

会计审计 专业英语

*Professional English for
Accounting and Auditing*

中南财经政法大学
罗殿英 温倩 贺欣 编著

中国风



机械工业出版社
China Machine Press

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专业英语系列教材

会计审计 专业英语

Professional English for
Accounting and Auditing

江苏工业学院图书馆

中南财经政法大学
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本书与当前国际会计协调发展的趋势相适应,突出国际会计审计准则的最新进展。全书共分为五个部分,分别介绍了会计的基本概念和基本程序,国际会计准则下财务会计的基本处理方法,国际上常用的成本与管理会计方法,国际会计的内容及国际会计的协调发展,以及最新的国际审计准则下的审计基本框架。内容全面,使会计审计工作人员和财经专业的学生既能了解国际会计审计的最新发展,又能熟练掌握会计审计英语。每章开篇和章末分别设有案例和知识扩展,以引导学生深入思考。

本书适合于会计类相关专业的本科高年级生、研究生及 MBA 学生,对商务英语相关专业的学生,也是一本很好的参考教材。

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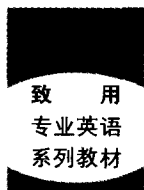
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推荐序

PROFESSIONAL ENGLISH FOR ACCOUNTING AND AUDITING

随着国际经济贸易的发展和资本的国际流动,经济全球化已势不可当,而且日益深化。会计作为经济管理的重要工具和手段,日显重要,同时,会计审计的国际化 and 会计审计职业的国际化,也已成大势所趋。

我国自改革开放以来,逐渐融入世界经济,特别是建立社会主义市场经济以来,我国对对外贸易、外商投资、对外投资以及国际融资等领域,均得到了飞速发展,我国的会计改革在国际化方面也进行了逐步深入的改革。随着 2006 年我国新会计准则和审计准则体系的颁布,我国的会计审计准则与国际会计审计准则已基本实现趋同。

与此同时,目前仍存在与我国经济发展不匹配的问题——缺乏大量的国际化会计、审计人才。我国有 1200 万会计人员,由于历史的原因,大部分外语较差,特别是专业外语和运用外语沟通方面。因此,会计审计国际化人才的培养是我国高校当前及未来的重要任务,当然也应是会计人员在职学习的重要任务。

本书包括会计的基本原理、财务会计、成本与管理会计、审计等内容,内容较为全面,并且以国际会计审计准则为基础,反映了国际会计准则的最新发展,这与目前国内大多数引进的原版教材和编写的会计审计英语教材有所区别——它们主要是以美国的准则为基础的。

本书的两位作者均是会计学博士、会计学副教授,具有多年的双语教学经验,有在英语国家学习研究的经历。此书根据他们的专业眼光和丰富的教学经验编写,是一本实用性较强和适用面较广的教材,既适于作为在校学生的会计基础教材,也可作为在职会计审计人员及其他经济管理人员的在职学习用书。

希望本书的出版能对我国会计审计人员的专业外语学习和专业学习有所帮助,并能推动会计审计英语教材的研究和编写。

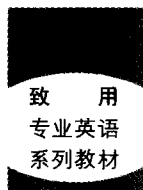
罗 飞

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PROFESSIONAL ENGLISH FOR ACCOUNTING AND AUDITING



前言

会计审计的国际趋同是当前世界各国会计审计发展的大趋势。我国会计审计与国际会计审计的协调发展与趋同也随着 2006 年新企业会计审计准则体系的发布迈上了新的台阶。为使会计审计工作人员和财经专业的学生既能了解国际会计审计的最新发展,又能熟练掌握会计审计英语,我们编写了这本教材。本书的大部分内容是作者在国外学习期间完成的。在此期间,我们根据多年的双语教学经验,参考了大量国外最新版本的教材,并精心选取介绍当前会计审计发展的前沿和热点问题。

本书的特点是:

