

## Unit 3: TRIAL BALANCE

*"Confident walking is more successful than confused running. Follow no one but learn from everyone."*

### MEANING AND PURPOSE OF TRIAL BALANCE

- 1. Meaning:** Trial Balance is a **statement** which lists down the **debit and credit balances** of all accounts, as **at a particular date** under two **separate columns**.
- 2. Features:**
  - (a) Trial Balance is a statement and not an Account.
  - (b) The Totals of all Debit Balances and Credit Balances will be equal.
  - (c) It has **two columns - Debit Column and Credit Column**.
  - (d) It is the third stage in the Accounting Process
  - (e) Trial Balance can be prepared **on any day of accounting period**. It shows balances on that date.
- 3. Objectives / Advantages:** Third phase in accounting process, i.e. preparation of Trial Balance
  - (a) Ledger itself may be referred to only when further details are required in respect of that Account.
  - (b) Serves as a **check on Arithmetical Accuracy of books**, since **Debit and Credit Totals must agree**.
  - (c) Provides basis of preparation of Final Accounts, i.e. Financial Statements - P&L A/c & Balance Sheet.
- 4. Source for Trial Balance:** Ledger Accounts
- 5. Limitations:** Mere tallying / agreement of Trial Balance is not a conclusive proof of arithmetical accuracy. The Trial Balance may still tally with the following errors -
  - (a) Complete omission of a transaction either in journalizing or in ledger posting therefrom,
  - (b) Entry is posted twice in the ledger.
  - (c) Recording of a transaction at a wrong amount,
  - (d) Debiting or Crediting correctly in the Ledger, but in the wrong account head,
  - (e) Compensating Errors, i.e. errors whose effects nullify each other.

### FORMAT OF TRIAL BALANCE

- 1. Methods of preparation of Trial Balance:** Trial Balance may be prepared as under -

Method	What is written in Trial Balance?	Remarks
(a) Total Method	The <b>Total of Debit &amp; Credit Side of each Ledger Account</b> is recorded in the Trial Balance, in the respective columns.	<b>Merit:</b> Time taken to balance each Ledger A/c is saved. <b>Demerit:</b> Not useful for preparation of Final Accounts.
(b) Balances Method	Here, only the balance in each Ledger A/c is recorded in Trial Balance. Some accounts may have Dr. Balance while others have Cr. Balance.	<b>Most popularly used method</b> since it helps in preparation of Final Accounts / Financial Statements

<b>(c) Total &amp; Balances Method</b>	This is a combination of above 2 methods. Both Totals and Balances are indicated in separate columns in Trial Balance.	Not regularly used.
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## 2. Format of Trial Balance:

Particulars (i.e. Name of Account)	Ledger Folio	Dr, Amt (₹)	Cr. Amt (₹)
(1)	(2)	(3)	(4)

### Notes:

- In Column 1, Name of the Ledger A/c is given, e.g. Capital, Machinery, Sales, Purchases, Bank, etc.
- In Column 2, the Page Number of the Ledger is given for tracking and tracing purposes.
- In Column 3 & 4, - (a) the Dr. and Cr. Totals of the Ledger A/c are given (in Total Method), and (b) the balances of each Ledger A/c are given (in Balances Method). Under Total and Balances Method, additional columns are added, to indicate Totals and Balances separately.

## FEATURES OF TRIAL BALANCE :- DR. TOTAL = CR. TOTAL

1. The total of Debit Balances is equal to the total of Credit Balances at a particular point of time. The balances are tallied in this statement to assess whether the Fundamental Accounting Equation is satisfied or not.
2. Both the totals match due to the following reasons:
  - (a) Trial Balance is prepared based on Ledger Accounts. Entries are made in each ledger accounts based on Journal.
  - (b) Each Journal Entry contains two aspects of equal amount - Debit and Credit.
  - (c) Hence, where there is a debit to a particular account for a specified amount, there will also be a credit for the same amount in another Account.
  - (d) This leads to the equality of debit balance and credit balance.

