



EDI

LCCI INTERNATIONAL QUALIFICATIONS

LEVEL 2 AWARD IN COMPUTERISED BOOK-KEEPING SKILLS

ASE20054D2C – WORKED ANSWER/MARKING GUIDE

Date: 15/10/2011
Time: 09:08:11

Evergreen Gardens
Bank Report - Reconciled

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Date From : 01/04/2011
Date To : 25/04/2011

** NOTE: All values shown on this report are in the Bank Account's operating Currency **

Bank Code : 1200 Bank Name : Bank Current Account

No	Tp	Date	Refn	Details	Debit	Credit	Balance
				Balance B/Fwd :	2,785.00		2,785.00
19	BP	01/04/2011	SO-1	Rent		287.50	2,497.50
20	BP	05/04/2011	SO-2	Insurance		50.00	2,447.50
30	BP	18/04/2011	BP1	HM Revenue and Customs		505.00	1,942.50
31	SR	20/04/2011	CANCEL	Sales Receipt	300.00		2,242.50
32	SR	24/04/2011	391286	Sales Receipt	391.00		2,633.50
				Bank Balance :	<u>3,476.00</u>	<u>842.50</u>	<u>2,633.50</u>
					<u><u>3,476.00</u></u>	<u><u>842.50</u></u>	<u><u>2,633.50</u></u>

End of Report

Date: 15/10/2011
 Time: 08:52:37

Evergreen Gardens
Audit Trail (Summary)

Date From: 01/01/1980
 Date To: 31/12/2019
 Transaction From: 1
 Transaction To: 99,999,999
 Dept From: 0
 Dept To: 999

Customer From:
 Customer To: ZZZZZZZZ
 Supplier From:
 Supplier To: ZZZZZZZZ
 N/C From:
 N/C To: 99999999

Exclude Deleted Tran: No

No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec. Date
1	JD	31/03/2011	0030	0030	0	J1	Opening balance	2,000.00	0.00	T9	Y	2,000.00	-	-	
2	JD	31/03/2011	0040	0040	0	J1	Opening balance	4,000.00	0.00	T9	Y	4,000.00	-	-	
3	JD	31/03/2011	0050	0050	0	J1	Opening balance	9,000.00	0.00	T9	Y	9,000.00	-	-	
4	JD	31/03/2011	1001	1001	0	J1	Opening balance	150.00	0.00	T9	Y	150.00	-	-	
5	JD	31/03/2011	1200	1200	0	J1	Opening balance	2,785.00	0.00	T9	Y	2,785.00	-	R	25/04/2011
6	JD	31/03/2011	1230	1230	0	J1	Opening balance	250.00	0.00	T9	Y	250.00	-	-	
7	JC	31/03/2011	2210	2210	0	J1	Opening balance	505.00	0.00	T9	Y	505.00	-	-	
8	JC	31/03/2011	3000	3000	0	J1	Opening balance	10,000.00	0.00	T9	Y	10,000.00	-	-	
9	JD	31/03/2011	3050	3050	0	J1	Opening balance	3,000.00	0.00	T9	Y	3,000.00	-	-	
10	JC	31/03/2011	4000	4000	0	J1	Opening balance	22,500.00	0.00	T9	Y	22,500.00	-	-	
11	JD	31/03/2011	5000	5000	0	J1	Opening balance	1,250.00	0.00	T9	Y	1,250.00	-	-	
12	JD	31/03/2011	7100	7100	0	J1	Opening balance	750.00	0.00	T9	Y	750.00	-	-	
13	JD	31/03/2011	8204	8204	0	J1	Opening balance	150.00	0.00	T9	Y	150.00	-	-	
14	JD	31/03/2011	7000	7000	0	J1	Opening balance	7,500.00	0.00	T9	Y	7,500.00	-	-	
15	JD	31/03/2011	7006	7006	0	J1	Opening balance	350.00	0.00	T9	Y	350.00	-	-	
16	JD	31/03/2011	7300	7300	0	J1	Opening balance	720.00	0.00	T9	Y	720.00	-	-	
17	JD	31/03/2011	7550	7550	0	J1	Opening balance	950.00	0.00	T9	Y	950.00	-	-	
18	JD	31/03/2011	7803	7803	0	J1	Opening balance	150.00	0.00	T9	Y	150.00	-	-	
19	BP	01/04/2011	1200	7100	0	SO-1	Rent	250.00	37.50	T1	Y	287.50	N	R	25/04/2011
20	BP	05/04/2011	1200	8204	0	SO-2	Insurance	50.00	0.00	T2	Y	50.00	N	R	25/04/2011
21	PI	01/04/2011	MULT01	7550	0	1234	Mobile Phone Charges March	324.00	48.60	T1	Y	372.60	N	-	
22	PI	01/04/2011	OFFI01	7803	0	11/124	Hand soap and paper towels	82.00	12.30	T1	Y	94.30	N	-	
23	PI	14/04/2011	OFFI01	7803	0	11/135	Floor polish	26.90	4.03	T1	N	0.00	N	-	
24	SI	09/04/2011	ANG001	4000	0	251	Maintenance of grounds and	475.00	71.25	T1	Y	546.25	N	-	
25	SI	11/04/2011	A1A001	4000	0	252	Planting and tidying flower beds	440.00	66.00	T1	Y	506.00	N	-	
26	SC	15/04/2011	A1A001	4000	0	76	Overcharge on Invoice 252	100.00	15.00	T1	Y	115.00	N	-	
27	CP	16/04/2011	1230	7502	0	100	Files for the office	23.40	3.51	T1	Y	26.91	N	-	
28	CP	18/04/2011	1230	7501	0	101	Postage Stamps	46.00	0.00	T2	Y	46.00	N	-	
29	CP	18/04/2011	1230	8205	0	102	Tea and biscuits for the office	8.80	0.00	T0	Y	8.80	N	-	
30	BP	18/04/2011	1200	2210	0	BP1	HM Revenue and Customs	505.00	0.00	T9	Y	505.00	-	R	25/04/2011

