

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

Unit M10: Maintaining the Journal

SAMPLE ASSESSMENT

WORKED SOLUTION

Part 1

Marcella Lane

The Journal to open the books as at 1 February 2011

Date	Detail	Dr	Cr
1 Feb 2011	Debtors: Dark To Light	1,746.24	
	Brian Haywood	4,871.99	
	Creditors: Lamps Alight		2,846.15
	Elegant Interiors		4,783.75
	Purchases	10,536.27	
	Purchase returns		425.93
	Sales		24,835.12
	Sales returns	356.04	
	Bank	28,468.62	
	Cash	624.50	
	Discount allowed	248.64	
	Discount received		311.85
	General expenses	1,735.73	
	Shop fittings	8,468.35	
	VAT		2,859.77
	Capital		20,993.81
	Assets, liabilities and capital at this date entered to open the books of Marcella Lane		
		57,056.38	57,056.38

Sales Ledger

Dark To Light Account

2011			2011		
		£			£
1 Feb	Opening balance	1,746.24	28 Feb	Cash	700.00
			28 Feb	Bad debts	1,046.24
		<u>1,746.24</u>			<u>1,746.24</u>

Brian Haywood Account

2011			2011		
		£			£
1 Feb	Opening balance	4,871.99	28 Feb	Sales returns	1,144.20
			28 Feb	Balance c/d	3,727.79
		<u>4,871.99</u>			<u>4,871.99</u>
1 March	Balance b/d	3,727.79			

Purchase Ledger

Lamps Alight Account

2011			2011		
		£			£
28 Feb	Elegant Interiors	2,736.48	1 Feb	Opening balance	2,846.15
28 Feb	Balance c/d	109.67			
		<u>2,846.15</u>			<u>2,846.15</u>
			1 March	Balance b/d	109.67

Elegant Interiors Account

2011		£	2011		£
28 Feb	Balance c/d	7,520.23	1 Feb	Opening balance	4,783.75
		<u>7,520.23</u>	28 Feb	Lamps Alight	<u>2,736.48</u>
					<u>7,520.23</u>
			1 March	Balance b/d	7,520.23

Nominal Ledger**Purchases Account**

2011		£	2011		£
1 Feb	Opening balance	10,536.27	28 Feb	Sales	450.00
		<u>10,536.27</u>	28 Feb	Balance c/d	<u>10,086.27</u>
					<u>10,536.27</u>
1 March	Balance b/d	10,086.27			

Purchase returns Account

2011		£	2011		£
			1 Feb	Opening balance	425.93

Sales Account

2011		£	2011		£
28 Feb	Purchases	450.00	1 Feb	Opening balance	24,835.12
28 Feb	Balance c/d	<u>24,385.12</u>			<u>24,835.12</u>
			1 March	Balance b/d	24,385.12

Sales returns Account

2011		£	2011		£
1 Feb	Opening balance	356.04	28 Feb	Balance c/d	1,309.54
28 Feb	Brian Haywood	<u>953.50</u>			<u>1,309.54</u>
		<u>1,309.54</u>			
1 March	Balance b/d	1,309.54			

Bank Account

2011		£	2011		£
1 Feb	Opening balance	28,468.62			

Cash Account

2011		£	2011		£
1 Feb	Opening balance	624.50	28 Feb	Balance c/d	1,324.50
28 Feb	Dark To Light	700.00			
		<u>1,324.50</u>			<u>1,324.50</u>
1 March	Balance b/d	1,324.50			

Discount allowed Account

2011		£	2011		£
1 Feb	Opening balance	248.64			

Discount received Account

2011		£	2011		£
			1 Feb	Opening balance	311.85

General expenses Account

2011		£	2011		£
1 Feb	Opening balance	1,735.73			

Shop fittings Account

2011		£	2011		£
1 Feb	Opening balance	8,468.35			

VAT Account

2011		£	2011		£
28 Feb	Brian Haywood	190.70	1 Feb	Opening balance	2,859.77
28 Feb	Balance c/d	2,669.07			
		<u>2,859.77</u>			<u>2,859.77</u>
			1 March	Balance b/d	2,669.07

