



ANSWER BOOKLET

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**

Sample Assessment Material

Paper 1

Time Allowed: 3 hours

Student Number:	
Candidate Number:	
Name of Exam Centre:	

FOR USE BY ASSESSOR ONLY:

IAB I/D	Units covered	Possible marks	Actual marks	Pass or Fail (70%)
309	Record transactions and make accounting adjustments – M/601/0732			
308	Prepare financial statements for a not for profit organisation – D601/0757			

SECTION A

QUESTION ONE

Classic Fabrics

General Ledger Extract – Sales Ledger Control Account and Purchase Ledger Control Account for Use in Answering Task A

General Ledger (Extract)

DR		Sales Ledger Control		CR	
2010	Details	£	2010	Details	£
30 April	Balance b/f	164,320			

DR		Purchase Ledger Control		CR	
2010	Details	£	2010	Details	£
30 April	Balance b/f			Balance b/f	182,400

Classic Fabrics

Schedules Reconciling Control Account Balances to Personal Account Balances as at 31 May 2010 for Use in Answering Question One Task B

Schedule Reconciling Sales Ledger Control Account Balance to Total Debtors per Sales Ledger as at 31 May 2010	
	£
Balance per Sales Ledger Control as at 31 May 2010	
Total Debtors per Sales Ledger as at 31 May 2010	
Difference	_____ =====

Schedule Reconciling Purchase Ledger Control Account Balance to Total Creditors per Purchase Ledger as at 31 May 2010	
	£
Balance per Purchase Ledger Control as at 31 May 2010	
Total Creditors per Purchase Ledger as at 31 May 2010	
Difference	_____ =====

Classic Fabrics

Schedules Amending Total Debtor and Total Creditor Balances as at 31 May 2010 for Use in Answering Question One Task C

Schedule Amending Trade Debtor Balances per the Sales Ledger as at 31 May 2010	
	£
Trade debtors per Sales Ledger as at 31 May 2010	
Amendments	
(i) Credit note total not posted to debtor personal account	
(ii) Debtor personal account balance not included in trade debtors total	
Amended Balances	_____
	=====
Balance per Sales Ledger Control (Task A)	_____

Schedule Amending Trade Creditor Balances per Purchase Ledger as at 31 May 2010	
	£
Trade Creditors per Purchase Ledger as at 31 May 2010	
Amendments	
(ii) Cheque amount transposed when posted to trade creditor personal account	
(iii) Invoice amount not posted to trade creditor personal account	
Amended Balances	_____
	=====
Balance per Purchase Ledger Control (Task A)	_____

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QUESTION TWO

Kaye & Co (Solicitors)

General Ledger (Extract) – For Use in Answering Question Two Tasks A, B, D, G, I and K

DR		Office Furniture (Cost)		CR	
Date	Details	£	Date	Details	£
31/5/09	Balance b/f	4,000			

DR		Computers (Cost)		CR	
Date	Details	£	Date	Details	£
31/5/09	Balance b/f	3,040			

DR		Office Furniture (Provision for Depreciation)		CR	
Date	Details	£	Date	Details	£
			31/5/09	Balance b/f	760

DR		Computers (Provision for Depreciation)		CR	
Date	Details	£	Date	Details	£
			31/5/09	Balance b/f	1,120

DR		Depreciation Expense		CR	
Date	Details	£	Date	Details	£

DR		Fixed Asset Disposal		CR	
Date	Details	£	Date	Details	£

Kaye & Co (Solicitors)
Fixed Asset Register (Extract)

Item Description	Date of Acquisition	Capitalised Cost £	Annual Depreciation £	Accumulated Depreciation £	Net Book Value £	Disposal Proceeds £	Disposal Date
Computers							
Dell (PC)	1/8/07	1200					
Depreciation – Year ended 31/5/08		-	300	300	900		
Depreciation – Year ended 31/5/09			300	600	600		
Packard Bell (PC)	1/2/09	1000					
Depreciation – Year ended 31/5/09		-	250	250	750		
Lexmark (Laser Printer)	1/7/07	240					
Depreciation – Year ended 31/5/08		-	60	60	180		
Depreciation – Year ended 31/5/09			60	120	120		
Toshiba (Satellite) Laptop	1/8/08	600					
Depreciation – Year ended 31/5/09		-	150	150	450		

Kaye & Co (Solicitors)

