

**Book-keeping and Accounts Level 1
8991-01-001 2012 Sample Paper**

Marking Scheme

Today's date is 19 January

NB * indicates own figure

Task 1

Invoice 123: £300(1) – £15 (1) = £285(1) + £34.20 (1) = £319.20. (2) or (1)*

Invoice 125: £420(1) – £21 (1) = £399(1) + £47.88 (1) = £446.88. (2) or (1)*

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

(12 marks)

Task 2

Date	Customer	Invoice No	Total £	Tax £	Net £
18 Jan	Taylor & Co	119	159.60 (1)	17.10	142.50 (1)
18 Jan	Morse & Co	120	319.20 (1)	34.20	285.00 (1)
18 Jan	Pitman & Co	121	383.04 (1)	41.04	342.00 (1)
18 Jan	Taylor & Co	122	106.40 (1)	11.40	95.00 (1)
			968.24 (1)*	103.74 (1)*	864.50 (1)*

(11 marks)

Task 3

Sales Account					
Date	Details	Amount	Date	Details	Amount £
			19 Jan	Sales day book	864.50 (2) or (1)*

(2 Marks)

Tax Account					
Date	Details	Amount	Date	Details	Amount £
			19 Jan	Sales day book	103.74 (2) or (1)*

(2 marks)

NB Marks are for the correct dates, relevant details, and amount.

(Total 4 marks)

Task 4

Taylor & Co Account					
Date	Details	Amount	Date	Details	Amount
18 Jan	Sales	159.60 (1)			
18 Jan	Sales	<u>106.40 (1)</u>	19 Jan	Balance c/d	<u>266.00(2)or(1)*</u>
		<u>266.00</u>			<u>266.00</u>
20 Jan	Balance b/d	266.00 (1)*			

(5 marks)

Task 5

Receipts	Date	Details	Voucher Number	Total £	Tax £	Postage £	Travel £	Stationery £
100.00	6 Jan	Balance b/d (1)						
	7 Jan	Postage stamps	01	5.00	Nil	5.00		
	9 Jan	Plain paper	02	3.00	0.32			2.68
	9 Jan	Taxi Fare	03	13.00	1.39		11.61	
	10 Jan	Receipt book	04	11.00	1.18			9.82
	11 Jan	Parcel postage	05	3.25	Nil	3.25		
	11 Jan	Train fares	07	10.15	1.09		9.06	
	12 Jan	Envelopes	08	4.25	0.46			3.79
	12 Jan	Airmail postage	09	3.15	Nil	3.15		
	13 Jan	Postage stamps	10	5.10	Nil	5.10 (1 for line)		
	13 Jan	Plain paper	11	<u>3.25</u>	<u>0.35</u>			<u>2.90 (1 for line)</u>
				61.15 (1)	4.79	16.50	20.67	19.19
	13 Jan	Balance c/d		38.85 (2)				
<u>100.00</u>				<u>100.00</u>				
38.85	14 Jan	Balance b/d (1)*						
61.15	14 Jan	Cash (2) or (1)*				(1)		

(10 marks)

Task 6

Good Evans

£224 (1) + £280 (1) = £504 (1)

(3 marks)

E Mitchell

£275 (1) – 5% (1) = £261.25(1) + £31.35(1) = £292.60 (2) or (1)*

£280 (1) – 5% (1) = £266.00(1) + £31.92(1) = £297.92 (2) or (1)*
£590.52 (1)

(13 marks)

(Total 16 marks)

Task 7

Lancashire Bank plc		85-70-42
Preston (770011) Branch Preston		Date 19 January (1)
Pay E Mitchell (1) <hr/> Five hundred and ninety pounds fifty two pence (1)* <hr/>	A/C Payee	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> £ 590.52 (1)* </div> <p style="text-align: right;">Westie Wardrobes</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
221122 85 70 42 88733112		

(4 marks)

