John Q started a consulting business, John Q Public Relations, at the beginning of March 2018. The business transactions for John Q Public Relation's first month of operations can be found below. Use this information to complete the T Accounts, Trial Balance, and Financial Statements that follow.



- 3/1 Owner invested \$25,000 cash to start John Q Public Relations.
- 3/3 Paid rent expense for the month, \$1,000.
- 3/11 Purchased supplies (paper, pens, files, etc.) on account, \$2,000.
- 3/12 Paid wages expense for the month, \$4,000.
- 3/15 Purchased office equipment, \$5,000.
- 3/18 Customers paid cash for consulting services during the month, totaling \$50,000.
- 3/22 Customers paid on account for consulting services during the month, totaling \$10,000.
- 3/24 Completed inventory and found that the amount of office supplies on hand at the end of month was \$500, meaning that \$1,500 of supplies had been used during the period.
- 3/28 Received \$3,000 in cash from customers paying on their accounts.
- 3/31 Owner withdrew \$9,000 for personal use.

T-Accounts

- 1. Record all of the business transactions for John Q Public Relations in the T-Accounts below. Make sure to put the date of the transaction next to each amount.
- 2. Total each account, showing the ending balance in the appropriate "normal balance" location (shaded side). Circle the ending balances.
- 3. Write a two-digit account number next to each account name.

| 5. Write a two-digit account hu | inber next to each account name. | |
|---------------------------------|----------------------------------|----------------------------------|
| ASSETS | LIABILITIES | OWNER'S EQUITY |
| Cash | Accounts Payable | John Q, Capital (Investments) |
| Debit Credit + - | Debit Credit - + | Debit Credit - + |
| | | John Q, Drawing (Withdrawals) |
| | | Debit Credit + - |
| | | REVENUES |
| Accounts Receivable | | Fees Earned |
| Debit Credit + - | | Debit Credit - + |
| Supplies Debit Credit | | |
| + - | | EXPENSES |
| | | Rent Expense |
| Equipment Debit Credit | | Debit Credit + - |
| + - | | Cumpling Furnance |
| | | Supplies Expense Debit Credit |
| | | + - |
| | | |

Wages Expense

Credit

Debit

+

Trial Balance

Using the information in your T-Accounts, prepare a trial balance for John Q Public Relations.

- 1. List the account names in the correct order and the ending balance for each.
- 2. Total the debit and credit columns to make sure they balance.

John Q Public Relations Trial Balance March 31, 2018

| Account Title | Debit | Credit |
|---------------|-------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

Financial Statements

Use the information from the Trial Balance to create the financial statements for John Q Public.

John Q Public Relations Income Statement For the month ended March 31, 2018

| REVENUES: | | | | | |
|------------------|--|--|--|--|--|
| FEES EARNED | | | | | |
| EXPENSES: | | | | | |
| RENT EXPENSE | | | | | |
| SUPPLIES EXPENSE | | | | | |
| WAGES EXPENSE | | | | | |
| TOTAL EXPENSES | | | | | |
| NET INCOME | | | | | |

John Q Public Relations Statement of Owner's Equity For the month ended March 31, 2018

| BEGINNING CAPITAL | | | | | 0 | 00 | |
|---|--|--|--|--|---|----|---|
| ADD: INVESTMENTS | | | | | | | |
| ADD: NET INCOME (from the Income Statement) | | | | | | | |
| , | | | | | | | |
| LESS: WITHDRAWALS | | | | | | | |
| CHANGE IN OWNER'S EQUITY | | | | | | | |
| ENDING CAPITAL | | | | | | | _ |

John Q Public Relations Balance Sheet As of March 31, 2018

| <u>ASSETS</u> | <u>LIABILITIES</u> | | |
|---------------------|------------------------|--|--|
| CASH | ACCOUNTS PAYABLE | | |
| ACCOUNTS RECEIVABLE | TOTAL LIABILITIES | | |
| SUPPLIES | OWNER'S EQUITY | | |
| EQUIPMENT | JOHN Q, CAPITAL | | |
| | TOTAL OWNER'S EQUITY | | |
| | | | |
| TOTAL ASSETS | TOTAL LIABILITIES & OE | | |