 shares were sold to Krishna credited as fully paid for ₹ 9 per share, the whole of Ramesh's share being included. Show journal and cash book entries and the Balance Sheet.

#### Solution:

#### **Working Notes:**

- 1. Ratio between allotment of shares and application for shares = 2,000: 2,400 = 5: 6,
- 2. Ramesh was allotted 40 shares.

Therefore, Ramesh must have applied for  $40 \times 6/5 = 48$  shares.

- 3. Ramesh must have paid excess application money on (48 40) = 8
  - Excess applications @  $\stackrel{?}{\sim}$  2 per share, i.e., 8 x  $\stackrel{?}{\sim}$  2 =  $\stackrel{?}{\sim}$  16 retained by the company for adjustment against allotment money.
- 4. Allotment money due from Ramesh on 40 shares @ ₹ 5 per share = 40 x ₹ 5 = ₹ 200.
- 5. As the allotment money was failed by Ramesh against which excess money paid on application was adjusted, the net amount failed by Ramesh on Allotment = ₹ (200 16) = ₹ 184.
- 6. As Mohan paid the allotment money and the excess amount paid by him along with the application had already been adjusted, pro rata allotment in this case has no significance.
- 7. Amount to be transferred to Capital Reserve A/c from Shares Forfeited A/c has to be determined as follows:

	<
Amount forfeited on 40 shares held by Ramesh (48 x ₹ 2)	96
Amount forfeited on 60 shares held by Mohan (60 x ₹ 5)	<u>300</u>
Total amount credited to Shares Forfeited A/c	396

Less: Amount on 20 forfeited shares held by Mohan which are not yet re-issued (20 x $\stackrel{7}{\scriptstyle{<}}$ 5)	<u>100</u> 296
Less: Discount allowed @ ₹ 1 on 80 shares (80 x ₹ 1)	80
Net gain on 80 forfeited shares which are reissued to be transferred to Capital Reserve	<u>216</u>

#### Dr. Cash Book (Bank Column)

Balance b/d

Cr. **Particulars Particulars** ₹ To Share application A/c 6,000 By Share Application A/c 1,200 (Application money on 3000 (Refund of application shares @ ₹ 2 per share) money on 600 shares rejected @ ₹ 2 per share) Shares Allotment A/c 9,016 By Balance c/d 24,036 (Balance of allotment money on 2,000 shares less amount failed by Ramesh) To Share First Call A/c 5,700 (First call money on 1900 shares, i.e., 2000 shares -(40 + 60) shares @ ₹ 3 per share) To Shares Final call A/c 3,700 (Final call money on 1900 shares, i.e., 1960 shares less 60 shares held by Mohan who failed @ ₹ 2 per share) Share Capital A/c 720 (Amount received on re-issue of 80 forfeited shares @ ₹ 9 per share) 25,236 25,236

## **Journal Entries**

24,026

Particulars		Dr. (₹)	Cr.( ₹)
Share Application A/c	Dr.	4,000	
To Share Capital A/c			4,000
(Transfer of application money to share capital account a Board's resolution dated)	as per		
Share Allotment A/c	Dr.	10,000	
To Share Capital A/c			6,000
To Securities Premium A/c			4,000
(Allotment of 2000 shares to the applicants for 2400 sha and allotment money due @ ₹ 5 per share including prer ₹ 2 per share as per Board's resolution dated)	•		
Share Application A/c	Dr.	800	
To Share Allotment A/c			800
(Surplus application money adjusted towards share allotme	ent account)		

Particulars		Dr. (₹)	Cr.( ₹)
Share First Call A/c	Dr.	6,000	
To Share Capital A/c			6,000
(First call money due on 2000 shares @ ₹ 3 per share as Board's resolution dated)	per		
Share Capital A/c	Dr.	320	
Securities Premium A/c	Dr.	80	
To Shares Forfeited A/c			96
To Share Allotment A/c			184
To Share First Call A/c			120
(Forfeiture of 40 shares held by Ramesh for non-payment of money @ ₹ 5 per share including premium @ ₹ 2 per scall money @ ₹ 3 per share as per Board's resolution date.	share and first		
Share Final Call A/c	Dr.	3,920	
To Share Capital A/c			3,920
(Share final call due on 1960 shares (i.e., 2000 shares-R shares forfeited) $@$ ₹ 2 per share as per Board's resolution			
Share Capital A/c	Dr.	600	
To Shares Forfeited A/c			300
To Share First Call A/c			180
To Share Final Call A/c			120
(Forfeited of 60 shares held by Mohan for non-payment of money @ ₹ 3 per share and final call money @ ₹ 2 per sl Board's resolution dated)			
Shares Forfeited A/c	Dr.	80	
To Share Capital A/c			80
(Discount allowed on re-issue of 80 forfeited share @ Re Board's resolution dated)	. 1 per		
Shares Forfeited A/c	Dr.	216	
To Capital Reserve A/c			216
(Transfer of net gain on re-issue of 80 forfeited shares to Reserve A/c)	capital		

## Balance Sheet of.....Ltd. as at.....

Liabilities	₹	Assets	₹
Issued, Subscribed and Paid-up Capital 1980 shares of ₹ 10 each fully paid-up Shares Forfeited A/c	19,800 100	Current Assets, Loans and Advances A. Current Assets Cash at Bank	24,036
Securities Premium Account	3,920		
Capital Reserve Account	<u>216</u>		
	24,036		24,036

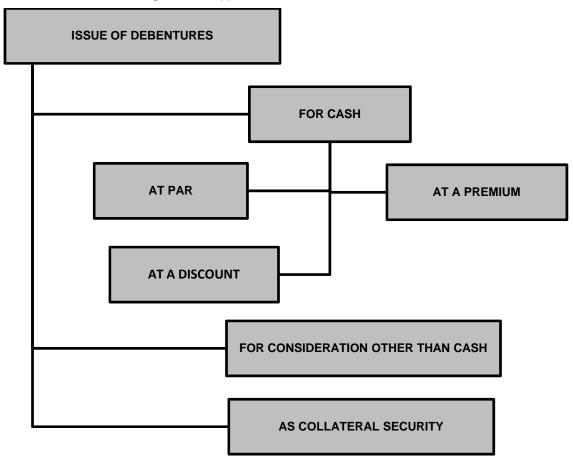
## **ISSUE OF DEBENTURES**

#### **Meaning of Debentures**

Besides raising capital by the issue of shares, a company may supplement its capital by borrowings. Such borrowings may take the form of both short-term and long-term borrowings. Short-term borrowings by way of promissory notes, bills of exchange, bank overdrafts, cash credits, public deposits, etc., are needed by a company to provide for its working capital while long-term borrowings by way of loan on mortgage of property, term loans from financial institutions, public deposits for a long period, issue of debentures, etc., are needed by a company for financing expenditure of a capital nature. Loan capital of a company refers to the long-term borrowings of which issue of debentures is the most important and common method adopted by companies. Debentures are part of loan capital and the company is liable to pay interest thereon whether it earns profit or not.

#### **Issue of Debentures**

Subject to the restrictions imposed by Section 293 of the Companies Act, 1956, a company can issue debentures. The procedure for issuing debentures by a company is very much similar to that of an issue of shares. Applications for debentures are invited from the public through the prospectus and the applicants are asked to pay the application money along with the applications. The company may ask for payment of the whole of the amount along with the application itself or in installments.



## Issue of Debentures for Cash

When debentures are issued for cash, the amount to be collected on them may be payable in a lump sum or in installments. Where payable in installments, debenture application account is opened on receipt of applications. Then there are debenture allotment account and debenture calls account.

## Issue of Debentures at Par

Debentures are said to be issued at par when the debenture-holder is required to pay an amount equal to the nominal or face value of the debentures e.g. the issue of ₹ 1,000 debenture for ₹ 1,000.

(a) If the full amount is payable along v	with the	application:
(1) On receipt of application money:		
Bank To Debentures Application and Allotment A/c	Dr.	(with the money received on application)
(2) On allotment:		
Debenture Application and Allotment A/c To Debentures A/c	Dr.	(with the money received on debentures allotted)
(b) If the amount is payable in installm	ents	
<ol> <li>On receipt of application money:         Bank         To Debentures Application A/c     </li> </ol>	Dr.	(with the money received on application)
2. On Allotment:		
Debenture Application A/c Debenture Allotment A/c	Dr. Dr.	(with the application money (with the allotment money due on debentures)
To Debentures A/c		(with application and allotment money on debentures allotted)
<ol> <li>On refund of application money:</li> <li>Debenture Application A/c</li> <li>To Bank</li> </ol>	Dr.	(with the excess application money refunded)
4. On receipt of allotment money:  Bank  To Debenture Allotment A/c	Dr.	(with the money received on allotment)
5. On making calls:		
Debenture Calls A/c To Debenture A/c	Dr.	(with the money due on respective calls)
6. On receipt of call money:		
Bank To Debenture Calls A/c	Dr.	(with the money received on respective calls)

#### Note:

- All cash transactions are generally passed through the Cash Book.
- It is customary to prefix the rate of interest payable on debentures with the debenture account.

 The company cannot allot more debentures than issued. The excess application money may be retained by the company against the allotment money due. But the excess application money received on debentures rejected has to be refunded to the applicants.

### Issue of Debentures at a Premium

If the debentures are issued at a price higher than the nominal value of the debentures, the debentures are said to be issued at a premium. The excess of issue price over the nominal value is regarded as the premium amount. In such a case, the Debentures Account should be credited only with the nominal value of the debentures and the premium should be credited to "Securities Premium Account".

Debenture Application A/c

Debenture Allotment A/c

Dr. (with the money due on application)

Dr. (with allotment money including premium)

To Debentures A/c (with the nominal value of the

debentures)
To Securities Premium A/c (with the premium money)

#### Issue of Debentures at a Discount

If the debentures are issued at a price lower than the nominal value of the debentures, the debentures are said to be issued at a discount. The difference between the nominal value and the issue price is regarded as the discount. Such discount being a capital loss must be shown specifically on the assets side of the Balance Sheet under the heading 'Miscellaneous Expenditure'. Such discount on issue of debentures may either be written off against revenue profits or capital profits of the company. When debentures are issued at a discount, the Debentures Account should be credited with the nominal value of the debentures and the discount allowed on issue of debentures, being a capital loss, should be debited to "Discount on Issue of Debentures Account".

Debenture Application A/c
Debenture Allotment A/c
Discount on Issue of Debentures A/c
To Debentures A/c
Dr. (with the money due on allotment)
Dr. (with the amount of discount)

(with the total)

## **Illustration 14:**

X Ltd. made an issue of 10,000 12% Debentures of ₹ 100 each, payable as follows:

₹ 25 on Application

₹ 25 on Allotment

₹ 50 on First and Final Call.

Applications were received for 12,000 debentures and the directors allotted 10,000 debentures rejecting applications for 2,000 debentures. The money received on applications for 2,000 debentures rejected was duly refunded. The calls were made and the moneys were duly received.

Show the necessary cash book and journal entries to record the above transactions and prepare the balance sheet of the company.

## Solution:

## Cash Book (Bank Columns)

Dr.			Cr.
Particulars	₹	Particulars	₹
To 12% Debenture Application	3,00,000	By 12% Debenture	
		Application A/c	50,000
(Application money on		(Refund of Application	
12,000 12% Debenture @ ₹		money on 2,000, 12%	
25 per debenture)		Debenture @ ₹ 25 per	
		debenture)	
To 12% Debenture Allotment	2,50,000	By Balance c/d	10,00,000
(Allotment money on 10,000			
12% Debenture @ ₹ 25 per			
debenture)			
To 12% Debenture First and	5,00,000		
Final Call A/c			
(First and final call money on			
10,000 debentures @ ₹ 80			
per debenture)			
	10,50,000		10,50,000

# In the books of X Ltd. Journal Entries

Date	Particulars		Debit (₹)	Credit (₹)
	12% Debenture Application A/c	Dr.	2,50,000	
	12% Debenture Allotment A/c	Dr.	2,50,000	
	To 12% Debentures A/c			5,00,000
	(Being capitalization of application money @ ₹ 25 per debenture and allotment money due on 10,000 debentur as per Boards resolution dated)	es		
	12% Debenture First and Final Call A/c	Dr.	5,00,000	
	To 12% Debentures A/c			5,00,000
	(First and final call money due on 10,000, 12% debenture ₹ 50 per debenture as per board's resolution dated)	s @		

## Balance Sheet of X Ltd. as at...

Liabilities	₹	Assets	₹
Secured loans:		Current Assets, Loans and	
12% Debentures	10,00,000	<u>Advances</u>	
		A. Current Assets	
		Cash at Bank	10,00,000
	10,00,000		10,00,000

## **Illustration 15:**

B Ltd. issued 2,000, 13% Debentures of ₹ 100 each at ₹ 110 payable as follows:

On Application ₹ 25

On Allotment ₹ 35 (including premium)

On First and Final Call ₹ 50

The debentures were fully subscribed and the moneys were duly received. Prepare cash book, pass the necessary journal entries and prepare the balance sheet of the company.

#### Solution:

## Cash Book (Bank Columns)

Dr.			Cr.
Particulars	₹	Particulars	₹
To 13% Debenture Application (Application money on 2,000 debentures @ ₹ 25 per each)	50,000	By Balance c/d	2,20,000
To 13% Debenture Allotment A/c (Allotment money on 2,000 debentures @ ₹ 35 per debenture including premium of ₹10 each)	70,000		
To 13% Debenture First and Final Call A/c (First and final call money on 2,000 debentures @ ₹ 50 per debenture)	1,00,000		
	2,20,000		2,20,000

## In the books of B Ltd. **Journal Entries**

Date	Particulars		Debit	Credit
			(₹)	(₹)
	13% Debenture Application A/c	Dr.	50,000	
	13% Debenture Allotment A/c	Dr.	70,000	
	To 12% Debentures A/c			1,00,000
	To Securities Premium A/c			20,000
	(Being capitalization of application money @ ₹ 25 per debenture allotment money due on 2,000 debentures @ ₹ 35 including premiu ₹ 10 each as per Boards resolution dated)			
	13% Debenture First and Final Call A/c	Dr.	1,00,000	
	To 13% Debentures A/c			1,00,000
	(First and final call money due on 10,000, 12% debentures @ ₹ 50 debenture as per board's resolution dated)	) per		

#### Balance Sheet of B Ltd. as at...

Liabilities	₹	Assets	₹
Reserves and Surplus		Current Assets, Loans and	
Securities Premium	20,000	<u>Advances</u>	
Secured loans:	2,00,000	A. Current Assets	
13% Debentures	2,20,000	Cash at Bank	2,20,000
			2,20,000

## Illustration 16:

W Ltd. issued 2,000, 14% Debentures of ₹ 100 each at discount of 5%, the discount being adjustable on allotment. The debentures were payable as follows:

On Application - ₹ 25On Allotment - ₹ 20On First and Final Call - ₹ 50

The debentures were fully subscribed and the moneys were duly received. Show the cash book and journal entries and prepare the balance sheet of the company.

#### Solution:

Dr.			Cr.
Particulars	₹	Particulars	₹
To 14% Debenture Application A/c (Application money on 2,000 debentures @ ₹ 25 per each)	50,000	By Balance c/d	1,90,000
To 14% Debenture Allotment A/c	40,000		
(Allotment money on 2,000 debentures @ ₹ 20 each) To 14% Debenture First and			
Final Call A/c (First and final call money on 2,000 debentures @ ₹ 50 per debenture)	1,00,000		
	1,90,000		1,90,000

## In the books of W Ltd. Journal Entries

Date	Particulars		Debit	Credit
			(₹)	(₹)
	14% Debenture Application A/c	Dr.	50,000	
	14% Debenture Allotment A/c	Dr.	40,000	
	Discount on issue of debentures A/c	Dr.	10,000	
	To 12% Debentures A/c			1,00,000
	(Being capitalization of application money @ ₹ 2 debenture and allotment money due on 2,000 debentu ₹ 20 after adjusting discount of ₹ 5 each as per I resolution dated)	ıres @		

Date	Particulars	₹	₹
	14% Debenture First and Final Call A/c Dr.	1,00,000	
	To 13% Debentures A/c		1,00,000
	(First and final call money due on 2,000, debentures @ ₹ 50 per debenture as per board's resolution dated)		
	Profit & Loss A/c Dr.	10,000	
	To Discount on issue of debentures A/c		10,000
	(Discount on issue of debentures A/c being written off against the profit & loss account)		

## Balance Sheet of W Ltd. as at...

Liabilities	₹	Assets	₹
Secured loans:		Current Assets, Loans and	
13% Debentures	2,00,000	<u>Advances</u>	
		A. Current Assets	
		Cash at Bank	1,90,000
		Miscellaneous Expenditure	
		Discount on issue of shares	10,000
	2,00,000		2,00,000

## DEBENTURES ISSUED FOR CONSIDERATION OTHER THAN CASH

The company may allot debentures to the vendors for acquiring some assets as payment for purchase consideration. This issue of debentures to vendors is known as issue of debentures for consideration other than cash.

	Jou	rnal Entries	
(1)	For acquisition of assets:		
	Sundry Assets (Individually) A/c	Dr.	(with the value of assets)
	To Vendors		(with the purchase price)
(2)	(a) On allotment of debentures (at part	r)	
	Vendors	Dr.	(with the value of debentures)
	To Debentures A/c		
	(b) On allotment of debentures (at p	remium)	
	Vendors A/c	Dr.	(with the purchase price)
	To Debentures A/c		(with the nominal value)
	To Securities Premium A/c		(with the amount of premium)
	(c) On allotment of debentures (at dis	count)	
	Vendors A/c	Dr.	(with the amount of purchase)
	Discount on Issue of Debentures A/c	Dr.	(with the amount of discount)
	To Debentures A/c		(with the nominal value)

## Notes:

(i) If the value of debentures allotted is more than the agreed purchase price, the difference is debited to Goodwill Account.

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(ii) Similarly, if the value of debentures allotted is less than the agreed purchase price, credited to Capital Reserve Account.

#### Illustration 17:

Optimist Ltd. purchased building worth Rs. 1,20,000 and plant and machinery worth Rs. 1,00,000 from Depressed Ltd. for an agreed purchase consideration of Rs. 2,00,000 to be satisfied by the issue of 2,000, 12% Debentures of Rs. 100 each. Show the necessary journal entries in the books of Optimist Ltd.

#### Solution:

#### **Journal**

Particulars Particulars		<i>Dr.(₹)</i>	Cr.( ₹)
Building A/c	Dr.	1,20,000	
Plant and Machinery A/c	Dr.	1,00,000	
To Depressed Ltd.			2,00,000
To Capital Reserve A/c			20,000
(Purchase of sundry assets and transfer of capital agreement with the vendor dated)	profits as per		
Depressed Ltd.	Dr.	2,00,000	
To 12% Debentures A/c			2,00,000
(Being 2,000, 12% Debentures of Rs. 100 each allotted consideration other than cash as per Board's resolution d			
·			

## DEBENTURES ISSUED AS COLLATERAL SECURITY

The term 'Collateral Security' implies additional security given for a loan. Where a company obtains a loan from a bank or insurance company, it may issue its own debentures to the lender as collateral security against the loan in addition to any other security that may be offered. In such a case, the lender has the absolute right over the debentures until and unless the loan is repaid. On repayment of the loan, however, the lender is legally bound to release the debentures forthwith. But in case the loan is not repaid by the company on the due date or in the event of any other breach of agreement, the lender has the right to retain these debentures and to realise them. The holder of such debentures is entitled to interest only on the amount of loan, but not on the debentures. Such an issue of debentures is known as "Debentures issued as Collateral Security". There are two alternative ways by which debentures issued as collateral security can be dealt with:

- (1) No accounting entry is required to be shown in the books of account at the time of issue of such debentures for the simple reason that the loan against which the debentures are issued as collateral security has already been credited, the debit being given to Bank. But the existence of such debentures issued as collateral security has to be mentioned by way of a note on the Balance Sheet under the specific loan account.
- (2) If it is desired that such an issue of debentures as collateral security is to be recorded in the books of account, the accounting entries will be as follows:

(i) On issue of debentures as collateral security

Debentures Suspense A/c Dr. (with the nominal value of the To Debentures A/c debentures issued)

In this case, Debentures Suspense Account will appear on the asset side of the balance sheet under the heading Miscellaneous Expenditure. Debentures Account will appear as a liability on the liabilities side of the Balance Sheet.

(ii) On repayment of the loan and release of debentures

Debentures A/c Dr. (with the nominal value of the

To Debentures Suspense A/c debentures released)

**Note:** The net effect of the above two entries is nil. Both the Debentures Suspense Account and the Debentures Account are cancelled on repayment of the loan. As such, this method is rarely followed in practice.

#### **Illustration 18:**

Z Ltd. secured an overdraft of Rs. 50,000 from the bank by issuing 600, 12% Debentures of Rs. 100 each as collateral security. Prepare the Balance Sheet of the Company under both the methods.

## Solution:

(First Method):

## Balance Sheet of Z Ltd. as at...

Liabilities	₹	Assets	₹
Secured Loan: Bank Overdraft	50,000		
(Secured by the issue of 600, 12% Debentures of Rs. 100 each as collateral security)			

## Solution (Second Method):

#### **Journal Entries**

Particulars		Dr.(₹)	Cr.( ₹)
Debentures Suspense A/c	Dr.	60,000	
To Debentures A/c			60,000
(Issue of 600, 12% Debentures of Rs. 100 each as collateral sa bank overdraft of Rs. 50,000 as per Board's resolution date			

### Balance Sheet of Z Ltd. as at .....

Liabilities	₹	Assets	₹
Secured Loans: 600, 12% Debentures of Rs. 100 each (issued as collateral security as per contra)	60,000	Miscellaneous Expenditure  Debentures Suspense Account (issued as collateral security as per contra)	60,000
Bank Overdraft (Secured by the issue of 600, 12% Debentures of Rs. 100 each as collateral security)	50,000		

## REDEMPTION OF PREFERENCE SHARES

A company limited by shares may, if authorized by its articles of association can issue preference shares which are or at the option of the company are liable to be redeemed under section 80 of the Companies Act 1956. The preference shares can be redeemed out of profits or out of the proceeds of fresh issue of equity or preference shares or a combination of both. The preference shares can be redeemed at a premium also. When preference shares are to be redeemed at a premium, the amount of premium payable on redemption can be provided either out of securities premium account or the profit of the company.

