

**BOOKKEEPING PRACTICES IN SMALL AND MEDIUM  
ENTERPRISES IN POLONNARUWA DISTRICT**



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## ABSTRACT

Bookkeeping is one of the functions of financial accounting. Bookkeeping includes maintaining proper records and books for recording complete details of transactions made during the course of business. When the accounting practices of small and medium business is consider it can be categorized as a complying with Standard accounting practices, But Most small and medium enterprises fail to keep proper books of account and also fail to observe basic accounting procedures. As a result they can't achieve long term sustainability of the business.

This research is focused on find out what is the level of bookkeeping practices in Small and Medium Enterprises in polonnarawa district, the Primary bookkeeping practices, Ledger Keeping practices and Final Account preparation practices are considered.

Since the research study geographically confined to the Polonnaruwa District, the 100 registered small and medium enterprises situated in the 07 Divisional secretariats Division are selected for the survey. Collect primary data required for the study set of questionnaire has been distributed among the Small and medium Enterprises Owners to random sampling basis. Data collected through questionnaires are presented by bar charts, pie charts and frequency tables and univariate analysis and cross tabulation analysis are adopted to analyse variables.

According to study results, Consideration on mean and standard deviation, the primary bookkeeping practices in high level and the ledger keeping practices and Final accounting practices are in low level. The overall bookkeeping practices in Small and Medium Enterprises in Polonnaruwa District is in low level.

**Key word:** small and medium enterprises, primary bookkeeping practices, ledger keeping practices, final account preparation practices.

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