<u>**Lesson Plan of Accounting for Financial Services (AFS)**</u>

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Classes	Lesson Plan
1st	Different Types of journals - Sub Division of Journal, Proper Journal. Posting of Accounts – Ledger & Interpretation of Ledger Accounts.
2nd	Different types of Cash Book – Imprest system of Petty Cash
3rd	Bank Reconciliation System analysis
4th	Fixed Assets : Valuation of Fixed assets Depreciation as a Cost Allocation. Deprecation Methods Recording of Depreciation.
5th	Current Assets: Various Types of organizations – Service, Manufacturing & Merchandise. Inventory Valuation (Under Perpetual Method) First In First out (FIFO), Last in Last Out (LIFO) & Average.
6th	Inventory Valuation (Under Periodic Method) First In First out (FIFO), Last in Last Out(LIFO) & Average.
7th	Preparation of Financial Statements Income Statement, Retained Earnings/ Owner's Equity Statement, Balance Sheet
8th And 9th	Preparation of Financial Statements – Income Statement, Retained Earnings/ Owner's Equity Statement ,Balance Sheet
10th	Cash Flow Statements, Partnership and Joint stock companies, Bank and other Financial Institutions

7 Different Types of Journal Book

Under double entry system, there are mainly 7 different types of journal in accounting. Transactions are primarily recorded in the journal and thereafter posted to the ledger.
It is difficult to find out effects and information relating to the transaction if all the transactions are recorded in a single journal.
Recording of all transactions in one general journal is a time consuming, laborious and troublesome task.
That is why in modem times the use of many journals instead of one journal has been introduced in almost all business concerns, especially the medium and large size business concerns.
For convenient keeping of accounts, maintaining more than one special journal according to the nature of transactions instead of one journal is called classification of the journal. The transactions of the same nature are recorded in a special journal. These are termed as a daily journal, subsidiary journal or special journal.
Most large size business concerns record particular transactions in special journal, side by side general journal.

Types of Journal in Accounting

1. Purchase journal
2. Sales journal
3. Cash receipts journal
4. Cash payment/disbursement journal
5. Purchase return journal
6. Sales return journal
7. Journal proper/General journal

Here it should be mentioned that most of the business organizations of our country are of small or medium size. These organizations maintain cash book for recording daily cash receipts and cash payments instead of maintaining cash receipt journal and cash payment journal separately.
But where cash receipts journal and cash payments journal are maintained cash book is not needed.

Purchase Journal

The special journal used for recording credit purchase of merchandise is called purchase journal. In purchase journal transactions of merchandise purchased on credit for sale are recorded. An asset purchased on account is not recorded in the purchase journal.
But many are of opinion to record all credit transactions in multi-column purchase journal.
For instance, Pyle and Larson have shown credit purchase of assets and supplies etc. in a purchase journal under a separate column – debiting asset or office supplies and crediting accounts payable.
Since purchase journal is meant for recording merchandise purchased on credit purchase of assets and other things on credit should not be recorded in the purchase journal rather a recording of these in general journal is more acceptable.

The format of purchase journal:

Single-column purchase journal:

Purchase Journal

Date	Accounts credited	Terms	Reference	Purchase/Inventory Dr. Accounts Payable Cr.

Single-column purchase journal is used only for recording credit purchase of merchandise. In this respect the format of the purchase journal under periodic and perpetual systems is the same.

But in the case of periodic system purchase account and in the case of perpetual system merchandise inventory accounts are debited and account payable is credited in both the cases:

Multi-column purchase journal

Purchase Journal
(Multi-column)

Date	Accounts credited	Terms	Ref.	Accounts Payable Cr.	Purchase / Inventory Dr.	Supplies Dr.	Other Accounts Dr.

Some organizations use multi-column purchase journal wherein credit purchase of merchandise, assets and other things are recorded. Organizations concerned use columns of the journal according to their need.

