

FASTER
**ICT – Financial and Accounting Seminars Targeting
European Regions**

WP3
**E-modules & Educational
Products**
Module 2

Anna Bánociová (TUKE)

Module 2: Accounting Plan

Accounting Legislation in the Slovak Republic

- accounting in the Slovak Republic (SR): adjusted by the **law No. 431/2002** on accounting
 - scope, methodology and verifiability of accounting
 - if they report expenses incurred for acquiring, assuring and maintaining income in order to determine their income tax base
 - scope, content and verifiability of financial statements
- keeping of the accounts: double-entry bookkeeping system / single-entry book-keeping system

Accounting Content

- subject matter of accounting:
 - keeping record of the state and movement of assets
 - state and movement of liabilities
 - difference between assets and liabilities
 - income
 - expenses
 - cash receipts
 - cash expenditures
 - profit or loss of the accounting entity

Accounting Rules

- recording and reporting of transactions of an accounting entity : in the period to which they relate temporally and factually
- cash receipts and cash expenditures: always recorded in the accounting period in which they are paid or collected
- accounting period: identical to a calendar year or equivalent to a financial year
- an accounting entity shall keep accounts in the form of a system of accounting records

Accounting Records

- accounting records include: accounting documents, accounting entries, books of account, a depreciation schedule, inventory lists, an accounting schedule, financial statements, an annual report
- an accounting entity shall prepare:
 - ordinary financial statements,
 - extraordinary financial statements,
 - interim financial statements.
- an accounting entity: keep accounts in way that its financial statements present a true and fair view of facts subject to the bookkeeping & of its financial situation

Accounting Documents

- an accounting document shall be a verifiable accounting record stating:
 - a) designation of the accounting document,
 - b) the content of the accounting transaction & identification of parties,
 - c) the monetary sum or price,
 - d) the date of issue,
 - e) the accounting transaction date,
 - f) signature of the person responsible for the transaction
 - g) the designation of accounts wherein a transaction shall be entered

Books of accounts

- an accounting entity keeping accounts in the double-entry bookkeeping system shall keep the following books of account:
 - a general journal showing accounting entries in chronological order
 - a general ledger showing accounting entries systematically from a substantive point of view

Framework chart of accounts and accounting schedule

- framework chart of accounts: comprise classes of accounts or groups of accounts or synthetic accounts, including the numerical and verbal designation

Opening of books of account

legal person open its books of account on the following dates:

date of its creation

first day of an accounting period

the decisive date

Closing of books of account

- the date of dissolution where so provided by a separate regulation,
- the last day of an accounting period,
- as of the date preceding the decisive date,
- the day immediately preceding either the date of entering into liquidation proceedings or the date that a declaration of bankruptcy takes effect.

Financial Statements: Content

- a) the business name or designation of the accounting entity; a legal person shall state its registered office, and a natural person shall state his/her permanent residence and place of business if it differs from the permanent residence,
- b) the identification number of the accounting entity if one has been assigned,
- c) the balance sheet date,
- d) the date of preparation of the financial statements,

Financial Statements: Content

- e) the period for which the financial statements are prepared,
- f) a signature record of the statutory body or that of a member of the statutory body of the accounting entity, or a signature record of a natural person as well as a signature record of the person responsible for the preparation of the financial statements and the person responsible for bookkeeping.

Financial Statements

Double-Entry
Bookkeeping:
FS Components:

Balance Sheet

**Profit and Loss
Statement**

**Notes
to the FS**

Archivation and protection of accounting documentation

- an accounting entity: protection of documentation against loss, destruction or damage for following periods:
 - a) financial statements and annual reports: 10 years,
 - b) accounting documents, books of account, a depreciation schedule, inventory lists, stocktaking reports and the accounting schedule: 5 years,
 - c) accounting records which contain information relating to the method of bookkeeping: 5years,
 - d) other accounting records: for a period of time set out in the accounting entity's archiving plan

Thank you for attention