

# Book-keeping and Accounts

Level 2

8991-02-002

2012 Sample Paper



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**Candidate's name** (Block letters please)

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**Centre no**

**Date**

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**Time allowed:** 2 hours  
(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.

## For examiner's use only

T1	T2	T3	T4	T5	T6	T7	Total
/12	/35	/9	/8	/9	/9	/18	/100

## Scenario

You work as an accounts clerk and your work is quite varied. There are a number of tasks that you need to complete today and these are outlined below.

### Task 1

One of the accounts trainees needs your help in correcting some error(s) and omission(s) from the books of James Company. These are as follows:

- \$200 cash received from sale of an old motor vehicle had been entered in the discount received account
- A cash payment of \$250 for rent entered in the cash book had not been entered in the rent account
- The sales account had been under-cast by \$360
- A private purchase of a \$3 000 motor vehicle had been included in the business motor vehicles account
- Sale of goods to Ruth Brooks had been correctly entered in the sales account as \$2 850 but had been entered in the personal account as \$2 580.

Correct these errors in the journal on the opposite page with suitable narratives.

(12 marks)



## Task 2

Your next task is to complete the extended trial balance of one of your clients, The Stone Pony Company, shown below. A number of adjustments need to be made before this can be done and these are as follows:

- Closing stock was valued at cost \$4 000
- The provision for doubtful debts is to be 3% of debtors
- Wages and salaries of \$550 are accrued due
- Rent and rates have been prepaid by \$150
- Depreciation is to be provided for as follows:
  - Motor vehicles: 10% straight line method
  - Machinery: 15% reducing balance method

a) Complete the adjustments in the extended trial balance.

(10 marks)

b) Complete the trading, profit and loss account in the extended trial balance.

(11 marks)

c) Complete the balance sheet in the extended trial balance.

(14 marks)

(Total 35 marks)

Extended Trial Balance		The Stone Pony Company				Year to 31 January			
Account	Trial Balance		Adjustments		Trading, Profit & Loss		Balance Sheet		
	Dr \$	Cr \$	Dr \$	Cr \$	Dr \$	Cr \$	Dr \$	Cr \$	
Creditors		5 000							
Sales		99 500							
Purchases	32 600								
Cash at bank	1 350								
Debtors	11 400								
Provision for doubtful debts		228							
Machinery at cost	55 000								
Motor vehicles at cost	30 000								
Machinery – provision for depreciation		25 000							
Motor vehicles – provision for depreciation		10 000							
Rent and rates	10 840								
Wages and salaries	31 250								
Bad debts	450								
Opening stock	5 000								
Capital		38 662							
Drawings	500								
Accruals									
Prepayments									
Closing stock									
Doubtful debts									
Depreciation – Machinery									
Depreciation – Motor vehicles									
Net profit/loss									
Totals	178 390	178 390							

**Task 3**

Next you have to complete some ledger accounts for Jimmy Company which needs to know its depreciation charges for the end of its financial year. The company has two fixed assets; the balances in these accounts at the start of its financial year was Machinery \$60 000 and Motor vehicles \$45 000.

The balances in the provision for depreciation accounts was as follows; Machinery \$25 000 and Motor vehicles \$15 000.

The company's policy is to depreciate Machinery at 15% reducing balance method and Motor vehicles at 12% straight line method. In both cases there is no residual value on these assets.

Complete the ledger accounts below for the end of the financial year, bringing down the balances (dates are not required).

<b>Machinery Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(1 mark)

<b>Provision for Depreciation Account - Machinery</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(3 marks)

<b>Motor Vehicles Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(1 mark)

<b>Provision for Depreciation Account – Motor Vehicles</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(4 marks)

(Total 10 marks)

#### Task 4

Timmy Tucker has a grocers shop and he has requested that you classify the following list of items of expenditure as capital expenditure or revenue expenditure.

Classify the expenditure below by placing a tick (✓) in the correct box for each item.

<b>Item of Expenditure</b>	<b>Revenue Expenditure</b>	<b>Capital Expenditure</b>
Wages of shop staff		
New delivery van		
New box of apples		
Carriage on new box of apples		
Installing new kitchen area and sink		
Repainting of shop front		
Insurance of shop		
New fixtures and fittings		

(8 marks)

**Task 5**

The Jimmy Company has come back to you for some more help with its accounts, this time looking at its bad and doubtful debts. The company's trade debtors control account has a balance of \$150 000 before any bad debts have been written off. Two trade debtors, for Keith Paulie \$350 and Thomas Tan \$650 respectively, need to be written off.

Once this has been done you need to adjust the provision for doubtful debts account to be 2% of outstanding debtors. The balance on this account currently stands at \$2 800.

Complete the ledger accounts below for the Jimmy Company bringing down the balances (dates are not required).

<b>Trade Debtors Control Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(3 marks)

<b>Bad Debts Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(3 marks)

<b>Provision for Doubtful Debts Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>

(3 marks)

(Total 9 marks)

**Task 6**

Now you look at the accounts of Gary Connolly which need the following adjustments making to them:

- A prepayment of rates has been made amounting to \$76
- Wages amounting to \$338 have been accrued due
- Gary sublets part of his premises. The tenant still owes Gary \$64

Complete the accounts below to record the adjustments, bringing down the balances. Show clearly the amount to be transferred to the profit and loss account.

<b>Rates Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>
Balance b/d	1 162		

(3 marks)

<b>Wages Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>
Balance b/d	12 316		

(3 marks)

<b>Rent Received Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>
		Balance b/d	982

(3 marks)

(Total 9 marks)

### Task 7

Now you look at some purchase ledger accounts which need reconciling with the control account. On 1 December the balances on Nunu Miah's purchase ledger were as follows:

	\$
Farah Begum	2 120 cr
Jil Singh	4 005 cr
Al Patel	35 dr

During the month of December the following transactions took place:

	Cash Purchases	Credit Purchases	Purchase Returns	Payments on account by cheque	Discount received
	\$	\$	\$	\$	\$
Farah Begum	980	9 440	770	6 790	260
Jil Singh	80	9 995	275	7 996	357
Al Patel	1 005	4 690	386	Nil	Nil

- Write up the Purchase Ledger Accounts for the month ended 31 December.
- Prepare the Purchase Ledger Control Account for the month ended 31 December, bringing down the balance.
- Reconcile the Control Account balance with the Ledger Account balances.

Farah Begum Account			
Details	Amount \$	Details	Amount \$
		Balance b/d	2 120

(4 marks)

Jil Singh Account			
Details	Amount \$	Details	Amount \$
		Balance b/d	4 005

(4 marks)

<b>AI Patel Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>
Balance b/d	35		

(2 marks)

<b>Purchase Ledger Control Account</b>			
<b>Details</b>	<b>Amount \$</b>	<b>Details</b>	<b>Amount \$</b>
Balance b/d	35	Balance b/d	6 125

(4 marks)

<b>Reconciliation of Ledger Balances with Control Account Balances</b>	

(4 marks)

(Total 18 marks)

**End of Examination**