

高 职 高 专 教 材

# 会计专业英语

财务会计专业适用

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朱 超 副主编

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ACCOUNTING ENGLISH

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# 前 言

为适应高等职业教育发展的需要，体现高等职业教育培养目标及办学特色，在教育部高教司的指导下，中国高等职业技术教育研究会和高等教育出版社联合组织编写、出版高职高专财会系列教材。《会计专业英语》是财会类专业的系列教材之一，由厦门鹭江大学主持编写。

高等职业教育特别强调学生职业技能的培养与训练。编写本教材的主要目的是向读者提供丰富的会计英语资料，帮助读者提高阅读英语会计文献和使用英语处理常规会计业务的能力。

本书共 7 单元，第 1, 3, 4, 5, 7 单元由鹭江大学李惠编写，第 2, 6 单元由深圳职业技术学院朱超编写。全书由李惠总纂、主编，朱超副主编，由中央财经大学李爽教授审订。在该书的编译过程中，编者参考了美国原版《会计原理》和《中级会计》及国内有关西方会计、会计英语和会计准则的书籍和资料，得到了有关专家和学者的大力支持与帮助，在此谨致谢忱。

由于时间仓促，加之编者水平有限，书中难免有不妥之处，恳请广大读者批评与指正。

编者

2000 年 1 月

# **UNIT 1 ACCOUNTING: A GENERAL INTRODUCTION**

## **Lesson 1 Accounting**

Accounting is often called “the language of business”. The acceleration of change in our society has contributed to increasing complexities in this “language”, which is used in recording and interpreting basic economic data for individuals, enterprises, governments and other entities.

Accounting is defined broadly as the process of recording, classifying, and summarizing data related to business transactions and events to permit informed judgement and decisions by users of the information. Such data are to a large extent of a financial nature and are frequently stated in monetary terms. Accounting is also concerned with reporting and interpreting the information.

Accounting provides the techniques for accumulating and the language for communicating economic data to various individuals and institutions. Investors in a business enterprise need the information about its financial status and its future prospective. Bankers and suppliers appraise the financial soundness of a business organization and assess the risk involved before making loans and granting credits. Government agencies are concerned with the

financial activities of business organizations for purpose of taxation and regulation. Employees and their union representatives are also vitally interested in the stability and profitability of the organizations that hire them. Accounting information is also needed and used by financial analysts, trade associations, stock exchanges, and educational institutions. Information required by all these groups and individuals will vary according to their needs, but usually they are interested in the financial position and the operating results of a business. The gathering and presentation of this information for external financial reporting is known as financial accounting.

However, the individuals most dependent upon and most involved with end products of accounting are those who are charged with the responsibility for directing the operations of enterprises. They are often referred to collectively as “the management”, who need various types of accounting information in the conduct of day-to-day operations of the business and in evaluating current operations and in planning the future operations. The use of accounting information through analysis and in combination with information from other areas for business decisions and internal management purpose is referred to as managerial accounting or management accounting.

The field of accounting is divided into three broad divisions: public, private and governmental. A certified public accountant, or CPA, as the term is usually abbreviated, must pass a series of examinations, after which he or she receives a certificate. In the United States, the certification examinations are prepared and administered by the American Institute of Certified Public Accountants. The various states or other major governmental jurisdictions set additional qualifications for residence, experience,

and so on. The British equivalent of a CPA is called a chartered accountant.

Public accounting consists largely of auditing and tax services. An audit is a review of the financial records of an organization. It is usually performed at fixed intervals of time—perhaps quarterly, semiannually, or annually. And as the tax laws have grown increasingly complex, not only corporations but also individuals have had to utilize the services of accountants in preparing their tax forms and calculating their tax liability. Business enterprises, government agencies, and nonprofit organizations all employ public accountants either regularly or on a part time basis.

Private accountants, also called executive or administrative accountants, handle the financial records of a business. They work on a salary basis. Those who work for manufacturing concerns are sometimes called industrial accountants. Some large corporations employ hundreds of employees in their accounting offices.

All branches of government employ accountants. In the United States, this includes federal, state, and local governments. In addition, government owned corporations in the United States and in many other countries have accountants on their staffs. All of these accountants, like those in private industry, are salaried rather than paid a fee.

As in many other areas of human activity during the twentieth century, a number of specialized fields in accounting have evolved as a result of rapid technological advances and accelerated economic growth. The most important accounting fields include financial accounting, auditing, cost accounting, management accounting, tax accounting, budgetary accounting, international accounting, and social accounting.

