

Bookkeeping Tips & T Accounts

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Further valuable accounting and bookkeeping website resources are listed at the end of this document.

A business is one or more individuals selling products or services for profit. Nearly 100,000 new businesses are started in Canada each year, with most of them being founded by people who want freedom from ordinary jobs, a new challenge in life, or the advantage of earning extra money.

Four topics to be discussed:

- 1. Business organization**
- 2. Three main financial statements**
- 3. The accounting equation**
- 4. T Accounts - Debits and Credits**

1. Business organizations take one of three forms:

1. Sole proprietorship
2. Partnership
3. Corporation

Sole Proprietorship

A sole proprietorship, or single proprietorship, is a business owned by one person. No legal requirement is needed in order to start this form of business, other than to file for a business license and register the business name. While it is a separate entity for accounting purposes, it is not a separate legal entity from its owner, this means, that a court can order an owner to sell personal belongings to pay its debts. Tax authorities do not separate a proprietorship from its owner; the profits of the business are reported and taxed on the owner's personal income tax return.

Partnership

A partnership is owned by two or more personas called *partners*. As for a proprietorship, no special legal requirements must be met in order to start a partnership, other than to register the business name and get a business license. To run the business together, the partners need an oral or written agreement that usually indicates how the profits and losses are to be shared. Each partner's share of profits is reported and taxed on that partner's personal tax return. Like a proprietorship, a partnership does not have a separate legal entity from its owners.

Corporation

A Corporation is a business that has a separate legal entity and is responsible for its own acts and its own debts. It can enter into its own contracts, and it can buy, own, and sell property. Think of a corporation as a separate person, therefore, a corporation files its own tax return and pays tax on its profits. A corporation acts through its managers that hold a separate legal status and the managers are not responsible for the corporate acts and debts. Ownership, or equity, of the corporation is divided into units called **shares**. Owners of shares are called **shareholders** or in American terms *stockholders*. A shareholder can sell or transfer shares to another person without affecting the operations of a corporation.

2. Three Main Financial Statements

1. A balance sheet contains assets, liabilities, and owners equity.

| Creative Interiors | | | |
|---|-----------------|--|-----------------|
| Balance Sheet as at March 31, 2009 | | | |
| Assets | | Liabilities | |
| Cash | \$8,400 | Accounts Payable | \$6,000 |
| Supplies | 3,600 | Notes payable | <u>200</u> |
| Office Supplies | <u>6,000</u> | Total Liabilities | \$6,200 |
| | | Sally Creative Capital | <u>11,800</u> |
| Total assets | \$18,000 | Total Liability and Owners equity | \$18,000 |

2. Income statements contain income and expenses.

| Creative Interiors | |
|--|----------------|
| Income Statement March 1 – 31, 2009 | |
| Revenue | |
| Consulting Revenue | \$3800 |
| Rental Revenue | <u>300</u> |
| Total Revenue | \$4,100 |
| Operating Expenses | |
| Rent Expense | \$1000 |
| Salaries Expense | <u>700</u> |
| Total Operating Expenses | <u>\$1,700</u> |
| Net Income | \$2,400 |

3. Trial balance contains all accounts. Assets, liabilities, owner equity, income, and expenses.

Creative Interiors
Trial Balance as at March 31, 2009

| | Debits | Credits |
|------------------------|----------|----------|
| Cash | \$8,400 | |
| Supplies | 3,600 | |
| Office Furniture | 6,000 | |
| Accounts payable | | \$6,000 |
| Notes Payable | | 200 |
| Sally Creative Capital | | 11,800 |
| Current Earnings | 2,400 | |
| Consulting Revenue | | 3,800 |
| Rent Revenue | | 300 |
| Rent Expense | 1,000 | |
| Salaries Expense | 700 | |
| | \$22,100 | \$22,100 |
| | \$22,100 | \$22,100 |

3. The Accounting Equation

Notice on the balance sheet the two sections are the assets on one side and liabilities and owners equity are on the other side. The total assets of \$18,000 equal the total liability and owner equity of \$18,000. This equality is known as accounting equation.

$$\boxed{\text{Assets}} = \boxed{\text{Liabilities}} + \boxed{\text{Owner Equity}}$$

Assets describe what an organization has invested in, such as land building, machinery, and cash on hand.

Liabilities describe debts to pay to suppliers, bank loans, and government taxes.

