

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(MANUAL) - 05524**

**OCR LEVEL 1 EXTENDED AWARD IN
BOOKKEEPING SKILLS - 05526**

UNIT M4: RECORDING RECEIPTS AND PAYMENTS

**SAMPLE ASSESSMENT
ANSWER BOOKLET**

Candidate name:

Centre number:

Centre name:

Notes for candidates:

- 1 This answer booklet must ONLY be used for the qualification unit listed above. If you have been given an incorrect answer booklet, please inform your Invigilator immediately.
- 2 After you have completed the tasks, please ensure that this answer booklet is attached to your completed Submission Cover Sheet.

Harlequin Cards

Cash Book

Date	Detail	Cash	Bank	Date	Detail	Cheque Number	Cash	Bank

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