

PRACTICE SET FOR A SERVICE BUSINESS

Background information

Atty. Dorothy Joy Campo, a CPA-Lawyer, started her office practice in Baguio City on April 1 of the current year. The firm renders accounting and auditing as well as legal services to the public.

You have been hired by Atty. Dorothy Joy Campo to be the bookkeeper for the business. Your duties will begin with the transactions and financial statements for the month. Atty. Dorothy Joy Campo personally handles all business transactions.

Accounting System

The adoption of simple, workable accounting procedures suited to the kind of business being operated is essential for the successful and profitable management of any business endeavor.

The firm adopted the following accepted accounting procedures:

1. The accrual basis of accounting is used.
2. To record prepayment of expenses, the expense method is used.
3. To record income in advance, the income method is applied.
4. To compute depreciation expense, the straight-line method of depreciation is adopted. For purposes of computing depreciation, any acquisition of fixed asset on or before the 15th of the month shall be considered as purchased as of the beginning of the month. Purchases after the 15th shall be considered as of the end of the month.
5. All disbursements are in cash.
6. General journal is used to record the transactions.
7. General ledger is maintained for the different accounts as shown in the Chart of Accounts on page 2.

Source documents, such as official receipts, cash voucher, etc. will be given to you on a daily basis by Atty. Dorothy Joy Campo. You should analyze each document and record the underlying transaction in the general journal.

In an actual accounting system, source documents that support business transactions are maintained in files by type of document. You are required to create your own files by using two (2) folders- with two kinds of files in each folder, plus another folder to keep books of accounts and reports. After you record the transaction, remove the document from this booklet and file in the appropriate folder, as follows:

- | | |
|-----------|--|
| Folder 1: | Cash Receipts File – cash receipts and documents (official receipt of Atty. Dorothy Joy Campo) relating to any inflow of cash.

Cash Payments File – cash disbursements as supported by cash vouchers and any documents (i.e. official receipt of payee) relating to any outflow of cash, except for deposits in bank. |
| Folder 2: | Statement of Accounts File – duplicate copy of bills or statements of account issued to customers which remain uncollected.

Interoffice memoranda and miscellaneous documents file – interoffice memoranda and other documents not pertaining to another file. |
| Folder 3: | To keep the books of accounts and reports in accounting. |

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dear sir as discussed in the meeting i am requesting new tables and chairs for our office we require two executive tables two executive chairs and four guest chairs urgently if you want the approval of your quotation please add this sentence or remove it quotations and purchase order is attached see more

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web request letter for office tables and chairs in office dear office manager i your name am working as hrs in the society i m type this letter to request you go buy some