

**Book-keeping and Accounts**  
Level 1

This paper must be returned with the candidate's work, otherwise the entry is void and no result will be issued.



8991  
Sample 3

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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 10 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 Hannah Holly, a retailer of electrical products. Your work is varied and today there are a number of tasks for you to complete. **Today's date is 20 March.**

### Task 1

Four invoices have been received today and these are shown below.

#### You are required to

check the calculations of each invoice. If 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)

<b>INVOICE</b>  BEAL RADIO EVANS ROAD ASHTON	<b>INVOICE</b>  JESSICA'S CD PLAYERS WEATHERBY STREET LEEDS
Hannah Holly Rochdale Road Bury	Hannah Holly Rochdale Road Bury
Invoice No 103 Date:19 March	Invoice No 564 Date:19 March
\$	\$
8 x radios @ \$20 each	9 x cd players @ \$15 each
160 00	135 00
Less 5% trade discount	Less 5% trade discount
16 00	6 75
Add tax @ 18%	Add tax @ 18%
<u>28 80</u>	<u>23 09</u>
Total	Total
<u>172 80</u>	<u>151 34</u>
Terms 30 days net	Terms 30 days net
<b>Your calculation if necessary</b>	<b>Your calculation if necessary</b>

<p style="text-align: center;"><b>INVOICE</b></p> <p style="text-align: center;">CLARKE ELECTRICALS BEN LANE MANCHESTER</p> <p>Hannah Holly                      Invoice No 425 Rochdale Road                      Date:19 March Bury</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>8 x kettles @ \$15 each</td> <td style="text-align: right;">120 00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">6 00</td> </tr> <tr> <td>Add tax @18%</td> <td style="text-align: right;"><u>20 52</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>134 52</u></td> </tr> </table> <p>Terms 30 days net</p>		\$	8 x kettles @ \$15 each	120 00	Less 5% trade discount	6 00	Add tax @18%	<u>20 52</u>	Total	<u>134 52</u>	<p style="text-align: center;"><b>INVOICE</b></p> <p style="text-align: center;">BEAL RADIO EVANS ROAD ASHTON</p> <p>Hannah Holly                      Invoice No 108 Rochdale Road                      Date:19 March Bury</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>8 radios @ \$25 each</td> <td style="text-align: right;">200 00</td> </tr> <tr> <td>Less 5% trade discount</td> <td style="text-align: right;">12 00</td> </tr> <tr> <td>Add tax @18%</td> <td style="text-align: right;"><u>33 84</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>221 84</u></td> </tr> </table> <p>Terms 30 days net</p>		\$	8 radios @ \$25 each	200 00	Less 5% trade discount	12 00	Add tax @18%	<u>33 84</u>	Total	<u>221 84</u>
	\$																				
8 x kettles @ \$15 each	120 00																				
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Total	<u>134 52</u>																				
	\$																				
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Less 5% trade discount	12 00																				
Add tax @18%	<u>33 84</u>																				
Total	<u>221 84</u>																				
<p><b>Your calculation if necessary</b></p>	<p><b>Your calculation if necessary</b></p>																				

**Task 2**

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

**You are required to**

enter the four invoices below into the purchases day book on the next page, totalling the purchases day book as at 19 March.

(11 marks)

<p><b>INVOICE</b></p> <p>BEAL RADIO EVANS ROAD ASHTON</p>	<p><b>INVOICE</b></p> <p>JESSICA'S CD PLAYERS WEATHERBY STREET LEEDS</p>
<p>Hannah Holly                      Invoice No 98 Rochdale Road                      Date:17 March Bury</p>	<p>Hannah Holly                      Invoice No 540 Rochdale Road                      Date:17 March Bury</p>
<p>\$</p> <p>3 x radios @ \$20 each              60 00 Less 5% trade discount              3 00 Add tax @ 18%                      <u>10 26</u> Total                                      <u>67 26</u></p>	<p>\$</p> <p>4 x cd players @ \$18 each              72 00 Less 5% trade discount              3 60 Add tax @ 18%                      <u>12 31</u> Total                                      <u>80 71</u></p>
<p>Terms 30 days net</p>	<p>Terms 30 days net</p>
<p><b>INVOICE</b></p> <p>CLARKE ELECTRICALS BEN LANE MANCHESTER</p>	<p><b>INVOICE</b></p> <p>BEAL RADIO EVANS ROAD ASHTON</p>
<p>Hannah Holly                      Invoice No 411 Rochdale Road                      Date:18 March Bury</p>	<p>Hannah Holly                      Invoice No 100 Rochdale Road                      Date: 18 March Bury</p>
<p>\$</p> <p>6 x kettles @ \$16 each              96 00 Less 5% trade discount              4 80 Add tax @18%                      <u>16 41</u> Total                                      <u>107 61</u></p>	<p>\$</p> <p>2 radios @ \$25 each                      50 00 Less 5% trade discount              2 50 Add tax @18%                      <u>8 55</u> Total                                      <u>56 05</u></p>
<p>Terms 30 days net</p>	<p>Terms 30 days net</p>



### Task 5

The petty cash book on the opposite page is for the week ended 12 March. The opening balance of \$150 at 5 March has not been entered. Two further petty cash vouchers below need entering into the petty cash book before it can be balanced for the week.

