

EDI

LCCI INTERNATIONAL QUALIFICATIONS

LEVEL 2 AWARD IN COMPUTERISED BOOK-KEEPING SKILLS

ASE20054/SAMPLE V4 - WORKED ANSWER/MARKING GUIDE

Reconciliation Report

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1100		Bank Current Account		
Date of Bank Statement: 30/06/2010				
Last Reconciled:				
Last Reconciled Balance: £0.00				

Cleared Cheques

SO-1	17/06/2010	Insurance		£75.00
BP-1	18/06/2010	HM Revenue and Customs		£720.00
100075	26/06/2010	Glasgow City Council		£1,200.00
DD-1	27/06/2010	Connectafone Plc		£1,357.00
GJ000001	28/06/2010	Salaries, June		£1,389.66
Ret chq	28/06/2010	Returned cheque fee; Taskers		£20.00
Ret Chq	28/06/2010	Returned cheque; Taskers Ltd		£272.55
Total:			£0.00	£5,034.21

Cleared Deposits

296430	24/06/2010	Payment on account; Taskers	£272.55	
Total:			£272.55	£0.00

Outstanding Cheques

100076	27/06/2010	Pestokil Ltd		£11.50
Total:			£0.00	£11.50

Reconciliation

MYOB Balance on 30/06/2010:	£17,726.84
Add: Outstanding Cheques:	£11.50
Subtotal:	£17,738.34
Deduct: Outstanding Deposits:	£0.00
Expected Balance on Statement:	£17,738.34

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1 High Road
Glasgow
G2 4AK

All Journals**31/05/2010 To 30/06/2010**

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ID#	Acct#	Account Name	Debit	Credit
CD 17/06/2010 Insurance				
SO-1	1-1100	Bank Current Account		£75.00
SO-1	6-5950	Insurances	£75.00	
PJ 01/06/2010 Purchase; Connectafone Plc				
00000001	2-2000	Creditors Control (Payables)		£1,180.00
00000001	2-2000	Creditors Control (Payables)		£177.00
00000001	6-5600	Telephone	£1,180.00	
00000001	2-3200	Purchase Tax Control	£177.00	
PJ 01/06/2010 Purchase; Glasgow City Council				
00000002	2-2000	Creditors Control (Payables)		£1,200.00
00000002	6-5300	Rent	£1,200.00	
PJ 14/06/2010 Purchase; Pestokil Ltd				
00000003	2-2000	Creditors Control (Payables)		£175.00
00000003	2-2000	Creditors Control (Payables)		£26.25
00000003	6-5800	Premises Expenses	£175.00	
00000003	2-3200	Purchase Tax Control	£26.25	
SJ 08/06/2010 Sale; Taskers Ltd				
00000673	1-2000	Debtors Control (Receivables)	£229.00	
00000673	1-2000	Debtors Control (Receivables)	£34.35	
00000673	4-1000	Sales - Cleaning Products		£229.00
00000673	2-3100	Sales Tax Control		£34.35
SJ 08/06/2010 Sale; Pestokil Ltd				
00000674	1-2000	Debtors Control (Receivables)	£165.00	
00000674	1-2000	Debtors Control (Receivables)	£24.75	
00000674	4-1000	Sales - Cleaning Products		£165.00
00000674	2-3100	Sales Tax Control		£24.75
SJ 12/06/2010 Credit; Taskers Ltd				
00000103	1-2000	Debtors Control (Receivables)		£8.00
00000103	1-2000	Debtors Control (Receivables)		£1.20
00000103	4-1000	Sales - Cleaning Products	£8.00	
00000103	2-3100	Sales Tax Control	£1.20	
CD 16/06/2010 Postage stamps				
PCV 24	1-1150	Petty Cash		£54.00
PCV 24	6-5500	Postage	£54.00	
CD 18/06/2010 Stationery				
PCV 25	1-1150	Petty Cash		£34.50
PCV 25	6-5700	Office Stationery	£30.00	
PCV 25	2-3200	Purchase Tax Control	£4.50	
CD 18/06/2010 Coffee and sugar				
PCV 26	1-1150	Petty Cash		£9.50
PCV 26	6-5900	Refreshments	£9.50	
CD 18/06/2010 HM Revenue and Customs				
BP-1	1-1100	Bank Current Account		£720.00
BP-1	2-4000	Employee Tax and NI	£720.00	
CR 24/06/2010 Payment on account; Taskers Ltd				
296430	1-1100	Bank Current Account	£272.55	
296430	1-9000	Bank Contra Account		£272.55
SJ 24/06/2010 Payment on account; Taskers Ltd				

