

Prepare Cash Basis Financial Statement



1 Collect Cash & Bank register (Excel)

2 Rearrange the register

Account Head

Check Contra

3 Prepare a GL

4 Prepare TB

5 Prepare P&L , BS

HSBC Bank

Date	Transaction details(Payment/receipt for/from+Relevant period)	Party Name (Employee/Customer/Suppliers/Director/others)	MOP Ref.(Cheque Number/PO#/Money receipt#)	Head of Accounts	Colrtol_L edger_Re f.	Deposit (Debit)	Withdrawl (Credit)	Balance
1-Jul-2021	Opening Balance							0.00
1-Jul-2021	Open a bank account with HSBC by depositing Tk. 50,000			Cash in hand		50,000.00		50,000.00
1-Jul-2021	Paid Sandil House Tk. 2,000 regarding the purchase from bank	Sandil House	EFTN-98273987	COGS - Mobile Phone			2,000.00	48,000.00
4-Jul-2021	Paid Tk. 7,560 through cheque regarding the purchase from IKEA	IKEA	CHQ456307	COGS - Computer			7,560.00	40,440.00
4-Jul-2021	Deposit Tk. 2,400 cash to HSBC bank			Cash in hand		2,400.00		42,840.00
4-Jul-2021	Paid Iron chemical Tk. 4,500 through cheque (Cheque No.: 456308)	Iron Chemical	Cheque No.: 456308	COGS - Mobile Phone			4,500.00	38,340.00
4-Jul-2021	Credit card bill of the owner is paid through bank	Ali		Drawings			640.00	37,700.00
8-Jul-2021	Loan repayment of Tk. 3764 to Lnan Paul through cheque	Lnan Paul		Loan from Others			3,764.00	33,936.00
9-Jul-2021	Paid ABC Chemical Tk. 15,000 through cheque for the purchase of 3 computer monitors	ABC Chemical		COGS - Computer			15,000.00	18,936.00
9-Jul-2021	Received a cheque of Tk. 4590 from Masnoons Computer	Mashnoons Computer		Sales - Computer		4,590.00		23,526.00
11-Jul-2021	Sell of 20 pieces Mobile Back cover to Hauque Traders for Tk. 325 each through cheque	Haque Traders		Sales - Mobile Phone		6,500.00		30,026.00
11-Jul-2021	Paid Binol Kundu for VAT consultancy service through cheque Tk. 346	Binol Kundu		Legal & Professional Fees			346.00	29,680.00
11-Jul-2021	Recived from Samsung Nidia Tk. 7600 through cheque for sell of a computer monitor	Samsung Nidia		Sales - Computer		7,600.00		37,280.00
11-Jul-2021	Conveyance paid to Solil Khan (Salesperson) Tk. 38 through Cheque	Solil Khan		Conveyance			38.00	37,242.00
16-Jul-2021	Paid Iron chemical Tk. 539 through cheque	Iron Chemical		COGS - Computer			539.00	36,703.00
17-Jul-2021	Paid Sandil House Tk. 6520 through cheque	Sandil House		COGS - Mobile Phone			6,520.00	30,183.00

