



**Qualification**  
LEVEL 2 Award in Computerised Book-keeping

**ON DEMAND 1**

**MARKING SCHEME  
AND MODEL ANSWERS**

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# QCF Awards in Computerised Bookkeeping

## Marking Scheme for new QCF Computerised Bookkeeping Awards

		Comments
Deduct 5 marks for:	<ul style="list-style-type: none"> <li>• Missing Audit Trail and/or Trial Balance</li>   <li>• Three or more other reports or documents missing</li>   <li>• Linked transactions containing two or more fundamental errors</li>   <li>• More than two date errors in the month or year</li>   <li>• Five or more missing or inappropriate references</li>   <li>• Five or more missing or inappropriate details</li> </ul>	<p>These two reports are vital. Depending on the other reports asked for, some transactions may not be “markable” without the Audit Trail; the Trial Balance for most of us is the initial document marked.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Two or more sales invoices posted to the wrong nominal code, or with the VAT incorrect.</li> <li>• Wages</li> <li>• Petty Cash payments entered as receipts</li> </ul> <p>This penalty should be applied if the month or year is incorrect based on the financial year start date used. If the entire paper is <u>correctly</u> worked in a different year, no penalty.</p>

Deduct 4 marks for:	<ul style="list-style-type: none"> <li>• Any missing transaction (as per question paper, not line on Audit Trail)</li> <li>• Any individual transaction containing two or more fundamental errors</li> <li>• Two other reports missing</li> <li>• Two errors in the month or year of the date</li> </ul>	
Deduct 3 marks for:	<ul style="list-style-type: none"> <li>• Any transaction containing one fundamental error</li> <li>• One error in the month or year of the date</li> <li>• One other report missing</li> <li>• Two or more non-unique references</li> </ul>	<ul style="list-style-type: none"> <li>• This includes an error of principle which would affect the net profit</li> <li>• This penalty to be applied if any reference is used more than twice.</li> </ul>
Deduct 1 mark for:	<ul style="list-style-type: none"> <li>• One missing or inappropriate reference</li> <li>• One reference used more than once</li> <li>• One missing or inappropriate detail</li> <li>• Any error of principle not affecting the Net Profit</li> <li>• Any error in name, e.g. case study, customer, supplier, addresses</li> </ul>	<ul style="list-style-type: none"> <li>• If the default reference is used once, no penalty.</li> </ul>

**Date:** 28/11/2010  
**Time:** 11:58:28

**Golfalot - L2 OD (1)**  
**Period Trial Balance**

**Page:** 1

**To Period:** Month 1, January 2011

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0040	Furniture and Fixtures	5,250.00	
0050	Motor Vehicles	38,000.00	
1100	Debtors Control Account	3,169.50	
1200	Bank Current Account	107,847.66	
1230	Petty Cash	800.00	
2100	Creditors Control Account		8,925.05
2200	Sales Tax Control Account		4,802.67
2201	Purchase Tax Control Account	10,633.25	
3000	Capital		148,500.00
3001	Drawings	2,150.00	
4000	Sales - Golf Supplies		24,213.33
4001	Sales - Golf Training Books		799.50
4009	Discounts Allowed	200.00	
5000	Purchases - Golf Supplies	17,090.29	
5001	Purchases - Golf Training Books	1,049.85	
8100	Bad Debt Write Off	150.00	
8202	Clothing Costs	900.00	
	<b>Totals:</b>	<u>187,240.55</u>	<u>187,240.55</u>

Date: 20/12/2010  
 Time: 09:13:58

**Golfalot - L2 OD (1)**  
**Audit Trail (Summary)**

Date From: 01/01/1980  
 Date To: 31/12/2019  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Dept From: 0  
 Dept To: 999

Customer From:  
 Customer To: *ZZZZZZZZ*  
 Supplier From:  
 Supplier To: *ZZZZZZZZ*  
 N/C From:  
 N/C To: 99999999

