



FINANCIAL STATEMENTS

- Financial statements are documents that are prepared to represent quantitative information that has been gathered through various business transactions.
- All financial statements list the name of the entity, the name of the financial statement, and the relevant date or period.
- The standard statements used are the Balance Sheet, the Income Statement, the Statement of Retained Earnings, and the Statement of Changes in Financial Position.

CHARACTERISTICS OF FINANCIAL STATEMENTS

- They provide financial data to users so that they can perform their own analysis of the company.
- They contain only a generic preparation of statements.
- They are limited to the reported information on the statements.
- There is no access to detailed information.
- You must accept the opinion of the auditor (an Auditor's) regarding statements, even though they may be misleading.
- Most users cannot ask for supplemental reports because the users are small (i.e., individuals) and have no leverage.

INCOME STATEMENTS

- Income statements summarize the actual transactions that occur over the period.
- Revenues equal inflows of resources (e.g., cash) that are attributed to goods or services provided.
- Revenues include gross sales (total amount sold during period), sales returns (amount returned), sales allowances (deductions from sales price), sales discounts (discounts for quick payment), and net sales (total sales after other items are deducted from gross sales).
- Expenses are outflows that are incurred in making a profit.
- Operating expenses include all expenses related to sale of merchandise or services plus all costs related to business operations.
- Cost of goods sold (COGS) refers to net cost of bringing goods to market during the period.
- COGS = beginning inventory + cost of goods purchased and/or produced - ending inventory.
- Gross profits (gross margin) indicates amount that is available to pay operating expenses.
- Gross profit = revenues - COGS.
- Net income occurs when revenues exceed expenses.
- Net loss occurs when expenses exceed revenues.
- Non-operating income and expenses result from activities other than those for which the business was originally organized.
- Extraordinary gains or losses are significant material gains or losses which result from events that are unusual in nature and infrequent in occurrence.
- Nonrecurring items are similar to extraordinary gains/losses.

BALANCE SHEET (B/S)

- A balance sheet is a picture of a firm's financial position at a point in time.
- It shows assets as well as liabilities and equity against assets.
- The B/S must balance (assets = liabilities + equity).
- Assets and liabilities are current or non-current.
- Owners' equity is the amount paid into the firm for shares and retained earnings.
- Current accounts are offsetting accounts; the asset side has credit balances, but the liability side may have credit or debit balances.

REVENUE RECOGNITION

- Revenue recognition focuses on an event where revenue is earned.
- Exchange has taken place and revenue is certain to be collected.
- The firm has executed a substantial part of production (sales) effort; revenue can be measured.
- Revenue, the majority of total costs have been incurred, and cash will be collected with certainty.
- Revenue will be recorded at time of sale, during production, at completion of production or on receipt of cash.
- Affects accounts on balance sheet to reflect changes in liabilities, and income statement in terms of matching expenses to revenue.

USES OF FINANCIAL STATEMENTS

Bankers	Assess whether the company has collateral available as insurance for a potential loan • Determine the company's cash flow to see whether the firm can repay the loan (i.e., principal + interest).
Shareholders	Assess the company's performance in which they have invested and determine if the company will increase its profits • Analysts advise shareholders to decide whether to maintain investment, sell investment or purchase equity in the company.
Owners	Assess the performance of their company and the growth or shrinkage maintenance within the company.
Managers	Assess if a bonus is owing to them • Managers may be evaluated based on the company's performance and are rewarded for efforts if there are increased profits.
Employees	Assess the company's performance in which they may have invested • They would want to know if a profit was made.
Suppliers	Assess the company's performance as to whether it will be able to pay its outstanding debt.
Internal Revenue Service	Assess whether the company has complied with tax laws when preparing financial statements.
Potential Investors	Assess the current conditions of the company and predict its future cash flow • Used to predict the amount and rate of return the investor would be receiving from the company.

STATEMENT OF RETAINED EARNINGS (SRE)

- The statement of retained earnings reconciles beginning and ending retained earnings of period.
- Changes amount shown in retained earnings on balance sheet to reflect net effects of revenues, inflows and expense outflows over period.
- It provides a link between the Balance Sheet and Income Statement.

NOTES TO FINANCIAL STATEMENTS

- Notes to financial statements provide information on accounting methods, debt provisions, treasury methods, etc. that are not usually found in financial statements.
- They enhance the reader's ability to understand the firm's current financial situation.
- Aid in predicting future cash flows and viability.

RECORDING ACCOUNTING INFORMATION

- Both sides of a transaction are recorded in a General Journal.
- Work sheets allow unadjusted account balances to be segregated.
- Adjusting entries are made at the end of the accounting period prior to statement preparation and closing entries.

DEBITS & CREDITS

- Every recorded transaction has a left side (debit) and a right side (credit).
- Placement of entry indicates debit or credit.

Accounting Quick Reference Sheet

Kathleen Armour

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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