

Award in Office Management and Administration Fundamentals



Antoine P. Portelli, CPA
Tuesday, 7 October 2025

Lecture 1:
Basic Bookkeeping

Office Administrator / Manager



Office Administrator / Manager



- ~~Maestro~~
- ~~Primo Violino~~
- ~~Light Rigger~~
- ~~Set Designer~~
- The behind-the-scenes executive making sure everything runs smoothly !

Interlinking Role



Book-Keeping...or Accounting ?

- **Book-keeping** focuses on recording and organizing financial data.
- **Accounting** is the interpretation and presentation of that data to business owners and investors.
- Book-keeping typically consists of:
 - invoicing
 - receipts and bills
 - recording business transactions
 - payroll



Book-Keeping...or Accounting ?

- Accounting typically consists of:
 - financial statements and reports
 - budgets
 - tax returns
 - analyzing business performance



The tasks that book-keepers and accountants do **vary** between businesses.

Book-keepers working for smaller businesses might do some basic accounting duties.

There's often **overlap**, and the duties may change a lot from one business to another.

Business Organisations

- Self-Employed – Sole Trader
- Self-Employed – With employees
- Partnership
- Limited Liability Company
- Public Company
- Government & Parastatal
- Group Structure
- VO's and Associations
- Trusts



Financial obligations

- Maintain proper books of account
- Keep proper and full records
- Register with the Competent Authorities
- Malta Business Registry
- Commissioner for Tax & Customs – Income Tax / VAT / PE
- Jobsplus
- Identita'
- MFSA
- MBR
- Banks
- Insurance Companies



Daily Process

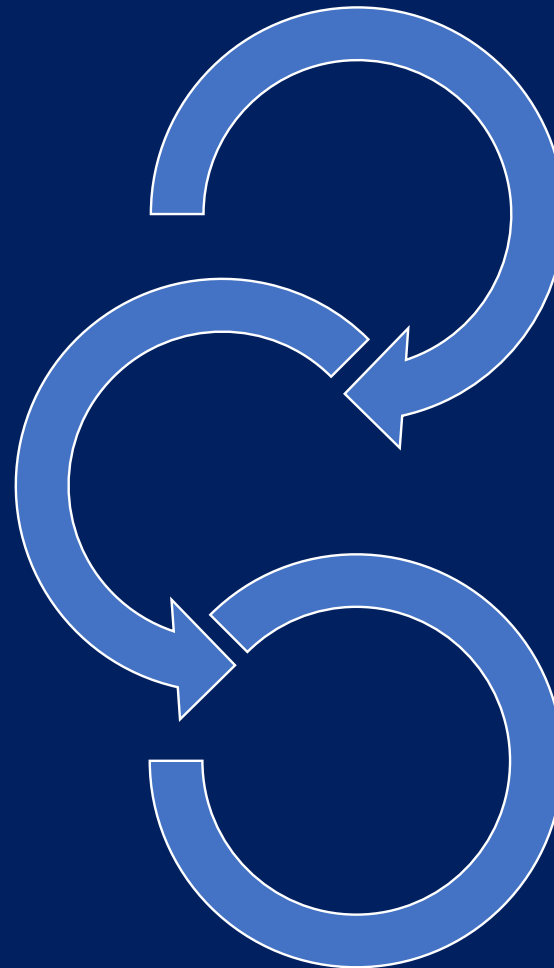
The transactions recorded in an entity must be initiated by:

- Documents
- Records
- Third party interaction
- Manual vs electronic



Process flow

- Placing Orders
- Obtaining Approvals
- Receiving Goods
- Verification
- Entry into Day Books
- Payment Authorization
- Processing Payments
- Account Reconciliation



Daily Books

- Revenue Cycle
 - Cash Transactions
 - Sales Billing
 - Fiscal Receipts / Cash Register Slips / Z Reports
 - Accounts Receivable (Debtors)



Samples of Sales Invoices

WP Lighthouse
1 Accounting Street,
Singapore

Phone: +65 21 76 22 33
Email: info@wpaccounting.com
Website: www.wpaccounting.com

Date: 20/06/17
Invoice No: 0010018
GST

To: ABC
Address: ABC

From: XYZ
Address: ABC

Customer Reference	Order Period	Invoice Type	Delivery Note No.	Due Date
	From 01/01/17	Invoice		20/06/17