Exclude Deleted Tran: No

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>T/C</u>	<u>Pd</u>	<u>Paid</u>	<u>V</u>	<u>B</u>	<u>Bank Rec. Date</u>
1	JD	01/01/2011	1200	1200	0	JV1	Opening Balance	80,000.00	0.00	T9	Y	80,000.00	-	-	
2	JD	01/01/2011	1230	1230	0	JV1	Opening Balance	500.00	0.00	T9	Y	500.00	-	-	
3	JC	01/01/2011	3000	3000	0	JV1	Opening Balance	80,500.00	0.00	T9	Y	80,500.00	-	-	
4	JD	01/01/2011	1200	1200	0	JV2	Capital Introduced	60,000.00	0.00	T9	Y	60,000.00	-	N	
5	JD	01/01/2011	0050	0050	0	JV2	Vehicle Introduced	8,000.00	0.00	T9	Y	8,000.00	-	-	
6	JC	01/01/2011	3000	3000	0	JV2	Cash & Vehicle Introduced	68,000.00	0.00	T9	Y	68,000.00	-	-	
7	BP	01/01/2011	1200	0050	0	400	Vehicle	30,000.00	6,000.00	T1	Y	36,000.00	N	N	
8	JC	02/01/2011	1200	1200	0	401	Bank Transfer to Petty Cash	300.00	0.00	T9	Y	300.00	-	N	
9	JD	02/01/2011	1230	1230	0	401	Bank Transfer to Petty Cash	300.00	0.00	T9	Y	300.00	-	-	
10	BP	02/01/2011	1200	0040	0	402	Shop Sign	1,500.00	300.00	T1	Y	1,800.00	N	N	
11	BP	03/01/2011	1200	0040	0	403	Shop Till	1,750.00	350.00	T1	Y	2,100.00	N	N	
12	BP	04/01/2011	1200	0040	0	404	Shop Lighting	2,000.00	400.00	T1	Y	2,400.00	N	N	
13	BP	06/01/2011	1200	8202	0	405	Staff Uniform	900.00	180.00	T1	Y	1,080.00	N	N	
14	SI	02/01/2011	COMPLETE	4000	0	G001	Sales - Golf Drivers	1,200.00	240.00	T1	Y	1,440.00	N	-	
15	SI	03/01/2011	DIRECT	4000	0	G002	Sales - Golf Balls	200.00	40.00	T1	Y	240.00	N	-	
16	SI	05/01/2011	K&N	4000	0	G003	Sales - Golf Trolleys	10,000.00	1,960.00	T1	Y	11,960.00	N	-	
17	SI	05/01/2011	DIRECT	4000	0	G004	Sales - Golf Putters & Drivers	3,000.00	600.00	T1	Y	3,600.00	N	-	
18	SI	06/01/2011	COMPLETE	4000	0	G005	Sales - Golf Stand Bags	2,100.00	420.00	T1	N	0.00	N	-	
19	SI	06/01/2011	COMPLETE	4001	0	G005	Sales - Golf Training Books	649.50	0.00	T0	N	0.00	N	-	
20	SC	09/01/2011	COMPLETE	4000	0	C1001	Damaged Driver	120.00	24.00	T1	Y	144.00	N	-	
21	PI	02/01/2011	DIRECT	5000	0	DG1789	Purchases - Golf Trolleys	9,000.00	1,800.00	T1	Y	10,800.00	N	-	
22	PI	03/01/2011	SPORTS	5000	0	S099	Purchases - Golf Putters	2,500.00	490.00	T1	N	0.00	N	-	
23	PI	04/01/2011	GOLF	5000	0	5674	Purchases - Golf Balls	265.29	53.05	T1	Y	318.34	N	-	
24	PI	05/01/2011	DESIGNER	5000	0	DG2768	Purchases - Golf Stand Bags	2,625.00	525.00	T1	N	0.00	N	-	
25	PI	05/01/2011	DESIGNER	5001	0	DG2768	Purchases - Golf Training Books	999.90	0.00	T0	N	0.00	N	-	
26	PI	05/01/2011	GOLF	5000	0	5698	Purchases - Golf Drivers	1,500.00	300.00	T1	N	0.00	N	-	
27	PI	05/01/2011	GOLF	5001	0	5698	Purchases - Golf Training Books	49.95	0.00	T0	N	0.00	N	-	
28	PI	06/01/2011	SPORTS	5000	0	S124	Purchases - Golf Drivers	1,200.00	235.20	T1	N	0.00	N	-	
29	SR	15/01/2011	COMPLETE	1200	0	265	Sales Receipt	1,000.00	0.00	T9	Y	1,000.00	-	N	
30	SA	16/01/2011	K&N	1200	0	390	Payment on Account	6,000.00	0.00	T9	Y	6,000.00	-	N	

Date: 20/12/2010

Time: 09:13:58

**Golfalot - L2 OD (1)**  
**Audit Trail (Summary)**

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<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>T/C</u>	<u>Pd</u>	<u>Paid</u>	<u>V</u>	<u>B</u>	<u>Bank Rec. Date</u>
31	SR	18/01/2011	COMPLETE	1200	0	275	Sales Receipt	296.00	0.00	T9	Y	296.00	-	N	
32	SR	18/01/2011	K&N	1200	0	410	Sales Receipt	5,760.00	0.00	T9	Y	5,760.00	-	N	
33	SD	18/01/2011	K&N	4009	0	410	Sales Discount	200.00	0.00	T9	Y	200.00	-	-	
34	BR	19/01/2011	1200	4000	0	CS1	Cash Sales of Golf Supplies	7,833.33	1,566.67	T1	Y	9,400.00	N	N	
35	PA	17/01/2011	SPORTS	1200	0	407	Payment on Account	1,500.00	0.00	T9	N	0.00	-	N	
36	BP	18/01/2011	1200	3001	0	408	Drawings	2,000.00	0.00	T9	Y	2,000.00	-	N	
37	PP	18/01/2011	GOLF	1200	0	409	Purchase Payment	318.34	0.00	T9	Y	318.34	-	N	
38	PP	18/01/2011	DIRECT	1200	0	410	Purchase Payment	6,960.00	0.00	T9	Y	6,960.00	-	N	
39	SR	31/01/2011	DIRECT	1200	0	CONTRA	Contra Receipt	3,840.00	0.00	T9	Y	3,840.00	-	N	
40	PP	31/01/2011	DIRECT	1200	0	CONTRA	Contra Payment	3,840.00	0.00	T9	Y	3,840.00	-	N	
41	JC	19/01/2011	1200	1200	0	JV3	Bad Debt	150.00	0.00	T9	Y	150.00	-	N	
42	JD	19/01/2011	8100	8100	0	JV3	Bad Debt	150.00	0.00	T9	Y	150.00	-	-	
43	JC	31/01/2011	4001	4001	0	JV4	Goods for own use	150.00	0.00	T0	Y	150.00	N	-	
44	JD	31/01/2011	3001	3001	0	JV4	Goods for own use	150.00	0.00	T9	Y	150.00	-	-	