### Important Notes in preparing Trial Balance

- Accounts with Nil balance will not be shown in the Trial Balance.
- All Accounts with balances, i.e. whether Real, Personal or Nominal, will be shown in Trial Balance.
- Accounts relating to - (a) Assets (b) Expenses (c) Losses (d) Drawings have Dr. Balance.
- Accounts relating to - (a) Capital (b) Liabilities (c) Incomes (d) Gains have Cr. Balance.
- If the Trial Balance does not agree, it may be tallied by transferring the difference of Debit or Credit to an Account known as Suspense Account. This is a temporary account opened to proceed further and to prepare the Financial Statements in a timely manner. [Such a Trial Balance may be called as **Adjusted Trial Balance.**]

## ASSIGNMENT QUESTIONS

Question 1 *(ICAI Study Material)* Pg no. \_\_\_\_\_

Given below is a ledger extract relating to the business of X and Co. as on March, 31, 2022. You are required to prepare the Trial Balance by the Total Amount Method.

Dr.		Cash Account		Cr.	
Particulars	₹	Particulars	₹		
To Capital A/c	10,000	By Furniture A/c	3,000		
To Ram's A/c	25,000	By Salaries A/c	2,500		
To Cash Sales	500	By Shyam's A/c	21,000		
		By Cash Purchases	1,000		
		By Capital A/c	500		
		By Balance c/d	7,500		
	<b>35,500</b>			<b>35,500</b>	

Dr.		Furniture Account		Cr.	
Particulars	₹	Particulars	₹		
To Cash A/c	3,000	By Balance c/d	3,000		
	<b>3,000</b>			<b>3,000</b>	

Dr.		Salaries Account		Cr.	
Particulars	₹	Particulars	₹		
To Cash A/c	2,500	By Balance c/d	2,500		
	<b>2,500</b>			<b>2,500</b>	

Dr.		Shyam's Account		Cr.	
Particulars	₹	Particulars	₹		
To Cash A/c	21,000	By Purchases A/c (Credit Purchase)	25,000		
To Purchase Returns A/c	500				
To Balance c/d	3,500			-	
	<b>25,000</b>			<b>25,000</b>	

Dr.		Purchases Account		Cr.	
Particulars	₹	Particulars	₹		
To Cash A/c (Cash Purchases)	1,000	By Balance c/d	26,000		
To Sundries as per Purchases Book (Credit Purchases)	25,000				
	<b>26,000</b>			<b>26,000</b>	

Dr.		Purchases Returns Account		Cr.	
Particulars	₹	Particulars	₹		
To Balance c/d	500	By Sundries as per Purchases Return Book	500		
	<b>500</b>			<b>500</b>	

Dr.		Ram's Account		Cr.	
Particulars	₹	Particulars	₹		
To Sales A/c (Credit Sales)	30,000	By Sales Returns A/c	100		
		By Cash A/c	25,000		
		By Balance c/d	4,900		
	<b>30,000</b>			<b>30,000</b>	

Dr.		Sales Account		Cr.	
Particulars	₹	Particulars	₹		
To Balance c/d	30,500	By Cash A/c (Cash Sales)	500		
		By Sundries as per Sales Book (Credit Sales)	30,000		
	30,500		30,500		

Dr.		Sales Returns Account		Cr.	
Particulars	₹	Particulars	₹		
To Sundries as per Sales Returns Book	100	By Balance c/d			
	100		100		

Dr.		Capital Account		Cr.	
Particulars	₹	Particulars	₹		
To Cash A/c	500	By Cash A/c	10,000		
To Balance c/d	9,500				
	10,000		10,000		

**Solution****Trial Balance of X and Co. as at 31.03.2022**

S. No.	Name of Account	Total Debit ₹	Total Credit ₹
1.	Cash A/c	35,500	28,000
2.	Furniture A/c	3,000	
3.	Salaries A/c	2,500	
4.	Shyam's A/c	21,500	25,000
5.	Purchases A/c	26,000	
6.	Purchases Returns A/c		500
7.	Ram's A/c	30,000	25,100
8.	Sales A/c		30,500
9.	Sales Returns A/c	100	
10.	Capital A/c	500	10,000
		<b>1,19,100</b>	<b>1,19,100</b>

Question 2 **(ICAI Study Material)** Pg no. \_\_\_\_\_

Taking the same information as given in Question 1, prepare Trial Balance by Balance Method.