Payment Terms: Cash Only

Item Code	Item Description	Quantity	Unit	Price	Discount %	Total
Service	Service01	5.00	hr	22.00		110.00
Service	Service01 (Discount)	5.00	hr	22.00		110.00
Service	Service02	1.00	car	10.00		10.00
Subtotal						220.00
VAT @ 10% (08/17)						22.00
TOTAL INVOICE						242.00

SPECIMEN FISCAL RECEIPT

VAT Reg No: 0000000000 Receipt No: 002100 No: 0 000 004

XYZ IRONMONGERY
1506, Timgi Road
VABNA

VAT DEPARTMENT
Tax Payers Code:
00000000
000000

Amount in terms
of VAT @ 00-0000

Description of Goods / Provided	Amount (Exclusive of VAT)
As per Invoice 12345	47 79

Receipt Date: 11/06/17

Customer Name & ID Number when required:
Gustaf Borg 0000 0000

CUSTOMER'S COPY

Daily Books

- Procurement Process
 - Purchase Order Management
 - Invoice Processing
 - Cash Disbursements
 - Accounts Payable (or Creditors) Management



Daily Books

- Banking Process
 - Collection of Receipts
 - Execution of Payments
 - Review of Bank Statements
 - Account Reconciliations
- Payroll Management
 - Tracking Time
 - Payroll Processing
 - Salary Settlement
 - Record Keeping



Bank Statements

Date	Description	Debit	Credit	Balance
10/01/2023	ATM Withdrawal	100.00		\$189.42
10/02/2023	Direct Deposit		50.00	\$239.42
10/03/2023	Card Payment	20.00		\$219.42
10/04/2023	ATM Withdrawal	50.00		\$169.42
10/05/2023	Direct Deposit		50.00	\$219.42
10/06/2023	Card Payment	10.00		\$209.42
10/07/2023	ATM Withdrawal	20.00		\$189.42
10/08/2023	Direct Deposit		50.00	\$239.42
10/09/2023	Card Payment	10.00		\$229.42
10/10/2023	ATM Withdrawal	10.00		\$219.42
10/11/2023	Direct Deposit		50.00	\$269.42
10/12/2023	Card Payment	10.00		\$259.42
10/13/2023	ATM Withdrawal	10.00		\$249.42
10/14/2023	Direct Deposit		50.00	\$299.42
10/15/2023	Card Payment	10.00		\$289.42



Accounting Environment

- Accounting is often referred to as the language of business.
- It allows organizations to calculate the profits or losses incurred during a specific period, such as a financial year.
- Accounting offers statistical standards that serve as a basis for evaluating an organization's overall performance.
- It delivers a universal understanding of an organization's financial health.



History

- Double-entry bookkeeping was developed in the **mercantile period** of Europe
- To help rationalize commercial transactions and make trade more efficient
- It also helped merchants and bankers understand their costs and profits
- Some thinkers have argued that double-entry accounting was a key calculative technology responsible for the birth of capitalism



History

- The father of modern accounting is Italian **Luca Pacioli**, who in 1494 first described the system of double-entry bookkeeping used by Venetian merchants in his *Summa de Arithmetica, Geometria, Proportioni et Proportionalita*.



Accounting Principles

- All users will see the same financial statements
- Principles – to provide consistent usable financial statements
 - Relevance
 - Reliability
 - Comparability
 - Understandability



Accounting Concepts

- Concepts represent the rules that are applied in recording transactions and preparing the Financial Statements
 - **Business Entity Concept**
 - **Money Measurement Concept**
 - **Historic Cost Concept**
 - **Realisation Concept**
 - **Dual Aspect Concept**
 - **Consistency Concept**
 - **Materiality Concept**
 - **Accruals Concept**
 - **Prudence Concept**
 - **Going Concern Concept**
 - **Substance over Form**



Double Entry



Double Entry

[da-bal 'en-trē]

A fundamental concept underlying present-day bookkeeping and accounting which states that every financial transaction has equal and opposite effects in at least two different accounts.

 Investopedia

The Basics of Double Entry

- In the double-entry system, transactions are recorded in terms of debits and credits.
- Since a debit in one account offsets a credit in another, the sum of all debits must **equal** the sum of all credits.
- The double-entry system of book-keeping **standardizes** the accounting process and **improves** the accuracy of prepared financial statements, allowing for improved detection of errors.
- The list of all debits and all credits, as per each individual account in the Nominal Ledger is called a **TRIAL BALANCE**.