Capital Account

2011		£	2011		£
			1 Feb	Opening balance	20,993.81

Bad Debts Account

2011		£	2011		£
28 Feb	Dark to Light	1,046.24			

The Journal

Date	Detail	Dr	Cr
28 Feb 11	Sales returns VAT Brian Haywood <i>Error of omission</i>	953.50 190.70	1,144.20
28 Feb 11	Lamps Alight Elegant Interiors <i>Error of commission</i>	2,736.48	2,736.48
28 Feb 11	Sales Purchases <i>Compensating error</i>	450.00	450.00
28 Feb 11	Cash Bad debts Dark To Light <i>Dark To Light having been declared bankrupt – balance written off</i>	700.00 1,046.24	1,746.24

Revised Trial Balance as at 28 Feb 2011

Detail	Dr	Cr
Debtors: Brian Haywood	3,727.79	
Creditors: Lamps Alight		109.67
Elegant Interiors		7,520.23
Purchases	10,086.27	
Purchase returns		425.93
Sales		24,385.12
Sales returns	1,309.54	
Bank	28,468.62	
Cash	1,324.50	
Discount allowed	248.64	
Discount received		311.85
General expenses	1,735.73	
Shop fittings	8,468.35	
VAT		2,669.07
Capital		20,993.81
Bad debts	1,046.24	
	56,415.68	56,415.68

Part 2

John Sawle

Trial Balance as at 30 April 2011

Detail	Dr	Cr
Sales		12,009.56
Purchases	7,872.40	
Sales returns	239.30	
Purchase returns		310.74
Office equipment	5,892.00	
Rent received		894.38
Debtors	6,324.58	
Creditors		4,437.05
Gross wages & salaries	6,824.12	
Employers' NI	589.54	
Plant & machinery	14,845.60	
Rent	1,689.36	
VAT		827.44
PAYE & NI		968.08
Charity payments (GAYE)		490.00
Bank		3,945.20
Cash	356.24	
Capital		19,570.06
	<u>44,633.14</u>	<u>43,452.51</u>
Suspense		1,180.63
	<u>44,633.14</u>	<u>44,633.14</u>

The Journal as at 30 April 2011

Date	Detail	Dr	Cr
30 April	Suspense	928.98	
	Sales		774.16
	VAT		154.82
	<i>Invoice posted to debit side of all accounts</i>		
30 April	Suspense	720.00	
	John Bennetts		720.00
	<i>Credit note entered as £910.82 on debit side of personal account</i>		
30 April	Debtors	468.35	
	Suspense		468.35
	<i>Debtor's balance of £468.35 not included in Sales Ledger total</i>		
30 April	Gross wages & salaries	3,412.06	
	Employer's NI	294.77	
	Net wages & salaries		2,493.75
	PAYE & NI		968.08
	GAYE		245.00
	<i>Salary journal for April 2011</i>		

Suspense Account

2011			2011		
		£			£
30 April	Sales/VAT	928.98	30 April	Difference in trial	1,180.63
30 April	John Bennetts	720.00		balance totals	
		<u>1,648.98</u>	30 April	Debtors	<u>468.35</u>
					<u>1,648.98</u>

John Sawle**Revised Trial Balance as at 30 April 2011**

Detail	Dr	Cr
Sales (12,009.56+774.16)		12,783.72
Purchases	7,872.40	
Sales returns	239.30	
Purchase returns		310.74
Office equipment	5,892.00	
Rent received		894.38
Debtors (6,324.58+468.35)	6,792.93	
Creditors (4,437.05+720.00)		5,157.05
Gross wages & salaries (6,824.12+3,412.06)	10,236.18	
Employers' NI (589.54+294.77)	884.31	
Plant & machinery	14,845.60	
Rent	1,689.36	
VAT (827.44+154.82)		982.26
PAYE & NI (968.08+968.08)		1,936.16
Charity payments (GAYE) (490.00+245.00)		735.00
Bank		3,945.20
Cash	356.24	
Capital		19,570.06
Net wages & salaries		2,493.75
	<u>48,808.32</u>	<u>48,808.32</u>