Trade discount

At the time of sale, the value which is exempted from catalog price as per terms by the seller to the purchaser is called trade discount.

The trade discount is allowed in order to give benefit to the buyer of goods so that he can earn a definite amount of profit by selling goods. For example, at the time of price fixing the price of a commodity is fixed at Tk. 100 including a 5% trade discount.

At the time of selling the seller can sell this commodity granting 5% trade discount i.e. the buyer gets the benefit to sell the commodity at Tk. 95. Trade discount is not recorded in the books of account because it does not bring any financial change of seller or buyer.

Only in the invoice, the trade discount is shown by way of deduction from the invoice price. In purchase and sale books/journals the net purchase or sale value after deducting trade discount from the total value of goods is shown.

In both, the cases i.e. in cash sale or credit sale trade discount is generally allowed.

Posting in Ledger

Purchase journal is not written in accordance with double entry system i.e., it is not written determining debit account and credit account. So, at the time of posting in the ledger, its dual aspects are to be completed. It is not mandatory to show the journal entry which is submitted at the end of the purchase journal.

For convenient postings in the ledger, these journals have been given. Opening purchase account in the ledger the weekly or monthly purchase is to be debited from the miscellaneous account in its debit side.

Opening an individual account in the name of creditor or creditors recorded in the purchase journal respective receivable amounts are credited to the credit side.

Balancing ledger accounts is not generally determined or shown until the end of the year, because posting in these accounts may be needed throughout the whole year.

Sales Journal

Sales journal is used for recording the credit sale of merchandise only. Cash sale of merchandise is recorded in the cash receipt journal. A credit sale of an asset is recorded in general journal.

Cash Receipts Journal

The special journal used for recording all types of cash receipts is called cash receipts journal. In modem age, the introduction of cash receipts journal is in practice in medium and large size business organizations.

All kinds, of cash receipts, are recorded in this journal. The main sources of cash receipts are two; Cash from cash sale and cash from accounts receivable.

There might have other sources of cash receipts. For example, taking a loan from a bank, interest receipts, the cash sale of assets etc.
Since cash book does not contain a separate required column for recording cash receipts, it fails to provide information regarding various cash receipts and cash flow. To overcome these entire limitations multi-column cash receipts journal is required.
Generally in the cash receipts journal to debit columns for cash receipts and cash discount and three credit columns for accounts receivable, sales and other accounts are there. Cash received from various sources other than cash sales and account receivables are recorded in other accounts column.
If the perpetual inventory system is followed in recording merchandise inventory, a separate journal entry is passed along with sale journal where the cost of goods sold is debited and merchandise inventory is credited.
It may be mentioned that under periodic inventory system this additional journal entry is not required.
Periodic Inventory System: Under periodic inventory system the format of cash receipt journal is as follows:

Cash Receipt Journal

Date	Accounts credited	Ref.	Cash Dr.	Sales Discount Dr.	Accounts receivable Cr.	Sales Cr.	Other accounts Cr.

Perpetual Inventory System: Under the perpetual inventory system the format of cash receipt journal is as follows:

Cash Receipt Journal

Date	Accounts credited	Ref.	Cash Dr.	Sales Discount Dr.	Accounts receivable Cr.	Sales Cr.	Other acco-unts Cr.	Cost of goods sold Dr Merchandise Inventory Cr.

Cash Payment Journal

The; special journal used for recording various transactions relating to cash payment is called a cash payment journal. Business concerns usually pay debts by cheques. Payment by cheque is treated as a cash payment.
For acceptability of cash payment, business organizations pay bills by cheques. Cash payment journal contains many money columns as cash payments are made under many heads.
Payment to accounts payable is an important item among the cash payment items and for this account payable provision for a separate debit, money column is made in cash payment journal.
As purchase discount arises with various payments a separate purchase discount credit money column is kept in it. A cash credit column is provided for cash payment and cheque payment.
Another debit column for office supplies is also contained in the cash payment journal. Besides, for showing other payment there contains another accounts-debit column. A format of the multi-column cash payments journal is shown below:

Cash Payment Journal

Date	Accounts debited	Ref.	Other accounts Dr.	Accounts payable Dr.	Purch-ase Dr.	Purchase discount Cr.	Cash Cr.