**Solution****Trial Balance of X and Co. as at 31.03.2022**

S. No.	Name of Account	Debit Balance ₹	Credit Balance ₹
1.	Cash A/c	7,500	
2.	Furniture A/c	3,000	
3.	Salaries A/c	2,500	
4.	Shyam's A/c		3,500
5.	Purchases A/c	26,000	
6.	Purchases Returns A/c		500
7.	Ram's A/c	4,900	
8.	Sales A/c		30,500
9.	Sales Returns A/c	100	
10.	Capital A/c		9,500
		<b>44,000</b>	<b>44,000</b>

Question 3 **(CA Foundation Nov 2019) (5 Marks) / (ICAI Study Material) (Similar)** Pg no. \_\_\_\_\_

An inexperienced bookkeeper has drawn up Trial Balance for the year ended 31<sup>st</sup> March 2023.

	Dr. Balance	Cr. Balance
Provision For Doubtful Debts	250	
Bank Overdraft	1,654	
Capital		4,591
Trade payables		1,637
Trade receivables	2,983	
Discount Received	252	
Discount Allowed		733
Drawings	1,200	
Office Furniture	2,155	
General Expenses		829
Purchases	10,923	
Returns Inward		330
Rent & Rates	314	
Salaries	2,520	
Sales		16,882
Inventory	2,418	
Provision for Dep. on Furniture	364	
	<b>25,033</b>	<b>25,002</b>

Draw 'Corrected' Trial Balance, debiting or crediting any residual errors to Suspense Account.

Question 4 **(ICAI Study Material)** Pg no. \_\_\_\_\_

The following trial balance as on 31st March, 2022 was drawn from the books of fintech traders:

	L.F.	Dr. Balance (₹)	Cr. Balance (₹)
Building		60,000	-
Machinery		17,000	-
Return Outward		2,600	-
Bad Debts		2,800	-
Cash		400	-
Discount Received		3,000	-
Bank Overdraft		10,000	-
Creditors		50,000	-
Purchases		1,00,000	-
Capital		-	73,600
Fixtures		-	5,600
Sales		-	1,04,000
Debtors		-	60,000
Interest Received		-	2,600
Input CGST A/c		-	3,000
Input SGST A/c		-	3,000
Input IGST A/c		-	4,800
Output CGST A/c		5,400	-
Output SGST A/c		5,400	-
<b>Total</b>		<b>2,56,600</b>	<b>2,56,600</b>

Even though the debit and credit sides agree, the trial Balance contains certain errors. Check the accuracy of trial balance.

**Solution****Corrected Trial Balance of Fintech traders as on 31st March, 2022**

	L.F.	Dr. Balance (₹)	Cr. Balance (₹)
Building		60,000	-
Machinery		17,000	-
Return Outward		-	2,600
Bad Debts		2,800	-
Cash		400	-
Discount Received		-	3,000
Bank Overdraft		-	10,000
Creditors		-	50,000
Purchases		1,00,000	-
Capital		-	73,600
Fixtures		5,600	-
Sales		-	1,04,000
Debtors		60,000	-
Interest Received		-	2,600
Input CGST A/c		3,000	-
Input SGST A/c		3,000	-
Input IGST A/c		4,800	-
Output CGST A/c		-	5,400
Output SGST A/c		-	5,400
		<b>2,56,600</b>	<b>2,56,600</b>

