

Learning Links: [www.youtube.com/watch?v=BAQ6H6ZmoB0https://](https://www.youtube.com/watch?v=BAQ6H6ZmoB0)

1. On 1 December 2017 Ling’s rent expense account had a balance of \$6 900. On 10 December 2017 Ling paid by cheque rent of \$900 for the three months ending 28 February 2018.

Prepare the rent expense account for the year ended 31 December 2017. Balance the account on 31 December 2017 and bring the balance down on 1 January 2018.

**Rent expense account**

Date	Details	\$	Date	Details	\$

2. (a) State **one** characteristic of a public sector organisation.

.....

.....

- (b) State **two** examples of public sector organisations.

1 .....

.....

2 .....

.....

- (c) State **two** characteristics of a partnership.

1 .....

.....

2 .....

.....





**ACCOUNTINGWORKSHEET-1**

CLASS-IX

Day-3 :Topic : Irrecoverable debts  
Sub.Teacher: Samsun Nahar

Learning Links: <https://www.youtube.com/watch?v=1mTawmh8E>

On 1 January 2017 Chan's provision for irrecoverable debts was \$650.  
On 31 December 2017 he increased the provision to \$900.

- (b) Prepare the provision for irrecoverable debts account for the year ended 31 December 2017. Balance the account on 31 December 2017 and bring the balance down on 1 January 2018.

**Provision for irrecoverable debts account**

Date	Details	\$	Date	Details	\$

- (c) State the section of the statement of financial position where the closing balance of the provision for irrecoverable debts is shown.

.....

.....



(b) Prepare the asset disposal account for the year ended 31 December 2017.

**Asset disposal account**

Date	Details	\$	Date	Details	\$

(c) State **two** causes of depreciation of non-current assets.

- 1 .....
- 2 .....

(d) State **two** accounting concepts applied in providing for depreciation of non-current assets.

- 1 .....
- 2 .....

On 1 January 2018 Sarah purchased on credit from Bob’s Motors a motor vehicle, cost \$15 000.

(e) Prepare the journal entry to record the purchase of the new motor vehicle. A narrative is required.

**Journal**

Date	Account	Debit (\$)	Credit (\$)

## WORKSHEET-2

### ACCOUNTING

Day 2 Topic: Cash book

Sub.Teacher: Samsun Nahar

Learning Links: cash book:<https://www.youtube.com/watch?v=74 RXPJKEoM>

2. Alan owns a business selling electrical goods. He operates a full double entry system of bookkeeping.

(a) Complete the table below to show the business document and the book of original entry for each transaction.

Transaction	Business document	Book of original entry
Paid cash for postage stamps		
Credit customer returned goods		
Bought goods on credit		

The following transactions occurred during June 2017.

Date	Transaction
4 June	Received a cheque from D Cook in payment of an invoice, \$1 600. The customer took a 5% cash discount.
12 June	Paid, by cheque, AB Electrics an invoice for \$2 400. Alan took a 3% cash discount.
16 June	Sold goods for cash \$1 850
18 June	Banked cash \$800
26 June	Paid wages by cash \$960

(b) Prepare the cash book for the month of June 2017. Balance the cash book on 30 June 2017 and bring the balances down on 1 July 2017.

**Cash book**

<b>Date</b>	<b>Details</b>	<b>Discount allowed (\$)</b>	<b>Cash (\$)</b>	<b>Bank (\$)</b>	<b>Date</b>	<b>Details</b>	<b>Discount received (\$)</b>	<b>Cash (\$)</b>	<b>Bank (\$)</b>
1 June	Balances b/d		60	1 050					

---



# WORKSHEET-2

## ACCOUNTING

Day 3 Topic: Suspense Accounts and Errors

Sub.Teacher: Samsun Nahar

Learning Links:<https://www.youtube.com/watch?v=97vWgPqL8o0>

**15** The trainee accountant of Mozart and Son produced a draft profit and loss account which showed a net profit for the year ended 31 November 2011 of £56 900.

During the following month several errors and omissions were identified. These were:

1. The cost of repairs to a delivery van of £680 had been debited to the motor vehicles account.
2. The sales day book had been undercast by £250.
3. A payment of £500 for insurance had been completely omitted from the accounts.
4. A cheque for £300 received from T Jones, a debtor, had been credited to the account of T Bones.
5. Discount received of £850 had been charged as an expense in the profit and loss account.
6. A payment of £890 for rates had been debited to the rent account.

Complete the following table to show clearly the effect on net profit **after these errors and omissions have been corrected**. If there is no effect, write 'no effect' in the correct column.

