

Exercise 1 : Choose the best response for each one.

1. I have a lot of experience in collecting financial information necessary for _____ various tax returns.

Filing **calculating** **forming**

2. I find it really hard to keep track of my _____. (= the money I spend)

Expense **expenses** **expertise**

3. You have nothing to worry about. Your (financial) _____ accurately reflect your business's income and expenses.

Profits **profiteering** **records**

4. The IRS is a government organization responsible for _____ taxes in the USA.

Collecting **receiving** **gathering**

5. If the IRS _____ you, they will want to inspect your financial records in detail.

Accepts **edits** **audits**

6. You should always keep _____ (= proof of payments) or other acceptable records of every payment to your business and every expenditure by your business.

Records **receipts** **recipes**

7. An expenditure is basically a _____.

Payment **bill** **tax form**

8. What do you do with forms?

you fill them up **you fill them out** **you fill them**

9. One of your duties will be to summarize the company's income and expenditure records on a monthly _____.

Base

basis

time

10. I can help you determine how much your business is worth at a specific _____.

time point

timeframe

point in time

Exercise2: *Fill in the blanks with the following words and phrases.*

time card
fiscal year

adjusted trial balance

payroll

end-of-period procedures

- 1 Jack made a few errors while preparing the
- 2 In Canada, the goes from April to March
- 3 Perform before opening books for the new period.
- 4 is one of the most predictable business expenses.
- 5 Tim didn't clock in, so his is short eight hours.

Exercise3: **Match the words (1-5) with the definitions (A-E).**

- | | |
|--------------------------|--|
| 1 _cash flow | A receiving money from investors or creditors |
| 2 _generate | B created by incremental additions |
| 3 _proceeds | C the process of money moving into and out of a company |
| 4 _ financing activities | D to make or create |
| 5 _cumulative | E money earned from a sale |

Exercise4: **Fill in the blanks with the correct words and phrases**

inflow

stockholder

cash distributions

outflow

dividends

- 1 The company makes to the owners every month.
- 2 Every owns a tiny portion of the company.
- 3 Any time money is spent, it is recorded as a(n)
- 4 The company pays quarterly.....to the stockholders.
- 5 Money received for sales is a(n)..... of cash.