Section 80 of the Companies Act provides for the issue and redemption of preference shares and prescribes the following conditions with regard to the redemption of preference shares:

- (i) Such shares can be redeemed either out of the profits of the company which would otherwise available for dividend or out of the proceeds of a fresh issue of shares made for the purpose of redemption.
- (ii) Unless the shares are fully paid they cannot be redeemed.
- (iii) If any premium is to be payable on redemption, such premium has to be provided out of the profits of the company or out of the securities premium account.
- (iv) Where any such shares are redeemed out of profits, a sum equal to the nominal amount of the shares so redeemed must be transferred out of the profits of the company which would otherwise to be available for dividend to a reserve fund called 'Capital Redemption Reserve Account'. As such the capital structure of the company will remain unaffected even after the redemption of the redeemable preference shares. Otherwise, the provisions relating to the reduction of share capital of a company will apply.
- (v) The capital redemption reserve account may be applied by the company in paying up unissued shares of the company to be issued to the members of the company as fully paid bonus shares. Otherwise Capital Redemption Account must be maintained intact unless otherwise sanctioned by the Court.
- (vi) No company limited by shares, shall after the commencement of the Companies (Amendment) Act, 1996 issue any preference shares which is irredeemable or is redeemable after the expiry of a period of twenty years from the date of issue [80(5A)].
- (vii) The redemption of preference shares by a company shall not be taken as reducing the amount of its authorised share capital.
- (viii) Where in pursuance of this section, a company has redeemed or is about to redeem any preference shares, it shall have power to issue upto the nominal amount of the shares redeemed or to be redeemed as if those shares had never been issued.
- (ix) If new shares are issued for the purpose of redemption of preference shares, it will not be treated as increase of capital.
- (x) If a company fails to comply with the legal provisions of this section, the company and every officer of the company who is in default shall be punishable with fine which may extend to ten thousand rupees.

## Case 1: Redemption out of the profits of the company which would otherwise be available for dividend

If the redeemable preference shares are redeemed out of the profits of the company which would otherwise be available for dividend, the "Capital Redemption Reserve Account" has to be created which will represent the redeemable preference shares in the balance sheet after the redemption. This capital redemption reserve should be equal to the amount of Preference Shares to be redeemed. The profits available for dividend have to be transferred to Capital Redemption Reserve Account.

#### **JOURNAL ENTRIES**

1. Transfer profits available for dividend to Capital Redemption Reserve Account:

General Reserve Account Dr. (as the case may be)

Profit and Loss Appropriation A/c Dr. **Dividend Equalization Account** Dr.

> To Capital Redemption Reserve A/c (with the nominal value of the shares to be

> > redeemed)

## 2. If current assets are realized to provide cash for redemption of preference shares:

Bank Dr.

> To Respective Assets Account (with the realized value of assets)

## 3. On transfer of redeemable preference share capital to be redeemed to Preference **Shareholders Account:**

Redeemable Preference Share Capital A/c Dr. (with the nominal value of the

To Preference Shareholders A/c shares to be redeemed)

### 4. If preference shares are redeemed at premium:

Redeemable Preference Share Capital A/c Dr.

Premium on Redemption of Preference Shares A/c Dr. (with the amount of premium payable)

To Preference Shareholders A/c

#### 5. For providing premium on redemption of preference shares:

Securities Premium Account Dr. (with the amount of premium paid on or Profit and Loss Appropriation A/c Dr. redemption of preference shares)

To Premium on Redemption of Preference Shares Account

## 6. On redemption of preference shares:

Preference Shareholders Account Dr. (with the amount paid)

To Bank

## Case 2: If the redeemable preference shares are redeemed out of the proceeds of a fresh issue of shares made for the purpose of redemption:

If the redeemable preference shares are redeemed out of the proceeds of fresh issue of shares, the new Share Capital Account raised by fresh issue will take the place of the Redeemable Preference Share Capital Account after the redemption. Thus, in such a case, new Share Capital Account (Equity or Preference) must be equal to the redeemable preference shares redeemed.

The term "Proceeds of Fresh Issue" has not been defined precisely anywhere in the section 80. As such, there is much scope for confusion as to what should constitute the proceeds of fresh issue in various circumstances like issue of shares - (i) at par, or (ii) at a premium, or (iii) at a discount. This point is particularly important where preference shares are redeemed partly out of the profits of the company and partly out of the proceeds of fresh issue of shares to determine the amount not covered by fresh issue for transfer to Capital Redemption Reserve Account. For this, the following principles should be followed:

- When fresh issue of shares is made at par: In such a case, the nominal value of the shares issued will constitute the proceeds and the same should be considered for determining the amount to be credited to Capital Redemption Reserve Account.
- (ii) When fresh issue of shares is made at a premium: In such a case, the premium received on issue of

shares should be disregarded and only the nominal value of the shares issued should be considered for determining the amount to be credited to Capital Redemption Reserve Account.

(As per Section 78 of the Companies Act, 1956 clearly states that where a company issues shares at a premium, a sum equal to the aggregate amount of the premium received on those shares be credited to a separate account called "Securities Premium Account" and the provisions relating to the reduction of capital shall apply if the Securities Premium Account is utilised otherwise than for the purposes specified therein. But Section 78 does not specify redemption of preference for which the Securities Premium Account can be utilised.)

However, when preference shares are to be redeemed at a premium, the amount of premium payable on redemption can be provided either out of securities premium account, or from the profit of the company. It means that capital profit could be utilised for premium, if any, payable on redemption of preference shares.

(iii) When fresh issue of shares is made at a discount: In such a case, the net amount received on issue of shares should constitute the proceeds and the same should be considered for determining the amount to be credited to Capital Redemption Reserve Account.

(Keeping in view the main purpose of Section 80, it can be argued that the nominal value of the shares issued is not represented wholly by tangible assets. The net amount received on such shares actually represents tangible assets while the amount of discount being a capital loss does not represent tangible assets.)

First of all, entries for fresh issue of shares will be passed. Then entries for redemption passed as given in previous case.

Case 3: If the redeemable preference shares are redeemed partly out of the profits of the company which would otherwise be available for dividend and partly out of the proceeds of a fresh issue of shares made for the purpose of redemption:

If the redeemable preference shares are redeemed partly out of the profits of the company which would otherwise be available for dividend and partly out of the proceeds of a fresh issue of shares equity or preference, the Capital Redemption Reserve Account and the new Share Capital Account taken together will replace the Redeemable Preference Share Capital redeemed. Thus in such a case, Redeemable Preference Share Capital redeemed = Capital Redemption Reserve Account + New Share Capital Account (Equity or Preference).

Here, all the entries shown under (1) and (2) have to be passed. But there are certain common entries which can be combined together.

#### **Illustration 19:**

Vanities Ltd. had an issue 1,000, 12% redeemable preference shares of ₹ 100 each, repayable at a premium of 10%. These shares are to be redeemed now out of the accumulated reserves, which are more than the necessary sum required for redemption. Show the necessary entries in the books of the company, assuming that the premium on redemption of shares has to be written off against the company's Securities Premium Account.

#### Solution:

## In the books of Vanities Ltd. **Journal Entries**

Particulars	Dr.(₹)	Cr.(₹)
General Reserve Account Dr.  To Capital Redemption Reserve A/c (Transfer of reserves to Capital Redemption Reserve Account on redemption of redeemable preference shares)	1,00,000	1,00,000
12% Redeemable Preference Share Capital A/c Dr. Premium on Redemption of Preference Shares A/c Dr. To 12% Preference Shareholders A/c (Amount payable to 12% preference shareholders on redemption of 12% preference shares at a premium of 10%)	1,00,000	1,10,000
Securities Premium A/c Dr.  To Premium on Redemption of Preference Share A/c (Application of Securities Premium Account to write off premium on redemption of preference shares)	10,000	10,000
12% Preference Shareholders A/c Dr.  To Bank (Amount due to 12% preference shareholders on redemption paid)	1,10,000	1,10,000

Note: Capital Redemption Reserve Account replaces the 12% Redeemable Preference Shares Capital Account and the capital structure of the company remains unchanged.

## **Illustration 20:**

Sure and Fast Ltd. has part of its share capital in 12% redeemable preference shares of ₹ 100 each, repayable at a premium of 5%. The shares have now become due for redemption. It is decided that the whole amount will be redeemed out of a fresh issue of 20,000 equity shares of ₹ 10 each at ₹ 11 each. The whole amount is received in cash and the 12% preference shares are redeemed. Show the necessary journal entries in the books of the company.

#### Solution:

#### In the books of Sure and Fast Ltd. Journal Entries

Journa	Lillies		
Particulars		Dr.	Cr.
		<i>(</i> ₹)	(₹)
Bank	Dr.	2,20,000	
To Equity Share Application and Allot	ment A/c		
(Application money on 20,000 equity shares	@ ₹ 11 per		2,20,000
share including a premium of Re. 1 per share)			
Equity Share Application and Allotment A/c	Dr.	2,20,000	
To Equity Share Capital A/c			2,00,000
To Securities Premium A/c			20,000
(Allotment of 20,000 equity shares ₹ 10 each	issued at a		
premium of ₹ 1 per share as per Board's	Resolution		
dated)			

Particulars	₹	₹
12% Redeemable Preference Share Capital A/c Dr.	2,00,000	
Premium on Redemption of Preference Share A/c Dr.	10,000	
To 12% Preference Shareholders A/c		2,10,000
(Amount due to 12% preference shareholders on redemption of 8% preference shares at a premium of 5%)		
Securities Premium A/c Dr.	10,000	
To Premium on Redemption of Preference Shares A/c	10,000	
(Application of Securities Premium Account to write off		10,000
Premium on Redemption of Preference Shares)		
12% Preference Shareholders A/c Dr.	2,10,000	
To Bank	2,10,000	2,10,000
(Payment of amount due to 12% preference shareholders on redemption)		2,10,000

**Note:** Equity Share Capital Account replaces the 12% Redeemable Preference Share Capital Account and the capital structure of the company remains unchanged.

<u>Illustration 21:</u>
The following is the balance sheet of Oscar India Ltd. as on 31st March 2011:

Liabilities	₹	Assets	₹
Preference share capital:		Fixed assets	6,00,000
2,500 shares of ₹ 100		Investment	50,000
each fully called-up	2,50,000	Bank	90,000
Less: Final call @₹ 20			
per share unpaid	<u>2,000</u>		
	2,48,000		
Equity share capital:			
30,000 shares of ₹ 10			
each fully paid-up	3,00,000		
Profit and loss A/c	1,50,000		
Securities premium	15,000		
Creditors	<u>27,000</u> 7,40,000		7,40,000

On 30th June, 2011, the Board of Directors decided to redeem the preference shares at a premium of 10% and to sell the investments at its market price of ₹ 40,000. They also decided to issue sufficient number of equity shares of ₹ 10 each at a premium of Re. 1 per share, required after utilizing the profit and loss account leaving a balance of ₹ 50,000. Premium on redemption is required to be set off against securities premium account.

Repayments on redemption were made in full except to one shareholder holding 50 shares only due to his leaving India for good.

You are required to show the journal entries and the balance sheet of the company after redemption. Assumption made should be shown in the working.

## Solution:

## In the books of Oscar Ltd. **Journal Entries**

Particulars		Dr. (₹)	Cr. (₹)
Bank	Dr.	40,000	
Profit and Loss A/c	Dr.	10,000	
To Investments			50,000
(Being the sale of investments at a loss of $\overline{\mathbf{q}}$	10,000)		
Bank	Dr.	1,65,000	
To Share Capital A/c			1,50,000
To Securities Premium A/c			15,000
(Being the issue of required number of equ a premium of 10%)	ity shares at		
Preference Share Capital A/c	Dr.	2,40,000	
Premium on Redemption A/c	Dr.	24,000	
To Preference Shareholders A/o	С		2,64,000
(Being the transfer of the amount due to shareholders on redemption)	preference		
Securities Premium A/c	Dr.	24,000	24.000
To Premium on Redemption A/	'c		24,000
(Being the transfer of securities premium write off premium on redemption of prefer account)			
Profit and Loss A/c	Dr.	90,000	
To Capital Redemption Reserve	A/c	,	90,000
(Being the transfer of profit used for rec preference shares to capital redempti account)	•		
Preference Shareholders A/c	Dr.	2,58,500	
To Bank		. ,	2,58,500
(Being the payment to preference sharehold to a holder of 50 shares)	ders except		

# Balance Sheet of Oscar India Ltd. as on 1st July, 2011 (After redemption)

Liabilities	₹	Assets	₹
Preference Share Capital		Fixed Assets	6,00,000
100 shares of		Bank	36,500
₹ 100 each 10,00	)		
Less: Calls in arrears 2,00	<u>0</u> 8,000		
Equity Share Capital			
45,000 shares of ₹ 10 each	4,50,000		
Capital Redemption Reserve	90,000		
Profit and Loss A/c	50,000		
Securities Premium	6,000		
Current Liabilities:			
Creditors	27,000		
Pref. Shareholders	5,500		
	<u>6,36,500</u>		<u>6,36,500</u>

## **Working Notes:**

Calculation of required number of fresh issue of equity shares:

	₹	₹
Balance of Profit and Loss A/c		1,50,000
Less: Loss on Sale of Investment	10,000	
Balance required	<u>50,000</u>	_ <u>60,000</u>
Profit available for redemption		_ 90,000
Amount required for redemption		2,40,000
Amount available from Profit and Loss A/c		<u>90,000</u>
New issue required 15,000 shares		<u>1,50,000</u>
Dr. Bank Accoun	nt	(

Dr.	Bank Account			Bank Account		C
Particulars	₹	Particulars	₹			
To Balance b/d	90,000	By Preference Share-				
To Investment	40,000	holders A/c	2,58,500			
To Share Capital A/c	1,50,000	By Balance b/d	36,500			
To Securities						
Premium A/c	<u>15,000</u>					
	2,95,000		2.95.000			

## Illustration 22:

The Balance Sheet of Producers Ltd. as at 31st March, 2011 is as follows:

Liabilities	₹	Assets	₹
Share Capital:		Fixed Assets:	
Authorised Capital		Plant and Machinery	1,90,000
40,000 Equity Shares		Furniture and Fixtures	20,000
of₹ 10 each	4,00,000	Investments	60,000
1,000 8% Preference		Current Assets, Loans and	
Shares of ₹ 100 each	<u>1,00,000</u>	Advances:	
	<u>5,00,000</u>	A. Current Assets:	

Issued and Subscribed Capital:		Stock	1,30,500
25,000 Equity Shares of		Debtors	49,550
₹ 10 each, fully paid-up	2,50,000	Cash at Bank	4,950
1,000, 8% Preference Shares		B. Loans and Advances:	
of₹ 100 each, fully paid-up	1,00,000	Prepaid expenses	1,000
Reserves and Surplus:			
Securities Premium Account	9,000		
Profit and Loss Account	55,000		
Current Liabilities and Provisions			
A. Current Llabilities:			
Sundry Creditors	22,500		
B. Provisions:			
Provisions for taxation	<u> 19,500</u>		
	4,56,000		4,56,000

In order to redeem its preference shares, the company issued 5,000 equity shares of  $\ref{thm}$  10 each at a premium of 10% and sold all of its investment for  $\ref{thm}$  70,800. Preference shares were redeemed at a premium of 10%. Show the necessary journal entries in the books of the company and prepare the balance sheet of the company immediately after redemption of preference shares.

#### Solution:

# In the books of Producers Ltd. Journal Entries

Particulars	Dr. (₹)	Cr.(₹)
Bank Dr.  To Equity Share Application and Allotment Account	55,000	55,000
(Application money received on 5,000 equity shares of ₹ 10 issued at a premium of 10%)		33,000
Equity Share Application and Allotment A/c Dr.  To Equity Share Capital A/c  To Securities Premium A/c  (Allotment of 5000 against above of ₹ 10 and issued at a	55,000	50,000 5,000
(Allotment of 5000 equity shares of ₹ 10 each issued at a premium of 10% as per Board's resolution dated)		
Profit and Loss A/c Dr.  To Capital Redemption Reserve A/c (Transfer of the balance of the nominal value preference shares to be redeemed not covered by fresh issue, i.e., ₹ 1,00,000 - ₹ 50,000 on redemption to Capital Redemption Reserve A/c)	50,000	50,000
Bank Dr.  To Investments A/c  To Profit and Loss A/c  (Sale of Investments at a profit and transfer of profit on sale to Profit and Loss A/c)	70,800	60,000 10,800
8% Redeemable Preference Share Capital A/c Dr. Premium on Redemption of Preference Shares A/c Dr. To 8% Preference Shareholders A/c (Amount due to 8% preference shareholders on redemption)	1,00,000 10,000	1,10,000

Securities Premium A/c To Premium on Redemption of Preference (Application of securities premium to write off p redemption of preference shares)	-	10,000	10,000
8% Preference Shareholders A/c To Bank (Amount due to 8% Preference Shareholders on red their shares paid)	Dr. Iemption of	1,10,000	1,10,000

## Balance Sheet of Producers Ltd. as at 31st March, 2011 (After redemption preference shares)

Liabilities	₹	Assets	₹
Share Capital:		Fixed Assets:	
Authorised Capital:		Plant and Machinery	1,90,000
(40,000 Equity Shares of	4,00,000	Furniture and Fixtures	20,000
₹ 10 each)		Investments	Nil
1,000 8% Preference		Current Assets, Loans and	
Shares of ₹ 100 each	1,00,000	Advances:	
	5,00,000	A. Current Assets:	
Issued and Subscribed		Stock	1,30,500
Capital:		Debtors	49,550
30,000 Equity Shares of		Cash at Bank	20,750
₹ 10 each, fully paid-up	3,00,000	B. Loans and Advances:	
Reserves and Surplus:		Prepaid Expenses	1,000
Capital Redemption Reserve Account	50,000		
Securities Premium Account	4,000		
Profit and Loss Account	15,800		
<u>Current Liabilities and</u> <u>Provisions:</u>			
A. Current Liabilities:			
Sundry Creditors	22,500		
B. Provisions:	,		
Provisions for Taxation	19,500		
	4,11,800		4,11,800

#### **Working Notes:**

(i)	Dr.	Bank Account			Cr.
	Particulars	₹	Pa	articulars	₹
То	Balance b/fd	4,950	Ву	8% Preference	
То	Equity Share Application			Shareholders A/c	1,10,000
	and Allotment A/c	55,000	Ву	Balance c/d	20,750
То	Investment A/c	60,000			
То	Profit and Loss A/c	<u>10,800</u>			
		1,30,750			1,30,750
(ii)	Dr.	Securities Premium A/c			Cr.
	Particulars		₹ Particulars		₹
То	Premium on Redemption of	nption of		By Balance b/fd	9,000
	Preference Shares Accour	nt	10,000	By Equity Share Application	
То	Balance c/d		4,000	and Allotment A/c	<u>5,000</u>
			14,000		<u>14,000</u>
(iii)	Dr.		Profit	t and Loss A/c	Cr.
	Particulars		₹	Particulars	₹
То	Capital Redemption			By Balance b/fd	55,000
	Reserve A/c	50	50,000 By Bank (Profit on sale		
То	Balance c/d	15	5,80 <u>0</u>	of investments)	<u>10,800</u>
		65	5,80 <u>0</u>		<u>65,800</u>

Note: Equity Share Capital issued at ₹ 50,000 and Capital Redemption Reserve Account ₹ 50,000 jointly replace 8% Redeemable Preference Share Capital ₹ 1,00,000. Hence, the capital structure of the company remains unchanged.

#### **LESSON ROUND UP**

- There are two basic types of share capital which can be issued by a company under the Companies Act, 1956 i.e. (a) preference shares and (b) equity shares.
- Preference shares are those which carry preferential rights as to the payment of dividend at a fixed rate; and the return of capital on winding up of the company.
- An equity share is one which is not a preference share. Equity shares are risk bearing shares.
- Share capital of a company can be categorized as: Nominal or Authorised Capital; Issued Capital; Subscribed Capital; Called up Capital and Paid-up Capital.
- Shares of a company may be issued at par, at a premium or at a discount.
- When shares are issued at a price higher than the face value, they are said to be issued at a premium.
- When shares are issued at a price lower than the face value, they are said to be issued at a discount.
- Forfeiture of shares may be said to be the compulsory termination of membership by way of penalty for non-payment of allotment and/or any call money.

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- The forfeited shares may be re-issued at par, at a premium or even at a discount. If forfeited shares are re-issued at a discount, the amount of discount can, in no case, exceed the amount credited to Shares Forfeited Account.
- According to Section 80 of the Companies Act, a company limited by shares may, if authorised by its articles, issue preference shares, which are, or at the option of the company liable to be redeemed.
- Debentures may be issued at par, or at a premium, or at a discount.
- Debentures may be issued by a company for cash, for consideration other than cash, or as a collateral security.
- The issue of debentures to vendors is known as issue of debentures for consideration other than cash.
- A company may issue debentures on any specific condition as to its redemption such as: issued at par and redeemable at par, issued at a discount redeemable at par, issued at a premium redeemable at par, issued at par redeemable at premium, issued at a discount, but redeemable at a premium.
- When a company issues debentures it undertakes to pay interest thereon at a fixed percentage. The payment of interest on the debt is obligatory on the part of the company issuing them irrespective of the fact whether the company earns profit or not and the interest payable on debentures is a charge against the profits of the company.
- Discount on issue of debentures is a capital loss of the company and it is required to be shown on the assets side of the Balance Sheet under the heading "Miscellaneous Expenditure" until it is written off.
- When a company issues debenture at par or at a discount which are redeemable at a premium, the premium payable on redemption of the debentures is treated as a capital loss.
- The preference shares can be redeemed out of profits or out of the proceeds of fresh issue of equity or preference shares or a combination of both. The preference shares can be redeemed at a premium also.
- If the redeemable preference shares are redeemed out of the profits of the company which would otherwise be available for dividend, the "Capital Redemption Reserve Account" has to be credited which will represent the redeemable preference shares in the balance sheet after the redemption.
- If the redeemable preference shares are redeemed out of the proceeds of a fresh issue of shares, the new Share Capital Account raised by fresh issue takes the place of the Redeemable Preference Share Capital Account after the redemption.

GLOSSARY				
Shares	The total share capital is divided into a number of units known as 'shares'.			
Authorized Capital	The Company is registered with this amount of capital.			
Issued Capital	That part of the authorized capital of the company which has actually been offered to the public for subscription in cash.			
Subscribed Capital	It refers to that part of the issued capital which has actually been subscribed by the public and subsequently allotted to them.			
Called Up Capital	It is that portion of the subscribed capital which the shareholders are called upon to pay on the shares applied by them.			
Paid Up Capital	It refers to that part of the called up capital which has actually been paid by the shareholders.			
Forfeiture	The compulsory termination of membership by way of penalty for non-payment of allotment and/or any call money.			

#### **SELF-TEST QUESTIONS**

#### **Theory Questions**

- 1. What do you mean by shares? What are the types of shares?
- 2. Explain types of share capital in a company.
- 3. Briefly describe issue of shares at a premium.
- 4. What do you mean by forfeited shares? Can forfeited shares be re-issued? Explain.
- 5. What are debentures? How can a company issue debentures?
- 6. Explain various methods of redemption of preference shares.