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Audit Trail (Summary)

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<u>No</u>	<u>Type</u>	<u>Date</u>	<u>A/C</u>	<u>N/C</u>	<u>Dept</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>T/C</u>	<u>Pd</u>	<u>Paid</u>	<u>V</u>	<u>B</u>	<u>Bank Rec. Date</u>
31	SR	20/04/2011	ANG001	1200	0	CANCEL	Sales Receipt	300.00	0.00	T9	Y	300.00	-	R	25/04/2011
32	SR	24/04/2011	A1A001	1200	0	391286	Sales Receipt	391.00	0.00	T9	Y	391.00	-	R	25/04/2011
33	PP	27/04/2011	MULT01	1200	0	Direct debit	Purchase Payment	372.60	0.00	T9	Y	372.60	-	N	
34	PP	27/04/2011	OFFI01	1200	0	100075	Purchase Payment	94.30	0.00	T9	Y	94.30	-	N	
35	JD	27/04/2011	7000	7000	0	J2	April wages - net	2,098.00	0.00	T9	Y	2,098.00	-	-	
36	JD	27/04/2011	7000	7000	0	J2	April wages - tax	300.00	0.00	T9	Y	300.00	-	-	
37	JD	27/04/2011	7000	7000	0	J2	April wages - national insurance	102.00	0.00	T9	Y	102.00	-	-	
38	JD	27/04/2011	7006	7006	0	J2	April wages	117.30	0.00	T9	Y	117.30	-	-	
39	JC	27/04/2011	1200	1200	0	J2	April wages	2,098.00	0.00	T9	Y	2,098.00	-	N	
40	JC	27/04/2011	2210	2210	0	J2	April wages	519.30	0.00	T9	Y	519.30	-	-	
41	JD	28/04/2011	0050	0050	0	J3	Owner's van introduced	10,000.00	0.00	T9	Y	10,000.00	-	-	
42	JC	28/04/2011	3000	3000	0	J3	Owner's van introduced	10,000.00	0.00	T9	Y	10,000.00	-	-	
43	BP	28/04/2011	1200	0030	0	100076	Computer	1,300.00	195.00	T1	Y	1,495.00	N	N	
44	SP	28/04/2011	ANG001	1200	0	CANCEL	Cancelled Cheque	300.00	0.00	T9	Y	300.00	-	N	
45	JD	28/04/2011	3050	3050	0	J4	Reallocate tran 28 - stamps for	23.00	0.00	T9	Y	23.00	-	-	
46	JC	28/04/2011	7501	7501	0	J4	Reallocate tran 28 - stamps for	23.00	0.00	T9	Y	23.00	-	-	
47	SC	30/04/2011	ANG001	8100	0	BADDBT	Bad Debt Write Off	546.25	0.00	T9	Y	546.25	-	-	
48	BR	30/04/2011	1200	4000	0	BR1	Cash Sales - gardening	2,800.00	420.00	T1	Y	3,220.00	N	N	
49	JC	30/04/2011	1200	1200	0	100077	Petty cash	81.71	0.00	T9	Y	81.71	-	N	
50	JD	30/04/2011	1230	1230	0	100077	Petty cash	81.71	0.00	T9	Y	81.71	-	-	