Purchase Return Journal

The special journal, where purchase returns of credit purchase are recorded, is called a purchase return journal.

In the case of isolation of purchase agreement or in the case of defective goods the purchaser returns the-goods to the seller. While returning goods to the seller a slip containing reasons of return of goods is sent along with goods.

This is called a debit note. The seller also sends a note to the purchaser as a reply which is called a credit note. It may be mentioned that goods purchased on cash if returned are not recorded in the purchase return journal.

A format of purchase return journal is shown below:

Purchase Return Journal

Date	Accounts debited	Terms	Ref.	Debit note	Accounts payable Dr Purchase return Cr

Sales Return Journal

The special journal, where the credit sale returns are recorded, is called a sales return journal. The sales return journal is prepared from debit notes sent by the buyer with returned goods. In reply, the seller sends a credit note.

The format of sales return is similar to that of sales journal excepting challan/invoice column where credit note is written. It may be mentioned that where the sales return transactions are large in number this sales return journal is maintained.

But where such return transactions are very few in number, these are recorded in the general journal.

Journal Proper

The transactions other than the transactions recorded in cash receipts journal, cash payment special, purchase journal, sales journal etc. are recorded in journal proper or general journal.

For example;

Purchase of assets on credit, the stock of goods at the year-end, rectification of errors, adjustment of accounts etc. are recorded in journal proper.

Therefore, the journal, wherein the transactions which cannot be directly recorded in a particular journal are recorded, is called journal proper.

In the journal proper generally, the following transaction is recorded;

1. **Opening Entry:** The journal entry which is passed at the beginning of the current year for recording assets and liabilities of the previous year is called opening entry.
2. **Closing Entry:** The journal entries, which are passed to close the periodical expenses and income transferring them to the income statement, are called closing entries. That is all income – expense accounts, sales-purchase accounts, and profit- loss accounts are closed through transfer to the income statement.

3. **Adjustment Entry:** The journal entry through which accrued expenses and income and advance income, expenses, depreciation, specific provisions etc. are adjusted is called adjustment entry.
4. **Rectification Entry:** The entry, through which errors in accounts are rectified, is called rectification entry.
5. **Transfer Entry:** The entry which is made for transferring fund from one account to another account is called transfer entry.
6. **Credit Purchase and Sale of Assets:** The entry which is needed for recording transactions relating to credit purchase and sale of assets is called credit purchase and sale of assets entry. For example, Furniture purchased from Sonargaon Furniture for $5,000.
7. **Other Entry:** Entries which cannot be recorded in another journal.

Kinds of Cash Books

A cash book is like a subsidiary book. It is a special book that will record only one type of transactions – cash transactions. In an organization thousands of cash transactions occur in a year and journalizing them all is tedious work. And so companies maintain cash books. Let us look at the three types of cash books and their functions.

Kinds of Cash Book

A cash book is both a ledger and a journal for all the cash transactions of a company since it performs the function of both. It records all cash receipts on the debit side and all the cash payments of the company on the credit side. Let us now look at the three main kinds of cash book a company may maintain.

1] Simple Cash Books

This is also known as a Single Column Cash Book. This cash book will only record cash transactions. The cash coming in (receipts) will be on the left and the cash payments will be on the right. And since we will record all cash transactions here there is no need for a cash ledger account.

Now since there is only one column we do not record bank transactions in this cash book. Any discounts given will also not feature here. We will record bank and discount transactions in their separate ledger accounts.

Cash books are balanced quite frequently. In fact, most companies balance their cash book daily. One important point to remember is that the cash book can never have a credit balance. Cash books only show a debit balance.