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All Journals

31/05/2010 To 30/06/2010

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ID#	Acct#	Account Name	Debit	Credit
SJ 24/06/2010 Payment on account; Taskers Ltd				
PoA	1-2000	Debtors Control (Receivables)		£272.55
PoA	1-9000	Bank Contra Account	£272.55	
<hr style="border-top: 1px dashed black;"/>				
CR 24/06/2010 Cleaning materials; cash sale				
PCR 1	1-1150	Petty Cash	£74.75	
PCR 1	4-1000	Sales - Cleaning Products		£65.00
PCR 1	2-3100	Sales Tax Control		£9.75
<hr style="border-top: 1px dashed black;"/>				
CD 26/06/2010 Glasgow City Council				
100075	1-1100	Bank Current Account		£1,200.00
100075	2-2000	Creditors Control (Payables)	£1,200.00	
<hr style="border-top: 1px dashed black;"/>				
SJ 27/06/2010 Contra; Pestokil Ltd				
Contra	1-2000	Debtors Control (Receivables)		£189.75
Contra	1-9000	Bank Contra Account	£189.75	
<hr style="border-top: 1px dashed black;"/>				
PJ 27/06/2010 Contra; Pestokil Ltd				
Contra	2-2000	Creditors Control (Payables)	£189.75	
Contra	1-9000	Bank Contra Account		£189.75
<hr style="border-top: 1px dashed black;"/>				
PJ 27/06/2010 Pestokil Ltd: Debit from Contra				
PJ000001	2-2000	Creditors Control (Payables)		£189.75
PJ000001	2-2000	Creditors Control (Payables)	£189.75	
<hr style="border-top: 1px dashed black;"/>				
CD 27/06/2010 Pestokil Ltd				
100076	1-1100	Bank Current Account		£11.50
100076	2-2000	Creditors Control (Payables)	£11.50	
<hr style="border-top: 1px dashed black;"/>				
CD 27/06/2010 Connectafone Plc				
DD-1	1-1100	Bank Current Account		£1,357.00
DD-1	2-2000	Creditors Control (Payables)	£1,357.00	
<hr style="border-top: 1px dashed black;"/>				
GJ 28/06/2010 Salaries, June				
GJ000001	6-5100	Staff Salaries	£2,084.22	
GJ000001	6-5200	Employer's National Insurance	£337.68	
GJ000001	2-4000	Employee Tax and NI		£1,032.24
GJ000001	1-1100	Bank Current Account		£1,389.66
<hr style="border-top: 1px dashed black;"/>				
GJ 30/06/2010 Owner's computer introduced				
GJ000002	1-1010	Office Equipment	£1,200.00	
GJ000002	3-2000	Capital		£1,200.00
<hr style="border-top: 1px dashed black;"/>				
GJ 30/06/2010 Reallocation from Rent to Rates				
GJ000003	6-5400	Rates	£1,200.00	
GJ000003	6-5300	Rent		£1,200.00
<hr style="border-top: 1px dashed black;"/>				
CD 28/06/2010 Returned cheque; Taskers Ltd				
Ret Chq	1-1100	Bank Current Account		£272.55
Ret Chq	1-9000	Bank Contra Account	£272.55	
<hr style="border-top: 1px dashed black;"/>				
SJ 28/06/2010 Returned cheque; Taskers Ltd				
Ret Chq	1-2000	Debtors Control (Receivables)	£272.55	
Ret Chq	1-9000	Bank Contra Account		£272.55
<hr style="border-top: 1px dashed black;"/>				
CD 28/06/2010 Returned cheque fee; Taskers Ltd				
Ret chq	1-1100	Bank Current Account		£20.00
Ret chq	6-6000	Bank Charges	£20.00	