#### **Practical Questions**

- 1. The authorised capital of a company is 1,00,000 shares of ₹ 10 each. On April 10, 2011, 50,000 shares are issued for subscription at a premium of ₹ 2 per share. The share money is payable as follows: ₹ 5 (including the premium of ₹ 2) with application, ₹ 3 on allotment; ₹ 2 on first call and ₹ 2 on second call. The subscription list closes on May 11, 2011 and directors proceed to allotment on May 18, 2011. The shares are fully subscribed and the application money (including the premium) is received in full. The allotment money is received by June 30, 2011, except as regards 500 shares. It is expected that the allotment money on these 500 shares will not be received. The first call and second call money is received by September 30, 2011 and December 31, 2011 respectively, barring the second call money on 200 shares which is not received and which is not likely to be received. Show the cash book and the structure of the share capital in the balance sheet.
- 2. X Ltd. forfeited 100 shares of ₹ 10 each for non-payment of the final call of ₹ 2; the shares were reissued @ ₹ 9 per share. How much was credited to shares forfeited account and what amount was transferred to capital reserve?

[Ans.: ₹800; ₹700]

3. Z Ltd. forfeited 150 shares of ₹ 10, issued at a premium of ₹ 2, for non-payment of the final call of ₹ 3. Of these 100 shares were re-issued @ ₹ 11 per share. How much would be transferred to capital reserve?

[**Ans.**: ₹700]

4. S Ltd. had issued equity shares of ₹ 10 each at a discount of 6%. 200 of these shares had been forfeited for non-payment of the first and final call of ₹ 2 each; 150 of these shares were later reissued @ ₹ 9 per share. Indicate the balance in the Share Forfeited Account and the Capital Reserve Account, resulting from the above.

[Ans.: Shares Forfeited A/c: ₹370 (Cr.);

Capital Reserve: ₹1,050 (Cr.)]

5. Redemption of 100,000 preference shares of ₹ 10 each was carried out by utilisation of reserves and by issue of 40,000 equity shares of ₹10 each at ₹12.5. How much should be credited to capital redemption reserve account?

[Ans.: ₹ 6,00,000]

In the above case, the redemption was carried out of reserves and out of the issue of 4,000 shares of ₹10 each @ ₹ 9.5. What is the amount of capital redemption reserve account that is required?

[**Ans.**: ₹6,20,000]

6. A company having free reserves of ₹ 30,000 want to redeem rupees one lakh preference shares. Calculate the face value of fresh issue of shares of ₹ 10 each to be made at a premium of 10%.

[Ans.: ₹ 70,000]

7. Bhalla and Co. Ltd. has an authorised equity capital of ₹ 20 lakhs divided into shares of ₹ 10 each. The paid-up capital was ₹ 12,50,000. Besides this, the company had 9% preference shares of ₹ 10

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each for ₹ 2,50,000. Balance on other accounts were - Securities Premium ₹ 18,000; Profit and Loss Account ₹ 72,000 and General Reserve ₹ 3,40,000. Included in Sundry Assets were investments of the face value of ₹ 30,000 carried in the books at a cost of ₹ 34,000. The company decided to redeem the preference shares at 10% premium, partly by the issue of equity shares of the face value of ₹ 1,20,000 at a premium of 10%. Investments were sold at 105% of their face value. All preference shareholders were paid off except 3 holding 2500 shares. Give the necessary journal entries bearing in mind that the Directors wanted a minimum reduction in free reserves, while effecting the above transactions. Working should form part of your answer.

[Ans.: Amount paid to preference shareholders: ₹2,72,250]

8. Krishna Ltd issued 10,000 12% Debentures of ₹10 each at a discount of 6%. Applications were received for 7,500 debentures. Journalise the transactions assuming all money has been received.

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## PART B FUNDAMENTALS OF AUDITING

#### **LESSONS**

10.	Concepts of Auditing
11.	Types of Auditing
12.	Tools of Auditing
13.	Auditor and Related Provisions

#### LEARNING OBJECTIVES

From the time of ancient Egyptians, Greeks and Romans, the practice of auditing the accounts of public institutions existed. Checking clerks were appointed in those days to check the public accounts. To locate frauds as well as to find out whether the receipts and payments are properly recorded by the person responsible was the main objective of Auditing of those days.

During the 18th century, the Company form of organizations comes into existence. In these companies capital is contributed by shareholders but they do not have control over the day to day working of the company. The shareholders who have invested their money would naturally be interested in knowing the financial position of the company. This originated the need of an independent person who would check the accounts and report the shareholders on the accuracy of the accounts and the safety of their investment.

Now days many forms of organisations are mandatorily required by the legislation to get their accounts audited. So there is a need to have understanding of the subject of auditing.



# Lesson 10 Concept of Auditing

### LESSON OUTLINE

- Introduction
- Meaning of Audit
- Principal aspects to be covered in audit
- Benefits of auditing
- Limitations of auditing
- Review Questions
- Investigation
- Difference between Auditing and Investigation
- Lesson Round UP
- Glossary
- Self-Test Questions

#### LEARNING OBJECTIVES

The basic purpose of auditing is to confirm the authenticity of books of accounts prepared by an Accountant. It is well known saying that "where the function of Accountant ends, audit begins to determine the true and fair picture of such accounts".

Audit is performed to ascertain the validity and reliability of information. Examination of books of accounts with supporting vouchers and documents in order to detect and prevent error and fraud is the main function of auditing. Auditor has to check the effectiveness of internal control system for determining the extent of checking to be done for carrying out the audit. Other than internal control system auditor has to follow certain other principal aspects of auditing. Audit safeguards the financial interest of persons not associated with the management like partners, shareholders, etc. Auditing also have some inherent limitations such as the obtained evidences are persuasive rather than conclusive. Investigation and auditing are two different areas not linked with each other.

In this lesson, you will learn the meaning of audit; principal aspects of auditing, Benefits and Limitations of audit and what is investigation and how it is different from auditing.

I'm not suggesting there are any errors at all. I'm saying that without a proper audit, there's no way to be sure.

**Pete Williams** 

#### INTRODUCTION

The term 'Audit' originated from the Latin word "audire" means to hear. In earlier days, the accounts were verified and certified by the auditors after hearing from the accounting parties. This manner of conducting audit has been changed over the period of time.

No person or organization can effectively carry on its activities without the help of proper records and accounts. The effect of all the transaction has to be recorded and analysed to see the results as regard the business as a whole. Financial statement are often the basis for decision making by the management. The management takes so many decisions on the basis of financial statements therefore the authenticity of financial statements is very essential and such authenticity of accounts can be assured with the help of an independent audit.

Audit is performed to ascertain the validity and reliability of information. Examination of books of accounts with supporting vouchers and documents in order to detect and prevent error and fraud is the main function of auditing. The goal of an audit is to express an opinion on the financial or non-financial areas. Audit safeguards the financial interest of persons not associated with the management like partners or shareholders, acts as a moral check on the employees and prevents from committing fraud. However, due to constraints, an audit seeks to provide only reasonable assurance that the statements are free from material error. In case of financial audit, a set of financial statements are said to be true and fair when they are free of material misstatements. But recently, argument that auditing should go beyond just true and fair is gaining momentum in view of recent frauds by high profile organizations in connivance with the reputed audit firms.

Traditionally, audits were mainly associated with gaining information about financial systems and the financial records of a company or a business. However, recently auditing has begun to include non-financial subject areas, such as safety, security, information systems performance, and environmental concerns. With nonprofit organizations and government agencies, there has been an increasing need for performance audit, examining their success in satisfying mission objectives of business.

#### MEANING OF AUDITING

Audit deals with checking, verification and examination of accounts. The audit can be started only when the accounting ends. There exists an interrelationship between accounting and auditing principles. Therefore it is a fact that without the proper development of accounting principle, the development of auditing procedure and principles is not possible. The term auditing is defined in various ways by different persons. Let's have a look at on these definitions;

#### **Definition of Auditing**

- "An audit is an examination of such records to establish their reliability and the reliability of the statement drawn from them". - A.W. Hanson
- 2. "An audit is an examination of accounting records undertaken with a view to establishing whether they correctly and completely reflect the transaction to which they relate. In some instances it may be necessary to ascertain whether the transaction are supported by authority". - L.R. Dicksee
- "Auditing is the process by which a competent, independent person accumulate and evaluates evidence about quantifiable information related to a specific economic entity for the purpose of determining and reporting on the degree of correspondence between the quantifiable information and established criteria". Arens and Loebbecke
- 4. "An audit denotes the examination of Balance sheet and profit and loss accounts prepared by others together with the books, accounts and vouchers relating thereto in such a manner that the auditor may be able to satisfy himself and honestly report that in his opinion, such Balance sheet is properly drawn up so as to exhibit a true and correct views of the state of affairs of the particular concern according to the information and explanations given to him and as shown by the books of accounts". - F.R.M. De Paula
- "Audit may be said to the verification of the accuracy and correctness of the books of accounts by an independent person qualified for the job and not in any way connected with the preparation of such accounts". - R.B. Bose

Following features can be drawn out of the above definitions:

- (i) Auditing is a systematic examination of accounts by an independent person to give transparent views on books of accounts.
- (ii) Time, extent and nature of audit depend upon effectiveness of internal control system of an organization.
- (iii) It may be done on test basis or in detail/in-depth examination of accounts.
- (iv) Maintenance of accounts is the function of Accounting, auditing has nothing to do with it.
- (v) Auditor has to report that accounts have been prepared as per Generally Accepted Accounting Principles and presents a true and fair view of business operations.

In above discussion, the scope of auditing is restricted to financial information only but within the era of globalization and technological advancement, today it extends to variety of non-financial areas as well. That is how various expressions like Operational Audit, Process Audit, Secretarial Audit, Tax Audit, Efficiency Audit etc. came into existence.

The term auditing is defined in broader sense in General Guidelines on Internal Auditing issued by the ICAI:

"Auditing is defined as a systematic and independent examination of data, statements, records, operations and performances (financial or otherwise) of an enterprise for a stated purpose. In any auditing situation, the auditor perceives and recognises the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report."

Thus, auditing can be defined as an independent examination of records whether financial or non-financial maintained by the entity to express an opinion thereon, whether they comply with specific legislation applicable to the entity.

#### PRINCIPAL ASPECTS TO BE COVERED IN AUDITING

The following aspects are required to be covered by an auditor while doing audit of any organization. The principal aspects can also be called the functions of audit:

- (i) Review of System and Procedures: Review of system and procedure is the primary function of auditing exercise. First an auditor needs to understand the system and procedures adopted by the entity to go further in the auditing exercise.
- (ii) Review of Internal Control System: Review of internal control system is very important for the auditor as the effectives of internal control system will determine the extent of checking to be done by the auditor. The compliance test and substantive procedures performed by the auditor will determine the effectiveness of internal control system. If internal control system is effective, less checking is required and vice-versa. Moreover As per Company Audit report Order, 2003 also an auditor need to comment on the effectiveness of Internal control system in the organization so the review of internal control is necessary for carrying out the Auditing exercise.
- (iii) Routine Checking/ Arithmetical Accuracy: It is the duty of the auditor to check the arithmetical accuracy of the books of account by checking the proper posting and balances of the books of accounts.
- (iv) Accounting Principles: Auditor has to ascertain whether proper distinction has been made between the item of capital and revenue nature and also whether the item of income and expenditure of a particular period has been adjusted in the books of accounts of that accounting period.
- (v) **Books and Statements:** Auditor has to compare the balance sheet and profit and loss account or other statement with the books of accounts and supporting vouchers to ascertain that the final accounts are been made in accordance with the underlying records.
- (vi) Verification of Assets: It is the duty of the auditor to physically inspect the assets and their recording in the books of accounts and verify the legal and official documents to ascertain the existence, ownership, possession, classification and valuation of assets of an entity.
- (vii) Verification of Liabilities: It is the duty of the auditor to inspect the books of accounts and verify the

legal and official documents to ascertain the existence, obligation, completeness, valuation and disclosure of liabilities of an entity.

- (viii) *True and Fair View*: The auditor has to give its opinion whether the financial statements depicts the true and fair view of the state of affairs of the organization.
- (ix) Statutory Compliance: Auditor has to ensure that all the statutory requirements has been complied by the entity like provisions of Income Tax Act, Companies Act and other acts if any applicable has been complied by the organization.
- (x) **Reporting**: The auditor has to report to the authority appointing him for conducting audit whether the financial statements of accounts examined actually reveals true and fair view of the state of affairs and of the profit or loss earned during the period by the organization.

#### **BENEFITS OF AUDIT**

- (i) Satisfaction of Owner: It is because of audit that the owner will be satisfied about the business operations and working of its various departments.
- (ii) **Detection and Prevention of Errors and Frauds:** The errors whether committed innocently or deliberately are discovered by the process of audit and its presence prevents their occurrence in the future. No one will try to commit an error or fraud as the accounts are subject to audit and hence they will have a fear of being detected. Just like errors, frauds are discovered by audit and its presence minimizes future possibility if not eliminated totally.
- (iii) *Verification of Books*: Another advantage of audit is the verification of the books of accounts, this helps in maintaining the records up to date at all times.
- (iv) *Independent Opinion*: Auditing is very useful in obtaining the independent opinion of the auditor about business condition. If the accounts are audited by an independent auditor, the report of the auditor will be true and fair in all respects and it will be of extreme importance for the management of the company.
- (v) *Moral Check*: The process of audit will establish a check on the minds of the staff working in the business and they will not be able to commit any irregularity, as they will have a fear and will also be aware that the accounts will be examined in the near future and that action would be taken against them if any irregularity is discovered. Thus the audit prevents the happening of any irregularity before it starts and the staff hence becomes more active and responsible. The fear of their getting caught act as a moral check on the staff of the company.
- (vi) **Protection of the Rights and Interests of Shareholders:** Audit helps in protecting the interests of shareholders in case of joint stock company. Audit gives assurance to the shareholders that the accounts of the company are being maintained properly and their interest will not suffer under any circumstances.
- (vii) Reliance by Outsiders: Outsiders like creditors, debenture holders and banks etc. will rely on the books of accounts and financial statements of the business if they are audited by an independent authority (external auditor).
- (Viii) Ensures Compliance with Legal Requirements: Audited statements are necessary to fulfill ceratin legal requirements e.g. listing requirements of stock exchange etc.
- (Ix) Reinforce and Strengthen Internal Control: Since auditing exercise involves the review of internal control system, an auditor will identify the gaps in internal control system and can suggest the necessary change in the internal control system.
- (viii) Loan Facility: Money can be borrowed easily on the basis of audited balance sheet from financial institutions. If accounts are audited the true picture will be visible to banks and it will be easy for them to issue loans as early as possible.

#### **LIMITATIONS OF AUDIT**

Besides having various benefits, there are some inherent limitations of auditing. These are as follows:

(i) *Higher Cost Burden*: Due to Higher Cost Burden, the auditor limits his scope of work to selective testing or sampling thus in depth checking of books of accounts is not possible.

- (ii) Based on test checks. Generally an auditing exercise is based on test checking. Inferring a result on the basis of test check always need not to be true.
- (iii) Insufficient Time: Generally an auditor needs to release the report up to a specified timeline. Sometime this timeline become a constraint for an auditor in carrying out the auditing exercise effectively. This time constraint may affect the amount of evidence that can be obtained concerning events and transactions after the balance sheet date that may have an effect on the financial statements. Moreover, there is a relatively short time period available for resolving uncertainties existing at the financial statement date
- (iv) *Inconclusiveness of Evidences*: The evidences obtained by an auditor are persuasive rather than conclusive. For example, an architect's certificate of valuation for a newly constructed building of a client may not be conclusive evidence of the correct value of building.
- (v) Based on Estimates: Estimates are an inherent part of the accounting process, and no one, including auditors, can foresee the outcome of uncertainties. Estimate range from the allowance for doubtful accounts and an inventory obsolescence reserve to impairment tests of fixed assets and goodwill. An audit cannot add exactness and certainty to financial statements when these factors do not exist.
- (vi) Based on the Information provided by the Management: The audit opinion is based on the information provided by the management. Hence, outsiders cannot fully rely on the auditor's report.

#### **REVIEW QUESTION**



- 1. The evidence obtained by an auditor is \_\_\_\_\_rather than conclusive.
- 2. The term 'Audit' originated from the Latin word "audire" means
- 3. Auditing can be defined as an \_\_\_\_\_ examination of records (financial or non-financial).
- 4. If internal control system is effective, \_\_\_\_\_ checking is required and vice-versa.

#### **INVESTIGATION**

The investigation is related to critical checking of particular records. Investigation is done when a lapse already exists to pin point the reason and person involved in it so that responsibility for such lapse could be fixed whereas audit is a process to check whether the accounts are properly maintained as per required norms following all the procedures etc. and to point out any lapses in this line. The purpose of auditing and investigation is different.

#### DIFFERENCE BETWEEN AUDITING AND INVESTIGATION

PARTICULARS	INVESTIGATION	AUDITING		
1. Meaning	Investigation implies systematic, critical and special examination of the records of a business for a specific purpose.	An audit is independent examination of financial information of any entity, when such an examination is conducted with a view to expressing an opinion thereon.		
2. Mandatory Nature	Voluntary	Mandatory for Companies. For others, it is voluntary.		
3. Conducted by	Any person, who may not be a Chartered Accountant.	A Chartered Accountant within the meaning of the Chartered Accountants Act 1949.		

4. Appointing Agency	Owners or Management or even third parties may appoint the investigator.	Owners/Shareholders of the enterprise.
5. Protection of Interests	Work is carried out from the viewpoint of the appointing agency.	Work is carried out on behalf of the owners, even if the power of appointment is delegated to say, Board of Directors.
6. Scope and Coverage	Specific – Seeks to answer only those questions laid down in the engagement letter.	General – when compared to investigation – seeks to form an opinion on the Financial Statements.
7. Period Covered	Not necessarily restricted to a financial year. It can extend for a period consisting of a number of years.	Generally a period of one financial year.
8. Pre conceptions	Its essence lies in going into the matter with some pre-conceived notion suited to the objective.	Audit is not based on suspicion unless circumstances exist to arouse suspicion.
9. Evidence	Seeks conclusive and corroborative evidence.	Much of audit evidence is persuasive rather than conclusive.
10. Form of Reporting	There is no statutory form of investigation report.	The matters to be covered in the audit report are sometimes prescribed by law.

#### **LESSON ROUND UP**

- An Audit is an independent examination of financial or non-financial information of any entity; when such an examination is conducted with a view to express an opinion thereon.
- Principal Aspects to be Covered in Audit: internal control system, review of system and procedures, accounting principles, books and statements, verification of assets, verification of liabilities, true and fair view, statutory compliance and report.
- Benefits of Audit: satisfaction of owner, detection and prevention of errors and frauds, verification of books of accounts, independent opinion, moral check, protection of the rights and interests of shareholders, ensures compliances with legal requirements, reinforce and strengthen internal control system and reliance by outsiders
- Limitations of an Audit: Audit involves higher cost, audit involves reasonable length of time, based
  on test checks, evidence obtained by an auditor are persuasive rather than conclusive, auditors cannot
  determine the appropriateness of accounting estimates because of uncertainties involved in it and
  audit is based on information provided by management.
- Difference between Investigation and Auditing: Investigation implies systematic, critical and special
  examination of the records of a business for a specific purpose whereas audit is independent
  examination of financial information of any entity, when such an examination is conducted with a view
  to expressing an opinion thereon.

	GLOSSARY			
Connivance	Agreement on a secret plot, collusion			
Persuasive	Intended or having the power to induce action or belief, convincing.			
Conclusive	Forming an end or termination; especially putting an end to doubt or question; "conclusive proof"; "the evidence is conclusive"			
GAAP	Generally Accepted Accounting Principles, a collection of rules and procedures and conventions that define accepted accounting practice; includes broad guidelines as well as detailed procedures.			
Statutory	Relating to or created by statutes; "statutory matters"; "statutory law". Statute means a law enacted by a government.			
Corroborative	To strengthen or support with additional evidence.			

#### **SELF-TEST QUESTIONS**

- 1. What is the meaning of Auditing?
- 2. What are the principal aspects to be covered in auditing?
- 3. Why the need of auditing arises and what are benefits of auditing?
- 4. "The evidences obtained by the auditor are persuasive rather than conclusive". Explain.
- 5. What do you mean by investigation and how it is different from auditing?

#### **SUGGESTED READINGS**

- 1. Fundamentals of Auditing By Kamal Gupta
- 2. Auditing: Principles and Practice By Ravinder Kumar, Virender Sharma
- 3. An Insight into Auditing- By Dr. B. K. Basu

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# Lesson 11 Types of Audit

### **LESSON OUTLINE**

- Internal Audit
  - Advantages of Internal Auditing
  - Benefits of Internal Auditing
  - Limitations of Internal Auditing
- Review Questions
- Financial Audit
- Secretarial Audit
- Cost Audit
- Tax Audit
- Review Questions
- Bank Audit
- Co-operative Society Audit
- Trust Audit
- Insurance Audit
- Partnership Audit
- Sole Proprietorship Audit, etc.
- Government Audit
- Management Audit
- Functional Audit
- Propriety Audit
- Efficiency Audit
- Lesson Round Up
- Glossary
- Self-Test Questions

#### LEARNING OBJECTIVES

In the last lesson the meaning, benefits and limitations of audit is discussed. Here, we will see the different types of audit. The requirement of getting the books of accounts audited became mandatory due to legislation. The nature and scope of audit vary due to various factors such as the size of organisation, the strength of internal control system, legal requirement etc. In internal Audit, the books of accounts may be audited by internal department of the organisation while in other types of audit; such as statutory audit, secretarial audit, cost audit, tax audit, bank audit, insurance audit, co-operative society audit, trust audit, sole proprietorship audit etc. the audit is done by independent person. In internal audit the area of work is determined by the management whereas in other types of audit the area of work is determined by the legislation.

In this lesson, you will learn the different types of audit such as internal audit, financial audit, tax audit, secretarial audit, cost audit, bank audit, trust audit, insurance audit, etc.

Companies will not receive a rubber stamp certification; this is an in-depth program that requires an exhaustive and thorough audit of one's processes.

John Kania

#### INTRODUCTION

Up to early decades of Twentieth Century, Auditing exercise was considered limited to auditing of books of accounts i.e. finance audit, internal audit. After the advancement of trade/technology various types of audit have come into existence i.e. operation audit, management audit, efficiency audit, propriety audit, information system audit etc. Types of audit depend upon various factors such as the nature of work undertaken, approach used for conducting audit, organization structure, legal requirements etc. The different types of audit have different objectives. Here, now we will study the different types of audit along with their characteristics, merits and limitation.

#### TYPES OF AUDIT

Broadly, audit can be divided into two categories i.e. audit required under law and voluntary audit. Audit which is prescribed by a statue/legislation includes Audit of Companies governed by the Companies Act, 1956, Banking Companies, Electricity Supply Companies, Co-Operative Societies, Public and Charitable Trusts, Corporation set up under Act of Parliament etc. Whereas voluntary audit includes Audit of Partnership Firm, Sole Proprietorship, Hindu Undivided Families etc.

Further, audit can also be classified on the basis of methods used or scope of work defined under the audit. These types of audit includes Internal Audit, Management Audit, Process Audit i.e. ISO audit, Functional Audit, System Audit, Propriety Audit, Efficiency Audit etc.