Task 8

Westie Wardrobes Cash Book
(Bank columns only)

Date	Details	£	Date	Details	£
01 Jan	Balance b/d	3 200	01 Jan	David Marsh	225
09 Jan	Sales	1 050	19 Jan	Asif Ali	420 (1)
15 Jan	Stan Holt	940	19 Jan	Bank charges	75 (1)
16 Jan	Ann Cameron	200	19 Jan	Sarah Evans	650 (1)
19 Jan	Sarah Lewis	600 (1)	19 Jan	Telephone charges	95 (1)
19 Jan	Rent refund	80 (1)	19 Jan	Cash	100 (1)
19 Jan	Eva Mitchell	<u>1 370</u> (1)	19 Jan	Balance c/d	<u>5 875</u> (2) or (1)*
		<u>7 440</u>			<u>7 440</u>
20 Jan	Balance b/d	5 875 (2) or (1)*			

NB Accept updated entries on the dates shown on bank statement

(12 marks)

Task 9

Westie Wardrobes Bank Reconciliation Statement as at 19 January:		
Balance per updated cash book		5 875 (1)*
<u>Add unrepresented cheques</u>		
Nil		
<u>Less outstanding lodgements</u>		
Stan Holt	940 (2)	
Ann Cameron	<u>200 (2)</u>	<u>1 140</u>
Balance per bank statement		4 735 (1)

(6 Marks)

Task 10

Terrie Henry Cash Book					
Cash			Bank		
	£	£		£	£
1 Jan Capital		3 800	1 Jan Rent		700
3 Jan Sales		600	1 Jan Purchases		990
4 Jan Sales	240		1 Jan Purchases		2 500
4 Jan Bank	250		4 Jan Cash		250
5 Jan Sales		785	5 Jan Rent		300
			6 Jan Balance c/d		<u>190 (1) 745(1)</u>
		<u>490 5 185</u>			<u>490 5 185</u>
7 Jan Balance b/d (1)*		190	745		

(3 marks)

Capital Account					
Date	Details	Amount	Date	Details	Amount
			1 Jan	Bank	3 800 (1)

(1 mark)

Sales Account					
Date	Details	Amount	Date	Details	Amount
			3 Jan	Bank	600 (1)
			4 Jan	Cash	240 (1)
6 Jan	Balance c/d	<u>1 625</u>	5 Jan	Bank	<u>785 (1)</u>
		<u>1 625</u>			<u>1 625</u>
			7 Jan	Balance b/d	1 625 (1)*

(4 marks)

Rent Account					
Date	Details	Amount	Date	Details	Amount
1 Jan	Bank	700 (1)			
5 Jan	Cash	<u>300 (1)</u>	6 Jan	Balance c/d	<u>1 000</u>
		<u>1 000</u>			<u>1 000</u>
7 Jan	Balance b/d	1 000 (1)			

(3 marks)

Purchases Account					
Date	Details	Amount	Date	Details	Amount
1 Jan	Bank	990 (1)			
1 Jan	Bank	<u>2 500 (1)</u>	6 Jan	Balance c/d	<u>3 490</u>
		<u>3 490</u>			<u>3 490</u>
7 Jan	Balance b/d	3 490 (1)			

(3 marks)

Terrie Henry Trial Balance as at 6 Jan		
	Dr £	Cr £
Cash	190 (1)*	
Bank	745 (1)*	
Capital		3 800 (1)
Sales		1 625 (1)*
Rent	1 000 (1)*	
Purchases	<u>3 490 (1)*</u>	
	<u>5 425</u>	<u>5 425</u>

(6 marks)

(Total 20 marks)

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

8991-01-001 Performance Codes

Performance Code	Meaning of weakness code
AA	Narrow Fail
AB	Insufficient work
GU	Checking documents and calculations
GV	Daybooks
GW	Ledger accounts
CL	Bank reconciliations
CK	Petty cash
GX	Initial trial balance