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All Journals

31/05/2010 To 30/06/2010

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	ID#	Acct#	Account Name	Debit	Credit
CD	28/06/2010		Returned cheque fee; Taskers Ltd		
			Grand Total:	<u>£13,258.15</u>	<u>£13,258.15</u>

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1 High Road
Glasgow
G2 4AK

Trial Balance**June 2010**

Page 1

Account	Debit	Credit	YTD Debit	YTD Credit
Office Equipment	£1,200.00		£7,200.00	
Furniture & Fixtures	£0.00		£4,000.00	
Motor Vehicles	£0.00		£9,000.00	
Stock	£0.00		£700.00	
Bank Current Account		£4,773.16	£17,726.84	
Petty Cash		£23.25	£776.75	
Debtors Control (Receivables)	£254.15		£254.15	
Sales Tax Control		£67.65		£67.65
Purchase Tax Control	£207.75		£207.75	
Employee Tax and NI		£312.24		£1,032.24
Capital		£1,200.00		£17,480.00
Sales - Cleaning Products		£451.00		£41,451.00
Purchases - Cleaning Products	£0.00		£15,000.00	
Staff Salaries	£2,084.22		£2,084.22	
Employer's National Insurance	£337.68		£337.68	
Rates	£1,200.00		£1,200.00	
Postage	£54.00		£54.00	
Telephone	£1,180.00		£1,180.00	
Office Stationery	£30.00		£30.00	
Premises Expenses	£175.00		£175.00	
Refreshments	£9.50		£9.50	
Insurances	£75.00		£75.00	
Bank Charges	£20.00		£20.00	
Total:	£6,827.30	£6,827.30	£60,030.89	£60,030.89

BusiClean1 High Road
Glasgow
G2 4AK**General Ledger [Detail]****01/06/2010 To 30/06/2010**

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ID#	Src	Date	Memo	Debit	Credit	Ending Balance
1-1010 Office Equipment						
Beginning Balance:			£6,000.00			
GJ000002	GJ	30/06/2010	Owner's computer introduc	£1,200.00		£7,200.00
				Total:	£0.00	£7,200.00
<hr/>						
1-1100 Bank Current Account						
Beginning Balance:			£22,500.00			
SO-1	CD	17/06/2010	Insurance		£75.00	£22,425.00
BP-1	CD	18/06/2010	HM Revenue and Customs		£720.00	£21,705.00
296430	CR	24/06/2010	Payment on account; Task	£272.55		£21,977.55
100075	CD	26/06/2010	Glasgow City Council		£1,200.00	£20,777.55
100076	CD	27/06/2010	Pestokil Ltd		£11.50	£20,766.05
DD-1	CD	27/06/2010	Connectafone Plc		£1,357.00	£19,409.05
GJ000001	GJ	28/06/2010	Salaries, June		£1,389.66	£18,019.39
Ret chq	CD	28/06/2010	Returned cheque fee; Tas		£20.00	£17,999.39
Ret Chq	CD	28/06/2010	Returned cheque; Taskers		£272.55	£17,726.84
				Total:	£5,045.71	£17,726.84
<hr/>						
1-1150 Petty Cash						
Beginning Balance:			£800.00			
PCV 24	CD	16/06/2010	Postage stamps		£54.00	£746.00
PCV 25	CD	18/06/2010	Stationery		£34.50	£711.50
PCV 26	CD	18/06/2010	Coffee and sugar		£9.50	£702.00
PCR 1	CR	24/06/2010	Cleaning materials; cash s	£74.75		£776.75
				Total:	£98.00	£776.75
<hr/>						
1-2000 Debtors Control (Receivables)						
Beginning Balance:			£0.00			
00000673	SJ	08/06/2010	Sale; Taskers Ltd	£229.00		£229.00
00000673	SJ	08/06/2010	Sale; Taskers Ltd	£34.35		£263.35
00000674	SJ	08/06/2010	Sale; Pestokil Ltd	£165.00		£428.35
00000674	SJ	08/06/2010	Sale; Pestokil Ltd	£24.75		£453.10
00000103	SJ	12/06/2010	Credit; Taskers Ltd		£8.00	£445.10
00000103	SJ	12/06/2010	Credit; Taskers Ltd		£1.20	£443.90
PoA	SJ	24/06/2010	Payment on account; Task		£272.55	£171.35
Contra	SJ	27/06/2010	Contra; Pestokil Ltd		£189.75	£18.40cr
Ret Chq	SJ	28/06/2010	Returned cheque; Taskers	£272.55		£254.15
				Total:	£471.50	£254.15
<hr/>						
1-9000 Bank Contra Account						
Beginning Balance:			£0.00			
PoA	SJ	24/06/2010	Payment on account; Task	£272.55		£272.55
296430	CR	24/06/2010	Payment on account; Task		£272.55	£0.00
Contra	SJ	27/06/2010	Contra; Pestokil Ltd	£189.75		£189.75
Contra	PJ	27/06/2010	Contra; Pestokil Ltd		£189.75	£0.00
Ret Chq	SJ	28/06/2010	Returned cheque; Taskers		£272.55	£272.55cr
Ret Chq	CD	28/06/2010	Returned cheque; Taskers	£272.55		£0.00
				Total:	£734.85	£0.00
<hr/>						
2-2000 Creditors Control (Payables)						
Beginning Balance:			£0.00			
00000001	PJ	01/06/2010	Purchase; Connectafone P		£1,180.00	£1,180.00cr
00000001	PJ	01/06/2010	Purchase; Connectafone P		£177.00	£1,357.00cr
00000002	PJ	01/06/2010	Purchase; Glasgow City C		£1,200.00	£2,557.00cr
00000003	PJ	14/06/2010	Purchase; Pestokil Ltd		£175.00	£2,732.00cr

