

财会精品系列教材

Kuai Ji Ying Yu

会计英语

主 编 孙文刚 王莉
牛晓燕

山东人民出版社

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卷首语

会计是对“生产过程的控制和观念总结”。面对不断变化的经济环境,会计需要不断地改良和变革,逐步实现与国际会计标准的趋同。在这种背景下,财政部于2006年2月15日在北京举行了会计准则体系发布会,公布了39项企业会计准则。这标志着我国与国际会计标准趋同的企业会计准则体系正式建立,标志着我国自1992年开始的会计制度改革又有了新突破,实现了新发展。

教材建设是会计教育的基础,建立一套体系科学、内容新颖、结构合理的会计学系列教材,既是会计制度改革的要求,也是会计人才培养的需要。山东经济学院的会计学科是“文革”前的老本科学科,是“八五”期间的省级重点学科和“九五”期间强化建设的省级重点学科,历史悠久,文化深厚,到目前为止,拥有17位教授、29位副教授,其中博士16位(含5位博士后)、在读博士17位,具备了探索和研究会计教育改革、建立和完善会计学系列教材体系的能力。早在1987年,我们初步确立并编写出版了一套会计学系列教材,并于1995年、2003年分别做了进一步的修订与完善。我们编写的教材为许多兄弟院校所采用,在会计教学与实践中受到了广泛好评。

随着我国市场经济体制的建立与完善,尤其是我国会计改革的进一步深化,原有的教材已经不能适应经济社会发展和培养创新会计人才的需要,必须进行改革与完善。在广泛酝酿和征求教师、学生和实务界人士意见的基础上,我们组织会计学院教学、科研一线的教授或专家,根据新的会计准则体系和最新的研究成果,重新编撰和修订了山东经济学院财会精品系列教材。具体包括会计学基础、中级财务会计、高级财务会计、成本会计、管理会计、财务管理、审计学、会计信息系统与分析、会计学概论和专业英语等十部教材。

本次教材建设,本着理论与实务并重、教学与科研结合、国内与国际相通的原则,力求突出以下特点:

第一,通俗易懂,深入浅出。既注重会计理论的介绍,又注重会计实务的操作,做到用简洁的语言,深入浅出地叙述、说明和解释会计的基本问题。

第二,结构新颖,内容丰富。针对国内外会计准则的新情况、新问题、新成果,



加重笔墨,详细介绍,既保持知识的连续性,又顾及知识的发展性。

第三,紧扣制度,兼顾惯例。会计是技术性的,也是国家性的,教授与学习会计的目的在于应用,所以必须讲制度;会计是社会性的,也是国际性的,人类社会共性的会计规律理应把握,所以必须讲惯例。

山东经济学院财会精品系列教材是山经“会计人”多年奋斗、共同劳动的结晶,凝聚了几代会计人的经验与心血,体现了社会各界对“山经会计”的支持和厚爱。教材的本次建设与修订只是一个起点,而不是终点,随着时代的发展和社会进步,我们会与山东人民出版社一起把会计学科的新发展与新成就及时奉献给我们的学生和读者。

山东经济学院财会精品系列教材编委会

2007 年 6 月

编者前言

本书是一本为财经类专业会计英语教学而编写的专业教材,内容涉及基础会计理论、财务会计、财务管理、审计的主要内容。全书共由五部分组成,第一部分为会计原则和复式记账法,第二部分为主要经济业务的记录,第三部分为报表编制与分析,第四部分为财务基础,第五部分为审计。书中每章后面附有词汇表、练习题或者实务案例,便于广大读者学习使用。

作为会计英语教材,本书尝试用英语讲授会计的专业基础知识。与以往同类的会计英语教材相比,本书具有以下几点不同:第一,国内同类的会计英语教材往往仅局限于介绍会计业务的详细处理,本书不仅介绍会计业务的处理,还相应地介绍了财务管理和审计的一些基本知识,便于读者能全面阅读财务报告,了解西方会计专业知识。第二,鉴于会计英语的教学对象主要是高年级学生,对会计专业知识已经有了一定的了解,因而本书着重介绍会计专业的知识要点,按照“精、新、实”的指导思想来组织编写,以达到培养具有较高的应用技能和基本素质的高等应用型专门人才的目的。第三,由于各国文化、经济、历史背景不同,财务报表的列报以及账户名称的使用千差万别,本书主要根据国际会计准则和国际财务报告准则中常用的惯例和术语来进行编写。