Following types of audit are discussed from syllabus point of view:

- Internal audit
- Financial Audit
- Secretarial audit
- Cost audit
- Tax Audit
- Bank Audit
- Co-operative Societies Audit
- Trust Audit
- Insurance Audit
- Partnership Audit
- Sole Proprietorship Audit etc.
- Government Audit
- Management Audit
- Functional Audit
- Propriety audit
- Efficiency audit

#### **INTERNAL AUDIT**

Internal audit is an evaluation and analysis of the business operation conducted by the internal audit staff. It is the part of overall system of internal control established in an organization.

Internal audit is the independent appraisal activity within an organization for the review of accounting, financial and other business practices as protective and constructive arms of management. It is a type of control which functions by measuring and evaluating the effectiveness of other type of controls.

According to Professor Walter B. Meigs, Internal Auditing means "Internal auditing consist of a continuous, critical review of financial and operating activities by a staff of auditors functioning as full time salaried employees."

In big organization, an internal audit is carried out by the team of professionals in the organization. The internal audit is not mandatory but organization gets the internal audit done with a view to evaluate the effectiveness of internal control, the soundness of financial system, effectiveness of business processes etc. This provides management an assurance about the control process in the organization and it aids in early detection of inefficiencies/fraud etc. it helps the statutory auditors too in getting the statutory audit done effectively. As per company audit report order, 2003, statutory auditor also requires to comment whether the company is having sound internal audit system or not.

#### **OBJECTIVE OF INTERNAL AUDIT**

- (i) **Proper Control:** The purpose of internal Audit is to keep proper control over business activities. When there is proper control there is maximum efficiency. The internal control can determine the degree of control over work.
- (ii) Accounting System: The purpose of internal audit is to evaluate the accounting system. It is concerned with checking proper authority for transactions like purchase, retirement and disposal of fixed assets. The voucher can be compared with entries in order to determine that figures and facts.
- (ii) *Help Management*: The purpose of internal audit is to help the management. Internal auditor can point out the weaknesses. The internal audit can be used as a tool to correct the situation. The management functions can be performed properly.
- (iv) Working Review: The purpose of internal audit is to review the working of business. The working of current year can be reviewed in detail. There is a need to locate the weak points. The corrective measures can be taken for proper working.
- (v) Asset Protection: The purpose of internal audit is to protect the assets. The proper record of assets must be there. Internal auditor can examine the valuation, verification and possession. The purchase and sale of assets must be made under proper authority.
- (vi) *Internal Check*: The purpose of internal audit is to evaluate the internal check system. There is division of duties among the employees. When all staff member are working properly it means there is effective internal check system. The work of an auditor is reduced. He can apply test checks to complete audit duty.
- (vii) Fair Statements: The purpose of internal audit is to detect the error in the accounting records. The work of internal audit can help the management to see that accounting record is in order.
- (viii) *Check Error*: The purpose of internal audit is to detect the errors in the accounting records. If the work of internal auditor goes side by side therefore there are minimum chances of errors. The accounting staff can rectify mistake to prepare accounts at the end of year in order to help the external auditor.
- (ix) **Detect Fraud:** The purpose of internal audit is to detect frauds in the books of accounting. When the work of accounting staff is over the internal audit is started. Accounting staff remains alert because there is no time gap between recording and checking. Thus detection of fraud is possible with it.
- (x) **Determine Liability:** The purpose of internal audit is to determine liabilities of employees. The duties are divided among the staff. It is easy to note the negligence on the part of employees. The internal audit can pin point the person responsible for carelessness.
- (xi) Help in Independent Audit: The purpose of internal audit is to help an independent audit. The external auditor can rely on internal auditor and there is no need of cent percent checking. In this way there is saving of time and money due to internal audit.

- (xii) *Performance Appraisal*: The purpose of internal audit is to check the performance appraisal. The management must achieve the targets fixed in budgets and plans. The internal audit is a tool to evaluate the working of each management function.
- (xiii) **Provide Suggestions:** The purpose of internal audit is to provide suggestions for improvement of business activities. The internal audit staff can suggest the ways and means to remove the difficulties. Anyhow the internal auditor cannot compel the management to implement suggestions.
- (xiv) New Ideas: The purpose of internal audit is to seek new ideas relating to procedures, marketing, financing and other business matters. The internal audit staff can provide new ideas about various business matters. The viable ideas can be put in to practice for the benefit of business.
- (xv) Use of Resources: The purpose of internal audit is to determine the proper use of resources. The misuse of resources can increase the cost of doing the business. The proper use of resources means there is efficiency on the part of management.
- (xvi) Accounting Policies: The purpose of internal audit is to examine the accounting policies. The understanding of accounting system and procedure is helpful to device the effective audit plans & procedures. The internal auditor may find any weakness in the internal control. He can comment on the accounting policies.
- (xvii) **Special Investigation**: The purpose of internal audit may be to conduct special investigation about any business matter. Internal audit can be used as a tool to note the effectiveness of management function.

#### **BENEFITS OF INTERNAL AUDIT**

- (i) **Proper Accounting System:** The benefit of internal audit is that proper accounting system is introduced. Accounting system is a chain of activities in an entity by which transactions are processed for maintaining financial record. There is a need of orderly devices to achieve desirable results.
- (ii) Better Management: The benefit of internal audit is that there is better management of business concern. The auditor can point out the weak areas of management. The goals of business can be achieved if there is proper internal control, internal check and internal audit. It should be noted that management could rely on internal audit for best results.
- (iii) **Progressive Review:** The internal audit is beneficial to review progress of a business concern. The figures of previous years are compared with this year. Moreover the performance result of similar companies can be compared to determine the progress made by the entity. The management can review progress through internal audit.
- (iv) *Effective Control*: The internal audit is helpful to have effective control over business activities. Control is a management function, which is related to supervision and direction of ongoing activities. The manager concerned can remove the difficulties for smooth working of business.
- (v) Assets Protection: The assets protection is possible through internal audit. The management can use the assets for the benefit of business only. The assets cannot be used for private purposes. The embezzlement of cash, misappropriation of stock and misuse of other assets is not possible as the internal auditor keeps close watch over assets.
- (vi) *Division of Work*: The internal audit is helpful to apply division of labour. The division of labour is necessary to watch the activities of all employees including management. The auditor can suggest the way and means to improve the performance of business.
- (vii) No Error and fraud: The internal audit is used to protect accounting records from errors and fraud. The accounting and auditing go side by side when accounting work is over the audit will start. In such situation errors and fraud committed by the accounting staff will easily be detected and rectified.
- (viii) *Fixing Responsibility*: Internal audit is used to fix the responsibility of people having poor performance. The management establishes the performance standards. The internal auditor can evaluate the result of all persons. The people can be held responsible for below standard work and action can be taken against them.
- (ix) *Helps External Auditing*: The work performed by internal auditor can help external auditor in carrying out the audit. The audit procedure of internal and external audit is almost the same. The auditor can go through the internal audit report at the time of starting audit work. Anyhow external auditor is responsible for external audit.

- (x) **Performance Improves:** Internal auditor is helpful to improve the performance of the organization. The achievements of previous year are the basis of preparing budget for the next years. The projected income statement and balance sheet are drawn up. An attempt is made to get the positive result. Thus internal audit improves performance of business and employees.
- (xi) **Proper Use of Resources:** Internal audit is used to check the proper use of resources. The misuse of resources can increase the cost of organization. The optimum use of resources can be determined to control the cost of output. In this way internal audit is a tool to use the resources in the best interest of the business.
- (xii) *Investigation*: Internal audit is of help to investigate in to the business matters. In case of doubt internal auditor can be asked to examine the facts and figures to confirm or clear any doubt. The internal auditor can investigate the matter in any manner. Such investigation can be made at the request of management or owners.

#### LIMITATIONS OF INTERNAL AUDIT

- (i) *Staff Shortage*: The limitation of internal audit is staff shortage. There may be need of reasonable audit staff to examine the record. The shortage of staff is a hurdle to get benefit of internal audit.
- (ii) *Time Lag*: The limitation of internal audit is that it starts when accounting ends. Thus there is a time lag between recording and checking of entries.
- (iii) *Error*: The limitation of internal audit is that there may remain undetected errors in the books of accounts as it depends upon the expertise of internal audit staff to detect such errors. If audit staff is competent there is less chance of error being undetected. In case of poor audit staff there is no guarantee that audited accounts are free from errors.
- (iv) Responsibility: The limitation of internal audit is that management may not feel their responsibility in completing the audit formalities. The audit staff may give suggestion for proper working of business. The top-level management may not pay attention to suggestions. In this way the audit work cannot help the business.
- (v) *Duties*: If the duties of audit staff are not properly divided then the purpose of internal audit may be defeated.

#### **REVIEW QUESTIONS**



- The purpose of internal Audit is to keep proper \_\_\_\_\_over business activities.
- Internal audit is conducted by \_\_\_\_\_\_
- 3. Internal audit is a part of system.
- 4. Time lag is one of the \_\_\_\_\_ of Internal Audit.

#### FINANCIAL AUDIT

Independent financial audit is generally conducted to ascertain whether the Balance Sheet and Profit & Loss Account presents a true and fair view of the financial position and working result of the organization under audit. The need for financial audit arises as the control of the company is vested in the hands of the management of the company and the financial statements are also prepared by the management. The owners (shareholders), therefore, need assurance that the financial statements prepared by the management are reliable. The opinion of the auditor—an independent expert—assures the owners about the reliability of the financial statements. Similarly, investors wish to invest their moneys in the shares of companies on the basis of their profitability and financial position. They will also place greater reliance on financial statements if they have been audited. Other users of financial statements, e.g., trade creditors, banks, financial institutions, tax authorities, other government authorities, labour unions, etc., also place greater reliance on audited accounts.

Section 224 of the Companies Act 1956 contains provisions regarding the appointment of the auditor. As per this section the auditor of any company can be appointed by the shareholders however in some cases the auditor can be appointed by the directors or the central government.

#### SECRETARIAL AUDIT

Secretarial Audit is a compliance audit and it is a part of total compliance management in an organisation. The Secretarial Audit is an effective tool for corporate compliance management. It helps to detect non-compliance and to take corrective measures.

Secretarial Audit is a process to check compliance with the provisions of various laws and rules/regulations/procedures, maintenance of books, records etc., by an independent professional to ensure that the company has complied with the legal and procedural requirements and also followed the due processes. It is essentially a mechanism to monitor compliance with the requirements of stated laws.

## A Company Secretary in Practice has been assigned the role of Secretarial Auditor under section 2(2)(c)(v) of the Company Secretaries Act, 1980.

Ever-increasing complexities of laws and responsibilities of directors (especially non-executive directors) make it imperative that a Practicing Company Secretary (PCS) reports whether or not there exists proper compliance mechanism and systems in the corporate structure. PCS has also to verify whether diverse requirements under applicable laws have been duly complied with or not and if there is a need for any corrective measures or improvement in the system.

Secretarial Audit on a continuous basis would help the company in initiating corrective measures and strengthening its compliance mechanism and processes. It is recommended that the Secretarial Audit be carried out periodically (quarterly / half yearly) and adverse findings if any, be communicated to the Board for corrective action.

The multiplicity of laws, rules, regulations, etc. has necessitated introduction of a compliance management system to ensure compliances of laws applicable to a company. This has a two-fold objective:

- (a) Firstly, to protect the interests of all the stakeholders;
- (b) Secondly, to avoid any legal action against the company and its management.

As of now Secretarial Audit is not mandatory on the Companies. However, it is optionally undertaken by the companies for maintaining good Corporate Governance practices.

#### **COST AUDIT**

The Institute of Cost and Works Accountants of India defines cost audit as "a system of audit introduced by the Government of India for the review, examination, and appraisal of the cost accounting records and attendant information, required to be maintained by specified industries." According to CIMA, London, cost audit is "the verification of the correctness of cost accounts and of adherence to the Cost Accounting plan." Thus cost audit comprises of:

- (i) The verification of the cost accounting records such as the accuracy of the cost accounts, cost reports, cost statements, cost data, costing techniques and
- (ii) Examining these records to ensure that they adhere to the cost accounting, plans, procedures and objectives.

Ministry of Corporate Affairs has issued mandatory cost audit orders on Companies engaged in Bulk drugs, fertilization, sugar, telecommunications, industrial alcohol, and electricity & petroleum and if in immediate previous year aggregate value of Net Worth exceeds the specified limits.

The cost auditor has to judge:

- (i) Whether the planned expenditure is designed to give optimum results.
- (ii) Whether the size and channels of expenditure were designed to produce the best results, and
- (iii) Whether the return from expenditure on capital as well as current operations could be improved by some other alternative plan of action.

Cost Audit is useful for the purpose of Cost Control; Cost reduction and proper utilization of scarce resources. Moreover, cost audit also ensures that proper records are kept as to purchases and utilisation of material and expenses incurred on wages, overheads, etc. It also ensures that the unit has been run economically and efficiently.

#### TAX AUDIT

In India, the Income Tax Act, 1961, provides for the compulsory audit of the accounts of certain income tax assessee whose turnover or receipts exceed the specified limits. The objective of such audit is to assist the tax authorities in making the correct income tax assessment of the assessee concerned. The tax auditor has to specifically report on certain transactions which have an effect on the income tax liability of the assessee concerned and are, thus important to the tax authorities. The income tax act 1961 also contains various other provisions whereby audit report is required to be submitted to get certain deductions, exemptions etc.

As per the income tax ax, every person carrying on business whose turnover or gross receipts exceeds ₹ 60,00,000 (₹ 15,00,000 if carrying on profession) in the previous year shall get his accounts audited.

#### **REVIEW QUESTIONS**



1.	Section	224	of	the	Companies	Act	1956	contains	provisions	regarding	the
			С	of the	auditor.						

- 2. Secretarial audit is also termed as \_\_\_\_\_ audit.
- 3. A \_\_\_\_\_ has been assigned the role of Secretarial Auditor under section 2(2)(c)(v) of the Company Secretaries Act, 1980.
- 4. \_\_\_\_audit is useful for the purpose of Cost Control; Cost reduction and proper utilization of scarce resources.

#### **Bank Audit**

The huge amount of public monies are handled by the banks make it imperative that the activities of the industry are closely monitored and regulated without strangulating the spirit of entrepreneurship. Audit forms an integral and important part of such monitoring and regulation. The Auditors have to certify that statement of accounts of the bank as at the closure of the financial year reveal true and fair view of the Bank' financial position, adequate provision for Non-Performing Asset(NPA)/bad debts has been made in the books. All expenses/income have been duly accounted for and profit is correctly worked out. The Banking Regulation Act, 1949 contains the provisions relating to the maintenance of accounts and their audit.

#### **Co-Operative Society Audit**

There are certain features of co-operative which are similar to those of companies. As in the case of companies, in co operative societies also, there is a separation of ownership from manage-ment while the capital of a co-operative society is contributed by all the members. The management of its affairs is in the hands of only some of the members' elected for this purpose. This necessitates an independent financial audit of accounts of co-operative societies. Considering this, audit of co-operative societies is required by law in India. However, an important feature of co operative societies is that, unlike most companies, the affairs of co-operative societies are often managed by persons who do not possess adequate managerial, technical or accounting skills. The independent financial auditors of co-operative societies are, therefore, required to report on some of these aspects also.

#### **Trust Audit**

Independent financial audit of trusts assures the creators of trust and/or those for whose benefit the trust is created (i.e., beneficiaries) the financial statements of the trust are reliable. Therefore in many cases, it is specifically provided in the relevant law and/or in the trust deed that the trus-tees shall get the financial statements of the trust audited.

In India the Income-Tax Act, 1961, provides for non-inclusion of certain incomes of public trusts in their taxable income. Many public trusts get their accounts audited pursuant to the requirement of the Income Tax Act, 1961.

#### **Insurance Audit**

The insurance audit is an examination of the operations, records and books of account of the insurance company. Auditor performs an audit to ensure that the customer has paid the appropriate premium for risk cover provided to him. The auditor should be conversant with the provisions of the Insurance Regulatory and Development, Act 1999 which contains the provision of the maintenance of accounts and audit of the insurance companies.

#### **Partnership Firm Audit**

At present, partnership firms in India are not legally required to get their financial statements audited. Still, many firms get their financial statements audited as audited accounts helps in proper valuation of goodwill, distribution of share of the deceased Partner to their legal heirs etc. The audited accounts are also useful to get the loan sanctioned from the banks. The audit should be carried out as per the terms of partnership deed and Partnership Act.

#### **Sole Proprietorship Audit**

Like partnership firms, sole proprietary concerns are also not legally required to get their financial statements audited by independent financial auditors. However, many such concerns get their financial statements so audited for the following reasons. Audit assures the proprietor that the accountant has maintained the books and prepared the financial statements properly.

#### **Government Audit**

Government audit aims at ensuring that the financial transactions of the government are executed properly under sanctions and authorities and are correctly recorded in the books of accounts. It is the duty of Comptroller and Auditor General of India (C&AG) to audit the receipts and expenditure of the Union Government and State Government.

Further, government audit also includes the audit of government companies conducted by C&AG in accordance with the provisions of Companies Act, 1956 and other relevant legislations.

#### **Management Audit**

It is a structured review of the systems and procedures of an organization in order to evaluate whether they are being conducted efficiently and effectively. A management audit involves establishing performance objectives, agreeing the standards and criteria for assessment, and evaluating actual performance against targeted performance Generally management audit/operational audit is not mandatory but it recommendatory certainly.

#### **Functional Audit**

In this form of audit, a function is analyzed thoroughly with respect to system, process, input and output. This audit is being carried so as to evaluate the effectiveness of the department processes and for finding out the gaps in desired output and actual output with reasons. After the function audit, proper systems are put in place and gaps as identified are filled by way of corrective actions.

#### **Propriety Audit**

Under this type of audit, the expenditure is analyzed with a view to ascertain the cases of improper, avoidable or in fructuous expenditure even though the expenditure has been incurred in conformity with the existing rules and regulations. This audit is very important form of management audit and helps the management in finding out the inefficiencies in the system.

#### **Efficiency Audit**

Efficiency audit or performance audit is a form of audit which is being carried out for ascertaining the efficiency/performance of a system/process/input. This is being carried out to judge whether the result as achieved are in conformity with set standards or not. Appraisal of how a particular activity is carrying out the company's policies and procedures. Such review may cover any activity within a department, division, or local area. A performance audit can be a review of a program to assure that it is satisfying its objectives. The program may apply to management and accounting procedures, guidelines, or policies. The performance audit may take into account the anticipated benefits of a program relative to the actual performance. Also relevant may be the costs and time associated with the activity. A report of management's abilities is typically prepared to meet particular goals. Included in the report are measures of the effectiveness of internal controls and efficiency of procedures and processes. The performance audit may be initiated by the organization or by external interested parties.

#### **LESSON ROUND UP**

In this lesson, we have discussed various types of audit such as internal audit, financial audit, secretarial audit, cost audit, tax audit etc.

- Internal Audit- Internal audit is an evaluation and analysis of the business operation conducted by the internal audit staff. It is the part of overall system of internal control established in an organization.
- Objective of Internal Audit- proper control, accounting system, help management, working review, asset protection, internal check, fair statements, check error, detect fraud, determine liability, help in independent audit, performance appraisal, provide suggestions, new ideas, use of resources, accounting policies, special investigation.
- Benefits of Internal Audit- proper accounting system, better management, progressive review, effective control, assets protection, division of work, no error and fraud, fixing responsibility, helps external auditing, performance improves, investigation, proper use of resources.
- Limitations of Internal Audit- staff shortage, time lag, error, responsibility, duties.
- Financial Audit- Independent financial audit is generally conducted to ascertain whether the balance sheet and profit & loss account present a true and fair view of the financial position and working result of the organization under audit.
- Secretarial Audit- Secretarial Audit is a process to check compliance with the provisions of various laws and rules/regulations/procedures, maintenance of books, records etc., by an independent professional to ensure that the company has complied with the legal and procedural requirements and also followed the due process. It is essentially a mechanism to monitor compliance with the requirements of stated laws. A Company Secretary in Practice has been assigned the role of Secretarial Auditor under section 2(2)(c)(v) of the Company Secretaries Act, 1980.
- Cost Audit- A system of audit introduced by the Government of India for the review, examination, and appraisal of the cost accounting records and attendant information, required to be maintained by specified industries.
- Tax Audit: The objective of such audit is to assist the tax authorities in making the correct income tax assessment of the assesses concerned.
- Bank Audit: The Banking Regulation Act, 1949 contains the provisions relating to the maintenance of accounts and their audit.
- Co-Operative Society Audit: The management of the affairs of the co-operative societies is in the hands of only some of the elected members. This necessitates an independent financial audit of accounts of co-operative societies.
- Trust Audit: It is specifically provided in the relevant law or in the trust deed that the trus-tees shall get the financial statements of the trust audited.
- Insurance Audit: Insurance Regulatory and Development, Act 1999 contains the provision of the maintenance of accounts and audit of the insurance companies.

- Partnership Firm Audit: At present, partnership firms in India are not legally required to get their financial statements audited. Still, many firms get their financial statements audited
- Sole Proprietorship Audit: Like partnership firms, sole proprietary concerns are also not legally required to get their financial statements audited by independent financial auditors.
- Government Audit: It is the duty of Comptroller and Auditor General of India (C&AG) to audit the
  receipts and expenditure of the Union Government and State Government.
- **Management Audit:** It is a structured review of the systems and procedures of an organization in order to evaluate whether they are being conducted efficiently and effectively.
- Functional Audit: In this form of audit, a function is analyzed thoroughly with respect to system, process, input and output.
- Propriety Audit: Under this type of audit, the expenditure is analyzed with a view to ascertain the
  cases of improper, avoidable or in fructuous expenditure even though the expenditure has been
  incurred in conformity with the existing rules and regulations.
- Efficiency Audit: Efficiency audit or performance audit is a form of audit which is being carried out for ascertaining the efficiency/performance of a system/process/input.

	GLOSSARY
Constructive Arm	Improve or promote development
Independence	Free from the influence, guidance, or control of another or others; self-reliant: an independent mind.
Practicing Company Secretary:	The member of ICSI who hold certificate of practice.
Check	An action or influence that stops motion or expression: a restraint

#### **SELF-TEST QUESTIONS**

- 1. What are the types of audit? Explain in brief.
- 2. What is meant by Internal Audit and what are its benefits and limitations?
- 3. What is meant by Financial Audit?
- 4. What is the difference between Internal Audit and Financial Audit?
- 5. What is Secretarial audit and who can be appointed as secretarial auditor?
- 6. What are the objectives of secretarial audit?
- 7. What do you mean by tax audit and on whom it is applicable?
- 8. What is cost audit and explain its usefulness in brief?

