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LCCI INTERNATIONAL QUALIFICATIONS

LEVEL & AWARD IN COMPUTERISED ACCOUNTING SKILLS

5 G9&\$) (8 %8 ' !WORKED ANSWER/MARKING GUIDE

Southern Garage Services

1 City Road
London
E24 2NB

Reconciliation Report

Page 1

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1100	General Cheque Account	
Date of Bank Statement:		25/02/2011		
Last Reconciled:				
Last Reconciled Balance:		£0.00		

Cleared Cheques

SO-1	17/02/2011	Insurance		£75.00
BP1	18/02/2011	HM Revenue and Customs		£920.00
SO-2	20/02/2011	Bank Loan Repayment		£675.00
			Total:	£1,670.00

Cleared Deposits

345997	24/02/2011	Payment; Taskers Garage Ltd	£278.07	
			Total:	£278.07

Reconciliation

MYOB Balance on 25/02/2011:	£1,298.07
Add: Outstanding Cheques:	£0.00
Subtotal:	£1,298.07
Deduct: Outstanding Deposits:	£0.00
Expected Balance on Statement:	£1,298.07

Southern Garage Services

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All Journals

31/01/2011 To 28/02/2011

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ID#	Acct#	Account Name	Debit	Credit
CD 17/02/2011 Insurance				
SO-1	1-1100	Bank		£75.00
SO-1	6-6500	Insurances	£75.00	

CD 20/02/2011 Bank Loan Repayment				
SO-2	1-1100	Bank		£675.00
SO-2	2-5000	Bank Loan	£675.00	

PJ 01/02/2011 Purchase; Connectafone Plc				
00000001	2-2000	Trade Creditors		£1,180.00
00000001	2-2000	Trade Creditors		£177.00
00000001	6-6200	Telephone	£1,180.00	
00000001	2-3200	Purchase Tax Control	£177.00	

PJ 01/02/2011 Purchase; McClean Properties Limited				
00000002	2-2000	Trade Creditors		£1,200.00
00000002	2-2000	Trade Creditors		£180.00
00000002	6-6000	Rent	£1,200.00	
00000002	2-3200	Purchase Tax Control	£180.00	

PJ 14/02/2011 Purchase; Pestokil Ltd				
00000003	2-2000	Trade Creditors		£175.00
00000003	2-2000	Trade Creditors		£26.25
00000003	6-6400	Premises Expenses	£175.00	
00000003	2-3200	Purchase Tax Control	£26.25	

SJ 08/02/2011 Sale; Taskers Garage Ltd				
00000673	1-2000	Trade Debtors	£270.00	
00000673	1-2000	Trade Debtors	£40.50	
00000673	4-1000	Sales - Motor Parts		£270.00
00000673	2-3100	Sales Tax Control		£40.50

SJ 08/02/2011 Sale; Starlight Motor Services				
00000674	1-2000	Trade Debtors	£119.00	
00000674	1-2000	Trade Debtors	£17.85	
00000674	4-1000	Sales - Motor Parts		£119.00
00000674	2-3100	Sales Tax Control		£17.85

SJ 12/02/2011 Credit; Taskers Garage Ltd				
00000113	1-2000	Trade Debtors		£28.20
00000113	1-2000	Trade Debtors		£4.23
00000113	4-1000	Sales - Motor Parts	£28.20	
00000113	2-3100	Sales Tax Control	£4.23	

CD 16/02/2011 Envelopes				
33	1-1150	Petty Cash		£14.49
33	6-6300	Office Stationery	£12.60	
33	2-3200	Purchase Tax Control	£1.89	

CD 18/02/2011 Postage stamps				
34	1-1150	Petty Cash		£40.00
34	6-6100	Postage	£40.00	

CD 18/02/2011 Coffee and sugar				
35	1-1150	Petty Cash		£9.50
35	6-6600	Refreshments	£9.50	

