

# Book-keeping and Accounts

Level 1

8991-01-001

**2012 Sample Paper**



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**Candidate's name** (Block letters please)

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**Centre no**

**Date**

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**Time allowed:** 1 hour 30 minutes  
(plus 5 minutes' reading time).

The marks allocated to each question are shown in brackets.

All answers must be written in ink.

Calculators may be used.

Show all your workings.

If additional separate sheets of paper are used, make sure each page is clearly labelled with your name.

## For examiner's use only

T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	Total
/12	/11	/4	/5	/10	/16	/4	/12	/6	/20	/100

## Scenario

You work as an office trainee in the accounts department of Westie Wardrobes, a manufacturer of quality wardrobes to the retail trade. Your work is varied and today there are a number of tasks for you to complete. **Today's date is 19 January.**

### Task 1

Four invoices have been prepared by an inexperienced sales clerk and these are shown below.

Check the calculations of each invoice. If **you find one or more of the invoices are incorrect** you are to recalculate the invoice(s) showing full workings in the space(s) provided below.

(12 marks)

<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p> <p>Taylor &amp; Co Canterbury Kent</p> <p>Invoice No 123 Date: 18 January</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>6 x wardrobes @ £50 each</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td>Add tax @ 12%</td> <td style="text-align: right;"><u>34.20</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b><u>349.20</u></b></td> </tr> </tbody> </table> <p>Terms 30 days net</p>		£	6 x wardrobes @ £50 each	300.00	Less 5% trade discount	15.00	Add tax @ 12%	<u>34.20</u>	<b>Total</b>	<b><u>349.20</u></b>	<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p> <p>Morse &amp; Co Exmouth Devon</p> <p>Invoice No 124 Date: 18 January</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>5 x wardrobes @ £75 each</td> <td style="text-align: right;">375.00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">18.75</td> </tr> <tr> <td>Add tax @ 12%</td> <td style="text-align: right;"><u>42.75</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b><u>399.00</u></b></td> </tr> </tbody> </table> <p>Terms 30 days net</p>		£	5 x wardrobes @ £75 each	375.00	Less 5% trade discount	18.75	Add tax @ 12%	<u>42.75</u>	<b>Total</b>	<b><u>399.00</u></b>
	£																				
6 x wardrobes @ £50 each	300.00																				
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<p><b>Your calculation if necessary</b></p>	<p><b>Your calculation if necessary</b></p>																				

<p style="text-align: center;"><b>INVOICE</b></p> <p style="text-align: center;">WESTIE WARDROBES WELLFIELD LANE MARSDEN</p> <p>Pitman &amp; Co                      Invoice No 125 Sevenoaks                          Date: 18 January Kent</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>7 x wardrobes @ £60 each</td> <td style="text-align: right;">420.00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>Add tax @12%</td> <td style="text-align: right;"><u>48.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>448.00</u></td> </tr> </table> <p>Terms 30 days net</p>		£	7 x wardrobes @ £60 each	420.00	Less 5% trade discount	20.00	Add tax @12%	<u>48.00</u>	Total	<u>448.00</u>	<p style="text-align: center;"><b>INVOICE</b></p> <p style="text-align: center;">WESTIE WARDROBES WELLFIELD LANE MARSDEN</p> <p>Taylor &amp; Co                      Invoice No 126 Canterbury                        Date: 18 January Kent</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>4 Wardrobes @ £50 each</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td>Add tax @12%</td> <td style="text-align: right;"><u>22.80</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>212.80</u></td> </tr> </table> <p>Terms 30 days net</p>		£	4 Wardrobes @ £50 each	200.00	Less 5% trade discount	10.00	Add tax @12%	<u>22.80</u>	Total	<u>212.80</u>
	£																				
7 x wardrobes @ £60 each	420.00																				
Less 5% trade discount	20.00																				
Add tax @12%	<u>48.00</u>																				
Total	<u>448.00</u>																				
	£																				
4 Wardrobes @ £50 each	200.00																				
Less 5% trade discount	10.00																				
Add tax @12%	<u>22.80</u>																				
Total	<u>212.80</u>																				
<p style="text-align: center;"><b>Your calculation if necessary</b></p>	<p style="text-align: center;"><b>Your calculation if necessary</b></p>																				

## Task 2

Some sales invoices that you previously checked and your supervisor confirmed as being correct are detailed below.

Enter invoice numbers 119 – 122 into the sales day book on the next page, totalling the sales day book as at 19 January.

(11 marks)

<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p>	<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p>
<p>Taylor &amp; Co Canterbury Kent</p> <p>Invoice No 119 Date: 18 January</p>	<p>Morse &amp; Co Exmouth Devon</p> <p>Invoice No 120 Date: 18 January</p>
<p style="text-align: right;">£</p> <p>3 x wardrobes @ £50 each      150.00</p> <p>Less 5% trade discount          7.50</p> <p>Add tax @ 12%                    <u>17.10</u></p> <p>Total                                    <u>159.60</u></p>	<p style="text-align: right;">£</p> <p>4 x wardrobes @ £75 each      300.00</p> <p>Less 5% trade discount          15.00</p> <p>Add tax @ 12%                    <u>34.20</u></p> <p>Total                                    <u>319.20</u></p>
<p>Terms 30 days net</p>	<p>Terms 30 days net</p>
<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p>	<p><b>INVOICE</b></p> <p>WESTIE WARDROBES WELLFIELD LANE MARSDEN</p>
<p>Pitman &amp; Co Sevenoaks Kent</p> <p>Invoice No 121 Date: 18 January</p>	<p>Taylor &amp; Co Canterbury Kent</p> <p>Invoice No 122 Date: 18 January</p>
<p style="text-align: right;">£</p> <p>6 x wardrobes @ £60 each      360.00</p> <p>Less 5% trade discount          18.00</p> <p>Add tax @ 12%                    <u>41.04</u></p> <p>Total                                    <u>383.04</u></p>	<p style="text-align: right;">£</p> <p>2 Wardrobes @ £50 each        100.00</p> <p>Less 5% trade discount          5.00</p> <p>Add tax @ 12%                    <u>11.40</u></p> <p>Total                                    <u>106.40</u></p>
<p>Terms 30 days net</p>	<p>Terms 30 days net</p>

