

AN ABBREVIATED AFRICAANS/ENGLISH LIST OF ACCOUNTING TERMS AS USED IN ANNUAL
REPORTS

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ABSTRACT

The object of this translation project is to provide translators with a standardised Afrikaans/English list of accounting terms as used in annual reports.

The compilation method of this translation project is set out in the Introduction. The *Introduction to Annual Reports* gives a background to annual reports and the legislation governing them. Some basic issues of terminology and lexicography as well as the descriptive and prescriptive approaches are discussed in the *General Overview of Terminology and Lexicography*. The list is preceded by a *Foreword* for prospective users. In the *Annotations* certain problematical terms are discussed with the aid of definitions. The applicability of the compilation method used in this research project is discussed in the *Conclusion*.

DECLARATION

I declare that this translation project is my own unaided work. It is being submitted in partial fulfillment of the requirements for the degree of Master of Arts in Translation in the University of the Witwatersrand, Johannesburg. It has not been submitted before for any degree or examination at any other University.

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DEDICATION

Fare os meus pais e o meu marido.
Com muito amor e carinho.

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INTRODUCTION

This translation project consists of an annotated Afrikaans/English list of accounting terms as used in annual reports, especially in the Accounting Policies, Income Statement, Balance Sheet, Notes to the Annual Financial Statements and the Statement of Sources and Application of Funds. Both English and Afrikaans annual reports from various companies were used as sources for the extraction of terms and their equivalents. Other sources, such as dictionaries and literature on the subject, were consulted to check the applicability of the terms found.

In this translation project a 'term' includes single words such as sentiaal/share and opwas/parowag, compound words such as aanlegkapitaal and share prajies, phrases such as affektiewe datum van verkryging/affective date of acquisition as well as abbreviations such as COFAS/COFAT and KIM/EIFO. The reason for using terms instead of single words is that compound words and set phrases are commonly used in practice and the translator's task is greatly facilitated if the term can be found under one entry only, instead of having to look up two or more separate entries.

The following definition of 'words' and 'terms' by Johnson and Seger (in Note, XVII, 4, p.43) further substantiates the use of terms instead of words.

Words are lexical items characterized by general reference where the referential properties are vague or generalized and not specific to any discipline. Terms are items characterized by special reference within a discipline.

All items included in this list of terms refer to the special discipline of accounting and, more specifically, to the accounting terms used in annual reports. It is therefore necessary to become acquainted with the

context in which these terms are used as well as the legislation governing annual reports which is to be found in the Companies Act, No 61 of 1973. This will be discussed in the chapter Introduction to Annual Reports. The Companies Act, No 61 of 1973 will be referred to as the Act throughout this research project.

A basic knowledge of the principles of lexicography is also important as the lexicographer is often in a position where he must decide whether an expression is current or deviant, appropriate or inappropriate for the specific context in question. It is only with the aid of theory of terminology, which deals with the relationship between concepts and their respective terms and equivalents in the target language that the lexicographer can be in a position to make the right choice or to which term is the most appropriate. Terminology also deals with the collecting, recording and dissemination of terminology information which will be discussed in the chapter General Overview of Terminology and Lexicography. It should, however, be stressed that because of the practical nature of drawing up such a list of terms the theoretical discussion on terminology and lexicography will be very brief, dealing only with the basic principles of the two subjects.

Since this list of terms is aimed primarily at translators working from *Afrikaans into English*, a combination of the descriptive and prescriptive approaches has been used in the Afrikaans side of the list. This approach involves the inclusion of every possible Afrikaans term which the translator may come across in the course of his work, regardless of whether the term is current and appropriate or not. As Hartmann states (1985, p.5), most lexicographers

would agree that it (lexicography) is above all a descriptive activity, recording existing usage rather than laying down prescriptive or normative rules.

In the case of this list of terms this statement is applicable only to a certain extent. By being descriptive as concerns the Afrikaans terms the translator's work is facilitated in the sense that he can be sure of finding any term he may come across. He is not obliged to first find the standardised term before referring to the list so as to enable him to find the appropriate English equivalent.

However, since each term and its equivalent in the target language have a specific meaning within the language of accounting, it is important that the usage of terms is standardised. By combining the descriptive and prescriptive approaches on the Afrikaans side of the list the translator is referred to the most acceptable term to be used. For example, both houermaatskappy and beheermaatskappy are commonly used to denote holding company, but since the descriptive approach was used on the Afrikaans side of this list of terms, both terms were included. Since houermaatskappy is the least acceptable of the two terms, no equivalent has been given for it and the user of the list of terms (the translator) has been referred to beheermaatskappy in the following manner:

beheermaatskappy / holding company

...

houermaatskappy (sien beheermaatskappy)

In this way the usage of subnormatiewe is prescribed. This procedure has been used in this list of terms as a means of directing the translator to the correct usage of a term. Other examples are saldo and gutsoplossende maatskappij which are the more correct terms for balans and verrekeningsmaatskappij.

In cases where more than one Afrikaans term is used for the same English concept but they are both acceptable in practice and no reason could be found for prescribing one above the other, both terms are given English equivalents. An example is houkluis and finansiële jaar which are both given the English equivalent financial year.

The prescriptive approach is used throughout on the English side of the list of terms as the purpose of drawing up such a list is to standardize the usage of terminology used in annual reports so that the translator may use the most current and appropriate terms.

Although it could be argued that the demand for an English/Afrikaans list of terms is greater since most annual reports are translated from English into Afrikaans, the need for a list such as this one was identified as a result of the lack of such a list on the market at present. Most financial, economic and accounting dictionaries available at present are from English into Afrikaans. These include the Accounting and Commercial Dictionary (Viehoorn, 1958), the Economic Dictionary (Steenkamp, 1954) and the Financial Dictionary (Geldenhuys and Viljoen, 1965).

The need for such a list was also identified because of the lack of standardized and updated dictionaries in the accounting field. For instance, the Accounting and Commercial Dictionary (Viehoorn) was published

In 1958 and Accountancy Terms (Terminology Section, Language Services Bureau) was published in 1973. These dictionaries are inadequate because in the method applied in the presentation of terms and as concerns the terms included. The Accounting and Commercial Dictionary (Vienna, 1958) lists the terms in accordance with word boundaries. For example:

report (v)

_____, annual / aktuarijski verslag

_____, annual / jaarsverslag, jaarlijkse verslag

_____, appraisal / waarderingsverslag

_____, auditor's / auditeursverslag

This method of listing the terms proves very cumbersome for the translator who wants to find the term he is looking for as easily as possible.

Also, since the introduction of the Companies Act, No 61 of 1973 some terms have become obsolete. For instance the Income and Expenditure Account has been replaced by the Income Statement, and the Profit and Loss Account has become known as the Annual Financial Statements (Sections 294 and 296 and Schedule 4, par.4(1) of the Act). Accountancy Terms (Terminology Section, Language Services Bureau, 1973), however, makes no mention of Income statement or annual financial statements and gives only equivalents for income and expenditure account / Inkomst-en-uitgavenrekening and profit and loss account / Winn-en-verliesrekening.

Since many equivalents are often given for one term, the translator is forced to make a decision as to which is the correct term. For instance,

the term holding company has the following equivalents in the following dictionaries consulted:

1. Accounting and Commercial Dictionary (Mishkin, 1958): kontrolerende (beherende) maatskappy
2. Banktaal (Sommeron, 2nd Edition, 1984): beherende maatskappy, kontrole: nde maatskappy, beheermaatskappy, huusmaatskappy
3. Economic Dictionary (Steenskerp, 1976): beheermaatskappy
4. Accountancy Terms (Terminology Section, Language Services Bureau, 1973): beherende maatskappy
5. Financial Dictionary (Geldershuys and Viljoen, 1985): beheermaatskappy

Faced with such a number of equivalents the translator can easily make an incorrect choice, especially if these terms are given as equivalents as is done in Banktaal (Sommeron, 2nd Edition, 1984). In as far as possible a one-to-one correspondence between an Afrikaans term and its English equivalent was maintained in this list of terms. Synonyms were only included where they could not be avoided and were separated from each other by the use of commas, for example, belegting / o.a. investering. Where the usage of synonyms depended on the context, the context was inserted in brackets. For example:

- omwending : 1) application (ag funds)
 2) appropriation (funds - usually with
 a view to the future)

3) employment (eg capital)

Some terms, the usage of which was considered problematical, were annotated at the end of the line of terms where arguments were given for and against the use of a particular term. In this way the choice of equivalents made by the compiler of this list of terms is substantiated and some problems which the translator may have will also be solved.

All terms included in this list have also been entered in the singular form except where common usage is in the plural as in the case of totale balans / total assets. Terms have also been entered in the lower case except abbreviations such as EIEU / FIDO. All items have also been entered in strict alphabetical order, disregarding word boundaries. This is the current method of listing terms and the most useful as it enables the translator to find the terms as easily as possible. This method is also used in the Financial Dictionary (Geldenhuys and Viljoen, 1965). For example:

| | |
|-------------------|------------------------|
| share speculation | : aandelepekulansie |
| share speculator | : aandelepekulant |
| sharesplit | : aandeleverdeling |
| share to bearer | : aandele aan toedraer |
| share trading | : aandelehandel |
| share transfer | : aandele-oordrag |

As opposed to the method used by Michalm (Accounting and Commercial Dictionary, 1958), it is clear that word boundaries are disregarded here. For the purposes of this list of terms the alphabetical method was, therefore, considered most appropriate and as such was applied to all

terms, whether they were single or compound words, phrases or abbreviations.

The main sources used for the extraction of terms were:

- ARCI Limited Annual Report, 1983.
- ARCI Limited Annual Report, 1984.
- Anglo American Corporation of South Africa Limited, 1984 Annual Report.
- The Bank of Lisbon and South Africa Limited, 1983 Annual Report.
- Barclays Bank Limited, 1983 Annual Report.
- ESCON, 1983 Annual Report.
- SASOL, 1983 Annual Report.
- Trust Bank Annual Report, 1983.
- Santresha Limited, 1986 Annual Report.
- Volkswagen Group Limited, 1984 Annual Report.
- South African Breweries Limited, 1986 Annual Report.

Since all these annual reports were obtained in English and Afrikaans, relevant Afrikaans terms were extracted and written on index cards with their relevant English equivalents together with any synonyms that may have been used. These cards were then arranged in alphabetical order and all duplicated entries were sifted out. Legislation, especially the Companies Act, No. 81 of 1973, dictionaries in the field and relevant literature were then referred to to ensure that the terms included and their English equivalents are correct and applicable. To achieve optimal standardisation accountants and technologists were consulted to determine whether these terms are acceptable in practice.

In this way the translator has access to a standardised list of accounting terms which will facilitate the translation of annual reports from Afrikaans into English.

INTRODUCTION TO ANNUAL REPORTS

Annual reports are issued by companies at the end of each financial year as a means of supplying the public with information on the financial standing of the company. In supplying information these annual reports form a means of communication between the management of the company and the users of annual reports. As Faul et al states (1975, p.381):

the accountant observes an event (transaction), converts this through an accounting system into information (message) to the recipient who receives it, interprets it and reacts to it.

It is therefore important that the users' requirements are taken into consideration and are fulfilled as far as possible for the communication to be effective. Faul et al (1975, p.382) gives certain requirements to ensure effectiveness in the communication. Annual reports must appear timely and must deal with current affairs. They must be easily understandable and contain sufficient detail. Comparative figures should be included to serve as a basis on which conclusions can be drawn. The message relayed must also be a true message and the presentation must be proper and fitting. The translator, therefore, acting as an intermediary between the sender and the receptor of the message must ensure that the information is communicated to members of another language group just as effectively whilst adhering to the same principles.

According to Bernstein (1963, p.6) the most important users of annual reports are credit suppliers, shareholders, management and auditors. The short-term credit supplier is mainly concerned with the current financial position and the liquidity of the company, which is determined by its ability to convert its assets into cash. To the creditors of the company a lack of liquidity can mean a delay in the collection of amounts due to

then. The long-term credit supplier must make a more detailed analysis which includes projections of cash flows and the evaluation of the company's long-term earning power.

Shareholders entrust their money to the management of the company so it may be applied in a profitable manner. All profits earned by the company accrue to shareholders' equity in the same way as all losses of the company are borne by the shareholders' equity. Shareholders should, therefore be able to evaluate the operations, profitability, financial standing and the capital structure of the company before investing in it. The financial position of the company is judged by its ability to meet its long and short-term liabilities and still show a profit. The evaluation of risk when investing in a company is very important as the investor in the company, that is the shareholder, stands to lose his money if the company is not profitable. According to Bernstein (1982, p.11), risk can consist of economic risk, which reflects the economic environment in which the company operates, business risk, which includes such factors as competition and management ability and financial risk which deals with the capital structure and the ability of the company to meet its liabilities. It therefore becomes clear that, besides reading the annual reports, the shareholder must also take other external general economic factors into account so as to evaluate the soundness of an investment.