CD 18/02/2011 HM Revenue and Customs				
BP1	1-1100	Bank		£920.00
BP1	2-4000	Tax and National Insurance	£920.00	

Southern Garage Services

All Journals

31/01/2011 To 28/02/2011

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ID#	Acct#	Account Name	Debit	Credit
CD	18/02/2011	HM Revenue and Customs		
<hr style="border-top: 1px dashed black;"/>				
SJ	24/02/2011	Taskers Garage Ltd: Credit from 00000113		
	SJ000001	1-2000 Trade Debtors	£32.43	
	SJ000001	1-2000 Trade Debtors		£32.43
<hr style="border-top: 1px dashed black;"/>				
CR	24/02/2011	Payment; Taskers Garage Ltd		
	1	1-1100 Bank	£278.07	
	1	1-2000 Trade Debtors		£278.07
<hr style="border-top: 1px dashed black;"/>				
CD	26/02/2011	McClellan Properties Limited		
	100075	1-1100 Bank		£1,380.00
	100075	2-2000 Trade Creditors	£1,380.00	
<hr style="border-top: 1px dashed black;"/>				
CD	27/02/2011	Connectafone Plc		
	DD-1	1-1100 Bank		£1,357.00
	DD-1	2-2000 Trade Creditors	£1,357.00	
<hr style="border-top: 1px dashed black;"/>				
GJ	27/02/2011	February Salaries		
	GJ000001	6-5100 Staff Salaries	£2,084.22	
	GJ000001	6-5200 Employer's National Insurance	£337.68	
	GJ000001	2-4000 Tax and National Insurance		£1,032.24
	GJ000001	1-1100 Bank		£1,389.66
<hr style="border-top: 1px dashed black;"/>				
CR	28/02/2011	Capital introduced		
	BR-1	1-1100 Bank	£5,000.00	
	BR-1	3-2000 Capital		£5,000.00
<hr style="border-top: 1px dashed black;"/>				
GJ	28/02/2011	Reallocate petty cash voucher 33		
	GJ000002	5-1050 Miscellaneous Purchases	£12.60	
	GJ000002	6-6300 Office Stationery		£12.60
<hr style="border-top: 1px dashed black;"/>				
SJ	28/02/2011	Bad Debt W/off; Starlight Motor Services		
	Bad Debt	1-2000 Trade Debtors		£136.85
	Bad Debt	6-9100 Bad Debt Write Off	£136.85	
<hr style="border-top: 1px dashed black;"/>				
SJ	28/02/2011	Starlight Motor Services: Credit from Bad Debt		
	SJ000002	1-2000 Trade Debtors	£136.85	
	SJ000002	1-2000 Trade Debtors		£136.85
<hr style="border-top: 1px dashed black;"/>				
Grand Total:			£15,907.72	£15,907.72

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Trial Balance

February 2011

Page 1

Account	Debit	Credit	YTD Debit	YTD Credit
Office Equipment	£0.00		£6,000.00	
Garage Equipment	£0.00		£24,000.00	
Motor Vehicles	£0.00		£19,000.00	
Stock	£0.00		£415.00	
Bank		£518.59	£2,171.41	
Petty Cash		£63.99	£736.01	
Trade Creditors		£201.25		£201.25
Sales Tax Control		£54.12		£54.12
Purchase Tax Control	£385.14		£385.14	
Tax and National Insurance		£112.24		£1,032.24
Bank Loan	£675.00			£29,325.00
Capital		£5,000.00		£23,185.00
Drawings		£0.00	£1,000.00	
Sales - Motor Parts		£360.80		£7,560.80
Purchases - Motor Parts	£0.00		£2,400.00	
Miscellaneous Purchases	£12.60		£12.60	
Staff Salaries	£2,084.22		£2,084.22	
Employer's National Insurance	£337.68		£337.68	
Rent	£1,200.00		£1,200.00	
Postage	£40.00		£40.00	
Telephone	£1,180.00		£1,180.00	
Premises Expenses	£175.00		£175.00	
Insurances	£75.00		£75.00	
Refreshments	£9.50		£9.50	
Bad Debt Write Off	£136.85		£136.85	
Total:	<u>£6,310.99</u>	<u>£6,310.99</u>	<u>£61,358.41</u>	<u>£61,358.41</u>