### New Words, Phrases, and Special Terms

(1) accounting [ə'kauntɪŋ]	<i>n.</i>	会计, 会计学
(2) acceleration	<i>n.</i>	加速, 加快
accelerate [æk'seləreɪt]	<i>v.</i>	使……加速, 加快
(3) entity ['entɪti]	<i>n.</i>	主体, 实体, 个体
(4) datum ['deɪtəm]	<i>n.(pl.data)</i>	数据, 资料
(5) transaction [træn'zækʃən]	<i>n.</i>	交易, 经济业务, 会计事项
(6) event [i'vent]	<i>n.</i>	事件, 事项
(7) to a large extent		在很大程度上
(8) financial [faɪ'nænʃəl, fi-]	<i>a.</i>	财务的, 理财的, 财政的, 金融的
(9) monetary ['mʌnɪtəri]	<i>a.</i>	货币的
(10) investor [ɪn'vestə]	<i>n.</i>	投资人, 投资者
(11) business enterprise		企业
(12) banker ['bæŋkə]	<i>n.</i>	银行家, 经营银行业务者
(13) financial status		财务状况
(14) supplier [sə'plaɪə]	<i>n.</i>	供应商, 供货人
(15) risk [rɪsk]	<i>n.</i>	风险, 危险
(16) loan [ləʊn]	<i>n.</i>	贷款, 放款
(17) taxation [tæk'seɪʃən]	<i>n.</i>	征税, 纳税, 税务
(18) regulation [ˌregju'leɪʃən]	<i>n.</i>	管制, 调控, 规章, 规定
(19) union representatives		工会代表
(20) profitability [ˌprɒfɪtə'bɪləti]	<i>n.</i>	赢利能力, 获利能力
(21) financial analyst		财务分析者, 财务分析家
(22) trade association		同业公会
(23) stock exchange		证券交易所

(24) financial position		财务状况
(25) operating results		经营成果
(26) external financial reporting		对外财务报告
(27) financial accounting		财务会计
(28) end product		最终产品, 最终结果
(29) operation [ˌɒpə'reɪʃən]	<i>n.</i>	运行, 运作, 经营 (活动)
(30) management [ˈmænɪdʒmənt]	<i>n.</i>	管理, (the ~) 管理当局, 管理人员 (总称)
(31) business decision		经营决策
(32) managerial accounting management accounting		管理会计
(33) public accounting public accountant		公共会计, 执业会计 公共会计师, 开业会计师
(34) private accounting private accountant		私雇会计, 企业会计 企业内的会计人员
(35) executive accountant		执业会计师
(36) administrative accountant		管理会计师
(37) government accounting		政府会计
(38) Certified Public Accountant (CPA)		注册会计师, 注册执业会计师
(39) the American Institute of Certified Public Accountants (AICPA)		美国注册会计师协会, 美国执业会计师协会
(40) chartered accountant (C.A.)		公证会计师, 注册会计师, 特许会计师
(41) auditing [ˈɔ:dɪtɪŋ]	<i>n.</i>	审计, 审计学



(42) semiannual ['semi:'ænjuəl]	a. 半年一次的，一年两次的
(43) tax form	纳税申报表
(44) tax liability	纳税义务，应纳税额
(45) nonprofit organization	非赢利性组织
(46) nonprofit accounting	非赢利性组织会计， 公营企业会计
(47) manufacturing concern	制造业企业，工业企业
(48) industrial accountant	工业会计师
(49) government owned corporation	国有公司
(50) tax accounting	税务会计
(51) budgetary accounting	预算会计
(52) international accounting	国际会计
(53) social accounting	社会会计

### **I. Discussion questions:**

1. Define accounting.
2. Distinguish between public accounting and private accounting.
3. Describe in general terms the requirements that an individual must meet to become a CPA.
4. Name some of the specialized fields of accounting activity.
5. The chief accounting officer of a company is the controller or comptroller. Do you think that a controller is often just a step away from being the executive officer of a corporation?

### **II. Please translate these phrases into English:**

1. 基本经济数据
2. 与企业交易和事项有关的数据

3. 以货币形式表述
4. 各种信息使用者
5. 财务状况和经营成果
6. 从事私雇会计
7. 会计专业领域

## **Lesson 2 Generally Accepted Accounting Principles**

To be useful, financial accounting information must be assembled and reported objectively. Those who must rely on such information have a right to be assured that the data are free from bias and inconsistency — whether deliberate or not. For this reason, financial accounting relies on certain standards or guides that have been proved useful over the years in imparting economic data. These standards are called generally accepted accounting principles. They are closely related to experience and practice and may change over a time. Various terms, such as principle, standard, assumption, convention, and concept, are often used to describe such guides.