## PRACTICE QUESTIONS

## MULTIPLE CHOICE QUESTIONS

- 1) A trial balance will not balance if \_\_\_\_\_
  - a) Correct journal entry is posted twice.
  - b) The purchase on credit basis is debited to purchases and credited to cash.
  - c) ₹ 500 cash payment to creditor is debited to Trade payables for ₹ 50 and credited to cash as ₹ 500.
- 2) ₹ 1, 500 received from sub-tenant for rent and entered correctly in the cash book is posted to the debit of the rent account. In the trial balance \_\_\_\_\_
  - a) The debit total will be greater by ₹ 3,000 than the credit total.
  - b) The debit total will be greater by ₹ 1,500 than the credit total.
  - c) Subject to other entries being correct the total will agree.
- 3) After the preparation of ledgers, the next step is the preparation of \_\_\_\_\_
  - a) Trading accounts
  - b) Trial balance
  - c) Profit and loss account
- 4) After preparing the trial balance the accountant finds that the total of debit side is short by ₹ 1,500. This difference will be \_\_\_\_\_
  - a) Credited to suspense account
  - b) Debited to suspense account
  - c) Adjusted to any of the debit balance account

5)

S.No.	Account heads	Debit (₹)	Credit (₹)
1.	Sales		15,000
2.	Purchases	10,000	
3.	Miscellaneous expenses	2,500	
4.	Salaries		2,500
	<b>Total</b>	<b>12,500</b>	<b>17,500</b>

The difference in trial balance is due to \_\_\_\_\_

- a) Wrong placing of sales account
- b) Wrong placing of salaries account
- c) Wrong placing of miscellaneous expenses account

**ANSWERS MCQs**

1. (c) 2. (a) 3. (b) 4. (b) 5. (b)

## TRUE / FALSE

State with reasons whether the following statement is true or false:

- 1) Preparing trial balance is the third phase of accounting process.
- 2) Trial balance forms a base for the preparation of Financial statements.
- 3) Agreement of trial balance is a conclusive proof of accuracy.
- 4) A trial balance will tally in case of compensating errors.
- 5) A trial balance can find the missing entry from the journal.
- 6) Suspense account opened in a trial balance is a permanent account.
- 7) The balance of purchase return account has a credit balance.

- 8) Trial Balance is prepared after preparing the Profit and Loss A/c.
- 9) The Trial Balance checks the honesty of the book-keeper.
- 10) The Trial Balance ensures the arithmetical accuracy of the books.
- 11) Trial Balance is an absolute proof of the accuracy of the books of accounts.
- 12) Rectification of errors are necessary to tally the trial balance.
- 13) A tallied trial balance means that the books of accounts have been prepared as per accepted accounting principles.
- 14) The rationale behind the opening of a suspense account is to tally the trial balance

### Solution

- 1) **True:** Trial balance is the third phase of accounting process which forms the base for the preparation of the final accounts.
- 2) **True:** Based on trial balance only, we can prepare financial statement.
- 3) **False:** Agreement of trial balance gives only arithmetical accuracy, there can still be errors in preparing the trial balance
- 4) **True:** Since compensating errors cancel out of due to their compensating nature of amounts, hence the trial balance tallies.
- 5) **False:** A trial balance cannot find the missing entry from the journal
- 6) **False:** Suspense account opened in a trial balance is a temporary account
- 7) **True:** The balance of purchase return account has a credit balance. As purchases are debited, any returns shall be credited (treated in opposite way)
- 8) **False:** Trial Balance is prepared before Profit & Loss A/c because all ledger balances are put on trial to ascertain the maintenance of debit and credit equality.
- 9) **False:** The trial balance helps to establish the arithmetical accuracy of ledger books.
- 10) **True:** The trial balance helps to establish the arithmetical accuracy of ledger balances.
- 11) **False:** Equal balance of trial balance is not a proof of complete accuracy e.g. trial balance cannot detect error of principle, compensating error etc.
- 12) **False:** There is no need to rectify the error in order to tally the trial balance. Trial Balance can be tallied by debiting or crediting the difference amount to the suspense account.
- 13) **False:** Trial balance only checks the arithmetical accuracy of the books. Errors of principle and errors of commission will not affect the agreement of the trial balance.
- 14) **False:** The rationale behind the opening of a suspense account is to avoid delay in the preparation of financial statements