Southern Garage Services

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London
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General Ledger [Detail]

01/02/2011 To 28/02/2011

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ID#	Src	Date	Memo	Debit	Credit	Ending Balance
1-1100 Bank						
Beginning Balance:			£2,690.00			
SO-1	CD	17/02/2011	Insurance		£75.00	£2,615.00
BP1	CD	18/02/2011	HM Revenue a		£920.00	£1,695.00
SO-2	CD	20/02/2011	Bank Loan Rep		£675.00	£1,020.00
1	CR	24/02/2011	Payment; Task	£278.07		£1,298.07
100075	CD	26/02/2011	McClea Prope		£1,380.00	£81.93cr
GJ000001	GJ	27/02/2011	February Salari		£1,389.66	£1,471.59cr
DD-1	CD	27/02/2011	Connectafone P		£1,357.00	£2,828.59cr
BR-1	CR	28/02/2011	Capital introduc	£5,000.00		£2,171.41
Total:				£5,278.07	£5,796.66	£2,171.41
<hr style="border-top: 1px dashed black;"/>						
1-1150 Petty Cash						
Beginning Balance:			£800.00			
33	CD	16/02/2011	Envelopes		£14.49	£785.51
34	CD	18/02/2011	Postage stamps		£40.00	£745.51
35	CD	18/02/2011	Coffee and sug		£9.50	£736.01
Total:				£0.00	£63.99	£736.01
<hr style="border-top: 1px dashed black;"/>						
1-2000 Trade Debtors						
Beginning Balance:			£0.00			
00000673	SJ	08/02/2011	Sale; Taskers G	£270.00		£270.00
00000673	SJ	08/02/2011	Sale; Taskers G	£40.50		£310.50
00000674	SJ	08/02/2011	Sale; Starlight	£119.00		£429.50
00000674	SJ	08/02/2011	Sale; Starlight	£17.85		£447.35
00000113	SJ	12/02/2011	Credit; Taskers		£28.20	£419.15
00000113	SJ	12/02/2011	Credit; Taskers		£4.23	£414.92
SJ000001	SJ	24/02/2011	Taskers Garage	£32.43		£447.35
SJ000001	SJ	24/02/2011	Taskers Garage		£32.43	£414.92
1	CR	24/02/2011	Payment; Task		£278.07	£136.85
Bad Debt	SJ	28/02/2011	Bad Debt W/off;		£136.85	£0.00
SJ000002	SJ	28/02/2011	Starlight Motor	£136.85		£136.85
SJ000002	SJ	28/02/2011	Starlight Motor		£136.85	£0.00
Total:				£616.63	£616.63	£0.00
<hr style="border-top: 1px dashed black;"/>						
2-2000 Trade Creditors						
Beginning Balance:			£0.00			
00000001	PJ	01/02/2011	Purchase; Conn		£1,180.00	£1,180.00cr
00000001	PJ	01/02/2011	Purchase; Conn		£177.00	£1,357.00cr
00000002	PJ	01/02/2011	Purchase; McCl		£1,200.00	£2,557.00cr
00000002	PJ	01/02/2011	Purchase; McCl		£180.00	£2,737.00cr
00000003	PJ	14/02/2011	Purchase; Pest		£175.00	£2,912.00cr
00000003	PJ	14/02/2011	Purchase; Pest		£26.25	£2,938.25cr
100075	CD	26/02/2011	McClea Prope	£1,380.00		£1,558.25cr
DD-1	CD	27/02/2011	Connectafone P	£1,357.00		£201.25cr
Total:				£2,737.00	£2,938.25	£201.25cr
<hr style="border-top: 1px dashed black;"/>						
2-3100 Sales Tax Control						
Beginning Balance:			£0.00			
00000673	SJ	08/02/2011	Sale; Taskers G		£40.50	£40.50cr
00000674	SJ	08/02/2011	Sale; Starlight		£17.85	£58.35cr
00000113	SJ	12/02/2011	Credit; Taskers	£4.23		£54.12cr
Total:				£4.23	£58.35	£54.12cr

