# LONGMAN'S COMMERCIAL SERIES. THE STUDENT'S AUDITING

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649714872

Longman's Commercial Series. The Student's Auditing by Harry E. Evans & Alfred Nixon

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd. Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

## HARRY E. EVANS & ALFRED NIXON

# LONGMAN'S COMMERCIAL SERIES. THE STUDENT'S AUDITING

Trieste

### LONGMANS' COMMERCIAL SERIES EDITED BY ALFRED NIXON, F.C.A.

13

0.04

## THE STUDENT'S AUDITING

2

#### LONGMANS' COMMERCIAL SERIES.

Edited by ALFRED NIXON, F.C.A., F.S.A.A.

SECRETARIAL WORK AND PRACTICE. By ALFRED NIXON, F.C.A., F.S.A.A., F.C.I.S., and GEORGE H. RICHARDSON, A.S.A.A., F.C.I.S. Crown Svo, 3r. 6d.

.

- COMMERCIAL LAW. By ALFRED NIXON, F.C.A., F.S.A.A., F.C.L.S., and ROBERT W. HOLLAND, M.Sc., LL.B. Crown Svo, 5r.
- BANKING LAW. By ROBERT W. HOLLAND, M.Sc., LL.B. (Hon.) of the Middle Temple, Barrister-at-Law; and ALFRED NIXON, F.C.A., F.S.A.A., F.C.I.S. Crown 8vo, 5r.
- ACCOUNTING AND BANKING. By ALFRED NIXON, F.C.A., F.S.A.A., F.C.L.S., assisted by J. H. STAGG, A.C.A. (Honours). Crown 8vo, 6s.
- BUSINESS ORGANISATION. By LAW-RENCE R. DICKSEE, M.Com., F.C.A., Lecturer at the London School of Economics and Political Science (University of London). Crown 8vo, 55.
- HANDBOOK OF GERMAN COMMERCIAL CORRESPONDENCE. By J. BITHELL, M.A. Crown 8vo, 3s. 6d.
- A SPANISH GRAMMAR: SIMPLE AND PRACTICAL. By JOHN WARREN, Teacher of Spanish at the Manchester Education Committee's School of Commerce. Crown 8vo, 3J. 6d.
- ENGLISH COMPOSITION AND PRÉCIS WRITING. By ROBERT WOLSTENHOLME HOLLAND, M.A., M.Sc., LL. B. (HOR.), Lecturer at the Municipal Evening School of Commerce, Manchester, Crown 8vo, 2r. 6d.
- THE STUDENT'S AUDITING. By HARRY E. EVANS, A.C.A. (Honours), Crown 8vo, 55.

LONGMANS, GREEN, AND CO. LONDON, NEW YORK, BOMBAY, AND CALCUTTA

## THE

14

## STUDENT'S AUDITING

,

۱

,

- 14

BY

HARRY E. EVANS, A.C.A. (HONOURS) W. B. PEAT GOLD MEDALLIST AND PRIZEMAN LECTURER IN AUDITING AND ACCOUNTING AT THE MUNICIPAL

SCHOOL OF COMMERCE, MANCHESTER

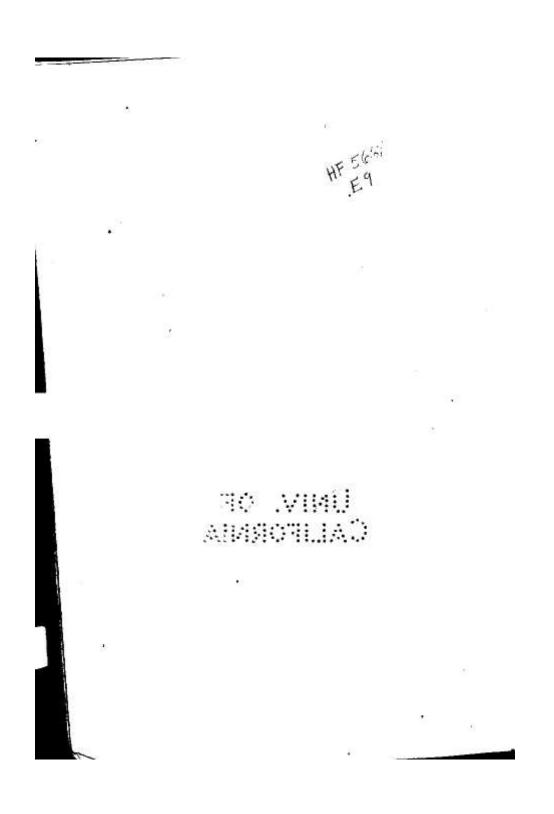
117 CALEO

### LONGMANS, GREEN, AND CO.

39 PATERNOSTER ROW, LONDON NEW YORK, BOMBAY, AND CALCUTTA

1914

All rights reserved



#### PREFACE

さんさ

1

٢

X

.

THIS book is designed for the examinations of the Institute of Chartered Accountants, and the Society of Accountants and Auditors, and also for clerks engaged in audit practice who desire some knowledge of this specialised branch of accountancy.

As a student, the author felt the need for a book which would serve as an introduction, and would be of assistance in reading the large works of the authorities on the subject, and this book has been arranged with that end in view. It is not intended as a substitute for the excellent works already published, but to assist the student in the early days of his training as an accountant, so that he may more properly appreciate the more detailed treatment of the subject which he will find in the more advanced treatises.

The auditor is frequently invited to advise on accountancy organisation and modern methods, consequently a chapter is included dealing with these important matters.

The cases mentioned will be found to be only those which should be most familiar to the student. References to the law reports have been purposely excluded, as it is thought that little will be gained by referring the student to matters which, in many cases, only lead to confusion of thought if approached without sufficient

292633

#### Preface

knowledge of the subject. The student will find these references in the works above mentioned.

The author wishes to express his indebtedness to his former master, Alfred Nixon, Esq., F.C.A., for the valuable advice and assistance he has given in the preparation of the work, and also for permission to extract from Longmans' "Accounting and Banking" a number of the forms of account included in the last chapter.

#### HARRY E. EVANS

March, 1914.

vi

## CONTENTS

																PAGE
PREFACE	1	٠	(2)		1	35	85	٠	٠	٠			•	12	50	v
				I	NT	R	D	UC	T	0	N					

#### Auditing-Historical . . . . . . . . . . . . . . . .

#### I

#### ACCOUNTING ORGANISATION

Importance	of	Or	gani	sed	A	COL	inta	ncy	-	Go	ods	8	sale	\$	Sto	×k.	
Account	s —	Cas	b-	Led	gers		Sta	tem	ent	s—	Fi	ano	cial	-M	lod	ern	
Methods			•	•						8	•	•	•			•	3

#### II

27

#### AUDITING TO THE TRIAL BALANCE

Instructions	for	Audit-	- Aud	it	Pro	gra	mu	es-	-Ti	icks	-	Che	ecki	ng	
Postings	-Th	e Trial I	Balan	ce-	-Lo	cati	ion	of	Em	ors	-A	naly	ysis	of	
Subsidia	ry Be	ooks-Ar	alysi	s of	Le	dge	rs	-Se	ctio	nal	Ba	lang	ring	-	
The Cor	tiner	tal Syste	m .		•		13					-sé	•	е. С	15

#### ш

#### THE CASH BOOK

Objects of Audit of Cash Book—Additions and Postings—Vouching —Verification of Cash and Bank Balances—Bank Reconciliation 27