

Week 1  
Worksheet 1  
CLASS VIII

**Accounting**  
**Cash books**

Enter the following in the three-column cash book of an office supply shop. Balance off the cash book at the end of the month and show the discount accounts in the general ledger.

2018

- June 1 Balances brought forward: Cash £420; Bank £4,940.  
June 2 The following paid us by cheque, in each case deducting a 5 per cent cash discount:  
S Braga £820; L Pine £320; G Hodd £440; M Rae £1,040.  
June 3 Cash sales paid direct into the bank £740.  
June 5 Paid rent by cash £340.  
June 6 We paid the following accounts by cheque, in each case deducting 21/2 per cent cash discount: M Peters £360; G Graham £960; F Bell £400.  
June 8 Withdrew cash from the bank for business use £400.  
June 10 Cash sales £1,260.  
June 12 B Age paid us their account of £280 by cheque less £4 cash discount.  
June 14 Paid wages by cash £540.  
June 16 We paid the following accounts by cheque: R Todd £310 less cash discount £15;  
F.lee £412 less cash discount £12.  
June 20 Bought fixtures by cheque £4,320.  
June 24 Bought lorry paying by cheque £14,300.  
June 29 Received £324 cheque from A Line.  
June 30 Cash sales £980.  
June 30 Bought stationery paying by cash £56.

Worksheet 2

J Fisher, White House, Bolton, is selling the following items at the retail prices as shown: plastic tubing at £1 per metre, polythene sheeting at £2 per length, vinyl padding at £5 per box,

foam rubber at £3 per sheet. She makes the following sales:

2019

- June 1** To A Portsmouth, 5 Rockley Road, Worthing: 22 metres plastic tubing, 6 sheets foam rubber, 4 boxes vinyl padding. Less 25 per cent trade discount.  
**June 5** To B Butler, 1 Wembley Road, Colwyn Bay: 50 lengths polythene sheeting, 8 boxes vinyl padding, 20 sheets foam rubber. Less 20 per cent trade discount.  
**June 11** To A Gate, 1 Bristol Road, Hastings: 4 metres plastic tubing, 33 lengths of polythene sheeting, 30 sheets foam rubber. Less 25 per cent trade discount.  
**June 21** To L Mackeson, 5 Maine Road, Bath: 29 metres plastic tubing. No trade discount is given.  
**June 30** To M Alison, Daley Road, Box Hill: 32 metres plastic tubing, 24 lengths polythene sheeting, 20 boxes vinyl padding. Less 33 1/3 per cent trade discount.

Required:

- (a) Draw up a sales invoice for each of the above sales.
- (b) Enter them up in the Sales Day Book and post to the personal accounts.
- (c) Transfer the total to the sales account in the General Ledger.

Worksheet 1  
Week 3  
Accounting

**Balance sheets**

The following is the trial balance of T Owen as at 31 March 20X8. Draw up a set of financial statements for the year ended 31 March 20X9.

	<i>Dr</i>	<i>Cr</i>
	£	£
Stock 1 April 20X8	52,800	
Sales		276,400
Purchases	141,300	
Carriage inwards	1,350	
Carriage outwards	5,840	
Returns outwards		2,408
Wages and salaries	63,400	
Business rates	3,800	
Communication expenses	714	
Commissions paid	1,930	
Insurance	1,830	
Sundry expenses	208	
Buildings	125,000	
Debtors	45,900	
Creditors		24,870
Fixtures	1,106	
Cash at bank	31,420	
Cash in hand	276	
Drawings	37,320	
Capital		210,516
	<u>514,194</u>	<u>514,194</u>
Stock at 31 March 20X9 was £58,440.		

Week 2  
Worksheet 1  
CLASS: VIII  
Accounting

### The purchases day book and the purchases ledger

C Phillips, a sole trader specialising in material for Asian clothing, has the following purchases and sales for March 20X9:

Mar 1 Bought from Smith Stores: silk £40, cotton £80. All less 25 per cent trade discount.

Mar 8 Sold to Grantley: lycra goods £28, woollen items £44. No trade discount.

Mar 15 Sold to A Henry: silk £36, lycra £144, cotton goods £120. All less 20 per cent trade discount.

Mar 23 Bought from C Kelly: cotton £88, lycra £52. All less 25 per cent trade discount.

Mar 24 Sold to D Sangster: lycra goods £42, cotton £48. Less 10 per cent trade discount.

Mar 31 Bought from J Hamilton: lycra goods £270. Less  $33\frac{1}{3}$  per cent trade discount.

**Required:**

- (a) Prepare the purchases and sales day books of C Phillips from the above.
- (b) Post the items to the personal accounts.
- (c) Post the totals of the day books to the sales and purchases accounts.

Worksheet 2  
**Books of original entry**

Q1 Why bother with *books of original entry*? Why don't we just enter transactions straight into the ledgers?

Q2 Why else do you think we have more than one ledger?