Southern Garage Services

General Ledger [Detail]

01/02/2011 To 28/02/2011

Page 2

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
2-3200 Purchase Tax Control						
Beginning Balance:				£0.00		
00000001	PJ	01/02/2011	Purchase; Conn	£177.00		£177.00
00000002	PJ	01/02/2011	Purchase; McCl	£180.00		£357.00
00000003	PJ	14/02/2011	Purchase; Pest	£26.25		£383.25
33	CD	16/02/2011	Envelopes	£1.89		£385.14
Total:				£385.14	£0.00	£385.14
<hr style="border-top: 1px dashed black;"/>						
2-4000 Tax and National Insurance						
Beginning Balance:				£920.00cr		
BP1	CD	18/02/2011	HM Revenue a	£920.00		£0.00
GJ000001	GJ	27/02/2011	February Salari		£1,032.24	£1,032.24cr
Total:				£920.00	£1,032.24	£1,032.24cr
<hr style="border-top: 1px dashed black;"/>						
2-5000 Bank Loan						
Beginning Balance:				£30,000.00cr		
SO-2	CD	20/02/2011	Bank Loan Rep	£675.00		£29,325.00cr
Total:				£675.00	£0.00	£29,325.00cr
<hr style="border-top: 1px dashed black;"/>						
3-2000 Capital						
Beginning Balance:				£18,185.00cr		
BR-1	CR	28/02/2011	Capital introduc		£5,000.00	£23,185.00cr
Total:				£0.00	£5,000.00	£23,185.00cr
<hr style="border-top: 1px dashed black;"/>						
4-1000 Sales - Motor Parts						
Beginning Balance:				£7,200.00cr		
00000673	SJ	08/02/2011	Sale; Taskers G		£270.00	£7,470.00cr
00000674	SJ	08/02/2011	Sale; Starlight		£119.00	£7,589.00cr
00000113	SJ	12/02/2011	Credit; Taskers	£28.20		£7,560.80cr
Total:				£28.20	£389.00	£7,560.80cr
<hr style="border-top: 1px dashed black;"/>						
5-1050 Miscellaneous Purchases						
Beginning Balance:				£0.00		
GJ000002	GJ	28/02/2011	Reallocate petty	£12.60		£12.60
Total:				£12.60	£0.00	£12.60
<hr style="border-top: 1px dashed black;"/>						
6-5100 Staff Salaries						
Beginning Balance:				£0.00		
GJ000001	GJ	27/02/2011	February Salari	£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	27/02/2011	February Salari	£337.68		£337.68
Total:				£337.68	£0.00	£337.68
<hr style="border-top: 1px dashed black;"/>						
6-6000 Rent						
Beginning Balance:				£0.00		
00000002	PJ	01/02/2011	Purchase; McCl	£1,200.00		£1,200.00
Total:				£1,200.00	£0.00	£1,200.00
<hr style="border-top: 1px dashed black;"/>						
6-6100 Postage						
Beginning Balance:				£0.00		
34	CD	18/02/2011	Postage stamps	£40.00		£40.00

Southern Garage Services

General Ledger [Detail]

01/02/2011 To 28/02/2011

Page 3

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
6-6100 Postage						
Beginning Balance:				£0.00		
Total:				£40.00	£0.00	£40.00

6-6200 Telephone						
Beginning Balance:				£0.00		
00000001	PJ	01/02/2011	Purchase; Conn	£1,180.00		£1,180.00
Total:				£1,180.00	£0.00	£1,180.00