2] Two Column Cash Books

Here instead of one column, we have an additional column for discounts. So along with the cash transactions, we will also record the discounts in the same cash book. So both discounts received and the discount that is given is recorded here. If any organization is in a general practice of giving or receiving discounts this is the preferable option.

Discount is a nominal account – so the discount is given (loss) is on the debit side and discount received (profit) is on the credit side. At the end of the period, we balance both columns and transfer the closing balances.

3] Three Column Cash Books

Cash Book

[With Cash, Bank, and Discount columns]

Date	Particulars	LF	Dis.	Cash	Bank	Date	Particulars	LF	Dis.	Cash	Bank
2002						2002					
Jan.1	To bal b/d			3000	10000	Jan.4	By Bank	C		8000	
3	To Sales			10000		6	By Rent				1000
4	To Cash	C			8000	7	By Shyam		50	5000	
5	To Nattu		100	4000		9	By Cash	C			5000
9	To Bank	C		5000		13	By Arun		100		1900
10	To Mohan		30		470	14	By T. exps			700	
11	To Sales				2500		By Drawing				1000
12	To Sales			1000		16	By bal. C/d			9300	12070
	Total		130	23000	20970		Total		150	23000	20970
16	To bal b/d			9300	12070						

(Source: Yourarticlelibrary)

This cash book has the cash, the discount and additionally the bank columns in it. Since the development of banking most firms, these days prefer to deal in cheques or other such bills of exchange. And so having a bank column in your cash book makes things concise and simpler to understand.
So when you receive a cheque and you deposit it in the bank the same day you make the entry in the bank column (the debit side in this case). But say you send the cheque later (not the same day) then this will be a contra entry. A contra entry is transactions that happen between a cash account and a bank account. Ultimately your Cash & Bank balance remains the same, the money just moves around.

4] Petty Cash Book

In a firm, there are usually cash transactions happening in all the departments. These we will record in one of the above formats of cash books. But there are many cash transactions happening for very small amounts. Sometimes there are dozens of such transactions that occur in just one day. These are known as petty transactions. Examples are expenses for postage, stationery, traveling, food bills, etc.
So since the number of such transactions tends to be very high we maintain a separate cash book for them – the petty cash book. Such a cash book is maintained by the petty cashier (who in most cases also handles the petty cash).

Meaning of Petty Cash Book:

Petty means small. In big business firms, all payments are made by cheques and all receipts are banked. There are numerous small payments on account of expenses like stationery, cartage, coolie hire, refreshments to guests etc. which cannot be paid through cheques.
Moreover, the main cashier will be over-burdened if he makes these small as well as frequent payments. To avoid this inconvenience, such items of expenditure of frequent occurrence are removed to a separate book, known as Petty Cash Book, which is maintained by a Petty Cashier. Petty Cashier is a person, who maintains the Petty Cash Book. Petty cash book is maintained in a columnar form.
In this book, separate columns are provided for usual head of expenditure. A Petty Cashier makes a detailed analysis of petty payments and records under suitable heads, i.e., column. Petty cash book is similar to cash book.

The amounts received by Petty Cashier from the main Cashier are debited in petty cash book and all petty payments are credited. Periodic total of each column is posted to respective nominal account in the ledger. The book may be considered as the book of original entry or memorandum book. If treated as a part of double entry, then no separate Petty Cash Account is needed. When the Petty Cashier needs further cash, he makes up the petty cash book and presents it to the Chief Cashier, who verifies the accounts and gives further amount.

Imprest System of Petty Cash Book:

Under this system, a round sum of money estimated as necessary for the possible needs of the business to meet petty expenses for the week or fortnight is handed over to the Petty Cashier. At the end of the fixed period or earlier, when petty cashier needs further cash, he submits the petty cash book, along with vouchers.
The Chief Cashier examines the cash book with the vouchers. Then, Chief Cashier gives money/cheque for the exact amount, which he actually spent during the period. Thus, he starts for the next period with the same sum as held previously. That is, the Petty Cashier will have again the fixed sum in the beginning of the next period.