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**Golfalot - L2 OD (1)**

Page: 1

**Nominal Activity**

Date From: 01/01/1980  
 Date To: 31/01/2011

N/C From: 4000  
 N/C To: 4001

Transaction From: 1  
 Transaction To: 99,999,999

N/C: 4000      Name: Sales - Golf Supplies      Account Balance: 24,213.33 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
14	SI	02/01/2011	COMPLET	G001	Sales - Golf Drivers	0	T1	1,200.00		1,200.00	N	-	
15	SI	03/01/2011	DIRECT	G002	Sales - Golf Balls	0	T1	200.00		200.00	N	-	
16	SI	05/01/2011	K&N	G003	Sales - Golf Trolleys	0	T1	10,000.00		10,000.00	N	-	
17	SI	05/01/2011	DIRECT	G004	Sales - Golf Putters & Drivers	0	T1	3,000.00		3,000.00	N	-	
18	SI	06/01/2011	COMPLET	G005	Sales - Golf Stand Bags	0	T1	2,100.00		2,100.00	N	-	
20	SC	09/01/2011	COMPLET	C1001	Damaged Driver	0	T1	120.00	120.00		N	-	
34	BR	19/01/2011	T200	CS1	Cash Sales of Golf Supplies	0	T1	7,833.33		7,833.33	N	N	
<b>Totals:</b>									120.00		24,333.33		
<b>History Balance:</b>											24,213.33		

N/C: 4001      Name: Sales - Golf Training Books      Account Balance: 799.50 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
19	SI	06/01/2011	COMPLET	G005	Sales - Golf Training Books	0	T0	649.50		649.50	N	-	
43	JC	31/01/2011	4001	JV4	Goods for own use	0	T0	150.00		150.00	N	-	
<b>Totals:</b>											799.50		
<b>History Balance:</b>											799.50		

Date: 28/11/2010  
Time: 12:37:21

**Golfalot - L2 OD (1)**  
**Period Trial Balance**

Page: 1

To Period: Month 1, January 2011

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0040	Furniture and Fixtures	5,250.00	
0050	Motor Vehicles	38,000.00	
1100	Debtors Control Account	3,169.50	
1200	Bank Current Account	110,072.16	
1230	Petty Cash	500.00	
2100	Creditors Control Account		8,925.05
2200	Sales Tax Control Account		4,981.84
2201	Purchase Tax Control Account	10,791.58	
2210	Liability to HMRC		1,514.97
2211	Payroll Giving		20.00
2300	Loans		4,750.00
3000	Capital		148,500.00
3001	Drawings	2,850.00	
4000	Sales - Golf Supplies		25,109.16
4001	Sales - Golf Training Books		799.50
4009	Discounts Allowed	200.00	
5000	Purchases - Golf Supplies	17,090.29	
5001	Purchases - Golf Training Books	1,049.85	
6201	Advertising	150.00	
7000	Gross Wages	3,261.49	
7006	Employers N.I.	423.98	
7300	Fuel and Oil	58.33	
7501	Postage and Carriage	25.00	
7800	Repairs and Renewals	41.67	
7801	Cleaning	25.00	
7903	Loan Interest Paid	50.00	
8100	Bad Debt Write Off	150.00	
8202	Clothing Costs	900.00	
8203	Training Costs	541.67	
	<b>Totals:</b>	<u>194,600.52</u>	<u>194,600.52</u>



Date: 20/12/2010  
 Time: 09:05:37

**Golfalot - L2 OD (1)**  
**Audit Trail (Summary)**

Date From: 01/01/1980  
 Date To: 31/12/2019  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Dept From: 0  
 Dept To: 999

Customer From:  
 Customer To: ZZZZZZZZ  
 Supplier From:  
 Supplier To: ZZZZZZZZ  
 N/C From:  
 N/C To: 99999999

