

Book-keeping and Accounts Level 1

8991-01-001
(NU-BKA 01)
81011

This paper must be returned with
the candidate's work, otherwise the
entry will be void and no result will
be issued.



Candidate's name (Block letters please)

Centre no

Date

Time allowed: 1 hour 30 minutes
(plus 5 minutes reading time).

Note making is not allowed during reading time.

The marks allocated to each question are shown in brackets.

All answers must be written in ink.

Calculators may be used.

Show all your workings.

If additional separate sheets of paper are used, make sure each page is
clearly labelled with your name and attached to your answer booklet.

It is recommended that tasks are completed in the order shown.

For examiner's use only

T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	Total
/12	/11	/4	/5	/10	/16	/4	/10	/8	/20	/100

Scenario

You work as an accounts assistant at MJ Photography. There are a number of tasks for you to complete. **Today is 21 January.**

Task 1

Four invoices have been prepared by an inexperienced colleague and these are shown below. Trade discount has been allowed to the correct customers.

Check the calculations of each invoice. If **one or more** of the invoices are incorrect you are to recalculate the invoice(s) showing full workings in the space(s) provided below.

(12 marks)

<p>INVOICE</p> <p>MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING</p> <p>Northern Newspapers Invoice No 95 Bond Road Date: 20 January Staining</p> <p style="text-align: right;">\$</p> <p>Photos at Staining Hall 200 00 Less 10% trade discount 10 00 Add tax @ 12% <u>22 80</u> Total <u>212 80</u></p> <p>Terms 30 days net</p>	<p>INVOICE</p> <p>MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING</p> <p>Jan Moran Invoice No 96 3 Fey St. Date: 20 January Whiteoaks</p> <p style="text-align: right;">\$</p> <p>8 portfolio photos @ \$30 each 240 00 Add tax @ 12% <u>28 80</u> Total <u>268 80</u></p> <p>Terms 30 days net</p>
<p>Your calculation if necessary</p>	<p>Your calculation if necessary</p>

<p>INVOICE</p> <p>MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING</p> <p>Ado Advertising Co Invoice No 97 Allan Road Date: 20 January Staining</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Studio session</td> <td style="text-align: right;">150 00</td> </tr> <tr> <td>Prints as agreed</td> <td style="text-align: right;"><u>300 00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">450 00</td> </tr> <tr> <td>Less 10% trade discount</td> <td style="text-align: right;">45 00</td> </tr> <tr> <td>Add tax @12%</td> <td style="text-align: right;"><u>48 60</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>453 60</u></td> </tr> </table> <p>Terms 30 days net</p>		\$	Studio session	150 00	Prints as agreed	<u>300 00</u>		450 00	Less 10% trade discount	45 00	Add tax @12%	<u>48 60</u>	Total	<u>453 60</u>	<p>INVOICE</p> <p>MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING</p> <p>David Hulme Invoice No 98 14 Taylor Road Date: 20 January Staining</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Studio session</td> <td style="text-align: right;">150 00</td> </tr> <tr> <td>10 photographs @ \$30 each</td> <td style="text-align: right;"><u>300 00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">550 00</td> </tr> <tr> <td>Add tax @12%</td> <td style="text-align: right;"><u>66 00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>616 00</u></td> </tr> </table> <p>Terms 30 days net</p>		\$	Studio session	150 00	10 photographs @ \$30 each	<u>300 00</u>		550 00	Add tax @12%	<u>66 00</u>	Total	<u>616 00</u>
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<p>Your calculation if necessary</p>	<p>Your calculation if necessary</p>																										

Task 2

Some sales invoices that you previously checked and your supervisor confirmed as being correct are shown below.

Enter invoice numbers 91 to 94 into the sales day book on the next page, totalling the sales day book as at 20 January.

(11 marks)

INVOICE	INVOICE
MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING	MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING
Bliss Fashions Dunn Street Bispham	Claire Smith Wrea Green Whiteoaks
Invoice No 91 Date: 20 January	Invoice No 92 Date: 20 January
\$	\$
Fashion Show fee 500 00	Colour prints 80 00
Less 10% trade discount 50 00	Add tax @ 12% 9 60
Add tax @ 12% 54 00	Total 89 60
Total 504 00	
Terms 30 days net	Terms 30 days net
INVOICE	INVOICE
MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING	MJ PHOTOGRAPHY SOMERVILLE STUDIO STAINING
Ado Advertising Co Allan Road Staining	Bliss Fashions Dunn Street Bispham
Invoice No 93 Date: 20 January	Invoice No 94 Date: 20 January
\$	\$
15 print copies @ \$15 each 225 00	Prints as agreed 200 00
Less 10% trade discount 22 50	Less 10% trade discount 20 00
Add tax @12% 24 30	Add tax @12% 21 60
Total 226 80	Total 201 60
Terms 30 days net	Terms 30 days net

MJ Photography Sales Day Book					
Date	Customer	Invoice No	Total \$	Tax \$	Net \$

Task 3

Make the relevant transfers from the sales day book to the ledger accounts below.