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General Ledger [Detail]

01/06/2010 To 30/06/2010

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ID#	Src	Date	Memo	Debit	Credit	Ending Balance
2-2000 Creditors Control (Payables)						
Beginning Balance:						£0.00
00000003	PJ	14/06/2010	Purchase; Pestokil Ltd		£26.25	£2,758.25cr
100075	CD	26/06/2010	Glasgow City Council	£1,200.00		£1,558.25cr
Contra	PJ	27/06/2010	Contra; Pestokil Ltd	£189.75		£1,368.50cr
PJ000001	PJ	27/06/2010	Pestokil Ltd: Debit from C		£189.75	£1,558.25cr
PJ000001	PJ	27/06/2010	Pestokil Ltd: Debit from C	£189.75		£1,368.50cr
100076	CD	27/06/2010	Pestokil Ltd	£11.50		£1,357.00cr
DD-1	CD	27/06/2010	Connectafone Plc	£1,357.00		£0.00
Total:				£2,948.00	£2,948.00	£0.00
<hr style="border-top: 1px dashed black;"/>						
2-3100 Sales Tax Control						
Beginning Balance:						£0.00
00000673	SJ	08/06/2010	Sale; Taskers Ltd		£34.35	£34.35cr
00000674	SJ	08/06/2010	Sale; Pestokil Ltd		£24.75	£59.10cr
00000103	SJ	12/06/2010	Credit; Taskers Ltd	£1.20		£57.90cr
PCR 1	CR	24/06/2010	Cleaning materials; cash s		£9.75	£67.65cr
Total:				£1.20	£68.85	£67.65cr
<hr style="border-top: 1px dashed black;"/>						
2-3200 Purchase Tax Control						
Beginning Balance:						£0.00
00000001	PJ	01/06/2010	Purchase; Connectafone P	£177.00		£177.00
00000003	PJ	14/06/2010	Purchase; Pestokil Ltd	£26.25		£203.25
PCV 25	CD	18/06/2010	Stationery	£4.50		£207.75
Total:				£207.75	£0.00	£207.75
<hr style="border-top: 1px dashed black;"/>						
2-4000 Employee Tax and NI						
Beginning Balance:						£720.00cr
BP-1	CD	18/06/2010	HM Revenue and Customs	£720.00		£0.00
GJ000001	GJ	28/06/2010	Salaries, June		£1,032.24	£1,032.24cr
Total:				£720.00	£1,032.24	£1,032.24cr
<hr style="border-top: 1px dashed black;"/>						
3-2000 Capital						
Beginning Balance:						£16,280.00cr
GJ000002	GJ	30/06/2010	Owner's computer introduc		£1,200.00	£17,480.00cr
Total:				£0.00	£1,200.00	£17,480.00cr
<hr style="border-top: 1px dashed black;"/>						
4-1000 Sales - Cleaning Products						
Beginning Balance:						£41,000.00cr
00000673	SJ	08/06/2010	Sale; Taskers Ltd		£229.00	£41,229.00cr
00000674	SJ	08/06/2010	Sale; Pestokil Ltd		£165.00	£41,394.00cr
00000103	SJ	12/06/2010	Credit; Taskers Ltd	£8.00		£41,386.00cr
PCR 1	CR	24/06/2010	Cleaning materials; cash s		£65.00	£41,451.00cr
Total:				£8.00	£459.00	£41,451.00cr
<hr style="border-top: 1px dashed black;"/>						
6-5100 Staff Salaries						
Beginning Balance:						£0.00
GJ000001	GJ	28/06/2010	Salaries, June	£2,084.22		£2,084.22
Total:				£2,084.22	£0.00	£2,084.22
<hr style="border-top: 1px dashed black;"/>						
6-5200 Employer's National Insurance						
Beginning Balance:						£0.00
GJ000001	GJ	28/06/2010	Salaries, June	£337.68		£337.68
Total:				£337.68	£0.00	£337.68