Exclude Deleted Tran: No

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec. Date
1	JD	01/01/2011	1200	1200	0	JV1	Opening Balance	80,000.00	0.00	T9	Y	80,000.00	-	-	31/01/2011
2	JD	01/01/2011	1230	1230	0	JV1	Opening Balance	500.00	0.00	T9	Y	500.00	-	-	
3	JC	01/01/2011	3000	3000	0	JV1	Opening Balance	80,500.00	0.00	T9	Y	80,500.00	-	-	
4	JD	01/01/2011	1200	1200	0	JV2	Capital Introduced	60,000.00	0.00	T9	Y	60,000.00	-	R	31/01/2011
5	JD	01/01/2011	0050	0050	0	JV2	Vehicle Introduced	8,000.00	0.00	T9	Y	8,000.00	-	-	
6	JC	01/01/2011	3000	3000	0	JV2	Cash & Vehicle Introduced	68,000.00	0.00	T9	Y	68,000.00	-	-	
7	BP	01/01/2011	1200	0050	0	400	Vehicle	30,000.00	6,000.00	T1	Y	36,000.00	N	R	31/01/2011
8	JC	02/01/2011	1200	1200	0	401	Bank Transfer to Petty Cash	300.00	0.00	T9	Y	300.00	-	R	31/01/2011
9	JD	02/01/2011	1230	1230	0	401	Bank Transfer to Petty Cash	300.00	0.00	T9	Y	300.00	-	-	
10	BP	02/01/2011	1200	0040	0	402	Shop Sign	1,500.00	300.00	T1	Y	1,800.00	N	R	31/01/2011
11	BP	03/01/2011	1200	0040	0	403	Shop Till	1,750.00	350.00	T1	Y	2,100.00	N	R	31/01/2011
12	BP	04/01/2011	1200	0040	0	404	Shop Lighting	2,000.00	400.00	T1	Y	2,400.00	N	R	31/01/2011
13	BP	06/01/2011	1200	8202	0	405	Staff Uniform	900.00	180.00	T1	Y	1,080.00	N	R	31/01/2011
14	SI	02/01/2011	COMPLETE	4000	0	G001	Sales - Golf Drivers	1,200.00	240.00	T1	Y	1,440.00	N	-	
15	SI	03/01/2011	DIRECT	4000	0	G002	Sales - Golf Balls	200.00	40.00	T1	Y	240.00	N	-	
16	SI	05/01/2011	K&N	4000	0	G003	Sales - Golf Trolleys	10,000.00	1,960.00	T1	Y	11,960.00	N	-	
17	SI	05/01/2011	DIRECT	4000	0	G004	Sales - Golf Putters & Drivers	3,000.00	600.00	T1	Y	3,600.00	N	-	
18	SI	06/01/2011	COMPLETE	4000	0	G005	Sales - Golf Stand Bags	2,100.00	420.00	T1	N	0.00	N	-	
19	SI	06/01/2011	COMPLETE	4001	0	G005	Sales - Golf Training Books	649.50	0.00	T0	N	0.00	N	-	
20	SC	09/01/2011	COMPLETE	4000	0	C1001	Damaged Driver	120.00	24.00	T1	Y	144.00	N	-	
21	PI	02/01/2011	DIRECT	5000	0	DG1789	Purchases - Golf Trolleys	9,000.00	1,800.00	T1	Y	10,800.00	N	-	
22	PI	03/01/2011	SPORTS	5000	0	S099	Purchases - Golf Putters	2,500.00	490.00	T1	N	0.00	N	-	
23	PI	04/01/2011	GOLF	5000	0	5674	Purchases - Golf Balls	265.29	53.05	T1	Y	318.34	N	-	
24	PI	05/01/2011	DESIGNER	5000	0	DG2768	Purchases - Golf Stand Bags	2,625.00	525.00	T1	N	0.00	N	-	
25	PI	05/01/2011	DESIGNER	5001	0	DG2768	Purchases - Golf Training Books	999.90	0.00	T0	N	0.00	N	-	
26	PI	05/01/2011	GOLF	5000	0	5698	Purchases - Golf Drivers	1,500.00	300.00	T1	N	0.00	N	-	
27	PI	05/01/2011	GOLF	5001	0	5698	Purchases - Golf Training Books	49.95	0.00	T0	N	0.00	N	-	
28	PI	06/01/2011	SPORTS	5000	0	S124	Purchases - Golf Drivers	1,200.00	235.20	T1	N	0.00	N	-	
29	SR	15/01/2011	COMPLETE	1200	0	265	Sales Receipt	1,000.00	0.00	T9	Y	1,000.00	-	R	31/01/2011
30	SA	16/01/2011	K&N	1200	0	390	Payment on Account	6,000.00	0.00	T9	Y	6,000.00	-	R	31/01/2011
31	SR	18/01/2011	COMPLETE	1200	0	275	Sales Receipt	296.00	0.00	T9	Y	296.00	-	R	31/01/2011
32	SR	18/01/2011	K&N	1200	0	410	Sales Receipt	5,760.00	0.00	T9	Y	5,760.00	-	R	31/01/2011
33	SD	18/01/2011	K&N	4009	0	410	Sales Discount	200.00	0.00	T9	Y	200.00	-	-	
34	BR	19/01/2011	1200	4000	0	CS1	Cash Sales of Golf Supplies	7,833.33	1,566.67	T1	Y	9,400.00	N	R	31/01/2011

