## chapter 3 Analyzing Changes in Financial Position

## SECTION 3.I REVIEW QUESTIONS (page 59)

1. A business transaction is a financial event that causes a change in financial position.
2. Answers will vary. An example of a transaction could be a new office desk that is purchased and paid for in cash.
3. Answers will vary. An example of an event that is not a transaction could be the owner examining some new computer equipment that is demonstrated by a salesperson.
$\qquad$
4. A source document is the original record of a transaction that provides the accounting department with the information it needs related to the transaction.
5. Examples of source documents include hydro bills, telephone bills, cheque copies, store receipts, cash register tapes, and credit card slips.
6. After the accounting entries have been completed, the source documents are filed for future reference.
7. The objectivity principle states that accounting will be recorded on the basis of objective evidence. This means that transactions will be recorded based on facts not on personal opinions or feelings. For example, the best objective evidence for the cost of cellphone use is the bill from the cellphone company.

## SECTION 3.I EXERCISES (page 59)

## Exercise I, p. 59

$\qquad$ E. transaction
B. transaction
F. not a transaction
C. not a transaction
G. transaction
D. transaction
H. not a transaction

## Exercise 2, p. 59

A. transaction
E. not a transaction
B. not a transaction
F. transaction
C. not a transaction
G. transaction
D. transaction
H. not a transaction

## SECTION 3.I EXERCISES (continued)

## Exercise 3, p. 60

A. Campbell \& Associates issued the bill.
B. Smokey Valley Ski Club received the bill.
C. The bill was issued July 22, 20-.
D. Campbell and Associates issued the bill because they audited the records of Smokey Valley Ski Club and also prepared financial statements for them.
E. Yes, the bill represents good objective evidence because it originates from a source independent of the business.

## Exercise 4, p. 60

A. The Davey Company issued the bill.
B. Smokey Valley Ski Club received the bill.
C. The bill was issued December 5, 20-.
D. The goods were delivered December 5, 20-. They were delivered by CPX.
E. The bill is due for payment 30 days from December 5, 20-, which would be the following January 4.
F. The bill was issued as evidence of the transaction to be used in the accounting records of both the purchaser and the vendor.
G. No, this was not a cash sale transaction. It is a sale on credit.
H. The bill represents good objective evidence because it comes from an independent source.

## Exercise 5, p. 61

A. The memorandum is not good objective evidence because it does not come from an independent source.
B. The best objective evidence for this transaction would be the bill from the supplier.

## SECTION 3.2 REVIEW QUESTIONS (page 69)

1. The equation analysis sheet is necessary because it helps you analyze and record changes in a company's financial position.
2. Assets, liabilities, and capital are transferred from the balance sheet to the equation analysis sheet.
$\qquad$
3. After each transaction is recorded on the equation analysis sheet, new column totals are calculated and these totals are balanced according to the fundamental accounting equation $(A=L+O E)$. If the totals balance, then each transaction was balanced.
4. A transaction does not always change both sides of the accounting equation. For example, a transaction might increase one asset and decrease another by the same amount. In this case, the right side of the accounting equation (liabilities and equity) would be totally unchanged.
$\qquad$
$\qquad$
5. If the repair is paid for at a later date, then it will only affect the right side of the accounting equation. Liabilities increase by $\$ 375$ and owner's equity decreases by $\$ 375$.
6. The first step is to record the changes in any of the assets, liabilities, or both. The second step is to determine if the equity has changed. The third step is to make sure that at least two of the individual items have changed. The fourth step is to make sure that the equation is still in balance.
7. A good clue as to whether capital had changed is whether the business is better off or worse off as a result of the transaction.
$\qquad$
8. If assets increase by $\$ 10000$ with no corresponding change to liabilities, then capital must increase by \$10 000.
$\qquad$
9. In addition to their memory, good accountants rely on common sense, clear thinking, and a thorough understanding of accounting theory.
$\qquad$
10. Accounting must be done accurately to ensure financial records are correct and reliable.
$\qquad$
$\qquad$