Examples of Double Entry Transactions

Purchase of machine by cash

- **Debit** Machine Account Increase in Asset
- **Credit** Cash Account Decrease in Asset

Payment of utility bills

- **Debit** Utility Expense Increase in Expense
- **Credit** Cash Account Decrease in Asset



Cash vs. Accrual Accounting

Feature	Cash Accounting	Accrual Accounting
Timing of Revenue	When cash is received	When it is earned
Timing of Expenses	When cash is paid	When it is incurred
Financial Picture	Shows only cash in/out; can mask trends	Provides a true, complete financial picture
Complexity	Simpler	More complex
Suitability	Small businesses with cash transactions	Medium to large businesses, often a requirement for audits



Trial Balance

- In the Trial Balance, all Nominal Accounts are listed according to their Account number
- The values are listed under the Debit or Credit column
- The sum total of each column must be **equal**

Trial balance for George's Catering on the 31 st of May 2010			
	FOLIO	DEBIT \$	CREDIT \$
Baking equipment	100	12,000	
Debtors	101	0	
Bank	102	14,800	
Capital	300		15,000
Drawings	301	500	
Loan	200		1,000
Creditors	201		0
Services rendered	400		15,500
Salaries	500	4,000	
Telephone expense	501	200	
		<u>31,500</u>	<u>31,500</u>

Management Accounts

- Management accounting is the practice of:

- Identifying
- Measuring
- Analyzing
- Interpreting
- Communicating financial information

to managers for the pursuit of an organization's goals.

- Allows business to forecast and project future trends.



Financial Accounting

- Financial accounting involves:
 - Recording
 - Summarizing
 - Reporting the stream of transactions and economic activity resulting from business operations over a period of time to the public or regulators.
- The financial statements produced through financial accounting are designed to disclose the business **performance** and financial **health**.



Financial vs Management Accounting

- Managerial accounting differs from financial accounting because the **intended purpose** of managerial accounting is to assist users **internal** to the company in making well-informed business decisions.
- If managerial accounting is created for a company's management; financial accounting is created for its investors, creditors, and industry regulators.



Statutory financial statements

- Income Statement
- Statement of Financial Position
- Cashflow Statement
- Audited Financial Statements
- Tax Returns
- VAT Returns



Income statement ... or profit & loss a/c ?

- Provides information on the results of the business activity for the particular period
- **Revenue**: Turnover; Sales of Goods; Provision of Services; Other Income
- **Cost of Sales**: Opening/Closing Stock; Purchases; Manufacturing Costs
- **GROSS PROFIT**
- **Expenses**: Marketing; Administration; Financial
- **Depreciation**
- **NET PROFIT** before TAX



Balance sheet... or statement of financial position !

- Provides a **SNAP SHOT** of the status and position of the Business Organisation at a **PARTICULAR** moment in time, e.g. 31 December 2024
- 3 main sections:
 - ASSETS
 - LIABILITIES
 - EQUITY / RETAINED EARNINGS



WHAT ARE ASSETS ?

What the business possesses

- Fixed Assets
 - Tangible / Intangible
- Current Assets
 - Stock
 - Receivables (or Debtors)
 - Cash in Hand
 - Bank holdings



...and liabilities ?

- What the business owes
- LONG-TERM LIABILITIES
- Bank Loans (due over 1 year)
- CURRENT LIABILITIES
- Payables (or Creditors)
- Accruals
- Bank Overdrafts
- Statutory Dues (Tax/VAT/FSS)



Assets minus liabilities = equity

Value of what the business possesses

LESS

Value of what the business owes to others

RESULTS IN

Net Value of Business

EQUITY (SHARE CAPITAL)

Retained Earnings (past profits)