Date: 20/12/2010

Time: 09:05:37

**Golfalot - L2 OD (1)**

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**Audit Trail (Summary)**

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>T/C</u>	<u>Pd</u>	<u>Paid</u>	<u>V</u>	<u>B</u>	<u>Bank Rec. Date</u>
35	PA	17/01/2011	SPORTS	1200	0	407	Payment on Account	1,500.00	0.00	T9	N	0.00	-	R	31/01/2011
36	BP	18/01/2011	1200	3001	0	408	Drawings	2,000.00	0.00	T9	Y	2,000.00	-	R	31/01/2011
37	PP	18/01/2011	GOLF	1200	0	409	Purchase Payment	318.34	0.00	T9	Y	318.34	-	R	31/01/2011
38	PP	18/01/2011	DIRECT	1200	0	410	Purchase Payment	6,960.00	0.00	T9	Y	6,960.00	-	R	31/01/2011
39	SR	31/01/2011	DIRECT	1200	0	CONTRA	Contra Receipt	3,840.00	0.00	T9	Y	3,840.00	-	N	
40	PP	31/01/2011	DIRECT	1200	0	CONTRA	Contra Payment	3,840.00	0.00	T9	Y	3,840.00	-	N	
41	JC	19/01/2011	1200	1200	0	JV3	Bad Debt	150.00	0.00	T9	Y	150.00	-	R	31/01/2011
42	JD	19/01/2011	8100	8100	0	JV3	Bad Debt	150.00	0.00	T9	Y	150.00	-	-	
43	JC	31/01/2011	4001	4001	0	JV4	Goods for own use	150.00	0.00	T0	Y	150.00	N	-	
44	JD	31/01/2011	3001	3001	0	JV4	Goods for own use	150.00	0.00	T9	Y	150.00	-	-	
45	CP	02/01/2011	1230	7300	0	PCV 1	Fuel	58.33	11.67	T1	Y	70.00	N	-	
46	CP	03/01/2011	1230	6201	0	PCV 2	Leaflets	125.00	25.00	T1	Y	150.00	N	-	
47	CP	06/01/2011	1230	7800	0	PCV 3	Repairs	41.67	8.33	T1	Y	50.00	N	-	
48	CP	09/01/2011	1230	7501	0	PCV 4	Postage	25.00	0.00	T2	Y	25.00	N	-	
49	CP	13/01/2011	1230	7801	0	PCV 5	Cleaning	20.00	0.00	T0	Y	20.00	N	-	
50	CP	19/01/2011	1230	6201	0	PCV 6	Advertising	25.00	5.00	T1	Y	30.00	N	-	
51	JD	18/01/2011	1200	1200	0	JV5	Cash Sales of Golf Supplies	500.00	0.00	T9	Y	500.00	-	R	31/01/2011
52	JC	18/01/2011	4000	4000	0	JV5	Cash Sales of Golf Supplies	1,000.00	0.00	T1	Y	1,000.00	N	-	
53	JC	18/01/2011	2200	2200	0	JV5	Cash Sales of Golf Supplies	200.00	0.00	T1	Y	200.00	N	-	
54	JD	18/01/2011	3001	3001	0	JV5	Drawings	700.00	0.00	T9	Y	700.00	-	-	
55	BR	12/01/2011	1200	2300	0	BR2	Bank Loan	5,000.00	0.00	T9	Y	5,000.00	-	R	31/01/2011
56	BP	19/01/2011	1200	2300	0	STO1	Loan Repayment	250.00	0.00	T9	Y	250.00	-	R	31/01/2011
57	BP	19/01/2011	1200	7903	0	STO1	Loan Interest	50.00	0.00	T2	Y	50.00	N	R	31/01/2011
58	BP	31/01/2011	1200	8203	0	411	Staff Training	541.67	108.33	T1	Y	650.00	N	N	
59	JC	13/01/2011	1230	1230	0	JV6	Adjustment re: PCV5 error	5.00	0.00	T9	Y	5.00	-	-	
60	JD	13/01/2011	7801	7801	0	JV6	Adjustment re: PCV5 error	5.00	0.00	T0	Y	5.00	N	-	
61	JC	31/01/2011	1200	1200	0	JV7	Net Wages	2,150.50	0.00	T9	Y	2,150.50	-	N	
62	JD	31/01/2011	7000	7000	0	JV7	Gross Wages	3,261.49	0.00	T9	Y	3,261.49	-	-	
63	JD	31/01/2011	7006	7006	0	JV7	Employers NIC	423.98	0.00	T9	Y	423.98	-	-	
64	JC	31/01/2011	2210	2210	0	JV7	Liability to HMRC	1,514.97	0.00	T9	Y	1,514.97	-	-	
65	JC	31/01/2011	2211	2211	0	JV7	Payroll Giving	20.00	0.00	T9	Y	20.00	-	-	
66	JC	31/01/2011	1200	1200	0	T1	Reimburse Petty Cash	50.00	0.00	T9	Y	50.00	-	N	
67	JD	31/01/2011	1230	1230	0	T1	Reimburse Petty Cash	50.00	0.00	T9	Y	50.00	-	-	
68	JC	31/01/2011	1200	1200	0	412	Refund - unsuitable driver	125.00	0.00	T9	Y	125.00	-	N	
69	JD	31/01/2011	4000	4000	0	412	Refund - unsuitable driver	104.17	0.00	T1	Y	104.17	N	-	
70	JD	31/01/2011	2200	2200	0	412	Refund - unsuitable driver	20.83	0.00	T1	Y	20.83	N	-	

**Date:** 28/11/2010  
**Time:** 12:38:16

**Page:** 1

## Bank Statement

1200

Bank Current Account

Currency: Pound Sterling

Bank Balance: 110072.16

Golfalot - L2 OD (1)

41 Argyle Street

St Andrews

Fife

Scotland

KY16 5KN

**Date From:** 01/01/1980

**Date To:** 31/01/2011

No	Date	Ref	Details	Payments	Receipts	Balance
			B/Fwd Balance			80,000.00
4	01/01/2011	JV2	Capital Introduced		60,000.00	140,000.00
7	01/01/2011	400	Vehicle	36,000.00		104,000.00
8	02/01/2011	401	Bank Transfer to Petty Cash	300.00		103,700.00
10	02/01/2011	402	Shop Sign	1,800.00		101,900.00
11	03/01/2011	403	Shop Till	2,100.00		99,800.00
12	04/01/2011	404	Shop Lighting	2,400.00		97,400.00
13	06/01/2011	405	Staff Uniform	1,080.00		96,320.00
29	15/01/2011	265	Sales Receipt		1,000.00	97,320.00
30	16/01/2011	390	Payment on Account		6,000.00	103,320.00
31	18/01/2011	275	Sales Receipt		296.00	103,616.00
32	18/01/2011	410	Sales Receipt		5,760.00	109,376.00
34	19/01/2011	CS1	Cash Sales of Golf Supplies		9,400.00	118,776.00
35	17/01/2011	407	Payment on Account	1,500.00		117,276.00
36	18/01/2011	408	Drawings	2,000.00		115,276.00
37	18/01/2011	409	Purchase Payment	318.34		114,957.66
38	18/01/2011	410	Purchase Payment	6,960.00		107,997.66
41	19/01/2011	JV3	Bad Debt	150.00		107,847.66
51	18/01/2011	JV5	Cash Sales of Golf Supplies		500.00	108,347.66
55	12/01/2011	BR2	Bank Loan		5,000.00	113,347.66
56	19/01/2011	STO1	Loan Repayment	300.00		113,047.66