1. 与当前国际会计协调发展的趋势相适应,突出国际会计审计准则的最新进展。
2. 内容全面,包含财务会计、成本管理会计、国际会计和审计,通过学习本教材,学生能够对会计有全面系统的了解。
3. 每章开头有一个小案例,引导学生对本章内容进行思考;每章末都附有知识扩展,作为对该章基本内容的延伸,启发学生进一步获取相关知识。

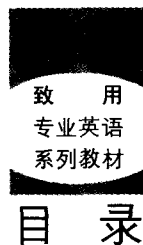
本书共分为五个部分,第一部分是会计原理,介绍会计的基本概念和基本程序;第二部分是财务会计,介绍国际会计准则下财务会计的基本处理方法;第三部分是成本与管理会计,介绍国际上常用的成本与管理会计方法;第四部分是国际会计,介绍国际会计的内容及国际会计的协调发展;第五部分是审计,介绍最新的国际审计准则下的审计基本框架。

第 1~4 章及第 8~10 章由罗殿英编写,第 5~7 章及第 14~16 章由温倩编写,第 11~13 章及第 17~19 章由贺欣编写。

对书中存在的缺陷和错误,欢迎读者批评指正。

编者

2007 年 10 月



PROFESSIONAL ENGLISH FOR ACCOUNTING AND AUDITING

推荐序
前言

Part 1 Accounting Principle 会计原理

Chapter 1 Accounting and Its Environment 会计与环境

小案例 Mini Case	2
正文 Text	2
1.1 Nature and Content of Accounting	2
1.2 Objectives of Financial Reporting	5
1.3 Underlying Assumptions	6
核心词汇 Core Words and Expressions	8
知识扩展 More Knowledge	8

Chapter 2 Accounting Concepts and Principles 会计概念与原理

小案例 Mini Case	10
正文 Text	10
2.1 Qualitative Characteristics of Useful Accounting Information	10
2.2 Elements of the Financial Statements	13
2.3 Recognition and Measurement Principles	15
核心词汇 Core Words and Expressions	17
知识扩展 More Knowledge	18

Chapter 3 Financial Statements 财务报表

小案例 Mini Case	19
正文 Text	19

VI

3.1 Balance Sheet	19
3.2 Income Statement and Statement of Changes in Equity	22
3.3 Statement of Cash Flows	25
核心词汇 Core Words and Expressions	27
知识扩展 More Knowledge	28

Chapter 4 The Accounting Cycle 会计循环

小案例 Mini Case	30
正文 Text	30
4.1 Accounting Equation and Double-Entry Bookkeeping	33
4.2 Accounting Cycle	35
核心词汇 Core Words and Expressions	46
知识扩展 More Knowledge	46

Part 2 Financial Accounting 财务会计

Chapter 5 Current Assets 流动资产

小案例 Mini Case	50
正文 Text	50
5.1 Cash and Current Receivables	51
5.2 Inventory	53
核心词汇 Core Words and Expressions	57
知识扩展 More Knowledge	58

Chapter 6 Investments, Plant Assets and Intangibles 投资、固定资产与无形资产

小案例 Mini Case	60
正文 Text	60
6.1 Investments in Equity and Debt Securities	60
6.2 Plant Assets and Intangibles	63
核心词汇 Core Words and Expressions	67
知识扩展 More Knowledge	68

Chapter 7 Liabilities 负债

小案例 Mini Case	70
正文 Text	70
7.1 Current Liabilities	70
7.2 Bonds Payable and Convertible Bonds	72
核心词汇 Core Words and Expressions	75
知识扩展 More Knowledge	76

Chapter 8 Owners' Equity 所有者权益

小案例 Mini Case	77
正文 Text	77
8.1 Contributed Capital	77
8.2 Retained Earnings	80
核心词汇 Core Words and Expressions	84
知识扩展 More Knowledge	84

Chapter 9 Performance 经营成果

小案例 Mini Case	86
正文 Text	86
9.1 Income	86
9.2 Expenses	90
核心词汇 Core Words and Expressions	91
知识扩展 More Knowledge	92

