

- Balance** : The difference between the two sides of an account; to close a Ledger Account.
- Balance of Trade** : The difference between the value of imports and exports of one country with another country.
- Balance Sheet** : A detailed statement showing the value of a business.
- Bale** : Roll, bundle, or package of goods.
- Ballast** : Heavy material placed in the hold of a ship to steady her.
- Bank** : An incorporated bank or savings bank carrying on business in Canada. (B. E. Act 1890).
- Bank Book** : A book held by a depositor showing all values given to the bank and all sums withdrawn. The Depositor must never make any entry in this book. The Bank Ledger Keeper will credit all values given, and charge, at regular intervals, all sums withdrawn.
- Bank Note** : Demand promissory notes of incorporated banks. They must be \$5 or multiples of 5.
- Bankrupt** : One unable to meet his business obligations.
- Barratry** : A marine term used when the master or sailors of a ship defraud the owners or insurers by deserting the ship or making an improper use of the cargo.
- Barrister** : One entitled to plead at the bar or in a law court.
- Barter** : The giving of one commodity for another without the use of money.
- Bear** : One who sells shares which he does not possess that said shares may decline in value so that when called upon to deliver he may buy at a low price and thus realize a profit.
- Bill** : A statement of goods bought at one time or value of services rendered usually known as an Invoice.
- Bill of Entry** : A statement presented to a Customs Office of goods imported.
- Bill of Exchange** : "An unconditional order in writing, addressed by one person to another, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money, to, or to the order of a specified person or bearer."
- Bill of Lading** : A written statement of goods shipped, bearing the signature of the agent of the transportation company.
- Bill of Sale** : A legal contract in writing under seal by which a person transfers his title in property.
- Board of Trade** : An association of business and patriotic citizens who devise methods of facilitating business and increasing trade.
- Bon** : Good. Orders for value but not payable in money. They are not negotiable.
- Bond** : A written obligation, under seal, to pay a sum of money or to perform a contract.
- Bonded Goods** : Imported goods in charge of a Customs Officer until the duties are paid.
- Bottomry Bond** : A lien on a vessel for money loaned.
- Bonus** : A special allowance to one who is already a participant in profits or dividends.
- Bounties** : Premiums paid by a government to encourage industry.
- Brok** : One who sells and buys stocks, etc.
- Brokerage** : A commission charged by a broker for business transacted.
- Bull** : A stock exchange term applied to one who is anxious that prices should rise when he is prepared to sell.
- Note**—A **Bear** seeks to pull down prices, while a **Bull** endeavours to raise or force up the prices.
- Bullion** : Uncoined gold or silver.
- Business** : An exchange of commercial values; a person's occupation.
- Cable** : A strong rope or chain; a submarine wire; a message sent by a submarine cable.
- Capital** : The effects invested in business, including personal and property accounts.
- Capias** : A writ commanding the seizure of the defendant's person.
- Cargo** : The merchandise and wares constituting the freight of a vessel.
- Cartage** : A charge for transporting goods usually to and from warehouses.
- Cashier** : One who has charge of money.
- Cash Discount** : An allowance for ready money or payment within a specified time, in contradistinction to credit sales.
- Certified Cheque** : A cheque for which the bank on which it is drawn has become responsible by the guarantee of one of its officers on its behalf.
- Certificate of Deposit** : A receipt from a bank for money deposited on interest.
- Charter** : The authority from a government by which a corporate company may conduct business. The contract between the owners of a vessel and the lessees.
- Chartered Accountant** : An accountant who has been admitted to an Incorporated Institute of Accountants which has degree-conferring powers.
- Charter Party** : The agreement or contract by which the owner agrees to place his ship at the disposal of a merchant or trader for the conveyance of goods from one place to another.
- Chattels** : Movable property.
- Cheque** : A Bill of Exchange drawn on a bank payable on demand.
- Circular Letter** : A printed letter issued by a business concern for a special purpose.
- Cipher** : A secret kind of writing, usually employed in telegrams to secure secrecy of contents.
- Clearance** : A certificate from a port officer permitting a ship to proceed on her journey.
- Clients** : Those who employ the service of professional men as lawyers, chartered accountants, etc.
- Coasters** : Vessels employed in home trade only.
- Closing an Account** : Making such an entry as will balance it, and lining it off.
- Cocket** : A custom house receipt showing that goods have been properly entered.
- Collateral** : Any pledge given in the form of stocks, bonds, notes, etc., as security for an indebtedness.