

Accounting records are based on the objective evidence.
Source documents provide objective evidence to support the
value used in recording transactions



Purchase order

50-4-0-4-05
0505302053-0-4-05

ST. JAMES COLLEGIATE/GEORGE WATERS MIDDLE SCHOOL

Mail cheque: _____ Give cheque to: _____

Payable to: _____ Date: _____

Address: _____

RE: Invoice #: _____
(or description)

Account Name: _____ No. _____ Amount: _____

Requested by: _____ Principal's Authorization: _____

OFFICE USE ONLY: Fixed Asset Inventory Bar Code #: _____

Account #: _____ Date: _____ Cheque #: _____

INVOICE AMOUNT (includes PST): _____ GST: _____ TOTAL: _____

Reimbursement Budget code: _____ Claim Date: _____

MON

To be reimbursed for a purchase, must have the receipt.

T. JAMES COLLEGIATE/GEORGE WATERS MIDDLE SCHOOL

Mail cheque: _____ Give cheque to: _____

Payable to: P. CONNOLLY Date: APRIL 27/15

Address: 9/6 SJC 1

Description: CD'S WHOLESALE - STOCK FOR STORE

Account Name: JIMMIES JUNCTION No. _____ Amount: 156.45

Requested by: [Signature] Principal's Authorization: _____

OFFICE USE ONLY: Fixed Asset Inventory Bar Code #: _____

Account #: _____ Date: _____ Cheque #: _____

INVOICE AMOUNT (includes PST): _____ GST: _____ TOTAL: _____

Reimbursement Budget code: _____ Claim Date: _____

PAID CA 6PRJ 39.94

Completed form with receipt attached, just needs the principal's signature to OK

Invoice from Old Dutch

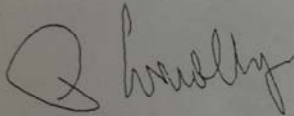
Old Dutch Foods Ltd.
 100 Bentall Street
 Winnipeg MB R2X 2Y5
 800-351-2447
 GST ID: 136536950RT0001

Route: 906110 Rep#: 74310 Name: Watson, Rick
 Customer #: 71380 Apr/09/2015 06:19 AM
 Jimmies Junction Invoice #: 87712398 ORIG
 Accounts Payable
 Winnipeg, MB R3J0J1

SALES

Units	Desc	Item#	UPC	Price	Allow	ExtPrice
108	36/32G KET CRIS	1382	066343138220	0.6100	0.0000	65.88
108	36/32G DILL CRI	2201	066343220178	0.6100	0.0000	65.88
216						131.76

	LIST PRICE	ALLOW.	NET AMT.
SALES	131.76	0.00	131.76
RETURNS	0.00	0.00	0.00
NET SALES			131.76
TAXES	GST 0.05	131.76	6.59
INVOICE TOTAL			138.35
CHARGE			



2015-04-09 87712398

CUSTOMER SIGNATURE/STORE STAMP

*** End of Report ***

Reconciliation

Date: 04/09/15
 Prepared By: Jennifer
Adiyum, Salina

ROLLED COIN		
Twenties	X	\$50.00
Loonies	X	\$25.00
Quarters	X	\$10.00
Dimes	X	\$5.00
Nickels	X	\$2.00
Pennies	X	\$0.50
TOTAL		<u>21</u>

BILLS		
Twenties	X	\$20.00
Tens	X	\$10.00
Fives	X	\$5.00
Other	X	
TOTAL		<u>10.00</u>

COINS		
Twenties	4	X \$2.00
Loonies	10	X \$1.00
Quarters	25	X \$0.25
Dimes	10	X \$0.10
Nickels	10	X \$0.05
Pennies		X \$0.01
TOTAL		<u>29.05</u>

CHEQUES		
TOTAL		<u>10</u>

TOTAL CASH	<u>29.05</u>
LESS: FLOAT OF \$25.00	<u>25.00</u>
NET DEPOSIT	<u>4.05</u>
TOTAL CASH	<u>14.05</u>
ADJUSTED TAPE X READING	<u>13.95</u>
OVER/SHORT	<u>10</u>

05	5.00
00	1.00
25	1.25
95	

HIMMIES JUNCTION - DEPOSIT SLIP

Assessed: James Junction \$ 5.00

Date: Apr 9, 15 \$ 5.00

Name: J. Conway \$ 15.30

Signature: S. Conway \$ 14.05

Daily Reconciliation from the store with deposit slip attached to back of form

MIES JUNCTION - Vending Date: APR 15/15
Daily Reconciliation - Cash Count

Rolled Coins		TOTAL	
Twonies	x	\$50.00	\$ 20.00
Loonies	x	\$25.00	\$
Quarters	x	\$10.00	\$
Dimes	x	\$5.00	\$
Nickels	x	\$2.00	\$
Pennies	x	\$0.50	\$
TOTAL ROLLED:		\$ 20.00	

Loose Coins		TOTAL	
10x		\$2.00	\$ 12.00
14x		\$1.00	\$ 14.00
15x		\$0.25	\$ 3.75
12x		\$0.10	\$ 1.20
3x		\$0.05	\$.15
x		\$0.01	\$
TOTAL LOOSE:		\$ 31.10	

sub-TOTAL	\$ 51.10
NET DEPOSIT	\$ 51.10

[Signature]

Deposit slip for vending machine that accompanies the deposit

Source documents are proof that a business transaction did in fact occur.

