Name: _____Date: _____

Work Sheet for a Proprietorship Service Business

The general ledger accounts and balances for Holiday Holly Helpers on November 30th of the current year are given below. The business uses a monthly fiscal period.

Account Titles	Account Balances	
	Debit	Credit
Cash	4,899.00	
Petty Cash	100.00	
Accts. Rec. - Jim Evans	980.00	
Accts. Rec. - Tonya Ray	1,350.00	
Supplies	5,000.00	
Prepaid Insurance	800.00	
Accts. Pay. - Hobby Lane		2,500.00
Accts. Pay. - Holiday Days		1,500.00
Accts. Pay. - Light Up		1,000.00
Holly Holm, Capital		9,000.00
Holly Holm, Drawing	800.00	
Income Summary		
Sales		2,330.00
Advertising Expense	900.00	
Cash Short and Over	3.00	
Insurance Expense		
Miscellaneous Expense	800.00	
Rent Expense	500.00	
Supplies Expense		
Utilities Expense	198.00	

Directions:

1. Prepare the heading of the work sheet.
2. Prepare the trial balance column of the work sheet. Total and rule the trial balance columns.
3. Analyze the following adjustment information into debit and credit parts. Record the adjustments on the work sheet.
    a. Supplies on hand - $1,870.00.
    b. Ending value of prepaid insurance - $500.00.
4. Complete the work sheet.

Account Title	Trial Balance		Adjustments		Income Statement		Balance Sheet	
	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit

Name: _____Date: _____

Work Sheet for a Proprietorship Service Business

The general ledger accounts and balances for Super Cleaners on April 30 of the current year are given below. The business uses a monthly fiscal period.

Account Titles	Account Balances	
	Debit	Credit
Cash	5,941.00	
Petty Cash	200.00	
Accts. Rec. - Evan Wynbar	300.00	
Accts. Rec. - Richard Smith	150.00	
Supplies	1,474.00	
Prepaid Insurance	400.00	
Accts. Pay. - Supply Demand		300.00
Accts. Pay. - Printing-R-Us		187.00
Elliana Sting, Capital		6,500.00
Elliana Sting, Drawing	700.00	
Income Summary		
Sales		3,650.00
Advertising Expense	320.00	
Cash Short and Over	4.00	
Communication Expense	130.00	
Insurance Expense		
Miscellaneous Expense	80.00	
Rent Expense	850.00	
Supplies Expense		
Utilities Expense	88.00	

Directions:

1. Prepare the heading of the work sheet.
2. Prepare the trial balance column of the work sheet. Total and rule the trial balance columns.
3. Analyze the following adjustment information into debit and credit parts. Record the adjustments on the work sheet.
    a. Supplies on hand - $530.00.
    b. Ending value of prepaid insurance - $300.00.
4. Complete the work sheet.

Account Title	Trial Balance		Adjustments		Income Statement		Balance Sheet	
	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit