

# ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA



## PRACTICAL ACCOUNTING EXPERIENCE RECORD FORM

(For Employees / Trainees Completed 4 years' Experience in at least three of the following areas to be attached to Service letter with employers' certification.)

Employing Organization	:	_____										
Address	:	_____ _____ _____										
Name of the Applicant	:	_____										
AAT Student Registration Number	:	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>										
Contact No.	:	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>										

	Area of Training	Work Done <small>(Put an <input checked="" type="checkbox"/> if yes)</small>	Period		Duration in Months
			From	To	
1.0	<b>Work leading to Preparation of Books of Accounts.</b>				
	1.1. Preparation of Books of Prime Entry <i>Eg: Sales Book, Purchase Book, Returns Book etc</i>	<input type="checkbox"/>			
	1.2. Preparation of the Cash and Bank Book	<input type="checkbox"/>			
	1.3. Maintaining the Petty Cash Book	<input type="checkbox"/>			
	1.4. Preparation of Bank Reconciliation Statements	<input type="checkbox"/>			
	1.5. Preparation of Cash and Banking Summaries and Cash Reconciliations	<input type="checkbox"/>			
	1.6. Maintenance of an appropriate filing system	<input type="checkbox"/>			
	1.7. Preparing Journal entries	<input type="checkbox"/>			
	1.8. Posting entries to General Ledger and or to Subsidiary Ledgers	<input type="checkbox"/>			
	1.9. Preparing Control Accounts, eg. Debtors Control Account	<input type="checkbox"/>			
	1.10. Communicating with Customers, Suppliers and Management about matters arising from keeping accounts	<input type="checkbox"/>			
	1.11. Preparation of payroll	<input type="checkbox"/>			
	<i>Total Duration</i>				
2.0	<b>Work involving Preparation of Trial Balance</b>				
	2.1 Extracting the general Trial Balance	<input type="checkbox"/>			
	2.2 Extracting balances from subsidiary ledgers <i>Eg: Debtors Balances</i>	<input type="checkbox"/>			
	2.3 Reconciling Control Accounts	<input type="checkbox"/>			
	2.4 Ensuring the correctness of the Trial Balance	<input type="checkbox"/>			
	<i>Total Duration</i>				
3.0	<b>Work involving Preparation of Financial Statements / Reports.</b>				
	3.1 Preparing the Profit and Loss Account	<input type="checkbox"/>			
	3.2 Preparing the Balance Sheet	<input type="checkbox"/>			
	3.3 Preparing the Cash Flow Statement	<input type="checkbox"/>			
	3.4 Preparing Notes to the Accounts	<input type="checkbox"/>			
	3.5 Performing analysis on the accounts. <i>Eg: Calculation of ratios, trends, etc.</i>	<input type="checkbox"/>			
	<i>Total Duration</i>				
4.0	<b>Work involving Taxation</b>				
	4.1 Preparing VAT summaries	<input type="checkbox"/>			
	4.2 Filling VAT Returns	<input type="checkbox"/>			
	4.3 Preparing Turnover Tax Summaries	<input type="checkbox"/>			
	4.4 Computation of Income Tax	<input type="checkbox"/>			
	4.5 Filing Income Tax Returns	<input type="checkbox"/>			
	4.6 Communicating with Tax Officers.	<input type="checkbox"/>			
	<i>Total Duration</i>				

Area of Training	Work Done (Put an <input checked="" type="checkbox"/> if yes)	Period		Duration in Months
		From	To	
<b>5.0 Work involving Statutory Requirements</b>				
5.1 Preparing Routine Reports	<input type="checkbox"/>			
5.2 Calculation and Payment of EPF and ETF and PAYE Tax	<input type="checkbox"/>			
5.3 Providing for Gratuity	<input type="checkbox"/>			
5.4 Maintenance of Secretarial records <i>Eg: Share Registers</i>	<input type="checkbox"/>			
5.5 Filing Annual Returns	<input type="checkbox"/>			
5.6 Dividend Processing	<input type="checkbox"/>			
<i>Total Duration</i>				
<b>6.0 Work involving Budgeting</b>				
6.1 Participating in the Budget Committee	<input type="checkbox"/>			
6.2 Preparation of Budgets	<input type="checkbox"/>			
6.3 Finalization of Budgets	<input type="checkbox"/>			
6.4 Preparing Variance Statements of Budgets and Actual	<input type="checkbox"/>			
<i>Total Duration</i>				
<b>7.0 Work involving Costing</b>				
7.1 Payroll analysis	<input type="checkbox"/>			
7.2 Payroll analysis	<input type="checkbox"/>			
7.3 Time Sheet Analysis	<input type="checkbox"/>			
7.4 Job Card Analysis	<input type="checkbox"/>			
<i>Total Duration</i>				
<b>8.0 Work Involving Cost Estimates</b>				
8.1 Machine Chart Analysis	<input type="checkbox"/>			
8.2 Preparing Cost Estimates	<input type="checkbox"/>			
8.3 Preparing Routine Reports	<input type="checkbox"/>			
8.4 Maintaining the Cost Ledgers	<input type="checkbox"/>			
<i>Total Duration</i>				
<b>9.0 Work involving Inventories</b>				
9.1 Maintaining Stock Records	<input type="checkbox"/>			
9.2 Reconciling Stock Ledger with Bin Cards and Physical Stocks	<input type="checkbox"/>			
9.3 Participating in Stock taking	<input type="checkbox"/>			
9.4 Preparing reports on Stock take	<input type="checkbox"/>			
<i>Total Duration</i>				
<b>10.0 Other work</b>				
10.1 Maintaining Fixed Assets Register	<input type="checkbox"/>			
10.2 Communications with Suppliers and Customers	<input type="checkbox"/>			
10.3 Communication with external auditors	<input type="checkbox"/>			
<i>Total Duration</i>				

..... Applicant's Signature	..... Date
<b>Supervising Member</b>	
Name : .....	
Membership No. : .....	
* Qualification / s : .....	
Designation in Organisation : .....	
..... Supervisor's Signature	..... Date