This system is known as Imprest System of Petty Cash Book. For instance, a business estimates that a sum of Rs 500 is required to meet small expenses in the business for one week. This amount is given to the Petty Cashier. At the week end or earlier, the Petty Cashier spent Rs 480 and needs more cash.
Therefore, Petty Cashier completes the records and hands over the petty cash book along with vouchers to Chief Cashier, who examines the entries. Then, the Chief Cashier gives a cheque for an exact amount he spent i.e., Rs 480. This sum i.e., Rs 480 plus the unspent balance i.e., Rs 20 would restore him the original sum with which he has started in the beginning of the last period i.e., Rs 500.

Advantages of Imprest System of Petty Cash Book:

1. It relieves the cash book and the Chief Cashier of the burden of recording tiny and frequent payments.
2. Commission of fraud is reduced as the Chief Cashier verifies petty cash book along-with vouchers and the Petty Cashier is more responsible.

3. This method is very scientific and labour saving. The total expenditure under each column can easily be ascertained and only the periodical totals of each column need be posted to the ledger.

Illustration:

Mr. Mohan maintains a Columnar Petty Cash Book on the Imprest system. The imprest amount is Rs 700. From the following information show how his petty cash book would appear for the week ended on 18th December.

December	13	Balance in hand	Rs 78.00	
	13	Received cash to make up the imprest.		
	14	Postage	120.00	
	14	Stationery	75.00	
	14	Entertainment	35.00	
	15	Travelling expenses	41.00	
	15	Miscellaneous expenses	26.00	
	15	Entertainment	19.00	
	16	Repairs	31.00	
	16	Postage stamps	18.00	
	16	Entertainment	10.00	
	17	Entertainment	8.00	
	18	Stationery	51.00	
	18	Postage stamps	12.00	
	18	Repairs	10.00	(*B.Com. MS*)

SOLUTION

Dr. **Columnar Petty Cash Book** Cr.

Amount Received Rs	Date	V.No.	Particulars	Total Payments Rs	Postage & Telegrams Rs	Printing & Stationery Rs	Travelling & Conveyance Rs	Repairs Rs	Entertainment Rs	Mis. Expenses
				ANALYSIS OF PAYMENTS						
78.00	Dec. 13		To Balance b/d							
622.00	13		To Cash A/c							
	14	1	By Postage A/c	120.00	120.00					
	14	2	By Stationery A/c	75.00		75.00				
	14	3	By Entertainment A/c	35.00					35.00	
	15	4	By Travelling and Conveyance A/c	41.00			41.00			
	15	5	By Miscellaneous A/c	26.00						26.00
	15	6	By Entertainment A/c	19.00					19.00	
	16	7	By Repairs A/c	31.00				31.00		
	16	8	By Postage A/c	18.00	18.00					
	16	9	By Entertainment A/c	10.00					10.00	
	17	10	By Entertainment A/c	8.00					8.00	
	18	11	By Stationery A/c	51.00		51.00				
	18	12	By Postage A/c	12.00	12.00					
	18	13	By Repairs A/c	10.00				10.00		
				456.00	150.00	126.00	41.00	41.00	72.00	26.00
	18		By Balance c/d	244.00						
700.00				700.00						
244.00	18		To Balance b/d							
456.00			To Cash A/c							

What is Bank Reconciliation?

A bank reconciliation statement is a document that matches the cash balance on a company's balance sheet to the corresponding amount on its bank statement. Reconciling the two accounts helps determine if accounting changes are needed. Bank reconciliations are completed at regular intervals to ensure that the company's cash records are correct. They also help detect fraud and any cash manipulations.