本书编者长期从事会计英语教学工作,绝大部分分别在英国、荷兰、澳大利亚的高等院校接受过系统的会计学或者财务管理专业教育。书中各章的执笔人分工如下:第一、二、六章由王莉执笔,第三章由王兵执笔,第四、五章由雍洁执笔,第七、八、十一章由王雅执笔,第九、十、十二章由牛晓燕执笔,第十三至十六章由孙文刚执笔。

在本书写作的过程中,我们学习和参考了大量的相关著作、教材和文献,吸取和借鉴了同行的最新成果,谨向有关作者表示深深的谢意!本书的出版得到了山东人民出版社领导和编辑的大力支持,在此,向他们致以诚挚的谢意!由于编者水平有限与时间仓促,书中内容及其表述有不足之处,恳请广大读者批评指正!

《会计英语》编写组

2009年1月

TABLE OF CONTENTS

PART ONE: PRINCIPLES OF ACCOUNTING AND THE DOUBLE-ENTRY SYSTEM

CHAPTER 1 PRINCIPLES OF ACCOUNTING	3
1.1 Types of Business Organizations	3
1.2 The Role of Accounting in Business	5
1.3 Introduction to Financial Statements	6
1.4 The Framework for the Preparation and Presentation of Financial Statements	9
1.5 The Objective of Financial Statements	10
1.6 Underlying Assumptions	12
1.7 Qualitative Characteristics of Financial Statements	13
1.8 The Elements of Financial Statements	15
1.9 Recognition of the Elements of Financial Statements	16
1.10 Measurement of the Elements of Financial Statements	17
Chapter Review	18
Vocabulary	19
Questions	21
CHAPTER 2 THE ACCOUNTING CYCLE	22
2.1 Accounting Cycle	22
2.2 Analyze Business Transactions	23
2.3 Journalize the Transactions	26
2.4 Post to Ledger Accounts	30
2.5 Prepare a Trial Balance	33
2.6 Journalize and Post Adjusting Entries	34
2.7 Prepare an Adjusted Trial Balance	37
2.8 Prepare Financial Statements	37
2.9 Journalize and Post Closing Entries	40
2.10 Prepare a Post-Closing Trial Balance	42



Chapter Review	43
Vocabulary	44
Exercise	45

PART TWO: RECORDING TRANSACTIONS AND EVENTS

CHAPTER 3 CURRENT ASSETS	49
3.1 Cash	49
3.2 Trading Securities	53
3.3 Receivables	55
3.4 Inventory	62
Chapter Review	71
Vocabulary	72
Questions and Exercises	73
CHAPTER 4 NON-CURRENT ASSETS	74
4.1 Nature of Non-Current Assets	74
4.2 Acquisition of Property, Plant and Equipment	75
4.3 Depreciation of Property, Plant and Equipment	75
4.4 Disposal of Fixed Assets	81
4.5 Intangible Assets	83
Chapter Review	86
Vocabulary	87
Exercises	88
CHAPTER 5 LIABILITIES	91
5.1 The Current and Non-Current Liability Distinction	91
5.2 Current Liabilities	91
5.3 Non-Current Liabilities	95
5.4 Provision and Contingent Liabilities	99
Chapter Review	102
Vocabulary	103
Exercises	104
CHAPTER 6 OWNERS' EQUITY	107
6.1 Advantages and Disadvantages of a Corporate Entity	107
6.2 Classification of Shares	109
6.3 Equity in Company	111
6.4 Accounting for Share Issues	114
6.5 Accounting for Retained Earnings	116

TABLE OF CONTENTS

6.6	Accounting for Dividend	117
6.7	Accounting for Other Reserves	121
6.8	Accounting for Income Taxes by Companies	122
	Chapter Review	123
	Vocabulary	124
	Exercises	125

PART THREE: PREPARING FINANCIAL STATEMENTS AND INTERPRETATIONS

CHAPTER 7	PREPARING FINANCIAL STATEMENTS	131
7.1	Revised Standard on Presentation of Financial Statements; a Joint Project of the FASB and IASB	131
7.2	Statement of Comprehensive Income	134
7.3	Statement of Changes in Equity	138
7.4	Statement of Financial Position	141
7.5	Statement of Cash Flows	146
	Chapter Review	154
	Vocabulary	155
	Questions and Exercises	156
CHAPTER 8	FINANCIAL STATEMENTS INTERPRETATIONS	158
8.1	Standardized Financial Statement for Comparison Purpose	158
8.2	Ratio Computation and Interpretations	163
8.3	Using Financial Statement Information	172
	Chapter Review	176
	Vocabulary	177
	Questions and Exercises	178