Chapter 10 Financial Statement Analysis 财务报表分析

小案例 Mini Case	94
正文 Text	94
10.1 Framework for Financial Statement Analysis	95
10.2 Techniques of Analysis	96
10.3 Ratio Analysis	100
核心词汇 Core Words and Expressions	103
知识扩展 More Knowledge	104

Part 3 Cost and Management Accounting 成本与管理会计

Chapter 11 Elements of Cost 成本要素

小案例 Mini Case	108
正文 Text	108
11.1 Materials and Labor	110
11.2 Manufacturing Overheads	112
核心词汇 Core Words and Expressions	118
知识扩展 More Knowledge	118

Chapter 12 Costing Systems 成本核算系统

小案例 Mini Case	120
正文 Text	120
12.1 Job Costing and Process Costing	121
12.2 Absorption and Marginal Costing	125
12.3 Activity Based Costing	128
核心词汇 Core Words and Expressions	130
知识扩展 More Knowledge	130

Chapter 13 Management Accounting 管理会计

小案例 Mini Case	131
正文 Text	131
13.1 Standard Costing and Variance Analysis	132
13.2 Master Budgets	136
13.3 Performance Measurement	138
核心词汇 Core Words and Expressions	141
知识扩展 More Knowledge	142

Part 4 International Accounting 国际会计

Chapter 14 International Accounting Harmonization 国际会计协调

小案例 Mini Case	146
正文 Text	146

14.1 Advantages of International Accounting Harmonization	146
14.2 Applicability of International Standards	147
14.3 Major International Organizations Promoting Accounting Harmonization	149
核心词汇 Core Words and Expressions	151
知识扩展 More Knowledge	152

Chapter 15 International Accounting Standards Board 国际会计准则理事会

小案例 Mini Case	154
正文 Text	154
15.1 Organization of International Accounting Standards Board	155
15.2 Framework for the Preparation and Presentation of Financial Statements	156
15.3 Core Standards by International Accounting Standards Committee	158
核心词汇 Core Words and Expressions	160
知识扩展 More Knowledge	160

Chapter 16 Special Accounting Treatments in Multinational Corporations 跨国公司的特殊业务会计处理

小案例 Mini Case	163
正文 Text	163
16.1 Foreign Currency Transactions and Translations	163
16.2 Business Combination and Consolidated Financial Statements	166
核心词汇 Core Words and Expressions	171
知识扩展 More Knowledge	172

Part 5 Audit 审计

Chapter 17 Audit Framework 审计框架

小案例 Mini Case	176
正文 Text	176
17.1 Agency and Nature of Audit	176
17.2 Professional Ethics and Codes of Conduct	180
核心词汇 Core Words and Expressions	183

知识扩展 More Knowledge	184
Chapter 18 Collecting Audit Evidence 收集审计证据	
小案例 Mini Case	188
正文 Text	188
18.1 Risk Assessment	189
18.2 Internal Control Systems	192
18.3 Tests of Controls	195
核心词汇 Core Words and Expressions	201
知识扩展 More Knowledge	202
Chapter 19 External Audit Reports 对外审计报告	
小案例 Mini Case	204
正文 Text	204
19.1 Types of Audit Opinions and Audit Reports	204
19.2 Format and Content of External Audit Reports	206
核心词汇 Core Words and Expressions	210
知识扩展 More Knowledge	210
参考文献	212

PART 1

Accounting Principle

会计原理

小案例



Mini Case

Monroe & Co. makes navigation equipment and wishes to identify the location of
hang gliders. The business is based in St. Louis but the owners may be willing to move. The
owners have little knowledge about the market for hang gliders and feel that it is necessary to
be made in a field. Identify the accounting information that would be relevant to
the information that would be relevant.

正文 Text

Accounting has been called the language of business and more people are turning to a single
set in order to deal with business transactions.

