

# ACCOUNTING II

The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

## **OBJECTIVE TEST COMPETENCIES (may include, but not limited to)**

- principles and practices of accounting for the sole proprietorship, partnership, and corporation
- financial statements
- journalizing and posting
- partnerships and corporate accounting
- ratios and analysis
- purchases and sales
- worksheets
- account classification
- bank reconciliation
- income tax
- payroll
- inventory
- plant assets and depreciation
- cost accounting/manufacturing
- budgeting and cash flow
- departmentalized accounting
- ethics

## **PRODUCTION TEST COMPETENCIES**

- financial statements
- bank reconciliation
- payroll
- trial balance
- journalizing
- inventory
- depreciation
- adjusting/closing entries

## **NBEA STANDARDS REINFORCED BY EVENT**

Accounting: accounting cycle, financial statements, special applications, payroll and banking procedures, accounting process

Computation: problem-solving applications, mathematical

Career Development: career strategy

Economics and Personal Finance: personal decision making, managing finances and budgeting

**CAREER CLUSTERS:** Business, Management and Administration; Finance

## **ELIGIBILITY**

The top five winners at the winter regional conferences may enter this event.

1. All participants must be members of the active local chapter and on record in the FBLA state and national offices as paying dues by February 15.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a prior National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **OVERVIEW**

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible.

A one (1) hour objective test will be administered based on the competencies listed. The score received on this portion of the event will constitute 50 percent of the final event score. Nongraphing calculators will be provided.

Every effort will be made to provide online computerized testing at the state level. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, Palm Pilots, or other memory storage devices are allowed.

One (1) hour will be given for the production test at the school site. Accounting or spreadsheet software must be used. Students may bring prepared templates, which may include but are not limited to a general journal, bank reconciliation, financial statements, and a worksheet. The score received on this portion of the event will constitute 50 percent of the final event score.

## **GUIDELINES**

### School Site Production Testing

1. The production portion of this event is administered prior to State Business Leadership Conference.
2. No reference materials are allowed.
3. Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
4. In case of a tie, the production test will be used to break the tie.
5. One (1) hour will be allowed for the production test at the school testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. The test must be deleted from the hard drive upon final completion of the test.
6. Students may bring prepared templates.
7. Calculators are not allowed on the production portion of the test.
8. The test must be deleted from the hard drive upon completion of the test.
9. The state office will send the test to a local test proctor at the student's location identified by the chapter adviser on the State Business Leadership Conference event entry form. The local test proctor will administer the test. Local FBLA advisers or assistants must not be proctors. Tests not returned to the state office by the designated due date will not be graded.

## **JUDGING**

Judging will be based on accuracy of printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final.

Objective tests will be machine graded. In the case of a tie in the final score, final rankings will be determined using the following tie breakers in the following order: highest score on the production test; highest score on the written test; the highest score on the last ten (10) questions of the written test and in groups of ten (10) thereafter.

## **STATE AWARDS**

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

## **NATIONAL ENTRIES**

Washington State may enter two (2) state winners in national competition.