End of Report

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Evergreen Gardens
Period Trial Balance

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To Period: Month 4, April 2011

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0030	Office Equipment	3,300.00	
0040	Garden Equipment	4,000.00	
0050	Motor Vehicles	19,000.00	
1001	Stock	150.00	
1200	Bank Current Account	1,411.89	
1230	Petty Cash	250.00	
2100	Creditors Control Account		30.93
2200	Sales Tax Control Account		542.25
2201	Purchase Tax Control Account	300.94	
2210	Employee Tax & National Insurance Liability		519.30
3000	Capital		20,000.00
3050	Drawings	3,023.00	
4000	Sales - Gardening Services		26,115.00
5000	Purchases - Garden Products	1,250.00	
7000	Gross Wages	10,000.00	
7006	Employer's National Insurance	467.30	
7100	Rent	1,000.00	
7300	Vehicle Fuel	720.00	
7501	Postage	23.00	
7502	Office Stationery	23.40	
7550	Mobile Phone Charges	1,274.00	
7803	Premises Expenses	258.90	
8100	Bad Debt Write Off	546.25	
8204	Insurances	200.00	
8205	Refreshments	8.80	
	Totals:	<u><u>47,207.48</u></u>	<u><u>47,207.48</u></u>

End of Report

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Nominal Activity - Excluding No Transactions

Date From: 01/01/1980
Date To: 30/04/2011
Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

N/C: 0030 Name: Office Equipment Account Balance: 3,300.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	JD	31/03/2011	0030	J1	Opening balance	0	T9	2,000.00	2,000.00	-	-	
43	BP	28/04/2011	1200	100076	Computer	0	T1	1,300.00	1,300.00		N	N
									Totals:	3,300.00		
									History Balance:	3,300.00		

N/C: 0040 Name: Garden Equipment Account Balance: 4,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
2	JD	31/03/2011	0040	J1	Opening balance	0	T9	4,000.00	4,000.00	-	-	
									Totals:	4,000.00		
									History Balance:	4,000.00		

N/C: 0050 Name: Motor Vehicles Account Balance: 19,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
3	JD	31/03/2011	0050	J1	Opening balance	0	T9	9,000.00	9,000.00	-	-	
41	JD	28/04/2011	0050	J3	Owner's van introduced	0	T9	10,000.00	10,000.00	-	-	
									Totals:	19,000.00		
									History Balance:	19,000.00		

N/C: 1001 Name: Stock Account Balance: 150.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
4	JD	31/03/2011	1001	J1	Opening balance	0	T9	150.00	150.00	-	-	
									Totals:	150.00		
									History Balance:	150.00		

N/C: 1100 Name: Debtors Control Account Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
24	SI	09/04/2011	ANG001	251	Maintenance of grounds and	0	T1	546.25	546.25		N	-	
25	SI	11/04/2011	A1A001	252	Planting and tidying flower beds	0	T1	506.00	506.00		N	-	
26	SC	15/04/2011	A1A001	76	Overcharge on Invoice 252	0	T1	115.00		115.00	N	-	
31	SR	20/04/2011	ANG001	CANCEL	Sales Receipt	0	T9	300.00		300.00	-	R	
32	SR	24/04/2011	A1A001	391286	Sales Receipt	0	T9	391.00		391.00	-	R	
44	SP	28/04/2011	ANG001	CANCEL	Cancelled Cheque	0	T9	300.00	300.00		-	N	
47	SC	30/04/2011	ANG001	BADDBT	Bad Debt Write Off	0	T9	546.25		546.25	-	-	
									Totals:	1,352.25	1,352.25		
									History Balance:				

Date: 19/01/2012
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Nominal Activity - Excluding No Transactions