## SECTION 3.2 EXERCISES (page 69)

## Exercise I, p. 69

| ASSETS |  |  |  |  |  | LIABILITIES + |  | OWNER'S EQUITY |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{gathered} \text { SHEILA'S } \\ \text { INTERIOR } \\ \text { DECORATING } \end{gathered}$ | Cash | A/R <br> E. Kerluck | Supplies | Office <br> Furniture | Automobile | $\begin{gathered} \text { A/P } \\ \text { Home Supply } \end{gathered}$ | A/P <br> Pine Motors | S. Kostiuk Capital |
| Opening Balance | 2050 | 150 | 600 | 1200 |  | 1000 |  | 3000 |
| Transaction 1 |  |  | 175 |  |  | 175 |  |  |
| New Balances | 2050 | 150 | 775 | 1200 |  | 1175 | 0 | 3000 |
| Transaction 2 | -450 |  |  | 450 |  |  |  |  |
| New Balances | 1600 | 150 | 775 | 1650 |  | 1175 | 0 | 3000 |
| Transaction 3 | 150 | -150 |  |  |  |  |  |  |
| New Balances | 1750 | 0 | 775 | 1650 |  | 1175 | 0 | 3000 |
| Transaction 4 | 300 |  |  |  |  |  |  | 300 |
| New Balances | 2050 |  | 775 | 1650 |  | 1175 |  | 3300 |
| Transaction 5 | -500 |  |  |  | 6500 |  | 6000 |  |
| New Balances | 1550 |  | 775 | 1650 | 6500 | 1175 | 6000 | 3300 |
| Transaction 6 | - 700 |  |  |  |  | -700 |  |  |
| New Balances | 850 |  | 775 | 1650 | 6500 | 475 | 6000 | 3300 |
| Transaction 7 | -200 |  |  |  |  |  |  | -200 |
| New Balances | 650 |  | 775 | 1650 | 6500 | 475 | 6000 | 3100 |

## SECTION 3.2 EXERCISES (continued)

## Exercise 2, p. 70

, .n.

| ASSETS |  |  |  |  |  | LIABILITIES + |  | OWNER'S EQUITY |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| TRIANGLE REAL ESTATE | Cash | $\begin{gathered} \text { A/R } \\ \text { J. Singh } \end{gathered}$ | A/R <br> N. Swartz | Supplies | Office <br> Furniture | A/P Acme Supply | A/P <br> Office <br> Discounts | J. Morse Capital |
| Opening Balance | 1216 | 1500 | 800 | 4175 | 11969 | 1750 | 875 | 17035 |
| Transaction 1 | 500 |  | -500 |  |  |  |  |  |
| New Balances | 1716 | 1500 | 300 | 4175 | 11969 | 1750 | 875 | 17035 |
| Transaction 2 | -300 |  |  |  |  | -300 |  |  |
| New Balances | 1416 | 1500 | 300 | 4175 | 11969 | 1450 | 875 | 17035 |
| Transaction 3 |  |  |  | 495 |  |  | 495 |  |
| New Balances | 1416 | 1500 | 300 | 4670 | 11969 | 1450 | 1370 | 17035 |
| Transaction 4 | 4700 |  |  |  |  |  |  | 4700 |
| New Balances | 6116 | 1500 | 300 | 4670 | 11969 | 1450 | 1370 | 21735 |
| Transaction 5 | -950 |  |  |  | 950 |  |  |  |
| New Balances | 5166 | 1500 | 300 | 4670 | 12919 | 1450 | 1370 | 21735 |
| Transaction 6 | -380 |  |  |  |  |  |  | -380 |
| New Balances | 4786 | 1500 | 300 | 4670 | 12919 | 1450 | 1370 | 21355 |
| Transaction 7 | -290 |  |  |  |  |  |  | -290 |
| New Balances | 4496 | 1500 | 300 | 4670 | 12919 | 1450 | 1370 | 21065 |
| Transaction 8 | 1500 | -1500 |  |  |  |  |  |  |
| New Balances | 5996 | 0 | 300 | 4670 | 12919 | 1450 | 1370 | 21065 |

