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会计案头必备

财会人员日常速答手册

汤姆·M·普兰克 (Tom M. Plank)

[美] 洛伊丝·拉夫纳·普兰克 (Lois Ruffner Plank) / 著

布赖恩·R·普兰克 (Bryan R. Plank)

第12版

Accounting Desk Book

The Accountant's
Everyday

Instant Answer Book



本书附光盘



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HIGHLIGHTS

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2003 Accounting Desk Book

*by Tom M. Plank, Lois Ruffner Plank, and
Bryan R. Plank*

The *2003 Accounting Desk Book* is a practical working tool that provides quick, authoritative, and up-to-date answers for CPAs and Financial Services Professionals applying relevant accounting principles and standards as well as tax rules. It contains all of the important pronouncements from the FASB and IASB, financial reporting presentation requirements, required and recommended disclosures, and specialized accounting topics needed to field a client's questions, brush up on the proper treatment of a transaction, or consider an engagement in a new area of practice.

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TWELFTH EDITION

The Twelfth Edition of the *Accounting Desk Book* provides new and expanded coverage in these areas:

- Chapter 2, "Revenue and Expenses"—includes discussion of the FASB's and IASB's plans for accounting for share-based payments, including employee stock options.
- Chapter 5, "International Accounting"—now contains a discussion of the importance of the European Union's voting to require the use of International Accounting Standards by EU listed public companies starting January 1, 2005.

- Chapter 6, “The International Federation of Accountants”—has been revised to include complete information on the International Public Sector Accounting Standards that NATO announced just this August that it was adopting as well as IFAC’s updated Code of Ethics for Professional Accountants, seven proposed standards on education, and IT monitoring guidelines on risk.
- Chapter 7, “Foreign Currency Translations and Derivative Disclosure”—reflects the latest proposed amendment to FASB 133 affecting derivative instruments and hedging activities that would become effective as of the first day of the first fiscal period beginning November 15, 2002 (January 1, 2003 for calendar year-end companies).
- Chapter 9, “The Sarbanes-Oxley Act of 2002”—this new chapter covers the legislation intended to restore the investor’s faith in the stock market and breaks down the reforms that foreshadow new regulations.
- Chapter 10, “Actions of the Financial Accounting Standards Board”—has been updated to include provisions of FASB 144, *Accounting for the Impairment or Disposal of Long-Lived Assets*; FASB 146, *Accounting for Costs Associated with Exit or Disposal Activities*; and FASB 147, *Acquisitions of Certain Financial Institutions*. Discussion of the Revenue Recognition Project and the proposed Standard on Consolidation of SPEs has also been added.
- Chapter 11, “Governmental Accounting”—has been revised to reflect GASB 39 and the exposure draft on Deposit and Investment Risk Disclosures.
- Chapter 15, “Cost Accounting”—this new chapter discusses how cost accounting concepts, usually thought of only in terms of manufacturing operations, can be used in other areas of a small business or a service enterprise.
- Chapter 16, “Keep It Honest and Profitable”—this new chapter considers ways to ensure honesty and increased productivity for a business through internal controls and fraud prevention. Nine checklists are provided.
- Chapter 17, “The CPA as Financial Planner”—a completely revised chapter provides the background information needed by the CPA to qualify for, and be successful as, an AICPA-designated Personal Financial Specialist (PFS). Eight checklists are provided.
- Chapter 19, “Consideration of Real Estate as an Asset”—this new chapter discusses investing in real property and the income and expenses involved. Tax considerations involved in rental property and sale of a home are covered.
- Chapter 22, “Auditor Independence and the Audit Committee”—has been updated to reflect the SEC’s new rules governing independence of auditors.

- Chapter 30, “Demystifying Funds”—this new chapter attempts to clarify many of the questions arising in connection with this popular form of investment.
- Chapter 33, “Depreciation”—a new section has been added to address provisions of the Job Creation and Worker Assistance Act of 2002 affecting the depreciation of business property.
- Chapter 34, “Independent Contractor or Employee”—has been updated with guidelines for making that determination. Also added is information on the requirements that must be met in order to receive relief from paying employment taxes.
- Chapter 40, “Tax Matters”—this new chapter details important tax considerations resulting from the Community Renewal Tax Relief Act of 2000; the Victims of Terrorism Relief Act of 2001; particularly the Economic Growth and Tax Relief Reconciliation Act of 2001; and other measures.
- Chapter 41, “The Job Creation and Worker Assistance Act of 2002”—this new chapter offers needed information on this major tax bill and its far-reaching provisions.
- Chapter 42, “Tip Income”—has been updated to reflect the U.S. Supreme Court’s 6-3 favorable ruling relating to the IRS’s “aggregate method” of estimating restaurant tip income.

