

## **LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL)**

### **Unit M5: Maintaining petty cash records**

#### **SAMPLE ASSESSMENT**

#### **WORKED SOLUTION**

Folio	<u>257</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>5 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Seat covers for van</i>	16	25
<i>VAT</i>	3	25
	19	50
Signature	<u>Steven Ross</u>	
Passed by	<u>Candidate's name</u>	

Folio	<u>258</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>8 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Padded envelopes</i>	10	80
<i>Coffee</i>	5	74
<i>VAT</i>	2	16
	18	70
Signature	<u>Jane Wilson</u>	
Passed by	<u>Candidate's name</u>	

Folio	<u>259</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>12 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Adhesive spray</i>	6	25
<i>First class stamps</i>	16	52
<i>VAT</i>	1	25
	24	02
Signature	<u>John Baxter</u>	
Passed by	<u>Candidate's name</u>	

Folio	<u>260</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>18 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Parcel scales</i>	17	30
<i>Tea bags</i>	4	86
<i>VAT</i>	3	46
	25	62
Signature	<u>Jill Kurtz</u>	
Passed by	<u>Candidate's name</u>	

Folio	<u>261</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>24 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Recorded parcel</i>	5	38
<i>Sugar</i>	1	05
	6	43
Signature	<u>Steven Ross</u>	
Passed by	<u>Candidate's name</u>	

Folio	<u>262</u>	
<b>PETTY CASH VOUCHER</b>	Date	<u>27 April 2011</u>
<b>For what required</b>	<b>AMOUNT</b> £      p	
<i>Highlighter pens</i>	4	16
<i>Milk</i>	12	65
<i>VAT</i>	0	83
	17	64
Signature	<u>Imran Patel</u>	
Passed by	<u>Candidate's name</u>	



<b>CASH IN HAND FORM</b>		
<b>Date 30 April 2011</b>		
<b>Notes</b>	<b>Quantity</b>	<b>Total</b>
£10		
£5		
<b>Coins</b>		
£2	3	£6
£1	2	£2
50p	3	£1.50
20p	9	£1.80
10p	7	£0.70
5p	15	£0.75
2p	11	£0.22
1p	12	£0.12
<b>Total</b>		<b>£13.09</b>

**PETTY CASH REIMBURSEMENT REQUEST**

Please arrange for a cheque for £111.91 to restore imprest.

Signed *Candidate's name* Petty cashier