## SECTION 3.2 EXERCISES (continued)

## Exercise 2, p. 70 (continued)

## TRIANGLE REAL ESTATE



Exercise 3, p. 71

| ASSETS |  |  |  |  |  |  |  | LIABILITIES | + | OWNER'S EQUITY |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ALLIANCE APPLIANCE SERVICES | Cash | A/R <br> N. Chang | $\begin{gathered} \text { A/R } \\ \text { P. O'Neill } \end{gathered}$ | Equipment | Truck | Land | Building | Bank Loan | Mortgage Payable | W. Dalli Capital |
| Opening Balance | 6540 | 1100 | 529 | 8316 | 19750 | 140000 | 180000 | 15000 | 192700 | 148535 |
| Transaction 1 | -2500 |  |  |  |  |  |  |  |  | -2 500 |
| Transaction 2 | 529 |  | -529 |  |  |  |  |  |  |  |
| Transaction 3 |  | 390 |  |  |  |  |  |  |  | 390 |
| Transaction 4 | 4000 |  |  |  | -19 750 |  |  |  |  | -15750 |
| Transaction 5 | -900 |  |  |  |  |  |  |  | -900 |  |
| Transaction 6 | -700 |  |  |  |  |  |  |  |  | -700 |
| Transaction 7 | -5000 |  |  |  | 40000 |  |  | 35000 |  |  |
| Total | 1969 | 1490 | 0 | 8316 | 40000 | 140000 | 180000 | 50000 | 191800 | 129975 |

## SECTION 3.2 EXERCISES (continued)

Exercise 3, p. 7 I (continued)
C.

ALLIANCE APPLIANCE SERVICE
BALANCE SHEET
OCTOBER 21, 20-

| Assets |  |  |  |  |  | Liabilities |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Cash | \$ 1 | 9 | 6 | 9 | - | Bank Loan | \$ 50 | 0 | 0 | 0 | - |
| A/R-N. Chang | 1 | 4 | 9 | 0 | - | Mortgage Payable | 191 | 8 | 0 | 0 | - |
| Equipment | 8 | 3 | 1 | 6 | - | Total Liabilities | \$242 | 8 | 0 | 0 | - |
| Truck | 40 | 0 | 0 | 0 | - |  |  |  |  |  |  |
| Land | 140 | 0 | 0 | 0 | - | Owner's Equity |  |  |  |  |  |
| Building | 180 | 0 | 0 | 0 | - | W. Dalli, Capital | 129 | 9 | 7 | 5 | - |
| Total Assets | \$371 | 7 | 7 | 5 | - | Total Liabilities and Equity | \$371 | 7 | 7 | 5 | - |

## SECTION 3.3 REVIEW QUESTIONS (page 74)

1. The purpose of entering a cell reference into a cell is to reproduce data that already appears in a different cell.
$\qquad$
2. For Excel spreadsheets, you would type =D22 into cell E30.
3. Like formulas and functions, cell references need prefix symbols to function and the information in the cell is automatically updated when the data in the cells mentioned in the reference change.
$\qquad$
$\qquad$
4. A spreadsheet is dynamic and responsive because when a piece of information is changed in a given cell, such as D20, all the data in cells that that mention D20 in a cell reference, function or formula are automatically updated in response to a change made in D20.
$\qquad$
$\qquad$
5. Negative numbers are entered into a spreadsheet by first pressing the hyphen key or the minus sign on the number pad.
$\qquad$
$\qquad$
$\qquad$

SECTION 3.3 EXERCISES (page 74)
Exercise I, p. 74
A., B.


SECTION 3.3 SPREADSHEET EXTENSIONS (page 75)
Exercise I, p. 75
A. to C.

$\qquad$
$\qquad$

SECTION 3.3 SPREADSHEET EXTENSIONS (continued)
Exercise 2, p. 76


## SECTION 3.3 SPREADSHEET EXTENSIONS (continued)

Exercise 2, p. 76 (continued)
D.


## SECTION 3.3 COMMUNICATE IT (page 77)

In their answers, students should point out the following:

- Spreadsheets perform calculations more quickly and accurately.
- Errors in the accounting equation are revealed instantly. Time will not be lost in locating transaction errors that throw the equation out of balance.
- Balance sheets can be prepared automatically; therefore, the financial condition of the business can be assessed more readily.
- A computer system and spreadsheet program cost more, but this expense is not prohibitive, especially if using the system saves time.
- Spreadsheet entries can be erased easily, so the system is less secure. (This disadvantage is overcome by accounting programs, which are introduced later in the text.)


