

Books of Original Entry – 2

1 On 1 April 2019 Shazia, a credit customer, owed Bert \$240.

During the month of April 2019, the following transactions with Shazia took place.

April	Transaction
12	Sold goods, \$486
23	Goods returned, \$72
29	Received the balance owing at 1 April 2019

Prepare the account of Shazia in the books of Bert for the month ended 30 April 2019. Balance the account on that date and bring the balance down on 1 May 2019.

(5)

Shazia Account

Date 2019	Details	\$	Date 2019	Details	\$

2 (a) State **two** reasons for maintaining a petty cash book.

(2)

1

2

Jonny maintains a petty cash book with a float of \$150

During January 2019 the following petty cash transactions took place.

January	Voucher Number	Transaction	\$
2	101	Purchased postage stamps	11.50
8	102	Paid travel expenses to sales manager	22.50
15	103	Paid to John, a trade payable	35.00
22	104	Purchased coffee, tea and sugar	17.75
26	105	Purchased postage stamps	8.50
31	106	Paid cleaner's wages	15.00
31		Restored float	To be calculated

(b) Prepare the petty cash book for the month ended 31 January 2019.

Balance the petty cash book on that date and bring the balance down on 1 February 2019.

(11)

Petty Cash Book

Receipts	Date	Details	Voucher number	Payments	Cleaning	Postage	Refreshments	Travel	Ledger Accounts
\$	2019			\$	\$	\$	\$	\$	\$

- 3 R Patel maintains a full set of accounting books including a petty cash book. He maintains a petty cash float of £250.

On 1 November 2018 the balance of the petty cash book was £166. On that day the float was restored.

During the month of November 2018 the following petty cash payments were made.

November	Voucher Number	Transaction	£
1	46	Paid interviewee's travel claim.	15.00
6	47	Purchased postage stamps.	12.50
10	48	Paid Jones, a credit supplier.	26.00
14	49	Paid for taxi to the train station for client.	21.00
22	50	Purchased photocopy paper.	35.50
30	51	Paid Peters, a credit supplier.	27.00

- (a) Prepare the petty cash book for the month of November 2018. Balance the book on 30 November 2018 and bring the balance down to 1 December 2018.

(10)

Petty Cash Book

Receipts	Date	Details	Voucher No.	Total	Postage and Stationery	Travel	Ledger Accounts
£	Nov			£	£	£	£

- (b) Prepare the travel account for the month of November 2018 to show the transfer from the petty cash book. Balance the account on 30 November 2018 and bring the balance down to 1 December 2018.

(4)

Travel Account

Date	Narrative	£	Date	Narrative	£

- (c) State the section of the balance sheet where the petty cash balance on 30 November 2018 will appear.

(1)

- 4 Selina Gomez owns a wholesale electrical supplies business. She buys and sells mainly on credit terms.

- (a) Complete the following table to show the book of original entry in which **each** transaction would be entered.

(5)

Transaction	Book of original entry
Sold goods on credit	
Sold goods for cash	
Purchased a fixed asset on credit	
Returned goods to a credit supplier	
Paid a credit supplier by bank transfer	

- 5 Devon Sawa maintains a full set of accounting books including a petty cash book, which is kept using the imprest system with a float of £250.

On 1 November 2017 the balance of the petty cash book was £186. On that day the float was restored.

During the month of November 2017 Devon made the following petty cash transactions.

November	Voucher Number	Transaction	£
1	101	Paid sales manager's travel expenses for October 2017.	28
6	102	Purchased postage stamps.	8
10	103	Paid window cleaner.	19
14	104	Paid for taxi fare to the train station for client.	21
22	105	Purchased photocopy paper.	12
26		Sold stamps to a member of staff.	4
29	106	Paid office cleaner's wages.	25
30	107	Paid Peters, a credit supplier.	35

(a) Prepare the petty cash book for the month of November 2017. Balance the book on 30 November 2017 and bring the balance forward to 1 December 2017.

(15)

Petty Cash Book

Receipts	Date	Details	Voucher No	Total	Postage and Stationery	Travel	Cleaning	Ledger Accounts
£				£	£	£	£	£

On 1 November 2017 the balance on the postage and stationery account was £57.

- (b) Prepare the postage and stationery account for the month of November 2017 to show the transfers from the petty cash book. Balance the account on 30 November 2017 and bring the balance down to 1 December 2017.

(4)

Postage and Stationery Account

Date	Details	£	Date	Details	£

- (c) State in which section of the balance sheet the petty cash balance on 30 November 2017 will appear.

(1)

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