Samples of Financial Statements

THE CONVENIENCE SHOP (HOLDING) PLC Annual Report and Consolidated Financial Statements - 31 December 2023					
STATEMENTS OF COMPREHENSIVE INCOME For the year ended 31 December					
		Group		Company	
		2023	2022	2023	2022
		€	€	€	€
	Notes				
Revenue	4	46,703,341	42,430,703	2,231,037	1,822,382
Cost of sales		(39,865,879)	(36,367,008)	-	-
Gross profit		6,837,462	6,063,695	2,231,037	1,822,382
Administrative expenses		(3,817,886)	(3,025,692)	(196,929)	(217,065)
Operating profit	5	3,019,576	3,038,003	2,034,108	1,605,317
Other income	7	907,766	396,116	60,000	60,000
Finance costs	8	(824,488)	(972,455)	(251,544)	(353,589)
Finance income	9	-	-	318,500	318,500
Gain on disposal of subsidiaries		-	130,596	-	56,903
Profit before tax		3,102,854	2,592,260	2,161,064	1,687,131
Tax expense	10	(470,679)	(672,474)	(460,125)	(376,923)
Profit for the year		2,632,175	1,919,786	1,700,939	1,310,208
Profit for the year is attributable to:					
to:					
Non-controlling interest		7,124	32,085	-	-
Owners of the Company		2,625,051	1,887,701	1,700,939	1,310,208
		2,632,175	1,919,786	1,700,939	1,310,208
Basic earnings per share	22	0.54	2.90	0.35	1.98

The notes on pages 32 to 68 are an integral part of these consolidated financial statements.

Samples of Financial Statements

THE CONVENIENCE SHOP (HOLDING) PLC					
Annual Report and Consolidated Financial Statements - 31 December 2023					
STATEMENTS OF FINANCIAL POSITION					
As at 31 December					
		Group		Company	
		2023	2022	2023	2022
		€	€	€	€
ASSETS	Notes				
Non-current assets					
Property, plant and equipment	11	4,051,924	3,623,805	-	-
Intangible assets	12	13,493,677	13,466,508	4,000,000	4,000,000
Right-of-use asset	13	10,805,122	8,789,274	-	-
Investment in subsidiaries	14	-	-	171,347	171,347
Investment in associates	15	-	-	1,688	1,688
Loans receivable	16	-	-	2,160,359	3,889,000
Deferred tax asset	10	195,573	-	-	-
Total non-current assets		28,546,296	25,879,587	6,333,394	8,062,035
Current assets					
Inventories	17	3,197,815	3,160,035	-	-
Trade and other receivables	18	4,860,408	3,366,161	6,574,602	3,711,920
Cash at bank and in hand	25	2,185,078	1,211,241	186,003	4,730
Current tax receivable		-	-	67,389	16,283
Total current assets		10,243,301	7,737,437	6,827,994	3,732,933
TOTAL ASSETS		38,789,597	33,617,024	13,161,388	11,794,968

Samples of Financial Statements

THE CONVENIENCE SHOP (HOLDING) PLC
Annual Report and Consolidated Financial Statements - 31 December 2023

STATEMENTS OF FINANCIAL POSITION - continued
As at 31 December

	Notes	Group		Company	
		2023	2022	2023	2022
		€	€	€	€
EQUITY AND LIABILITIES					
Capital and reserves attributable to ordinary equity holders of the Company					
Share capital	18	4,828,000	4,700,000	4,828,000	4,700,000
Share premium		1,629,087	729,087	1,629,087	729,087
Retained earnings		3,341,208	2,190,175	1,265,522	1,016,882
		8,808,295	7,607,262	7,722,609	6,513,889
Non-controlling interest		(18,362)	(28,406)	-	-
TOTAL EQUITY		8,789,933	7,600,716	7,722,609	6,513,889
Non-current liabilities					
Borrowings	20	5,952,537	5,706,404	4,948,816	4,824,262
Lease liabilities	23	11,268,947	9,168,562	-	-
Trade and other payables	24	223,408	952,268	-	-
Deferred tax liability	10	-	155,842	-	-
Total non-current liabilities		17,454,952	15,033,176	4,948,816	4,824,262
Current liabilities					
Current tax payable		348,404	132,635	-	-
Borrowings	20	482,421	135,499	-	-
Bank overdraft	25	4	9,941	-	-
Lease liabilities	23	839,587	740,677	-	-
Trade and other payables	24	9,679,249	9,531,329	899,163	457,817
Total current liabilities		11,549,712	10,573,072	899,163	457,817
TOTAL LIABILITIES		29,004,664	25,956,248	5,438,779	5,281,279
TOTAL EQUITY AND LIABILITIES		38,794,597	33,617,824	13,161,388	11,794,968

The notes on pages 32 to 68 are an integral part of these consolidated financial statements.