Sales Account					
Date	Details	Amount \$	Date	Details	Amount \$

(2 marks)

Tax Account					
Date	Details	Amount \$	Date	Details	Amount \$

(2 marks)

Task 4

Complete the ledger account for Bliss Fashions below from the transactions entered in the sales day book. There is no opening balance on this account. Balance the account at 20 January and bring down the balance.

Bliss Fashions Account					
Date	Details	Amount \$	Date	Details	Amount \$

(5 marks)

Task 5

The petty cash book on the opposite page is for the week ended 20 January. The opening balance of \$100 at 14 January has not yet been entered. The two petty cash vouchers below need to be entered into the petty cash book before it can be balanced for the week.

PETTY CASH VOUCHER	
	No 82
Date: 19 Jan	\$ c
Required for:	
Bucket and mop	8 39
Tax	1 01
	<u>9 40</u>
Signed by:	<i>M. John</i>

PETTY CASH VOUCHER	
	No 83
Date: 19 Jan	\$ c
Required for:	
Plain paper	1 92
Tax	23
	<u>2 15</u>
Signed by:	<i>C. Forsyth</i>

Enter the opening balance and voucher numbers 82 and 83 into the petty cash book. Balance the petty cash book at 20 January, bringing down the balance and restoring the imprest to \$100.00 at 21 January.

(10 marks)

Receipts \$	Date	Details	Voucher No.	Total \$	Tax \$	Postage \$	Stationery \$	Sundries \$
	15 Jan	Postage stamps	74	3 00	NIL	3.00		
	15 Jan	Paper and pen	75	2 80	0 30		2.50	
	16 Jan	Cleaning materials	76	8 96	0 96			8.00
	17 Jan	Receipt book	77	4 48	0 48		4.00	
	17 Jan	Parcel postage	78	7 50	NIL	7.50		
	17 Jan	Postage stamps	79	9 00	NIL	9.00		
	17 Jan	Envelopes	80	3 64	0 39		3.25	
	19 Jan	Flowers for office	81	6 72	0 72			6.00

Task 7

Complete the cheque below to pay the total amount due to Fotosure.

Westley Bank plc		65-70-22	
Staining Branch Staining FY5 8JG		Date _____	
Pay		A/C Payee	
_____		_____	
_____		_____	
_____		_____	
345433	65 70 22	26574889	
			<input type="text" value="\$"/>
			MJ Photography

(4 marks)

Task 8

In today's post a bank statement arrived from Westley Bank plc and is detailed below:

BANK STATEMENT				
Westley Bank plc Staining Branch				
In account with: MJ Photography				
All entries to: 20 January are inclusive and complete				
				Account No: 26574889
Date	Details	\$	\$	Balance
				\$
01 Jan	Balance			2 100
02 Jan	Cash and cheques		900	3 000
06 Jan	Cheque 345431	125		2 875
08 Jan	BACS Poulton Publishing		750	3 625
12 Jan	ATM cash machine	100		3 525
12 Jan	Telephone Charges DD	75		3 450
14 Jan	D. Lee (Returned cheque)	340		3 110
17 Jan	Cash and cheques		570	3 680
18 Jan	Bank charges	25		3 655
19 Jan	Internet banking – S. Dean	70		3 585
DD = Direct Debit SO = Standing Order BGC = Bank Giro Credit BACS = Bankers Automated Clearing Services				

Update the cash book on the opposite page at 20 January. Balance the cash book at 20 January and bring down the balance.

(10 marks)

MJ Photography Cash Book (Bank columns only)					
Date	Details	\$	Date	Details	\$
01 Jan	Balance b/d	2 100	03 Jan	Fotosure (chq 345431)	125
02 Jan	Sales	900	17 Jan	T. Stott (chq 345432)	360
15 Jan	Sales	570			
19 Jan	Gazette Photos	210			
19 Jan	Local News	200			

Task 9

Complete the bank reconciliation statement at 20 January using the form below.

MJ Photography Bank Reconciliation Statement as at 20 January

(8 marks)

Task 10

In your spare time, you have set up a small business, buying and selling second-hand books from home. There is no tax on second hand books. Your cash book, from the start of this business on 1 January until 20 January is shown below.

Balance the cash book at 20 January bringing down the balances at 21 January.

Post the cash book to the ledger accounts shown below and balance all accounts with more than one entry. Extract the trial balance at 20 January.

Cash Book							
Date	Details	Cash \$	Bank \$	Date	Details	Cash \$	Bank \$
1 Jan	Capital	500		3 Jan	Purchases	100	
4 Jan	Cash		300	4 Jan	Bank	300	
9 Jan	Sales		45	11 Jan	Purchases		50
13 Jan	Sales	60		16 Jan	Advertising		65
19 Jan	Sales	35		18 Jan	Stationery	20	

(3 marks)

Capital Account					
Date	Details	Amount \$	Date	Details	Amount \$

(1 mark)

Sales Account					
Date	Details	Amount \$	Date	Details	Amount \$

(4 marks)

Stationery and Advertising					
Date	Details	Amount \$	Date	Details	Amount \$

(3 marks)

Purchases Account					
Date	Details	Amount \$	Date	Details	Amount \$

(3 marks)

Trial Balance as at 20 January		
	Dr \$	Cr \$

(6 marks)
(Total 20 marks)

End of Examination