

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 AWARD IN BOOKKEEPING AND
ACCOUNTING SKILLS (MANUAL)**

05527

**LEVEL 2 CERTIFICATE IN BOOKKEEPING AND
ACCOUNTING SKILLS**

05529

UNIT M7: MAINTAINING AND RECONCILING THE CASH BOOK

SAMPLE ASSESSMENT

TIME: 1 HOUR

INSTRUCTIONS TO CANDIDATES

- 1 You have TEN minutes to read through this assignment before the start of the assessment.
- 2 You must write the following Assignment Code in the appropriate boxes on the front of the Unit Submission Cover Sheet: SAM
- 3 You should answer all questions.
- 4 You must use the answer booklet provided and attach your completed answer booklet to the Submission Cover Sheet.
- 5 Please write your answers clearly as you may incur errors for untidy work.
- 6 Answers should be written in ink or ballpoint pen.
- 7 Calculators may be used.
- 8 Correction fluid may be used.

Ofqual Qualification Reference Number: L/600/8759

This assignment consists of 8 printed pages

You are responsible for keeping the Cash Book of Lookers Locks. On 1 March 2011, they had opening balances of £726.56 in the cash account and the bank account was overdrawn by £1,983.20.

You are required to:

	Assessment Criteria
1 Enter the opening balances.	1.1
2 Enter details of receipts and calculate cash discounts using the documents on pages 3 – 5 inclusive.	1.1, 1.2
3 Enter details of payments and cash discounts using the documents on pages 6 and 7.	1.1, 1.2
4 Total discount columns and total and balance the cash book.	1.3
5 Accurately identify discrepancies and check individual items on the bank statement on page 8 against the cash book.	1.4, 2.1
6 Update the cash book from the bank statement and calculate the revised bank balance.	2.2
7 Prepare and date a bank reconciliation statement.	2.3

Copies of cheques received

<p>NB</p> <p><i>Banked on 8 March 2011</i></p> <p><i>This was in full settlement of their account of £718.14</i></p>	<p>WESTWOOD BANK PLC</p> <p>Westwood Way COVENTRY, CV4 8HS</p>	<p><u>3 March 2011</u></p> <p>40-41-14</p>
	<p>Pay <i>Lookers Locks</i></p>	<p>or order</p>
	<p><i>Six hundred and eighty five pounds 50p</i></p>	<p>£685.50</p>
	<p>_____</p>	<p>Vigilant Security</p>
	<p>Cheque No Branch Account No</p> <p>366912 404114 39654321</p>	<p><u>J Jackson</u></p>

<p>NB</p> <p><i>Banked on 14 March 2011</i></p> <p><i>This was in full settlement of their account of £1,369.24</i></p>	<p>PROGRESS BANK PLC</p> <p>WESTWOOD BRANCH WESTWOOD WAY, COVENTRY, CV4 8HS</p>	<p><u>8 March 2011</u></p> <p>20-99-93</p>
	<p>Pay <i>Lookers Locks</i></p>	<p>or order</p>
	<p><i>One thousand three hundred and eight pounds 92p</i></p>	<p>£1,308.92</p>
	<p>_____</p>	<p>Safe & Sure Ltd</p>
	<p>Cheque No Branch Account No</p> <p>634366 209993 32425262</p>	<p><i>S Verdi</i></p>

<p>NB</p> <p><i>Banked on 21 March 2011</i></p> <p><i>This was in full settlement of their account of £977.65</i></p>	<p>WESTWOOD BANK PLC</p> <p>Westwood Way COVENTRY, CV4 8HS</p>	<p><u>12 March 2011</u></p> <p>40-41-14</p>
	<p>Pay <i>Lookers Locks</i></p>	<p>or order</p>
	<p><i>Nine hundred and thirty three pounds 75p</i></p>	<p>£933.75</p>
	<p>_____</p>	<p>Time Zone Group</p>
	<p>Cheque No Branch Account No</p> <p>232425 404114 51525354</p>	<p><u>T Kumar</u></p>

Copies of cheques received (continued)

NB <i>Banked on 28 March 2011</i> <i>This was in full settlement of their account of £393.18</i>	PROGRESS BANK PLC WESTWOOD BRANCH WESTWOOD WAY, COVENTRY, CV4 8HS	<u>21 March 2011</u> 20-99-93
	Pay <u>Lookers Locks</u>	or order
	<u>Three hundred and seventy five pounds 32p</u>	£375.32
	<hr/>	Smart Systems
	Cheque No Branch Account No <u>M King</u> 239542 209993 13294671	

NB <i>Banked on 28 March 2011</i>	WESTWOOD BANK PLC Westwood Way COVENTRY, CV4 8HS	<u>23 March 2011</u> 40-41-14
	Pay <u>Lookers Locks</u>	or order
	<u>Five hundred and thirty pounds 18p</u>	£530.18
	<hr/>	Crystal Hotels
	Cheque No Branch Account No <u>S Wong</u> 111321 404114 41641670	

NB <i>Banked on 31 March 2011</i> <i>This was in full settlement of their account of £1,704.98</i>	PROGRESS BANK PLC WESTWOOD BRANCH WESTWOOD WAY, COVENTRY, CV4 8HS	<u>24 March 2011</u> 20-99-93
	Pay <u>Lookers Locks</u>	or order
	<u>One thousand six hundred and twenty nine pounds 40p</u>	£1,629.40
	<hr/>	Ashton Enterprises
	Cheque No Branch Account No <u>W Sykes</u> 654545 209993 43274300	