Date: 20/12/2010  
 Time: 09:08:16

**Golfalot - L2 OD (1)**

**Nominal Activity**

Date From: 01/01/1980  
 Date To: 31/01/2011  
 Transaction From: 1  
 Transaction To: 99,999,999

N/C From:  
 N/C To: 99999999

N/C: 1200      Name: Bank Current Account      Account Balance: 110,072.16 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	JD	01/01/2011	1200	JV1	Opening Balance	0	T9	80,000.00	80,000.00	-	-	
4	JD	01/01/2011	1200	JV2	Capital Introduced	0	T9	60,000.00	60,000.00	-	-	R
7	BP	01/01/2011	1200	400	Vehicle	0	T1	36,000.00		36,000.00	N	R
8	JC	02/01/2011	1200	401	Bank Transfer to Petty Cash	0	T9	300.00		300.00	-	R
10	BP	02/01/2011	1200	402	Shop Sign	0	T1	1,800.00		1,800.00	N	R
11	BP	03/01/2011	1200	403	Shop Till	0	T1	2,100.00		2,100.00	N	R
12	BP	04/01/2011	1200	404	Shop Lighting	0	T1	2,400.00		2,400.00	N	R
13	BP	06/01/2011	1200	405	Staff Uniform	0	T1	1,080.00		1,080.00	N	R
29	SR	15/01/2011	COMPLET	265	Sales Receipt	0	T9	1,000.00	1,000.00	-	-	R
30	SA	16/01/2011	K&N	390	Payment on Account	0	T9	6,000.00	6,000.00	-	-	R
31	SR	18/01/2011	COMPLET	275	Sales Receipt	0	T9	296.00	296.00	-	-	R
32	SR	18/01/2011	K&N	410	Sales Receipt	0	T9	5,760.00	5,760.00	-	-	R
34	BR	19/01/2011	1200	CS1	Cash Sales of Golf Supplies	0	T1	9,400.00	9,400.00		N	R
35	PA	17/01/2011	SPORTS	407	Payment on Account	0	T9	1,500.00		1,500.00	-	R
36	BP	18/01/2011	1200	408	Drawings	0	T9	2,000.00		2,000.00	-	R
37	PP	18/01/2011	GOLF	409	Purchase Payment	0	T9	318.34		318.34	-	R
38	PP	18/01/2011	DIRECT	410	Purchase Payment	0	T9	6,960.00		6,960.00	-	R
39	SR	31/01/2011	DIRECT	CONTRA	Contra Receipt	0	T9	3,840.00	3,840.00	-	-	N
40	PP	31/01/2011	DIRECT	CONTRA	Contra Payment	0	T9	3,840.00		3,840.00	-	N
41	JC	19/01/2011	1200	JV3	Bad Debt	0	T9	150.00		150.00	-	R
51	JD	18/01/2011	1200	JV5	Cash Sales of Golf Supplies	0	T9	500.00	500.00	-	-	R
55	BR	12/01/2011	1200	BR2	Bank Loan	0	T9	5,000.00	5,000.00	-	-	R
56	BP	19/01/2011	1200	STO1	Loan Repayment	0	T9	250.00		250.00	-	R
57	BP	19/01/2011	1200	STO1	Loan Interest	0	T2	50.00		50.00	N	R
58	BP	31/01/2011	1200	411	Staff Training	0	T1	650.00		650.00	N	N
61	JC	31/01/2011	1200	JV7	Net Wages	0	T9	2,150.50		2,150.50	-	N
66	JC	31/01/2011	1200	T1	Reimburse Petty Cash	0	T9	50.00		50.00	-	N
68	JC	31/01/2011	1200	412	Refund - unsuitable driver	0	T9	125.00		125.00	-	N
<b>Totals:</b>									171,796.00	61,723.84		
<b>History Balance:</b>									110,072.16			

N/C: 1230      Name: Petty Cash      Account Balance: 500.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
2	JD	01/01/2011	1230	JV1	Opening Balance	0	T9	500.00	500.00	-	-	
9	JD	02/01/2011	1230	401	Bank Transfer to Petty Cash	0	T9	300.00	300.00	-	-	
45	CP	02/01/2011	1230	PCV 1	Fuel	0	T1	70.00		70.00	N	-
46	CP	03/01/2011	1230	PCV 2	Leaflets	0	T1	150.00		150.00	N	-
47	CP	06/01/2011	1230	PCV 3	Repairs	0	T1	50.00		50.00	N	-
48	CP	09/01/2011	1230	PCV 4	Postage	0	T2	25.00		25.00	N	-
49	CP	13/01/2011	1230	PCV 5	Cleaning	0	T0	20.00		20.00	N	-
50	CP	19/01/2011	1230	PCV 6	Advertising	0	T1	30.00		30.00	N	-
59	JC	13/01/2011	1230	JV6	Adjustment re: PCV5 error	0	T9	5.00		5.00	-	-
67	JD	31/01/2011	1230	T1	Reimburse Petty Cash	0	T9	50.00	50.00	-	-	
<b>Totals:</b>									850.00	350.00		
<b>History Balance:</b>									500.00			