N/C: 1200 Name: Bank Current Account Account Balance: 1,411.89 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
5	JD	31/03/2011	1200	J1	Opening balance	0	T9	2,785.00	2,785.00	-		R
19	BP	01/04/2011	1200	SO-1	Rent	0	T1	287.50		287.50	N	R
20	BP	05/04/2011	1200	SO-2	Insurance	0	T2	50.00		50.00	N	R
30	BP	18/04/2011	1200	BP1	HM Revenue and Customs	0	T9	505.00		505.00	-	R
31	SR	20/04/2011	ANG001	CANCEL	Sales Receipt	0	T9	300.00	300.00		-	R
32	SR	24/04/2011	A1A001	391286	Sales Receipt	0	T9	391.00	391.00		-	R
33	PP	27/04/2011	MULT01	Direct debit	Purchase Payment	0	T9	372.60		372.60	-	N
34	PP	27/04/2011	OFFI01	100075	Purchase Payment	0	T9	94.30		94.30	-	N
39	JC	27/04/2011	1200	J2	April wages	0	T9	2,098.00		2,098.00	-	N
43	BP	28/04/2011	1200	100076	Computer	0	T1	1,495.00		1,495.00	N	N
44	SP	28/04/2011	ANG001	CANCEL	Cancelled Cheque	0	T9	300.00		300.00	-	N
48	BR	30/04/2011	1200	BR1	Cash Sales - gardening	0	T1	3,220.00	3,220.00			N
49	JC	30/04/2011	1200	100077	Petty cash	0	T9	81.71		81.71	-	N
Totals:									6,696.00	5,284.11		
History Balance:									1,411.89			

N/C: 1230 Name: Petty Cash Account Balance: 250.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
6	JD	31/03/2011	1230	J1	Opening balance	0	T9	250.00	250.00		-	-
27	CP	16/04/2011	1230	100	Files for the office	0	T1	26.91		26.91	N	-
28	CP	18/04/2011	1230	101	Postage Stamps	0	T2	46.00		46.00	N	-
29	CP	18/04/2011	1230	102	Tea and biscuits for the office	0	T0	8.80		8.80	N	-
50	JD	30/04/2011	1230	100077	Petty cash	0	T9	81.71	81.71		-	-
Totals:									331.71	81.71		
History Balance:									250.00			

N/C: 2100 Name: Creditors Control Account Account Balance: 30.93 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
21	PI	01/04/2011	MULT01	1234	Mobile Phone Charges March	0	T1	372.60		372.60	N	-
22	PI	01/04/2011	OFFI01	11/124	Hand soap and paper towels	0	T1	94.30		94.30	N	-
23	PI	14/04/2011	OFFI01	11/135	Floor polish	0	T1	30.93		30.93	N	-
33	PP	27/04/2011	MULT01	Direct debit	Purchase Payment	0	T9	372.60	372.60		-	N
34	PP	27/04/2011	OFFI01	100075	Purchase Payment	0	T9	94.30	94.30		-	N
Totals:									466.90	497.83		
History Balance:									30.93			

N/C: 2200 Name: Sales Tax Control Account Account Balance: 542.25 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
24	SI	09/04/2011	ANG001	251	Maintenance of grounds and	0	T1	71.25		71.25	N	-
25	SI	11/04/2011	A1A001	252	Planting and tidying flower beds	0	T1	66.00		66.00	N	-
26	SC	15/04/2011	A1A001	76	Overcharge on Invoice 252	0	T1	15.00	15.00		N	-
48	BR	30/04/2011	1200	BR1	Cash Sales - gardening	0	T1	420.00		420.00	N	N
Totals:									15.00	557.25		
History Balance:									542.25			

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Nominal Activity - Excluding No Transactions

N/C: 2201 Name: Purchase Tax Control Account Account Balance: 300.94 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
19	BP	01/04/2011	1200	SO-1	Rent	0	T1	37.50	37.50		N	R
21	PI	01/04/2011	MULT01	1234	Mobile Phone Charges March	0	T1	48.60	48.60		N	-
22	PI	01/04/2011	OFFI01	11/124	Hand soap and paper towels	0	T1	12.30	12.30		N	-
23	PI	14/04/2011	OFFI01	11/135	Floor polish	0	T1	4.03	4.03		N	-
27	CP	16/04/2011	1230	100	Files for the office	0	T1	3.51	3.51		N	-
43	BP	28/04/2011	1200	100076	Computer	0	T1	195.00	195.00		N	N
									Totals:	300.94		
									History Balance:	300.94		