6-6300 Office Stationery						
Beginning Balance:				£0.00		
33	CD	16/02/2011	Envelopes	£12.60		£12.60
GJ000002	GJ	28/02/2011	Reallocate petty		£12.60	£0.00
Total:				£12.60	£12.60	£0.00

6-6400 Premises Expenses						
Beginning Balance:				£0.00		
00000003	PJ	14/02/2011	Purchase; Pest	£175.00		£175.00
Total:				£175.00	£0.00	£175.00

6-6500 Insurances						
Beginning Balance:				£0.00		
SO-1	CD	17/02/2011	Insurance	£75.00		£75.00
Total:				£75.00	£0.00	£75.00

6-6600 Refreshments						
Beginning Balance:				£0.00		
35	CD	18/02/2011	Coffee and sug	£9.50		£9.50
Total:				£9.50	£0.00	£9.50

6-9100 Bad Debt Write Off						
Beginning Balance:				£0.00		
Bad Debt	SJ	28/02/2011	Bad Debt W/off;	£136.85		£136.85
Total:				£136.85	£0.00	£136.85

Grand Total:				£15,907.72	£15,907.72	

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Customer Ledger

31/01/2011 To 28/02/2011

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Date	Src	ID#	Memo	Debit	Credit	Balance
Starlight Motor Services						£0.00
			STA001			
08/02/2011	SJ	00000674	Sale; Starlight	£136.85		£136.85
28/02/2011	SJ	Bad Debt	Bad Debt W/off;		£136.85	£0.00
28/02/2011	SJ	SJ000002	Starlight Motor	£136.85	£136.85	£0.00
			Total:	£273.70	£273.70	£0.00
Taskers Garage Ltd						£0.00
			TAS001			
08/02/2011	SJ	00000673	Sale; Taskers G	£310.50		£310.50
12/02/2011	SJ	00000113	Credit; Taskers		£32.43	£278.07
24/02/2011	SJ	SJ000001	Taskers Garage	£32.43	£32.43	£278.07
24/02/2011	CR	345997	Payment; Task		£278.07	£0.00
			Total:	£342.93	£342.93	£0.00

Southern Garage Services

1 City Road
London
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Address List

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Name	Address 1
Starlight Motor Services	44 Edwards Street London
Taskers Garage Ltd	178 Derby Boulevard London

Southern Garage Services

1 City Road
London
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Supplier Ledger

31/01/2011 To 28/02/2011

Page 1

Date	Src	ID#	Memo	Debit	Credit	Balance
Connectafone Plc			CONN01			£0.00
01/02/2011	PJ	00000001	Purchase; Conn		£1,357.00	£1,357.00
27/02/2011	CD	DD-1	Connectafone P	£1,357.00		£0.00
			Total:	£1,357.00	£1,357.00	£0.00
McClellan Properties Limited			MCCL01			£0.00
01/02/2011	PJ	00000002	Purchase; McCl		£1,380.00	£1,380.00
26/02/2011	CD	100075	McClellan Prope	£1,380.00		£0.00
			Total:	£1,380.00	£1,380.00	£0.00
Pestokil Ltd			PEST01			£0.00
14/02/2011	PJ	00000003	Purchase; Pest		£201.25	£201.25
			Total:	£0.00	£201.25	£201.25

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Address List

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Name	Address 1
Connectafone Plc	180 Argyle Street Newbury
McClellan Properties Limited	49 Greek Street London WC3 4XP
Pestokil Ltd	11 Commercial Road London

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Aged Payables [Detail]

28/02/2011

Page 1

ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
Pestokil Ltd						
PEST01						
Net 30						
00000003	14/02/2011	£201.25	£201.25			
	Total:	£201.25	£201.25	£0.00	£0.00	£0.00

	Grand Total:	£201.25	£201.25	£0.00	£0.00	£0.00
	Ageing Percent:		100.0%	0.0%	0.0%	0.0%
