

# BANKING-FINANCE GLOSSARY



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### BASIC TERMS

<b>A</b>	account	an arrangement with a bank to keep your money there and to allow you to take it out when you need to
	asset	something that is owned by a person, company, or organization, such as money, property, or land
<b>B</b>	balance sheet	a statement that shows the value of a company's assets and its debts
	bank adviser	a person whose job is to give advice to clients in a bank
	bond	an official paper given by the government or a company to show that you have lent them money that they will pay back to you at a particular interest rate
	branch	one of the offices or groups that form part of a large business organization, a local office
	branch manager	a person who is responsible for a local office in a bank
	budget	a plan you make about what to buy and how much to spend
	buy-back rate	the rate at which a company will buy back any currency from you
<b>C</b>	capital	money and possessions, especially a large amount of money used for producing more wealth or for starting a new business
	cash a cheque	to exchange a cheque for cash
	cashier	a person whose job is to receive and pay out money in a shop or a bank
	central bank	the official bank of a country
	cheque	a printed form, used instead of money, to make payments from your bank account
	commission	a charge for doing a foreign exchange transaction
	credit card	a small plastic card that can be used as a method of payment, the money being taken from you at a later time