N/C: 2210 Name: Employee Tax & National Insurance Liability Account Balance: 519.30 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
7	JC	31/03/2011	2210	J1	Opening balance	0	T9	505.00		505.00	-	-	
30	BP	18/04/2011	1200	BP1	HM Revenue and Customs	0	T9	505.00	505.00		-	R	
40	JC	27/04/2011	2210	J2	April wages	0	T9	519.30		519.30	-	-	
									Totals:	505.00	1,024.30		
									History Balance:		519.30		

N/C: 3000 Name: Capital Account Balance: 20,000.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
8	JC	31/03/2011	3000	J1	Opening balance	0	T9	10,000.00		10,000.00	-	-	
42	JC	28/04/2011	3000	J3	Owner's van introduced	0	T9	10,000.00		10,000.00	-	-	
									Totals:		20,000.00		
									History Balance:		20,000.00		

N/C: 3050 Name: Drawings Account Balance: 3,023.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
9	JD	31/03/2011	3050	J1	Opening balance	0	T9	3,000.00	3,000.00		-	-
45	JD	28/04/2011	3050	J4	Reallocate tran 28 - stamps for	0	T9	23.00	23.00		-	-
									Totals:	3,023.00		
									History Balance:	3,023.00		

N/C: 4000 Name: Sales - Gardening Services Account Balance: 26,115.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
10	JC	31/03/2011	4000	J1	Opening balance	0	T9	22,500.00		22,500.00	-	-	
24	SI	09/04/2011	ANG001	251	Maintenance of grounds and	0	T1	475.00		475.00	N	-	
25	SI	11/04/2011	A1A001	252	Planting and tidying flower beds	0	T1	440.00		440.00	N	-	
26	SC	15/04/2011	A1A001	76	Overcharge on Invoice 252	0	T1	100.00	100.00		N	-	
48	BR	30/04/2011	1200	BR1	Cash Sales - gardening	0	T1	2,800.00		2,800.00	N	N	
									Totals:	100.00	26,215.00		
									History Balance:		26,115.00		

N/C: 5000 Name: Purchases - Garden Products Account Balance: 1,250.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
11	JD	31/03/2011	5000	J1	Opening balance	0	T9	1,250.00	1,250.00		-	-
									Totals:	1,250.00		
									History Balance:	1,250.00		

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Nominal Activity - Excluding No Transactions

N/C: 7000 Name: Gross Wages Account Balance: 10,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
14	JD	31/03/2011	7000	J1	Opening balance	0	T9	7,500.00	7,500.00	-	-	
35	JD	27/04/2011	7000	J2	April wages - net	0	T9	2,098.00	2,098.00	-	-	
36	JD	27/04/2011	7000	J2	April wages - tax	0	T9	300.00	300.00	-	-	
37	JD	27/04/2011	7000	J2	April wages - national insurance	0	T9	102.00	102.00	-	-	
Totals:									10,000.00			
History Balance:									10,000.00			

N/C: 7006 Name: Employer's National Insurance Account Balance: 467.30 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
15	JD	31/03/2011	7006	J1	Opening balance	0	T9	350.00	350.00	-	-	
38	JD	27/04/2011	7006	J2	April wages	0	T9	117.30	117.30	-	-	
Totals:									467.30			
History Balance:									467.30			

N/C: 7100 Name: Rent Account Balance: 1,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
12	JD	31/03/2011	7100	J1	Opening balance	0	T9	750.00	750.00	-	-	
19	BP	01/04/2011	1200	SO-1	Rent	0	T1	250.00	250.00		N	R
Totals:									1,000.00			
History Balance:									1,000.00			

N/C: 7300 Name: Vehicle Fuel Account Balance: 720.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
16	JD	31/03/2011	7300	J1	Opening balance	0	T9	720.00	720.00	-	-	
Totals:									720.00			
History Balance:									720.00			

N/C: 7501 Name: Postage Account Balance: 23.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
28	CP	18/04/2011	1230	101	Postage Stamps	0	T2	46.00	46.00		N	-
46	JC	28/04/2011	7501	J4	Reallocate tran 28 - stamps for	0	T9	23.00		23.00	-	-
Totals:									46.00	23.00		
History Balance:									23.00			

N/C: 7502 Name: Office Stationery Account Balance: 23.40 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
27	CP	16/04/2011	1230	100	Files for the office	0	T1	23.40	23.40		N	-
Totals:									23.40			
History Balance:									23.40			