Since the management of the company deals with the processes of planning and control (Paul et al, 1975, p.7), it can use the annual reports as a guide to plan and control the company's operations. Management is interested in whether the company has shown positive or negative results.

The auditor's interest in the annual report lies mainly in checking the accuracy of the data contained therein.

Other parties interested in the annual reports are the Department of Internal Revenue, which is responsible for levying income tax, the Department of Commerce and Industries as well as other organizations such as the Reserve Bank who uses the information to determine national economic trends and business conditions.

The user, however, must be confident that the information included in the annual reports is reliable. To this end, legal provisions regulating the structure and items to be included in annual reports are to be found in the Companies Act, No. 61 of 1973, especially in Chapter XI Accounting and Disclosure and in Schedule 4 of the Act, Requirements for Annual Financial Statements and Income Reports.

These annual financial statements must,

in conformity with generally accepted accounting practice, fairly present the state of affairs of the company and its business as at the end of the financial year concerned and the profit or loss of the company for that financial year (Section 236, par. 3 of the Act).

They must include a balance sheet, an income statement, a directors' report and an auditor's report (Section 236 of the Act). The balance sheet reflects the financial position of the company according to its assets, liabilities and shareholders' equity (Paul et al, 1975, p. 51). In terms of Schedule 4 of the Act, assets and liabilities

shall be summarized with such particulars as are necessary to disclose their general nature and shall be classified under headings and sub-headings appropriate to the company's business.

Special provisions are those to be found in the same Schedule for specific items to be included under assets or liabilities in the balance sheet.

The income statement shows the profit earned by the company and how it has been applied during the financial year. It consists of two sections, one of which shows the income and the other expenditure. Again, Schedule 4 of the Act lays down certain provisions dealing with the items to be included and certain matters, such as provision for depreciation and any change in the basis of accounting, must be stated by way of note.

Income or the balance sheet or contained elsewhere in the annual report must be a Statement of Source and Application of Funds showing the sources and the application of any funds received and applied during the financial year. The information to be disclosed in this statement is also stipulated in Schedule 4, paragraph 44 of the Act.

In accordance with Schedule 4, paragraph 50 of the Act, a directors' report must also be included in the annual financial statements and "shall deal in narrative form with all descriptive matters under appropriate headings". It must give a review of the operations and results of the company during the accounting period and discuss any other factors important for the appreciation of the company's state of affairs by its members.

The company's auditor must make his report after he has satisfied himself that proper accounting records have been kept by the company and that the annual financial statements

fairly present the financial position of the company and its subsidiaries and the results of its operations and that of its sub-

and in the manner required by this Act. (Section 301 of the Act).

Banking and insurance companies are, however, exempt from some of the requirements set out in Schedule 4 of the Act. These exemptions are set out in Part V of Schedule 4.

According to Section 286 of the Act,

the directors of a company shall in respect of every financial year of the company cause to be made out in one of the official languages of the Republic annual financial statements and shall lay them before the annual general meeting of the company...

Furthermore, a copy of the company's annual financial statements must be sent to every member of the company and every holder of debentures at least twenty one days before the date of the annual general meeting of the company (Section 302 of the Act).

Since the annual financial statements must only be drawn up in one of the official languages, the translation of these financial statements into the other official language is necessary, especially in the case of a public company with a large number of shareholders who are interested in the financial position of the company. Because of the bilingual nature of communication in South Africa, translation plays an important role in the diffusion of information. It is obvious that the members of the company and the holders of debentures will consist of both Afrikaans and English speaking people, hence, communication is more effective if these annual reports are translated and then issued in both official languages of the Republic.

When drawing up the annual financial statements, the compilers must adhere to the provisions of the Companies Act while ensuring that the information required by the users is included. The translator of the annual reports must ensure that the exactly the same information is conveyed to users of another language group. As Clover states (1976, p2):

Vertaling kan beskou word as die proses waardeur kommunikasie tussen twee persone wat aan verskillende taalgroepe behoort, deur middel van 'n derde, die vertaler, plaasvind. Die proses van oorsending impliseer, among anderes, dat elke taalgroep die werklikheid in dieselfde kategorieë opsoek en net verskillende name aan hierdie kategorieë gee.

The translator must ensure that he does not omit or change any information which may be of importance, besides reflecting the financial position of a company at a specific point in time, annual financial statements are also a means of communicating the information required. It is this aspect of communication that underlies the process of drawing up such statements. The information must be conveyed in an unambiguous, meaningful and understandable manner and this communication is done through language - the language of accounting. Besides having a sound knowledge of the language of accounting the translator should also convey the information in the same unambiguous, meaningful and understandable manner.

To ensure that there is no ambiguity when translating terms in annual reports, the translator should realise that every term has a specific meaning and an underlying concept. For instance, it is important that the translator working from Afrikaans into English realises that spending can be translated as apportionment, appropriation and employment depending on the context in which the term is used. Application is normally used when referring to funds, especially in the case of the Source and Application of Funds Statement in the annual report. Employment is used when

referring to capital and aggravingation is used when referring to capital which is normally used in advance. For the sake of clarity and unambiguity the translator should have some knowledge of the principles of accounting and be aware of the meaning of the terms he or she is translating to ensure that the message is conveyed properly. The translator should also be aware that certain words are used interchangeably and, sometimes, incorrectly. For instance, the Afrikaans terms, afskrywing, waardevermindering and degrasiasie have all been translated as depreciation in various annual reports. According to the Financial Dictionary (Geldenshuys and Viljoen, 1985) depreciation is degrasiasie, write-off is afskrywing and decrease in value is waardevermindering. Thus these three terms denote different concepts and, as such, cannot be used interchangeably. According to Bernstein (1980, p.297) depreciation is the

process whereby the cost of property, plant and equipment is allocated over its useful life. The purpose of depreciation is to recover from operations, by means of allocation, the original cost of an asset

Provisions for depreciation are then written off against the original value of the asset. According to Paul et al (1975, p.356),

depreciation, as the concept is used in accounting, does not mean the physical ageing of an asset. Depreciation is merely a process of allocation and not a process of valuation.

Hence, since valuation is not in question here, decrease in value or waardevermindering would not be totally appropriate if used as a synonym for depreciation. Waardevermindering, degrasiasie and afskrywing have, therefore, been given equivalent English terms in this list as they cannot be used as synonyms. The translator should be aware of the slight, but meaningful differences in the meaning of these terms.

Translators should also have some knowledge of the terms used in accounting practice to avoid mistranslations. For instance, in the ABE Ltd 1983 Annual Report, capital expenses was translated as kapitalkostnader. Estimate is, in fact, skatt (Financial Dictionary, 1965). In SASOL's 1982 Annual Report, financial returns was translated as finansiella utvinningar where the equivalent for returns is utvinningar (Financial Dictionary, 1965). Similarly, in the SAB 1984 Financial Report, directors' emoluments were translated as Direktörers uttag. The mistranslation in this case is that the equivalent for emoluments is remuneration. Emoluments are, in fact, basaluttag (Financial Dictionary, 1965). As can be seen in Paul et al (1973, p.433) emoluments fall under the umbrella concept of remuneration. Remuneration includes emoluments, pensions and compensation for loss of office. Hence, the two terms are not synonymous and are, therefore, not interchangeable.

Mistranslations such as these, especially in documents that will be read by people who will be investing in the company or by people who already have an interest in the company, should be seen in a serious light and show the need for translators who are knowledgeable in the subject matter and are therefore able to translate correctly as mistranslations and incorrect usages may reflect upon the image of the company.

The use of terminology can be checked by referring to the dictionaries available in the field. However, as has been explained in the Introduction to this translation project these dictionaries are, more often than not, outdated and unreliable. The Companies Act is also a good source of reference as it has been drawn up in both official languages and, therefore, has equivalents for the terms used. However, many of these are not consistent with those used in practice. For instance, the equivalent for

A building company is given in the Act as housemaster. The term housemaster has been replaced by housemaster through common usage. Translators should be aware of such variations in the change of terminology.

Each accounting term as used in annual reports occupies a particular place in the overall structure and cannot be used at random. As Bernstein explains (1963, p.23), "a thorough understanding of the accounting world as well as the language, the meaning, the significance and the limitations of financial communications" is necessary for an analysis of financial statements. It is essential that not only the analysts of annual financial statements but also the translators understand the special language of accounting as it makes use of very specific terms, all of which have a different underlying concept. The translator should, therefore, be able to maintain the correct concept-term relationship when selecting translation equivalents for terms in annual reports, while assuring that the message which the original was meant to convey remains unchanged.

GENERAL OVERVIEW OF TERMINOLOGY AND LEXICOGRAPHY

Since the approach used in compiling the list of terms which forms the main body of this translation project was of a practical nature, the theoretical discussion will be limited to some basic issues of terminology and lexicography in order to give the reader some insight into terminology work and the problems which may be encountered when drawing up dictionaries, glossaries or simply lists of terms, especially as concerns the collection, standardisation and dissemination of terminologies. The arguments will be discussed with special reference to the list of terms included as part of this research project.

According to Falber (1975: 10), terminology work involves

the collection and recording of concepts or terms in a specific subject field, describing or prescribing a permanent assignment of a term to a concept and vice-versa, as well as the relationship between concepts.

It was Prof. Eugen Wüster, the founder of the Vienna School of Terminology, who started the first studies on the theory of terminology. To Wüster all terminology work is based on concepts.

Jede Terminologiarbeit geht von den Begriffen aus. Sie zielt auf scharfe Abgrenzung zwischen den Begriffen. Das Reich der Begriffe wird in der Terminologie als unabhängig vom Reich der Benennungen angesehen. (in Falber, 1979a, p.23).

A term, which can consist of one or more word elements, therefore demonstrates a special concept where a concept

is any unit of thought, generally expressed by a term, a letter symbol or by any other symbol. It represents the same or common characteristics observed by man in a number of objects and is a basis for mental ordering. (Wüster in Falber, 1982, p.20).

However, concepts do not exist independently of each other but are related to one another. Wüster, in the same article as above, classified these

relations into three main categories : logical, ontological and those of effect.

Logical relations are relations of similarity and include, among others, vertical relations, the relation between the genus and species such as, vehicle > aircraft and overlapping, for example, education & learning. Ontological relations are relations of contact (in space) or of succession (in time). The most important type of ontological relations are partitive relations, that is, the relations between the whole and its parts as well as between the parts themselves. These can consist of partitive vertical relations or, the relation between the whole and part of that whole, for example, the relation between Europe and Austria. Partitive horizontal relations are formed by the parts themselves, such as the relation between Austria and Switzerland, two countries in Europe. An ontological link can then be formed by linking two individual concepts to create a whole as in the case with man & woman, a combination of the concepts man and woman. Relations of effect include, among others, relations of succession such as predator - prey, causality such as cause - effect and descent as in father - son.

The relations between the concepts and the characteristics inherent in the concepts determine the term that will be applied to each concept. A term can be formed by one or more word elements of which there are three: (Folger, 1982, p.15)

words: eg. wheel

affixes: eg. cool/ness

endings: eg. engine/s

Hence, three types of words are distinguished depending on the number of word elements:

roots (stems) : eg. line

compound words : eg. auto/wheel, cog/wheel

derivations : eg. shop/ing, pre/select/ion

It is important, however, that a distinction be made between 'word' and 'term' as far as the study of terminology is concerned. According to Falber (1982, p.14) a word is

a linguistic symbol, which can have a multiplicity of non-defined meanings and of many shades of meaning, or can be used for the designation of objects.

The shade of meaning in a word depends on the context in which it is used. Therefore, the word is dependent on context and the word form and the word context are inseparable. The term, however, is

a linguistic symbol with one or more strictly defined meanings.

It can be a word, a phrase, a letter, a graphic symbol, an abbreviation or an acronym. Terms only codify the concepts so as to give them a particular meaning within the language system.

Thus new terms are formed to denote specific concepts but because of the rapid development in all areas of human knowledge, new concepts and, subsequently, terms must be created to allow for unambiguous communication in specific subject fields. Unambiguous communication requires a permanent assignment term-concept. According to Falber (1979b, p.25) the assignment term-concept can be done in a descriptive or prescriptive manner. If the assignment is made on the basis of general usage, in other words, how the language is commonly used, it is called a descriptive standard, and if it is prescribed normatively or recommended by a stand-

ordinizing body it is a prescriptive standard. It prescribes how the language should be used and what terms are most applicable within a specific context. For example, according to the Bilingual Dictionary (Kosman et al, 1986), which is a general dictionary following the descriptive approach, depreciation can be translated into Afrikaans as waardevermindering, afwaertreke, depresiasie, minagting, klagtering and verringkasting. Since a combination of the descriptive and prescriptive approaches was used in the Afrikaans side of this list of terms, the terms waardevermindering, afwaertreke, and verringkasting, which are used most frequently in annual reports to denote the English concept of depreciation have been inserted but each one has been prescribed a different English equivalent. Thus the three terms which are used interchangeably in common language have been standardized for the specific context of accounting in which they are used. The prescriptive assignment concept-term, therefore, results in monolingual or bilingual standardized vocabularies for specific subject fields.