OE describes owner financing (investment) and owner withdrawal.

$$\boxed{\text{Assets}} = \boxed{\text{Liabilities}} + \boxed{\text{Owner Equity}}$$

\$25000

\$15000



\$10,000



Purchase of equipment



Bank loan



Owner investment


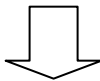
4. T Accounts - Debits and Credits


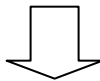
| Assets | |
|--|---|
|  Debit for Increases + |  Credit for Decreases - |

| Liabilities | |
|---|---|
|  Debit for Decreases - |  Credit for Increases + |

| Owner Investment | |
|--|---|
|  Debit for Decreases - |  Credit for Increases + |

| Revenues | |
|---|---|
|  Debit for Decreases - |  Credit for Increases + |

| Expenses | |
|--|---|
|  Debit for Increases + |  Credit for Decreases - |

| Owner Withdrawal | |
|---|---|
|  Debit for Increases + |  Credit for Decreases - |

The **T-accounts** above are a helpful learning tool. It shows the effects of individual transactions on specific accounts. The T-account is so named because it looks like the letter T.

The left side of the T-account is always called the **debit** side often abbreviated **Dr.** The right side is always called the **credit** side, often abbreviated **Cr.** The difference between total debits and total credits for an account is the account balance. When the sum of debits exceeds the sum of credits, the account has a *debit balance*. It has a *credit balance* when the sum of credits exceeds the sum of debits. When the sum of debits equals the sum of credits, the account has a zero balance.

| Office Supplies | |
|-----------------|-----|
| 100 | 60 |
| 300 | 200 |
| Balance | 140 |

| Accounts Payable | |
|------------------|-------------|
| 350 | 400 |
| 500 | 600 |
| | 150 Balance |

$100 + 300 = 400$ total debits; $60 + 200 = 260$ total credit; debits are greater than credits, so the 140 balance is a debit ($400 - 260$).

$350 + 500 = 850$ total debits; $400 + 600 = 1,000$ total credits; credits are greater than debits, so the 150 balance is a credit ($1,000 - 850$).

Analyzing transactions - below are some transactions to show you how debits and credits rules and double-entry accounting are useful in analyzing and processing transactions.

1. Investment by owner

| Dr. | Cash | Cr. |
|-----|--------|-----|
| | 10,000 | |

Transaction: Sally Creative invested \$10,000 in Creative Interiors on January 1, 2009.

Analysis: Assets increase. Owner equity increase.

Double-entry: Debits the Cash asset account for \$10,000. Credit The Sally Creative, Capital account in owner equity for \$10,000.

| Dr. | Sally Creative, Capital | Cr. |
|-----|-------------------------|--------|
| | | 10,000 |

2. Purchase supplies for cash

| Dr. | Supplies | Cr. |
|-----|----------|-----|
| | 2,500 | |

Transaction: Creative Interiors purchases supplies by paying \$2,500 cash.

Analysis: Assets increase. Assets decrease. These changes the composition of assets, but does not change the total amount of assets.

| Dr. | Cash | Cr. |
|--------|-------|-----|
| 10,000 | 2,500 | |

Double-entry: Debit the Supplies asset account for \$2500. Credit the Cash asset account for \$2500.

3. Purchase furniture and supplies on credit.

| Dr. | Supplies | Cr. |
|-------|----------|-----|
| 2,500 | 1,100 | |

Transaction: Creative Interiors purchases \$1,100 of supplies and \$6,000 of furniture on credit. Creative interiors signs a promissory note for the \$6,000 of furniture.

Analysis: Assets increases. Liabilities increases.

| Dr. | Furniture | Cr. |
|-------|-----------|-----|
| 6,000 | | |

Double-entry: Debit two asset accounts: Supplies for \$1,100 and furniture for \$6000. Credit two liability accounts: Accounts payable for \$1,100 and Notes Payable for \$6000.

| Dr. | Accounts Payable | Cr. |
|-----|------------------|-------|
| | | 1,100 |

| Dr. | Notes Payable | Cr. |
|-----|---------------|-------|
| | | 6,000 |

4. Services rendered for cash.

| Dr. | Cash | Cr. |
|-----|--------|-------|
| | 10,000 | 2,500 |
| | 2,200 | |

Transaction: Creative Interiors provided consulting services to a Customer and immediately collected \$2,200 cash.

Analysis: Assets increase.

| Dr. | Revenue | Cr. |
|-----|---------|-------|
| | | 2,200 |

Double-entry: Debit the Cash asset account for \$2,200. Credit the Consulting Revenue account for \$2,200.

5. Payment of expenses in cash.

| Dr. | Salaries Expense | Cr. |
|-----|------------------|-----|
| | 700 | |

Transaction: Creative Interiors pays \$700 cash for Employee's salary for the pay period ending on January 14.

Analysis: Assets decrease.

| Dr. | Cash | Cr. |
|-----|--------|-------|
| | 10,000 | 2,500 |
| | 2,200 | 700 |

Double-entry: Debit the Salaries expense account For \$700. Credit the Cash asset account for \$700

Other Bookkeeping and Accounting Resources

<http://www.accompsservices.ca>

<http://www.simply-accounting-tutorial.ca>

<http://www.kelowna-bookkeeper.ca>

<http://www.accountingfordummies.net>