Reasons for Difference Between Bank Statement and Company's Accounting Record

When banks send companies a bank statement that contains the company's beginning cash balance, transactions during the period, and ending cash balance, almost always, the bank's ending cash balance and the company's ending cash balance will never be the same. Some reasons for the difference are:

- Deposits in transit: Cash and checks that have been received and recorded but have not yet been recorded on the bank statement.
- Outstanding checks: Checks that have been issued by the company to creditors but the payments have not yet been processed.
- Bank service fees: Banks deduct charges for services they provide to customers but these amounts are usually not noticeable.
- Interest income: Banks pay interest on some bank accounts.
- Not sufficient funds (NSF) checks: When a customer deposits a check into an account but the account of the issuer of the check has insufficient amount to pay the check, the bank reduces from the customer's account the check that was previously credited. The check is then returned to the depositor as an NSF check.

Nowadays, many companies use specialized accounting software in bank reconciliation to reduce the amount of work and adjustments required and allow real-time updates.

Bank Reconciliation Procedure:

1. On the bank statement, compare the company's list of issued checks and deposits to the checks shown on the statement to identify uncleared checks and deposits in transit.
2. Using the cash balance shown on the bank statement, add back any deposits in transit.
3. Deduct any outstanding checks.
4. This will provide the adjusted bank cash balance.
5. Next, use the company's ending cash balance, add any interest earned and notes receivable amount.
6. Deduct any bank service fees, penalties, and NSF checks. This will arrive at the adjusted company cash balance.
7. After reconciliation, the adjusted bank balance should match with the company's ending adjusted cash balance.

Example

XYZ Company is closing its book and must prepare a bank reconciliation for the following items:

- Bank statement contains an ending balance of Tk. 300,000 on February 28, 2018, whereas the company's ledger shows an ending balance of Tk. 260,900
- Bank statement contains a Tk. 100 service charge for operating the account
- Bank statement contains interest income of Tk. 20
- XYZ issued checks of Tk. 50,000 that have not yet been cleared by the bank
- XYZ deposited Tk. 20,000 but this did not appear on the bank statement
- A check for the amount of Tk. 470 issued to the office supplier was misreported in the cash payments journal as Tk. 370.
- A note receivable of Tk. 9,800 was collected by the bank.
- A check of Tk. 520 deposited by the company has been charged back as NSF.

	Amount	Adjustment to Books
Ending Bank Balance	Tk. 300,000	
Deduct: Uncleared cheques	– Tk. 50,000	None
Add: Deposit in transit	+ Tk. 20,000	None
Adjusted Bank Balance	Tk. 270,000	
Ending Book Balance	Tk. 260,900	
Deduct: Service charge	– Tk. 100	Debit expense, credit cash
Add: Interest income	+ Tk. 20	Debit cash, credit interest income
Deduct: Error on check	– Tk. 100	Debit expense, credit cash
Add: Note receivable	+ Tk. 9,800	Debit cash, credit notes receivable
Deduct: NSF check	– Tk. 520	Debt accounts receivable, credit cash
Adjusted Book Balance	Tk. 270,000	

Bank Reconciliation Statement

After recording the journal entries for the company's book adjustments, a bank reconciliation statement should be produced to reflect all the changes to cash balances for each month. This statement will be used by auditors to perform the company's year-end auditing.

Name of organisation
In come Statement (Multiple Step)
For the year ended December 31,20..

Particulars	TK	TK	TK
Sales Revenue:			
Sales		***	
Less: Sales Returns and Allowances	***		
Sales Discounts	***	***	
Net Sales			***
Cost of Goods Sold:			
Merchandise Inventory, Beginning		***	
purchases	***		
Less: purchases Returns and Allowances ***			
purchases Discounts ***	***		
Net Purchases	***		
Add: Freight in/Transportation in	***		
Duty and Clearing Charges/Wages	***		
Cost of Goods Purchases		***	
Cost of Goods Available for Sales		***	
Less: Merchandise Inventory, Ending		***	
Cost of Goods Sold			***
Gross Profit/Gross Margin			***
Operating Expenses:			
Selling Expenses:			
Sales Salaries	***		
Advertising Expenses	***		
Freight Out/Transportation out	***		
Delivery expenses	***		
Store Supplies Expenses	***		
Rent Expenses-Selling Spaces	***		
Depreciation Expenses-Store Equipment	***		
Depreciation Expenses-Delivery Equipment	***		
Bad Debts Expenses	***		
Selling Expenses/Marketing Expenses	***		
Total Selling Expenses		***	
Adminstrative Expenses:			
Saaries Expenses	***		