Westie Wardrobes Sales Day Book					
Date	Customer	Invoice No	Total £	Tax £	Net £

**Task 3**

Transfer the sales day book totals to the ledger accounts below.

Sales Account					
Date	Details	Amount £	Date	Details	Amount £

(2 marks)

Tax Account					
Date	Details	Amount £	Date	Details	Amount £

(2 marks)

(Total 4 marks)

#### Task 4

Complete the ledger account for Taylor & Co below from the transactions entered in the day book above. Balance the account at 19 January and bring down the balance.  
(5 marks)

Taylor & Co Account					
Date	Details	Amount £	Date	Details	Amount £

## Task 5

Below is the petty cash book for the week ended 13 January. The opening balance of £100 at 6 January has not been entered and two further petty cash vouchers need entering into the petty cash book before the petty cash book can be balanced for the week. These vouchers are shown below:

PETTY CASH VOUCHER		
		No 10
Date: 13 Jan	£	p
Required for:		
Postage stamps	<u>5</u>	<u>10</u>
Signed by:		G High

PETTY CASH VOUCHER		
		No 11
Date: 13 Jan	£	p
Required for:		
Plain paper	2	90
Tax	<u>0</u>	<u>35</u>
	<u>3</u>	<u>25</u>
Signed by:		D Bell

Enter voucher numbers 10 and 11 into the petty cash book below. Balance the petty cash book at 13 January, bringing down the balance and restoring the imprest to £100.00 at 14 January.

(10 marks)

Receipts £	Date	Details	Voucher Number	Total £	Tax £	Postage £	Travel £	Stationery £
	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		





**Task 7**

Complete the cheque below to pay the required amount to E Mitchell.

<b>Lancashire Bank plc</b>		85-70-42	
Preston (770011) Branch Preston		Date _____	
Pay	A/C Payee	£ <input type="text"/>	
_____			Westie Wardrobes
_____			
_____		_____	
221122	85 70 42	88733112	

(4 marks)

## Task 8

In today's post a bank statement arrived from Lancashire Bank plc and is detailed below.

<b>BANK STATEMENT</b>				
Lancashire Bank plc Preston Branch				
<b>In account with:</b> Westie Wardrobes				
<b>All entries to:</b> 18 January are inclusive and complete				
				<b>Account No:</b> 88733112
<b>Date</b>	<b>Detail</b>	<b>£</b>	<b>£</b>	<b>Balance £</b>
01 Jan	Balance			3 200
02 Jan	Sarah Lewis - BACS		600	3 800
03 Jan	David Marsh	225		3 575
09 Jan	Sales - BGC		1 050	4 625
11 Jan	Asif Ali - Internet banking	420		4 205
12 Jan	Bank charges	75		4 130
13 Jan	Sarah Evans (Returned cheque)	650		3 480
15 Jan	Rent refund SO		80	3 560
16 Jan	Eva Mitchell - BACS		1 370	4 930
17 Jan	Telephone charges – DD	95		4 835
18 Jan	Cash machine - ATM	100		4 735
<b>DD = Direct Debit    SO = Standing Order    BGC = Bank Giro Credit</b> <b>BACS = Bankers Automated Clearing Services</b>				

Update the cash book below at 19 January. Balance the cash book at 19 January and bring down the balance.

(12 marks)

<b>Westie Wardrobes Cash Book (Bank columns only)</b>					
<b>Date</b>	<b>Details</b>	<b>£</b>	<b>Date</b>	<b>Details</b>	<b>£</b>
01 Jan	Balance b/d	3 200	01 Jan	David Marsh	225
09 Jan	Sales	1 050			
15 Jan	Stan Holt	940			
16 Jan	Ann Cameron	200			



### Task 10

Terrie Henry, a friend of yours, has dropped off her accounting records from a couple of weeks ago. The cash book has not been balanced; she has not posted her cash book to her ledger, nor completed her trial balance.

Balance Terrie Henry's cash book at 6 January, bringing down the balances. Post the cash book to the ledger accounts below, balancing all accounts containing more than one transaction. Extract Terrie Henry's trial balance as at 6 January.

Terrie Henry Cash Book							
Date	Details	Cash £	Bank £	Date	Details	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	

(3 marks)

Capital Account					
Date	Details	Amount £	Date	Details	Amount £

(1 mark)

Sales Account					
Date	Details	Amount £	Date	Details	Amount £

(4 marks)

Rent Account					
Date	Details	Amount £	Date	Details	Amount £

(3 marks)

Purchases Account					
Date	Details	Amount £	Date	Details	Amount £

(3 marks)

Terrie Henry Trial Balance as at 6 January		
	Dr £	Cr £

(6 marks)

(Total 20 marks)

**End of Examination**