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General Ledger [Detail]

01/06/2010 To 30/06/2010

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ID#	Src	Date	Memo	Debit	Credit	Ending Balance
6-5300 Rent						
Beginning Balance:				£0.00		
0000002	PJ	01/06/2010	Purchase; Glasgow City C	£1,200.00		£1,200.00
GJ000003	GJ	30/06/2010	Reallocation from Rent to		£1,200.00	£0.00
Total:				£1,200.00	£1,200.00	£0.00

6-5400 Rates						
Beginning Balance:				£0.00		
GJ000003	GJ	30/06/2010	Reallocation from Rent to	£1,200.00		£1,200.00
Total:				£1,200.00	£0.00	£1,200.00

6-5500 Postage						
Beginning Balance:				£0.00		
PCV 24	CD	16/06/2010	Postage stamps	£54.00		£54.00
Total:				£54.00	£0.00	£54.00

6-5600 Telephone						
Beginning Balance:				£0.00		
00000001	PJ	01/06/2010	Purchase; Connectafone P	£1,180.00		£1,180.00
Total:				£1,180.00	£0.00	£1,180.00

6-5700 Office Stationery						
Beginning Balance:				£0.00		
PCV 25	CD	18/06/2010	Stationery	£30.00		£30.00
Total:				£30.00	£0.00	£30.00

6-5800 Premises Expenses						
Beginning Balance:				£0.00		
00000003	PJ	14/06/2010	Purchase; Pestokil Ltd	£175.00		£175.00
Total:				£175.00	£0.00	£175.00

6-5900 Refreshments						
Beginning Balance:				£0.00		
PCV 26	CD	18/06/2010	Coffee and sugar	£9.50		£9.50
Total:				£9.50	£0.00	£9.50

6-5950 Insurances						
Beginning Balance:				£0.00		
SO-1	CD	17/06/2010	Insurance	£75.00		£75.00
Total:				£75.00	£0.00	£75.00

6-6000 Bank Charges						
Beginning Balance:				£0.00		
Ret chq	CD	28/06/2010	Returned cheque fee; Tas	£20.00		£20.00
Total:				£20.00	£0.00	£20.00

Grand Total:				£13,258.15	£13,258.15	

Customer Ledger

31/05/2010 To 30/06/2010

Page 1

Date	Src	ID#	Memo	Debit	Credit	Balance
Pestokil Ltd				PES001		£0.00
08/06/2010	SJ	00000674	Sale; Pestokil Lt	£189.75		£189.75
27/06/2010	SJ	Contra	Contra; Pestokil		£189.75	£0.00
			Total:	£189.75	£189.75	£0.00
Taskers Ltd				TAS001		£0.00
08/06/2010	SJ	00000673	Sale; Taskers L	£263.35		£263.35
12/06/2010	SJ	00000103	Credit; Taskers		£9.20	£254.15
24/06/2010	SJ	PoA	Payment on acc		£272.55	-£18.40
28/06/2010	SJ	Ret Chq	Returned chequ	£272.55		£254.15
			Total:	£535.90	£281.75	£254.15