1.1 Nature and Content of Accounting

1.1.1 Business Environment

1

CHAPTER

Accounting and Its Environment

会计与环境



小案例

Mini Case

Matthew & Co. makes navigation equipment and wishes to diversify into the production of hang gliders. The business is based in Shanghai but the owners may be willing to move. The owners have little knowledge about the market for hang gliders but feel that there is money to be made in that field. Identify (1) the accounting information that would be relevant; (2) any other information that would be relevant.

正文 Text

Accounting has been called “the language of business” and most people interact on a daily basis in some way with business enterprises.

1. 1 Nature and Content of Accounting

1. 1. 1 Business Environment

Most organizations engage in some forms of economic activity. Some of them exist as not-for-profits. These groups may provide services or goods to others but seek to do so without the underly-

ing goal of generating profits. Most of organizations are businesses. They attempt to earn a return over the cost of providing services or goods that satisfy the needs or wants of others. Businesses are typically categorized into three broad groups; service, manufacturing, and merchandising companies. Businesses operate in many different legal forms according to different jurisdictions. Generally there are three legal forms of businesses; sole proprietorships, partnerships, and corporations. Nearly all organizations use accounting to generate information about their economic activities. This book focuses on business organizations.

1. 1. 2 The Nature and Role of Accounting

First and foremost, accounting is a service activity. “Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions — in making reasoned choices among alternative courses of action.”¹ Thus, accounting is a means to assist a wide variety of parties in making economic decisions. Sound decisions, based on reliable information, are essential for the efficient distribution and use of the scarce economic resources. Accounting, therefore, plays an important role in our economic and social system.

1. 1. 3 Users and Accounting Information

In general, the users (decision makers) of accounting information are divided into two major categories; internal and external.

The major internal users are management and directors of the business enterprise. Internal users need information to assist in planning and controlling enterprise operations and managing enterprise resources. The accounting system must provide timely information needed to control day-to-day operations and to make major planning decisions, such as: Do we make this product or another one? Do we build a new production plant or expand existing facilities? **Managerial accounting** (sometimes referred to as **management accounting**) is concerned primarily with financial reporting for internal users.

External users include both individuals who have or intend to have a direct economic interest in a business and those who have an indirect interest because they advise or represent those individuals with a direct interest. These users include present and potential investors and creditors, suppliers, customers, financial analysts and advisors, regulatory authorities, the public, etc. External users need diversified information to meet their different objectives. They mainly rely on the in-

1 AICPA. Statement of the Accounting Principles Board No. 4, “Basic Concepts and Accounting Principles Underlying Financial Statements of Business Enterprises”, New York: American Institute of Certified Public Accountants, 1970, par. 40.

formation provided by management. **Financial accounting** emphasizes these users' needs.

1. 1. 4 Fields of Accounting

1. Financial Accounting

Financial accounting is the preparation and presentation of financial reports for users who are not involved in the day-to-day operations of an organization. The information is distributed primarily through general purpose financial statements which suit the decision-making needs of a range of users. However, many companies issue their financial statements only after an **audit** by independent CPAs. An audit is a thorough check of an organization's accounting systems and records; it is performed to add credibility to the financial statements prepared by an organization's own accountants. The objective of audit is to decide whether the statements reflect the company's financial position and the operating results agree with generally accepted accounting principles (GAAP).

2. Managerial Accounting

Managerial accounting involves several activities providing information to managers. **Cost accounting** is a process of accumulating the information managers need about operating costs and is useful for evaluating each manager's performance. Cost accounting may involve accounting for the costs of products, services, or specific activities. **Budgeting** is the process of developing formal plans for an organization's future activities. After the budget has been adopted, it provides a basis for evaluating actual performance.

