



## **Qualifications:**

**LEVEL 3 Certificate in Bookkeeping (QCF)**

(Accreditation number: **601/0731/5**)

**LEVEL 3 Certificate in Manual Bookkeeping (QCF)**

(Accreditation number: **500/9260/1**)

**LEVEL 3 Diploma in Bookkeeping (QCF)**

(Accreditation number: **601/0484/3**) – **Apprenticeship Framework**

## **Assignment 1**

### **Unit**

**Prepare financial statements from incomplete records – A601/0751**

## **Sample Assessment Material**

## **MODEL ANSWERS**

**PREPARE FINANCIAL STATEMENTS FOR A SOLE TRADER FROM INCOMPLETE RECORDS**

**ANSWER TASK 1**

**Calculation of Ahmed's Capital Contribution to his Business  
as at 1 June 2010**

<b>ASSETS</b>	<b>£</b>	<b>£</b>
Shop fittings (net book value)	7,000	
Stock	2,600	
Rent and rates (prepaid)	2,200	
Bank	1,450	
Van (net book value)	9,000	
Cash	250	
	<hr/>	
	22,500	22,500
 <b>Less LIABILITIES</b>		
Trade creditors	1,720	
Heat and light (accrued)	280	
	<hr/>	
		2,000
<b>Capital as at 1 June 2010</b>		<hr/>
		20,500

## Answer Task 2

### Fresh 'N' Fruity Accounts Worksheet

<b>DR</b>	<b>Bank</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Balance b/f	1,450	Trade creditors	74,010
Cash	107,368	Rent and rates	9,120
		Heat and light	1,040
		Wages	8,000
		Vehicle expenses	3,600
		Operating expenses	7,460
		Balance c/d	5,588
	<u>108,818</u>		<u>108,818</u>
Balance b/d	5,588		

<b>DR</b>	<b>Cash</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Balance b/f	250	Bank	107,368
Sales	119,468	Drawings	12,000
		Balance c/d	350
	<u>119,718</u>		<u>119,718</u>
Balance b/d	350		

<b>DR</b>	<b>Sales</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Trading	<u>119,468</u>	Cash	<u>119,468</u>

## Accounts Worksheet (continued)

<b>DR</b>	<b>Trade Creditors</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Bank	74,010	Balance b/f	1,720
Balance c/d	<u>2,750</u>	Purchases	<u>75,040</u>
	<u>76,760</u>	Balance b/d	<u>76,760</u>
			2,750

<b>DR</b>	<b>Purchases</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Trade creditors	<u>75,040</u>	Trading	<u>75,040</u>

<b>DR</b>	<b>Rent and Rates</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Balance b/f (prepayment)	2,200	Profit and loss	8,680
Bank	<u>9,120</u>	Balance c/d (prepayment)	<u>2,640</u>
	<u>11,320</u>		<u>11,320</u>
Balance b/d (prepayment)	2,640		

<b>DR</b>	<b>Heat and Light</b>		<b>CR</b>
<b>Details</b>	<b>£</b>	<b>Details</b>	<b>£</b>
Bank	1,040	Balance b/f (accrual)	280
Balance c/d (accrual)	<u>360</u>	Profit and loss	<u>1,120</u>
	<u>1,400</u>	Balance b/d (accrual)	<u>1,400</u>
			360

### Answer Task 3

#### Fresh 'N' Fruity Trading and Profit and Loss Account for the Year Ended 31 May 2011

	£	£	£
Sales			119,468
<b>Less Cost of Goods Sold</b>			
Opening stock	2,600		
<b>Add</b> Purchases	75,040		
	<hr/>	77,640	
<b>Less</b> Closing stock		2,900	
Cost of sales		<hr/>	74,740
<b>Gross profit</b>			<hr/>
			44,728
<b>Less Expenses</b>			.....
Rent and rates		8,680	
Heat and light		1,120	
Wages		8,000	
Vehicle expenses		3,600	
Operating expenses		7,460	
Depreciation		3,000	
		<hr/>	31,860
<b>Net Profit</b>			<hr/> <hr/>
			12,868

## Answer Task 4

### Fresh 'N' Fruity Balance Sheet as at 31 May 2011

	£	£	£
<b>Fixed Assets</b>			
Shop fixtures and fittings (net book value)		6,000	
Van (net book value)		7,000	
		<hr/>	13,000
<b>Current Assets</b>			
Stock	2,900		
Prepayment (rent and rates)	2,640		
Bank	5,588		
Cash	350		
	<hr/>	11,478	
<b>Less Current Liabilities</b>			
Trade creditors	2,750		
Accrual (heat and light)	360		
	<hr/>	3,110	
Working capital		<hr/>	8,368
			<hr/>
			21,368
<b>Financed By</b>			
Opening capital	20,500		
<b>Add</b> Net profit	12,868		
	<hr/>	33,368	
<b>Less</b> Drawings		12,000	
		<hr/>	21,368
			<hr/>
			21,368