The main purpose of standardization is to achieve the highest degree of precision in the use of terms. Both the sender and the receiver of a message must be able to derive precisely the same meaning from a term. Standardisation, therefore, occurs when a specific term is deliberately adopted to denote a specific concept within a certain context. However, the problem of a one-to-one correspondence between terms and their concepts is encountered when trying to standardise terminology because of homonymy, polysemy and synonymy. (Falber, 1982, p.15). If several concepts are assigned to one term, homonymy occurs. For example, the term acceptance has two underlying meanings:

1. A promise to pay, by the drawer of a bill of exchange (...). The effect of the acceptance is to make the bill equivalent to a

promissory note, with the acceptor as maker and the drawer as endorser.

2. The action of one of the parties to a contract to make it valid, following the offer of another party.

(Kohler's Dictionary for Accountants, 4th Ed., 1933).

If there is a comprehensible difference in the usage of a term, one speaks of polysemy. For instance, in the context of accounting profit is:

A general term for excess of revenue, proceeds or selling price over related cost; Any pecuniary benefit arising from a commercial operation, from the practice of a profession, or from one or more individual transactions of one person.

In the context of economics profit is:

A payment or compensation to a person (entrepreneur) undertaking the hazards of enterprise; remuneration or reward for uncertainty-bearing.

(Kohler's Dictionary for Accountants, 4th Ed., 1933).

Synonymy occurs where there are different terms for one concept. For example, the terms account for, bring to account and bring into account can all be used as synonyms in the context of an annual report. Falber (1982, p.18-15) maintains that monosemence (when a term has one single meaning in a certain context) and monosemy (when one term is assigned to a concept and vice-versa) can only be achieved when terms which are always synonymous are defined in such a way that only the characteristics relevant to the specific subject field are selected and everything else is eliminated. The meaning of the term is thus confined and restricted and standardisation will occur. In practice, however, standardisation is not easily attained. Most difficulties encountered when compiling this list of terms concerned Afrikaans terminology. For instance, the terms finansieël hospitaal, hospitaal, hospitaal-voorsending and

Wörterbücher/linguistic glossaries were all used to denote the concept of Wörterbücher/linguistic glossaries. Similarly, Wörterbücher/linguistic glossaries and Wörterbücher/linguistic glossaries were used to denote Wörterbücher/linguistic glossaries/straight line basis. In cases such as these the compiler of this list of terms consulted with experts in the field so as to prescribe the most acceptable term.

In South Africa technical terminologies are collected and standardized by organizations such as the Wetenskaplike en Techniese Terminologiesentrum (KWATK). After the terms have been collected they are given to experts in the field for their sanction. It is important that experts approve of the terms as the process of standardisation would be useless if these terms were not used in practice. So as to ensure that the terms will, in fact, be used, the dissemination of these terminologies becomes important. This is most commonly done in the form of monolingual or bilingual dictionaries, glossaries or simply lists of terms.

Cluvar (1974, p.25) makes a distinction between two types of terminologists. The non-lexicographical terminologist and the terminologist as subject lexicographer. Most full-time translators can be regarded as non-lexicographical terminologists as they often create their own terms but these terms are, more often than not, not formulated into dictionaries.

Terminology users can be divided into direct users such as subject specialists like engineers, scientists, technicians, and auditors like technical writers and translators (Falber et al, 1979, p.155). Subject specialists need terminology for greater efficiency in their professional lives. Their subject fields often involve the acquisition of appropriate concepts and terms as a basis for good communication. Many of these sub-

ject specialists may themselves aid in the creation and standardization of new terms. The translator, however, has different expectations from a subject dictionary. While a subject specialist requires a dictionary that includes definitions of a term used in his specific line of work, the translator is basically looking for equivalent terms in another language, but since his knowledge of the subject matter is often limited, it is essential that he works in collaboration with subject specialists to ensure that the correct term is used.

Since different users have different requirements when referring to a dictionary, lexicographers should take their users' needs into consideration. The area to be covered also depends to a large extent on which dictionaries are available on the market and the demand for new and updated ones in the same subject field.

K. Opitz (in Hartmann, 1983, p.54) defines dictionaries in terms of their range and scope. Range is defined in terms of the dictionary's users. With the growth of specialization in certain fields, segmental dictionaries deal only with one or more well-defined areas of activity and serve specific trades and occupations. The aim of such dictionaries is to aid communication between field experts and outsiders or between specialists in a field working in different languages. They can be either monolingual and stress the communication aspect through definitions or bilingual and stress the translation aspect through equivalents in another language. Segmental dictionaries would be most appropriate for specialized terminology. Such dictionaries are determined by the extent of their scope.

The larger the scope or area of activity covered by a dictionary, the more of what is considered common language will be included in the segmental

dictionary. The fact that specialized fields make use of common language will naturally result in overlapping segments because of polysemy, that is, when the same word may have a different meaning in different contexts. Nevertheless, because a segmental dictionary is intended to isolate a distinct register from the total language, polysemy should be avoided and each term should have only one equivalent in another language and should not be open to ambiguity or varying interpretations. The segmental dictionary, therefore, is primarily concerned with terms, the aim of which is to have a fixed obligatory range of meaning.

Opitz' principles of inclusiveness and exclusiveness (in Hartmann, 1983, p. 168) give a guideline on the degree of specialization to be applied in a dictionary. The first question in this respect is what is the main scope of the field covered and where the limits of the lexicon to be included are to be drawn. Users' expectations, which are not always based on the distinction between general and segmental dictionaries should be taken into consideration. Another question is what level of proficiency the users can be expected to have. Most users of technical dictionaries look for clarity and brevity which includes the ability to find lexical items in a list.

As far as the principles of inclusiveness and exclusiveness are concerned, this list of terms can be classified as a segmental dictionary as it is limited to accounting terms used in annual reports and excludes any other general accounting and economic terms. The scope of the field is thus delimited. Since the prospective user of this list of terms, the translator, is not necessarily an accountant by profession, his knowledge of the subject matter and the terminology is limited. In adhering to the principle of clarity the compiler of this list of terms has maintained a

one-to-one correspondence between terms and their equivalents. Where this was not possible, annotations were included to aid the translator and perhaps help to solve some of the problems which he may come across. In adhering to the principle of brevity all terms, including compound words, phrases and abbreviations have been inserted in alphabetical order and not according to classes of words. In this way the translator will find it easier to find the term he is looking for. The method used for compiling this list of terms is further explained in the Introduction and in the Foreword to this list. Since translators are primarily concerned with finding ready equivalents in the other language, no definitions have been included in this list of terms.

A problem that arises when compiling bilingual dictionaries is the selection of ready equivalents for the same term with the same range of meaning. According to Al-Kasbi (in Heilmann, 1983, p.159) finding ready equivalents can be difficult because conceptual systems may differ from language to language, culture-specific terms in the source language may not have ready equivalents in the target language, the scientific and technical terminology may not exist in one of the languages and because the meaning of a term has such a fluid nature and may easily change. Nevertheless, by listing terms and their equivalents, the lexicographer helps to standardise the use of such terms. Opitz (in Heilmann, 1985, p.167) also suggests adopting one source as the trusted authority in all irregular cases as a means of maintaining consistency in the application of terms.

The problems envisaged above by Al-Kasbi were, to a large extent, not encountered in the compilation of this list of terms. Since both English and Afrikaans are the official languages of the Republic, none of the

terms are culture specific as both languages are used within the same culture. The conceptual system of accounting is also the same in both languages. However, since Afrikaans is a relatively new language in comparison to English, many of the terms have, as yet, not been standardised and are used incorrectly. Because incorrect usage is so common in Afrikaans terminology, the Financial Dictionary (Geldensuys and Viljoen, 1983) has been referred to when disputes arise as it is the most updated financial dictionary in South Africa at present.

However, it is important for the translator to realise that he plays an important role in the standardisation of new terms as he is constantly using the terminology and may consequently develop new terms which may, at a future stage, be adopted by specialists working in the field. After this basic discussion on certain problems of terminology and lexicography, the importance of the translator cannot be underestimated in the introduction of new terms into specialised vocabulary, their standardisation and dissemination.

FOREWORD

This list is aimed primarily at translators working from Afrikaans into English. The main objective in the compilation of this list is, therefore, clarity of presentation and easy accessibility of terms as a means of aiding the translator.

To this end all terms, whether in the form of single words, compound words or abbreviations, were inserted as main entries in strict alphabetical order. In this way all items are easily accessible. All terms were also included in their singular form except in cases where they are commonly used in the plural, such as liëwde kordes/liëwde funde.

A one-to-one correspondence between Afrikaans and English terms has been maintained so far as possible. Where true synonyms could not be avoided they are separated by commas. Where the usage of a term is dependent on the context, the context is inserted next to the term in brackets.

Where a term has more than one meaning the different meanings are indicated by numbers. The appropriate context for each meaning of the term is then also indicated in brackets. For example:

inkomste / 1) income (private sector)
2) revenue (public sector)

This list of terms was compiled with the objective of standardizing the usage of accounting terms in annual reports. The descriptive approach was used on the Afrikaans side of the list whereby all terms which may be encountered are listed. The usage of Afrikaans terms, however, is

standardised by means of cross-references to the correct term. English terms are standardised as a result of the prescriptive approach.

It is to be noted that this list of terms is limited to accounting terms used in annual reports only. General economic and accounting terms have been kept to a minimum and are only included if they are used in annual reports.

AFRIKAANS/ENGLISH LIST OF ACCOUNTING TERMS

A

| | |
|---------------------------|------------------------|
| ambevola dividend | recommended dividend |
| andael | share |
| andaelhouer | shareholder |
| andaelhouerbestand | shareholders' interest |
| andaelhouerbesitwit | shareholders' equity |
| andaelhouerfonds | shareholders' funds |
| andael-anspooringkema | share incentive scheme |
| andaelbelegging | share investment |
| andaelbesit | shareholding |
| andaelkapitaal | share capital |
| andaele met par-waarde | par-value shares |
| andaele-opsieskema | share option scheme |
| andaelopremie | share premium |
| andaelopreterekening | share premium account |
| andaele sonder par-waarde | non par-value shares |
| andaele teen wagnis | shares at cost |
| andaele teen waarde | shares at valuation |
| andaelrekenasie | share transaction |
| andaele uitgawe | shares issued |
| andaele-uitgifte | share issue |
| andaele verhandel | shares traded |
| aanvalms verlies | adjusted loss |
| aanvalms (1) | adjustment |
| aanvalms (see verkryging) | |
| aanvalmsgeld | application money |

| | |
|--|---|
| aanspreekbaarheid | liability |
| aanspreekbaarheidsmethode | liability method |
| aansluiting (zie aanspanning) | |
| aanteekeninge by die finansiële state | notes to the financial statements |
| aanvullend | supplementary |
| aanvullende bedryfs-inkomststate van die groep | supplementary group current cost income statement |
| aanvullende reserwe | supplementary reserve |
| aanvullende voorraad | supplementary stock |
| aanwending | 1) application (eg funds) (2) 2) appropriation (funds - usually with a view to the future) 3) employment (eg capital) |
| aanwending van fondse | application of funds |
| aanwending van kapitaal | employment of capital |
| ard van besigheid | nature of business |
| abnormale item | abnormal item |
| afgetrewe bedrag | amount written off |
| aflos | redem |
| aflosbaar | redeemable |
| aflosbare aandele | redeemable shares |
| aflosbare skuldbrief | redeemable debenture |
| aflosbare voorkeursaandele | redeemable preference share |
| aflossing | redemption |
| aflossingswaarde | redemption value |
| afskryf | write off |
| afskrywing | write-off |
| afskrywingswaarde | write-off value |
| afsettoelaa | retirement allowance |

| | |
|---------------------------------|----------------------------|
| afbrekking | deduction |
| aktes | acceptance (accepted bill) |
| akceptans | acceptance (of a bill) |
| aktywa | excise |
| aktywalysting (S) | excise tax |
| aktywaar | excise duty |
| aktes van oprigting | articles of association |
| aktywistiese waardasie | actuarial valuation |
| algemene jaarvergadering | annual general meeting |
| algemene reserve | general reserve |
| algemene verkoopbelasting (AVB) | general sales tax (GST) |
| amalgamasie | amalgamation |
| amortisasie | amortisation |
| amortisasiefonds | amortisation fund |
| amortisasiefondsgrondslag | amortisation fund basis |
| amortiseer | amortise |
| ander | other |

