

Book-Keeping & Accounts Level 1
81011
Marking Scheme V1

NB * indicates own figure.

Marker Please Note: In the ledger accounts marks are for the correct date, details and amounts going across the line.

Task 1

Invoice 95: $\$200(1) - \$20(1) = \$180(1) + \$21.60(1) = \$201.60(2) \text{ or } (1)^*$

Invoice 98: $\$150(1) + \$300(1) = \$450(1) + \$54(1) = \$504(2) \text{ or } (1)^*$

NB: if candidate only provides partial workings but has the correct answer, full marks will be awarded

(12 marks)

Task 2

MJ Photography Sales Day Book					
Date	Customer	Invoice No	Total \$	Tax \$	Net \$
20 Jan	Bliss Fashions	91	504.00(1)	54.00	450.00 (1)
20 Jan	Claire Smith	92	89.60(1)	9.60	80.00 (1)
20 Jan	Ado Advertising Co	93	226.80(1)	24.30	202.50 (1)
20 Jan	Bliss Fashions	94	201.60(1)	21.60	180.00 (1)
			1022.00(1)*	109.50 (1)*	912.50 (1)*

(11 marks)

NB: mark in total column to include correct date, customer, invoice number and amount.

Task 3

Sales Account					
Date	Details	Amount \$	Date	Details	Amount \$
			20 Jan	Sales day book	912.50(2)or(1)*

(2 marks)

Tax Account					
Date	Details	Amount \$	Date	Details	Amount \$
			20 Jan	Sales day book	109.50(2)or(1)*

NB: marks are for the correct date, relevant details and amount. Please do **not** accept SDB in the details column.

(2 marks)

(Total for Task 3 = 4 marks)

Task 4

Bliss Fashions Account					
Date	Details	Amount	Date	Details	Amount
		\$			\$
20 Jan	Sales	504.00 (1)*			
20 Jan	Sales	<u>201.60</u> (1)*	20 Jan	Balance c/d	<u>705.60(2)or(1)*</u>
		<u>705.60</u>			<u>705.60</u>
21 Jan	Balance b/d	705.60(1)*			

(5 marks)

Task 5

Receipts \$	Date	Details	Voucher No.	Total \$	Tax \$	Postage \$	Stationery \$	Sundries \$
100 00	14 Jan	Balance b/d (1)						
	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
	19 Jan	Bucket and mop	82	9 40	1 01			8 39 (1)
	19 Jan	Plain paper	83	2 15	0 23		1 92 (1)	
				57 65 (1)	4 09	19 50	11 67	22 39
	20 Jan	Balance c/d		42 35 (2)				
<u>100</u>				<u>100 00</u>				
42 35	21 Jan	Balance b/d (1)*					(1)	
57 65		Cash (2) or (1)*						

Note: Marks in analysis columns are for date, detail, voucher number and amounts in total, tax analysis column

(10 marks)

Task 6

H. Travis

$$\$100.80 (1) + \$72.80(1) = \$173.60 (1)$$

(3 marks)

Fotosure

$$\$200 (1) - 10 (1) = \$190(1) + \$22.80(1) = \$212.80 (2) \text{ or } (1)^*$$

$$\$240 (1) - 12 (1) = \$228(1) + \$27.36(1) = \$255.36 (2) \text{ or } (1)^*$$

$$\$468.16 (1)$$

(13 marks)**(Total for task 6 = 16 marks)****Task 7**

Westley Bank plc		65-70-22
Staining Branch Staining FY5 8JG		Date 21 January (1)
Pay Fotosure (1)		
Four hundred and sixty	A/C Payee	eight dollars 16
cents (1)*		
		\$ 468.16 (1)*
		MJ Photography
345433	65 70 22	26574889

NB: Wording must be in correct currency.**(4 marks)****Task 8**

MJ Photography Cash Book (Bank columns only)					
Date	Details	\$	Date	Details	\$
01 Jan	Balance b/d	2 100	03 Jan	Fotosure (345431)	125
02 Jan	Sales	900	17 Jan	T. Stott (345432)	360
15 Jan	Sales	570	12 Jan	Cash	100 (1)
19 Jan	Gazette Photos	210	12 Jan	Telephone	75 (1)
19 Jan	Local News	200			
08 Jan	Poulton Publishing	750 (1)	14 Jan	D. Lee	340 (1)
			18 Jan	Bank charges	25 (1)
			19 Jan	S. Dean	70 (1)
			20 Jan	Balance c/d	3 635 (2) or (1)*
		<u>4 730</u>			<u>4 730</u>
21 Jan	Balance b/d	3 635 (2) or (1)*			

NB: Please also accept updating entries on 20 January.**(10 marks)**

Task 9

MJ Photography Bank Reconciliation Statement as at 20 January	
Balance per bank statement	3 585 (1)
Add outstanding lodgements	
Gazette Photos	210 (2)
Local News	200 (2)
	<u>3 995</u>
Less unrepresented cheque	
T. Stott	360 (2)
	<u>3 635 (1)*</u>

(8 marks)**Task 10**

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	
				20 Jan	Balance c/d	175 (1)	230 (1)
		<u>595</u>	<u>345</u>			<u>595</u>	<u>345</u>
21 Jan	Balance b/d (1)*	175	230				

(3 marks)

Capital Account					
Date	Details	Amount \$	Date	Details	Amount \$
			1 Jan	Cash	500 (1)

(1 mark)

Sales Account					
Date	Details	Amount \$	Date	Details	Amount \$
			9 Jan	Bank	45 (1)
			13 Jan	Cash	60 (1)
20 Jan	Balance c/d	<u>140</u>	19 Jan	Cash	<u>35</u> (1)
		<u>140</u>			<u>140</u>
			21 Jan	Balance b/d	140 (1)*

(4 marks)

Stationery & Advertising					
Date	Details	Amount \$	Date	Details	Amount \$
16 Jan	Bank	65 (1)			
18 Jan	Cash	<u>20</u> (1)	20 Jan	Balance c/d	<u>85</u>
		<u>85</u>			<u>85</u>
21 Jan	Balance b/d	85 (1)			

(3 marks)

Purchases Account					
Date	Details	Amount \$	Date	Details	Amount \$
3 Jan	Cash	100 (1)			
11 Jan	Bank	<u>50</u> (1)	20 Jan	Balance c/d	<u>150</u>
		<u>150</u>			<u>150</u>
21 Jan	Balance b/d	150 (1)			

(3 marks)

Trial Balance as at 20 January				
	Dr \$		Cr \$	
Cash	175	(1)*		
Bank	230	(1)*		
Capital			500	(1)
Sales			140	(1)*
Stationery and Advertising	85	(1)*		
Purchases	<u>150</u>	(1)*		
	<u>640</u>		<u>640</u>	

(6 marks)

(Total marks for Task 10 = 20 marks)

Grading - A pass to be awarded for 60% or more and a First Class Pass for 75% or more.