### OBJECTIVES OF PREPARING TRIAL BALANCE

- 1) **Checking of the arithmetical accuracy of the accounting entries:** Trial Balance enables one to establish whether the posting and other accounting processes have been carried out without committing arithmetical errors. In other words, the trial balance helps to establish the arithmetical accuracy of the books.
- 2) **Basis for preparation of financial statements:** Trial Balance forms the basis for preparing financial statements such as the Income Statement and the Balance Sheet. The Trial Balance represents all transactions relating to different accounts in a summarized form for a particular period. In case, the Trial Balance is not prepared, it will be almost impossible to prepare the financial statements to know the profit or loss made by the business during a particular period or its financial position on a particular date.
- 3) **Summarized ledger:** Trial Balance contains the ledger balances on a particular position of a particular account can be judged simply by looking at the Trial Balance. The ledger may be seen only when details regarding the accounts are required.

## HOMEWORK QUESTIONS

Question 1 *(ICAI Study Material)* Pg no. \_\_\_\_\_

From the following ledger balances, prepare a trial balance of Anuradha Traders as on 31st March, 2023

Account Head	₹
Capital	1,00,000
Sales	1,66,000
Purchases	1,50,000
Sales return	1,000
Discount allowed	2,000
Expenses	10,000
Trade receivables	75,000
Trade payables	25,000
Investments	15,000
Cash at bank and in hand	37,000
Interest received on investments	1,500
Insurance paid	2,500

Question 2 *(ICAI Study Material)* Pg no. \_\_\_\_\_

One of your clients, Mr. Singhania has asked you to finalize his accounts for the year ended 31st March, 2023. Till date, he himself has recorded the transactions in books of accounts. As a basis for audit, Mr. Singhania furnished you with the following statement.

	Dr. Balance	Cr. Balance
Singhania's Capital		1,556
Singhania's Drawings	564	
Leasehold premises	750	
Sales		2,750
Due from customers		530
Purchases	1,259	
Purchases return	264	
Loan from bank		256
Trade payables	528	
Trade expenses	700	
Cash at bank	226	
Bills payable	100	
Salaries and wages	600	
Inventories (1.4.2022)		264
Rent and rates	463	
Sales return		98
	<b>5,454</b>	<b>5,454</b>

The closing inventory on 31st March, 2023 was valued at ₹ 574. Mr. Singhania claims that he has recorded every transaction correctly as the trial balance is tallied. Check the accuracy of the above trial balance.

Question 3 **(CA Foundation Dec 2021) (5 Marks) / (RTP May 2025) (Similar)** Pg no. \_\_\_\_\_

From the following information, draw up a Trial Balance in the books of Shri M as on 31st March, 2023:

Particulars	Amount	Particulars	Amount
Capital	1,40,000	Purchases	36,000
Discount Allowed	1,200	Carriage Inward	8,700
Carriage Outwards	2,300	Sales	60,000
Return Inward	300	Return Outwards	700
Rent and Taxes	1,200	Plant and Machinery	80,700
Stock on 1st April 2022	15,500	Sundry Debtors	20,200
Sundry Creditors	12,000	Investments	3,600
Commission Received	1,800	Cash in Hand	100
Cash at bank	10,100	Motor Cycle	34,600
Stock on 31st March, 2023	20,500		

Question 4 **(CA Foundation June 2022) (4 Marks)** Pg no. \_\_\_\_\_

One of your clients Mr. X asked you to finalize his account for the year ended 31st March, 2022. As a basis for audit, Mr. X furnished you with the following statement:

	Dr.	Cr.
X's Capital		4,668
X's Drawings	1,692	
Leasehold Premises	2,250	
Sales		8,250
Due from customers		1,590
Purchases	3,777	
Purchase Return	792	
Loan from Bank		768
Trade Expense	2,100	
Trade Payable	1,584	
Bills Payable	300	
Salaries and Wages	1,800	
Cash at Bank	678	
Opening Inventory		792
Rent and Rates	1,389	
Sales Return		294
	<b>16,362</b>	<b>16,362</b>

The closing inventory was ₹ 1,722. Mr. X claims that he has recorded every transaction correctly as the trial balance is tallied. Check the accuracy of the above trial balance and give reasons for the errors, if any.