F

| | |
|---|---|
| balans (see saldo) (4) | |
| balansheet | balance sheet |
| banklening | bank loan |
| basis van konsolidasie (see konsolidasiegrondslag) | |
| basis van voorbereiding (see voorbereidingsgrondslag) | |
| basis van waardasie (see waardasiegrondslag) | |
| bate | asset |
| batedeling | asset sharing |
| bates in bedryf | commissioned assets |
| batoewarde | asset value |
| baten | amount (V) |
| bedrag | amount (M) |
| bedrag afgeskryf | amount written off |
| bedrag boetae | amount set aside |
| bedrag gekapitaliseer | amount capitalised |
| bedrag oorgegee | amount transferred |
| bedrag opgegee (see bedrag boetae) | |
| bedrag verankelig | amount owing, amount due |
| bedryf | operations |
| bedryfsaktiviteite (see bedryf) | |
| bedryfsbute | 1)current asset(balance sheet)(5) 2)working asset(in production process) |
| bedryfsinkomste | operating income |
| bedryfskapitaal | 1)working capital 2)operating capital |

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| | |
|---|--|
| bedryfskuntarveloed | operating cash flow |
| bedryfskoste | 1) operating costs 2) working costs |
| bedryfskulas | current liability |
| bedryfskoste | working expenses |
| bedryfskursus (see bedryfskurplus) | |
| bedryfskurplus | operating surplus |
| bedryfsresultaat | operating results |
| bedryfsuitgaves | operating expenditures |
| bedryfskurplus | operating surplus |
| bedryfsverlies | operating loss |
| bedryfswin | operating profit |
| bedryfsigheid | activity |
| bahermaatskappy (6) | holding company |
| belaste voordienste (see teruggehoue voordienste) (7) | |
| belang | interest |
| belang in filiaal | interest in subsidiary |
| belang in filiaalmaatskappy | interest in subsidiary company |
| belaste bedryfskurplus | taxed operating return |
| belaste bedryfswin | taxed operating profit |
| belaste rente | taxed interest |
| belaste verlies | taxed loss |
| belaste wins | taxed profit |
| belasting | tax, taxation |
| belastingoewersping | tax adjustment |
| belastingoewersping | tax saving |
| belasting betaal | tax paid |
| belastingheffing | tax levy |
| belastinghoors | tax rate |

| | |
|---|------------------------------------|
| belastinghuste | tax charges |
| belasting op omzetgevoerde wins | undistributed profits tax |
| belastinguitstelling | tax defersent |
| belastinguitwerking | tax affect |
| belastingverlies | tax loss |
| belastingvoordeel | TAX benefit |
| belagging (bv in aandelen) (S) | investment |
| belaggingsactiviteit | investment activity |
| belaggingsinkomste | investment income |
| belaggingskorting (see investeringskorting) | |
| belaggingskortingsvoordeel (see investeringskortingsvoordeel) | |
| belaggingstoeslce (see investeringskorting) | |
| benut | utilize |
| benutting | utilization |
| berakne | calculate, compute |
| besoldiging | emoluments |
| betaelbaar | payable |
| boekbedrag | book amount |
| boekjaar | financial year |
| boekjaar einde | financial year-end |
| boekwaarde | book value |
| bo kostprij | above cost |
| bron en aanwending van fondsen | source and application of funds |
| bron van fondsen | source of funds |
| bron van kapitaal | source of capital |
| bruikhuur | leasing |
| bruikhuurbaten | leased assets |
| bruikhuurslaste | leasing charges |

| | |
|---------------------------------------|--------------------------------------|
| bruto omsat | gross turnover |
| bruto omsatstijfer | gross turnover figure |
| bruto waarde | gross value |
| bruto winstmarge | gross profit margin |
| buigzame termynlening | flexible term loan |
| buite-aandeelhouders | outside shareholders |
| buite-aandeelehouersbelang | outside shareholders' interest |
| buite-finansieringsverhouding | (see halfbeoefinansiering) |
| buitelandse belasting | foreign tax |
| buitelandsebelastingdifferensiaal | foreign tax differential |
| buitelandse filiaal | foreign subsidiary |
| buitelandse gezamenlijke maatschappij | foreign associated company |
| buitelandse termynlening | foreign term loan |
| buitelandse valuta | foreign exchange (F) |
| buitelandsevaluta-aanpassing | foreign-exchange adjustment |
| buitelandsevalutabalans | foreign exchange balance |
| buitelandsevalutaoverschot | foreign exchange deficit |
| buitegewone afskrywing | extraordinary write-off |
| buitegewone item | extraordinary item |
| buitegewone verlies | extraordinary loss |
| buitegewone voorziening | extraordinary provision |
| buitegewone wins | extraordinary profit |
| bykomende deprekasie | additional depreciation |
| bykomende waardevermindering | additional decrease in value |
| lyste tot die finansiële state | schedule to the financial statements |

C

CDPOT (constantbed:yrwin
na balancing)

CDPOT (cash operating
profit after tax)

D

| | |
|--|-------------------------|
| debit | debit(s) |
| debitaar | debit, charge (v) |
| debitaar teen | charge against |
| debtour | debtor |
| delging | redemption |
| delgingsfonds | redemption fund |
| deposito | deposit |
| depositsaatska | deposit value |
| depressie (ID) | depreciation |
| depressiegrondslag | basis of depreciation |
| depressieskousse | depreciation charges |
| depressies tydperk | depreciation period |
| depressies | depreciate |
| depressiebare bate | depreciable asset |
| diensgeld | service fee |
| direksie | board of directors |
| direkteur | director |
| direktoure se verslag (sien Direktoureverslag) | |
| direktoure se verslag (sien Direktoureverslag) | |
| direktouersbelang | directors' interest |
| direktouersbesoldiging | directors' emoluments |
| direktouersoorlog | directors' review |
| direktouersverslag | directors' remuneration |
| direktouersverslag | directors' report |

| | |
|----------------------|--|
| direktørpengeordning | directors' valuation |
| diskonto | discount |
| divers | miscellaneous, sundry |
| diverse | sundry |
| diverse indkomste | miscellaneous income, sundry income |
| dividend | dividend |
| dividendbelaid | dividend policy |
| dividend betalt | dividend paid |
| dividenddækning | dividend cover |
| dividende anbeføvel | dividende recommended |
| dividende betalbar | dividends payable |
| dividende erklæret | dividends declared |
| dividendindkomste | dividend income |
| dividendopbring | dividend yield |
| doerne | customs |
| drabedrag | carrying amount (equity accounting) |
| drøvsæde | carrying value (equity accounting) |

E

| | |
|---|--|
| eerste divid. | 1) first dividend (in a series) 2) first dividend (first ever issued) |
| effek | stock (11) |
| effekte | securities (11) |
| effektebeest | stockholding |
| effekte van de Staat (see staats-effekte) | |
| effektieve belastingkoers | effective tax rate |
| effektieve datum | effective date |
| effektieve datum van verkrijging | effective date of acquisition |
| effektieve koers | effective rate |
| effektieve koste | effective costs |
| eiendom | property |
| eiendomsgrond | freehold land |
| FIFO (eerste-in-eerste-uit) | FIFO (first in, first out) |
| einddividend | final dividend |
| eindresultaat | final result |
| eindsaldo | closing balance |
| economische levensduur | economic life |
| equiteit | equity |
| equiteitsaandeel | equity share |
| equiteitsaandeelkapitaal | equity share capital |
| equiteitsbelang | equity interest |
| equiteitskapitaal | equity capital |
| equiteitsmethode | equity method |
| equiteitsmethode van verzoekwijzing | equity method of accounting |

| | |
|-----------------------------------|------------------------------|
| skiltsverandering | equity change |
| skiltsverantwoorde verdiensite | equity accounted earnings |
| skiltsverliesite | equity earnings |
| skiltswaarde | equity value |

| | |
|--|----------------------------|
| fabrykarnote | invoice costs |
| fasiliteit | facility |
| filiaal | subsidiary |
| filiaalinstekappy | subsidiary s.c., any |
| finale dividend (see aindividend) | |
| finansieële huikhuur | financial leasing |
| finansieële huikhuurkontraak | financial lease |
| finansieële huikhuurconvenansa (see finansieële huikhuur- kontraak) | |
| finansieële jaar | financial year |
| finansieële jaarslote | financial year-end |
| finansieële jaarslote | annual financial statement |
| finansieële leenkapitaal | financial loan capital |
| finansieële slant | financial statement |
| finansieële statistiek | financial statistics |
| finansier | finance |
| finansieringsbedrywigheld | financing activity |
| finansieringsbeleid | financing policy |
| finansieringskoste | finente charges |
| finansieringstransaksie | financing transaction |
| fondsbasis | fonds basis |
| fonse uit bedryf | fonds from operations |
| fonse voorhande | fonds on hand |

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| | |
|---|--------------------------------------|
| geassoneerde maatskappy(12) | associated company |
| gebeurlikheidsreserwe | contingency reserve |
| gedebiteer teen | charged against |
| gedeeltelike konsolideasie- metode | partial consolidation method |
| geopreieerde historiese koste | depreciated historical costs |
| geopreieerde vervangings- koste | depreciated replacement costs |
| gefaktureerde koste | invoiced costs |
| gefaktureerde verkope | invoiced sales |
| gekapitaliseer | capitalised |
| gekapitaliseerde waarde | capitalised value |
| gekonsolideerde | consolidated |
| gekonsolideerde balansreken- selskap | consolidated balance sheet |
| gekonsolideerde filiaal | consolidated subsidiary |
| gekonsolideerde finansiële state | consolidated financial statements |
| gekonsolideerde inkomestelsel | consolidated income statement |
| gekonsolideerde wins | consolidated profit |
| gekontraakteer | contracted |
| gelede | fee |
| geledeheid | currency |
| geelyk besit | equally owned |
| geoorloofde | authorized |
| geoorloofde aandele | authorized shares |

| | |
|---|--------------------------------------|
| geautoriseerde aandelenkapitaal | authorized share capital |
| geautoriseerde kapitaal | authorized capital |
| gemiddelde kosten | average costs |
| gemiddelde kostengrondslag | average cost basis |
| gemiddelde prijs | average price |
| gelist | listed |
| gelisteerde aandelen | listed share |
| gelisteerde belegging | listed investment |
| gelisteerde effect | listed stock |
| gelisteerde aandelen | listed equity |
| geïntroduceerde rekenrekening | chartered accountant |
| geopenbaarde groepwinst | disclosed group profit |
| geopenbaarde inkomste | disclosed income |
| geopenbaarde reserve | disclosed reserve |
| gepubliceerde | audited |
| gepubliceerde resultaten | audited results |
| geprojecteerde voordeel- waardeslaggrondslag | projected benefit valuation basis |
| geraande economische levensduur | estimated economic life |
| geraande daarbijwende waarde | assisted residual value |
| geregistreerde kantoor | registered office |
| geregistreerde onge- sekerde schuldbrief | registered unsecured debtenture |
| gecombineerde boekwaarde | combined book value |
| gezetuurd (13) | secured |
| gezekureerde lening | secured loan |
| gezekureerde schuldbrief | secured debtenture |
| gezekureerde verplichting | secured liability |
| gewone aandelen | ordinary share |

| | |
|---|--|
| gewone aandeelhouer | ordinary shareholder |
| gewone aandeelhouersaandwiteit | ordinary shareholders' equity |
| gewone aandele besit | ordinary shares owned |
| gewone aandelekapitaal | ordinary share capital |
| gewone aandelepremie | ordinary share premium |
| gewone aandeleprys | ordinary share price |
| gewone dividend | ordinary dividend |
| gewone kapitaal | ordinary capital |
| groedeking | recoupment |
| groedkoers | growth rate |
| groep | group |
| groep se ryfsirkulante | group operating profit |
| groep se "skoste- inligtingstaat" | group operating cost income statement |
| groepbedryfsuitleg | group operating profit |
| groeppolisi | group policy |
| groep finansiële jaartaal | group annual financial statement |
| groeppasies | group assets |
| groepekapiitaal | group capital |
| groepprofiel | group turnover |
| groeptaal van toegevoegde waarde | group value added statement |
| groepprofiel | group profit |
| grondslag van gemiddelde koste (sien greeksedeldehoes grondslag) | |
| grondslag van historiese koste (sien historiese grondslag) | |
| grondslag van konsolidasie (sien konsolidasiegrondslag) | |
| grondslag van markewaarde (sien markewaardegrondslag) | |
| grondslag van 'n aortisasiefonds (sien aortisasie fondisgrondslag) | |

grondslag van vaste posten (zie reguilygrondslag)

grondslag van verminderende saldo (zie verminderingsaandelen
grondslag)

grondslag van volle openbering (zie volle-openberings-
grondslag)