	Increase	Decrease	No effect
1			
2			
3			
4			
5			
6			

# WORKSHEET-3

CLASS-IX

ACCOUNTING

Day-1 Topic: Trial balance

Sub.Teacher: Samsun Nahar

Learning Links:Income Statement:<https://www.youtube.com/watch?v=or3bOLtAV4s&feature=share>

1 Kalou provided the following balances at 30 November 2017.

(a) Prepare a trial balance at 30 November 2017.

## Trial balance at 30 November 2017

	\$	Debit \$	Credit \$
Bank overdraft	650		
Drawings	24 200		
Equity	9 160		
General expenses	9 150		
Loan	6 000		
Loan interest	400		
Motor expenses	3 100		
Motor vehicle – cost	13 000		
Motor vehicle – provision for depreciation	5 120		
Purchases	53 860		
Rent expense	6 500		
Revenue	96 580		
Trade payables ledger control account	5 400		
Trade receivables ledger control account	12 700		
Total			

(b) Complete the table.

Error	Type of error	Account to be debited	Account to be credited
A sales invoice, \$380, had not been entered in the books.			
Motor repairs, \$200, had been entered in the motor vehicles cost account			

(c) State the effect of profit for the year after correcting **both** errors.

.....

.....

---

# WORKSHEET-3

CLASS-IX

## ACCOUNTING

**Day-2 Topic:** Bank reconciliation statement

Sub.Teacher: Samsun Nahar

Learning Links <https://www.youtube.com/watch?v=vwMAWWFjVO0&list=PL0KARoN8pE2MKCrzzA9Jv1a1gUgRZtR-j&index=16>

2. On 30 November 2017 the bank column of Lily's cash book showed a balance of \$2 640 Cr and her bank statement showed a balance of \$2 550 Dr.

She identified the following:

- cheques, \$510, paid to suppliers had not yet been presented to the bank for payment
- cash banked, \$890, had not yet appeared on the bank statement.

The following had not been entered in the cash book:

- a standing order, \$210
- a dishonoured cheque, \$80.

- (a) Calculate the updated bank balance in Lily's cash book at 30 November 2017.

.....

.....

.....

.....

- (b) Prepare a bank reconciliation statement at 30 November 2017.

### **Lily – Bank reconciliation statement at 30 November 2017**

.....

.....

.....

.....

.....

.....

.....

.....

.....

(c) Explain **one** difference between a standing order and a direct debit.

.....

.....

.....

.....

(d) State **two** reasons why a cheque may be dishonoured.

1 .....

2 .....

(e) (i) Explain to Lily the meaning of the debit balance on the bank statement at 30 November 2017.

.....

.....

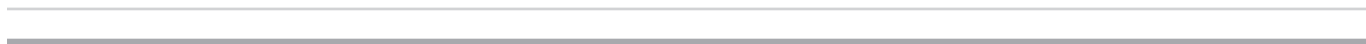
.....

.....

(ii) State in which section of the statement of financial position the cash book balance on 30 November 2017 would appear.

.....

.....



## WORKSHEET-3

ACCOUNTING

Day-3 Topic: Statements of Profit or Loss Account

Sub.Teacher: Samsun Nahar

CLASS-IX

Learning Links:Income Statement:<https://www.youtube.com/watch?v=or3bOLtAV4s&feature=share>

1. On 31 December 2015 the following balances were extracted from the books of Pip, a sole trader.

Account	Balance
	£
Bad debts	3 200
Business rates	4 650
Carriage inwards	12 318
Carriage outwards	28 663
Fixtures and fittings – cost	20 000
General expenses	23 897
Insurance	4 322
Motor expenses	27 690
Motor vehicles – cost	30 000
Opening stock	45 000
Premises – cost	250 000
Provision for depreciation – fixtures and fittings	5 000
Provision for depreciation – motor vehicles	10 000
Purchases	324 897
Returns outwards	12 579
Sales	487 600

The following additional information at 31 December 2015 should be taken into account.

1. Stock was valued at £56 346.
2. The purchase of a new motor vehicle, £12 000, has been included in the motor expenses account.
3. Depreciation on fixed assets is to be provided for as follows:  
fixtures and fittings 10% per annum using the straight line method  
motor vehicles 25% using the reducing balance method  
it is company policy to provide a full year's depreciation on all assets held at the year end.
4. On 31 December 2015 business rates, £500, were accrued and insurance, £322, was prepaid.
5. During the year Pip had withdrawn stock to the value of £3 290 for his own personal use.