Journal – For Use in Answering Question Two Tasks C, F, H and J

Journal

2010	Details	DR £	CR £
	Journal Task C		
	Journal Task F		
	Journal Task H		
	Journal Task J		

Kaye & Co (Solicitors)

Note – For Use in Answering Question Two Task L

Note
Subject: Discrepancy Between the Contents of the Fixed Asset Register and Physical Count of Computers and Computer Equipment as at 31 May 2010

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QUESTION THREE

Protech

General Ledger (Extract) – Ledger Accounts for Use in Answering Question Three Tasks B, D, F, I, K and L

General Ledger (Extract)

DR			Provision for Doubtful Debts			CR		
Date	Details	£	Date	Details	£			
			31/5/10	Balance b/f				3,250

DR			Sales Ledger Control			CR		
Date	Details	£	Date	Details	£			
31/5/10	Balance b/f	186,200						

DR			Rates			CR		
Date	Details	£	Date	Details	£			
31/5/10	Balance b/f	21,500						

DR			Heat and Light			CR		
Date	Details	£	Date	Details	£			
31/5/10	Balance b/f	2,680						

General Ledger (Extract) Continued

DR			Stock		CR	
Date	Details	£	Date	Details	£	
1/6/09	Balance b/f	159,800				

DR			Bad Debts		CR	
Date	Details	£	Date	Details	£	

DR			Prepayments		CR	
Date	Details	£	Date	Details	£	

DR			Accruals		CR	
Date	Details	£	Date	Details	£	

Protech

Schedule Amending Closing Stock Valuation – For Use in Answering Question Three Task C

Schedule Amending Closing Stock Valuation

Details	£
Original closing stock valuation	176,800
Amendments:	
1 Stock line now obsolete	
2 Stock line originally valued at retail selling price	
Amended Stock Valuation at 31 May 2010	

NB The above amended Stock Valuation is to be used when completing Task H

Protech**Journal – For Use in Answering Question Three Tasks A, C, E, H and J****Journal**

2010	Details	DR £	CR £
31 May	Journal Task A Bad Debts Sales Ledger Control Balance on debtor account written off as bad debt		
31 May	Journal Task C Profit and Loss Provision for Doubtful Debts Adjustment to increase the provision for doubtful debts at the year end		
31 May	Journal Task E Prepayments Rates Heat and Light Accruals Adjustments to account for rates prepaid and heat and light accrued at year end		
31 May	Journal Task H Trading Stock (opening) Stock (closing) Trading Transfer of opening and closing stock to trading at year end		

Protech

Journal (continued)

Journal

2010	Details	DR £	CR £
31 May	Journal Task J Profit and Loss Bad Debts Profit and Loss Rates Profit and Loss Heat and Light Transfer of expenses to Profit and Loss at year end		

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Sprinters Athletics Club

Subscriptions (Income) Account, Clubhouse Rent and Rates Account and Clubhouse Heat and Light Account – For Use in Answering Task B

DR	Subscriptions (Income)		CR
Details	£	Details	£

DR	Clubhouse Rent and Rates		CR
Details	£	Details	£

DR	Clubhouse Heat and Light		CR
Details	£	Details	£

Sprinters Athletics Club

Income and Expenditure Account – For Use in Answering Task C

Sprinters Athletics Club Income and Expenditure Account for the Year Ended 31 May 2010		
	£	£
<p>Income</p> <p>Members subscriptions</p> <p>Donation (lottery fund)</p>		
<p>Expenditure</p> <p>Clubhouse rent and rates</p> <p>Clubhouse heat and light</p> <p>Groundsman’s wages</p> <p>Ground maintenance</p> <p>Teams travel expenses</p> <p>Depreciation</p>		
<p>Surplus of income over expenditure</p>		

Sprinters Athletics Club

Balance Sheet – For Use in Answering Task D

Sprinters Athletics Club Balance Sheet as at 31 May 2010			
	£	£	£
Fixed Assets			
Clubhouse fixtures and fittings (net book value)			
Club sports equipment (net book value)			
Groundsman's equipment (net book value)			
Current Assets			
Clubhouse rent and rates (prepaid)			
Cash in hand and at bank			
Less Current Liabilities			
Clubhouse heat and light (accrued)			
Subscriptions (received in advance)			
Represented by:			
Members opening accumulated fund			
Surplus in year			

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