grondstof raw material

groot handelsbureau major shareholders

8

| | |
|---|------------------------------------|
| halfjaarlijks | half-yearly |
| handel | trade |
| handelsbedrijvigheid | trade activity |
| handelsdebiteur | trade debtor |
| handelsrekening | trade account |
| handelswinst | trading profit |
| heersendekosten berekeningsgrondslag | current cost accounting basis |
| heersende prijs | current cost |
| heersende termijn | current term |
| heersende waarde | current value |
| heffingsfinanciering (14) | gearing |
| heffing | levy |
| herbeleg | reinvest |
| herwaardering | revaluation |
| herwaarderingsoverplus en -tekort | revaluation surplus and deficit |
| herwaardering van baten | revaluation of assets |
| herwaarderingstoename | revaluation increase |
| herwaardeer | revalue |
| herwaardering (zie herwaardering) | |
| historische boekwaarde | historical book value |
| historische koste | historical cost |
| historische kostengebruik | historical cost convention |
| historische kostengrondslag | historical cost basis |

| | |
|--|-------------------------------------|
| historiese koste rekeningkundige grondslag | historical cost basis of accounting |
| hoof rekeningkundige beleid | principal accounting policies |
| hoof rekeningkundige beleidswegings (sien hoof rekeningkundige beleid) | |
| Rekeningskoppeling (sien beheerwettingskoppeling) | |
| huidige boekjaar | current financial year |
| huidige finansiële jaar | current financial year |
| huidige gedeelte (sien lopende gedeelte) | |
| huur | lease |
| huurgelde | leasing fees |
| huurkoste | leasing charges |
| huurpagaaldienste (sien pagadiens) | |

| | |
|--|--|
| in berekening bring (see in rekening bring) | |
| indexmethode | indexing method |
| inflatieboekhoudende | inflation accounting |
| inflatieboekhouding (see inflatieboekhoudende) | |
| inflatieafschryvingsgrondslag | inflation write-off basis |
| inkomste | 1)Income (private sector) (15) 2)Revenue (public sector) |
| inkomstebelasting | income tax |
| inkomstebelastingbesparings | income tax savings |
| inkomstebelastingwaarden | income tax values |
| inkomste-iva | income tax |
| inkomsterekening | 1)Income account (private sector) 2)Revenue account (public sector) |
| inkomtestaat | income statement |
| inkomste uit beleggingen | income from investments |
| inkomste uit filialen | income from subsidiaries |
| inkomste voor belasting | income before tax |
| inkorporatiedatum | date of incorporation |
| in rekening bring | bring into account, account for, bring to account |
| inschryfprijs (see inschrijvingsprijs) | |
| inschrijvingsprijs | subscription price |
| instandhouding | maintenance |
| interne fondsen | internal funds |
| interne kasstroom | internal cash flow |
| intoyes reserves | inter reserves |

| | |
|----------------------------------|------------------------------|
| intern geskep | internally generated |
| in uitreiking | in issue |
| investerings (bv. in masjinerie) | investment |
| investeringskoers | investment rate |
| investeringskortings | investment allowance |
| investeringskortingsvoordeel | investment allowance benefit |
| investeringsprogram | investment programme |
| isen | iron |

3

| | |
|-------------------------|-------------------------|
| jaarsinde | Year-end |
| jaarlike beruggaoue win | Annual retained profits |
| jaarlike delging | Annual redemption |
| jaarlike groeihoere | Annual gr.th rate |
| jaar van eflassing | Year of redemption |
| jaarverslag | Annual report |

K

| | |
|--|---|
| kapitaal | capital |
| kapitaal aangewend | capital employed |
| kapitaalaflossing- reservefonds | (see kapitaaldelgings- reservefonds) |
| kapitaalbegroting | capital budget |
| kapitaalbehoeftes | capital requirements |
| kapitaalbesteding | capital expenditure |
| kapitaaldelgings- reservefonds | capital redemption reserve fund |
| kapitaal goedgekeurd | capital authorized |
| kapitaalhoorting | capital allowance |
| kapitaalkosten | capital costs |
| kapitaal/omsetverhouding | capital/turnover ratio |
| kapitaal ontwikkelingsfonds | capital development fund |
| kapitaalrekening | capital estimate |
| kapitaalrekening | capital account |
| kapitaalreserve | capital reserve |
| kapitaalsaldo | capital balance |
| kapitaalvergoeding | capital repayment |
| kapitaalvergoede | capital expenditure |
| kapitaalverhouding (see kapitaal/aansparing) | |
| kapitaalvermeerdering | capital increase |
| kapitaalvorming | capital formation |
| kapitaalwerken | capital works |
| kapitaalwinst | capital profit |

| | |
|----------------------------------|-----------------------------|
| kapitaalwaac | capitalize |
| kenningsgeving aan aandelhouders | notice to shareholders |
| klandisewaarde | goodwill |
| klandisewaarde verzekeren | goodwill set-off |
| kwantiteit | quantity |
| kwantiteits | consolidation |
| kwantiteitsgrondslag | basis of consolidation |
| kas | cash |
| kasbedrijfsresultaat | cash operating profit |
| kas bij bank | cash with bankers |
| kasfondsen | cash fund |
| kas in transitie | cash in transit |
| kasmiddelen | cash resources |
| kas op aanvraag | cash at call |
| kasstroom | cash flow |
| kas voorhande | cash on hand |
| koopprijs | purchase price |
| corporatie | corporation |
| corporatieve aangelegenheid | corporate matter |
| corporatieve hoofdkantoor | corporate headquarters |
| korting | allowance |
| korttermijnfaciliteit | short-term facility |
| korttermijncapitaal | short-term capital |
| korttermijnverplichting | short-term liability |
| korttermijnlening | short-term loan |
| koopkosten | cost |
| kosten | 1) charges (16) 2) costs |
| kostenbesparing | cost saving |

| | |
|------------------------------|--------------------------------|
| knote van kapitaal | cost of capital |
| knote van verkoopscorruptie | cost of sales adjustment |
| knoteverlaging | cost reduction |
| creditor | creditor (x) |
| creditor | creditor (y) |
| creditor | creditor |
| kumulatieve aandelen | cumulative shares |
| kumulatieve voorkeuraandelen | cumulative preference shares |
| kumulatieve voorkeurdividend | cumulative preference dividend |

L

| | |
|-------------------------------|---------------------------|
| langtermyaflossing | long-term redemption |
| langtermyreize | long-term asset |
| langtermyrelegging | long-term investment |
| langtermyreus | long-term liability |
| langtermyrekening | long-term loan |
| langtermyverplichting | long-term liability |
| leas | liability |
| leen | 1) loan (17) 2) lend |
| leekapitaal | loan capital |
| leentijdperk | loan period |
| leervermogen | borrowing capacity |
| lezer | 1) borrower 2) lender |
| lening | loan |
| lenings | borrowings |
| leningsaflossingskosten | loan redemption charges |
| leningsaanwaarschijning | loan amortisation charges |
| leningsbevoegdheid | borrowing powers |
| leningseffect | loan stock |
| leningsfonds | loan fund |
| leningsgedeelte | loan portion |
| leningsgedeelte van belasting | loan portion of taxation |
| leningskapitaal | loan capital |
| leningskosten | loan charges |

FD
17
CJ

| | |
|--------------------------------|--|
| LEEU (laaste-in-oorste-ele) | LEFO (last in, first out) |
| likiditeit | liquidity |
| likiede bronne | liquid resources |
| likiede fondse | liquid funds |
| likiditeits | liquidation |
| loon | wage |
| lopend | current |
| lopende belasting | current tax |
| lopende gesolte | current portion |
| lopende inkomste | 1) current income (private sector) 2) current revenue (public sector) |
| lopende koste | current cost |
| lopendekost-aanpassing | current cost adjustment |
| lopendekost-ekwivalent | current cost equivalent |
| lopendekostgrondslag | current cost basis |
| lopendekosthandelwin | current cost trading profit |
| lopendekost-inkomstestoot | current cost income statement |
| lopendekostverdienske | current cost earnings |
| lopendekostwin na belasting | current cost profit after tax |
| lopende waarde | current value |
| lopende win | current profit |

H

| | |
|---------------------------|-------------------------|
| maatshappij | company |
| maatshappijbelasting | company tax |
| maatshappijstatute | articles of association |
| maatshappijvoorraad | company stock |
| Maatschappijwet | Companies Act |
| markprijs | market price |
| markwaarde | market value |
| markwaardegrondslag | market value basis |
| meerderheid in toerusting | plant and equipment |
| meerderheidsaandeelhouer | majority shareholder |
| met ingang van | with effect from |

N

| | |
|--|---------------------------------|
| na-aanscheffingsresultaat (zie oververrygingsresultaat) | |
| na afschrijving van | less |
| na aftrekking van belasting | net of tax |
| na belasting | after tax |
| na belastingaftrekking (zie na aftrekking van belasting) | |
| na-verkrygingsinkomere | post-acquisition income |
| na-verkrygingsreserwe | post-acquisition reserve |
| na-verkrygingsresultaat | post-acquisition result |
| na-verkrygingswinste | post-acquisition profit |
| negatieve groei | negative growth |
| netto | net |
| netto bate | net Asset |
| netto bate-waarde | net Asset turnover |
| netto bate-waarde | net Asset Value |
| netto bedryfsbate | net Current Asset |
| netto bedryfsinkomste | net operating income |
| netto bedryfskapitaal | net Working capital |
| netto bedryfskoste-afvloei | net operating cash flow |
| netto belegging | net Investment |
| netto inkomste | net Income |
| netto omset | net turnover |
| netto opbrengste | 1)net proceeds 2)net returns |
| netto realiseerbare waarde | net Realisable value |

| | |
|---|--|
| netto surplus | net surplus |
| netto tekort | net deficit |
| netto uitgave | net expenditure |
| netto vermindering | net reduction |
| netto waarde | 1) net value (expressed in money) 2) net worth (expressed in terms of some standard of equivalence) |
| netto winst | net profit |
| niet-bedrijfsgoed | non-current asset |
| niet-belastbare inkomste | non-taxable income |
| niet-gekonsolideerde filiaal | non-consolidated subsidiary |
| niet-toelastbare uitgave | non-allowable expenditure |
| niet-verdeelbaar | non-distributable |
| niet-verdeelbare reserves | non-distributable reserves |
| nominaal bedrag | nominal amount |
| nominaal waarde | nominal value |
| Wopet (nominale bedrijfswinst na belasting maar voor rente) | Wopet (net profit after tax but before interest) |
| normale belasting | normal tax |
| normale kost | normal rate |
| nuttige levensduur | useful life |

0

| | |
|---|---|
| obligasie | bond |
| omzet | turnover |
| omzetting van buitenlandse valuta | foreign exchange conversion |
| omkeerbare lening | convertible loan |
| omkeerbare schuldbrief | convertible debenture |
| omkeerbare voorkeursaandee | convertible preference share |
| omkeppingsrege | conversion right |
| onbegrepende inkomste | unappropriated income |
| onbegrepende verlies | unappropriated loss |
| onbegrepende winst | unappropriated profit |
| onbetaalde gadealte | unredeemed portion |
| onbetaalde verplichting | unfunded liability |
| onderliggende baten | underlying asset |
| onderliggende leen | underlying liability |
| onderliggende lening | underlying loan |
| onderliggende toekryfbare netto-batowarde | underlying attributable net asset value |
| onervoorziening | underprovision |
| ongedekte baten | uncovered asset |
| ongedekte buitenlandse lening | uncovered foreign loan |
| ongedekte verplichting | uncovered liability |
| ongenoteer | unlisted |
| ongenoteerde aandee | unlisted share |
| ongenoteerde belegging | unlisted investment |

| | |
|---|--|
| ongepoeddeur | unaudited |
| ongerealiseerde inkomste | unrealised income |
| ongerealiseerde surplus | unrealised surplus |
| ongerealiseerde tekort | unrealised deficit |
| ongerealiseerde verskil | unrealised difference |
| ongerealiseerde wins | unrealised profit |
| ongesekureer | unsecured |
| ongesekureerde lening | unsecured loan |
| ongesekureerde skuldbrief | unsecured debenture |
| oobste | expense |
| ontgebare items | intangible items |
| ontkoelbare uitgawe | diallowable expenditure |
| ontvanger van inkomste | receiver of revenue |
| onuitgekeerde aandael (see onuitgereikte aandael) | |
| onuitgekeerde deel | undistributed portion |
| onuitgekeerde kapital | (see onuitgereikte kapital) |
| onuitgekeerde toeskryf bata verdienste | undistributed attributable earnings |
| onuitgereikte aandael | unissued share |
| onuitgereikte kapital | issued capital |
| onverdiende diskonto | unearned discount |
| onversesker | uninsured |
| oortblywende produksiesleefyd | residual production life |
| oortblywende waarde | residual value |
| oortwing | bring forward |
| oordre | carry forward (in financial statements) transfer (of shares) |
| oordreag | transfer |
| oordreagbaarheid van wins | transferability of profit |

| | |
|---|--|
| oedrag na | transfer to |
| oedrag van | transfer from |
| oemame | take-over |
| oerelig | revisie |
| oerakot (nee surplus) | |
| oerspronklike koste | original cost |
| oetrekking | overdraft |
| oibrang | 1) proceeds (general) (18) 2) return (eg on investment) 3) yield (eg on dividends) |
| oibrangskoers | rate of return |
| oibrangst aft | proceeds from |
| oibrangst voor belasting | pre-tax return |
| oibrangbaar | disclosure |
| Opasbare Beleggingskommissarissas | Public Investment Commissioners |
| oibrangering | disclosure |
| oibranghoopde deprezasie | accumulated depreciation |
| oibranghoopde surplus | accumulated surplus |
| oibranghoopde tekort | accumulated deficit |
| oibrangloope deprezasie | depreciation accrued |
| oibrangloope rente | interest accrued |
| oibrangloope reserves | accrued reserves |
| oibrangloope verpligting | accrued liability |
| oibrangloope waardevermindering (soe oibrangloope deprezasie) | |
| oibrangloop | accumulate |
| oibrangloop | accrue |
| oibrangloopt | option |
| oibranglooptende verkoopsovereenkoms | suspensive sale agreement |
| oibranglooptende verkoopbeslissing | suspensive sale payment |

| | |
|--|------------------------|
| opskrif | write-up |
| opstal | prepare |
| auditeur | auditor |
| auditeur en vergoeding (sao auditeursvergoeding) | |
| auditeursvergoeding | auditor's remuneration |
| auditeursverslag | auditor's report |
| auditgeld | audit fees |
| auditprocedure | auditing procedure |
| auditstandard | auditing standard |