PETTY CASH VOUCHER	
	No 19
Date: 12 Mar	\$ C
Required for:	
Bus fare	3 72
Tax	<u>67</u>
	4 39
Signed by:	<i>I Maus</i>

PETTY CASH VOUCHER	
	No 20
Date: 12 Mar	\$ C
Required for:	
Letter postage	<u>8 45</u>
Signed by:	<i>I Maus</i>

### You are required to

enter the opening balance and voucher numbers 20 and 21 into the petty cash book below. Balance the petty cash book at 12 March, bringing down the balance and restoring the imprest to \$150.00 at 13 March.

(10 marks)



**Task 6**

Four purchase invoices have been approved for payment. Hannah Holly’s policy is to pay strictly according to invoice terms and to take advantage of any settlement discounts. A summary of the invoices is shown below:

Invoice date	Supplier	Terms	Goods \$	Tax (18%) \$	Total \$
22 Feb	Hay Fridges	30 days	150 00	27 00	177 00
24 Feb	Hay Fridges	30 days	320 00	57 60	377 60
15 Mar	Beal Radio	30 days*	275 00	47 03	322 03
16 Mar	Beal Radio	30 days*	340 00	58 14	398 14

\* These invoices state ‘5% settlement discount for payment within 7 days’.

**You are required to**

**showing your workings** calculate below the total amount due to Hay Fridges and Beal Radio, after taking into account any settlement discounts.

Hay Fridges

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(3 marks)

Beal Radio

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(13 marks)

**Task 7**

**You are required to**

complete the cheque below to pay the required amount to Beal Radio.

<b>Lancashire Bank plc</b>		86-70-41
Wigan (770012) Branch Wigan WG8		Date _____
Pay	A/C Payee	
		\$ <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>
		Hannah Holly _____
221122	86 70 41	88833112

(4 marks)







**Task 10**

Pierina Cicchirillo, a friend of yours who has opened a children’s clothing shop, has dropped off her accounting records from a couple of weeks ago because you agreed to help her with her record keeping. There is no tax on children’s clothing. The cash book has not been completed; she has not fully posted her cashbook to her ledger, nor completed her trial balance.

**You are required to**

Post the cash vouchers to the cash book and to the ledger. Post the invoices to the ledger. Then balance Pierina Cicchirillo’s cash book at 7 March, bringing down the balances. Balance all ledger accounts containing more than one transaction. Extract Pierina Cicchirillo’s trial balance as at 6 March.

<b>Cash Requisition</b>	No:101	<b>Cash Requisition</b>	No:102
Date: 3 March	\$ c	Date: 5 March	\$ c
Required for:		Required for:	
Purchases	20. 00	Purchases	110. 00

<b>Pierina Cicchirillo</b> 56 Ashton Road Manchester <b>Invoice No: 70</b>	<b>Carol Richmond</b> 921 Sale Road Sale <b>Invoice No. 551</b>
<b>Date:</b> 1March <b>To:</b> Martin Bower <b>For:</b> Boys Trousers	<b>Date:</b> 3 March <b>To:</b> Pierina Cicchirillo <b>For:</b> Boys Shirts
\$500	\$600

<b>Pierina Cicchirillo Cash Book</b>							
<b>Date</b>	<b>Details</b>	<b>Cash</b>	<b>Bank</b>	<b>Date</b>	<b>Details</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		6 Mar	Purchases		2 804
4 Mar	Bank	740		6 Mar	Cash		740
5 Mar	Sales		685	6 Mar	Rent	265	

(5 marks)

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

Sales Account					
Date	Details	Amount \$	Date	Details	Amount \$
			3 Mar	Bank	700
			4 Mar	Cash	861
			5 Mar	Bank	685

(2 marks)

Rent Account					
Date	Details	Amount \$	Date	Details	Amount \$
1 Mar	Bank	700			
6 Mar	Cash	265			

(1 mark)

Purchases Account					
Date	Details	Amount \$	Date	Details	Amount \$
1 Mar	Bank	920			
6 Mar	Bank	2 804			

(3 marks)

Account					
Date	Details	Amount \$	Date	Details	Amount \$

(1 mark)

Account					
Date	Details	Amount \$	Date	Details	Amount \$

(1 mark)

<b>Pierina Cicchirillo Trial Balance as at 6 March</b>		
	<b>Dr \$</b>	<b>Cr \$</b>

(7 marks)

(Total 20 marks)

**End of Examination**