Copies of cash receipts to customers

<i>Lookers Locks</i>							
<u>15 March 2011</u>	No <u>562</u>						
<i>Received</i>							
<i>from</i> <u>A Burton (Cash sales)</u>							
<i>The sum of</i> <u>Two hundred and sixty three</u>							
<u>pounds 70p</u>							
Cash	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="text-align: center;">219</td><td style="text-align: center;">75</td></tr> <tr><td style="text-align: center;">43</td><td style="text-align: center;">95</td></tr> <tr><td style="text-align: center;">263</td><td style="text-align: center;">70</td></tr> </table>	219	75	43	95	263	70
219	75						
43	95						
263	70						
VAT							
Total							
<u>M Nicholson</u>							
WITH THANKS							

<i>Lookers Locks</i>							
<u>24 March 2011</u>	No <u>563</u>						
<i>Received</i>							
<i>from</i> <u>R Morgan (Cash sales)</u>							
<i>The sum of</i> <u>Four hundred and eighty four</u>							
<u>pounds 08p</u>							
Cash	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="text-align: center;">403</td><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">80</td><td style="text-align: center;">68</td></tr> <tr><td style="text-align: center;">484</td><td style="text-align: center;">08</td></tr> </table>	403	40	80	68	484	08
403	40						
80	68						
484	08						
VAT							
Total							
<u>M Nicholson</u>							
WITH THANKS							

[Turn over

Copies of cheque counterfoils

2 March 2011

To: *Metalic
Products*

Creditor
Discount £32.80

This
Cheque *£690.50*

61614

4 March 2011

To: *Design
Engineering*

Creditor
Discount £46.72

This
Cheque *£1,025.76*

61615

10 March 2011

To: *Meynell
Morris Ltd*

Creditor

This
Cheque *£376.36*

61616

15 March 2011

To: *Five Lanes
Garage*

Creditor

This
Cheque *£504.95*

61617

17 March 2011

To: *Smithson
Sykes*

Creditor
Discount £68.08

This
Cheque *£1,430.40*

61618

18 March 2011

To: *Conrad
Antonelli*

Creditor
Discount £42.24

This
Cheque *£889.25*

61619

20 March 2011

To: *Mandarin
Imports*

Creditor

This
Cheque *£587.58*

61620

22 March 2011

To: *Keylink
Supplies*

Creditor
Discount £13.06

This
Cheque *£275.90*

61621

Copies of cash receipts from suppliers

Jobson Ltd							
<u>24 March 2011</u>	<i>Receipt No</i> <u>396</u>						
<i>Received with thanks from</i>							
<u>Lookers Locks (Cash purchases)</u>							
<i>The sum of</i> <u>Two hundred and forty nine pounds 12p</u>							
<i>Cash</i>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="width: 50%; text-align: center;">207</td><td style="width: 50%; text-align: center;">60</td></tr> <tr><td style="width: 50%; text-align: center;">41</td><td style="width: 50%; text-align: center;">52</td></tr> <tr><td style="width: 50%; text-align: center;">249</td><td style="width: 50%; text-align: center;">12</td></tr> </table>	207	60	41	52	249	12
207	60						
41	52						
249	12						
<i>VAT</i>							
<i>Total</i>							
<u><i>M Giles</i></u>							

Tool Mart							
<u>28 March 2011</u>	<i>Receipt No</i> <u>512</u>						
<i>Received with thanks from</i>							
<u>Lookers Locks (Cash purchases)</u>							
<i>The sum of</i> <u>One hundred and sixteen pounds 88p</u>							
<i>Cash</i>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="width: 50%; text-align: center;">97</td><td style="width: 50%; text-align: center;">40</td></tr> <tr><td style="width: 50%; text-align: center;">19</td><td style="width: 50%; text-align: center;">48</td></tr> <tr><td style="width: 50%; text-align: center;">116</td><td style="width: 50%; text-align: center;">88</td></tr> </table>	97	40	19	48	116	88
97	40						
19	48						
116	88						
<i>VAT</i>							
<i>Total</i>							
<u><i>R Hussain</i></u>							

[Turn over

STATEMENT

Progress Bank
LEEDS

Statement of Account

Lookers Locks

Account No. 91678084

Sheet 158

Date 31 March 2011

Date	Details	Debit	Credit	Balance
01 March	Balance			587.85 O/D
02 March	Yorkshire Council (SO)	392.50		980.35 O/D
03 March	Sureway Security (BACS)		495.48	484.87 O/D
04 March	61611	709.75		1,194.62 O/D
08 March	Cheque		685.50	509.12 O/D
10 March	61615	1,025.76		1,534.88 O/D
11 March	Eco Energy (DD)	294.64		1,829.52 O/D
14 March	Cheque		1,308.92	520.60 O/D
15 March	61612	486.36		1,006.96 O/D
16 March	Clyde Conway (CHAPS)		900.50	106.46 O/D
17 March	61614	690.50		796.96 O/D
18 March	61616	376.36		1,173.32 O/D
21 March	Cheque		933.75	239.57 O/D
22 March	61613	199.24		438.81 O/D
23 March	Montague Byrnes (BACS)	758.36		1,197.17 O/D
24 March	61617	504.95		1,702.12 O/D
28 March	Cheques		905.50	796.62 O/D
29 March	61621	275.90		1,072.52 O/D
30 March	Brightside Homes (BGC)		509.59	562.93 O/D
30 March	61619	889.25		1,452.18 O/D
30 March	Bank charges	152.77		1,604.95 O/D