General Ledger

Book	Date	Transaction details(Payment/receipt for/from+Relevant period)	Employee/Customer/Suppliers/	Cheque Number/PO#/Mon	Head of Accounts	Department	Debit	Credit	Amount
HSBC Bank	1-Jul-2021	Open a bank account with HSBC by depositing Tk. 50,000			Cash in hand		50,000.00		-50,000.00
HSBC Bank	1-Jul-2021	Paid Sandil House Tk. 2,000 regarding the purchase from bank	Sandil House	EFTN-98273987	COGS - Mobile Phone			2,000.00	2,000.00
HSBC Bank	4-Jul-2021	Paid Tk. 7,560 through cheque regarding the purchase from IKEA	IKEA	CHQ456307	COGS - Computer			7,560.00	7,560.00
HSBC Bank	4-Jul-2021	Deposit Tk. 2,400 cash to HSBC bank			Cash in hand		2,400.00		-2,400.00
HSBC Bank	4-Jul-2021	Paid Iron chemical Tk. 4,500 through cheque (Cheque No.: 456308)	Iron Chemical	Cheque No.: 456308	COGS - Mobile Phone			4,500.00	4,500.00
HSBC Bank	4-Jul-2021	Credit card bill of the owner is paid through bank	Ali		Drawings			640.00	640.00
HSBC Bank	8-Jul-2021	Loan repayment of Tk. 3764 to Lnan Paul through cheque	Lnan Paul		Loan from Others			3,764.00	3,764.00
HSBC Bank	9-Jul-2021	Paid ABC Chemical Tk. 15,000 through cheque for the purchase of 3 computer monitors	ABC Chemical		COGS - Computer			15,000.00	15,000.00
HSBC Bank	9-Jul-2021	Received a cheque of Tk. 4590 from Mashnoons Computer	Mashnoons Computer		Sales - Computer		4,590.00		-4,590.00
HSBC Bank	11-Jul-2021	Sell of 20 pieces Mobile Back cover to Hauque Traders for Tk. 325 each through cheque	Haque Traders		Sales - Mobile Phone		6,500.00		-6,500.00
HSBC Bank	11-Jul-2021	Paid Binol Kundu for VAT consultancy service through cheque Tk. 346	Binol Kundu		Legal & Professional Fees			346.00	346.00
HSBC Bank	11-Jul-2021	Recived from Samsung Nidia Tk. 7600 through cheque for sell of a computer monitor	Samsung Nidia		Sales - Computer		7,600.00		-7,600.00
HSBC Bank	11-Jul-2021	Conveyance paid to Soilil Khan (Salesperson) Tk. 38 through Cheque	Soilil Khan		Conveyance			38.00	38.00
HSBC Bank	16-Jul-2021	Paid Iron chemical Tk. 539 through cheque	Iron Chemical		COGS - Computer			539.00	539.00
HSBC Bank	17-Jul-2021	Paid Sandil House Tk. 6520 through cheque	Sandil House		COGS - Mobile Phone			6,520.00	6,520.00
HSBC Bank	21-Jul-2021	Sell 2 pieces of laptop batteries at Tk. 4525 each to Mashnoons Computer & received cheque	Mashnoons Computer		Sales - Computer		9,050.00		-9,050.00
HSBC Bank	21-Jul-2021	Salary paid through cheque of Tk.3780			Salary & Allowance			3,780.00	3,780.00
HSBC Bank	21-Jul-2021	Paid Janala Software of Tk. 3453 for the accounting software through cheque	Janala soft		Software - Cost			3,453.00	3,453.00
HSBC Bank	21-Jul-2021	Government Collection Fee paid of Tk. 1661 against Output VAT			VAT Payable (Output)			1,661.00	1,661.00
HSBC Bank	22-Jul-2021	SMS service charge paid of Tk. 34			Mobile Bill			34.00	34.00
HSBC Bank	23-Jul-2021	Received interest from bank of Tk.2930			Interest Income		2,903.00		-2,903.00
HSBC Bank	30-Jul-2021	Bank Charge			Bank Charge			12.00	12.00
Cash Book	1-Jul-2021	Opening Balance							0.00
Cash Book	1-Jul-2021	Started Business With Initial Investment			Capital		100,000.00		-100,000.00
Cash Book	1-Jul-2021	Open a bank account with HSBC by depositing Tk. 50,000			HSBC Bank			50,000.00	50,000.00
Cash Book	4-Jul-2021	Paid monthly office rent Tk. 100,000. Half of the floor space is occupied by Mr. Ali personal use.			Office Rent			50,000.00	50,000.00
Cash Book	4-Jul-2021	Received Tk. 5,000 cash from KK Multimedia			Sales - Mobile Phone		5,000.00		-5,000.00
Cash Book	4-Jul-2021	Deposit Tk. 2,400 cash to HSBC bank			HSBC Bank			2,400.00	2,400.00
Cash Book	5-Jul-2021	Received Cash Tk. 15,000 from Lnan Paul as Loan			Loan from Others		15,000.00		-15,000.00