#### **SUGGESTED READINGS**

- Fundamentals of Auditing By Kamal Gupta
- 2. Auditing: principles and practice By Ravinder Kumar, Virender Sharma
- 3. An Insight into Auditing- By Dr. B. K. Basu

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# Lesson 12 Tools of Auditing

### **LESSON OUTLINE**

- Audit Plan
- Audit Programme
  - Advantages of Audit Programme
  - Disadvantages of Audit Programme
  - Remedies of Disadvantages of Audit Programme
- Difference between Audit Plan and Audit Programme
- Review Questions
- Audit evidence
  - Essentials of Audit evidence
  - Factors considered while obtaining audit evidence
  - Techniques of obtaining audit evidence
- Working papers
- Types of working paper
- Review Questions
- Lesson Round-Up
- Glossary
- Self-Test Questions

#### LEARNING OBJECTIVES

In the last lesson the various types of audit have been discussed. In this lesson the steps taken by the auditor while carrying out an audit will be dealt. Auditor uses various types of tools such as audit plan, audit programme etc. for carrying out an audit. An audit plan lays down the strategies to be followed for carrying out an audit. It is the first step of audit. After preparing an audit plan, the auditor will make an audit programme which contains the instructions to be followed by the audit staff. This helps auditor in proper supervision of the audit. While doing an audit the auditor has to collect evidences in support of his opinion. The audit evidence provides grounds for believing that a particular thing is true or not by providing support for a fact or a point in question. Audit working papers are used to support the audit work done in order to provide assurance that the audit was performed in accordance with the relevant auditing standards.

In this lesson you will learn how the Audit Plan is important in an audit, the ways of laying down an audit Programme, importance of evidence and working papers.

It's an independent audit of the work and all the contracting issues to determine whether existing procedures were complied with and whether there should be any changes in those procedures.

John Mullen

#### **AUDIT PLAN**

An audit plan lays out the strategies to be followed to conduct an audit. It includes the nature, timing and extent of audit procedures to be performed by the engagement team members. The auditor shall develop an audit plan while considering the following:

- (a) The nature, timing and extent of planned risk assessment procedures.
- (b) The nature, timing and extent of audit procedures at the assertion level.
- (c) Other planned audit procedures that are required to be carried out so that the engagement complies with Standard on Auditing (SAs).

The objective of the auditor is to plan the audit so that it will be performed in an effective manner.

The auditor should consider the following matters before planning for an audit:

- (i) Terms of Engagement and any Statutory Responsibilities: While framing an audit plan auditor should ascertain his terms of appointment and responsibilities cast by various legislations on him. The auditor should then prepare his audit plan based on what he is required to do.
- (ii) Nature and Timing of Report or other Communications: Auditor should determine the form and the timing of the report. This will help auditor in determining the scope and time schedule of the audit.
- (iii) Accounting Policies followed by the Enterprise and Change in those Policies: Accounting policies followed by the enterprise affect the audit plan. While preparing an audit plan due consideration may be given to the areas where there is any change in accounting policies.
- (iv) Effect of New Accounting or Auditing Requirements: Any change in accounting and auditing standards may affect the scope of audit or the manner in which it is conducted. Therefore these should be carefully considered while drawing up the audit plan.
- (v) Identification of Significant Audit Areas: It is important for the auditor to identify the areas which involves greater audit risk, so that the audit can be planned in such a way that overall audit risk will be less. More risky areas should be checked in detail and vice-versa.
- (vi) Setting of Materiality Levels for Audit Purposes: At the planning stage the auditor sets the materiality levels. For example the auditor may decide that in the case of audit of sales he will examine all sales transactions above Rs.5000.
- (vii) Degree of Reliance Expected to be placed on Accounting System and Internal Control: While laying down an audit plan the auditor shall assess the effectiveness of accounting systems and internal controls. On the basis of assessment, the auditor has to decide whether he will do test checking or more extensive checking of transaction and balances.
- (viii) Nature and Extent of Audit Evidence: The nature and extend of audit evidence will vary in different auditing situations. For example in one situation the auditor may rely more on physical examination, confirmation from third parties whereas in another situation he may rely more on examination of documentary evidence.
- (ix) Work of Internal Auditors: Statutory auditor has to review the work done by the internal auditors to determine the extent of reliance they can place on. It will help the auditor in determining the scope of work under the audit plan.
- (x) Establishing and Coordinating Staffing Requirements: Auditor shall determine the exact requirements of the staff along with the broad estimate of time required by each staff members. So that the audit work will be completed on time.

#### **AUDIT PROGRAMME**

An audit programme is a set of instructions which are to be followed for proper execution of audit. After the development of audit plan a detailed written audit programme containing the various steps and procedures shall be required. The audit programme contains the measures that are generally employed to determine

what, and how much evidence must be collected and evaluated. It also lays down the responsibilities for the whole audit team for carrying out different tasks.

The prepared audit program may be revised if needed in accordance with the prevailing circumstances. An audit program largely depends on the size of the organization and other relevant factors. Minimum essential work to be done is Standard Programme and rest is according to circumstances. There is no standard audit programme applicable for all situations.

Audit programme is documented in the Audit Working Papers, which are the official record that contains the planning and execution of the audit agreement.

#### **ADVANTAGES OF AUDIT PROGRAMME**

- 1. It helps in ensuring that all important areas are appropriately covered during audit.
- 2. It helps in distributing the work among the assistants in accordance with the level of their competence and experience.
- 3. It provides instructions to the audit staff and reduces scope for misunderstanding.
- 4. It helps in fixing the responsibility for the work done among the audit staff as work done may be traced back to the individual staff member.
- 5. It helps in assessing the progress of work by ascertaining what part of audit work has been completed and how much is left.
- 6. It serves as evidence against charge of negligence.
- 7. On completion of an audit, it serves the purpose of audit record which may be useful for future reference.

#### **DISADVANTAGES OF AUDIT PROGRAMME**

- 1. *Rigidity:* Audit programme loses its flexibility as it can not be same for different types of organisation. Each business has separate problems. So a single/same audit programme can not be laid down for each type of business.
- 2. **Reduces the Initiative of Efficient Staff:** It kills the initiative of capable persons. Assistant can not suggest any improvement in the plan.
- 3. **Audit Work becomes Mechanical:** The Audit programme is mechanical that it ignores many other aspects like internal control.
- 4. **New Areas may be Overlooked:** With the passage of time new problems arises during the audit may be over looked in the audit Programme.

#### REMEDY OF DISADVANTAGES

- 1. The remedy in such situations is that audit programme should be flexible must be always opens to changes and improvements.
- 2. The audit staff should be encouraged to draw attention of the auditor to any defects in the programme.
- 3. The staff should be encouraged to explore fully unusual transaction and do not get restricted with the audit programme.

#### DIFFERENCE BETWEEN AUDIT PLAN AND AUDIT PROGRAMME

Audit Plan	Audit Programme

Plans should be made to cover, among other things:

- Acquiring knowledge of accounting systems, policies and internal control procedures
- ii) Establishing the expected degree of reliance to be paced on the internal control
- iii) Determining the nature, timing and extent of the audit procedures to be performed
- iv) Co-ordinating the work to be done

It lays down the following audit procedure to be followed:

- i) Evaluation of internal control
- ii) Ascertain arithmetical accuracy of books of accounts
- iii) Vouching of transactions'
- iv) Verification and valuation of assets and liabilities
- v) Ledger scrutiny
- vi) Checking of overall disclosure and presentation of all items in the final accounts.
- vii) Preparation and submission of audit report.

#### REVIEW QUESTION



1. At the	stage the	auditor sets	s the ma	ateriality	levels.
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- 3. An audit programme is a set of \_\_\_\_\_ which are to be followed for proper execution of audit.
- 4. Audit programme is documented in the \_\_\_\_\_\_, which are the official record that contains the planning and execution of the audit agreement.

#### AUDIT EVIDENCE

The auditor has to obtain sufficient and appropriate evidence to substantiate his opinion on the financial statements. The audit evidence provides grounds for believing that a particular thing is true or not by providing support for a fact or a point in question. The evidences collected by the auditor must support the contents of the auditor's report.

#### Essentials of good audit evidence

- (a) **Sufficient:** The audit evidence are said to be sufficient when they are in adequate quantity. The audit evidence enables the auditor to form an opinion on the financial information. Sufficient evidence can be obtained by test checking instead of 100% checking.
- **(b) Reliable:** Evidences obtained by auditor are persuasive rather than conclusive in nature therefore evidence cannot be 100% reliable. The reliability of audit evidence is depends upon:
  - (i) **Source:** whether the evidence obtained within the organisation i.e. internal and obtained from outside i.e. external (confirmation by third party)
  - (ii) *Nature:* whether the evidence is verbal (explanation from clients staff), visual (physical verification of stock) or documentary (bills attached to vouchers)
- **(c) Relevant:** The obtained audit evidence must be relevant to the matter being checked. For e.g. the balance stock in hand to be checked then the relevant evidence shall the physical verification.

The following rules of thumb have proven helpful in judging the appropriateness of evidence:

- (a) documentary evidence is usually better than testimonial evidence;
- (b) audit evidence is more reliable when the auditor obtains consistent evidence from difference sources or of a different nature.

- (c) original documents are better than photocopies;
- (d) evidence from credible third parties may be better than evidence generated within the audited organization;
- (e) the quality of information generated by the audited organization is directly related to the strength of the organization's internal controls (the auditors should have a good understanding of internal controls as they relate to the objectives of the audit); and
- (f) evidence generated through the auditor's direct observation, inspection and computation is usually better than evidence obtained indirectly.

Important factors to be considers while obtaining audit evidence:

- the quality of the evidence (its relevance, reliability and validity);
- the level of materiality (Rupees terms) or the significance of the observation or conclusion (in general, the higher the level of significance or materiality, the higher the standard that evidence will have to meet);
- whether an audit level of assurance (high) or a review level of assurance(moderate) is required (for example, a higher level of assurance is required for evidence to support observations than is required to support contextual information included in the report);
- the risk involved in making an incorrect observation or reaching an invalid conclusion (as an example, if any risk of legal action against the auditee results from reporting an observation, the standard of evidence demanded will be high); and
- the cost of obtaining additional evidence relative to likely benefits in terms of supporting observations and conclusions (as in most things, diminishing returns apply in gathering audit evidence at some point, incurring the cost of obtaining more evidence will not be justified by changes in the persuasiveness of the total body of evidence).

#### TECHNIQUES OF OBTAINING EVIDENCE

- (i) *Inspection:* Inspecting the documentary evidence like deed papers, certificates etc relating to the audit whether in possession of the entity or the third parties.
- (ii) *Observation:* Observing the process or procedure being performed by others. Like physical verification and counting of inventory.
- (iii) Enquiry: Enquiring from the client, his staff or third parties having knowledge about a particular item or activity.
- (iv) Confirmation: Seeking information from third party having knowledge about a particular transaction.
- (v) Computation: It involves checking of the arithmetical accuracy of a source documents and accounting records.
- (vi) Analytical Review Procedures: Analysis of significant ratios and trends for investigating unusual fluctuation and items.
- (vii) *Independent Execution:* In this auditor performs the procedure and controls that were originally performed as part of entity's internal control system.

#### WORKING PAPERS

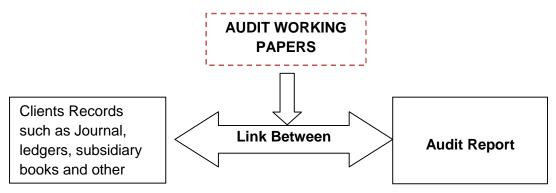
Audit working papers are the documents prepared or obtained by the auditors and retained by him in connection with the audit. Audit working papers are used to support the audit work done in order to provide assurance that the audit was performed in accordance with the relevant auditing standards. Working papers include all the evidence gathered by auditor indicating what work has been done by him and the procedure he has followed in verifying a particular asset or a liability and also provide information that whether:

- audit was properly planned;
- audit was carried out;

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- audit was adequately supervised;
- the appropriate review was undertaken;
- the evidence is sufficient and appropriate to support the audit opinion.

Working papers are the connecting link between the client's records and the audited accounts. These provide permanent historical record. These also serve as a great guide to the staff to whom the work of audit has been assigned after the previous year audit. These would come to the help of the auditor in future in case the client files a suit against the auditor's negligence. The working papers are the property of the auditor and the client cannot ask the auditor for their custody. However it is the duty of the auditor to maintain confidentiality of the client information. Further, if audit working papers are disclosed than it will amount to professional misconduct.



#### Advantages of maintenance of working papers

- 1. Working papers helps in proper planning and performance of audit.
- 2. Seniors can supervise the audit work performed by the juniors by examining their working papers.
- 3. It provide as evidence of the audit work performed to support the auditor's opinion.

#### TYPES OF WORKING PAPERS

The Auditors Working Papers are divided into two parts:

- 1. Permanent Audit file
- 2. Current Audit file

#### **Permanent File**

The data in these file are the information, which is of continuous interest and relevant to succeeding audits. Data in this file can include the following:

- Articles of incorporation
- Loan agreements
- Documents related to understanding internal control
- Leases
- Significant audit observation of earlier years
- Notes regarding significant accounting policies

#### **Current Audit File**

These file contains information relating to the audit of the current period. Data in this file can include the following:

- Financial statements and audit report
- Working trial balance and worksheets
- Adjusting journal entries and reclassification entries

- Audit programs
- Documentation of the consideration of internal control and the consideration of fraud risk factors
- Record of test of controls and substantive tests
- Record of audit exceptions and their resolutions
- Letters of attorneys, representation letter and
- Confirmation responses

#### **REVIEW QUESTIONS**

?	

1. The working papers are the property of the			
2. The auditor can divide his working papers into			
3. Current audit file contains information related to audit of			
4 refers to the extent to which the information bears a clear and logical relationship to the audit criteria and objectives.			
5. Documentary evidence is usually better than evidence			

#### **LESSON ROUND UP**

- An audit plan lays out the strategies to be followed to conduct an audit. It includes the nature, timing and extent of audit procedures to be performed.
- The auditor should consider the following matters while laying out an audit plan:
  - (a) Terms of engagement and any statutory responsibilities.
  - (b) Nature and timing of report or other communications.
  - (c) Accounting policies followed by the enterprise and change in those policies.
  - (d) Effect of new accounting or auditing requirements.
  - (e) Identification of significant audit areas.
  - (f) Setting of materiality levels for audit purposes.
  - (g) Degree of reliance expected to be placed on accounting system and internal control.
  - (h) Nature and extent of audit evidence.
  - (i) Work of internal auditors.
  - (j) Establishing and coordinating staffing requirements.
- An Audit Programme is a set of instructions which are to be followed for proper execution of audit.
  The audit programme contains the measures that are generally employed to determine what, and how
  much evidence must be collected and evaluated. It also lays down the responsibilities for the whole
  audit team for carrying out different tasks.
- Advantages of Audit Programme- It ensures that all important areas are covered during audit; it
  distributes the work among the assistants as per their competence; it provides instructions to staff and
  reduces scope for misunderstanding; it fixes the responsibility for the work done; it helps in assessing
  the progress of work; it serves as evidence against charge of negligence; it serves the purpose of audit
  record which may be useful for future reference.
- Disadvantages of Audit Programme- Loses its flexibility; It kills the initiative of capable persons; it is mechanical; Not suitable for small audits; new problems arises may be over looked in the audit Programme.
- Remedial Actions- Programme should be flexible, staff should be encouraged to draw attention to any defects, The staff should be encouraged to explore fully unusual transaction,

- Audit Working Papers are the documents prepared or obtained by the auditors and retained by him
  in connection with the audit. Working papers include all the evidence gathered by auditor.
- Advantages of Maintenance of Working Papers- They helps in proper planning and performance of audit, seniors can supervise the audit work, It provide as evidence of the audit work performed.
- The auditor can divide his working papers into two parts:
  - (a) Permanent Audit File- The data in these file are the information, which is of continues interest and relevance to succeeding audits.
  - (b) Current Audit File- These file contains information relating to the audit of the current period.
- Audit Evidence is information that is collected and used to provide a factual basis for developing observations and concluding against audit objectives. Evidence provides grounds for believing that a particular thing is true or not by providing persuasive support for a fact or a point in question. Audits should have sufficient appropriate evidence to support the contents of the audit report. For evidence to be appropriate, the information must be relevant, reliable and valid. The quantity of evidence is sufficient if when taken as a whole its weight is adequate to provide persuasive support for the contents of the audit report.
- Techniques of Obtaining Evidence: Inspection, Observation, Enquiry, Confirmation, Computation, Analytical review procedures, Independent execution.

	CLOSSARV
	GLOSSARY
Standard of Auditing (SAs)	SAs are standard on auditing issued by the Institute of Chartered Accountants of India. They are the guidelines to conduct an audit.
Documentary Evidence	Evidence in the form of written papers or documents.
Testimonial Evidence	Something that recommends a person or thing as worthy or desirable.
Audit Risk	Audit risk is the risk of the auditor providing an inappropriate opinion on the financial statements, particularly when those financial statements contain a material misstatement.
Analytical Review	Any process by which a person or company looks at an account or financial statement and attempts to identify any irregularities. This may involve comparing financial and non-financial information. An analytical review is less thorough than an audit.

#### **SELF-TEST QUESTIONS**

- 1. What is audit plan and what are the factors to be considered while preparing an audit plan?
- 2. Write short notes on
  - (a) Permanent Audit File
  - (b) Current Audit File
- 3. What is Audit Programme and how it helps in performing an audit?
- 4. Explain briefly the utility of working papers?
- 5. Describe briefly the various techniques which an auditor applies to collect evidence?

#### **SUGGESTED READINGS**

- 1. Fundamentals of Auditing By Kamal Gupta
- 2. Auditing: principles and practice By Ravinder Kumar, Virender Sharma
- 3. An Insight into Auditing- By Dr. B. K. Basu

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# Lesson 13 Auditor and Related Provisions

## **LESSON OUTLINE**

- Who is an Auditor
- Appointment of Auditor
  - First Auditors
  - Subsequent Auditors
  - Filling of Casual Vacancy
  - Power of the Central Government to appoint Auditors
- Qualification of Auditor
- Review Questions
- Disqualification of Auditor
- Rights and Powers of Auditor
- Duties of Auditor
- Auditors Report
  - Essentials of Auditors' Report
  - Specimen of Auditors' Report
- Auditors Opinion
- Review Questions
- Lesson Round Up
- Glossary
- Self Test Questions

#### LEARNING OBJECTIVES

These days the focus of the government is on self regulation by the business community. Society also wants less intervention of the government in the functioning of the business. Therefore various laws and legislation provide for the appointment of independent auditor. The appointment of auditor, his rights, duties and functions are governed by the legislations under which he is appointed. The emphasis of all these regulation is that the auditor should be independent. In this chapter we have highlighted the provisions of Companies Act, 1956 relating to the auditor and his reports.

At the end of this Lesson you will learn who is an auditor, how auditor can be appointed, what are the qualification, rights and duties of the auditor, meaning of auditors report and how and when auditors will qualify his opinion.

Laws continue to be enacted, and the regulatory environment has become more complex due to unacceptable conduct remediation. Consequently, entities continue to be compelled to demonstrate compliance with legal mandates through documented assurance assessments.

Robert E. Davis

#### WHO IS AN AUDITOR

A person who conducts an audit is an auditor. An auditor is a professional that accumulates and evaluates evidence to report whether the company complies with the established set of procedures or standards. An auditor may function as an employee or an independent professional. When the auditor works for the organization, he or she is usually referred to as an internal auditor. The internal auditor often conducts periodic audits that may encompass several areas on a rotating basis. As an example, the internal auditor may focus on the manufacturing process during one quarter of the year, while devoting a second quarter to evaluating the financial record keeping of the company. Often, the internal auditor will set up a schedule to ensure that audits are conducted on each critical portion of the company at least once per calendar. So many acts require the organizations to get their accounts audited by an independent external agency. This independent external agency is known as External auditor of the organization. The external auditor has to check the accounts of the organization, and their compliances to various rules and regulations. The idea behind using an external auditor is that the audit will be free of bias and not influenced by office politics or internal relationships that exist among the employees of the company. No connection to the company is permitted, as it may be construed as biasing the auditor's report. To be fair and equitable, an external auditor should familiarize himself with the nature of the business he is auditing prior to starting the job.

#### APPOINTMENT OF AUDITOR

Section 224 of the Companies Act 1956 contains provisions regarding the appointment of the auditor. As per this section the auditor of any company can be appointed by the shareholders however in some cases the auditor can be appointed by the directors or the central government.

The provisions with regard to the appointment of an auditor can be divided into three categories:

- First auditor
- Subsequent auditor
- Filling of casual vacancy
- Power of the Central Government to appoint Auditor.

#### **Appointment of First Auditor**

Section 224(5) provides that the first auditor or auditors are to be appointed by the Board of directors within one month of the date of the registration of the company. The auditor so appointed shall hold office till the conclusion of first Annual General Meeting (AGM). Company is not required to send any intimation of appointment to first auditor to the Registrar of companies.

In case the Board of directors fails to appoint the first auditors within one month of its incorporation, the company in general meeting may appoint the first auditors.

#### **Subsequent Appointment of Auditor**

Section 224(1) provides that every company must appoint an auditor or auditors at each annual general meeting to hold office from the conclusion of that annual general meeting until the conclusion of the next annual general meeting, and must, within 7 days of the appointment, give intimation thereof to the auditors so appointed. As per Section 224(1A), every auditor so appointed must, within 30 days of the receipt from the company of the intimation of his appointment, inform the Registrar in writing in Form No. 23B that he has accepted the appointment or refused it.

#### **Filling of Casual Vacancy**

Sub-section (6) of Section 224 provides that the casual vacancy in the office of auditor may be filled by the Board. But where the vacancy is caused by resignation of auditor, such vacancy shall only be filled by the company in general meeting. The remaining auditor or auditors may act notwithstanding the casual vacancy. The auditor appointed in the casual vacancy holds office till the conclusion of the next annual general meeting.

"Casual Vacancy" means vacancy created by the auditor ceasing to act after being validly appointed and

acceptance of appointment. For example, vacancy arises due to resignation, death or disqualification of auditor etc.

#### **Power of the Central Government to Appoint Auditor**

If no auditors are appointed or re-appointed at the annual general meeting, the Central Government may appoint a person to fill the vacancy [Section 224(3)]. The company is required to give within one week notice to the Central Government that the power has become exercisable. If a company fails to give such notice, then the company and every officer of the company who is in default shall be punishable with fine upto Rs. 5000.

#### **Qualification of Auditor**

Section 226 contains provision as regards qualifications and disqualifications of auditors. These apply to all companies whether public or private or Section 25 companies or a Government company.

Section 226 provides that only a Chartered Accountant in practice within the meaning of Chartered Accountants Act, 1949 can act as an auditor of a limited company. A firm whereof all the partners are practicing Chartered Accountants can be appointed by its firm name as auditor in which case any partner may act in the name of the firm.

#### **Disqualification of Auditor**

Section 226(3), of the companies act, 1956 defines disqualification of the auditor in a negative sense. As per this section none of the following shall be qualified for appointment as auditor of a company:

- 1. A body corporate; (because of Limited Liability Concept)
- 2. An officer or employee of the company ('officer' includes director, manager or secretary);
- 3. A person who is a partner or who is in the employment, of an officer or employee of the company;
- 4. A person who is indebted to the company for more than Rs. 1,000/- or who has guaranteed the repayment of any debt of more than Rs. 1,000/- due to the company by a third person;
- 5. A person holding any security of that company after a period of one year from the date of commencement of the Companies (Amendment) Act, 2000 i.e. 13 December, 2000 [Section 226(4)].
- 6. A person who is disqualified for appointment as auditor of the company's subsidiary or holding company, or a subsidiary of its holding company.

