



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**

Examination

Units:

Record transactions and make accounting adjustments – M/601/0732

Prepare financial statements for a not for profit organisation – D601/0757

SAMPLE ASSESSMENT PAPER 1

MODEL ANSWERS

SECTION A

QUESTION ONE

Classic Fabrics

Classic Fabrics – Sales Ledger Control Account and Purchase Ledger Control Account – Answer Task A

General Ledger (Extract)

DR		Sales Ledger Control		CR	
2010	Details	£	2010	Details	£
30 April	Balance b/f	164,320	31 May	Sales returns day book	1,620
31 May	Sales day book	83,280	31 May	Cash book – receipts	87,440
			31 May	Cash book – discounts	1,760
			31 May	Balance c/d	156,780
		<u>247,600</u>			<u>247,600</u>
31 May	Balance b/d	156,780			

DR		Purchase Ledger Control		CR	
2010	Details	£	2010	Details	£
31 May	Purchase returns day book	3,580	30 April	Balance b/f	182,400
31 May	Cash book – payments	92,360	31 May	Purchase day book	91,410
31 May	Cash book – discounts	2,360			
31 May	Balance c/d	175,510			
		<u>273,810</u>			<u>273,810</u>
			31 May	Balance b/d	175,510

Classic Fabrics

Schedules Reconciling Control Account Balances to Personal Account Balances as at 31 May 2010 – Answer 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	156,780
Total Debtors per Sales Ledger as at 31 May 2010	152,555
Difference	<u>4,225</u>

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	175,510
Total Creditors per Purchase Ledger as at 31 May 2010	173,510
Difference	<u>2,000</u>

Classic Fabrics

Schedules Amending Total Debtor and Total Creditor Balances as at 31 May 2010 – Answer 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	152,555
Amendments	
(i) Credit note total not posted to debtor personal account	(1,175)
(ii) Debtor personal account balance not included in trade debtors total	5,400
Amended Balances	<u>156,780</u>
Balance per Sales Ledger Control (Task A)	<u>156,780</u>

Schedule Amending Trade Creditor Balances per Purchase Ledger as at 31 May 2010	
	£
Trade Creditors per Purchase Ledger as at 31 May 2010	173,510
Amendments	
(ii) Cheque amount transposed when posted to trade creditor personal account	(2,700)
(iii) Invoice amount not posted to trade creditor personal account	4,700
Amended Balances	<u>175,510</u>
Balance per Purchase Ledger Control (Task A)	<u>175,510</u>

QUESTION TWO

Kaye & Co (Solicitors)

General Ledger Accounts Answers 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	31/5/10	Fixed asset disposal	1,200	
1/9/09	Bank	800				

DR			Office Furniture (Provision for Depreciation)			CR
Date	Details	£	Date	Details	£	
			31/5/09	Balance b/f	760	
			31/5/10	Depreciation expense	324	

DR			Computers (Provision for Depreciation)			CR
Date	Details	£	Date	Details	£	
31/5/10	Fixed asset disposal	600	31/5/09	Balance b/f	1,120	
			31/5/10	Depreciation expense	660	

DR			Depreciation Expense			CR
Date	Details	£	Date	Details	£	
31/5/10	Office furniture – dep'n	324				
31/5/10	Computers – dep'n	660				

DR			Fixed Asset Disposal			CR
Date	Details	£	Date	Details	£	
31/5/10	Computers cost	1,200	31/5/10	Bank	100	
			31/5/10	Computers – dep'n	600	
			31/5/10	Profit and Loss	500	
		<u>1,200</u>			<u>1,200</u>	

**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		
Disposed of						100	31/5/10
Packard Bell (PC)	1/2/09	1000					
Depreciation – Year ended 31/5/09		-	250	250	750		
Depreciation – Year ended 31/5/10			250	500	500		
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		
Depreciation – Year ended 31/5/10			60	180	60		
Toshiba (Satellite) Laptop	1/8/08	600					
Depreciation – Year ended 31/5/09		-	150	150	450		
Depreciation – Year ended 31/5/10			150	300	300		
HP (Touchsmart) Laptop	1/9/09	800					
Depreciation – Year ended 31/5/10			200	200	600		