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1 High Road
Glasgow
G2 4AK

Address List**Page 1**

Name	Address 1
Pestokil Ltd	11 Commercial Road Glasgow
Taskers Ltd	178 Derby Boulevard Glasgow

Aged Receivables [Detail]

30/06/2010

ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Taskers Ltd						
TAS001						
Net 30						
00000673	08/06/2010	£263.35	£263.35			
Ret Chq	28/06/2010	£272.55	£272.55			
00000103	12/06/2010	-£9.20	-£9.20			
PoA	24/06/2010	-£272.55	-£272.55			
	Total:	£254.15	£254.15	£0.00	£0.00	£0.00

	Grand Total:	£254.15	£254.15	£0.00	£0.00	£0.00
	Ageing Percent:		100.0%	0.0%	0.0%	0.0%

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1 High Road
Glasgow
G2 4AK

Supplier Ledger**31/05/2010 To 30/06/2010**

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Date	Src	ID#	Memo	Debit	Credit	Balance
Connectafone Plc			CONN01			£0.00
01/06/2010	PJ	00000001	Purchase; Conn		£1,357.00	£1,357.00
27/06/2010	CD	DD-1	Connectafone P	£1,357.00		£0.00
Total:				£1,357.00	£1,357.00	£0.00
Glasgow City Council			GLAS01			£0.00
01/06/2010	PJ	00000002	Purchase; Glas		£1,200.00	£1,200.00
26/06/2010	CD	100075	Glasgow City C	£1,200.00		£0.00
Total:				£1,200.00	£1,200.00	£0.00
Pestokil Ltd			PEST01			£0.00
14/06/2010	PJ	00000003	Purchase; Pest		£201.25	£201.25
27/06/2010	PJ	Contra	Contra; Pestokil	£189.75		£11.50
27/06/2010	PJ	PJ000001	Pestokil Ltd: D	£189.75	£189.75	£11.50
27/06/2010	CD	100076	Pestokil Ltd	£11.50		£0.00
Total:				£391.00	£391.00	£0.00

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1 High Road
Glasgow
G2 4AK

Address List

Page 1

Name	Address 1
Connectafone Plc	180 Argyle Street Glasgow
Glasgow City Council	Corporation Street Glasgow G4 2RP
Pestokil Ltd	11 Commercial Road Glasgow

BusiClean1 High Road
Glasgow
G2 4AK**Profit & Loss [Budget Analysis]****June 2010**

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Sales - Cleaning Products	£451.00	£8,333.33	-£7,882.33	(94.6%)
Total Income	<u>£451.00</u>	<u>£8,333.33</u>	<u>-£7,882.33</u>	<u>(94.6%)</u>
Cost Of Sales				
Purchases - Cleaning Products	£0.00	£2,500.00	-£2,500.00	(100.0%)
Total Cost Of Sales	<u>£0.00</u>	<u>£2,500.00</u>	<u>-£2,500.00</u>	<u>(100.0%)</u>
Gross Profit	<u>£451.00</u>	<u>£5,833.33</u>	<u>-£5,382.33</u>	<u>(92.3%)</u>
Expenses				
Staff Salaries	£2,084.22	£0.00	£2,084.22	NA
Employer's National Insurance	£337.68	£0.00	£337.68	NA
Rates	£1,200.00	£0.00	£1,200.00	NA
Postage	£54.00	£0.00	£54.00	NA
Telephone	£1,180.00	£0.00	£1,180.00	NA
Office Stationery	£30.00	£0.00	£30.00	NA
Premises Expenses	£175.00	£0.00	£175.00	NA
Refreshments	£9.50	£0.00	£9.50	NA
Insurances	£75.00	£0.00	£75.00	NA
Bank Charges	£20.00	£0.00	£20.00	NA
Total Expenses	<u>£5,165.40</u>	<u>£0.00</u>	<u>£5,165.40</u>	<u>NA</u>
Net Profit/(Loss)	<u>-£4,714.40</u>	<u>£5,833.33</u>	<u>-£10,547.73</u>	<u>(180.8%)</u>