## CHAPTER 3 REVIEW EXERCISES (page 78)

## Using Your Knowledge

## Exercise I, p. 78

Transaction 1: A customer, $F$. Vanweers, paid a debt of $\$ 250$.
Transaction 2: There was $\$ 150$ worth of supplies purchased on credit from Norpaints.
Transaction 3: B. Provost, the owner, invested $\$ 300$ cash into the business or the business sold services for \$300 cash.
Transaction 4: The business performed a service for C. Sully for $\$ 115$, who has 30 days to make payment.
Transaction 5: The company's debt to B. M. Co. was paid in full.

## Exercise 2, p. 79

Transaction 1: The business performed a service for L. Swan for \$1800. Swan paid $\$ 500$ in cash and owes the remaining $\$ 1300$.

Transaction 2: The auto valued at $\$ 7000$ in the business's records was sold to High Finance for $\$ 6500$. The debt to High Finance of $\$ 5000$ was eliminated as part of the transaction, leaving B. Lee with $\$ 1500$ cash and a $\$ 500$ loss on the sale of the auto.

Transaction 3: A $\$ 20000$ auto was bought with $\$ 1000$ cash and a $\$ 19000$ bank loan.
Transaction 4: The owner withdrew $\$ 150$ for personal use or one of the business's expenses was paid for in cash.
Transaction 5: Supplies worth $\$ 50$ were damaged or destroyed.
$\qquad$

CHAPTER 3 REVIEW EXERCISES (continued)

## Exercise 3, p. 80

|  | Total Assets |  | $\begin{gathered} = \\ \hline \text { NC } \end{gathered}$ | Total Liabilities |  | + | Total Equity |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | + | - |  | + | - | NC | + | - | NC |
| I. Paid the telephone bill that arrived today, \$45. |  | -45 |  |  |  |  |  | -45 |  |
| 2. Paid $\$ 350$ cash for supplies. |  |  | NC |  |  | NC |  |  | NC |
| 3. Paid $\$ 500$ to reduce the bank loan. |  | -500 |  |  | -500 |  |  |  |  |
| 4. Sold services for $\$ 1000$ cash. | 1000 |  |  |  |  |  | 1000 |  |  |
| 5. Receivable customer pays us $\$ 600$ cash. |  |  | $N C$ |  |  | NC |  |  | $N C$ |
| 6. Paid the invoice that arrived today for legal fees, $\$ 800$. |  | -800 |  |  |  |  |  | -800 |  |
| 7. Sold services for $\$ 2000$ on credit. | 2000 |  |  |  |  |  | 2000 |  |  |
| 8. Paid a creditor $\$ 750$ to reduce the amount owed to him. |  | -750 |  |  | -750 |  |  |  |  |
| 9. Bought $\$ 4500$ of equipment on credit. | 4500 |  |  | 4500 |  | $N C$ |  |  | NC |
| 10. Office furniture valued at $\$ 400$ was damaged and discarded. |  | -400 |  |  |  |  |  | -400 |  |

## CHAPTER 3 REVIEW EXERCISES (continued)

## Exercise 4, p. 80

Four transactions that could cause a decrease in owner's equity are the loss on the sale of an asset, the owner withdrawing money from the business for personal use, the destruction of an asset, or an expense incurred by the business.

## Exercise 5, p. 80

Two transactions that could cause an increase in owner's equity are an increase in revenue due to the sale of business services or the owner investing money in the business.

## Exercise 6, p. 81

A. This source document is a cheque.
B. Smokey Valley Ski Club issued the cheque.
C. Midwest-West Ski Lifts and Equipment received the cheque.
D. The cheque is likely paying for the ski equipment or the chair lifts bought from Midwest-

West Ski Lifts and Equipment. It is also possible that the cheque is paying for repair services provided by Mid-West Ski Lifts and Equipment.
E. Both $b$ and $c$ are possible. Since most businesses purchase assets like this on credit and pay for them later, $b$ is more likely.
$\qquad$
$\qquad$

CHAPTER 3 REVIEW EXERCISES (continued) Challenge Exercise 7, p. 81

| MERRYMEN <br> WINDOW <br> WASHING | ASSETS = |  |  |  |  |  | LIABILITIES + |  |  | OWNER'S EQUITY |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Cash | A/R <br> T. Kwan | A/R <br> D. Pedersen | Supplies | Truck | Equipment | A/P <br> Cleanall Co. | A/P <br> Hipp Co. | A/P NRC Co. | Simplex <br> Finance | C. Savich Capital |
| Opening Balances | 2750 | 420 | 75 | 880 | 15050 | 12947 | 124 | 475 |  | 8560 | 22963 |
| Transaction 1 | $-800$ |  |  |  |  |  |  |  |  | -800 |  |
| Transaction 2 |  |  |  | $+400$ |  |  |  | $+400$ |  |  |  |
| Transaction 3 | $+200$ | -200 |  |  |  |  |  |  |  |  |  |
| Transaction 4 | $-300$ |  |  |  |  | $+2125$ |  |  | +1825 |  |  |
| Transaction 5 | $+100$ |  |  |  |  | -550 |  |  |  |  | -450 |
| Transaction 6 | $+575$ |  | -75 |  |  |  |  |  |  |  | $+500$ |
| Transaction 7 | $+14500$ |  |  |  | -15050 |  |  |  |  |  | -550 |
| Transaction 8 | $-7760$ |  |  |  |  |  |  |  |  | -7760 |  |
| Transaction 9 | $-8000$ |  |  |  | $+23000$ |  |  |  |  | +15000 |  |
| Transaction 10 | -875 |  |  |  |  |  |  | -875 |  |  |  |
| Transaction 11 |  |  |  | -50 |  |  |  |  |  |  | -50 |
| New Balances | 390 | 220 |  | 1230 | 23000 | 14522 | 124 |  | 1825 | 15000 | 22413 |

MERRYMEN WINDOW WASHING
BALANCE SHEET
DECEMBER 1, 20-

|  | , | 1 | 1 | 1 |  |  | 1 | । |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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|  | $\checkmark$ | $\infty$ | $\bigcirc$ | 0 |  |  | H | $\bigcirc$ |
|  | cs | $\checkmark$ | $\stackrel{1}{\sim}$ | $\begin{array}{\|l\|} \hline 6 \\ \underset{8}{2} \end{array}$ |  |  | へ | $\begin{aligned} & \hline 9 \\ & 0 \\ & 8 \end{aligned}$ |
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|  | $\bigcirc$ | $\bigcirc$ | 0 | $\bigcirc$ | $\bigcirc$ |  |  | $\sim$ |
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|  | cos |  | $\checkmark$ | $\mathfrak{O}$ | $\underset{y}{\pi}$ |  |  | $\begin{aligned} & \text { İ } \\ & \text { \& } \end{aligned}$ |
| $$ | $\begin{aligned} & 5 \\ & 88 \\ & 0 \\ & 0 \end{aligned}$ |  |  |  |  |  |  |  |

## CHAPTER 3 REVIEW EXERCISES (continued)

## PERSONALIZE IT (page 82)

A. Answers will vary. Students should describe their service business and the name.
B. Answers will vary. Assets could include Cash, Bank, Property, Land, Equipment, Supplies. Liabilities could be Loan, Truck, Rent. Equity could be Capital.
C. Equation Analysis Sheet Answers will vary.

D. 1. Answers will vary. Transactions could include performing a service on account, partial payment of a bank loan, payment of overhead expenses like rent, utilities, drawings for the owner, receiving payment for services, etc.
2. $\qquad$
3. $\qquad$
4. $\qquad$
5. $\qquad$
6. $\qquad$
7. $\qquad$
8. $\qquad$
9. $\qquad$
10. $\qquad$
11. $\qquad$
12. $\qquad$
$\qquad$

CHAPTER 3 REVIEW EXERCISES (continued)
PERSONALIZE IT (continued)


CHAPTER 3 REVIEW EXERCISES (continued)
PERSONALIZE IT (continued)
E. Balance Sheet Answers will vary.

| $\cdots$ |  |  |  |  |  |  |  |  |  |
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$\qquad$

CHAPTER 3 REVIEW EXERCISES (continued)
SHARE IT (page 83)
Equation Analysis Sheet


## CHAPTER 3 REVIEW EXERCISES (continued)

SHARE IT (continued)
Balance Sheet Answers will vary.

| $\cdots$ |  |  |  |  | $\cdots$ |  |  |  |  |
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## Comments

Answers will vary.