Kaye & Co (Solicitors)**Journal – Answer Question Two Tasks C, F, H and J****Journal**

2010	Details	DR £	CR £
31 May	Journal Task C Depreciation Expense Office Furniture (Provision for Depreciation) Depreciation on office furniture at year end 31 May 2010	324	324
31 May	Journal Task F Depreciation Expense Computers (Provision for Depreciation) Depreciation on computers at year end 31 May 2010	660	660
31 May	Journal Task H Fixed Asset Disposal Computers (Cost) Computers (Provision for Depreciation) Fixed Asset Disposal Transfer of cost and accumulated depreciation to Fixed Asset Disposal Account	1,200 600	1,200 600
31 May	Journal Task J Profit and Loss Fixed Asset Disposal Transfer of loss on disposal to Profit and Loss Account at year end	500	500

Kaye & Co (Solicitors)

Note – Answer Question Two Task L

Note
Subject: Discrepancy Between the Contents of the Fixed Asset Register and Physical Count of Computers as at 31 May 2010
The physical count of computers as at 31 May 2010 did not
include the Toshiba (Satellite) laptop which appears in the
Fixed Asset Register as at 31 May 2010

QUESTION THREE

Protech

General Ledger (Extract) – Ledger Accounts Answer Question Three Tasks B, D, F, I, K and L

General Ledger (Extract)

DR			Provision for Doubtful Debts			CR		
Date	Details	£	Date	Details	£	Date	Details	£
31/5/10	Balance c/d	3,700	31/5/10	Balance b/f	3,250			
			31/5/10	Profit and loss	450			
		<u>3,700</u>			<u>3,700</u>			
			31/5/10	Balance b/d	3,700			

DR			Sales Ledger Control			CR		
Date	Details	£	Date	Details	£	Date	Details	£
31/5/10	Balance b/f	186,200	31/5/10	Bad debts	1,200			
			31/5/10	Balance c/d	185,000			
		<u>186,200</u>			<u>185,000</u>			
31/5/10	Balance b/d	185,000			<u>186,200</u>			

DR			Rates			CR		
Date	Details	£	Date	Details	£	Date	Details	£
31/5/10	Balance b/f	21,500	31/5/10	Prepayments	12,000			
			31/5/10	Profit and loss	9,500			
		<u>21,500</u>			<u>21,500</u>			

DR			Heat and Light			CR		
Date	Details	£	Date	Details	£	Date	Details	£
31/5/10	Balance b/f	2,680	31/5/10	Profit and loss	3,220			
31/5/10	Accruals	540						
		<u>3,220</u>			<u>3,220</u>			

General Ledger (Extract) Continued

DR			Stock		CR
Date	Details	£	Date	Details	£
1/6/09	Balance b/f	159,800	31/5/10	Trading	159,800
31/5/10	Trading	<u>170,500</u>	31/5/10	Balance c/d	<u>170,500</u>
		<u>330,300</u>			<u>330,300</u>
31/5/10	Balance b/d	170,500			

DR			Bad Debts		CR
Date	Details	£	Date	Details	£
31/5/10	Bad debts	<u>1,200</u>	31/5/10	Profit and loss	<u>1,200</u>

DR			Prepayments		CR
Date	Details	£	Date	Details	£
31/5/10	Rates	<u>12,000</u>	31/5/10	Balance c/d	<u>12,000</u>
31/5/10	Balance b/d	12,000			

DR			Accruals		CR
Date	Details	£	Date	Details	£
31/5/10	Balance c/d	<u>540</u>	31/5/10	Heat and light	<u>540</u>
			31/5/10	Balance b/d	540

