

**Activity A (Memo)**

ASSETS	LIABILITIES	INCOME	EXPENSES
<i>vehicles</i>	<i>mortgage</i>	<i>wages</i>	<i>telephone account</i>
<i>buildings</i>	<i>overdraft</i>	<i>discount</i>	<i>water and electricity</i>
<i>equipment</i>	<i>loan</i>	<i>rent Income</i>	<i>advertising</i>
		<i>salary</i>	<i>repairs</i>
			<i>stationary</i>