Insurance Expenses	***		
Supplies Expenses	***		
Utilities Expenses	***		
Repair Expenses	***		
Rent Expenses-Office Spaces	***		
Depreciation Expenses- Office Equipment/Bulding	***		
Depreciation Expenses- Furniture Etc.	***		
General/Mics./Other Adminstrative Expenses	***		
Total Adminstrative Expenses		***	
Total Operating Expenses			***
Total Operating Income/(Loss)			***
Other Revenue/Income:			
Interest Revenue/Gains	***		
Rent Revenue/Income	***		
Dividend Revnue/Income	***		
Gains on Sale of Equipment	***		
Commission Revenue/Income	***		
Other expenses & Loss:		***	
Interest Expenses	***		
Loss on Sale of Equipment(or any assets)	***		
		***	
Net of other Revenue & Expenses			***
Net Income / (Loss) before Tax			***
Less: Tax		***	
Provision For Tax		***	
			***
Net Income/(Loss) after Tax			***

Name of organisation
Owners Equity Statement
For the year ended December 31,20..

Particulars	TK	TK
Owners Capital, Opening Balance		***
Add: Net Income		***
		***
Less: Onwers Drawings		***
Owners Capital,closing Balance		***

Name of organisation
Retained Earnings Statement
For the year ended December 31,20..

Particulars	TK	TK
Retained Earnings, Opening Balance		***
Add: Net Income		***
		***
Less: Dividend Paid	***	
Transfer to any Reserve Fund	***	
		***
Retained Earnings closing Balance		***

Name of organisation
Balance Sheet
As on December 31,20..

Particulars	TK	TK	TK
Cuttent Assets:			
Cash in hand			
Cash in bank		***	
Accounts Receivable		***	
Less: Allowances for bed debts	***		
Notes receivable	***		
Accrued income		***	
prepaid expense		***	
Supplies on hand		***	
Merchanise Inventories		***	
Total Current Assets		***	
Investment/long term investment			***
Investment in shares and Debentures		***	
Investment in government bonds		***	
Other long-term investments		***	
plant Assets/Fixed Assets			***
Land		***	
Building	***		
Less: Accumulated Depreciation - Building	***		
Leasehold premises	***	***	
Less: Accumulated Depreciation - Leasehold Premises	***		
Machinery	***	***	
Less: Accumulated Depreciation - Machinery	***		
Equipment	***	***	
Less: Accumulated Depreciation - Equipment	***		
Furniture and Fixture	***	***	
Less: Accumulated Depreciation - Furnture & Fixture	***		
Less: Vehicles	***	***	
Less: Accumulated Depreciation - vehicles	***		
total Fixed Assets		***	
Intangible Assets:			***
Goodwill			
Trade marks, designs etc.		***	

patents		***	
preliminary expenses		***	
Total Intangible Assets		***	
Total Assets			***
Liabilities			***
Current Liabilities:			
Notes payable		***	
Accounts payable		***	
Expenses payable		***	
Unearnd revenue/income		***	
Tax payable		***	
Advance From customers		***	
Bank Loan		***	
Total current liabilities			***
Long-term liabilities:			
Mortgage loan		***	
Bond payble		***	
Debenture		***	
Total tong-term liabilities			***
Stockholders Equity:			
capital stock		***	
Share premium		***	
Reserve fund		***	
Retained earnings		***	
Total stockholder's equity			***
Total Liabilities			***