P

| | |
|--------------------------------|------------------------------------|
| penningst | instalment |
| penningstverkooptransactie | instalment sale transaction |
| vastgoed | real hold property |
| parijwaarde | par-value |
| pensioen | pension |
| pensioenbureau | pension contribution |
| pensioenverplichting | pension liability |
| per jaar | per annum |
| percentaasie ekuwiteit haait | percentage equity owned |
| percentaasie van ekuwiteit | percentage of equity |
| premie | premium |
| primarie finansieële jaerstaat | primary annual financial statement |
| produktvoorraad | product stock |
| produktiwiteit | productivity |
| prognosa | prognostic note |
| pro rata-deel | pro-rata share |

0

R

| | |
|--|------------------------------|
| raam | outline |
| realiseer | realize |
| realiseerbare openstaande waarde | realizable open market value |
| realiseerbare waarde | realizable value |
| realisering | realization |
| reële waarde | real value |
| regeringsaktyvabeleasting | government action tax |
| register | register |
| Registerateur van Maatskappye | Registrar of Companies |
| regulêre afskrywing (sien regulêre afskrywing) | regular depreciation |
| regstelling | adjustment |
| regstreekse basis | direct holding |
| regstreekse koste | direct costs |
| regte aanbod | rights offer |
| regte-uitgifte | rights issue |
| regulêre afskrywing | straight line depreciation |
| regulêre grondslag | straight line basis |
| regulêre metode | straight line method |
| rekeningkundige basis (sien rekeningkundige grondslag) | accounting basis |
| rekeningkundige beleid | accounting policy |
| rekeningkundige grondslag | accounting basis |
| rekeningkundige praktyk | accounting practice |
| rekeningkundige tydperk | accounting period |
| rekening betaalbaar | accounts payable |

| | |
|---|---|
| rekenings ontvangbaar | accounts receivable |
| rekenplichtige tydperk (sien rekeningkundige tydperk) | |
| rekonstruksie van Deleertingskoers | reconciliation of tax rate |
| remise in transito | remittances in transit |
| rente | interest |
| rente betaal | interest paid |
| rentedekking | interest cover |
| rentedruende skuld | interest-bearing debt |
| rente gekapitaliseer | interest capitalised |
| rentekoste | interest charge |
| rente gekrediteer | interest credited |
| rente ontvang | interest received |
| rente oploop | interest accrued |
| rente op lenings | 1) interest on borrowings 2) interest on loans |
| rente verdien | interest earned |
| rentevrye verpligting | interest-free liability |
| reserwa | reserve |
| reserwevermogtheid | reserve capacity |
| reserwefonds | reserve fund |
| reserwaleningsvermogtheid | reserve borrowing capacity |
| resesent | balance |
| resultaat | result |
| reserwade (sien oorblywende waarde) | |
| retensie | retention |
| retensiegeld | retention monies |
| rustende maatskappy | dormant company |
| rykdom geskap (sien wilvernt geskep) | |

| | |
|---|---|
| aangetaalde groei | compound growth |
| aangetaalde groeiakoers | compound growth rate |
| salaris | salary |
| saldó | balance |
| samenwaaing | merger |
| sekuriteit | security |
| skuld | debt |
| skuldbevis (see promessee) | |
| skuldbrief | debenture |
| skuld/eigenaarsverhouding | debt/equity ratio |
| slotdividend (see einddividend) | |
| solvensie | solvency |
| spesiale belastingheffing | special tax levy |
| staat | statement |
| staatsaffekte | government stock |
| Staatsskuldkommissarisse (staatskassa, see Openbare Beleggingskommissarisse) | Public Debt Commissioners |
| staat van bruo en aanwending van fondse | statement of source and application of funds |
| staat van toegevoegde waarde | value added statement |
| staat van veranderinge in finansiële posisie | statement of change in financial position |
| standaardbelastingkoers | standard tax rate |
| standaardkoers | standard cost |
| statute | articles of association |
| statutêre fondse | statutory funds |

| | |
|--------------------------------------|-----------------------------|
| Suid-Afrikaanse normale belasting | South African normal tax |
| surplus | surplus |
| surplus by herwaardering | surplus on revaluation |
| surplus by van die hand sit | surplus on disposal |
| surpluskapitaal | surplus capital |

T

| | |
|--|---------------------------|
| tertieme | royalties |
| tebare baten | tangible assets |
| teen kooprys | at cost |
| teen koste (see teen kooprys) | |
| teen per | at per |
| teen waarde | at valuation |
| toegedemaking (see realisering) | |
| tekort | deficit, shortfall |
| tekort by herwaardering | shortfall on revaluation |
| ten bedree van | amounting to |
| ten volle gedeprisieer | fully depreciated |
| ten volle terugbetaalbaar | repayable in full |
| termynlening | term loan |
| termynleningsoorekings | term loan arrangements |
| terugbetaalbaar | repayable |
| terugbetaling | repayment |
| terugbetalingsdatum | repayment date |
| teruggehoute inkomste | retained income |
| teruggehoue surplus | retained surplus |
| teruggehoue winsste | retained earnings |
| terughouvalenting (see weerhouvalenting) | |
| terugskryf | write back |
| toesvoegde waarde | value added |
| toekomtige kapitaal- investerings | future capital investment |
| toeslag (see korting) | |

| | |
|--|---|
| toename | increase |
| toerusting | equipment |
| toeskryfde aan | attributable to |
| toeskryfde herwaardeering | attributable revaluation |
| toeskryfde inkomste | attributable income |
| toeskryfde na-verkryw gingreserwans | attributable post-acquisition reserves |
| toeskryfde netto batingswaarde | attributable net asset value |
| toeskryfde netto verdienste | attributable net earnings |
| toeskryfde verdienste | attributable earnings |
| toeskryfde wins | attributable profit |
| toevoeging | addition |
| toewyng | allocation |
| totale aanspreeklikheid | total liability |
| totale bates | total assets |
| totale bates en laste | total assets and liabilities |
| totale debiete | total debits |
| totale dividende | total dividends |
| totale kapitaal | total capital |
| totale netto inkomste | total net income |
| totale verkope | total sales |
| totale wins | total profit |
| transaksie | transaction |
| trust | trust |
| trustee | trustee |
| tussendividend | interim dividend |
| tussenynde dividend (sien tussenverslag) | |
| tussenynde verslag (sien tussenverslag) | |
| tussenverslag | interim report |

tryfalegtige skuld

doubtful debt

tryfalegtige vorskot

doubtful advance

tyðraskningssvokkilla

timing differences

U

| | |
|---|----------------------------------|
| uitkomst | net out |
| uitgaue-iten | expenditure item |
| uitgaue-rekening | expenditure account |
| uitgaue | expenditure |
| uitgaue aangegaen | expenditure incurred |
| uitgereik | issued |
| uitgerichte aandele | issued shares |
| uitgerichte aandelekapitaal | issued share capital |
| uitgerichte kapitaal | issued capital |
| uitgestel | deferred |
| uitgestelde aandele | deferred shares |
| uitgestelde aanpassing | deferred adjustment |
| uitgestelde belasting | deferred tax |
| uitgestelde belegging* voorzijg | deferred investment allowance |
| uitgestelde finane alaringskosten | deferred financing charges |
| uitgestelde inkomste | deferred income |
| uitgestelde koste | deferred charges |
| uitgestelde krediet | deferred credit |
| uitgestelde uitgave | deferred expenditure |
| uitgestelde verkoopvoorschotten (see ophortende verkoopvoorschotten) | |
| uitgestelde verplichting | deferred liability |
| uigif | issue |
| uitkerbare winst | distributable profit |

| | |
|-------------------------|-------------------|
| uitbreuk | issue |
| uitbreuking | issuing |
| uitbreuking van sendele | issuing of status |
| uitceel | issue |
| uitstelling | deferment |
| uitstelscode | deferred method |
| uitvoersverhoop | export sales |

V

| | |
|--|-----------------------------|
| valuta-bepassing | foreign exchange adjustment |
| valutastort | foreign exchange deficit |
| van die hand silt | dispose of |
| van die hand silt van vaste bates | dispose of fixed assets |
| van toepassing op die jaar... | applicable to the year... |
| vaste bate | fixed asset |
| vaste deposito | fixed deposit |
| vaste eiendoms | fixed property |
| vaste kapitaal | fixed capital |
| vaste koste | fixed charges |
| verrekeningsgrondslag (sien rekeninggrondslag) | |
| veranderinge in voorrekenings | changes in provisions |
| veranderlike koste | variable costs |
| verantwoording doen vir | account for |
| verdeelbaar | distributable |
| verdeelbare reserwes | distributable reserves |
| verdeelbare wins (sien uitkeerbare wins) | |
| verdeling | distribution |
| verdeling van wins | distribution of profits |
| verliesste | earnings |
| verdienscegrondslag | earnings basis |
| verdiensce-opbrengs | earnings yield |
| verdiensce per aandeel | earnings per share |
| verdienscepotensiaal | earnings potential |

| | |
|----------------------------|------------------------------------|
| verdiensite teruggehoor | earnings retained |
| verdiensite toekryfbaar | earnings attributable |
| verdiensitevalsvoord | earnings multiple |
| vergelykende syfers | comparative figures |
| vergoeding | 1) compensation 2) remuneration |
| verhaalbare waarde | recoverable value |
| verhaling | recovery |
| verhandelbaar | 1) negotiable 2) tradable |
| verhandelbare effek | tradable security |
| verhouding | ratio |
| verklaarde inkomste | declared income |
| verklaarde kapitaal | declared capital |
| verklaring van dividende | declaration of dividends |
| verkoopaanpassing | sales adjustment |
| verkoopvolume | volume of sales |
| verkoop van vaste bates | sale of fixed assets |
| verkope | sales |
| verkoopling | sale |
| verkryging | acquisition |
| verkrygingswaardestelling | acquisition valuation |
| verlies | loss |
| verlies gely | loss incurred |
| vermeerdering | increase |
| vermindere balansgrondslag | reducing balance basis |
| vermindere balansmetode | reducing balance method |
| vermindere waarde | reducing replacement cost basis |
| vermindering | decrease, reduction |

| | |
|--|--|
| Veranderende belasting | notional tax |
| veranderende belastingkoste | notional tax charge |
| Veroudering | obsolescence |
| Verpand | pledge |
| Verpand as sekuriteit | pledge as security |
| Verpligting | liability |
| Verreken teen | set off against |
| Verksuldigheid | indebtedness |
| verksuldigheid aan die maatskappy | indebtedness to the company |
| verksuldigheid deur die maatskappy | indebtedness by the company |
| verslag | report |
| Verreelde kapitaal korting | accelerated capital allowance |
| vervaldatum | due date |
| vervangingskoste | replacement costs |
| vervangingswaarde | replacement value |
| vervangingswaarde-afskrywing | replacement cost write-off |
| verveem | alienate |
| vervoering | allocation |
| vervreesing van vaste bates | (see van die hoes sit van vaste bates) |
| verwante maatskappy (sag gassensieerde maatskappy) | |
| vir die jaar gekoedig | for the year ended |
| vir die jaar tot | for the year to |
| vloei van fondse | flow of funds |
| voertuie | vehicles |
| volfiliaal | wholly-owned subsidiary |
| volle-opeenberingsgrondslag | full disclosure basis |
| volume van verkope | volume of sales |

