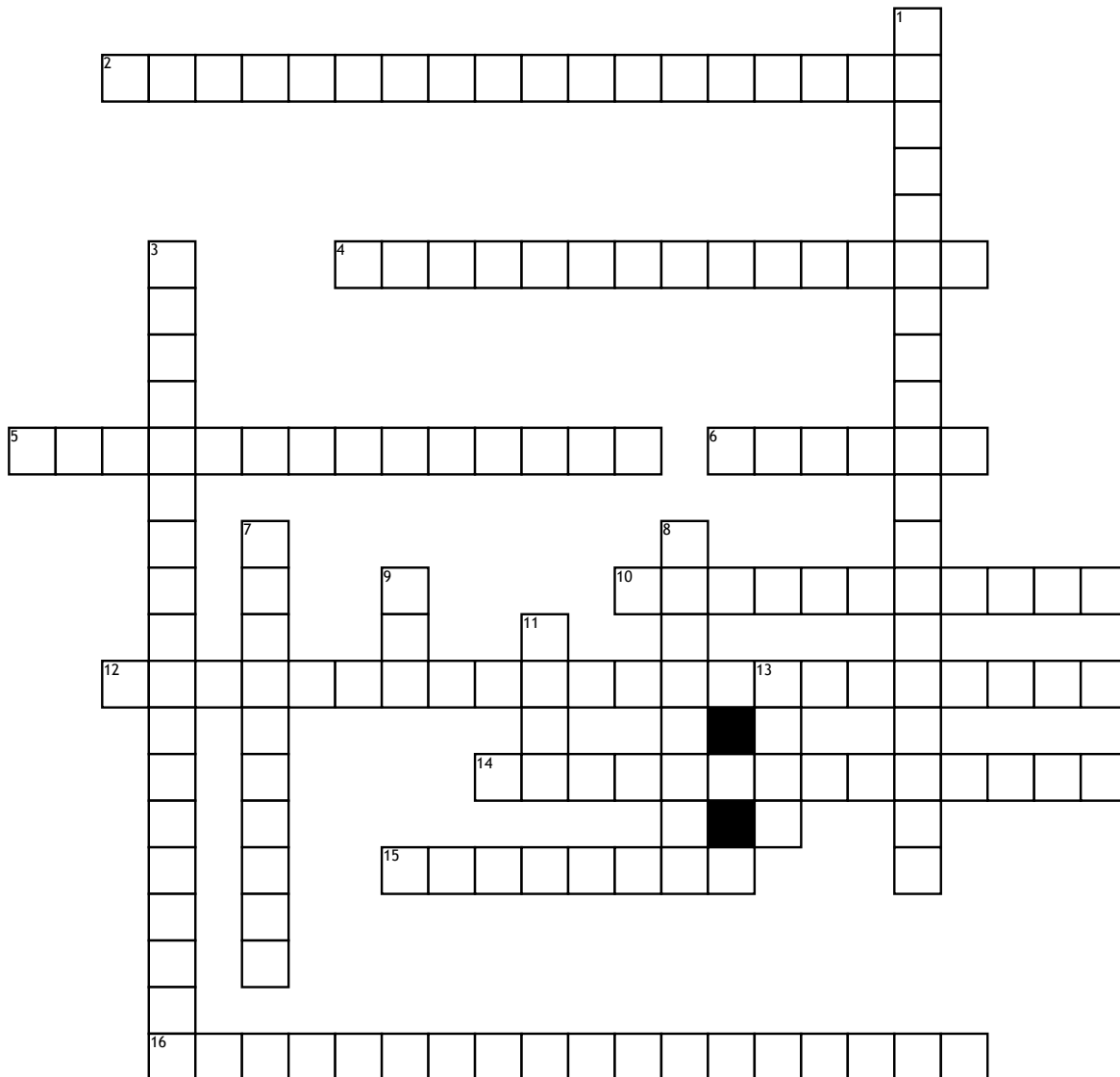


Name: _____

Date: _____

Accounting Controls



Across

2. This process brings the business's record of the bank balance and the bank statement into agreement
4. these are amounts deposited directly into the bank account, which, therefore, the business has not yet recorded
5. these may include charges by the bank for operating the account, or authorised regular payments eg rent and insurance. Such payments appear on the bank statement but not in the business's records
6. this may have occurred when either the bank or the business has left something out
10. a complete list of items such as property, goods in stock, or the contents of a building
12. these are amounts that the business may have deposited too late in the month to appear on the current bank statement

14. These cover important areas of a businesses' daily operations. They are designed to ensure businesses operate efficiently and to protect their assets

15. Provides information for making decisions evaluates the importance of a business ensures accountability

16. the concept of having more than one person required to complete a task

Down

1. a record of each item of stock held by a business and the movement of this stock item into and out the business

3. these are cheques written and sent to other businesses or people but not yet presented to the bank for payment. These cheques will not appear on the bank statement because the money has not gone out of the account.

7. this control aims to protect the assets of businesses and ensure the accounting records are accurate and reliable

8. this control is administrative and accounting procedures that protect the assets of the business eg cash

9. these are similar to direct deposits but occur when a business's customers use a debit card for their purchases to transfer funds from their bank account to the business's bank account

11. abbreviation not the full

13. This control requires cash to function on a daily basis. They need enough cash to pay suppliers and other expenses. Need to know the time delay of cash from credit sales eg how long will our customers take to pay their accounts