

MODERN ACCOUNTING AND AUDITING FORMS

by

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WARREN, GORHAM & LAMONT

Boston

New York

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210 SOUTH STREET
BOSTON, MASSACHUSETTS 02111

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ISBN 0-88262-176-9

Library of Congress Catalog No. 78-58898

NOTE: All forms have been selected with utmost care and are believed to represent the highest standards of draftsmanship. The forms are intended, however, *only as guides*, and may require adaptation to specific situations. Since legal requirements frequently vary from one state to another, users of this book are cautioned against employing any form without consulting competent local legal counsel.

PRINTED IN THE UNITED STATES OF AMERICA

PREFACE

In a popular movie entitled *Cabaret*, there is a song called "Money." One line in the song has always stuck in my mind: "Money makes the world go around." There is no argument about the truth of that statement (at least in our civilized society), but it is also true that the money could not be printed until one or more forms were approved. Without forms our civilization probably could not function; the business sector certainly could not.

The purpose of this book is to provide corporate financial officers, controllers, accountants, attorneys, and others concerned with financial matters with a representative selection of appropriate forms which can be used or adapted to serve a wide range of accounting and auditing needs. The number and variety of business-related forms are immense, and many of the chapters in this volume have been the subject of complete forms books. Because it was not possible to include more than a sampling of forms covering each of the topics included in the book, I have selected forms which can be used to serve the basic needs related to each subject as well as some forms to serve special situations. It is expected that this collection of forms will be enlarged and updated by yearly supplements. I hope that the users of this book will contribute new forms which they have designed or obtained and which they feel would be of interest to others working in the financial area.

When this book was first conceived, it was intended to be directly related to *Modern Accounting and Auditing Checklists*. However, as the forms were accumulated and the chapters organized, it became clear that many of the checklists in MAAC were based on government or legal forms which have no place in this book. I have indicated whenever I have included forms which relate to checklists in MAAC, so that the reader who has both volumes can coordinate the use of the forms with their associated checklists.

The book is organized on a functional basis and covers four areas: accounting systems, accounting operations, management information, and auditing. The editorial comments which precede each related group of forms are intended to explain their use, the meaning of any portions which are not clear, and, where applicable, the relationship of the forms to each other.

While most of the forms were chosen because they have continuing usefulness, some of them, particularly in the tax and auditing areas, are subject to changing laws, rules, and regulations. The forms will be revised and updated

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periodically, but the reader is cautioned to check with his lawyer or accountant before using forms which relate to changing laws or accounting and auditing rules.

The editor and publisher would like to take this opportunity to thank the many accountants and corporate executives who contributed forms for the book, as well as the authors and publishers who graciously allowed us to use selected forms from their publications. I particularly want to thank my colleagues at Clarence Rainess & Co., who were most generous in contributing forms and advice. Finally and most important, my thanks go to my wife Mildred for creating a comfortable, undisturbed atmosphere in which to work

PAUL J. WENDELL
Bayside, New York

May 1978

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