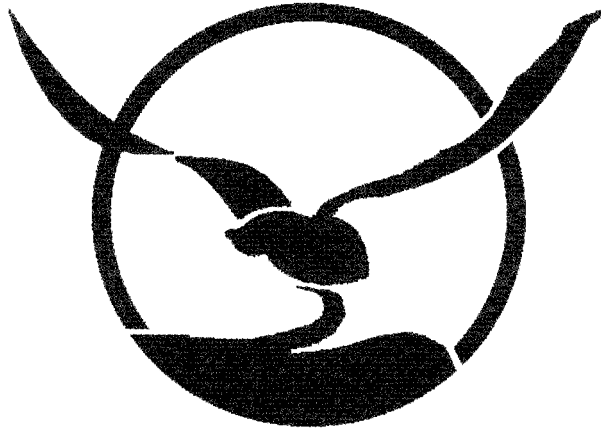
PART FOUR: FUNDAMENTALS OF FINANCE

CHAPTER 9	OVERVIEW OF FINANCE AND TIME VALUE OF MONEY	181
9.1	Overview of Finance	181
9.2	Time Value of Money	183
9.3	Annual Percentage Rate (APR) and Effective Annual Rate (EAR)	187
9.4	Annuity and Perpetuity	189



Chapter Review	198
Vocabulary	199
Questions and Exercises	200
CHAPTER 10 FINANCIAL MANAGEMENT DECISIONS AND AGENCY	
PROBLEM	201
10.1 Financial Management Decisions	201
10.2 Role of Financial Manager	203
10.3 Goal of Financial Management	205
10.4 Corporate Governance	206
10.5 Agency Problem and Solving Mechanism	208
Chapter Review	210
Vocabulary	211
Questions	212
CHAPTER 11 INVESTMENT DECISIONS	213
11.1 Major Investment Criteria Used in Capital Budgeting	213
11.2 Important Factors to Consider in Capital Budgeting	225
11.3 Pro Forma Statements and Estimated Cash Flow	231
Chapter Review	234
Vocabulary	236
Questions and Exercises	237
CHAPTER 12 FINANCING DECISIONS	238
12.1 Basic Features of Debt Security and Equity Security	238
12.2 Bond Valuation and Classification	240
12.3 Stock Classification and Valuation	245
12.4 Inflation and Interest Rate	249
Chapter Review	253
Vocabulary	255
Questions and Exercises	257
PART FIVE: AUDITING	
CHAPTER 13 AN INTRODUCTION TO AUDITING	261
13.1 Definition of Auditing	261
13.2 Classification of Auditing	262
13.3 Other Special Types of Audits	264
13.4 Professional Code of Ethics	264
Chapter Review	267

Vocabulary	268
Case Study	269
CHAPTER 14 THE AUDIT PLANNING	270
14.1 Audit Engagement Process	270
14.2 Duties and Rights of Auditors	272
14.3 Audit Planning	273
14.4 Materiality Level	274
14.5 Risk-based Approach to Auditing	278
14.6 Materiality and Audit Risks	282
14.7 Overview of Audit Process	282
Chapter Review	284
Vocabulary	285
Case Study	286
CHAPTER 15 IMPLEMENTATION OF AUDITING	288
15.1 Nature of Internal Control	288
15.2 Test of Control	291
15.3 Substantive Testing	296
15.4 Audit Sampling	301
Chapter Review	304
Vocabulary	306
Case Study	307
CHAPTER 16 AUDIT REPORT	309
16.1 Audit Report	309
16.2 Unqualified Opinion	310
16.3 Qualified Opinion	313
16.4 Adverse Opinion	313
16.5 Disclaimer Opinion	314
Chapter Review	315
Vocabulary	316
Case Study	317
APPENDIX	318
Table 1 Future Value Factors	318
Table 2 Future Value of Annuity Factors (Ordinary Annuity)	321
Table 3 Present Value Factors	324
Table 4 Present Value of Annuity Factors (Ordinary Annuity)	327



