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## **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 have demonstrated an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.*

### **Competencies**

At the region level, a one-hour objective test will be administered on the competencies listed below. At the state level, a one-hour objective test will be administered based on the competencies listed below, and a one-hour school-site application test will be administered on the competencies listed below.

The written objective test will focus on the principles and practices of accounting for the sole proprietorship, the partnership, and the corporation. The objective test may include questions and problems on financial statements, journalizing and posting, partnerships and corporate accounting, ratios and analysis, purchases and sales, accounts receivable and payable, worksheets, account classifications, bank reconciliation, income tax, payroll, inventory, plant assets and depreciation, cost accounting and manufacturing, budgeting and cash flow, departmentalized accounting, and ethics.

The school-site test will include problems for financial statements, bank reconciliation, payroll, trial balance, journalizing, inventory, depreciation, adjusting/closing entries, among others.

#### **Career Cluster(s):**

Business, Management, and Administration; Finance

#### **Business Education Curriculum Standard(s):**

Accounting, Career Development, Computation, Economics and Personal Finance

### **Region Eligibility**

Each chapter may enter three (3) participants who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

Participants should have had more than one (1) year of high school accounting instruction or its equivalent.

*Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event.*

It is the responsibility of the:

#### **local chapter adviser**

- to pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

#### **region adviser**

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

### **State Eligibility**

The minimum number of competitors each region may enter is the first-, second-, and third-place winners who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

#### **local chapter adviser**

- to contact the region adviser about the student who will not be attending.

#### **region adviser**

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.

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- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site.

## **Region Procedure**

1. A one-hour written objective test will be administered based on the previously listed competencies. All participants in this event must report at the event time listed in the program. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
2. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers.
4. At the Region Leadership Conference, the participant may use his or her own cordless calculator unless one is provided by the region. At the RLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

## **State Procedure—School Site/Objective Testing**

### **State Procedure—School-site Test**

The following procedures must be used:

1. The region adviser must submit the names of the RLC eligible winners on the Regional Winners Reporting Form to the PA FBLA Executive Director/State Chairman. The school-site test administrator for each eligible winner must be listed on the Regional Winners Reporting Form. **The local chapter adviser is not permitted to be the school-site administrator.**
2. The PA FBLA Executive Director/State Chairman will mail the school-site testing materials directly to the test administrator. It is the responsibility of the local chapter adviser to make the test administrator aware that he or she is to receive, administer, and return these tests in the proper pre-addressed envelope by the deadline date to the PA FBLA Executive Director/State Chairman. The chapter adviser is to provide no assistance in this process.
3. If at any time during this process it is determined that the student will not be taking the test, the test administrator must return the unopened test package **within five working days** to the PA FBLA Executive Director/State Chairman. The PA FBLA Executive Director/State Chairman will mail the test package to the next eligible participant.
4. One hour will be allowed for the test at the school-site testing site. The test cannot be administered in multiple sessions. Additional time will be allowed for general directions, equipment set up, and warm up. Problems are weighted according to difficulty.
5. Any accounting or spreadsheet software or a prepared template may be used. Problems will be weighted according to difficulty and may be completed in any order.
6. No reference materials are allowed. Calculators are not allowed on the school-site test.
7. Documents produced must be prepared by the participant without help from the adviser or any other person.

### **State Procedure—Objective Test**

1. A one-hour written objective test will be administered based on the previously listed competencies.
2. All participants in this event must report at the event time listed in the program. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the**

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remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.

3. The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.
4. Participants must furnish their own No. 2 pencils and erasers.
5. At the State Leadership Conference, the participant will be provided a calculator to use in the competitive event. Participants may not use their own calculators. At the SLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
6. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.

### **Region and State Judging**

At the Regional Conference, the following tiebreaker policy will be followed:

#### **First Tiebreaker**

- The student who has the most correct answers in the last ten questions of the test will be rated higher. Proceed to the second tie breaker only if both tests are identical.

#### **Second Tiebreaker**

- The student who has the most correct answers in the last twenty questions of the test will be rated higher. Proceed to the last thirty questions only if both tests are identical.

At the State Leadership Conference, tests will be machine and/or hand graded. Ties will be broken as follows:

#### **First Tiebreaker**

- Contestant who progressed furthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

#### **Second Tiebreaker**

- Contestant who submitted his or her completed test first will be rated higher.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbla.org/tiebreakers.php](http://www.pafbla.org/tiebreakers.php).

This event will be scored in the following manner:

- 50% objective test score
- 50% production test (school-site test) score

Judging of the school-site test will be based on the participant's printed copy. A panel of judges will evaluate the documents, and all decisions of the judges are final.

### **Region Awards**

Each region may decide the number and type of awards to be presented at the RLC.

### **State Awards**

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

### **National Conference Eligibility**

The first- and second-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the [National Chapter Management Handbook](#) for official National Leadership Conference event guidelines.

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In the event that the first- or second-place winner cannot attend, it is the responsibility of the:

**local chapter adviser**

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

**PA FBLA Executive Director/State Chairman**

- to contact the next eligible award winner about participating at the National Leadership Conference.