Cash Book

10-Jul-2021	Purchase of office supplies from Mita Enterprise of Tk. 1500 in cash			Courier			1,500.00	1,500.00
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S.N.	Category	Accounts Type	Group Account	Accounts Name	Balance - Dr. / (Cr.)
1	BS	Assets	Current Assets	Cash in hand	16,100.00
2	BS	Assets	Current Assets	HSBC Bank	33,196.00
3	BS	Assets	Current Assets	Accounts Receivables	0.00
4	BS	Assets	Current Assets	Inventory Assets	0.00
5	BS	Assets	Current Assets	Advance Income Tax	0.00
6	BS	Assets	Current Assets	TDS Challan Receivables	0.00
7	BS	Assets	Current Assets	VDS Challan Receivables	0.00
8	BS	Assets	Non-Current Assets	Computer & Accessories- Cost	0.00
9	BS	Assets	Non-Current Assets	Computer & Accessories - Accu. Dep	0.00
10	BS	Assets	Non-Current Assets	Furniture & Fixtures - Cost	0.00
11	BS	Assets	Non-Current Assets	Furniture & Fixtures - Accu. Dep	0.00
12	BS	Assets	Non-Current Assets	Software - Cost	3,453.00
13	BS	Assets	Non-Current Assets	Software - Accu. Amort	0.00
14	BS	Equity	Capital	Capital	(100,000.00)
15	BS	Equity	Capital	Drawings	640.00
16	BS	Equity	Capital	Retained Profit/(Loss)	0.00
17	BS	Liability	Current Liability	Loan from Directors - Ali	0.00
18	BS	Liability	Current Liability	Loan from Others	(11,236.00)
19	BS	Liability	Current Liability	TDS Payables	0.00
20	BS	Liability	Current Liability	VDS Payables (Input)	0.00
21	BS	Liability	Current Liability	VAT Payable (Output)	1,661.00
22	BS	Liability	Current Liability	Accounts Payables	0.00
23	BS	Liability	Current Liability	Provision for Expenses	0.00
24	P&L	Income	Sales Income	Sales - Mobile Phone	(11,500.00)
25	P&L	Income	Sales Income	Sales - Computer	(21,240.00)
26	P&L	Income	Other Income	Interest Income	(2,903.00)
27	P&L	Expense	Cost of Goods Sold	COGS - Mobile Phone	13,020.00
28	P&L	Expense	Cost of Goods Sold	COGS - Computer	23,099.00
29	P&L	Expense	General & Admin Expenses	Salary & Allowance	3,780.00
30	P&L	Expense	General & Admin Expenses	Office Rent	50,000.00
31	P&L	Expense	General & Admin Expenses	Internet Bill	0.00
32	P&L	Expense	General & Admin Expenses	Mobile Bill	34.00
33	P&L	Expense	General & Admin Expenses	Stationary	0.00
34	P&L	Expense	General & Admin Expenses	Electricity Bill	0.00
35	P&L	Expense	General & Admin Expenses	Fees & Subscriptions	0.00
36	P&L	Expense	General & Admin Expenses	Legal & Professional Fees	346.00
37	P&L	Expense	General & Admin Expenses	License & Registration Cost	0.00
38	P&L	Expense	General & Admin Expenses	Office Entertainment	0.00
39	P&L	Expense	General & Admin Expenses	Office Supplies	0.00
40	P&L	Expense	General & Admin Expenses	Courier	1,500.00
41	P&L	Expense	General & Admin Expenses	IT Consumable & Maintenance	0.00
42	P&L	Expense	General & Admin Expenses	Bank Charge	12.00
43	P&L	Expense	General & Admin Expenses	Conveyance	38.00
44	P&L	Expense	Selling & Distribution Expenses	Carries Outward	0.00
45	P&L	Expense	Selling & Distribution Expenses	Marketing & Promotion Expense	0.00

0.00

Ali Traders
Statement of Profit and loss
For the period 31 July 2021

Income	
Sales - Mobile Phone	11,500.00
Sales - Computer	21,240.00
Total Sales	32,740.00

Cost of Goods Sold	
COGS - Mobile Phone	13,020.00
COGS - Computer	23,099.00
Total Cost of sales	36,119.00

Gross profit/(loss)	- 3,379.00
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General & Admin Expenses	55,710.00
Total expense	55,710.00
Profit before interest & Tax	- 59,089.00

Other Income	
Interest Income	2,903.00

Net Profit/(loss)	- 56,186.00
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Ali Traders
Statement of Financial Position
As at 31st July 2021

Assets	
Non-Current Assets	3,453
Current assets	
Cash in hand	16,100
HSBC Bank	33,196
Total current assets	49,296
Total assets	52,749
Liability and equity	
	-
Current liability	
Loan from Others	11,236
VAT Payable (Output)	(1,661)
Total Current liability	9,575
Total liability	9,575
Equity	
Capital	100,000
Drawings	- 640
Retained Earnings (Opening)	-
Net profit / Loss	(56,186)
Total Equity	43,174
Total liability and equity	52,749