



Accounting 1 Virtual Learning

# HS/Worksheet Review - Part 1

April 15, 2020



## Lesson Topic - Adjustments on a Worksheet

### **Lesson Objectives:**

1. Complete the trial balance columns of a worksheet.
2. Complete the adjustments on a worksheet.



# Lesson Activity

An accounting form used to summarize the general ledger information needed to prepare financial statements is called a worksheet. Today you will review how to complete a worksheet.

**Step 1:** Prepare the trial balance columns by listing all accounts in your general ledger and their current balances. This is done to ensure the equality of debits and credits.

ACCOUNT TITLE	1	2
	DEBIT	CREDIT
1 Cash	13,600.00	
2 Petty Cash	150.00	
3 Accts Rec. - Stephen Coates	2,996.00	
4 Supplies	476.00	
5 Prepaid Insurance	650.00	
6 Accts Payable - Jill Stratton		596.00
7 Isiah Clausen, Capital		14,886.00
8 Isiah Clausen, Drawing	3,400.00	
9 Income Summary		
10 Sales		8,280.00
11 Advertising Expense	910.00	
12 Cash Short and Over	2.00	
13 Insurance Expense		
14 Miscellaneous Expense	378.00	
15 Supplies Expense		
16 Utilities Expense	\$1,200.00	
17	23,762.00	23,762.00

# Lesson Activity

**Step 2:** Determine your adjustments. The 2 accounts we adjust are supplies and prepaid insurance. This was reviewed in the 2 previous lessons. The balance in the trial balance reflects the current balance and we need to bring them up-to-date.

- The updated balance of supplies is \$250. What would you need to do to supplies to make the balance \$250?
- The updated balance of Prepaid Insurance is \$525. What would you need to do to prepaid insurance to make the balance \$525?
- Complete the expense portion of the adjustments & total those columns.

	ACCOUNT TITLE	TRIAL BALANCE		ADJUSTMENTS	
		DEBIT	CREDIT	DEBIT	CREDIT
1	Cash	13,600.00			
2	Petty Cash	150.00			
3	Accts Rec. - Stephen Coates	2,996.00			
4	Supplies	476.00			
5	Prepaid Insurance	650.00			

**\*\*Image above is linked to a google sheet to fill in the adjustments.\*\***