PART ONE: PRINCIPLES OF ACCOUNTING AND THE DOUBLE-ENTRY SYSTEM

CHAPTER 1 PRINCIPLES OF ACCOUNTING

Learning Objectives:

After studying this chapter, you should be able to:

1. Understand the different types of business organizations
2. Understand the role of accounting in business
3. Get a preliminary idea of financial statements
4. Understand the underlying assumptions and qualitative characteristics of financial statements
5. Understand the elements of financial statements, the recognition & measurement of the elements

1.1 Types of Business Organizations

A business can have one of the three forms of organization: sole proprietorship, partnership, or corporation. You should understand the differences among the three, because as with types of businesses, the way in which the accounting information is reported will depend on the type of organizations.

The main types of business organizations are:

1.1.1 Sole Proprietorship (Sole Trader)

A **sole proprietorship** has a single owner, called the proprietor, who is often the manager. This is one person in business on his or her own. The owner gets to make all the decisions but has no other owner of the business to consult if needed. The owner also gets to keep all the profits but, if the business should fail, the owner loses not only the business but all his or her personal possessions as well until the debts are satisfied. A sole proprietor has unlimited liability. It is also more difficult to obtain finance for a sole proprietor business. Nevertheless, most businesses begin life under sole proprietor ownership.



1.1.2 Partnership

A **partnership** joins two or more individuals as co-owners. Each owner is a partner. Under this type of ownership, two or more people decide to pool their skills and resources and go into business together. A partnership, like a sole proprietorship, has unlimited liability. Indeed, one partner may be responsible for getting the partnership into debt but another partner may have to pay those debts out of their personal funds. A partnership type of ownership is common among lawyers and doctors as they are bound by the ethics of their profession to suffer unlimited liability. Accountants can now form companies, with the exception of auditors.

1.1.3 Corporation

A **corporation** is a business owned by stockholders, or shareholders. These are the people who own shares of ownership in the business. A business becomes a corporation when the authority approves its articles of incorporation. An important feature of a corporation is that it is a separate legal entity from its owners (shareholders). Since the corporation is a legal entity in its own right, it is responsible for its own debts and losses. This means that once the shareholders have paid what they agreed to pay for the shares, their obligation to the corporation and the corporation's creditors is satisfied. This is of great importance to the shareholders since they know their liability is limited. Another feature of a corporation is that its life is not limited by the life of the shareholders. Shares may be sold by an existing shareholder to another person who wishes to become a shareholder. When a shareholder dies, that person's shares pass to the beneficiary of his or her estate. Table 1-1 lists the main differences among the three types of organizations.

Table 1-1: Comparison of the three types of business organizations

	Sole Proprietor	Partnership	Corporation
Legal Status of Business Entity	Not a separate legal entity	Not a separate legal entity	A separate legal entity
Ownership	One owner	Two or more	Many
Liability for Business's Debts	Unlimited liability; Owner's personal assets at risk	Unlimited liability; Partners' personal assets at risk	Limited liability; Limited to the amount invested

(Continued)

	Sole Proprietor	Partnership	Corporation
Duration of Life	Expires by owner's choice or death of owner	Expires by choice or withdrawal of partner	Perpetual succession
Transferability of Ownership Interests	If proprietor sells his interest, the business is reconstituted under new ownership	Partnership share cannot be sold without agreement of other partners.	Usually transferable
Sources of Finance	Owner's funds and loans	Partners' funds and loans	Shares, debentures, loans
Profit Sharing	All accrues to owner	Shared according to partnership agreement	Dividends declared by directors
Capital	Provided by owner	Partners contribute according to partnership agreement	Divided into shares
Management	Owner	Each partner	Appointed by shareholders

1.2 The Role of Accounting in Business

What is the role of accounting in business? The primary objective of accounting is to provide information that is useful to a wide range of users in making economic decisions. In general sense, accounting provides information for managers to use in operating the business. In addition, accounting provides information to other stakeholders to use in assessing the economic performance and condition of the business. So accounting is often described as an information system that measures business activities, processes information into reports and communicates these findings to decision makers.

The primary users of accounting information are investors and creditors, government, labor unions, and the general public also use accounting information. Financial statements are final product of the accounting process. They should be presented in a good manner and be used to report accounting information about resources, operating performance, cash flows, etc.