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中文版序

以一句很多人使用的话说，会计行业近两年正处于争论的漩涡之中。

2001年以来，美国爆发一系列财务虚假案，使得安然、世通等巨型公司破产，也导致安达信这样一个有着九十多年历史的世界级会计师事务所饱含屈辱地退出审计市场。安然和世通等事件的影响巨大，损失了几十亿美元的价值。人们开始质疑，这些巨人公司的账面价值到底在多大程度上是真实的？事实上，公众对这种价值创造所依赖的会计和财务制度的信任已经动摇。为了重树公众信心，美国制定颁布了《公众公司会计改革和投资者保护法》（Public Company Accounting Reform and Investor Protection Act of 2002），简称为《萨宾纳斯—奥克斯莱法案》（Sarbanes-Oxley Act），对美国而且对世界各国会计、公司治理以致整个证券市场，都产生了相当大的影响。

在中国，上述问题也一样沉重。由于与会计信息相关的违规行为而被证监会查处，或被沪深证交所公开谴责和批评的上市公司，已经是越来越多。在一张张让人不放心的公司财务报表面前，公众感到疑惑，无所适从。银广夏和中天勤案件的查处，让会计师和注册会计师面临空前的信任危机，会计和审计专业的信誉面对巨大的挑战。

在会计信息和资本市场问题上，存在着一个“公司财务报告供应链”。谁组成了公司财务报告供应链呢？毫无疑问，公司财务报告供应链启动于公司内部管理层，他们是原始会计信息的拥有者，他们负责编制和向投资者与其他利益相关者提供财务报表，并承担会计信息质量的最终责任。实务中，会计报表和财务报告由CFO领导下的公司财务报告系统编制，由CPA进行独立审计鉴证，经过董事会批准和股东大会通过后予以公布，还要由证券分析师进行分析，由媒体进行信息传播。在获得上述直接和间接财务信息的基础上，投资人和其他利益相关者做出自己的决策。

显然，这个长长的公司财务报告供应链由许多环节组成，每个环节都有不同的供给方和需求方。

从公司财务报告供应链的视角看，应该说，财务信息的可靠性是由链条中的所有各方共同保证。当然，社会和公众有理由对链条中最为重要的两个环节——会计师和审计师——提出更高、更严格的要求。会计师和审计师必须在具备诚信度的同时，把透明度和受托责任奉为职业要素。

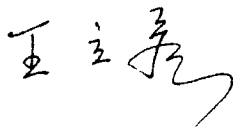
写了以上几段话，是为了引出对本套中信财会图书馆影印系列专业书籍的认识和介绍。这套系列丛书包括12本书。大体上可以归为三类：

第一类：《会计案头必备：财会人员日常速答手册》、《金融工具——会计及财务报告综合指南》、《商业企业与工业企业财务比率年鉴》、《购买和出售企业专业指南：税收、价值评估、法律和会计核算》、《启动财务——企业初创阶段筹集资金指南》。这几本书的内容聚焦于企业会计和财务管理人员的日常专业工作。

第二类：《审计委员会——公司董事、管理层以及咨询人员指引》、《会计违规和财务欺诈》、《审计程序》、《审计人员风险管理指南：审计与企业风险管理的结合》。这几本书的内容聚焦于审计方面，维护财务信息质量是共同主题。

第三类：《欧洲会计指南》、《国际会计准则指南》、《FASB准则的再阐释与分析：GAAP指南》。这几本书的共同主题是会计规范。

总而言之，这12本书是一套财会方面的好书，既包含有详细的专业规范，又包含了丰富的实务经验，具体应该特别指出以下重要话题：其一，与公司治理有关的机制问题，《审计委员会——公司董事、管理层以及咨询人员指引》非常值得细读；其二，有关《萨宾纳斯—奥克斯莱法案》的问题，在《会计案头必备：财会人员日常速答手册》一书中专设一章“The Sarbanes-Oxley Act of 2002”予以介绍；其三，《购买和出售企业专业指南：税收、价值评估、法律和会计核算》、《启动财务——企业初创阶段筹集资金指南》等书的主题，不在会计、审计方面，而是专项财务管理；其四，我国会计界对英美制度关注比较多，而对欧洲国家的会计制度了解很少，对此，阅读《欧洲会计指南》会有收益。



2003年初冬
于北京大学光华管理学院

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Original standards and pronouncements from **FASB**, **GASB**, and **IASB** are also available with any Miller Online Library.

