

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 M8: PROCESSING LEDGER TRANSACTIONS AND EXTRACTING
A TRIAL BALANCE**

SAMPLE ASSESSMENT

TIME: 2 HOURS

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: F/600/8760

This assignment consists of 6 printed pages

You are responsible for maintaining the purchase, sales and nominal ledgers of Cherry Ripe Designs. At the end of the month, you are required to post the day books, cash book and petty cash book to the purchase, sales and nominal ledgers and extract a trial balance.

		Assessment Criteria
1	Open ledger accounts from the details on page 3 and enter the balances brought down on 1 January 2011 into the purchase, sales and nominal ledger accounts.	1.1
2	Enter correct details from the day books on page 4 into the relevant purchase, sales and nominal ledger accounts.	1.1
3	Enter correct details from the cash book on page 5 into the relevant purchase, sales and nominal ledger accounts.	1.2
4	Enter correct details from the petty cash book on page 6 into the relevant purchase, sales and nominal ledger accounts.	1.3
5	Balance all ledger accounts clearly showing balances to carry down and balances brought down for the start of the next month.	2.1
6	Extract a trial balance.	2.2

On 1 January 2011, Cherry Ripe Designs had the following balances in their ledgers.

Purchase Ledger

	£
Blue Stripe Ltd	673.20
Penny & Co	292.71
J Sordar	48.29
Wills Bros	1,395.38

Sales Ledger

Cross & Day	1,462.49
Langtons	1,157.27
Yates Ltd	1,030.76

Nominal Ledger

Capital	10,713.16	
Discount allowed	471.35	
Discount received	202.64	
Fixtures & fittings	27,385.38	
Heat & light	1,873.36	
Postage & stationery	572.19	
Purchases	39,353.92	
Purchase returns	863.21	
Refreshments	198.73	
Sales	67,363.91	
Sales returns	1,002.47	
Sundry expenses	873.22	
Travel	1,813.63	
VAT	2,198.43	Credit

Purchases Day Book

Date 2011		DETAIL	Goods £	VAT £	TOTAL £
Jan	5	Penny & Co	212.74	42.54	255.28
	7	Wills Bros	106.70	21.34	128.04
	8	Blue Stripe Ltd	403.84	80.76	484.60
	13	Wills Bros	98.93	19.78	118.71
	17	Penny & Co	149.40	29.88	179.28
	21	Blue Stripe Ltd	25.72	5.14	30.86
	31		997.33	199.44	1,196.77

Purchase Returns Day Book

Date 2011		DETAIL	Goods £	VAT £	TOTAL £
Jan	9	Penny & Co	70.21	14.04	84.25
	15	Blue Stripe Ltd	96.05	19.21	115.26
	25	Wills Bros	101.38	20.27	121.65
	31		267.64	53.52	321.16

Sales Day Book

Date 2011		DETAIL	Goods £	VAT £	TOTAL £
Jan	3	Langtons	586.20	117.24	703.44
	8	Yates Ltd	161.84	32.36	194.20
	16	Cross & Day	347.81	69.56	417.37
	19	Langtons	44.65	8.93	53.58
	23	Yates Ltd	213.63	42.72	256.35
	28	Cross & Day	152.20	30.44	182.64
	31		1,506.33	301.25	1,807.58

Sales Returns Day Book

Date 2011		DETAIL	Goods £	VAT £	TOTAL £
Jan	14	Yates Ltd	19.34	3.86	23.20
	20	Cross & Day	141.60	28.32	169.92
	31		160.94	32.18	193.12

Cherry Ripe Designs

Cash Book

Date	Details	Discount Allowed	Cash	Bank	Date	Details	Ref	Discount Received	Cash	Bank
2011		£	£	£	2011			£	£	£
Jan 1	Balances b/d		123.62	6,396.56	Jan 1	Petty Cash	3368			84.02
9	Cross & Day	25.58		1,023.46	10	Electricity			132.54	
13	Sales		83.52		10	VAT			6.62	
13	VAT		16.70		12	Wills Bros	3369	20.05		1,002.50
25	Yates Ltd	23.41		936.22	16	Purchases			45.28	
27	Sales		47.94		16	VAT			9.05	
27	VAT		9.58		21	Blue Stripe Ltd	3370	8.00		400.36
30	Langtons	18.85		754.00	29	Penny & Co	3371	2.65		132.59
					31	Balances c/d			87.87	7,490.77
		67.84	281.36	9,110.24				30.70	281.36	9,110.24
Feb 1	Balances b/d		87.87	7,490.77						

Cherry Ripe Designs

Petty Cash Book

RECEIPTS	DATE	DETAILS	VOUCHER NUMBER	TOTAL	VAT	Postage	Stationery	Refreshments	Sundry Expenses	Ledger
£				£	£	£	£	£	£	£
35.98	01.01.11	Balance b/d								
84.02	01.01.11	Cash								
	04.01.11	Computer ink, Tea cups	134	35.31	5.88		21.10		8.33	
	09.01.11	Stamps & milk	135	14.23		12.30		1.93		
12.45	10.01.11	F South (use of storage)	22							
	12.01.11	Notepads	136	4.94	0.82		4.12			
	17.01.11	J Sordar (PL3)	137	48.29						48.29
	18.01.11	Coffee, sugar	138	8.94				8.94		
	20.01.11	Recorded delivery letter	139	3.26		3.26				
3.52	22.01.11	L West (postage stamps)	23							
	28.01.11	Kitchen rolls	140	3.31	0.55				2.76	
				118.28	7.25	15.56	25.22	10.87	11.09	48.29
	31.01.11	Balance c/d		17.69						
135.97				135.97						
17.69	01.02.11	Balance b/d								