

**Book-Keeping & Accounts Level 1**  
**Sample 3**  
**Marking Scheme**

NB \* indicates own figure.

**Marker please note:** in the ledger accounts marks are for the correct date, details and amounts going across the line.

**Task 1**

Invoice 103:  $\$160(1) - \$8(1) = \$152(1) + \$27\ 36(1) = \$179\ 36(2) \text{ or } (1)^*$

Invoice 108:  $\$200(1) - \$10\ 00(1) = \$190(1) + \$34\ 20(1) = \$224\ 20(2) \text{ or } (1)^*$

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

**(12 marks)**

**Task 2**

<b>Hannah Holly</b>					
<b>Purchases Day Book</b>					
<b>Date</b>	<b>Supplier</b>	<b>Invoice No</b>	<b>Total \$</b>	<b>Tax \$</b>	<b>Net \$</b>
17 Mar	Beal Radio	98	67 26 (1)	10 26	57 00 (1)
17 Mar	Jessica's CD Players	540	80 71 (1)	12 31	68 40 (1)
18 Mar	Clarke Electricals	411	107 61 (1)	16 41	91 20 (1)
18 Mar	Beal Radio	100	56 05 (1)	8 55	47 50 (1)
			311 63 (1)*	47 53 (1)*	264 10 (1)*

**NB:** mark in total column to include correct date, customer, invoice number and amount.

**(11 marks)**

**Task 3**

<b>Purchases Account</b>					
<b>Date</b>	<b>Details</b>	<b>Amount \$</b>	<b>Date</b>	<b>Details</b>	<b>Amount \$</b>
19 Mar	Suitable narrative	264 10 (2)or(1)*			

**(2 marks)**

<b>Tax Account</b>					
<b>Date</b>	<b>Details</b>	<b>Amount \$</b>	<b>Date</b>	<b>Details</b>	<b>Amount \$</b>
19 Mar	Suitable narratives	47 53 (2)or(1)*			

**(2 marks)**

**NB:** marks are for the correct date, relevant details and amount. Please do **not** accept PDB in the details column.

**(Total for Task 3 = 4 marks)**

**Task 4**

<b>Beal Radio Account</b>					
<b>Date</b>	<b>Details</b>	<b>Amount</b> <b>\$</b>	<b>Date</b>	<b>Details</b>	<b>Amount</b> <b>\$</b>
			17 Mar	Purchases	67 26 <b>(1)*</b>
19 Mar	Balance c/d	<u>123 31</u> <b>(2)or(1)*</b>	18 Mar	Purchases	<u>56 05</u> <b>(1)*</b>
		<u>123 31</u>			<u>123 31</u>
			20 Mar	Balance b/d	123 31 <b>(1)*</b>

**(5 marks)**

## Task 5

Receipts \$	Date	Details	Vouch er Numb er	Total \$	Tax \$	Postage \$	Travel \$	Stationery \$
150 00	5 Mar	Bal b/fwd <b>(1)</b>						
	6 Mar	Postage stamps	11	8 00	Nil	8 00		
	7 Mar	Postage stamps	12	9 50	Nil	9 50		
	8 Mar	Receipt book	13	16 78	2 56			14.22
	10 Mar	Taxi Fare	14	22 07	3 37		18 70	
	10 Mar	Parcel postage	15	9 41	Nil	9 41		
	10 Mar	Taxi Fare	16	18 70	2 85		15 85	
	11 Mar	Box Files	17	10 92	1 67			9 25
	11 Mar	Bus Fares	18	11 15	1 70		9 45	
	12 Mar	Taxi Fare	19	4 39	0 67		3.72	
	12 Mar	Letter postage	20	<u>8 45</u>	Nil	<u>8 45</u>		
				119 37 <b>(1)</b>	<u>12 82</u>	<u>35 36</u>	<u>47 72</u>	<u>23 47</u>
	12 Mar	Balance c/d		<u>30 63</u> <b>(2)</b>				
<u>150.00</u>				<u>150 00</u>		<b>(1)</b>		
30 63	13 Mar	Balance b/d <b>(1)*</b>						
119 37	13 Mar	Cash <b>(2)or(1)*</b>						

(10 marks)

Note: Marks in analysis columns for date, details, voucher number and amounts in total, tax and analysis columns.

**Task 6**

Hay Fridges

$$\$177 (1) + \$377 60(1) = \$554 60 (1)$$

**(3 marks)**

Beal Radio

$$\$275 (1) - \$13 75 (1) = \$261 25(1) + \$47 03(1) = \$ 308 28 (2) \text{ or } (1)^*$$

$$\$340 (1) - \$17 00 (1) = \$323 00(1) + \$58 14(1) = \underline{\$ 381 14 (2)} \text{ or } (1)^*$$

$$\$ 689 42 (1)$$

**(13 marks)****(Total for Task 6 = 16 marks)****Task 7**

<b>Lancashire Bank plc</b>		86-70-41
Wigan (770012) Branch Wigan WG8		Date 20 March (1)
Pay Beal Radio (1)		A/C Payee
Six hundred and eighty		nine dollars
forty two cents (1)*		
		<b>\$ 689 42 (1)*</b>
		<b>Hannah Holly</b>
221122	86 70 41	88833112