Protech

Schedule Amending Closing Stock Valuation – Answer Question Three Task C

Schedule Amending Closing Stock Valuation

Details	£
Original closing stock valuation	176,800
Amendments:	
1 Stock line now obsolete	(2,300)
2 Stock line originally valued at retail selling price	(4,000)
Amended Stock Valuation at 31 May 2010	170,500

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	1,200	1,200
31 May	Journal Task C Profit and Loss Provision for Doubtful Debts Adjustment to increase the provision for doubtful debts at the year end	450	450
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	12,000 540	12,000 540
31 May	Journal Task H Trading Stock (opening) Stock (closing) Trading Transfer of opening and closing stock to trading at year end	159,800 170,500	159,800 170,500

Protech**Journal (continued)****Journal**

2010	Details	DR £	CR £
	Journal Task J		
31 May	Profit and Loss	1,200	
	Bad Debts		1,200
	Profit and Loss	9,500	
	Rates		9,500
	Profit and Loss	3,220	
	Heat and Light		3,220
	Transfer of expenses to Profit and Loss Account at the year end 31 May 2010		

SECTION B

QUESTION ONE

Sprinters Athletics Club

Members' Accumulated Fund as at 31 May 2009 – Answer Task A

	£
Assets of Club:	
Cash in hand and at bank	2,500
Clubhouse rent and rates – prepaid	800
Clubhouse fixtures and fittings – net book value	5,000
Club sports equipment – net book value	12,000
Groundsman's equipment – net book value	10,000
Total Assets	<u>30,300</u>
Liabilities of Club:	
Subscriptions – received in advance	360
Clubhouse heat and light – accrued	240
	<u>600</u>
Members Accumulated fund	<u>29,700</u>

Sprinters Athletics Club

Accounts – Answer Task B

DR		Subscriptions (Income)		CR	
Details	£	Details	£		
Income and Expenditure	15,080	Balance b/f		360	
Balance c/d	480	Receipts		15,200	
	<u>15,560</u>			<u>15,560</u>	
		Balance b/d		480	

DR		Clubhouse Rent and Rates		CR	
Details	£	Details	£		
Balance b/f	800	Income and Expenditure		5,600	
Payments	6,000	Balance c/d		1,200	
	<u>6,800</u>			<u>6,800</u>	
Balance b/d	1,200				

DR		Clubhouse Heat and Light		CR	
Details	£	Details	£		
Payments	1,800	Balance b/f		240	
Balance c/d	360	Income and Expenditure		1,920	
	<u>2,160</u>			<u>2,160</u>	
		Balance b/d		360	

Sprinters Athletics Club

Income and Expenditure Account – Answer Task C

Sprinters Athletics Club		
Income and Expenditure Account for the Year Ended 31 May 2010		
Income	£	£
Members subscriptions	15,080	
Donation (lottery fund)	5,000	
		20,080
Expenditure		
Clubhouse rent and rates	5,600	
Clubhouse heat and light	1,920	
Groundsman's wages	5,200	
Ground maintenance	1,200	
Teams travel expenses	2,000	
Depreciation	3,000	
		18,920
Surplus in year		<u>1,160</u>

Sprinters Athletic Club

Balance Sheet – Answer Task D

Sprinters Athletics Club Balance Sheet as at 31 May 2010			
	£	£	£
Fixed Assets			
Clubhouse fixtures and fittings (net book value)		4,000	
Club sports equipment (net book value)		12,500	
Groundsman's equipment (net book value)		9,500	
			26,000
Current Assets			
Clubhouse rent and rates (prepaid)	1,200		
Cash in hand and at bank	4,500		
		5,700	
Less Current Liabilities			
Clubhouse heat and light (accrued)	360		
Subscriptions (received in advance)	480		
		840	
			4,860
			30,860
Represented by:			
Members opening accumulated fund		29,700	
Surplus in year		1,160	
			30,860
Members closing accumulated fund			30,860