The Department of Company Affairs vide Circular No. 5/77 dated 8.4.1977 has clarified that a statutory auditor cannot act also as internal auditor of the company.

#### Other Disqualifications

- (a) If a partner is disqualified, then the firm will automatically be disqualified,
- (b) In case of insolvency or unsound mind, a person ceases to be a member of ICAI, so he will automatically be disqualified for appointment as an auditor.

#### **REVIEW QUESTIONS**



- 1. Section \_\_\_\_\_ of the Companies Act 1956 contains provisions regarding the appointment of the auditor.
- 2. Is there any need to send any intimation of appointment to the Auditor, true or false.
- 3. As per Section 224(1A), every auditor appointed under section 224(1) must, within \_\_\_\_\_ days of the receipt from the company of the intimation of his appointment, inform the Registrar in writing in Form No. \_\_\_\_\_ that he has accepted the appointment or refused it.
- 4. A person who is indebted to the company for more than Rs. \_\_\_\_\_

#### RIGHT AND POWERS OF AUDITOR

The various rights and powers enjoyed by the auditors under the Companies Act, 1956 are as follows:

- (i) Right to Access to Books, Accounts and Vouchers: The auditor of a company shall have right of access, at all times, to the books, accounts and vouchers of the company, whether kept at the head office of the company or elsewhere.
- (ii) Right to obtain Information and Explanation: The auditor shall be entitled to require from the officers of the company such information and explanation as he thinks necessary for the performance of his duties as auditor. The Article of Association of a company cannot preclude the auditor team from availing himself of all information which is material to enable him to make his report and from fulfilling his statutory duties to the shareholders. In case the information is not supplied to the auditor, he can report the same to the members.
- (iii) Right to Sign the Audit Report. Only the person appointed as auditor of the company, or where a firm is so appointed, only a partner in the firm practicing in India, may sign the auditor's report, or sign or authenticate any other document of the company required by the law to be signed or authenticated by the auditor.
- (iv) Right to Receive Notice of and Attend General Meeting: The auditors have the right to attend any general meeting and to receive any notice and other communications relating thereto which members are entitled to receive and to be heard at any general meeting on any part of the business which concerns them as auditors.
- (v) Right to visit Branch Office and right of Access to Books: Where the accounts of any branch office are audited by a person other than the company's auditor, the company's auditor
  - (a) shall be entitled to visit the branch office, if he deems it necessary to do so for the performance of his duties as auditor; and
  - (b) Shall have a right of access at all times to the books and accounts and vouchers of the company maintained at the branch office.
- (vi) Right to Receive Remuneration: The auditor shall have the right to receive remuneration for auditing the accounts of the company.

#### DUTIES OF AUDITOR

The duties of an auditor are many and varied. He must examine the original books of account, kept by the company to discover any inaccuracies or omissions therein, to examine the company's balance sheet and profit and loss account, and report on the original books of account and the annual accounts to the members.

Section 227(1A) requires an auditor to inquire:

- (a) whether loans and advances made by the company on the basis of security have been properly secured and whether the terms on which they have been made are not prejudicial to the interests of the company or its members;
- (b) where the transactions of the company which are represented merely by book entries are not prejudicial to the interests of the company;
- (c) where the company is not an investment or a banking company, whether so much of the assets of the company as consists of shares, debentures and other securities have been sold at a price less than that at which they were purchased by the company;
- (d) whether loans and advances made by the company have been shown as deposits;
- (e) whether personal expenses have been charged to revenue accounts;
- (f) whether cash has actually been received in respect of any shares shown in the books to have been allotted for cash;
- (g) Whether the position as stated in the books is correct, regular and is not misleading.

Auditor will report on these points only if he has a special comment to make otherwise will not make any comment.

#### AUDITORS REPORT

Under Section 227(2) of the Companies Act, 1956, it is the duty of the auditor to make a report to the members of the company on the accounts examined by him, and on every balance sheet, every profit and loss account and on every other document declared by the Act to be part of or annexed to the balance sheet or profit and loss account and laid before the company in general meeting during his tenure of office. The report, besides other things necessary in any particular case, must expressly state:

- (1) Whether, in his opinion and to the best of his information and according to explanation given to him, the accounts give the information required by the Act and in the manner as required;
- (2) Whether the balance sheet gives a true and fair view of the company's affairs as at the end of the financial year and the profit and loss account gives a true and fair view of the profit or loss for the financial year;
- (3) Whether he has obtained all the information and explanations required by him for the purposes of his audit:
- (4) Whether, in his opinion, proper books of account as required by law have been kept by the company, and proper returns for the purposes of his audit have been received from the branches not visited by him;
- (5) Whether the company's balance sheet and profit and loss account dealt with by the report are in agreement with the books of account and returns.
- (6) Whether in his opinion, the profit and loss account and balance sheet comply with the accounting standards referred to in Sub-section (3C) of Section 211;
- (7) In thick type or in italics the observation or comments of the auditors which have any adverse effect on the functioning of the company.
- (8) Whether any director is disqualified from having appointed as director under clause (g) of 274 (1).

Sections 227(4) states that where any of the above matters is answered in the negative or with a qualification, the auditor's report must state the reason for the same.

Under Sub-section (4A) of Section 227 the Central Government is empowered to issue order requiring the auditor to include in his report a statement on such matters as may be specified. In exercise of this power the Central Government had issued an order called Companies (Auditor's Report) Order, 2003. It is the duty of the auditor to comply with this order when making his report to the shareholders.

# Auditor's report is the expert's opinion expressed by the auditor as to the fairness of financial statements.

The audit report is the end product of every audit. It is the medium through which an auditor expresses his opinion on the financial statements. Audit report is an important part of audit process since it summarize the results of the examination work conducted by the auditor. The report shows the scope of the work done and the responsibility assumed by the auditor regarding the fairness or otherwise of the financial statements. The auditor draws appropriate conclusions by examining the various statements and accounts, which he conveys through the audit report. It is a formal communication by the auditor to the shareholders throwing light on the state of affairs of the company. Audit report is addressed to the members of the company and is considered at the Annual General meeting of the company. Audit reports should be so drafted that they remain simple and intelligible to a common man. The audit report should be explicit so as to provide greater information and protection to the interest of shareholders and others.

#### **Essentials of Audit Report**

(i) *Title*: An auditor report must have appropriate title, such as "Auditor's Report". It is helpful for the reader to identify the auditor's report. It is easy to distinguish it from other reports. The management can issue any report about the business performance. The title o the report is essential.

- (ii) Addressee: The addressee may be shareholder or board of director of a company. The auditor can audit financial statements of any business unit as per agreement. The report should be appropriately addressed as required by engagement letter and legal requirements. The report is usually addresses to the shareholders or the board of directors.
- (iii) Identification: The audit report should identify the financial statement that have audited. The financial statement may include trading profit and loss accounts, balance sheet and statement of changes in financial position and sources and application of cash flow statement. The report should include the name of the entity. Moreover the data and period covered by the financial statement are also stated in it
- (iv) Reference to Auditing Standards: The audit report should indicate the auditing standard or practice followed in conducting the audit. The international auditing guidelines need assurance that the audit has been conducted as per set standards.
- (v) Opinion: The auditor's report should clearly state the auditor's opinion on the presentation in the financial statement of the entity's financial position and the result of its operations. The statement give a true and fair view is an auditor's opinion. This opinion is usually based on national standard or international accounting standards.
- (vi) Signature: The audit report should be signed in the name of the audit firm, the personal name of the auditor or both as appropriate.
- (vii) Auditor's Address: The address of auditor is stated in the audit report. The name of city is stated in the report for information of the readers.
- (viii) Date of Report: The auditor's report shall be dated not earlier than the date on which the auditor has obtained sufficient appropriate audit evidence and date on which accounts are approved by the management.

Auditor's Depart

#### **SPECIMEN OF AUDITORS REPORT**

for our opinion.

	Additor 5 Neport		
To th	ne shareholders of	_ (Company Name)	
at (Balance S the period ended on that date	tached balance sheet of Sheet date), the Profit and Loss are annexed thereto. These financesponsibility is to express an open	Account and also the c icial statements are th	ash flow statement for e responsibility of the
Standards require that we pla financial statements are free evidence supporting the amo assessing the accounting prir	accordance with the auditing s n and perform the audit to obta of material misstatement. An ounts and disclosures in the fi nciples used and significant es statement presentation. We belie	ain reasonable assurar audit includes examin nancial statements. A timates made by mar	nce about whether the ning, on a test basis, n audit also includes nagement, as well as

- 3. In accordance with the provision of section 227 of the Companies Act, 1956, we report as under:
  - (i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;
  - (ii) In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;
  - (iii) The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;
  - (iv) In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of Section 211 of the Companies Act, 1956;

(V)	She disq	et date) and taken on record by the Board of Directors, we report that none of the directors were ualified as on (Balance Sheet date) from being appointed as a director in terms of se (g) of sub-section (1) of section 274 of the Companies Act, 1956;
(vii)	acco	ur opinion and to the best of our information and according to the explanations given to us, the said bunts give the information required by the Companies Act, 1956, in the manner so required and a true and fair view in conformity with the accounting principles generally accepted in India:
	(a)	in the case of the balance sheet, of the state of affairs of the Company as at(Balance Sheet date).
	(b)	in the case of the profit and loss account, of the profit for the period ended(Balance Sheet date); and
	(c)	in the case of the cash flow statement, of the cash flows for the period ended on(Balance Sheet date).
		Sd/
Place:		
Date:		(Firm name)
		(Name of partner)

#### **AUDITORS OPINION**

In financial accounting, an auditor's opinion is the published outcome an auditor's review of a company's or organizations financial statements. The auditor's opinion does not pass judgment on the organization's financial position or financial performance or otherwise interpret the financial data.

In the audit opinion, the auditor states that he or she has examined the client's financial statements for the year ended in accordance with the generally accepted accounting principles including tests of the accounting records and other necessary auditing procedures. The auditor then indicates whether in his or her opinion the client's financial statements present fairly the financial position, results of operations, and changes in financial position for the year-ended in conformity with Accounting Principles applied on a consistent basis. The Auditors opinion may be of the following types:

- Unqualified opinion
- Adverse opinion
- Qualified opinion, and
- Disclaimer of opinion

#### **Unqualified Opinion**

Where auditor does not have any reservation, objection regarding the information under audit, then he issues an unqualified opinion. This opinion signifies that the auditor accepts the accounting treatment given to the various transactions and the profit and loss account shows the true and fair view of the transaction entered by the organization during the period and the balance sheet shows the true and fair view of the state of affairs of the organization at that point of time. It is also Know as "Clean report"

#### **Adverse or Negative Opinion**

Where as a result of the examination of the books of accounts, the auditor concludes that he does not agree with the true and fair view of financial statements under audit, he express adverse opinion or negative opinion. The adverse opinion is appropriate in circumstances where the auditor has reservation on matters such as the accounting policies selected and their application, adequacy of disclosures made and where the auditor considers that the impact of reservation or qualification is so material and pervasive that the financial statements as a whole do not give a true and fair view.

Where auditor expresses an adverse opinion, he should also state in his report the reason for the same, so that the readers can assess their significance and effect.

#### **Qualified Opinion**

In a situation where neither the unqualified, nor adverse opinion is appropriate the auditor gives the qualified opinion. This is a situation where the auditor has some reservation about the financial statements which though significant but not that significant so as to warrant adverse opinion and auditor agrees to a large extent with the true and fair view of the financial statement then he gives qualified opinion. As per this opinion subject to certain reservation or qualification stated, the auditor agrees with the proposition stated in the financial statements.

Where auditor expresses a qualified opinion, he should also state in his report the reason for the same, so that the readers can assess their significance and effect. The words "Subject to" are written to show qualification. If the qualification are quantifiable (measurable) then the auditor has to quantify it. And if these are not quantifiable, Auditor has to clearly state that quantification is not possible.

#### **Disclaimer of Opinion**

The above three are the opinions which the auditor expresses but the disclaimer of opinion is a situation when auditor is not in a position to give his opinion. Where there is a situation where auditor is not in a position to collect sufficient appropriate audit evidence which enables him to draw his conclusion then it is proper for the auditor to disclaim an opinion due to lack of sufficient appropriate audit evidence.

Where auditor expresses a disclamer of opinion, he should also state in his report the reason for the same, so that the readers can assess their significance and effect.

#### **REVIEW QUESTIONS**



#### Fill in the blanks

- 1.The auditor's report is to be laid before the company in \_\_\_\_\_meeting.
- 2. Where auditor does not have any reservation, objection regarding the information under audit, then he issues \_\_\_\_\_opinion.
- 3. In a situation where auditor is not in a position to collect sufficient appropriate audit evidence to draw conclusion then auditor gives of opinion.

#### **LESSON ROUND UP**

- An auditor is a professional that accumulates and evaluates evidence to report whether the company complies with the established set of procedures or standards. When the auditor works for the organization, he or she is usually referred to as an internal auditor. Where as independent external agency is known as External auditor of the organization.
- The provisions with regard to the appointment of an auditor can be divided into three categories:
  - First auditor- By the Board of directors within one month of the date of the registration of the company.
  - Subsequent Auditor- every company must appoint an auditor or auditors at each annual general meeting
  - Filling of Casual Vacancy- casual vacancy in the office of auditor may be filled by the Board.
     But where the vacancy is caused by resignation of auditor, such vacancy shall only be filled by the company in general meeting.
- Power of the Central Government to Appoint Auditors- If no auditors are appointed or re-appointed at the annual general meeting, the Central Government may appoint a person to fill the vacancy

- Qualification of Auditor- Only a Chartered Accountant in practice within the meaning of Chartered Accountants Act, 1949 can act as an auditor of a limited company. A firm whereof all the partners are practicing Chartered Accountants can be appointed by its firm name as auditor in such case any partner may act in the name of the firm.
- Disqualification of Auditors- None of the following shall be qualified for appointment as auditor of a company: A body corporate; An officer or employee of the company ('officer' includes director, manager or secretary); A person who is a partner or who is in the employment, of an officer or employee of the company; A person who is indebted to the company for more than Rs. 1,000/- or who has guaranteed the repayment of any debt of more than Rs. 1,000/- due to the company by a third person; A person holding any security of that company after a period of one year from the date of commencement of the Companies (Amendment) Act, 2000 i.e. 13 December, 2000; A person who is disqualified for appointment as auditor of the company's subsidiary or holding company, or a subsidiary of its holding company; Statutory auditor cannot act as internal auditor of the company.
- Right and powers of Auditors- Right to access to books, accounts and vouchers; Right to obtain information and explanation; Right to sign the audit report; Right to receive notice of and attend General Meeting; Right to receive remuneration; Right to visit branch office and right of access to books.
- Duties of Auditors- An auditor to inquire: whether loans and advances made by the company are properly secured and the terms on which they have been made are not prejudicial to the company; book entries transactions are not prejudicial to the interests of the company; in case of non-investment or a banking company, whether shares, debentures and other securities have been sold at a price less than its purchase price; whether loans and advances made by the company have been shown as deposits; no personal expenses has been charged to profits; whether cash has actually been received in respect of any shares shown in the books to have been allotted for cash; Whether the books are not misleading.
- Auditors Report- The report must expressly state: Whether, in his opinion the accounts give the information required by the Act and in required manner; Whether the balance sheet and profit and loss account gives a true and fair view; Whether he has obtained all the information and explanations required; Whether, in his opinion, proper books of account as required by law have been kept by the company, and proper returns for the purposes of his audit have been received from the branches not visited by him; Whether the company's balance sheet and profit and loss account are in agreement with the books; Whether in his opinion, the profit and loss account and balance sheet comply with the AS; Auditor's observation or comments; Whether any director is disqualified from appointment; reason for negative answers.
- Essentials of Audit Report- Title; Addressee; Identification; Reference to Auditing Standards;
   Opinion; Signature; Auditor's Address; Date of Report.
- Types of auditor opinion- Unqualified opinion; Adverse or Negative Opinion; Qualified Opinion;
   Disclaimer of opinion.

	GLOSSARY
Body Corporate	group of persons incorporated under the Companies Act, 1956 to carry out a specific enterprise and having limited liability.
Indebted	Money borrowed, an obligation to repay an amount you owe
Annual General Meeting	Statutory meeting of the directors and shareholders of a company or of the members of a society, held once every financial year, at which the annual report is presented required under the Companies Act, 1956
<b>Board Meeting</b>	Meeting of directors of the Company.

#### **SELF-TEST QUESTIONS**

- 1. Who can be appointed as the auditor of a company?
- 2. How the first auditor of the company is appointed?
- 3. What is a casual vacancy? What are the rules regarding appointment for the casual vacancy on account of resignation?
- 4. What are the powers of the company auditor?
- 5. Can a company restrict the rights of its statutory auditor?

#### **SUGGESTED READINGS**

- 1. Fundamentals of Auditing By Kamal Gupta
- 2. Auditing: principles and practice By Ravinder Kumar, Virender Sharma
- 3. An Insight into Auditing- By Dr. B. K. Basu

#### FOUNDATION PROGRAMME

## FUNDAMENTALS OF ACCOUNTING AND AUDITING

#### TEST PAPER 1/2012

(This Test Paper is for practice and self study only and not to be sent to the Institiute)

Time Allowed: 2 Hours Maximum Marks: 100 [Attempt all questions. Each question carries 1 Mark. There is no negative mark for incorrect answers.] **PART A** 1. Accounting standards are: (a) written policy documents issued by expert accounting body (b) set of broad accounting policies to be followed by an entity. (c) set in the form of general principles. (d) All of the above. 2. X and Y are partners with capitals of ₹10,000 and ₹20,000 respectively and sharing profits equally. They admitted Z as their third partner with one-fourth profits of the firm on the payment of ₹12,000. The amount of hidden goodwill is: (a) 6,000. (b) 10,000. (c) 8,000. (d) None of the above. 3. Which account is the odd one out? (a) Office Furniture & Equipment. (b) Freehold Land and Buildings. (c) Stock of raw materials. (d) Plant and Machinery. 4. Purchases book records: (a) All cash purchases only. (b) All credit purchases only. (c) Credit purchases of goods in trade only. (d) Both cash and credit purchases. 5. Trial balance is a statement which shows the total of the \_\_\_\_\_or the \_\_\_\_\_balances of all the accounts.

(a) Opening, Closing

	(b)	Current, Future.
	(c)	Debit, Credit.
	(d)	Cash, bank
6.	Con	atra entries are passed only when
	(a)	Double column cash book is prepared
	(b)	Three-column cash book is prepared
	(c)	Simple cash book is prepared
	(d)	None of the above
7.		Anand buys goods of ₹2,50,000 paying cash ₹2,00,000. What is the amount of expense as per the rual concept?
	(a)	₹2,50,000.
	(b)	₹2,00,000.
	(c)	₹50,000.
	(d)	Nil.
8.	Prof ratio	fit or loss on revaluation at the time of admission of partner, is shared among the partners in
	(a)	Old Profit Sharing.
	(b)	New Profit Sharing.
	(c)	Capital.
	(d)	Equal.
9.	All c	of the following errors do not affect the trial balance, except
	(a)	Compensating errors.
	(b)	Errors of complete omission.
	(c)	Errors of partial omission.
	(d)	Errors of principle.
10.	Erro	ors are mistakes.
	(a)	Intentional.
	(b)	Unintentional.
	(c)	Undetected.
	(d)	None of the three.
11.	Whi	ch of the following is an example of capital expenditure?
	(a)	Drawings Account
	(b)	Outstanding Expenses Account
	(c)	Machinery Account
	(d)	Debtors Account

12.	Inte	rest on capital will be paid to the partners if provided for in the agreement but only from
	(a)	Profits.
	(b)	Reserves.
	(c)	Accumulated Profits.
	(d)	Goodwill.
13.		sent liability of uncertain amount, which can be measured reliably by using a substantial degree of mation, is termed as
	(a)	Provision
	(b)	Liability
	(c)	Contingent liability
	(d)	Reserve
14.		ourchase return of ₹94 has been wrongly posted to the debit of the sales return account, but had been ectly entered in the suppliers account, the total of the trial balance would show
	(a)	the credit side to be ₹94 more than debit side.
	(b)	the debit side to be ₹94 more than credit side.
	(c)	the credit side to be ₹188 more than debit side.
	(d)	the debit side to be ₹188 more than credit side.
15.	equa Goo	nd Y are partners with the capital ₹1,50,000 and ₹1,40,000 respectively. They share profits and losses ally. Z is admitted on bringing ₹1,50,000 as capital only and nothing was bought against goodwill. In Balance sheet of ₹20,000 is revalued as ₹35,000. What will be value of goodwill in the books or the admission of Z?
	(a)	₹55,000.
	(b)	₹35,000.
	(c)	₹20,000.
	(d)	₹15,000
16.		profits of last three years are ₹43,000; ₹38,000 and ₹45,000. Find out the goodwill if it is valued at two s purchase of average profits.
	(a)	₹42,000.
	(b)	₹84,000.
	(c)	₹1,26,000.
	(d)	₹36,000.
17.		pital employed by a partnership firm is ₹1,00,000 and its average profit is ₹20,000 normal rate of return 5%, then find goodwill if it is valued on the basis of one year purchase of super profits.
	(a)	₹30,000
	(b)	₹5,000
	(c)	₹1,33,333

(d) ₹33,333

18.		I capital employed by a partnership firm is ₹1,00,000 and its average profit is ₹25,000. Normal rate of rn is 20% in similar firms working under similar conditions. The firms earns super profit of:
	(a)	₹3,000
	(b)	₹5,000
	(c)	₹4,000
	(d)	₹2,000
19.	In th	e absence of any provision in the partnership agreement, profits and losses are shared
	(a)	In the ratio of capitals.
	(b)	Equally.
	(c)	In the ratio of loans given by them to the partnership firm.
	(d)	None of the above.
20.	first	mpany forfeited 2,000 shares of ₹10 each (which were issued at par) held by Mr. X for non-payment of & final call money of ₹4 per share. The called-up value per share was ₹9. On forfeiture, the amount ted to share capital will be
	(a)	₹10,000
	(b)	₹8,000
	(c)	₹20,000
	(d)	₹18,000
21.	on a	cus Ltd. issued shares of $\xi$ 10 each at a discount of 10%. Mr. Mahesh purchased 30 shares and paid $\xi$ 2 application but did not pay the allotment money of $\xi$ 3. The company forfeited his entire shares, the eiture account will be credited by
	(a)	₹90
	(b)	₹81
	(c)	₹60
	(d)	₹54
22.	A cc	empany cannot issue redeemable preference shares for a period exceeding
	(a)	6 years
	(b)	7 years
	(c)	8 years
	(d)	20 years
23.	₹20	0 paid as wages for erecting a machine should be debited to
	(a)	Repair account.
	(b)	Machine account.
	(c)	Capital account.
	(d)	Furniture account

	pe e	
	(a) ₹2,000.	
	(b) ₹1,500.	
	(c) ₹1,600.	
	(d) None of the above.	
25.	f Cost of goods sold is ₹80,700, Opening stock ₹5,800 and Closing stock ₹6,000. burchase will be	Then the amount of
	(a) ₹80,500	
	(b) ₹74,900	
	(c) ₹74,700	
	(d) ₹80,900.	
26.	Under the straight line method of depreciation, the amount of yearly depreciation	
	(a) Remains the same	
	(b) Fluctuates	
	(c) Increases year after year	
	(d) Decreases year after year.	
27.	A Bank Reconciliation Statement is prepared to know the causes for the difference be	etween:
	(a) the balances as per cash column of Cash Book and the Pass Book.	
	(b) the balance as per bank column of Cash Book and the Pass Book.	
	(c) the balance as per bank column of Cash Book and balances as per cash column	n of Cash Book
	(d) None of the above.	
28.	n case of redemption of preference shares out of distributable profits, an amount $\epsilon$ value of preferences shares redeemed must be transferred to the	equal to the nominal
	(a) Development rebate reserve	
	(b) Investment allowance reserve	
	(c) Capital redemption reserve	
	(d) Premium on redemption of preference shares	
29.	When preparing a Bank Reconciliation Statement, if you start with a debit balance as cheques issued but not presented within the period should be:	s per the Cash Book,
	(a) Added	
	(b) Deducted	
	(c) Not required to be adjusted	

(d) None of the above.

24. If sales are ₹2,000 and the rate of gross profit on cost of goods sold is 25%, then the cost of goods sold will

30.	The assumption underlying the fixed instalment method of depreciation is that of of the asset over different years of its useful life.
	(a) Usage.
	(b) Equal usage.
	(c) Charge.
	(d) None of the above.
31.	Original cost = $\$1,26,000$ . Salvage value = $6,000$ . Useful Life = $6$ years. Annual depreciation under Stragiht Line Method will be
	(a) ₹21,000
	(b) ₹20,000
	(c) ₹15,000
	(d) ₹14,000
32.	Preference shares amounting to ₹1,00,000 are redeemed at a premium of 5% by issue of shares amounting to ₹50,000 at a premium of 10%. The amount to be transferred to capital redemption reserve account will be
	(a) ₹55,000.
	(b) ₹50,000.
	(c) ₹45,000.
	(d) ₹57,500.
33.	Brave Ltd. issued 60,000 shares of ₹10 each at a discount of ₹1 per share. The application money was ₹2, allotment money was ₹4, and first call was of ₹1. The amount of final call will be
	(a) ₹3
	(b) ₹2
	(c) ₹1
	(d) ₹4
34.	Discount on issue of debentures is shown ason the assets side of balance sheet:
	(a) Preliminary expenses
	(b) Miscellaneous expenditure
	(c) Capital expenditure
	(d) None of the above
35.	Which of the following expenses are debited in trading account?
	(a) Carriage outwards
	(b) Salaries
	(c) Carriage inwards
	(d) Rent of office premises

(a) Capital + Liabilities = Assets (b) Capital + Assets = Liabilities (c) Liabilities + Assets = Capital (d) Assets = Liabilities - Capital 37. In Double Entry System of Book-keeping every business transaction affects: (a) Two accounts with equal but opposite effect. (a) Two sides of the same account. (b) The same account on two different dates. (c) All of the above. 38. \_\_\_\_\_ is an intangible real account. (a) Land (b) Building (c) Goodwill (d) Cash 39. Journal entry for outstanding salary to clerk ₹6,000 will be (a) Dr. Salary a/c and Cr. Cash a/c ₹6,000. (b) Dr. Outstanding salary a/c and Cr. Salary a/c ₹6,000. (c) Dr. Salary a/c and Cr. Outstanding salary a/c ₹6,000 (d) Dr. Cash a/c and Cr. salary a/c ₹6,000 40. What is the order in which the accounting transactions and events are recorded in the books? (a) Journal, Subsidiary books, Ledger and Trial Balance. (b) Ledger, Journal, Ledger, and Trial Balance. (c) Subsidiary books, Ledger and Trial Balance and Journal. (d) Profit and loss account, Ledger, Balance sheet, Journal. 41. The two amount columns in double column cash book are (a) Cash and bank (b) Cash and discount (c) Bank and discount (d) None of the above 42. The error caused because of the failure to differentiate between capital and revenue expenditures and

36. As per the accounting equation

capital and revenue receipts is

(a) compensatory errors(b) errors of commission

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	(c) errors of omission
	(d) errors of principle
43.	₹5,00,000 spent on advertising to introduce a new line of product is
	(a) Capital expenditure.
	(b) Revenue expenditure.
	(c) Deferred revenue expenditure.
	(d) None of the above.
44.	When a trial balance does not agree, the difference can be transferred to
	(a) Nominal account
	(b) Personal account
	(c) Real account
	(d) Suspense account
45.	Bank pass book is also known as
	(a) Bank book.
	(b) Bank account.
	(c) Bank column.
	(d) Bank statement.
46.	Machinery costing ₹20,00,000 was purchased on 1.4.2010. The installation charges amounting ₹5,00,000 were incurred. The depreciation at 10% per annum on straight line method for the year ended 31st March, 2011 will be
	(a) ₹2,50,000
	(b) ₹2,00,000
	(c) ₹50,000
	(d) ₹1,50,000
47.	Debit balance as per Cash Book of Yeti Enterprises as on 31.3.2011 is ₹20,000.Cheques deposited but not cleared amounts to ₹2,000 and Cheques issued but not presented of ₹4,000. Balance as per pass book should be
	(a) 22,000.
	(b) 18,000.
	(c) 20,000.
	(d) 24,000
48.	In the books of Deepak Ltd. the machinery account shows a debit balance of ₹60,000 as on April 1, 2009. The machinery was sold on September 30, 2010 for ₹30,000. The company charges depreciation @ 20%

p.a. on diminishing balance method. Profit / Loss on sale will be

(a) ₹13,200 Profit(b) ₹13,200 loss

	(c)	₹6,800 profit
	(d)	₹6,800 loss
49.		balance sheet of Mr. Kapoor consists of Capital ₹7,00,000; Machinery ₹5,00,000 and cash ₹2,00,000. e spends ₹5,000 to buy a car for personal use, the balance of capital account will be
	(a)	₹7,00,000
	(b)	₹6,95,000
	(c)	₹7,05,000
	(d)	₹1,95,000
50.	With	ndrawal of money by the proprietor is not an expense but a reduction of
	(a)	Capital
	(b)	Liability
	(c)	Asset
	(d)	None of the above
51.		e rate of gross profit is 25% on cost of goods sold and the sales is ₹5,00,000, the amount of gross profit be
	(a)	1,00,000
	(b)	1,50,000
	(c)	1,25,000
	(d)	1,20,000
52.	Inte	rnally generated goodwill is-
	(a)	shown in Trading account.
	(b)	shown in Profit and loss account.
	(c)	shown in Balance sheet.
	(d)	not recorded in the books.
53.	If ou	utstanding wages appears in the trial balance it is shown in
	(a)	Balance sheet
	(b)	Both in balance sheet and profit and loss account
	(c)	Profit and loss account
	(d)	Trading account
54.	Whi	ch of the financial statement represents the accounting equation?
	(a)	Manufacturing account
	(b)	Cash flow statement
	(c)	Balance sheet
	(d)	Profit and loss account

55. Capital expenditures are recorded in the \_\_\_\_\_

	(a) Balance sheet.
	(b) Profit and loss account.
	(c) Trading account.
	(d) Manufacturing account.
56.	Cost of floating a company is an example of:
	(a) Wasting assets
	(b) Intangible assets
	(c) Fictitious assets
	(d) Liquid assets.
57.	A & B are partners sharing profits and losses in the ratio 5:3. On admission of C, new profit sharing ratio between A, B and C is 7:5:4. Find the sacrificing ratio as A:B
	(a) 3:1
	(b) 4:7
	(c) 5:4
	(d) 2:1
58.	Ram and Shyam are partners sharing profits and losses in the ratio of 3:2 having the capital of ₹180,000 and ₹150,000 respectively. They are entitled to 10% p.a. interest on capital before distributing the profits. During the year firm earned ₹7,800 after allowing interest on capital. Profits apportioned among Ram and Shyam is:
	(a) 4,680 and 3,120.
	(b) 4,800 and 3,000.
	(c) 5,000 and 2,800.
	(d) 6,000 and 1,800
59.	At the time of death of a partner, firm gets from the insurance company against the Joint Life Policy taken jointly for all the partners.
	(a) Policy Amount.
	(b) Surrender Value.
	(c) Policy Value for the dead partner and Surrender Value for the rest.
	(d) Surrender Value for all the partners.
60.	Preference shares amounting to ₹1,00,000 are redeemed at a premium of 5% from the profits of the company. The amount to be transferred to capital redemption reserve account will be
	(a) ₹1,05,000.
	(b) ₹1,00,000.
	(c) ₹95,000.
	(d) ₹90,000.

61.	In the absence of any provision in the partnership agreement, the partners have right to receive interest on loan at
	(a) 12% p.a
	(b) 6 % p.a
	(c) 20% p.a
	(d) Nil
62.	Total capital employed by a partnership firm is ₹1,00,000 and its average profit is ₹25,000. Normal rate of return is 20% in similar firms working under similar conditions. The firms earns super profit of:
	(a) ₹3,000
	(b) ₹5,000
	(c) ₹4,000
	(d) ₹2,000
63.	A, B and C are equal partners. D is admitted to the firm for one-fourth share. D brings ₹20,000 capital and ₹5,000 for goodwill. The value of goodwill of the firm is
	(a) ₹10,000
	(b) ₹40,000.
	(c) ₹20,000.
	(d) ₹50,000
64.	A company issued 5,000 10% Debentures of ₹100 each at 10% discount. All the debentures were subscribed and allotted by crediting 10% Debentures account with
	(a) ₹10,00,000.
	(b) ₹12,00,000.
	(c) ₹5,00,000.
	(d) ₹4,50,000.
65.	Bajaj Ltd. issued 5,000 equity shares of ₹10 each payable as ₹2 on application, ₹3 on allotment, ₹2 on first call and the balance in the final call. The amount to be debited to bank account at the time of receipt of first call money will be
	(a) ₹30,000
	(b) ₹10,000
	(c) ₹40,000
	(d) ₹50,000.
66.	Mr. Verma holding 1000 equity shares of $\mathbb{T}_{0}$ - each issued at a discount of 10% could not pay final call of $\mathbb{T}_{0}$ - and his shares were forfeited. In the books of the company, shares forfeited account will be credited by
	(a) ₹2,500.
	(b) ₹5,500.
	(c) ₹3,500.
	(d) ₹2,000.

67.	Mak	ing provision for bad debts in respect of doubtful debts is based on the convention of
	(a)	Consistency
	(b)	Disclosure
	(c)	Conservatism
	(d)	Materiality
68.	Pref	erence shares can be redeemed only if they are
	(a)	Partly paid up
	(b)	Fully paid up
	(c)	Both of the above
	(d)	None of the above
69.	If sa	lles revenues are ₹4,00,000; cost of goods sold is ₹3,10,000, the gross profit is
	(a)	₹90,000.
	(b)	₹4,00,000.
	(c)	₹3,10,000.
	(d)	₹7,10,000
70.		verage Stock = ₹24,000. Closing stock is ₹6,000 more than opening stock then the value of closing k will be
	(a)	₹24,000
	(b)	₹48,000
	(c)	₹20,500
	(d)	₹27,000.
		PART B
71.	Whi	ch of the following is not corroborative evidence?
	(a)	Minutes of meetings;
	(b)	Confirmations from debtors;
	(c)	Information gathered by auditor through observation;
	(d)	Worksheet supporting consolidated financial statements.
72.		se the directors fail to appoint first auditor(s), the shareholders shall appoint them atby passing solution:
	(a)	A general meeting
	(b)	First annual general meeting
	(c)	Statutory meeting
	(d)	Annual general meeting.
73.	Bala	ance sheet audit does not include:
	(a)	Vouching of income expense accounts related to assets and liabilities;
	(b)	Examination of adjusting and closing entries;

- (c) Verification of assets and liabilities;
- (d) Routine checks
- 74. Which of the following statements is, generally, correct about the reliability of audit evidence:
  - (a) To be reliable, evidence should be conclusive rather than persuasive;
  - (b) Effective internal control system provides reliable audit evidence;
  - (c) Evidence obtained from outside sources routed through the client;
  - (d) All are correct.
- 75. Which of the following statement is true regarding an auditor's working papers:
  - (a) They document the level of independence maintained by the auditor.
  - (b) They should be considered as the principal support for the auditor's report
  - (c) They should not contain details regarding weaknesses in the internal control system.
  - (d) They help the auditor to monitor the effectiveness of the audit firm's quality control procedures.
- 76. Cost Audit is related to:
  - (a) Cost accounting records;
  - (b) Compliance
  - (c) Financial statements
  - (d) Balance and Profit & Loss Account
- 77. The current file of the auditor's working papers, generally, should include:
  - (a) A flowchart of the internal controls
  - (b) Organization charts
  - (c) A copy of financial statements
  - (d) Copies of bond and debentures
- 78. When an independent auditor relies on the work of an internal auditor, he or she should:
  - (a) Examine the scope of internal auditor's work
  - (b) Examine the system of supervising, review and documentation of internal auditor's work.
  - (c) Adequacy of related audit programme
  - (d) All of the above
- 79. Appropriateness of evidence depends on the following:
  - (a) Information must be reliable
  - (b) Information must be affordable
  - (c) Information must be relevant
  - (d) Information must be valid.
- 80. One of the following is not an advantage of maintaining working papers:
  - (a) Working papers helps in proper planning and performance of audit
  - (b) It provides as evidence of the audit performed to support the auditor's opinion
  - (c) Seniors can supervise the audit work performed by juniors by examining the working papers.
  - (d) Working papers acts as morale check on client staff.

81. Which of the following is not the objective of internal audit:

	(a)	To keep proper control over business activities;
	(b)	To evaluate accounting system
	(c)	To report to the owners and outsiders
	(d)	To evaluate the internal check system
82.	Prim	nary responsibility for the adequacy of financial statement disclosures rest with the:
	(a)	Auditor
	(b)	Management
	(c)	Auditor's staff
	(d)	Central Government
83.	Who	can be appointed as an auditor of the company:
	(a)	Body corporate
	(b)	A person who has indebted for more than Rs.1,000
	(c)	An officer of the company
	(d)	A partner of a firm
84.	Sec	retarial audit is also termed as:
	(a)	Financial audit
	(b)	Compliance audit
	(c)	Operational audit
	(d)	Tax audit
85.	For	Tax Audit the specified limit given under Income Tax Act, 1961 for a person carrying on business shall be:
	(a)	₹40,00,000
	(b)	₹15,00,000
	(c)	₹60,00,000
	(d)	₹50,00,000
86.	Cos	t Audit is compulsory for:
	(a)	Specified entities
	(b)	Specified industries
	(c)	All Companies
	(d)	All manufacturing companies.
87.		of the Companies Act, 1956 contains provisions regarding the appointment of
		auditor.
	` ,	Section 223
	` ,	Section 221
	(c)	Section 224

	(d)	Section 226
88.	The	quality of auditor to be free from influence is being defined by which term:
	(a)	Self-Control
	(b)	Objective
	(c)	Independence
	(d)	Unbiased.
89.	Aud	itor has to obtain audit evidence:
	(a)	Adequate
	(b)	Correct
	(c)	Relevant
	(d)	Sufficient and appropriate.
90.	Whi	ch of the following statement is not true:
	(a)	A partnership firm can be appointed as a statutory auditor of a limited company.
	(b)	Appointment may be made in the name of the firm.
	(c)	Majority of the partners should be practicing in India.
	(d)	All partners should be Chartered Accountants.
91.		casual vacancy in the office of auditor arises by his resignation it should only be filled by the company
	(a)	Board's meeting
	(b)	Extraordinary general meeting
	(c)	General meeting
	(d)	Annual general meeting.
92.		refers to the method and means adopted by the auditor for collection and evaluation of audit ence in different audit situation:
	(a)	Audit evidence
	(b)	Audit tools
	(c)	Audit planning
	(d)	Audit technique.
93.	The	objective of an audit of financial statement is to enable an auditor to on financial statements.
	(a)	Completion of Audit
	(b)	Express on opinion
	(c)	Check the transactions
	(d)	Check fraud.
94.		empany Secretary in Practice has been authorized under Section $2(2)(c)(v)$ of the Company Secretaries 1980 to conduct:

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	(a)	VAT Audit
	(b)	Secretarial Audit
	(c)	Cost Audit
	(d)	Bank Audit
95.	The	auditor of a Government Company is appointed by the
	(a)	Comptroller and Auditor General of India.
	(b)	The shareholder in a general meeting.
	(c)	The shareholder at an annual general meeting.
	(d)	The board of directors.
96.	Who	appoints internal auditor:
	(a)	Management
	(b)	Shareholders
	(c)	Government
	(d)	Stock Exchange
97.	Due	to lack of audit evidence, auditor issues a:
	(a)	Qualified opinion
	(b)	Unqualified opinion
	(c)	Adverse opinion
	(d)	Disclaimer of opinion
98.	Whi	ch types of audit is conducted by the internal audit staff:
	(a)	Cost Audit
	(b)	Secretarial Audit
	(c)	Internal Audit
	(d)	Tax Audit
99.		will be responsible for errors in report if external audit relies on the work of internal auditor:
		External auditor
	(b)	Internal auditor
		Management
	. ,	Shareholders
100.		akness in internal control system the risk of fraud and errors:
		Increases
	(b)	Decreases

(c) Does not effect

(d) Eliminates

#### **ANSWERS** Part A Part B 37. (a) 1. (d) 71. (d) 2. (a) 38. (c) 72. (a) 3. (c) 39. (c) 73. (c) 40. (a) 4. (c) 74. (d) 41. (b) 75. (b) 5. (c) 42. (d) 6. (b) 76. (a) 43. (c) 77. (c) 7. (a) 44. (d) 8. (a) 78. (d) 45. (d) 79. (c) 9. (c) 46. (a) 10. (b) 80. (d) 47. (a) 11. (c) 81. (c) 48. (b) 12. (a) 82. (b) 49. (b) 13. (c) 83. (d) 50. (a) 14. (d) 84. (b) 15. (b) 51. (a) 85. (c) 52. (d) 16. (b) 86. (d) 53. (a) 17. (b) 87. (c) 54. (c) 18. (b) 88. (c) 55. (a) 19. (b) 89. (d) 20. (d) 56. (c) 90. (d) 21. (c) 57. (a) 91. (c) 22. (d) 58. (a) 92. (d) 23. (b) 59. (a) 93. (b) 24. (c) 60. (b) 94. (b) 25. (d) 61. (b) 95. (a) 62. (b) 26. (a) 96. (a) 27. (b) 63. (c) 97. (d) 64. (c) 28. (c) 98. (c) 65. (b) 29. (a) 99. (a) 66. (b) 30. (b) 100. (a) 31. (b) 67. (c) 32. (b) 68. (b) 33. (b) 69. (a) 70. (d) 34. (b) 35. (c) 36. (a)

(a) an expense,

#### TEST PAPER 2/2012

(This Test Paper is for practice and self study only and not	to be sent to the institute)
Time Allowed : 2 Hours	Maximum Marks : 100
[Attempt all questions. Each question carries 1 Mark. There is no ne	gative mark for incorrect answers.]
PART A	
1. It is essential to standardize the accounting principles and policies i	n order to ensure
(a) Transparency.	
(b) Consistency.	
(c) Comparability.	
(d) All of the above.	
2. Which of the following is not a tangible asset for the firm?	
(a) Furniture	
(b) Goodwill	
(c) Machinery	
(d) Land and Building	
3. The determination of the amount of bad debts is an accounting	
(a) policy	
(b) estimate	
(c) parameter	
(d) None of the above	
4. The transactions recorded through accounting equation are based	on
(a) Going concern	
(b) Business entity	
(c) Dual aspect	
(d) None of the above	
5. The debit balance of a cash account shows	
(a) Amount receivable	
(b) Amount payable	
(c) Cash in hand	
(d) Liability	
6. The balance of the petty cash is	

	(b)	income,
	(c)	an asset.
	(d)	Liability
7.	Ope	ning, closing and adjustment entries are recorded in
	(a)	Purchase Book
	(b)	Sales Book
	(c)	Petty Cash Book
	(d)	Journal Proper
8.	Jou	rnal entry for purchase of furniture ₹8,000 will be
	(a)	Dr. furniture a/c and cr. cash a/c ₹8,000.
	(b)	Dr. purchases a/c and cr. Cash a/c ₹8,000.
	(c)	Dr. cash a/c and cr. purchases a/c ₹8,000
	(d)	Dr. cash a/c and cr. furniture a/c ₹8,000
9.	Sale	es returns book records:
	(a)	All cash sales returned by customers.
	(b)	All credit sales of the business.
	(c)	Credit sales of goods in trade returned by customers
	(d)	Both cash and credit sales returned by customers
10.	Joui	mal entry for purchase of furniture for personal use ₹8,000 will be
	(a)	Dr. furniture a/c and Cr. cash a/c ₹8,000.
	(b)	Dr. drawings a/c and Cr. Cash a/c ₹8,000.
	(c)	Dr. cash a/c and Cr. drawings a/c ₹8,000
	(d)	Dr. cash a/c and Cr furniture a/c ₹8,000
11.	Rec	tification in the next financial year is done through
	` ,	Profit and loss account
	` ,	Profit and loss appropriation account
	` ,	Profit and loss adjustment account
	(d)	None of these
12.		te-washing charges of ₹50,000 were debited to building account. It is
	(a)	Error of omission
	` ,	Error of commission
		Error of principle
	(d)	Compensating error.