The most fundamental concepts underlying the accounting process are (1) an economic entity assumption, (2) a going-concern assumption, (3) a monetary unit assumption, and (4) a periodicity assumption. The basic principles followed by accountants in recording business transactions can be classified as (1) the historical cost principle, (2) the revenue realization principle, (3) the matching principle, (4) the consistency principle, (5) the full disclosure principle, and (6) the objectivity principle. These principles relate basically to how assets, liabilities, revenues, and expenses are to be recognized, measured, and reported.

Accounting is also affected by certain considerations that merit attention. These considerations referred to as modifying conventions are (1) materiality, (2) industry practice, and (3) conservatism.

Generally accepted accounting principles are not natural laws in the sense of the laws of physics and chemistry. They are man-made

rules that depend for their authority upon their general acceptance by the accounting profession. Currently, generally accepted accounting principles in the U.S.A. are developed by a group called the Financial Accounting Standards Board (FASB), which is composed of seven full-time members. The principles established by the FASB are called Statements of Financial Accounting Standards. The FASB develops its statements by using a feedback process, in which interested people and organizations can participate by communicating their opinions to the FASB. First, the FASB writes a discussion memorandum, which explains the topic under current consideration. Then public hearings are held where accountants and other interested parties can express their opinions, either orally or in writing. The groups that most consistently offer opinions about proposed FASB statements are the Securities Exchange Commission (SEC), the American Institute of Certified Public Accountants (AICPA), individual public accounting firms, the American Accounting Association (AAA), and companies with a direct interest in a particular statement that has been proposed by the FASB. After the FASB holds public hearings about a potential statement, it prepares a draft of the statement, called an exposure draft, which describes the FASB's proposed solution to the problem being considered. The FASB then receives and evaluates public comment about the exposure draft. Finally, its members vote on the statement. If four or more of the members approve, the proposed statement becomes one of the generally accepted accounting principles.

To ensure that generally accepted accounting principles are followed by publicly owned corporations, the SEC requires that financial information, in the form of financial statement, be submitted annually by all such companies to the SEC. These financial

statements must be audited by an accountant who is not on the staff of the firm that issued the statements (an independent certified public accountant). In addition, the statements must include a report by the accountant about the review, which is known as the auditor's report. The purpose of the review is to obtain the objective opinion of a professional accountant from outside the company that the financial statements fairly present the operating results and financial position of the business and that the information was prepared according to generally accepted accounting principles. The financial statement and the auditor's report must be made available to stockholders and potential stockholders of publicly owned corporations.

Business and the environments in which they operate are constantly changing. And so are the economy, technology, and laws. Therefore, financial information and the methods of presenting that information must change in order to meet the needs of the people who use the information. Generally accepted accounting principles are changed and refined as accountants respond to the changing environment.

### New Words, Phrases, and Special Terms

- |   |           |                      |
|---|-----------|----------------------|
| (1) bias ['baɪəs]                                   | <i>n.</i> | 偏见, 偏向               |
| (2) deliberate [dɪ'libəreɪt]                        | <i>v.</i> | 仔细考虑, 研讨, 商讨         |
| (3) impart [ɪm'pɑ:t]                                | <i>v.</i> | 把……通知, 分给,<br>(引) 传递 |
| (4) practice ['præktɪs]                             | <i>n.</i> | 实务, 实践, 惯例           |
| (5) commerce ['kɒmə(:)s]                            | <i>n.</i> | 贸易, 商业, 商务           |
| (6) generally accepted accounting principles (GAAP) |           | 公认会计原则               |
| (7) term [tɜ:m]                                     |           | 术语, 期限, 条款           |

