

proszę przeanalizować i opracować poniższe tematy:  
Język w księgowości – The language of accounting.

## Ask the CPA!

by Chuck Daley

This week, I'd like to address a very common problem. There is often a major communication breakdown between accountants and non-accountants. We bean-counters mistakenly assume that everyone understands our **jargon** and the **conventions** of financial reporting. We are so wrong.

I'm going to point out five of the most common financial reporting **customs** that are **second-nature** to accountants but often misunderstood by non-accountants:

- 1 There are no **minus signs** on most financial reports. When a number is meant to be subtracted it is often indicated by putting it in parentheses.

- 2 The bottom line is presented in an eye-catching way. Accountants will often use a **double underline** or bold text in the bottom line.

- 3 The word "profit" is rarely used. Instead, accountants usually use "net income" or "earnings."

- 4 Revenue is reported as the **combined** total of all sales during a particular period. Details about that sales revenue are not reported.

- 5 Similar to revenue, operating costs are reported in a lump sum rather than individual values. This includes selling, general and administrative costs, insurance premiums, utilities, etc.

It's good to learn these customs. When in doubt, just ask your accountants. Remember, it's part of their job to help you understand your business's finances.

## Income Statement

Year ended  
December 31, 2010

Sales Revenue	\$1,000,000
Cost of Goods Sold	(\$700,000)
Gross Margin	\$300,000
Operating Costs	(\$150,000)
Margin	\$150,000
Fixed Expenses	(\$60,000)
Earnings	\$90,000

## Reading

- 2 Read this article from a business magazine. Then, choose the correct answers.

- 1 What is the passage mainly about?
- A why accountants should not use certain kinds of jargon  
B how to avoid mathematical errors in financial reports  
C how accounting conventions confuse non-accountants  
D when to suggest changes to financial reporting customs

- 2 All sources of sales revenue are reported as
- A profits.  
B a combined total.  
C operational costs.  
D individual values.

- 3 How are negative numbers indicated on income statements?
- A with parentheses  
B with a minus sign  
C with a single underline  
D with a double underline

- 3 Match the words (1-5) with the definitions (A-E).
- 1 — jargon  
2 — conventions  
3 — general and administrative costs  
4 — insurance premium  
5 — utilities
- A a fee that is paid for financial protection  
B the amounts paid for basic business operations  
C generally accepted patterns of behavior  
D conveniences like water, gas, and electricity  
E language that is unique to a certain group

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Zyszcę Państwu dużo zdrowia,

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