



Financial Records & Accounts: photocopiable resources

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The forms and formats include:

- ledger accounts
- journal page
- extended trial balance
- fixed asset register
- trading and profit and loss account
- balance sheet
- memorandum

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Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

Dr

Cr

Date	Details	Amount	Date	Details	Amount
		£			£

JOURNAL

Details	Dr £	Cr £

SOLE TRADER: TRADING AND PROFIT AND LOSS ACCOUNT

This example layout for final accounts is for sole trader businesses; for partnerships, the layout will need to be adjusted to take note of the partners' capital and current accounts).

TRADING AND PROFIT AND LOSS ACCOUNT OF (name)			
FOR THE YEAR/PERIOD ENDED(date)			
	£	£	£
Sales		
Less Sales returns			<u>.....</u>
Net sales		 (a)
Opening stock		
Purchases		
Carriage in		
Less Purchases returns	<u>.....</u>		
Net purchases		<u>.....</u>	
		
Less Closing stock		<u>.....</u>	
Cost of sales			<u>.....</u> (b)
Gross profit (a) – (b)		 (c)
Add other income, eg			
Discount received		
Provision for doubtful debts (reduction)		
Profit on sale of fixed assets		
Other income			<u>.....</u>
(c) + (d)		 (e)
Less overheads, eg			
Vehicle running expenses		
Rent		
Rates		
Heating and lighting		
Telephone		
Salaries and wages		
Discount allowed		
Carriage out		
Depreciation		
Loss on sale of fixed assets		
Bad debts written off		
Provision for doubtful debts (increase)		<u>.....</u>	
			<u>.....</u> (f)
Net profit (e) – (f)			<u>.....</u> (g)

SOLE TRADER: BALANCE SHEET

BALANCE SHEET OF (name) AS AT (date)				
	£	£	£	
Fixed assets	Cost (a)	Prov for dep'n (b)	Net	(a) – (b)
Intangible: Goodwill	
Tangible: Premises	
Equipment	
Vehicles	
etc	
	<u>.....</u>	<u>.....</u>	(c)
Current assets				
Stock (closing)			
Debtors			
Less provision for doubtful debts	<u>.....</u>			
			
Prepayments			
Bank			
Cash		<u>.....</u>		
			(d)
Less Current liabilities				
Creditors			
Accruals			
Bank overdraft	<u>.....</u>			
			(e)
Working capital (or Net current assets) (d) – (e)			<u>.....</u>	(f)
(c) + (f)			(g)
Less Long-term liabilities				
Loans			<u>.....</u>	(h)
NET ASSETS (g) – (h)			<u>.....</u>	(i)
			<u>.....</u>	
FINANCED BY				
Capital				
Opening capital			
Add net profit (from profit and loss account)			<u>.....</u>	
			
Less drawings			<u>.....</u>	
			(i)
			<u>.....</u>	

Note: balance sheet balances at points (i)

Practical point: When preparing handwritten final accounts it is usual practice to underline all the headings and sub-headings shown in bold print in the example layout.

MEMORANDUM

To:

From:

Subject:

Date: