

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL) 05524

LEVEL 1 EXTENDED AWARD IN BOOKKEEPING 05526

UNIT M4: RECORDING RECEIPTS AND PAYMENTS

SAMPLE ASSESSMENT

TIME: 45 MINUTES

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 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/600/8745

This assignment consists of 8 printed pages

You are responsible for keeping the Cash Book of Harlequin Cards. On 1 January 2011, they had opening balances of £503.28 in the cash account and £619.74 in the bank account.

You are required to:

		Assessment Criteria
1	Enter the opening balances.	1.1
2	Enter details of receipts (recording VAT where appropriate) using the documents on pages 3 – 5 inclusive.	1.1, 1.2
3	Enter details of payments using the documents on pages 6 and 7.	1.1, 1.2
4	Total, balance and cross check the cash book.	1.3
5	Check individual items on the bank statement on page 8 against the cash book to reconcile the bank statement with the cash book.	2.1
6	Make the entries necessary to update the cash book and calculate the revised bank balance.	2.2
7	Date and prepare a bank reconciliation statement.	2.3

Copies of cheques received

NB <i>Banked on 10 January 2011</i>	WESTWOOD BANK PLC Westwood Way COVENTRY, CV4 8HS	<u>5 January 2011</u> 40-41-14
	Pay <i>Harlequin Cards</i>	or order
	<u>Four hundred and eighty pounds 58p</u>	£480.58
		Adel Gallery
	Cheque No Branch Account No 366912 404114 39654321	<u>W Crosby</u>

NB <i>Banked on 17 January 2011</i>	PROGRESS BANK PLC WESTWOOD BRANCH WESTWOOD WAY, COVENTRY, CV4 8HS	<u>10 January 2011</u> 20-99-93
	Pay <i>Harlequin Cards</i>	or order
	<u>Six hundred and five pounds 96p</u>	£605.96
		Wellwishers
	Cheque No Branch Account No 634366 209993 32425262	<u>I Hassan</u>

NB <i>Banked on 24 January 2011</i>	WESTWOOD BANK PLC Westwood Way COVENTRY, CV4 8HS	<u>14 January 2011</u> 40-41-14
	Pay <i>Harlequin Cards</i>	or order
	<u>One hundred and seventy one</u> <u>pounds 35p</u>	£171.35
		House of Cards
	Cheque No Branch Account No 232425 404114 51525354	<u>J King</u>

[Turn over

Copies of cheques received (cont'd)

NB <i>Banked on 24 January 2011</i>	PROGRESS BANK PLC	<u>17 January 2011</u>	
	WESTWOOD BRANCH		
	WESTWOOD WAY, COVENTRY, CV4 8HS	20-99-93	
	Pay <u>Harlequin Cards</u>	or order	
	<u>Three hundred and twenty nine pounds 15p</u>	£329.15	
		Zallmark Ltd	
	Cheque No 239542	Branch 209993	Account No 13294671
			<u>K Wright</u>

NB <i>Banked on 28 January 2011</i>	WESTWOOD BANK PLC	<u>20 January 2011</u>	
	Westwood Way		
	COVENTRY, CV4 8HS	40-41-14	
	Pay <u>Harlequin Cards</u>	or order	
	<u>Four hundred and two pounds 80p</u>	£402.80	
		Special Creations	
	Cheque No 111321	Branch 404114	Account No 41641670
			<u>A Patel</u>

NB <i>Banked on 31 January 2011</i>	PROGRESS BANK PLC	<u>24 January 2011</u>	
	WESTWOOD BRANCH		
	WESTWOOD WAY, COVENTRY, CV4 8HS	20-99-93	
	Pay <u>Harlequin Cards</u>	or order	
	<u>Six hundred and twenty eight pounds 02p</u>	£628.02	
		Amarage	
	Cheque No 654545	Branch 209993	Account No 43274300
			<u>S McKay</u>

Copies of cash receipts to customers

<i>Harlequin Cards</i>							
<u>10 January 2011</u>	<u>No 374</u>						
<i>Received</i>							
<i>from</i> <u>D Castello (Cash sales)</u>							
<i>The sum of</i> <u>Three hundred and thirty</u>							
<u>pounds 60p</u>							
Cash	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">275</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">55</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">330</td> <td style="text-align: center;">60</td> </tr> </table>	275	50	55	10	330	60
275	50						
55	10						
330	60						
VAT							
Total							
<u>M Nicholson</u>							
WITH THANKS							

<i>Harlequin Cards</i>							
<u>27 January 2011</u>	<u>No 375</u>						
<i>Received</i>							
<i>from</i> <u>R Morgan (Cash sales)</u>							
<i>The sum of</i> <u>Two hundred and twenty nine</u>							
<u>pounds 14p</u>							
Cash	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">190</td> <td style="text-align: center;">95</td> </tr> <tr> <td style="text-align: center;">38</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">229</td> <td style="text-align: center;">14</td> </tr> </table>	190	95	38	19	229	14
190	95						
38	19						
229	14						
VAT							
Total							
<u>M Nicholson</u>							
WITH THANKS							

Copies of cheque counterfoils

7 January 2011To: *Papermills
Ltd*

Creditor

This
Cheque £1,795.75

40224

12 January 2011To: *Bestway Garage*

Creditor

This
Cheque £362.84

40225

14 January 2011To: *Athena Supplies*

Creditor

This
Cheque £594.59

40226

17 January 2011To: *Fabrications
Ltd*

Creditor

This
Cheque £172.68

40227

20 January 2011To: *Dragon
Imports*

Creditor

This
Cheque £485.28

40228

24 January 2011To: *Fantasy Fabrics*

Creditor

This
Cheque £206.96

40229

Copies of cash receipts from suppliers

BOXES 4 YOU

21 January 2011Receipt No 407*Received with thanks from**Harlequin Cards (Cash purchases)**The sum of One hundred and eighty eight pounds 70p*

<i>Cash</i>	<i>157</i>	<i>25</i>
<i>VAT</i>	<i>31</i>	<i>45</i>
<i>Total</i>	<i>188</i>	<i>70</i>

B Sykes

D Moore Ltd

26 January 2011Receipt No 295*Received with thanks from**Harlequin Cards (Cash purchases)**The sum of Two hundred and sixty four pounds 21p*

<i>Cash</i>	<i>220</i>	<i>18</i>
<i>VAT</i>	<i>44</i>	<i>03</i>
<i>Total</i>	<i>264</i>	<i>21</i>

S Moore

STATEMENT

Progress Bank
LEEDS

Statement of Account

Harlequin Cards

Account No. 76956165
Sheet 64

Date 31 January 2011

Date	Details	Debit	Credit	Balance
01 January	Balance			619.74
10 January	Cheque		480.58	1,100.32
15 January	Telecom Services (D/D)	191.25		909.07
17 January	Cheque		605.96	1,515.03
18 January	40224	1,795.75		280.72 O/D
20 January	Cards & Crafts (BACS)		2,052.50	1,771.78
21 January	40227	172.68		1,599.10
24 January	Cheques		500.50	2,099.60
26 January	40225	362.84		1,736.76
28 January	Cheque		402.80	2,139.56
28 January	Woodmills (CHAPS)	800.52		1,339.04
29 January	Paperchains (BGC)		505.50	1,844.54
30 January	40229	206.96		1,637.58
30 January	Bank charges	17.08		1,620.50