N/C: 7550 Name: Mobile Phone Charges Account Balance: 1,274.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
17	JD	31/03/2011	7550	J1	Opening balance	0	T9	950.00	950.00	-	-	
21	PI	01/04/2011	MULT01	1234	Mobile Phone Charges March	0	T1	324.00	324.00		N	-
Totals:									1,274.00			
History Balance:									1,274.00			

Date: 19/01/2012
 Time: 19:07:21

Evergreen Gardens

Page: 5

Nominal Activity - Excluding No Transactions

N/C: 7803 Name: Premises Expenses Account Balance: 258.90 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
18	JD	31/03/2011	7803	J1	Opening balance	0	T9	150.00	150.00	-	-	
22	PI	01/04/2011	OFFI01	11/124	Hand soap and paper towels	0	T1	82.00	82.00		N	-
23	PI	14/04/2011	OFFI01	11/135	Floor polish	0	T1	26.90	26.90		N	-
Totals:									258.90			
History Balance:									258.90			

N/C: 8100 Name: Bad Debt Write Off Account Balance: 546.25 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
47	SC	30/04/2011	ANG001	BADDBT	Bad Debt Write Off	0	T9	546.25	546.25	-	-	
Totals:									546.25			
History Balance:									546.25			

N/C: 8204 Name: Insurances Account Balance: 200.00 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
13	JD	31/03/2011	8204	J1	Opening balance	0	T9	150.00	150.00	-	-	
20	BP	05/04/2011	1200	SO-2	Insurance	0	T2	50.00	50.00		N	R
Totals:									200.00			
History Balance:									200.00			

N/C: 8205 Name: Refreshments Account Balance: 8.80 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
29	CP	18/04/2011	1230	102	Tea and biscuits for the office	0	T0	8.80	8.80		N	-
Totals:									8.80			
History Balance:									8.80			

End of Report

Date: 15/10/2011
 Time: 08:53:37

Evergreen Gardens
Customer Activity (Detailed)

Page: 1

Date From: 01/01/1980
 Date To: 30/04/2011
 Transaction From: 1
 Transaction To: 99,999,999
 Inc b/fwd transaction: No
 Exc later payment: No

Customer From:
 Customer To: ZZZZZZZZ
 N/C From:
 N/C To: 99999999
 Dept From: 0
 Dept To: 999

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C: A1A001 Name: A1 Advertising

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
25	SI	11/04/2011	252	4000	Planting and tidying flower beds	0	T1	506.00		506.00		N	-
26	SC	15/04/2011	76	4000	Overcharge on Invoice 252	0	T1	115.00			115.00	N	-
32	SR	24/04/2011	391286	1200	Sales Receipt	0	T9	391.00			391.00	-	R
Totals:								<u>0.00</u>	<u>0.00</u>	<u>506.00</u>	<u>506.00</u>		

Amount Outstanding 0.00
 Amount Paid this period 391.00
 Credit Limit £ 0.00
 Turnover YTD 340.00

A/C: ANG001 Name: Angel Hotel

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
24	SI	09/04/2011	251	4000	Maintenance of grounds and	0	T1	546.25		546.25		N	-
31	SR	20/04/2011	CANCEL	1200	Sales Receipt	0	T9	300.00			300.00	-	R
44	SP	28/04/2011	CANCEL	1200	Cancelled Cheque	0	T9	300.00		300.00		-	N
47	SC	30/04/2011	BADDBT	8100	Bad Debt Write Off	0	T9	546.25			546.25	-	-
Totals:								<u>0.00</u>	<u>0.00</u>	<u>846.25</u>	<u>846.25</u>		

Amount Outstanding 0.00
 Amount Paid this period 0.00
 Credit Limit £ 0.00
 Turnover YTD 475.00

End of Report

Date: 15/10/2011

Time: 08:54:04

Evergreen Gardens
Customer Address List

Page: 1

Customer From:

Customer To: ZZZZZZZZ

<u>A/C</u>	<u>Name & Address</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Fax</u>
A1A001	A1 Advertising 24 The Avenue Southampton			
ANG001	Angel Hotel 14 Marine Parade Southampton			

End of Report

Date: 15/10/2011
 Time: 08:54:33

Evergreen Gardens
Supplier Activity (Detailed)

Page: 1

Date From: 01/01/1980
 Date To: 30/04/2011
 Transaction From: 1
 Transaction To: 99,999,999
 Inc b/fwd transaction: No
 Exc later payment: No

