Book-keeping and Accounts

Level 1

8991-01-001 (NU-BKA 01) 81032 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 should be completed in the order shown.

For examiner's use only

T1	T2	Т3	T4	Т5	Т6	T7	Т8	Т9	T10	Total
/12	/11	/4	/5	/10	/16	/4	/10	/8	/20	/100

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Scenario

You work as an office trainee in the accounts department of Faye's Fashions, a wholesaler of ladies clothing to local retailers. Your work is varied and today there are a number of tasks for you to complete. **Today's date is 1 October.**

Task 1

Four invoices have been prepared by an inexperienced clerk and these are shown below.

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)

	OICE FASHIONS	INVOICE FAYE'S FASHIONS					
PLUM	USINESS PARK MPTON	PLUM	JSINESS PARK PTON				
RPN & Co. 2 Dock St. Plumpton	Invoice No 627 Date: 30 Sept	Fun Fashions 1 Main St. Plumpton	Invoice No 628 Date: 30 Sept				
20 dresses @ £12 e Less 10% trade dise Add tax @ 18% Total		20 skirt suits @ £28 Less 10% trade disc Add tax @ 18% Total	£ 650 00 000 65 00 <u>105 30</u> <u>690 30</u>				
Terms 30 days net		Terms 30 days net					
Your calculat	ion if necessary	Your calculation if necessary					

INVOIO FAYE'S FAS PLUMPTON BUS PLUMPT	HIONS NESS PARK	INVOICE FAYE'S FASHIONS PLUMPTON BUSINESS PARK PLUMPTON				
A&G Clothing 4 High St. Plumpton 30 dresses @ £10 each Less 10% trade discour Add tax @18% Total Terms 30 days net		Chloe's Clothes 9 Main St. Plumpton Accessories as ordered Less 10% trade discount Add tax @18% Total Terms 30 days net	Invoice No 630 Date: 30 Sept £ 200 00 20 00 <u>32 40</u> 212 40			
Your calculation	if necessary	Your calculation if	necessary			

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

Enter invoice numbers 623 to 626 into the sales day book on the opposite page, totalling the sales day book as at 30 September.

(11 marks)

INVOIC	=					
FAYE'S FASH		INVOICE FAYE'S FASHIONS				
PLUMPTON BUSIN PLUMPTO		PLUMPTON BUS PLUMF				
Chloe's Clothing 9 Main St. Plumpton	Invoice No 623 Date: 30 Sept £	RPN & Co 2 Dock St. Plumpton	Invoice No 624 Date: 30 Sept £			
15 jackets @ £25 each Less 10% trade discount Add tax @ 18% Total	375 00	10 coats @ £28 each Less 10% trade disco Add tax @ 18% Total	280 00			
Terms 30 days net		Terms 30 days net				
INVOIC	E	INVOICE				
FAYE'S FASH PLUMPTON BUSIN PLUMPT(IESS PARK	FAYE'S FA PLUMPTON BUS PLUMF	SINESS PARK			
	nvoice No 625 Date: 30 Sept	RPN & Co 2 Dock St. Plumpton	Invoice No 626 Date: 30 Sept			
25 dresses @ £15 each Less 10% trade discount Add tax @18% Total	£ 375 00 37 50 <u>60 75</u> <u>398 25</u>	40 hats @ £5 each 40 scarves @ £5 each Less 10% trade disco Add tax @18% Total	400 00			
Terms 30 days net		Terms 30 days net				

	Faye's Fashions Sales Day Book												
Date	Customer	Invoice No	Total £	Tax £	Net £								

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)

Complete the ledger account for RPN & Co below from the transactions entered in the sales day book. Balance the account at 30 September and bring down the balance.

RPN & Co Account											
Date	Details	Amount £	Date	Details	Amount £						

(5 marks)

Task 5

D

The petty cash book on the opposite page is for the week ended 30 September. The opening balance of £100 at 24 September has not 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.

F	PETTY CASH VO	DUCHER	
		No	98
ate:	30 Sept	£	Ρ
equir	ed for:		
		_	~ ~

Required for:	
Train fare	7 63
Тах	$\frac{1}{9}$ $\frac{37}{00}$
Signed by:	S. Khan

PETTY CASH VOU	•••=•	-
Date: 30 Sept	N۱ ج	o 99 P
Required for:	~	
Postage stamps	4	35
Signed by:	L. (Bing

Enter the opening balance and voucher numbers 98 and 99 into the petty cash book. Balance the petty cash book at 30 September, bringing down the balance and restoring the imprest to £100 00 at 1 October.

