

FLORIDA BARTER RECORDKEEPING MADE EASY

Barter Accounting

According to the IRS rulings, trade is treated the same as cash. As such, the IRS requires no differentiation in your reporting system.

Since business accounting systems are as different as the clients they serve, there is no single answer to the question of how to incorporate trade into your current accounting system. You may want to talk to your accountant about the best way to internally record trade transactions. The answer is usually simple....treat it the same as a cash or credit card transaction.

Your monthly Florida Barter account statement summarizes all trade activity. This includes every trade sale, purchase, credit and fee. Your accounting system already accounts for several methods of payment (cash, credit cards, checks, purchase orders, house accounts, extended payments, etc...) Florida Barter is just one more method of payment that you need to track.

Some helpful hints.....

√ Account for trade through your Florida Barter account and track other methods of payment through their appropriate accounts. Just be certain to include trade payments in all applicable tax and income documents.

√ Some businesses add extra columns to their ledgers for trade income and payments. In computerized accounting systems, a code designated for trade as the method of payment can accomplish the same thing.

√ Often, businesses find it helpful to create a Florida Barter house account to track purchases and sales. By entering trade sales as deposits and trade purchases as withdrawals, you now have an internal account to post trade transactions to. You can also balance your trade house account to your monthly Florida Barter statement.

√ Restaurants and retailers find it helpful to program a cash register key for trade sales.

√ Whatever method you choose, just remember that trade is an alternate unit of currency and your Florida Barter account keeps accurate accounting of that currency. If you have any questions, please call us.

FLORIDA BARTER		5	6	
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BUYER ID NO: SELLER ID NO:	1	DATE	3	AUTHORIZATION
		QTY	DESCRIPTION	UNIT COST
				AMOUNT
			TRADE	4
			TAX IN	8
		The undersigned buyer acknowledges receipt of goods/services and authorizes FB to debit buyer's account and credit seller's account by amount shown, as governed by the current trade rules and procedures.		
		BUYER SIGNATURE _____ 7		BUYER - Yellow
		SELLER - White		

The Florida Barter Trade Slip

- Buyer's Account Number/Account Name**—Enter the buying client's account number and name in the space provided.
- Seller Account Number/Account Name**—Enter your FB account number and name in the space provided.
- Description of Goods and Services**—List items sold or reference an alternate document (receipt, invoice, contract, etc....)
- Total**—Sum of all trade amounts listed.
- Date**—Enter the date of completed trade transactions.
- Authorization Number**—Call Florida Barter's Automated Trade Broker 24-hours a day for authorizations at 321/397-2070. Authorizations may also be obtained on FB's website or 321/397-2050. Follow the voice prompts for automated authorizations. Authorize every trade transaction BEFORE performing services or releasing product. Authorized

transactions are posted the following day. Transactions that should not be posted immediately should be PRE-AUTHORIZED by the Florida Barter office instead of using the Automated Trade Broker. Pre-authorized transactions will be held in escrow until Florida Barter is notified that the transaction is completed.

- Buyer's Signature**—The buyer's signature indicates acceptance of the purchase and must appear on the trade slip unless alternate documentation such as a contract, purchase order, delivery receipt, etc. is available.
- Tax In Cash**—All tax is to be paid in cash to the seller.

Trade Slip Distribution

Yellow: Maintained by the buyer unless alternate records are maintained.

White: Maintained by the seller for reference and documentation, unless alternate records are maintained.