## CHAPTER 3 REVIEW EXERCISES (continued)

## Questions for Further Thought, p. 83

1. An account payable is an amount owed to a company for supplying goods or services.

A loan payable is an amount of money a company borrows from, and owes to, a financial institution. Usually, a loan payable is larger than an account payable, is subject to interest fees, and is repaid in installments.
2. The fundamental accounting equation is $A=L+O E$. If the balance sheet is out of balance, the equation does not hold true. Thus, it is impossible for the balance sheet to be out of balance and to be correct.
$\qquad$
3. When recording a transaction on the balance sheet, it is possible for the clerk to make changes that are in balance but not correct. For example, suppose that new equipment is purchased with cash but when recording the changes, the clerk increases Supplies instead of Equipment. The equation will still be in balance because the asset total is correct, but the totals for Supplies and Equipment will both be wrong.
4. It is impossible for only one item to change as a result of a business transaction because every transaction has at least two parts. Changing just one item would throw the accounting equation out of balance.
5. The equation analysis sheet is better than the balance sheet for recording accounting changes because it has space to calculate the new balances. There is no room to do that on the balance sheet.
6. A purchase requisition would not originate in the accounting office. It originates in the accounting office of the vendor.
$\qquad$
7. No changes would be recorded yet. The claim is not settled and the amount is unknown.
$\qquad$
8. No changes will be made at this time since you do not actually owe the $\$ 10000$.
$\qquad$

## CASE STUDIES (page 84)

## Case I An Objective Balance Sheet? (p. 84)

1. Ted has violated the objectivity principle by listing his assets on the balance sheet at values that are not supported by objective evidence.
2. He should list the lawn mowers at their purchase price of $\$ 20$ each. The truck is more difficult to assign a value to because it was a gift. It should be listed at fair market value.
3. A fair market value for the truck could be determined by obtaining a written appraisal from an auto dealer.
4. Any overstatement in the value of assets will result in an equivalent overstatement of the capital account.

## Case 2 Checking Out a New Customer (p. 84)

1. From the balance sheet totals, the company appears to be heavily in debt.
2. The main danger is that your company will not be paid for the materials you sell to New Age Manufacturing. Ms. Field's equity is only $\$ 5000$, so she does not have much of her own money invested in her company. She also has no proof of the company's actual revenue. She owes a huge sum (\$445000) and barely has enough assets to cover the debt if her company were to go bankrupt. She might be approaching you for materials because her other suppliers have stopped doing business with her due to unpaid debts.
$\qquad$
3. Memos will vary. Students should conclude doing business with New Age Manufacturing is not in their company's best interest and use the points in Question 2 to justify their decision.

## Case 3 The Balance Sheet Shuffle (p. 85)

1. 

| Assets |  |  | Liabilities |  | Equity |
| ---: | ---: | ---: | :---: | :---: | :---: |
| Cash | Truck | Other Assets | Accounts Payable | Other Liabilities | Capital |
| 4000 | 8000 | 40000 | 12000 | 30000 | 10000 |
| $1 .+8000$ | -8000 |  |  |  |  |
| $2 .+10000$ |  |  |  | +10000 |  |
| $3 .-12000$ |  |  | -12000 |  |  |
| 10000 | 0 | 40000 | 0 | 40000 | 10000 |

The revised amounts for total assets is $\$ 50000$ and for total liabilities is $\$ 40000$.

## CASE STUDIES (continued)

## Case 3 The Balance Sheet Shuffle (continued)

2. No, the three transactions will not improve Brandon's capital. His capital will remain unchanged at \$10 000.
3. Brandon's chances of obtaining a bank loan will not change much. His chances may actually be reduced, since the sale of the truck has left him with less collateral to offer the bank as security for a loan.
4. Brandon's business is healthier as a result of the transaction. He has more cash available to keep the business operating. He has reduced his expenses by selling an unnecessary truck and his liabilities have been reduced.

## career Rahim Nanji/Co-operative Education Student (page 86)

## Discussion (p. 86)

1. Participating in a co-operative education program in accounting gives you first-hand experience in your chosen field and helps you earn money for the next school year.
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2. Rahim needs to understand the analysis of the transactions when he is entering information into the computer because he needs to put each amount in the right account.
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3. Answers will vary. Businesses could include banks, insurance companies, investment firms, or retail or service companies.

## Research and Writing Question (p. 86)

4. Answers will vary. Research should include the name of at least two co-operative education programs from a university and/or college, the program names, the prerequisites, and general descriptions. Students should describe their own personal situation regarding finances and career goals. Then they can answer the questions about co-operative education being suitable for them.
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