13.	If ou	tstanding wages appears in the trial balance it is shown in
	(a)	Balance sheet
	(b)	Both in balance sheet and profit and loss account
	(c)	Profit and loss account
	(d)	Trading account
14.	Ren	t outstanding account is an example of account
	(a)	Real
	(b)	Nominal
	(c)	Personal
	(d)	None of the above
15.		ording to the decision in Garner vs. Murray, in the absence of any agreement to the contrary, the ciency of the insolvent partner must be borne by the solvent partners in the
	(a)	Capital ratio
	(b)	Old profit sharing ratio
	(c)	New profit sharing ratio
	(d)	None of the above
16.		ermethod, the charge for depreciation for an accounting period is calculated in proportion the remaining life of the asset at the beginning of every accounting period.
	(a)	Reducing balance method
	(b)	Sum of year's digit method
	(c)	Double declining balance method
	(d)	Fixed instalment method
17.	Whi	ch of the following errors are not disclosed by the trial balance?
	(a)	Error of casting
	(b)	Wrong balancing of an account
	(c)	Double posting in one account
	(d)	Compensating errors.
18.	Α_	is given to the customer when he returns the goods.
	(a)	Credit note
	(b)	Debit note
	(c)	Invoice
	(d)	None of these

19.	An expense on major repairs of machinery purchased second hand has been debited to repairs account; it involves an error of
	(a) Error of omission
	(b) Error of commission
	(c) Error of principle
	(d) Compensating error.
20.	A and B are partners in a firm. During the year 2010, A withdrew ₹1,000 p.m and B withdrew ₹500 p.m on the first day of each month for personal use. Interest on drawing is charged @ 10% p.a. What is the interest on drawings?
	(a) ₹1,800
	(b) ₹975
	(c) ₹900
	(d) ₹650
21.	Unrecorded liability paid at the time of dissolution of a partnership is debited to account.
	(a) Partners' capital account
	(b) Realisation account
	(c) Liability account
	(d) Revaluation account
22.	A and B are partners sharing profits and losses in the ratio of 5:3. They admit C into partnership and the profit sharing ratio of the three partners is agreed at 7:5:4. The gaining or sacrificing ratio among A and B will be:
	(a) Gaining ratio of 3:1
	(b) Gaining ratio of 1:3
	(c) Sacrificing ratio of 1:3
	(d) Sacrificing ratio of 3:1
23.	Which of the following books is used to record purchase of machinery by cash?
	(a) Cash book
	(b) Purchases book
	(c) Journal proper
	(d) Purchases returns book
24.	At the time of admission of a new partner, if the value of land and building is overstated in the books, it is written back by:
	(a) Debiting to revaluation account

(b) Crediting to revaluation account

- (c) Debiting to partner's account
- (d) Crediting to partner's account
- 25. ₹5,000 incurred for upgradation of computer by installation of 128 MB RAM is
  - (a) Capital expenditure.
  - (b) Deferred revenue expenditure.
  - (c) Revenue expenditure.
  - (d) None of the above
- 26. Errors of commission arises when:
  - (a) Any transaction is recorded on the wrong side of the account.
  - (b) Any transaction is omitted to be recorded partially.
  - (c) Any transaction is omitted to be recorded completely.
  - (d) Revenue expenditure is treated as capital expenditure.
- 27. Furniture purchased for resale is an example of :
  - (a) Capital expenditure
  - (b) Deferred revenue expenditure
  - (c) Revenue expenditure
  - (d) Current Liability.
- 28. A change in accounting policy is justified
  - (a) To comply with accounting standard.
  - (b) To ensure more appropriate presentation of the financial statement of the enterprise.
  - (c) To comply with law.
  - (d) All of the above.
- 29. Original cost = 2,26,000. Salvage value = 26,000. Useful Life = 5 years. Annual depreciation under Straight Line Method will be
  - (a) ₹40,000
  - (b) ₹20,000
  - (c) ₹80,000
  - (d) ₹60,000
- 30. If Cost of goods sold is ₹2,50,000, Opening stock ₹20,000 and Closing stock ₹36,000. Then the amount of purchase will be
  - (a) ₹2,50,000
  - (b) ₹2,66,000

		iesi rapeis <b>30 i</b>
	(c) ₹2,00,000	
	(d) ₹3,00,000.	
31	. If Average Stock = ₹12,000. Closing stock is ₹6,000 more than opening stock then the stock will be	ne value of closing
	(a) ₹12,000	
	(b) ₹24,000	
	(c) ₹15,000	
	(d) ₹18,000.	
32	. Ganesh got a salary ₹10,000 per month and withdrew goods worth ₹2,500 for personal ₹9,500 in cash. The excess payment of ₹2,000 will be debited to	use and got salary
	(a) Sales account.	
	(b) Goods account.	
	(c) Salary account.	
	(d) Salary in advance account.	
33	. If sales revenues are ₹4,00,000; cost of goods sold is ₹3,10,000 and operating expense gross profit is	es are ₹60,000 the
	(a) ₹30,000.	
	(b) ₹90,000.	
	(c) ₹3,40,000.	
	(d) ₹60,000	
34	. If sales are ₹2,000 and the rate of gross profit on cost of goods sold is 25%, then the cost be	st of goods sold will
	(a) ₹2,000.	
	(b) ₹1,500.	
	(c) ₹1,600.	
	(d) None of the above.	
35	. In case of retirement, accumulated profits/losses are transferred to the capital accounts	s in the
	(a) Capital ratio	
	(b) Old profit sharing ratio	
	(c) New profit sharing ratio	
	(d) None of the above	
36	. A, B, & C are sharing profits in the ratio of 1/2:3/10:1/5. Calculate the new profit sharing	g ratio if A retires:
	(a) 2:3	
	(b) 3:2	

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	(c) 5:2
	(d) 2:5
37.	A, B and C are the partners sharing profits and losses in the ratio of 4:3:1. B died on June 30 <sup>th</sup> 2010. What will be the share of B in goodwill of the firm if it is decided to value goodwill on the basis of two year's purchase of average profits of 4 completed years immediately preceding the year of the death of the partner. Profits for the year ended 2007 is ₹1,60,000, 2008 is ₹20,000, 2009 is ₹20,000 and 2010 is ₹80,000.
	(a) 1,20,000
	(b) 60,000
	(c) 52,500
	(d) 90,000
38.	Zodiac Ltd. issued 10,000 shares of ₹10 each. The called up value per share was ₹8. The company forfeited 200 shares of Mr. A for non-payment of 1st call money of ₹2 per share. He paid ₹6 for application and allotment money. On forfeiture, the share capital account will be
	(a) Debited by ₹2,000
	(b) Debited by ₹1,600
	(c) Credited by ₹1,600
	(d) Debited by ₹1,200
39.	A to whom 100 shares of ₹10 each was allotted at par, paid ₹3 on application, ₹3 on allotment but could not pay the first and final call money of ₹4. His shares were forfeited by the directors. The amount to be credited to shares forfeited account will be
	(a) ₹500
	(b) ₹400
	(c) ₹600
	(d) ₹1,000
40.	Ashish Ltd. issued shares of ₹100 each at a premium of 25%. Manas, who has 2,000 shares of Ashish Ltd., failed to pay first and final call totalling ₹5. Premium was taken by Ashish Ltd. at the time of allotment. On forfeiture of Manas's shares, the amount to be debited to Share premium account will be
	(a) ₹5,000
	(b) ₹10,000

41. Indigo Ltd. had ₹9000, 10% redeemable preference shares of ₹10 each, fully paid up. The company decided to redeem these preference shares at par by the issue of sufficient number of equity shares of ₹10 each fully paid up at a discount of 10%. The number of equity shares issued should be:

(a) 9,000

(c) ₹15,000

(d) Nil

	(b)	11,000
	(c)	10,000
	(d)	None of the above.
42.	Ban	k overdraft is shown on the side of trial balance.
	(a)	Debit
	(b)	Credit
	(c)	None
	(d)	Both
43.		ya Ltd. issued equity shares of 50,000 shares of ₹10 each for subscription. 40,000 shares were subscribed he public by paying ₹3 as application money. Number of shares allotted to public by Aditya Ltd. will be
	(a)	50,000 shares.
	(b)	40,000 shares.
	(c)	30,000 shares.
	(d)	10,000 shares.
44.	Red	overy of bad debt is a:
	(a)	Revenue receipt
	(b)	Capital receipt
	(c)	Capital expenditure
	(d)	Revenue expenditure
45.	Dep	reciation is provided only on
	(a)	fixed assets
	(b)	current assets
	(c)	liquid assets
	(d)	fictitious assets
46.	₹10	ompany issued 1,00,000 equity shares of ₹10 each at a premium of ₹2 and 5,000 10% Debentures of 0 each at 10% discount. All the shares and debentures were subscribed and allotted by crediting 10% pentures account with
	(a)	₹10,00,000.
	(b)	₹12,00,000.
	(c)	₹5,00,000.
	(d)	₹4,50,000.
47.	Trac	ding account is a:
	(a)	Real account

# 384 FP-FA&A (b) Personal account (c) Nominal account (d) None 48. Balance sheet is a: (a) Period statement (b) Point statement (c) Both (d) None 49. Maximum number of partners in a banking partnership firm is (a) 10 (b) 20 (c) 25 (d) 30 50. Journal records the transactions of the firm in a: (a) Analytical manner (b) Chronological order (c) Periodical manner (d) Summarized manner 51. Discount allowed to Sohan ₹73 has been credited to his account by ₹37. the error will be rectified by: (a) Crediting Sohan by ₹36 (b) Debiting Sohan by ₹36 (c) Crediting discount by ₹36 (d) None 52. Preference shares amounting to ₹1,00,000 are redeemed at a premium of 5% by issue of shares amounting to ₹50,000 at a premium of 10%. The amount to be transferred to capital redemption reserve account will be (a) ₹55,000. (b) ₹50,000. (c) ₹45,000.

- 53. While finalizing the current year's profit, the company realized that there was an error in the valuation of closing stock of the previous year. In the previous year, closing stock was valued more by ₹50,000. As a result
  - (a) Previous year's profit is overstated and current year's profit is also overstated

(d) ₹57,500.

	(c)	Previous year's profit is understated and current year's profit is also understated
	(d)	Previous year's profit is overstated and current year's profit is understated
54.	Whi	ch of the following are of capital nature?
	(a)	Purchase of a goods
	(b)	Cost of repair
	(c)	Wages paid for installation of machinery
	(d)	Rent of a factory
55.	Disc	count on issue of debentures is a
	(a)	Revenue loss to be charged in the year of issue
	(b)	Capital loss to be written off from capital reserve
	(c)	Capital loss to be written off over the tenure of the debentures
	(d)	Capital loss to be shown as goodwill
56.		e incoming partner brings any additional amount in cash other than his capital contributions then it is ned as
	(a)	Capital.
	(b)	Reserves.
	(c)	Profits.
	(d)	Premium for goodwill.
57.	Fluc	stuating capital account is credited with
	(a)	Interest on capital.
	(b)	Profits of the year.
	(c)	Salaries or remuneration of the partners.
	(d)	All of the above.
58.	Dep	1.1.2011, a machine costing ₹10,000 and a piece of furniture costing ₹20,000 was purchased. reciation is provided @ 5% on furniture and 10% per annum on machine. The depreciation for the year ed 31st March, 2011 should be:
	(a)	₹1,000.
	(b)	₹300
	(c)	₹1,250
	(d)	₹500
59.	Whi	ch of the following errors will affect the trial balance?
	(a)	Repairs to building wrongly debited to Building A/c

(b) Previous year's profit is understated and current year's profit is overstated

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	(b)	Total of Purchase Journal by ₹1,000 short.
	(c)	Freight paid on new machinery debited to Freight A/c
	(d)	None of the three.
60.	Diffe	erence of totals of both debit and credit side of the trial balance is transferred to
	(a)	Difference account.
	(b)	Trading account.
	(c)	Miscellaneous account.
	(d)	Suspense account.
61.	wer	chinery costing ₹20,00,000 was purchased on 1.4.2009. The installation charges amounting ₹5,00,000 e incurred. The depreciation at 10% per annum on diminishing balance method for the year ended 31st ch, 2011 will be
	(a)	₹2,50,000
	(b)	₹2,00,000
	(c)	₹2,25,000
	(d)	₹1,50,000
62.	The	petty cashier generally works on system.
	(a)	Accrual.
	(b)	Balancing.
	(c)	Imprest.
	(d)	None of the three.
63.		expense and accounts appearing in the trial balance are transferred to the trading and profit loss account.
	(a)	Loss.
	(b)	Revenue
	(c)	Asset.
	(d)	Liability.
64.		principle requires that the same accounting method should be used from one accounting od to the next.
	(a)	Conservatism.
	(b)	Consistency.
	(c)	Business entity.
	(d)	Money measurement.

65.	Und	er straight line method, depreciation is calculated on
	(a)	Written down value.
	(b)	Scrap value.
	(c)	Original cost.
	(d)	None of the three.
66.	Whi	ch of the following is not a transaction?
	(a)	Goods are purchased on cash basis for ₹1,000.
	(b)	Salaries paid for the month of May, 2006.
	(c)	Land is purchased for ₹10 lacs.
	(d)	An employee dismissed from the job.
67.		ntentional omission or commission of amounts and accounts in the process of recording transactions known as
	(a)	Frauds.
	(b)	Misinterpretation.
	(c)	Errors.
	(d)	None of the above.
68.	"Tre	ating a revenue expense as a capital expenditure" is an example of
	(a)	Compensating errors.
	(b)	Errors of principle.
	(c)	Errors of omission.
	(d)	Errors of commission.
69.	Narı	rations are given at the end of
	(a)	Final accounts.
	(b)	Trial balance.
	(c)	Each ledger account.
	(d)	Each journal entry.
70.	Inte	rest on capital paid to the sole-proprietor from business is debited to
	(a)	Interest account
	(b)	Bank account
	(c)	Capital account
	(d)	Not to be shown books

#### **PART B**

71.	Bala	ance sheet audit is also known as:
	(a)	Continues Audit
	(b)	Annual Audit
	(c)	Internal Audit

### 72. Audit programme is prepared by:

(a) The auditor

(d) Financial Audit

- (b) The client
- (c) The audit assistants
- (d) The auditor and his audit assistants

#### 73. Accounts Maintenance is the function of:

- (a) Auditor
- (b) Accountant
- (c) Auditor Staff.
- (d) Practicing Professionals.

## 74. Independent auditing can be best described as a:

- (a) Subset of accounting.
- (b) Professional activity that attests to the fair presentation of financial statements.
- (c) Professional activity that measures and communicates financial accounting data.
- (d) Regulatory activity that prevents the issuance of improper financial information.

### 75. Of the following which is the least persuasive type of audit evidence:

- (a) Bank statements obtained from the clients;
- (b) Documents obtained by the auditor from third party directly;
- (c) Carbon copies of sales invoices inspected by auditor;
- (d) Computations made by the auditor.

## 76. The main object of an audit is:

- (a) Expression of opinion
- (b) Detection and prevention of fraud and error
- (c) Both (1) & (2)
- (d) Depends on the type of audit

- 77. The working papers which auditor prepares for financial statements audit are:
  - (a) Evidence for audit conclusions
  - (b) Owned by the client
  - (c) Owned by the auditor
  - (d) Retained in auditor's office until a change in auditors.
- 78. The board of directors shall appoint first auditor of a company:
  - (a) Within one month of completion of capital subscription stage of the company.
  - (b) Within one month of the promotion of the company.
  - (c) Within one month of the commencement of the business of the company.
  - (d) Within one month of incorporation of the company.
- 79. Which of the following is not an analytical procedure:
  - (a) Tracing of purchases recorded in the purchase book to purchase invoices;
  - (b) Comparing aggregate wages paid to number of employees;
  - (c) Comparing the actual costs with standard costs;
  - (d) All of them are analytical procedure.
- 80. Secretarial audit is conducted by:
  - (a) Chartered Accountant in Practice
  - (b) Lawyer
  - (c) Internal auditor
  - (d) Company Secretary in Practice
- 81. Which term defines internal audit with clarity:
  - (a) Internal audit is an evaluation and analysis of the business operation conducted by the internal audit staff.
  - (b) Internal audit is an evaluation and analysis of the financial statements conducted by the internal audit staff.
  - (c) Internal audit is an evaluation and analysis of the financial statements only conducted by the external agency.
  - (d) Internal audit is an evaluation and analysis of operation of business conducted by external audit staff only.
- 82. When auditor does not have any reservation, objection regarding the information under audit then he issues an:
  - (a) Qualified opinion
  - (b) Adverse opinion
  - (c) Unqualified opinion

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	(d)	Negative opinion
83.	Whi	ch of the following best describes the primary purpose of audit programme preparation:
	(a)	To detect errors or fraud
	(b)	To comply with GAAP.
	(c)	To gather sufficient appropriate evidence.
	(d)	To assess audit risk.
84.	The	auditor's permanent working paper file should not normally, include:
	(a)	Extracts from client's bank statements
	(b)	Past years' financial statements
	(c)	Attorney's letters
	(d)	Debt agreements
85.	Time	e, extent and of audit depend upon effectiveness of internal control:
	(a)	Nature
	(b)	Periodicity
	(c)	Relevance
	(d)	Format.
86.	Aud	itor has to give its opinion whether the financial statement depicts:
	(a)	True and Correct View
	(b)	Fair and Correct View
	(c)	True and Fair View
	(d)	True and Exact View
87.	Aud	itor has to report to:
	(a)	Management
	(b)	Owners
	(c)	Government
	(d)	Appointing authority
88.	Whi	ch type of audit is conducted by the internal audit staff:
	(a)	Cost Audit
	(b)	Secretarial Audit
	(c)	Internal Audit
	(d)	Tax Audit
89.	Whi	ch of the following factors is most important in determining the appropriations of audit evidence:

	(a)	The reliability of audit evidence and its relevance in meeting the audit objective
	(b)	The objectivity and integrity of the auditor
	(c)	The quantity of audit evidence
	(d)	The independence of the source of evidence
90.	In c	omparison to the independent auditor, an internal auditor is more likely to be concerned with:
	(a)	Cost accounting system
	(b)	Internal control system
	(c)	Legal compliance
	(d)	Accounting system
91.	A st	atutory auditor has a right of access at all times to:
	(a)	Books and accounts of a company
	(b)	Books, accounts and documents of the company
	(c)	Books, accounts and vouchers of the company
	(d)	Notices and documents of the company.
92.	Whe	ether the management can restrict the scope of work of external auditor:
	(a)	Yes
	(b)	No
	(c)	In some cases
	(d)	If shareholders permit
93.		ry auditor appointed under section 224(1), must intimate to the registrar within days of receipt of intimation of appointment from the company.
	(a)	15
	(b)	21
	(c)	30
	(d)	18
94.	One	of the following is not an advantage of audit:
	(a)	It provides satisfaction for owner
	(b)	It helps in getting loans
	(c)	It reduces cost burden
	(d)	It detects errors and frauds.
95.	The	authority to remove the first auditor before the expiry of the term is with:
	(a)	The shareholder in a general meeting

(b) The shareholders in the first annual general meeting

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- (c) The board of directors
- (d) The central Government
- 96. The retiring auditor does not have a right to:
  - (a) To make written representations
  - (b) Get his representations circulated
  - (c) Be heard at the meeting
  - (d) Speak as a member of the company
- 97. Who out of the following cannot be appointed as a statutory auditor of the company:
  - (a) Erstwhile director
  - (b) Internal auditor
  - (c) Relative of a director
  - (d) only (2) and (3)
- 98. The auditor has a right to:
  - (a) Obtain information and explanation
  - (b) Obtain information and explanations from the employees and officers
  - (c) Obtain information and explanation necessary for the purpose of audit
  - (d) Both (2) and (3)
- 99. The date on auditor's report should not be:
  - (a) the date of AGM
  - (b) later than the date on which the accounts are approved in board's meet
  - (c) earlier than the date on which the accounts are approved by the management
  - (d) both (1) and (2)
- 100. What are the analytical procedures:
  - (a) substantive tests designed to assess control risk
  - (b) substantive tests designed to evaluate the validity of management's representation letter
  - (c) substantive tests designed to study relationships between financial and non-financial information
  - (d) all the above.

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	ANSWERS	
Part A		Part B
1. (d)	38. (b)	71. (d)
2. (b)	39. (c)	72. (a)
3. (b)	40. (d)	73. (b)
4. (c)	41. (c)	74. (b)
5. (c)	42. (b)	
6. (c)	43. (b)	75. (c)
7. (d)	44. (a)	76. (d)
8. (a)	45. (a)	77. (c)
9. (c)	46. (c)	78. (d)
10. (b)	47. (c)	79. (a)
11. (c)	48. (b)	80. (d)
12. (c)	49. (a)	
13. (a)	50. (b)	81. (a)
14. (b)	51. (a)	82. (c)
15. (a)	52. (b)	83. (d)
16. (b)	53. (d)	84. (a)
17. (d)	54. (c)	85. (a)
18. (a)	55. (c)	86. (c)
19. (c)	56. (d)	87. (d)
20. (b)	57. (d)	
21. (b)	58. (d)	88. (c)
22. (d)	59. (b)	89. (a)
23. (a)	60. (d) 61. (c)	90. (b)
24. (a) 25. (c)	62. (c)	91. (c)
26. (a)	63. (a)	92. (b)
27. (c)	64. (b)	93. (c)
28. (d)	65. (c)	
29. (a)	66. (d)	94. (c)
30. (b)	67. (c)	95. (a)
31. (c)	68. (b)	96. (d)
32. (d)	69. (d)	97. (b)
33. (a)	70. (a)	98. (d)
34. (c)	- ()	99. (c)
35. (a)		
36. (b)		100. (c)
37. (c)		

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	_	29	A	B	©	©	79	(A)	B	©	<b>©</b>
		80	A	B	©	(D)	80	A	B	©	(D)
		31 32	(A) (A)	B B	© ©	(D)	81 82	(A)	B B	© ©	(D)
Instructions for Candidate		33	(A)	B	©	<b>©</b>	83	A	B	©	©
1. There is no negative marking.	_	34	A	<b>B</b>	©	(D)	84	A	<b>B</b>	©	(D)
2. Use Only H.B. Pencil to Darken the appropriate Circle.		35 36	(A) (A)	B B	© ©	(D)	85 86	(A)	B B	© ©	(D)
3. Write and darken correct Question Booklet Code Viz. A or B or C or D which will be taken as final for evaluation. In case any candidate fills in this	_	37	(A)	B	©	D	87	A	B	©	(D)
information wrongly, Institute will not take any responsibility for rectifying		38	(A)	B	©	(D)	88 89	A	B	©	(D)
themistake.  4. Mark your answer only in the appropriate space against the number		39 10	(A) (A)	B B	© ©	(D) (D)	90	(A)	B B	© ©	(D)
corresponding to the question.	4	41	A	B	©	<b>(D)</b>	91	A	B	©	(D)
5. Please darken the complete circle.		12 13	(A) (A)	B B	© ©	(D)	92 93	(A) (A)	B B	© ©	(D)
If you want to change your Answer, erase the already darkened circle completely and make a fresh mark.		13 14	(A) (A)	B	©	<b>®</b>	93	A	B	©	(D)
7. Please do NOT make any stray marks on the answer sheet.		15	A	$^{f B}$	©	D	95	A	$^{lack}$	©	(D)
Rough work must NOT be done on the answer sheet.		l6 17	(A) (A)	B B	© ©	(D)	96 97	(A) (A)	B B	© ©	(D)
9. Do NOT fold or damage the edges of the sheet.		18	(A)	B	©	(D)	98	A	B	©	(D)
10. Use of white fluid is prohibited.		19	(A)	B	©	(D)	99	(A)	B	©	(D)
	5	60	(A)	B	©	(D)	100	(A)	B	©	<u> </u>
Signature of Candidate with Pen											
Name (As registered with ICSI)			Sign	atur	e of	Invi	gilator wi	th P	en		

<sup>\*</sup>OMR Sheet in the examination may be different from this specimen.