The financial statements on pages 36 to 68 were approved and authorised for issue by the Board of Directors on 28 March 2024. The financial statements were signed on behalf of the Company's Board of Directors by Benjamin Mwanar (Chairman) and Joseph Pace (Executive Director) as per the Directors' Declaration in ESCF Annual report submitted in conjunction with the Annual report 2023.

Published Annual Reports

Award in Office Management and Administration Fundamentals

- As published this year
- Total of 225 pages
- Contains addresses from Chairman, and CEO
- Various Reports – Directors, Committees
- Financial Results
- Notes and Explanations



...and more Annual Reports



Company Announcements



Company Announcement

Rights Issue: Record Date and Terms of Offer

Date of announcement: 30 September 2023
Reference number: 075832

The following is a company announcement by APS Bank plc (or the "Bank") pursuant to the Capital Markets Rules issued by the Malta Financial Services Authority.

Quote

APS Bank plc refers to Company Announcement 075832, published on 29 September 2023, communicating its intention to raise €1 million in new equity via a Rights Issue of ordinary shares.

Terms of Offer and Record Date

Subject to regulatory approval, the Bank is pleased to announce that it will be offering to its shareholders (the opportunity to subscribe for new ordinary shares in the aggregate, at a rate of 3 new ordinary shares for every 10 shares held (3:1)) at a price of €0.34 per share, in the event that the Rights Issue is not subscribed in full, the unused rights will be offered to the general public via an institutional offer, and at a price of €0.34 per share.

The Rights Issue will be offered to shareholders appearing on the Bank's Register of Members maintained by the Central Securities Depository of the Malta Stock Exchange on Monday 9 October 2023 (last trading date, Thursday 1 October 2023) (the "Record Date").

All new ordinary shares will have the same rights and entitlements as all other ordinary shares currently in issue, and shall rank pari passu with them.

Regulatory Approval and Status of the Rights Issue

As already announced, the Bank is at an advanced stage to obtain regulatory approval for the Rights Issue from the Malta Financial Services Authority. The procedural and relative application forms are expected to be submitted to the Authority in November 2023.

Further announcements will be made as and when required.

Disclaimer

ANY PERSONS WHO PURCHASE, SUBSCRIBE FOR, ACQUIRE, OR OTHERWISE DISPOSE OF SHARES DURING THE RIGHTS ISSUE MUST BE AWARE ONLY OF THE BASIS OF THE INFORMATION CONTAINED IN THE ANNOUNCEMENT DATED.

For the purposes of article 2(1)(2)(c) of Commission Implementing Regulation (EU) 2018/1008, the Bank hereby announces that this company announcement includes "inside information" in terms of Regulation (EC) 843/2004 (the Market Abuse Regulation).



Grezella Bray B.A., LL.D., FCG
Company Secretary

Responsibilities: Grezella Bray, who holds the office of Company Secretary, is responsible for the proper administration of the Bank's affairs and for ensuring that the Bank complies with the provisions of the Companies Act, the Market Abuse Regulation and other applicable laws and regulations.

APS Bank plc is a company incorporated in Malta with its registered office at the Bank of Valletta, 100, Valletta, Malta. The Bank is a member of the European Central Bank (ECB) and is supervised by the ECB and the Malta Financial Services Authority (MFSA).



Company Announcement

Information to Maintain a Fair Market

Date of announcement: 28 March 2023
Reference number: APS832

The following is a Company Announcement by APS Bank plc (or the "Bank") pursuant to the Capital Markets Rules issued by the Malta Financial Services Authority.

Quote

APS Bank plc refers to the announcement made by HSB Bank Malta plc (or the "Company") on 25 March 2023 [HUBC435](#) in relation to the disclosure of information to bona fide offeror(s), and to the Bank's earlier announcement [APS870](#) of 28 November 2024.

Consistent with its regulatory obligations and good conduct practices, the Bank is informing the market that following the signing of a non-disclosure agreement between the Bank and the Company on 25 March 2023, the Bank has been granted access to a virtual data room and is commencing a due diligence exercise on the Company, with the assistance of its full team of advisors.

The Bank will keep the market informed through further company announcements whenever necessary as well as with customary Market Briefings, where appropriate.

Unquote



Grezella Bray B.A., LL.D., FCG
Company Secretary