- Source documents are generally prepared with at least two copies
- Two parties to a transaction, usually buyer/seller
- Each receives an exact copy of the document

Source documents are pre numbered and every document must be accounted for

Source documents are kept on file and must be made available to persons who have the authority to check a company's records. These include:

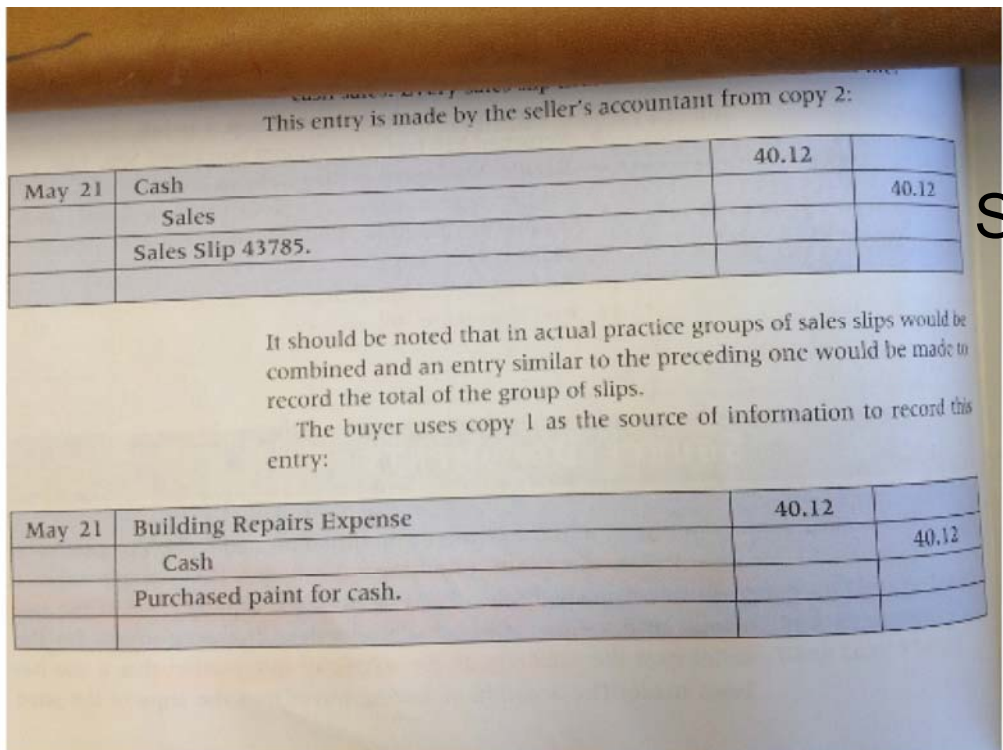
- Owners/managers of the business
- Outside accountants hired to check records
- Federal income tax and GST personnel (Revenue Canada)
- Provincial sales tax and Department of Labour personnel
- Officials of the courts

- Source documents provide evidence that a transaction has actually occurred.
- If a cheque is made on a company's accounting records, the company must be able to prove that the transactions did happen.
- Source documents such as cash sales slips, sales invoices, and purchase invoices provide the necessary proof.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND CONCEPTS

In this chapter, you learned the following three Generally Accepted Accounting Principles and concepts:

- **The Concept of Objectivity:** Accounting records are based on *objective evidence*. Source documents provide objective evidence to support the value used in recording transactions.
- **A source document** is prepared for every business transaction.
- **Source documents** are prenumbered and all source documents must be accounted for.



Seller

Buyer

2481 KALOOKA AVENUE, OTTAWA, ONT. K1V 8P9
 TEL. (613) 737-8170 FAX (613) 737-1594

The RUNGE PRESS Limited
 CREATIVE PRINTERS AND LITHOGRAPHERS

5870

SEND TO
 Warrendon Sports Ltd.
 2578 Base Line Rd.
 Ottawa, Ont.
 K2H 7K3

Our Order No. M-312
 Your Order No. 781

June 3, 19--

Items 10 Days Net Interest at 12 per cent
 charged on overdue accounts

10 pages Letterhead with logo	86	\$ 60.00
10 pages No. 8 envelopes	5	50.00
		\$110.00
GST		7.70
PST (8%)		8.80
Total		<u>\$126.50</u>

GST REGISTRATION NO. R899224784

Copy 1 Customer
 Copy 2 Customer
 Copy 3 Accounting
 Copy 4 Sales
 Copy 5 Shipping
 Copy 6 Shipping

The Buyer

Jun. 1	Office Supplies	126.50	
	Acc. Pay./Runge Press		126.50
	Purchase Invoice 5870.		

The Seller

Jun. 1	Acc. Rec./Warrendon Sports	126.50	
	Sales		126.50
	Sales Invoice 5870.		