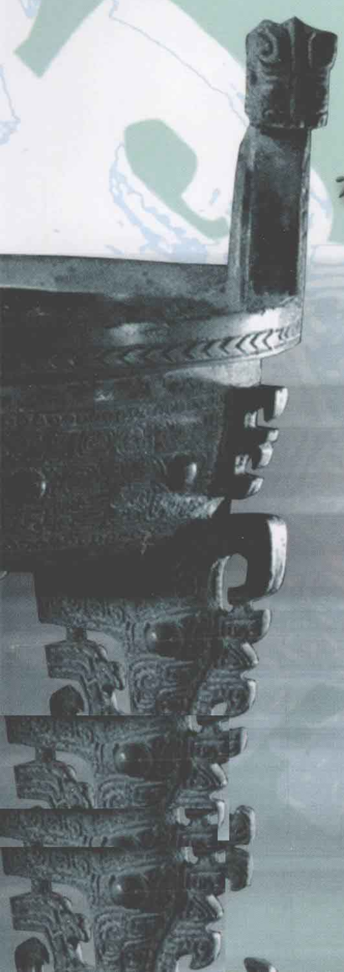
致用·专业英语系列教材

会计审计专业英语

第2版

Professional English for Accounting and Auditing

中南财经政法大学 罗殿英 温倩 贺欣 编著



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2006年
国家级精品课程

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China Machine Press

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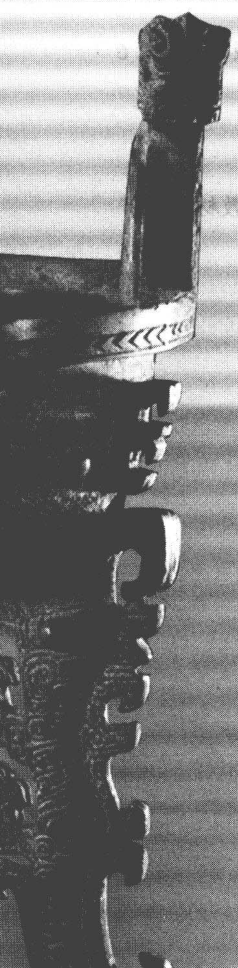

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本书与当前国际会计协调发展的趋势相适应，突出国际会计审计准则的最新进展。全书共分为五个部分，分别介绍了会计的基本概念和基本程序，国际会计准则下财务会计的基本处理方法，国际上常用的成本与管理会计方法，国际会计的内容和国际会计的协调发展，以及最新的国际审计准则下的审计基本框架。内容全面，使会计审计工作人员和财经专业的学生既能了解国际会计审计的最新发展，又能熟练掌握会计审计英语。每章开头和结尾分别设有小案例和知识扩展，以引导学生深入思考。

本书适用于会计类相关专业的本科高年级学生、研究生及 MBA 学生；对商务英语相关专业的学生而言也是一本很好的参考教材。

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致用专业英语系列教材

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，会计审计的国际化和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。2006 年我国会计准则和审计准则体系颁布实施以来，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、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

教育部工商管理类学科专业教学指导委员会委员

国家级精品课程《高级财务会计》主持人

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年企业会计审计准则体系的发布和实施迈上了新的台阶。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

2012年4月

致　用
专业英语
系列教材

PROFESSIONAL ENGLISH FOR ACCOUNTING AND AUDITING

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PART 1

Accounting Principle

会计原理

CHAPTER 1

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 underlying 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. Investors use accounting information to make decision to buy, hold, or sell ownership shares of a company. Creditors, such as suppliers and bankers, use accounting information to evaluate the risk of

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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.

granting credit or lending money. **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 reflects 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 third component is recording. The company records the economic events in order to provide a history of its financial activities. Recording consists of keeping a systematic, chronological diary of events. In recording, the company also classifies and summarizes economic events.

The final component is the communicating of relevant information through accounting reports. The most common of these reports are called financial statements, such as income statement and balance sheet[1], 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. To provide different reports for different users, or to make available all of the information that users would need to assemble their own custom-designed reports, would be expensive. IASB concluded that (1) the **primary user group** should be the existing and potential investors, lenders and other creditors of a reporting entity; (2) a **general purpose financial report** is the most efficient and effective way to meet the information needs of a variety of users.

The objective of general purpose financial reporting is to provide financial information about the reporting entity that is useful to existing and potential investors, lenders and other creditors in making decisions about providing resources to the entity. Those decisions involve buying, selling or holding equity and debt instruments, and providing or settling loans and other forms of credit.[2]

The general purpose financial reports do not and cannot provide all of the information that the external users need. Those users need to consider pertinent information from other sources, for example, general economic conditions and expectations, political events and political climate, and industry and company outlooks.

1.2.1 Decisions by Primary Users and Information Needs

Decisions by investors about buying, selling or holding equity and debt instruments depend on the returns that they expect from those instruments, for example dividends, principal and interest payments or market price increases. Similarly, decisions by creditors about providing or settling loans and other forms of credit depend on the principal and interest payments. Investors' and creditors' expectations about returns depend on their assessment of the amount, timing and uncertainty

1 The name "balance sheet" was changed to "statement of financial position" in IAS1.

2 IASB, The Conceptual Framework for Financial Reporting, par. OB2.

of(the prospects for)future net cash inflows to the entity.

To assess an entity's prospects for future net cash inflows, investors and creditors need information about the resources of the entity, claims against the entity, and how efficiently and effectively the entity's management and governing board have discharged their responsibilities to use the entity's resources.

1.2.2 Financial Information Provided-Financial Position

General purpose financial reports provide information about the **financial position** of a **reporting entity**, which is information about the entity's economic resources and the claims against the reporting entity.

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, or a statement of financial position.

1.2.3 Financial Information Provided-Changes in Economic Resources and Claims

Financial reports also provide information about the effects of transactions and other events that change a reporting entity's economic resources and claims. The changes result from that entity's **financial performance** and from other events or transactions such as issuing debt or equity instruments.

1. Performance

Information about a reporting entity's financial performance helps users to understand the return that the entity has produced on its economic resources. Information about the variability and components of that return is also important, especially in assessing the uncertainty of future cash flows.

Information about the return the entity has produced provides an indication of how well man-