(10 marks)

Stationery £		3 39	2 03		191			5 76				
Travel £				7 63		10 17						
Postage £	5.00						6.75					
Tax £	NIL	0 61	0 37	1 37	0 34	1 83	NIL	1 04				
Total £	5 00	4 00	2 40	00 6	2 25	12 00	6 75	6 80				
Voucher Number	90	91	92	93	94	95	96	97				
Details	Postage stamps	Envelopes	Receipt book	Taxi fare	Paper clips	Train fares	Parcel postage	Pens & pencils				
Date	25 Sept	25 Sept	26 Sept	26 Sept	27 Sept	28 Sept	29 Sept	29 Sept				
Receipts £												

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Four purchase invoices have been approved for payment. The policy of Faye's Fashions is to pay strictly according to invoice terms and to take advantage of any settlement discounts. A summary of the invoices is shown below:

Invoice date	Supplier	Terms	Goods £	Tax (18%) £	Total £
14 Sept	Darius Designs	30 days	375.00	67 50	442 50
16 Sept	Darius Designs	30 days	136.00	24 48	160 48
27 Sept	Fine Line Co.	30 days*	280.00	47 88	327 88
29 Sept	Fine Line Co.	30 days*	210.00	35 91	245 91

* These invoices state '5% settlement discount for payment within 7 days'.

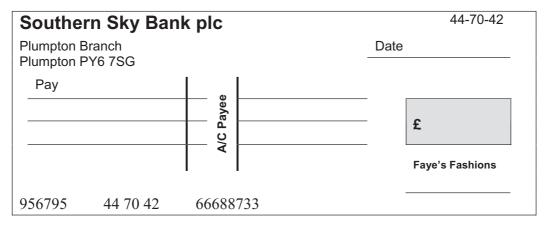
Showing your workings calculate below the total amount due to Darius Designs and Fine Line Co. on 1 October, after taking into account any settlement discounts.

Darius Designs

Fine Line Co.

(3 marks)

Complete the cheque below to pay the total amount due to Fine Line Co.



(4 marks)

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

BANK STATEMENT

Southern Sky Bank plc Plumpton Branch

In account with: Faye's Fashions

All entries to: 30 September are inclusive and complete

	Account No: 66688733						
Details			Balance				
	£	£	£				
Balance			2 965				
BACS – P. Aponwei		595	3 560				
Cheque 656793	150		3 410				
BGC - Sales		380	3 790				
Plumpton Property DD	400		3 390				
ATM/Cash machine	100		3 290				
Cash and cheques		200	3 490				
BACS – Fun Fashions		240	3 730				
Telephone charges – DD	142		3 588				
Bank charges	82		3 506				
DD = Direct Debit SO = Standing Order BGC = Bank Giro Credit							
ankers Automated Clearing Services							
	Balance BACS – P. Aponwei Cheque 656793 BGC - Sales Plumpton Property DD ATM/Cash machine Cash and cheques BACS – Fun Fashions Telephone charges – DD Bank charges	£BalanceBACS - P. AponweiCheque 656793BGC - SalesPlumpton Property DDATM/Cash machineCash and chequesBACS - Fun FashionsTelephone charges - DDBank chargesEt DebitSO = Standing OrderBGC = Bank Giro Credit	££Balance595BACS - P. Aponwei595Cheque 656793150BGC - Sales380Plumpton Property DD400ATM/Cash machine100Cash and cheques200BACS - Fun Fashions240Telephone charges - DD142Bank charges82				

Update the cash book on the opposite page at 30 September. Balance the cash book at 30 September and bring down the balance.

(10 marks)

	Faye's Fashions Cash Book							
(Bank columns only)								
Date	ate Details £ Date Details							
01 Sept	Balance b/d	2 965	05 Sept	Astor Insurance (chq 656793)	150			
10 Sept	Sales	380	28 Sept	R. Smart (chq 656794)	315			
15 Sept	Chloe's Clothes	200						
29 Sept	Sales	100						
29 Sept	Hi Fashion	45						
		<u></u>						

Complete the bank reconciliation statement at 30 September using the form below.

Faye's Fashions Bank Reconciliation Statement as at 30 September

(8 marks)

On 22 September, Faye's sister also started a new business, called Young Faye, which sells childrenswear. There is no tax on childrenswear. She has written up the cash book shown below but has not balanced it off.

Balance the cash book for Young Faye at 30 September bringing down the balances. Post the cash book to the ledger accounts below, balancing all accounts containing more than one transaction. Extract the trial balance at 30 September.

	Young Faye Cash Book						
Date	Details	Cash	Bank	Date	Details	Cash	Bank
		£	£			£	£
23 Sept	Capital		6 000	23 Sept	Rent		460
24 Sept	Bank	500		24 Sept	Purchases		1 700
26 Sept	Sales	220		24 Sept	Cash		500
28 Sept	Sales		300	27 Sept	Purchases		810
30 Sept	Sales		495	29 Sept	Insurance	290	

(3 marks)

	Capital Account						
Date	Details	Amount £	Date	Details	Amount £		

(1 mark)

Sales Account							
Date	Details	Amount £	Date	Details	Amount £		

(4 marks)

	Rent and Insurance Account							
Date	Details	Amount £	Date	Details	Amount £			

(3 marks)

	Purchases Account							
Date	Details	Amount £	Date	Details	Amount £			

(3 marks)

Young Faye Trial Balance as at 30 September					
	Dr £	Cr £			

(6 marks)

(Total 20 marks)

End of Examination