Date: 28/11/2010

Time: 12:40:04

**Golfalot - L2 OD (1)**

Page: 1

**Day Books: Bank Receipts (Summary)**

Date From: 01/01/1980

Date To: 31/01/2011

Bank From: 1200

Bank To: 1200

Transaction From: 1

Transaction To: 99,999,999

Bank	1200	Currency	Pound Sterling									
No	Type	Date	Ref	Details	Net	£	Tax	£	Gross	£ B	Bank Rec. Date	
34	BR	19/01/2011	CS1	Cash Sales of Golf Supplies	7,833.33		1,566.67		9,400.00	R	31/01/2011	
55	BR	12/01/2011	BR2	Bank Loan	5,000.00		0.00		5,000.00	R	31/01/2011	
<b>Totals</b>					<b>£</b>	<u>12,833.33</u>		<u>1,566.67</u>		<u>14,400.00</u>		

Date: 28/11/2010

**Golfalot - L2 OD (1)**

Page: 1

Time: 12:40:36

**Day Books: Bank Payments (Summary)**

Date From: 01/01/1980  
Date To: 31/01/2011

Bank From: 1200  
Bank To: 1200

Transaction From: 1  
Transaction To: 99,999,999

Bank	1200	Currency	Pound Sterling									
No	Type	Date	Ref	Details	Net	£	Tax	£	Gross	£ B	Bank Rec. Date	
7	BP	01/01/2011	400	Vehicle	30,000.00		6,000.00		36,000.00	R	31/01/2011	
10	BP	02/01/2011	402	Shop Sign	1,500.00		300.00		1,800.00	R	31/01/2011	
11	BP	03/01/2011	403	Shop Till	1,750.00		350.00		2,100.00	R	31/01/2011	
12	BP	04/01/2011	404	Shop Lighting	2,000.00		400.00		2,400.00	R	31/01/2011	
13	BP	06/01/2011	405	Staff Uniform	900.00		180.00		1,080.00	R	31/01/2011	
36	BP	18/01/2011	408	Drawings	2,000.00		0.00		2,000.00	R	31/01/2011	
56	BP	19/01/2011	STO1	Loan Repayment	300.00		0.00		300.00	R	31/01/2011	
58	BP	31/01/2011	411	Staff Training	541.67		108.33		650.00	N		
<b>Totals</b>					<b>£</b>	<u>38,991.67</u>	<b>£</b>	<u>7,338.33</u>	<b>£</b>	<u>46,330.00</u>		

Date: 28/11/2010

Time: 12:07:41

**Golfalot - L2 OD (1)**  
**Customer Address List**

Page: 1

Customer From:

Customer To: *ZZZZZZZZ*

<u>A/C</u>	<u>Name &amp; Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
COMPLETE	Complete Golfer Market Street St Andrews Fife KY16 4SL			
DIRECT	Direct Golf 2 Argyle Street St Andrews Fife KY16 4SD			
K&N	K&N Golf Warehouse 10 City Road St Andrews Fife KY16 5RF			

Date: 28/11/2010

Time: 12:08:07

**Golfalot - L2 OD (1)**

Page: 1

**Supplier Address List**

Supplier From:

Supplier To: *ZZZZZZZZ*

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
DESIGNER	Designer Golf Ltd Grange Road St Andrews Fife KY16 4RD			
DIRECT	Direct Golf 2 Argyle Street St Andrews Fife KY16 4SD			
GOLF	The Golf Store 16 South Street St Andrews Fife KY16 3DH			
SPORTS	Sports Direct 20 North Street St Andrews Fife KY16 3DF			



Date: 28/11/2010  
 Time: 12:01:10

**Golfalot - L2 OD (1)**  
**Supplier Activity (Detailed)**

Page: 1

Date From: 01/01/1980  
 Date To: 31/01/2011  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Inc b/fwd transaction: No  
 Exc later payment: No

Supplier From: SPORTS  
 Supplier To: SPORTS  
 N/C From:  
 N/C To: 99999999  
 Dept From: 0  
 Dept To: 999

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C:		SPORTS		Name:		Sports Direct		Contact:		Tel:			
No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
22	PI	03/01/2011	S099	5000	Purchases - Golf Putters	0	T1	2,990.00 *	2,990.00		2,990.00	N	-
28	PI	06/01/2011	S124	5000	Purchases - Golf Drivers	0	T1	1,435.20 *	1,435.20		1,435.20	N	-
35	PA	17/01/2011	407	1200	Payment on Account	0	T9	1,500.00 *	-1,500.00	1,500.00		-	N
<b>Totals:</b>								<u>2,925.20</u>	<u>2,925.20</u>	<u>1,500.00</u>	<u>4,425.20</u>		
Amount Outstanding							2,925.20						
Amount paid this period							1,500.00						
Credit Limit £							0.00						
Turnover YTD							3,700.00						

Date: 28/11/2010  
 Time: 12:02:50

**Golfalot - L2 OD (1)**  
**Aged Debtors Analysis (Detailed)**

Page: 1

Date From: 01/01/1980  
 Date To: 31/01/2011  
 Include future transactions: No  
 Exclude later payments: No