**NB: Wording must be in correct currency.****(4 marks)****Task 8**

<b>Hannah Holly Cash Book</b>					
<b>(Bank columns only)</b>					
<b>Date</b>	<b>Details</b>	<b>\$</b>	<b>Date</b>	<b>Details</b>	<b>\$</b>
01 Mar	Balance b/d	5 450	01 Mar	Abdul Ahmed	382
08 Mar	Sales	2 911	09 Mar	Wasim Akhtar	275 (1)
17 Mar	Usman Khan	870	10 Mar	Bank charges	81 (1)
18 Mar	Shubeb Miah	550	12 Mar	Mirash Ali	710 (1)
03 Mar	Umar Kabir	700 (1)	16 Mar	Telephone charges	99 (1)
13 Mar	Rent refund	90 (1)	18 Mar	Cash	150 (1)
14 Mar	Wahid Bhatti	1 230 (1)	18 Mar	Balance c/d	10 104 (2)or(1)
		<u>11 801</u>			<u>11 801</u>
19 Mar	Balance b/d	10 104 (2)or(1)*			

**NB: Please accept updating entries on 18 March****(12 marks)**

**Task 9**

<b>Hannah Holly Bank Reconciliation Statement as at 18 March:</b>	
Balance per updated cashbook	10 104 <b>(1)*</b>
<u>Add unrepresented cheques</u>	
Nil	
<u>Less outstanding lodgements</u>	
Usman Khan	870 <b>(2)</b>
Shubeb Miah	<u>550 (2)</u> <u>1 420</u>
Balance per bank statement	8 684 <b>(1)</b>

**(6 Marks)****Task 10**

<b>Pierina Cicchirillo Cash Book</b>							
		<b>Cash</b>	<b>Bank</b>			<b>Cash</b>	<b>Bank</b>
		<b>\$</b>	<b>\$</b>			<b>\$</b>	<b>\$</b>
1 Mar	Capital		8 400	1 Mar	Rent		700
3 Mar	Sales		700	1 Mar	Purchases		920
4 Mar	Sales	861		4 Mar	Purchases		2 804
4 Mar	Bank	740		4 Mar	Cash		740
5 Mar	Sales		685	6 Mar	Rent	265	
				3 Mar	Purchases	20 <b>(1)</b>	
				5 Mar	Purchases	110 <b>(1)</b>	
				6 Mar	Balance c/d	<u>1 206 (1)</u>	<u>4 621 (1)</u>
		<u>1 601</u>	<u>9 785</u>			<u>1 601</u>	<u>9 785</u>
7 Mar	Balance b/d <b>(1)*</b>	1 206	4 621				

**(5 marks)**

<b>Capital Account</b>					
<b>Date</b>	<b>Details</b>	<b>Amount</b>	<b>Date</b>	<b>Details</b>	<b>Amount</b>
		<b>\$</b>			<b>\$</b>
			1 Mar	Bank	8 400

<b>Sales Account</b>					
<b>Date</b>	<b>Details</b>	<b>Amount</b>	<b>Date</b>	<b>Details</b>	<b>Amount</b>
		<b>\$</b>			<b>\$</b>
			3 Mar	Bank	700
			4 Mar	Cash	861
			5 Mar	Bank	685
6 Mar	Balance c/d	<u>2 746</u>	1 Mar	Martin Bower	<u>500 (1)</u>
		<u>2 746</u>			<u>2 746</u>
			7 Mar	Balance b/d	<u>2 746 (1)*</u>

**(2 marks)**

Rent Account					
Date	Details	Amount \$	Date	Details	Amount \$
1 Mar	Bank	700			
5 Mar	Cash	<u>265</u>	6 Mar	Balance c/d	<u>965</u>
		965			965
7 Mar	Balance b/d	965 (1)			

(1 mark)

Purchases Account					
Date	Details	Amount \$	Date	Details	Amount \$
1 Mar	Bank	920			
4 Mar	Bank	2 804			
3 Mar	C Richmond	600 (1)			
3 Mar	Cash	20			
5 Mar	Cash	<u>110</u> (1)	6 Mar	Balance c/d	<u>4 454</u>
		4 454			4 454
7 Mar	Balance b/d	4 454 (1)			

(3 marks)

Martin Bower Account					
Date	Details	Amount \$	Date	Details	Amount \$
1 Mar	Sales	500 (1)			

(1 mark)

Carol Richmond Account					
Date	Details	Amount \$	Date	Details	Amount \$
			3 Mar	Purchases	600(1)

(1 mark)

Pierina Cichirillo Trial Balance as at 6 March				
	Dr \$		Cr \$	
Cash	1 206	(1)*		
Bank	4 621	(1)*		
Capital			8 400	
Sales			2 746	(1)*
Rent	965	(1)*		
Purchases	4 454	(1)*		
Carol Richmond			600	(1)
Martin Bower	<u>500</u>	(1)		
	<u>11 746</u>		<u>11 746</u>	

(7 marks)

(Total for Task 10 = 20 marks)

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