Supplier From:
 Supplier To: ZZZZZZZZ
 N/C From:
 N/C To: 99999999
 Dept From: 0
 Dept To: 999

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C: MULT01 Name: Multifone plc

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
21	PI	01/04/2011	1234	7550	Mobile Phone Charges March	0	T1	372.60	0.00		372.60	N	-
33	PP	27/04/2011	Direct debit	1200	Purchase Payment	0	T9	372.60	0.00	372.60		-	N
Totals:								<u>0.00</u>	<u>0.00</u>	<u>372.60</u>	<u>372.60</u>		

Amount Outstanding 0.00
 Amount paid this period 372.60
 Credit Limit £ 0.00
 Turnover YTD 324.00

A/C: OFFI01 Name: Officeclean Ltd

Contact:

Tel:

No	Type	Date	Ref	N/C	Details	Dept	T/C	Value	O/S	Debit	Credit	V	B
22	PI	01/04/2011	11/124	7803	Hand soap and paper towels	0	T1	94.30	0.00		94.30	N	-
23	PI	14/04/2011	11/135	7803	Floor polish	0	T1	30.93 *	30.93		30.93	N	-
34	PP	27/04/2011	100075	1200	Purchase Payment	0	T9	94.30	0.00	94.30		-	N
Totals:								<u>30.93</u>	<u>30.93</u>	<u>94.30</u>	<u>125.23</u>		

Amount Outstanding 30.93
 Amount paid this period 94.30
 Credit Limit £ 0.00
 Turnover YTD 108.90

End of Report

Date: 15/10/2011

Time: 08:54:53

Evergreen Gardens
Supplier Address List

Page: 1

Supplier From:

Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
MULT01	Multifone plc 18 The Drive Newbury			
OFFI01	Officeclean Ltd 24 High Road Portsmouth			

End of Report

Date: 15/10/2011
 Time: 08:55:17

Evergreen Gardens
Aged Creditors Analysis (Detailed)

Page: 1

Date From: 01/01/1980
 Date To: 30/04/2011

Supplier From:
 Supplier To: ZZZZZZZZ

Include future transactions: No
 Exclude later payments: No

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C:		Name:		Officeclean Ltd		Contact:		Tel:			
<u>No:</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
23	PI	14/04/2011	11/135	Floor polish	30.93	0.00	30.93	0.00	0.00	0.00	0.00
Totals:					<u>30.93</u>	<u>0.00</u>	<u>30.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Turnover:				108.90							
Credit Limit £				0.00							
Grand Totals:					<u>30.93</u>	<u>0.00</u>	<u>30.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

End of Report

Budget Report

From: Month 4, April 2011
To: Month 4, April 2011

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Sales								
Product Sales	3,615.00	100.00	7,000.00	(3,385.00)	26,115.00	100.00	19,000.00	7,115.00
	3,615.00	100.00	7,000.00	(3,385.00)	26,115.00	100.00	19,000.00	7,115.00
Purchases								
Purchases	0.00	0.00	400.00	(400.00)	1,250.00	4.79	1,600.00	(350.00)
	0.00	0.00	400.00	(400.00)	1,250.00	4.79	1,600.00	(350.00)
Direct Expenses								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit/(Loss):	3,615.00	100.00	6,600.00	(2,985.00)	24,865.00	95.21	17,400.00	7,465.00
Overheads								
Gross Wages	2,617.30	72.40	0.00	2,617.30	10,467.30	40.08	0.00	10,467.30
Rent and Rates	250.00	6.92	0.00	250.00	1,000.00	3.83	0.00	1,000.00
Motor Expenses	0.00	0.00	0.00	0.00	720.00	2.76	0.00	720.00
Printing and Stationery	46.40	1.28	0.00	46.40	46.40	0.18	0.00	46.40
Telephone and Computer charges	324.00	8.96	0.00	324.00	1,274.00	4.88	0.00	1,274.00
Maintenance	108.90	3.01	0.00	108.90	258.90	0.99	0.00	258.90
Bad Debts	546.25	15.11	0.00	546.25	546.25	2.09	0.00	546.25
General Expenses	58.80	1.63	0.00	58.80	208.80	0.80	0.00	208.80
	3,951.65	109.31	0.00	3,951.65	14,521.65	55.61	0.00	14,521.65
Net Profit/(Loss):	(336.65)	(9.31)	6,600.00	(6,936.65)	10,343.35	39.61	17,400.00	(7,056.65)