(8) principle ['prɪnsəpl]	<i>n.</i>	原理, 原则
(9) standard ['stændəd]	<i>n.</i>	标准, 基准, 准则
(10) assumption [ə'sʌmpʃən]	<i>n.</i>	假定, 假设
(11) postulate ['pɒstjuleɪt]	<i>n.</i>	假定, 条件, 假设前提
(12) convention [kən'venʃən]	<i>n.</i>	公认的标准, 惯例, 习俗
(13) underlie [ˌʌndə'laɪ]	<i>v.</i>	为……的基础
(14) economic entity assumption		经济主体假设
(15) going-concern assumption		持续经营假设
(16) monetary unit assumption		货币单位假设
(17) periodicity assumption		分期假设
(18) historical cost principle		历史成本原则
(19) revenue realization principle		收入实现原则
(20) matching principle		配比原则
(21) consistency principle		一致性原则, 一贯性原则
(22) full disclosure principle		充分揭示原则
(23) objectivity principle		客观性原则
(24) asset ['æset]	<i>n.</i>	资产, 财产
(25) liabilities [ˌlaɪə'bɪlɪtɪz]	<i>n.</i>	债务, 负债
(26) revenue ['revɪnju:]	<i>n.</i>	收入, (国家的) 岁入, 税收
(27) expense [ɪks'pens, eks-]	<i>n.</i>	费用, 开支
(28) recognize ['rekəɡnaɪz]	<i>v.</i>	确认, 承认
(29) measure ['meɪʒə]		计量, 度量, 测量
(30) modifying convention		修订性惯例
(31) materiality convention		重大性惯例
(32) industry practice convention		行业通行惯例
(33) conservatism convention		稳健性惯例
(34) authority [ɔ:'θɔ:ɪti]	<i>n.</i>	权利, 权威, 授权, 代理权

(35)accounting profession		会计职业界
(36)the Financial Accounting Standard Board (FASB)		(美国) 财务会计准则 委员会
(37)the Statement of Financial Accounting Standards (SFAS)		财务会计准则公告
(38)feedback ['fi:dbæk]	<i>n.</i>	反馈
(39)discussion memorandum		讨论备忘录
(40)public hearing		公众听证会
(41)the Securities Exchange Commission (SEC)		(美国) 证券交易委员会
(42)the American Accounting Association (AAA)		美国会计学会
(43)professional accountant		职业会计师
(44)exposure draft		征求意见稿, 公布草案
(45)public corporation		股份公开发行公司, 公 开募股的股份有限公司
(46)financial statement		财务报表, 会计报表
(47)submit [səb'mit]	<i>v.</i>	报送, 呈报
(48)issue ['isju:, i'ʃju:, 'iʃu:]	<i>v.</i>	颁布, 公布, 发布
(49)audit ['ɔ:dit]	<i>v.</i>	审计, 对……进行审核
(50)review [ri'vju:]	<i>v.</i>	检查, 审核
(51)auditor ['ɔ:ditə]	<i>n.</i>	审计师, 审计人员, 审 计者
(52)auditor's report		审计报告
(53)fairly ['feəli]	<i>adv.</i>	公平地, 公正地, 公允 地

### I. Discussion questions:

1. Are generally accepted accounting principles equally applicable to

the fields of financial accounting and managerial accounting ?  
Explain.

2. Describe the steps followed by the FASB in the development of a new financial accounting standard.
3. Is it correct that accounting principles are made by humans?
4. Do you think that the accountants measurement of economic transactions should be free from bias?
5. There usually is a trade-off between objectivity, usefulness, and feasibility when one applies accounting principles and procedures. Do you think that is the case?

## **II. Exercise:**

Select the best answer for each of the following multiple-choice questions:

1. Generally, revenue is recorded by a business enterprise at a point when:
  - a. Management decides it is appropriate to do so
  - b. The product is available for sale to consumers
  - c. An exchange has taken place and the earning process is virtually complete
  - d. An order for merchandise has been received
2. Why are certain costs capitalized when incurred and then depreciated or amortized over subsequent accounting periods?
  - a. To reduce the income tax liability
  - b. To aid management in making business decisions
  - c. To match the costs of production with revenue as earned
  - d. To adhere to the accounting concept of conservatism
3. What accounting principle or concept justifies the use of accruals



- and deferrals?
- a. Going concern
  - b. Materiality
  - c. Consistency
  - d. Stable monetary unit
4. An accrued expense can best be described as an amount
- a. Paid and currently matched with revenue
  - b. Paid and not currently matched with revenue
  - c. Not paid and not currently matched with revenue
  - d. Not paid and currently matched with revenue
5. Continuation of a business enterprise in the absence of contrary evidence is an example of the principle or concept of
- a. Business entity
  - b. Consistency
  - c. Going concern
  - d. Substance over form

**III. Please put the following phrases into English:**

1. 会计师在记录经济业务时所遵循的基本会计原则
2. 对资产、负债和所有者权益的确认、计量和报告
3. 对财务报表有兴趣的人士和组织
4. 股份公开发行公司的潜在的股东
5. 不断变化的经营环境