

**LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS
(MANUAL)**

Unit M6: Preparing and recording financial documentation

SAMPLE ASSESSMENT

WORKED SOLUTION

ACCOUNTS FOR S Theroux & Son

INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No: 276 9345 62				
To: Pascoe Ltd 32 The Avenue REDRUTH TR14 7AW			Invoice No:	3679
			Date:	5 June 2011
			PO No:	265
Qty	Stock Code	Description	Unit Price £	Total Price £
65 prs	E/S635	Edwardian lever handles nickel 80mm	5.10	331.50
20 prs	D/L352	Dorset latch chrome 95 mm	14.75	295.00
			Sub-Total	626.50
			Trade Discount @ 10%	62.65
			Sub-Total	563.85
			VAT @ 20%	107.13
			Total	670.98
Additional Information				
Cash settlement discount @ 5% = £28.19 for payment within 10 days				

INVOICE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No: 276 9345 62				
To: Michael Dodds The Workshop BIRMINGHAM B3 8TE			Invoice No:	3680
			Date:	7 June 2011
			PO No:	MD84
Qty	Stock Code	Description	Unit Price £	Total Price £
25	S188	Shutter lock brass 60 mm	19.38	484.50
35	C/D894	Cumbrian dimple handle antique 80mm	13.60	476.00
			Sub-Total	960.50
			Trade Discount @ 8%	76.84
			Sub-Total	883.66
			VAT @ 20%	167.89
			Total	1,051.55
Additional Information				
Cash settlement discount @ 5% = £44.18 for payment within 10 days				

CREDIT NOTE				
S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG				
VAT Registration No: 276 9345 62				
To: Pascoe Ltd 32 The Avenue REDRUTH TR14 7AW			Credit Note No:	104
			Date:	9 June 2011
			PO No:	234
Qty	Stock Code	Description	Unit Price £	Total Price £
14	R257	Rectangular lock brass 48mm Wrong size	5.94	83.16
			Sub-Total	83.16
			Trade Discount @ 10%	8.31
			Sub-Total	74.85
			VAT @ 20%	14.22
			Total	89.07
Additional Information				
Cash settlement discount @ 5% = £3.74				

SALES DAY BOOK

Date	Ref	Details	Net	VAT	Total
05/6/11	3679	Pascoe Ltd	563.85	107.13	670.98
07/6/11	3680	Michael Dodds	883.66	167.89	1,051.55

SALES RETURNS DAY BOOK

Date	Ref	Details	Net	VAT	Total
09/6/11	104	Pascoe Ltd	74.85	14.22	89.07

Sales Ledger**Pascoe Ltd Account**

2011		£	2011		£
05 Jun	Sales	670.98	09 Jun	Sales returns	89.07
			14 Jun	Bank	557.46
			14 Jun	Discount Allowed	24.45
		670.98			670.98

Michael Dodds Account

2011		£	2011		£
07 Jun	Sales	1,051.55			

Memos to be passed to the Head of Finance regarding inaccuracies found in the documentation.

Memo

To: Head of Finance
From: (Candidate name)
Date: 30 June 2011
Document: **Remittance Advice Note/cheque – 020559
Michael Dodds**

The customer has taken discount after 21 days when we offer discount for settlement within 10 days only.

Please contact Michael Dodds and request that the balance of £44.18 is paid.

(Suitable alternative answers will be acceptable)

Memo

To: Head of Finance
From: (Candidate name)
Date: 30 June 2011
Document: **Invoice B745 – Build-It**

The bulk unit price of £2.54 should have been used instead of £2.98.

Please contact the supplier and ask for a recalculated invoice.

(Suitable alternative answers will be acceptable)

STATEMENT S Theroux & Son 4 Hollis Road COVENTRY CV2 7WG VAT Registration No: 276 9345 62					
To: Pascoe Ltd 32 The Avenue REDRUTH TR14 7AW			Statement No: 38 Date: 30 June 2011		
Date	Ref No		Dr	Cr	Balance
05/6/11	3679	Sales	670.98		670.98 Dr
09/6/11	104	Sales returns		89.07	581.91 Dr
14/6/11	0015492	Receipt		557.46	24.45 Dr
		Discount		24.45	0.00
			Amount due		
			£0.00		
Cash settlement discount 5% for payment within 10 days					

PURCHASES DAY BOOK

Date	Ref	Details	Net	VAT	Total
24/6/11	B861	Build It	724.53	144.90	869.43
25/6/11	8146	Mark Goodins UK	851.22	163.43	1,014.65
27/6/11	8243	Mark Goodins UK	479.16	92.00	571.16

PURCHASE RETURNS DAY BOOK

Date	Ref	Details	Net	VAT	Total
23/6/11	C97	Build-It	258.59	51.71	310.30
29/6/11	CR164/G	Mark Goodins UK	124.20	23.84	148.04

Purchase Ledger**Build-It Account**

2011		£	2011		£
23/6/11	Purchase returns	310.30	24/6/11	Purchases	869.43
30/6/11	Balance c/d	559.13			
		869.43			869.43
			01/7/11	Balance b/d	559.13

Mark Goodins UK Account

2011		£	2011		£
29/6/11	Purchase returns	148.04	25/6/11	Purchases	1,014.65
30/6/11	Balance c/d	1,437.77	27/6/11	Purchases	571.16
		1,585.81			1,585.81
			01/7/11	Balance b/d	1,437.77

RECONCILIATION STATEMENT FOR Build-It**AS AT 30 June 2011**

	£
Balance of account	559.13
Add purchase invoice B745 not yet entered into accounts (incorrect invoice received)	179.37
Balance as per statement	738.50

S Theroux & Son
4 Hollis Road
COVENTRY
CV2 7WG

REMITTANCE ADVICE NOTE

Mark Goodins UK
Quarry Street
GLOUCESTER
GL5 7DF

Date: 1 July 2011

Cheque No: 018467

Date	Ref	Details	Debit	Credit
25/6/11	8146	Purchases		1,014.65
27/6/11	8243	Purchases		571.16
29/6/11	CR164/G	Purchase returns	148.04	
01/7/11		Payment	1,389.53	
		Discount	48.24	
				Amount Paid
				£1,389.53

WESTWOOD BANK PLC		63-52-88
Westwood Way COVENTRY CV4 8HS		Date: 01/7/11
Pay	<i>Mark Goodins UK</i>	
	<i>One thousand, three hundred and</i>	
	<i>eighty nine pounds 53p</i>	
Cheque No 018467	Sort Code 635288	Account No 0935878
		£ 1,389.53
		S THEROUX & SON