

# Principles of Accounts – Form Four

.P1 { } .P2 { margin-left: 0inch; margin-right: 0inch; } .P3 { } .P4 { font-size: 14pt; text-decoration: underline; color: #0000ff; }

Principles of Accounts – Form Four

Girls,

After checking my notes, I realised that we covered the entire description.

We just have a few things to fix with the rest of the write-up.

1. The Cash Book has a running balance –Do not balance at the end of the month
  - At month end there is a contra entry to send all cash to the bank
  - At the end of the period there is a contra entry and a balance brought down.
1. The opening date in the general ledger is the first day of the first period
2. You should have two aims – One general and one specific
  - Please write in non-personal terms i.e. avoid the use of the word “I”
1. List the page numbers in your table of contents as well as what is going in your appendix
2. Please ensure that you have correct figures

Have a safe and enjoyable vacation girls.

Sincerely,

Mrs. S. Ramlochan

P.S. Katrina Ramdath, please contact me urgently.