1. 1. 5 The Accounting Process

Accounting process is "identifying, measuring, recording, and communicating economic information to permit informed judgments and decisions by users of information."¹ The first component of the process is identifying information relevant to business decision making. Only business transactions will be recognized by the accounting system. A business transaction is an event which affects the financial position of an entity and can be reliably measured and recorded. Events such as an increase in interest rates which will not immediately affect an entity's financial position will not be categorized as business transaction.

The second component is the measuring of information, which refers to the analysis of business transactions and the recording and classifying of business transactions. This component identifies how transactions will affect an entity's position, and groups together similar items such as

1 AAA. A Statement of Basic Accounting Theory (Evanston), Illinois: American Accounting Association, 1966, p. 1.

expenses and income.

The final component is the communicating of relevant information through accounting reports, such as income statement and the balance sheet, for decision-making purposes for the various users.

1.2 Objectives of Financial Reporting

The overall objective of financial reporting is to provide financial information useful to external users in making economic decisions. Financial reporting includes the financial statements and other forms of communication that provide accounting information, such as corporate annual reports, prospectuses, management forecasts, etc. IASB describes two objectives of financial statements: (1) provide information about the financial position, performance and changes in financial position of an entity that is useful to a wide range of users in making economic decisions; (2) show the results of the stewardship of management, or the accountability of management for the resources entrusted to it.

1.2.1 Financial Position, Performance and Changes in Financial Position

The first objective of financial reporting is to “provide about the financial position, performance and changes in financial position of an entity that is useful to a wide range of users in making economic decisions”.¹ For this purpose, financial reporting meets the common needs of most users. In other words, it is a general purpose financial reporting which does not necessarily provide all the information that users may need.

1. Financial Position

The financial position of an entity is affected by the economic resources it controls, its financial structure, its liquidity and solvency, and its capacity to adapt to changes in the environment in which it operates. Information about the economic resources controlled by the entity and its capacity in the past to modify these resources is useful in predicting the ability of the entity to generate cash and cash equivalents in the future. Information about financial structure is useful in predicting future borrowing needs and how future profits and cash flows will be distributed among those with an interest in the entity; it is also useful in predicting how successful the entity is likely to be in raising further finance. Information about liquidity and solvency is useful in predicting the ability of the entity to meet its financial commitments as they fall due. Information about financial position is primarily provided in a balance sheet.

¹ Ibid, para. 12.

2. Performance

Information about the performance of an entity, in particular its profitability, is required in order to assess the capacity of the entity to generate cash flows from its existing resource base. Information about variability of performance is important in this respect. It is also useful in forming judgments about the effectiveness with which the entity might employ additional resources. Information about performance is primarily provided in an income statement.

3. Changes in the Financial Position

Information concerning changes in the financial position of an entity is useful in order to assess its investing, financing and operating activities during the reporting period. This information is useful in providing the user with a basis to assess the ability of the entity to generate cash and cash equivalents and the needs of the entity to utilize those cash flows. In constructing a statement of changes in financial position, funds usually are defined as cash. Therefore, cash flow statements provide information about changes in financial position.

1. 2. 2 Stewardship of Management

The second objective of financial reporting is to “show the results of the stewardship of management, or the accountability of management for the resources entrusted to it”¹. Managements are accountable for planning and controlling the operations of the entity to those who provide resources. In a broad sense, because of the influence entities exert on community at both microeconomic and macroeconomic levels, they are accountable to the public. Those users who wish to assess the stewardship or accountability of management do so in order that they may make economic decisions, for example, whether to hold or sell their investment in the entity or whether to reappoint or replace the management.

1. 3 Underlying Assumptions

Traditionally, there are four underlying assumptions: economic entity, going concern, unit of measurement and accounting period. However IASB states two underlying assumptions in *Framework for the Preparation and Presentation of Financial Statements*: accrual basis and going concern.

1. 3. 1 Traditional Assumptions

1. Economic Entity

The business enterprise is viewed as a specific economic entity separate and distinct from its

¹ IASB, *Framework for the Preparation and Presentation of Financial Statements*, para. 14.