



**BANGLADESH INTERNATIONAL TUTORIAL
SENIOR SCHOOL, GULSHAN
Class: IX
ACCOUNTING WORKSHEETS**

Date: 02/04/2020

Worksheet 1: (Topic: Bank reconciliation statement)

Students may take help from the following link <https://www.youtube.com/watch?v=jy2IF1GpSEc>

On 31 December 2018 the bank column of Tintin's cash book showed a debit balance of \$1 324.34. The monthly bank statement written up to 31 December 2018 showed a credit balance of \$1 694.34.

On checking the cash book with the bank statement it was discovered that the following transactions had not been entered in the cash book:

- Dividends of \$180 had been paid directly to the bank.
- A credit transfer from Bella enterprise of \$260 – had been collected by the bank.
- Bank giro credit \$60.
- A direct debit of \$70 for the E. Ethan had been paid by the bank.
- A standing order of \$300 for Tintin's loan repayment had been paid by the bank.
- An error had occurred when balancing the cashbook; the bookkeeper had overcast the total of the credit entry by \$40.

A further check revealed the following items:

- Two cheques drawn in favor of Farah \$450 and Miller \$260 had been entered in the cash book but had not been presented for payment.
- Cash and cheques amounting to \$390 had been paid into the bank on 31 December 2018 but were not credited by the bank until 2 January 2019.

- (a) Starting with the debit balance of \$1324.34, bring the cash book (bank columns) up to date.
- (b) Prepare a bank reconciliation statement as at 31 December 2018.
- (c) Explain **two** reasons why it is necessary to prepare a bank reconciliation statement.

Date: 05/04/2020

Worksheet 2: (Topic: Cashbook)

Sansa Stark maintains a full set of accounting books, including a three column cash book.

On 1 March 2019 Sansa's records showed that she had cash in hand of \$540 and an overdraft at the bank of \$8 970.

During the month of March 2019 he made the following transactions.

Date	Transaction
March 3	Cash sales \$500.
March 7	Received a cheque from T Lee, a debtor, in settlement of his account of \$150 less 2% cash discount.
March 10	Received a cheque from S Teen, a debtor, in full settlement of his account of \$350.
March 12	Sansa withdrew \$300 from the bank for his own personal use.
March 15	Paid R Tong, a creditor, \$456 by cheque after deducting 4% cash discount.
March 21	Paid wages and salaries by cheque, \$425.
March 25	Cash sales, \$1 430 paid directly into the bank.
March 27	The cheque received from S Teen on March 10 2019 is returned by the bank as 'dishonoured'.
March 28	Transferred \$800 from the cash account into the bank account.

Enter the transactions in the **three column** cashbook. Balance the cashbook on 31 March 2019 and bring the balance down 1 April 2019.

Date: 07/04/2020

Worksheet 3: (Topic: Errors and trial balance)

At the year end of 30 September 2017 the trial balance of Harvey, a sole trader, balanced. During the following month the following errors were discovered.

(a) Complete the following table to show the type of error in each case.

Error	Type of Error
A cheque received from L Payne, a debtor, had been entered in the accounts as \$182, instead of the correct figure of \$128.	
A payment to R Charles a supplier, \$732, had been entered in the account of R Charters.	
Cash paid to Homer \$65 entered on the debit side of the cashbook and the credit side of Homer's account.	
A sale of printer for \$100 had been credited to office expenses.	

(b) Prepare journal entries to correct these errors. Narratives are not required.

The Journal

	Debit \$	Credit \$

(c) State **three** types of error that will **affect** the balancing of the trial balance.

Date: 09/04/2020

Worksheet 4: (Topic: Depreciation)

Mary Grey, a sole trader, commenced business on 1 January 2015. On that day she purchased the following motor vehicles on credit from B Lue Motor Traders, for use in the business.

Vehicle 1	Delivery van \$10 000
Vehicle 2	Salesman's car \$15 000

The business's depreciation policy stated that depreciation is provided at 25% on a straight line basis on all motor vehicles owned at the year end. A full year's depreciation is charged in the year of purchase, but no depreciation is charged in the year of sale.

On 1 July 2017 Mary decided to sell her delivery van to another trader for \$2 500. This amount was received in cash.

Prepare the following accounts for the years ended 31 December 2015 to 31 December 2017. Balance the accounts, where appropriate, and bring down the balances on 1 January 2018.

- I. Motor vehicles account
- II. Provision for depreciation account
- III. Disposal account

Date: 12/04/2020

Worksheet 5: (Topic: Manufacturing accounts)

Tornby, a manufacturer of children's toys, provided the following information for the year ended 31 October 2017.

	\$
Stock 1 November 2016	
Finished goods	68 000
Raw materials	45 000
Work in progress	13 650
Stock 31 October 2017	
Finished goods	62 000
Raw materials	50 600
Work in progress	16 105
Factory machinery	
Cost	350 000
Accumulated depreciation	200 000
Office equipment	
Cost	75 000
Accumulated depreciation	25 000
Direct factory wages	78 600
Heat and light	26 000
Indirect factory wages	28 930
Insurance	1 750
Purchases of finished goods	22 000
Purchases of raw materials	245 000
Rent and rates	8 000
Revenue	563 000

Additional information

- On 31 October 2017 insurance paid in advance amounted to \$250 and direct factory wages owing were \$1 400.
- Heat and light, insurance, and rent and rates are to be apportioned $\frac{3}{4}$ to the factory and $\frac{1}{4}$ to the administration building.
- Factory machinery is depreciated at the rate of 25% on the reducing balance basis.
- Office equipment is depreciated at the rate of 20% on a straight line basis.

(a) Prepare the manufacturing account for the year ended 31 October 2017.

(b) Prepare the income statement for the year ended 31 October 2017.

(c) Prepare the statement of financial position (**extracts**) to show the non-current assets section.

Date: 14/04/2020

Worksheet 6: (Topic: Other receivables and other payables)

The following balances were extracted from the accounts of R Hopkins.

	1 January 2017	31 December 2017
Sundry expenses	\$850 owing	\$1 100 owing
Rent receivable	\$2 000 prepaid	\$1 000 prepaid

During the year ended 31 December 2017 the business paid \$5 440 for sundry expenses and received rental income of \$11 000.

(a) Prepare the following ledger accounts of R Hopkins for the year ended 31 December 2017, showing the transfers to the profit and loss account for the year. Balance the accounts and bring the balance down on 1 January 2018.

- I. Sundry expenses account
- II. Rent receivables account

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