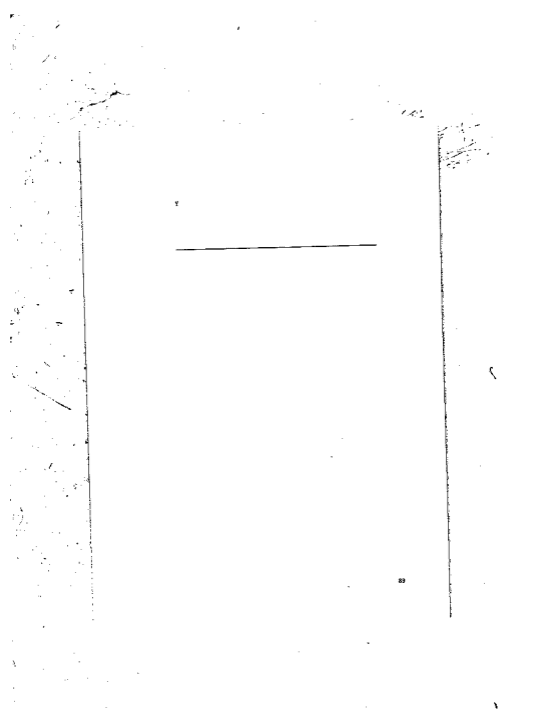
| | |
|--|--------------------------|
| voorbijzets opbrengst (zie opbrengst voor belasting) | |
| voorbijzets wins (zie wins voor belasting) | |
| voorbereidingsgrondslag | basis of preparation |
| voorgeskrewe afdel | prescribed stock |
| voorkorperatiewins | pre-incorporation profit |
| voorkorperatiedel | preference share |
| voorkorperatiedelhouer | preference shareholder |
| voorkorperatiedelkapitaal | preference share capital |
| voorkorperatiedel | preference dividend |
| voorkorperatiedel | preferred stock |
| voorkorperatiedel | preference capital |
| voorkorperatiedel betaal | provisional tax paid |
| voorkorperatiedel uitgaven | preliminary expense |
| voorkorperatiedel | 1) stock 2) inventory |
| voorkorperatiedeldekking | stock cover |
| voorkorperatiedel | provision |
| voorkorperatiedel aans | stock provision |
| voorkorperatiedel rekening | supply account |
| voorkorperatiedelvoorsig | chairman's review |
| voorkorperatiedelvoorsig | chairman's report |
| voorkorperatiedel | advance |
| voorkorperatiedel | provident fund |
| voorkorperatiedel | payment in advance |
| voorkorperatiedel aansprakelijkheid | contingent liability |
| voorkorperatiedel | demand |
| voorkorperatiedel | free cash flow |
| voorkorperatiedel inkomens | stamp income |
| voorkorperatiedel (zie aandelen) | |

V

| | |
|--|--|
| waarborg | guarantee |
| waardesie (19) | valuation |
| waardesiegrondslag | basis of valuation |
| waarde | 1) value (expressed in money) 2) worth (expressed in terms of some standard of equivalence) |
| waarde-afname | diminution in value |
| waardeafname | decline in value |
| waardear | value |
| waardering (sies waardesie) | |
| waarde toegevoeg | value added |
| waarde verhandel | value traded |
| waardevermeerdering | increase in value |
| waardevermindering | decrease in value |
| waardeverminderingsskote (sies deprekasiekoste) | |
| waardevermindering ten volle voorsien (sies ten volle gedeprekeer) | |
| waardebelasting | withholding tax |
| walwaer geskap | wealth created |
| waslike koste | actual costs |
| werkzaamheid | operation |
| materiale belegging | material investment |
| wins | profit |
| winsgewenheid | profitability |
| winsmarge | profit margin |

| | |
|---------------------------|----------------------------|
| winn na belasting | profit after tax |
| winnretentie | profit retention |
| winn voor belasting | profit before tax |
| wissel | bill |
| wisselkoers-differentiaal | exchange rate differential |
| wissels verdiscontour | bills discounted |

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ANNOTATIONS

aanpassing / adjustment (1)

Although aanpassing is commonly used as an equivalent for adjustment preference for the use of aanpassing is given in Finansiële Toelingsverklaring (Viljoen et al, 1985, p.70).

Aanpassing word dikwels vir adjustments in Afrikaans gebruik. Omdat aanpassing oëmer as betekenis die 'byvoeg van iets' het, is die veel vulliger om die meer neutrale aanpassing te gebruik. Dit spreek vastel dat alle aanpassings wat in Finansiële state gemaak word, nie noodwendig op dit byvoeg van iets nie maar dikwels net op die onttrek van iets dui.

The compiler of this list of terms has, therefore, adopted aanpassing as the most appropriate equivalent for adjustment.

aanwending / 1)application (2)

2)appropriation

3)employment

Aanwending can be translated as employment, application and appropriation but the usage of these three terms is determined by the context. The Financial Dictionary (Geldenhuys and Viljoen, 1985) gives the following contexts for the three terms:

employment (capital)

application (capital)

appropriation (funds)

In this list of terms the context for employment remains capital as employment is normally used when referring to the capital used by the company during the normal course of business. However, in annual reports

application is normally used in the Source and Application of Funds Statements where the usage of the company's funds is reflected. appropriation is normally used when the capital is used in advance. As is stated in Hobley's Dictionary for Accountants (4th ed., 1983), appropriation is an expenditure authorisation with specific limitations as to amount, purpose and time; a formal advance approval of an expenditure or class of expenditures from designated sources available or anticipated to be available.

Hence these terms and their contexts have been given as follows in this list of terms:

- accompanying : 1) application (ag funds)
2) appropriation (funds - usually with a view to the future)
3) employment (ag capital).

akynabalaasting / excise tax (3)

In the Final 1983 Annual Report, akynabalaasting has been translated as excise duty. This is incorrect as balasting is tax or taxation whereas gag is usually duty. Thus the compiler of this list of terms has chosen to change this to akynabalaasting / excise tax and akynabalaasting to excise duty. This is substantiated by the Financial Dictionary (Guldenhuys and Viljoen, 1985) which gives the equivalents for excise tax and excise duty as akynabalaasting and akynabalaasting respectively, and by the Customs and Excise Act, No. 51 of 1964 in which akynabalaasting is translated as excise duty.

balans / balance (4)

The usage of the Afrikaans term balans as an equivalent for the English balance would be incorrect for the purpose of this list of terms. Saldo would be a more appropriate equivalent as it is used in relation to a monetary amount or where the balance is expressed in terms of money. If the balance is not of a monetary nature it should be denoted as rekening or rekening. The equivalent for balance in the Financial Dictionary (Geldmanhaya and Viljoen, 1945) is given as:

- balans : 1. rekening, rekening
2. saldo (galdbedrag)

Balans can, however, be used as an equivalent for balance in broader economic terms such as balance of payments/ betalingsbalans and balance of trade/ handelsbalans as used in the national accounts.

bedryfs- / operating -, working - (5)

All the compound terms starting with bedryf have proved problematic because they have been translated inconsistently. For instance, bedryfskouterwysing has been translated as operating cash flow and bedryfskouterwysing. Bedryfskoste has been translated as operating costs, working costs and current costs.

For the sake of consistency, lopende should be translated as current. For example, lopende koste / current cost, lopende wins / current profit where current denotes:

1) existing in the present but having a transitory or shifting character, or 2) relating to the present in contrast to the past or future. (Koblar's Dictionary for Accountants, 6th ed., 1983).

and current cost is:

the amount of cash (or its equivalent) that would have to be paid if the identical asset were acquired currently. (Koblar's Dictionary for Accountants, 6th ed., 1983).

Trading should always be hondala such as in hondalavina / trading profit and hondalavikariva / trading account where trading profit is the "profit arising from speculation, as from purchases and sales through stock and commodity exchanges". (Koblar's Dictionary for Accountants, 6th ed., 1983).

In some cases, however, it is acceptable that hoidy be translated by operating and working as in the case of hoidy/okspiseel / operating capital, working capital and hoidy/okosta / operating costs, working costs. There is, however, a slight difference in meaning in the English equivalents. Working capital is the

capital in current use in the operation of a business : the excess of current assets over current liabilities.

and operating income is

the excess of revenues of a business enterprise over the expense pertaining thereto, excluding the income derived from sources other than its regular activities and before income deductions.

(Koblar's Dictionary for Accountants, 6th ed., 1983)

The only exceptions are hoidy/okosta and hoidy/okasta which are translated as current assets and current liabilities. This is explained in Finanssien Tekninen Osa (Mijlson et al. 1983, p.63).

Vuokkoja ohje, of lupade ohje of lupade hoidy is nie in die verband zoverrebet; als. Afrikanseprobleme; saattokappo verstaan

here duidelijk wat onder bedryfskare bedoel word, naamlik die bates wat in die bedryf van die maatskappy aangewend word. (...) Dierelike geld natuurlik vir die vertaling van current liabilities as bedryfskare.

beheermaatskappy / holding company (E)

Although the equivalent for holding company is given as beheermaatskappy in the Commissie Act, No 61 of 1972, and beheermaatskappy is used frequently in the annual reports, an argument in favour of beheermaatskappy can be found in Finansiële Vertaling (Willjoen et al, 1985, p.80-1).

Hoewel die Maatskappyywet, no 61 van 1972, holding company met beheermaatskappy vertaal, is dit duidelik dat beheermaatskappy in Afrikaans 'n maatskappy met hoëre verantwoordik beteken, dus dit is eintlik die term vir controlling company. Sommige woordeboeke het probleme om dit met beheerende maatskappy te vertaal. Dit vertaling gaan egter nie heeltemal op nie, want 'n controlling company is nie noodwendig 'n holding company in die. In 'n geval waar 'n maatskappy byvoorbeeld twintig persent van 'n ander maatskappy se aandelekapitaal besit, kan hy die ander maatskappy se controlling company of beheerende maatskappy (of selfs in vroeër Afrikaans beheerende maatskappy) wees, sonderdat iemand anders byvoorbeeld meer as een persent van die aandelekapitaal besit nie, en die maatskappy wat dan ook twintig persent van die aandelekapitaal beheer voor, die belanghe, ensovoorts van die ander maatskappy effektief beheer. 'n Holding company moet regstreeks egter meer as vyftig persent van die aandelekapitaal in 'n ander maatskappy besit. Dus word beheermaatskappy in plaas van beheerende maatskappy gebruik om die fyn, nog uiters belangrike, onderskeid te dui.

Because the Commissie Act, No 61 of 1972 gives beheermaatskappy as the equivalent for holding company, the translator may find himself in a dilemma if he has to translate a text with direct reference to the Act and may even have to choose in favour of the less acceptable beheermaatskappy so as to remain consistent with the terminology used in the Act. However, since this is not the case with

annual reports. behozhnoscaknny was prescribed as the most acceptable term.

behoza verdiansta (see tarugzhovye verdiansta) (7)

In the Financial Dictionary (Geldmeyer and Viljoen, 1945) the equivalents for retain have been given as:

- 1) behoz (by khiznisia)
- 2) tarughoz (by wira)

Since vydionstia/karoboz are a form of profit, tarugzhovye verdiansta would be least suited for retained earnings.

belegging / investment (8)

Some confusion seems to exist as concerns the use of belegging and investing as equivalents for the English term investment. The following equivalents were given for investment in the dictionaries below:

1. Accountancy Terms (Technology Section, Language Services Bureau, 1973) : belegging, investing
2. Accounting and Commercial Dictionary (Wishah, 1958) : belegging
3. Economic Dictionary (Steenkamp, 1975) : 1) belegging
2) investing

4. Financial Dictionary (Geldenhuys and Viljoen, 1985) :

- 1) belagging (bv in wissende)
- 2) investering (bv in aanjaerke)

Among the dictionaries that mention both belagging and investering, the Financial Dictionary (Geldenhuys and Viljoen, 1985) is the only one to contextualise the two terms. The same differentiation has been adopted in this I28 of terms on the basis of the quotation from Leiddele tot die Bedryfsleer (Rudel and Synodra, 1982, p.226) to be found in Terminologies Oorhoeding (unpublished article by K.E. Viljoen, 1985):

Belagging kan geda(j)ner word as die handelinge wat verrig word om die besparing in stand te hou of daarmee 'n inkomste te verdien; dit behels die oordrag van koopkrag aan derde. Investering kan gedefinieer word as die aanwending van kapitaal, wat betrekking het die produksie-voordereening of aanwending van kapitaal in die produksie- of verbruikproses.

Thus belagging usually refers to shares and any other kind of monetary investment and investering refers to machinery, buildings and other fixed assets. For this reason a cross-reference has been made between belaggingsoortkoms and investeringsoortkoms as tax rebates are only made on investments in fixed property.

builende valuta/foreign exchange (9)

In many cases foreign currency is used in the place of foreign exchange as the equivalent for builende valuta. Currency is an Americanism and would, therefore, not be appropriate in the South African context. The term exchange implies that the currency is

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being valued against another. Currency, therefore, refers to the monetary unit of one country only and cannot be used as a synonym for foreign exchange. The Afrikaans term opdraagbêreid would be more appropriate as an equivalent for currency.