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About the Authors

Tom M. Plank is a specialist in SEC Accounting Rules and Regulations, new security issues registrations and annual reports and filings required by the SEC. He holds his degrees from the Graduate School of Management, University of California at Los Angeles.

Mr. Plank has served on the accounting, finance and economics faculties of various major universities in Chicago and Los Angeles. His business experience includes that of an officer and economist for a large commercial bank, a securities analyst for an investment banking firm, an account executive for a large securities firm and a consultant for various corporations for Securities and Exchange Commission filings.

Mr. Plank has published many articles in various journals and is the author of several business books: *SEC Accounting Rules and Regulations*, *The Age of Automation*, *The Science of Leadership* and several editions and supplements to the *Accounting Desk Book*. He is also the co-editor of the *Encyclopedia of Accounting Systems*.

Lois Ruffner Plank received her B.A. degree in Public Administration and International Relations from Miami University in Oxford, Ohio, with additional work in investments at the University of California at Los Angeles and at the University of Illinois.

Mrs. Plank is the co-editor of the *Encyclopedia of Accounting Systems* and co-author of several of the supplements to the *Accounting Desk Book*. She has been involved in budgeting and financial management with a government agency in Washington, D.C., and instituted a public relations and marketing program for a suburban Chicago school district.

viii About the Authors

She is an editor of professional publications and books and is a public relations consultant. Additional experience includes newspaper reporting and chief copy consultant for a national magazine.

Bryan R. Plank is a senior financial advisor and vice president at large for an international securities firm. In addition, he holds numerous licenses, certifications and credentials in securities, insurance and real estate.

Mr. Plank has 20 years of experience in training and development in the securities industry and is a frequent guest speaker at many San Diego area colleges and universities.

Mr. Plank earned university degrees from the University of Southern California and California State Polytechnic University, Pomona, with additional postgraduate work at Claremont Graduate School.

Introduction

The shocking events in the business world in general, and the accounting profession in particular, have brought the accountant to the forefront of world attention. Over the past year, overwhelming changes and laws have been mandated as a result. It is imperative that all accountants and auditors keep up with the new laws, rules and regulations in an industry that was already fast-paced and continually changing. The *Accounting Desk Book* is written for this purpose: to assist the accountant in his or her effort to understand and comply with both the new and existing accounting rules and regulations.

The importance of current information cannot be overemphasized. Coverage of topics, applications, examples and definitions of terms is the goal of this volume. Care has been taken to avoid abstract theory, technical jargon, complex “legalese” and textbook-type prose, which can needlessly complicate the understanding of rules and procedures. All topics are covered in a straightforward, plain English style.

The decision of the European Union to require all EU listed companies to adopt IASs by 2005 puts an added stamp of approval upon the movement toward global uniformity in accounting standards for cross-border securities offerings. Another giant step forward in this direction occurred with the International Accounting Standards Commission's beginning operation under its new Constitution.

The International Federation of Accountants is also making its presence known globally through the development of auditing and assurance-related services, and the launching of the Forum of Firms. The North Atlantic Treaty Organization (NATO) announced in August 2002 that it is adopting the

International Public Sector Accounting Standards (IPSASs) starting January 1, 2006. There appears to be a groundswell of movement toward international accounting and auditing standards by diverse groups worldwide.

Two of the timeliest chapters include a review of the *Sarbanes-Oxley Act of 2002*, and *Internet Accounting*, which explores the 20 Internet accounting issues raised by the Securities and Exchange Commission. For those who are emphasizing the AICPA's Professional Financial Specialist aspect in their practice, the chapters *The CPA as Financial Planner* and *Demystifying Funds* will be of particular interest.

After adoption of Government Accounting Standard Board Statement 34, the Board is particularly concerned with the implementation of this comprehensive overhauling of state and local government financial reporting. Phase 3 governments (those with annual revenues of less than \$10 million) are finalizing plans to apply the requirements of GASB 34 in their financial statements after June 15, 2003. Meanwhile, the GASB continues to do everything it can to make the transition to the "new" governmental accounting model as painless and error-free as possible. A description of relevant new government publications and rulings is included in this volume.

It should be emphasized that the *Accounting Desk Book* is not a textbook. It is essentially a reference manual to provide the user with immediate, general answers to a large number of practical accounting, finance, tax and general business management questions.

The discussions throughout the *Accounting Desk Book* are mostly self-contained. A review of the topics does not require reference to other sources. The Contents clearly sets forth the subject matter discussed. Users will also find the Index helpful in locating needed information rapidly.

Among other topics featured are:

- Keep It Honest and Profitable
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