Customer From:  
 Customer To: ZZZZZZZZ

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C: COMPLETE Name: Complete Golfer				Contact:	Tel:						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
18	SI	06/01/2011	G005	Sales - Golf Stand	3,169.50	0.00	3,169.50	0.00	0.00	0.00	0.00
<b>Totals:</b>					<u>3,169.50</u>	<u>0.00</u>	<u>3,169.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Turnover:</b>				3,829.50							
<b>Credit Limit £</b>				0.00							
<b>Grand Totals:</b>					<u>3,169.50</u>	<u>0.00</u>	<u>3,169.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Date: 28/11/2010  
 Time: 12:03:27

## Golfalot - L2 OD (1)

### Aged Creditors Analysis (Detailed)

Page: 1

Date From: 01/01/1980  
 Date To: 31/01/2011

Supplier From:  
 Supplier To: ZZZZZZZZ

Include future transactions: No  
 Exclude later payments: No

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C:		DESIGNER Name:			Designer Golf Ltd			Contact:		Tel:		
<u>No.</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>	
24	PI	05/01/2011	DG2768	Purchases - Golf	4,149.90	0.00	4,149.90	0.00	0.00	0.00	0.00	
<b>Totals:</b>					<u>4,149.90</u>	<u>0.00</u>	<u>4,149.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Turnover:					3,624.90							
Credit Limit £					0.00							
A/C:		GOLF Name:			The Golf Store			Contact:		Tel:		
<u>No.</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>	
26	PI	05/01/2011	5698	Purchases - Golf	1,849.95	0.00	1,849.95	0.00	0.00	0.00	0.00	
<b>Totals:</b>					<u>1,849.95</u>	<u>0.00</u>	<u>1,849.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Turnover:					1,815.24							
Credit Limit £					0.00							
A/C:		SPORTS Name:			Sports Direct			Contact:		Tel:		
<u>No.</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>	
22	PI	03/01/2011	S099	Purchases - Golf	2,990.00	0.00	2,990.00	0.00	0.00	0.00	0.00	
28	PI	06/01/2011	S124	Purchases - Golf	1,435.20	0.00	1,435.20	0.00	0.00	0.00	0.00	
35	PA	17/01/2011	407	Payment on Account	-1,500.00	0.00	-1,500.00	0.00	0.00	0.00	0.00	
<b>Totals:</b>					<u>2,925.20</u>	<u>0.00</u>	<u>2,925.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Turnover:					3,700.00							
Credit Limit £					0.00							
<b>Grand Totals:</b>					<u>8,925.05</u>	<u>0.00</u>	<u>8,925.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Golfalot - L2 OD (1)  
 41 Argyle Street  
 St Andrews  
 Fife  
 Scotland  
 KY16 5KN

Golfalot - L2 OD (1)  
 41 Argyle Street  
 St Andrews  
 Fife  
 Scotland  
 KY16 5KN

Complete Golfer  
 Market Street  
 St Andrews  
 Fife  
 KY16 4SL

COMPLETE  
 31/01/2011  
 1

Complete Golfer  
 Market Street  
 St Andrews  
 Fife  
 KY16 4SL

COMPLETE  
 31/01/2011  
 1

**NOTE: All values are shown in Pound Sterling**

NOTE: All values are shown in

**Pound Sterling**

02/01/11	G001	Goods/Services	1,440.00	
06/01/11	G005	Goods/Services	3,169.50 *	
09/01/11	C1001	Credit		144.00
15/01/11	265	Payment		1,000.00
18/01/11	275	Payment		296.00

02/01/11	Goods/Services	1,440.00	
06/01/11	Goods/Services	3,169.50	
09/01/11	Credit		144.00
15/01/11	Payment		1,000.00
18/01/11	Payment		296.00

£ 3,169.50    £ 0.00    £ 0.00    £ 0.00    £ 0.00

£ 3,169.50

£ 3,169.50

**Date:** 28/11/2010  
**Time:** 12:11:43

**Golfalot - L2 OD (1)**  
**Budget Report**

**Page:** 1

**From:** Month 1, January 2011  
**To:** Month 1, January 2011

**Chart of Accounts:**

Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
<b>Sales</b>								
Product Sales	24,812.83	100.00	20,833.34	3,979.49	24,812.83	100.00	20,833.34	3,979.49
	24,812.83	100.00	20,833.34	3,979.49	24,812.83	100.00	20,833.34	3,979.49
<b>Purchases</b>								
Purchases	18,140.14	73.11	0.00	18,140.14	18,140.14	73.11	0.00	18,140.14
	18,140.14	73.11	0.00	18,140.14	18,140.14	73.11	0.00	18,140.14
<b>Direct Expenses</b>								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Gross Profit/(Loss):</b>	6,672.69	26.89	20,833.34	(14,160.65)	6,672.69	26.89	20,833.34	(14,160.65)
<b>Overheads</b>								
Bad Debts	150.00	0.60	0.00	150.00	150.00	0.60	0.00	150.00
General Expenses	900.00	3.63	0.00	900.00	900.00	3.63	0.00	900.00
	1,050.00	4.23	0.00	1,050.00	1,050.00	4.23	0.00	1,050.00
<b>Net Profit/(Loss):</b>	5,622.69	22.66	20,833.34	(15,210.65)	5,622.69	22.66	20,833.34	(15,210.65)