The term value is also often used as an equivalent for foreign exchange. Although uitvalende is omitted, this is perfectly acceptable.

depreciate/depreciation (10)

In the Financial Dictionary (Goldenberg and Viljoen, 1983) depreciation is degradering, write-off is afskrywing and decrease in value is vermindering. However, the terms degradering, afskrywing and vermindering have been used interchangeably as equivalents for depreciation.

Write-off is described in Voller's Dictionary for Accountants (6th ed., 1982) as "to transfer the balance of an account previously regarded as an asset to an expense account or to profit and loss" and in the Verklarings Handboek van die Afrikaanse Taal (1979) afskryf is defined as:

- 'n pos van 'n rekening verwyder i slegs skulde afskryf.
- Verduerdende deur gebruik, afwissel. om. opteken i vir olystie moet 'n afskryf word.

Hence, although an amount is usually written off because of depreciation, afskryf/write-off cannot be used as a synonym for depreciation/vermindering.

According to Bernstein (1983, p.297) depreciation is

the process whereby the cost of property, plant and equipment is allocated over its useful life. The purpose of depreciation is to recover from operations, by means of this allocation, the original cost of an asset.

Furthermore, Peul et al (1975, p.354) state that

depreciation, as the concept is used in accounting, does not mean the physical aging of the asset. Depreciation is merely a process of allocation and not a process of valuation.

Since valuation is not in question here, it therefore seems that wertvermindering/decrease in value cannot be synonymous with depreciation/depreciation.

Although wertvermindering and depreciation have often been used as equivalents in the Annual Reports, the compiler of this list of terms has adopted the same approach as in the Financial Dictionary (Geldshyts and Viljoen, 1985) and has given afskrywing, depreciation and wertvermindering equivalent English terms that coincide with the different concepts denoted by those terms.

effek/stock (1)

effekte/securities

The English terms stock and securities are often used synonymously. This is incorrect as each term implies a different concept. According to the Dictionary of Modern Economics (1983) securities is:
a loose term embracing a wide range of financial assets, eg. gilt-edged stock, equities and debentures.

and stock is:

The issued capital of a company, or a particular issue of securities, as by a government, which is in a consolidated form so that it can be held or transferred in any amount. The distinction is with shares in a company which must be fixed for nominal amount, and held or transferred in such units.

Effekte/ securities are most often used in the plural form, which is not always the case with affek/ stock.

Geassosierde maatskappy / associated company (12)

Both verwante maatskappy and geassosierde maatskappy have been used as equivalents for associated company. However, these two terms denote different concepts as is illustrated in Pienaar's Die Takwinstelinge (Viljoen et al, 1983, p.123):

Indian maatskappy A 'n groot aandelebelang in maatskappy B het an/of omgehoord, ... maar gesien was die twee maatskappye behoor die omseer nie, met ander woorde het nie 'n belang in die ander wat 50 persent oorskry nie, word hulle as geassosierde maatskappye beskou. 'n Takwinstelinge was maatskappy A kan byvoorbeeld 'n maatskappy twee uit in dienselwe bedryfstakter bedrywig is, maar geen twee onteg belang in A het nie, totstyl A ook geen belang in die maatskappy het nie.

The compiler of this list has therefore adopted geassosierde maatskappy as the most appropriate equivalent for associated company.

geasekureer / secured (13)

Although geasekureer has been used as an equivalent for secured in the SACT Ltd 1983 Annual Report, geasekureer would be more ap-

propriete. In the Financial Dictionary (Geldenhuys and Viljoen, 1983) the Afrikaans equivalent for insured is verzekerd. According to Finansiële Terminologie (Viljoen et al, 1987, p.58):

Die Afrikaanse vertalings vir covered/insured, sewlik gedek/gedekkie en verzekerd/verzekerdie, moet nie uitruilbaar met parakekerd/ongesekkerd gebruik word nie, want lewer vir die vertaling van covered/insured en insured/ongesekkerd gereserveer word.

Since a one-to-one relationship between covered/gedekkie, covered/gedekie and insured/verzekerd is established in this way, it would seem logical to keep oversekerd as uninsured in this list of terms.

hoofdoomfinansiering / gearing (14)

Gearing is described in The Dictionary of Modern Economics (Dutton, 1982) as:

The indicator of the relative proportion of debt capital and equity capital. The higher the proportion of debt the more highly geared is the company. The degree of gearing affects the overall cost of capital. The concept is difficult to measure in practice. The most elementary measure is nominal value of fixed-interest capital / nominal value of equity capital.

Gearing ratio, according to the same dictionary is

the ratio of debt finance to the sum of debt and ordinary share capital finance.

Many Afrikaans terms have been used to denote this concept. These include lewer-likwensverhouding, finansieël lewensverhouding, kapitaalverhouding and lewensverhouding.

Leeskapitaal and Financiële langverplichtingen refer to the debt capital of the company which can be in the form of loans. Buitenfinanciële langverplichtingen refers to the capital which is acquired from outside the company and which could, again, be in the form of loans. Verrekeningswijze refers to the method of measuring gearing as explained above. All these terms refer to one independent notion of gearing and not to the concept itself.

Neither the Accounting and Commercial Dictionary (Nielsen, 1938) or Accountancy Terms (Terminology Section, Language Services Bureau, 1972) give equivalents for gearing. However, both the Economic Dictionary (Stoobamp, 1970) and the Financial Dictionary (Geldschyts and Viljoen, 1982) give balansverhouding as the equivalent for the concept of gearing. This term is therefore adopted in this IAS.

Inkomste /1) income (15)
2) revenue

Inkomste has been translated as income, earnings, items of income and revenue in various annual reports. However, verdiensita would be a more appropriate equivalent for earnings and inkomste-items would be the correct equivalent for items of income. Thus inkomste can only be translated as income or revenue as is the case in the Accounting and Commercial Dictionary (Nielsen, 1938), Accountancy Terms (Terminology Section, Language Services Bureau, 1972) and the Financial Dictionary (Geldschyts and Viljoen, 1982).

Leasings and financing refer to the debt capital of the company which can be in the form of loans. Equity-financing refers to the capital which is acquired from outside the company and which could, again, be in the form of loans. Capital-financing refers to the method of leasing as explained above. All these terms refer to the independent notion of leasing and not to the concept itself.

Neither the Accounting and Commercial Dictionary (Miehs, 1958) or Accounting Terms (Terminology Section, Language Services Bureau, 1973) give equivalents for leasing. However, both the Commerce Dictionary (Steinhilber, 1976) and the Financial Dictionary (Geldenhuys and Viljoen, 1985) give leasing as the equivalent for the concept of leasing. This term is therefore adopted in this list.

- inkomste /1) income (15)
- 2) revenue

Inkomste has been translated as income, earnings, items of income and revenue in various signal reports. However, revenue would be a more appropriate equivalent for leasing and income-items would be the correct equivalent for items of income. Thus inkomste can only be translated as income or revenue as is the case in the Accounting and Commercial Dictionary (Miehs, 1958), Accounting Terms (Terminology Section, Language Services Bureau, 1973) and the Financial Dictionary (Geldenhuys and Viljoen, 1985).

In Kohler's Dictionary for Accountants (6th ed., 1983) a distinction is made between income and revenue in the following manner. Income is :

money or money equivalent earned or received during an accounting period increasing the total of previously existing net assets.

Revenue is preferred when referring to the sale of goods and services,

savings from interest, dividends, rents and wages; transactions resulting in increases in assets.

Revenue is also used in the context of government accounting and is

the gross receipts and receivables of a Government unit derived from taxes, custom and other sources.

Since revenue was used mostly in the context of government accounting in the annual reports examined, the distinction between income and revenue is that the former is used primarily in the private sector and the latter is used mostly in the public sector.

kooste / Uchergesa (16)
Ukooste

This term has proved problematic as chergesa has been translated interchangeably as kooste and haffings in various annual reports. The problem is discussed in Vindstelsels Toekomsrekening (Viljoen et al. 1983, p.67-8).

Die vertaal van chergesa lever altyd in Afrikaans problems op en word soms met kooste en soms met haffings weergesien. Die probleem is dat haffings eerder vir inwaaie en winde eerder vir lose gaboos moet word. Chergesa is kooste uit die oopstaan van die persoon wat die geld betaal. Dit is kooste 'n goeds oplosing by die vertaal van chergesa.

This is further substantiated in the Financial Dictionary (Geldenhuis and Viljoen, 1985) where levy is translated as heffing, fee in gold and charges and costs are koste.

For reasons of consistency and standardization, the terms koste, heffing and gold have been given the equivalents charges (costs), levy and fee respectively in this list of terms.

Furthermore it should be noted that charges and costs are not totally synonymous. According to the Oxford English Dictionary charge is defined as:

Incidental expenses, a liability to pay money laid upon a person or estate

and cost is defined as:

To be acquired or acquirable at (so much); to be the price of, be bought or maintained for, necessitate the expenditure of.

Hence, a cost for an object bought between a charge once it has to be paid for.

been: 1) borrow (17)

2) lend

The Afrikaans term leen can be translated as lend or borrow in English although lenings / borrowings are usually used in the plural form. The use of leen or borrowing depends, therefore, on the

context. In Evbier's Dictionary for Accountants, (1983) a loan is defined as:

an exchange between an owner (the lender) and another (the borrower) involving the right to use property for a period of time, usually specified in a formal agreement under which the borrower promises to return the property and usually pay for using it. Generally in cash and the payment for its use is in interest or rent.

Borrowings are usually made by the borrower from the lender and can take the form of money loans as well as bills, overdrafts, debentures, preference shares and deferred taxation. In other words, in cases such as these, the borrower acquires the facility to use money without being physically in possession of it.

opbranga / 1)proceeds (18)

2)return

3)yield

The Finnish term opbranga can be translated into English as proceeds, return and yield. However, these terms are not synonymous.

According to Evbier's Dictionary for Accountants (6th ed., 1983), proceeds is defined as follows:

1) The amount of cash, other assets and services received from the sale or other disposition of property, from a loan, or from a sale or issue of securities.

2) net profits.

tuotto is:

Earnings on investment, that is, income, also gross returns or sales.

and yield is:

- 1) The actual, as distinct from the nominal, rate of return on an investment, the effective rate.
- 2) The dividends paid during a given year divided by the number of outstanding shares of common stock at the end of the year.

In the annual reports yield was used most often with reference to dividends. On the basis of the quotations above, the three English terms are distinguished according to the contexts in which they are used.

waardste / valuation (19)

Although waardste is commonly used as an equivalent for valuation, waardste is considered more suitable for financial statements. The reason is best summed up in Financieel Takavertaling (Viljoen et al., 1983, p.62-3):

Ten opzichte daarvan dat sommige woordenboeken waardste afmaak
en 'n woord wat nie eensaam word nie of dit wel 'n anglicisme
is, is dit tog netjies om dit vir valuation te gebruik in plaas
van waardste, wat 'n juister vertaling is vir appreciation
in die sin van "I have great appreciation for that".

CONCLUSION

The main object of this research project was to give a standardized Afrikaans/English list of accounting terms as used in annual reports by using a combination of the descriptive and prescriptive approaches.

Although lexicographers often use either the descriptive or the prescriptive approach in the compilation of dictionaries, a combination of the two was considered the most useful for the user of this list of terms. The descriptive approach enables the user to find any term which is currently in usage even though it is not always the most correct or appropriate, while the prescriptive approach ensures that he will be using the most acceptable and correct term.

It could be argued that the method of cross-reference employed in this list of terms is cumbersome and time-consuming. However, it was the only manner in which to combine the descriptive and prescriptive approaches effectively. It also serves the purpose of standardisation which was the aim of this research project.

Because of the frequent and, often, widely accepted incorrect usage of Afrikaans terminology it was difficult to prescribe the usage of some terms. Although accountants, terminologists and lexicographers were consulted before a term was prescribed, total consensus could not always be reached. Such was the case with gatsieslaarde metaalery and varnende metaalery, two Afrikaans equivalents for associated company. The use of gatsieslaarde

masiekapp, which was prescribed in this list of terms, was often objected to because it was considered an anglicism. The reason for prescribing this term was substantiated in the Annotations.

Since this list of terms is aimed primarily at translators working from Afrikaans into English, the compiler was more concerned with solving problems relating to the use of English terminology. In cases where one Afrikaans term had more than one English equivalent, contents were inserted next to the terms so that the translator would know when to use the different English terms. Many of these words were also annotated for clarification. Examples include appliance, prescription and employment which are equivalents for aanwagting and prosedure, ritaring and yield which are equivalents for opbrengst.

No definitions have been included as the main priority of the translator working from Afrikaans is to find the equivalent English term. It is also assumed that the translator of annual reports will either have an adequate knowledge of the subject matter or will have access to reading material on the subject.

In this manner the translator has access to a standardized and updated Afrikaans/English list of accounting terms as used in annual reports.

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