

LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL)


UNIT M3: MAKING AND RECEIVING PAYMENTS

SAMPLE ASSESSMENT

WORKED SOLUTION

Howard's Hardware	
Daily Receipts Slip	
Date:	20 January 2011
Total Cash £	<u>349.80</u>

TILL CONTENTS SHEET					
Date 20 January 2011			<u>Float</u>		
Notes	Quantity	Total	Notes	Quantity	
£20	9	180.00			
£10	13	130.00	£10	2	20.00
£5	10	50.00	£5	2	10.00
Coins			Coins		
£2	7	14.00	£2	4	8.00
£1	17	17.00	£1	8	8.00
50p	13	6.50	50p	8	4.00
20p	12	2.40	20p	5	1.00
10p	41	4.10	10p	35	3.50
5p	20	1.00	5p	16	0.80
2p	24	0.48	2p	20	0.40
1p	32	0.32	1p	30	0.30
Cash Total		405.80	Float Total		56.00
			Cash to Bank		349.80


Date <u>20 January 2011</u>		bank giro credit																																						
Teller's Stamp and initials		Progress Bank Hull Branch		<table border="1"> <tr><td>£50 notes</td><td></td><td></td></tr> <tr><td>£20 notes</td><td>180</td><td>00</td></tr> <tr><td>£10 notes</td><td>110</td><td>00</td></tr> <tr><td>£5 notes</td><td>40</td><td>00</td></tr> <tr><td>£2 coin</td><td>6</td><td>00</td></tr> <tr><td>£1 coin</td><td>9</td><td>00</td></tr> <tr><td>50p & 20p coins</td><td>3</td><td>90</td></tr> <tr><td>10p & 5p coins</td><td>0</td><td>80</td></tr> <tr><td>2p & 1p coins</td><td>0</td><td>10</td></tr> <tr><td>Total Cash</td><td>349</td><td>80</td></tr> <tr><td>Cheques etc</td><td></td><td></td></tr> <tr><td colspan="2">£</td><td>349 80</td></tr> </table>	£50 notes			£20 notes	180	00	£10 notes	110	00	£5 notes	40	00	£2 coin	6	00	£1 coin	9	00	50p & 20p coins	3	90	10p & 5p coins	0	80	2p & 1p coins	0	10	Total Cash	349	80	Cheques etc			£		349 80
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51-68-12	20256237	46																																						
Please do not write or mark below this line																																								

Customer	Cheque Number	Reason cheque is not valid
Davis Decorators	001254	Amount in words does not agree with amount in figures
Barrett Upholstery	001485	Cheque received unsigned

Outstanding Invoice List - January 2011

Customer	Invoice number	Invoice Date	Amount £	Date payment received	Method of payment	Payment Valid Yes/No
Barrett Upholstery	1159	23 December 2010	58.63	18.01.11	Cheque	No
Cauldwell Joinery	1042	24 November 2010	102.56	04.01.11	BACS	Yes
Cauldwell Joinery	1154	14 December 2010	542.31			
Davis Decorators	1153	10 December 2010	62.80	18.01.11	Cheque	No
Davis Decorators	1157	21 December 2010	497.79	19.01.11	Cheque	Yes
Hooper's Home	1152	9 December 2010	396.45	17.01.11	Cheque	Yes
Hooper's Home	1155	17 December 2010	245.76	17.01.11	Cheque	Yes
Slater's DIY	1151	7 December 2010	549.68	17.01.11	Cheque	Yes
Slater's DIY	1158	22 December 2010	186.57	20.01.11	Cheque	Yes
Whitley's Workshop	1156	20 December 2010	347.29	07.01.11	BGC	Yes
Total			2,989.84			

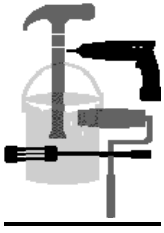
Paying in slip (front)

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Paying in slip (back)

Progress Bank			Date 20 January 2011		
Hull					
Account HOWARD'S HARDWARE					
Cheques			Cheques		
			Davis Decorators	497	79
			Hooper's Home	642	21
			Slater's DIY	549	68
			Slater's DIY	186	57
Carried forward			Total	£ 1,876	25

Cash Request Slip		
Date: 20 January 2011		
Supplier: Double Lock Security		
To pay invoice no: KC621		
Notes	Quantity	Total
£20		
£10	1	10.00
£5	1	5.00
Coins		
£2	2	4.00
£1		
50p		
20p	2	0.40
10p		
5p	1	0.05
2p	1	0.02
1p		
Cash Total		£19.47



Howard's Hardware

Main Road
Sigglesthorne
HULL
HU11 5QA

Tel: 01482 658158

VAT Registration No. 625 1548 87
www.howieshome.co.uk

Remittance Advice Note

To: Taylor's Tools
Unit 51
Hornsea Business Park
HORNSEA
HU18 4ER

Date: 20 January 2011

Order No: P695

Invoice No	Date	Cheque Number	Amount £
372	22.12.10	000458	519.90
Total Payment			£519.90

Date <u>20.01.11</u>	Progress Bank Hull Branch Town Square Hull HU1 1FT	Date 20 January 2011
Taylor's Tools	Pay Taylor's Tools	
	Five hundred and nineteen pounds	£ 519.90
	90 pence	Howard's Hardware
£519.90		
	Cheque Number	Sort Code
000458	000458	51-68-12
	Account Number	
		20256237