APPENDIX A – WORK PACK - EXERCISE SHEETS

VI ANALYSIS PAPER TO USE WHEN DOING THE EXERCISES PRINT OUT OR USE AS IS

CHAPTER 1 AND 5 - SALES INVOICE ANALYSIS, AMOUNTS PAID AND OUTSTANDING

NAME O	ME OF FIRM					PERIOD FROM		то		PREPARED BY: DATE:	
	DETAILS OF SALES INVOICES				ANALYSIS OF SALES INVOICES				AMOUNTS PAID AND BALANCE OUTSTANDING		
Date	Invoice No.	Name of Customer	Gross (£'s)	VAT (£'s)	Net (£'s)	Sales (£'s)	Sales Fixed Asset Other (£'s) Sale (£'s) Other			Paid (£'s)	Outstanding (£'s)
TOTAL	(£ 's)										

CHAPTER 2 AND 6 - PURCHASE INVOICE ANALYSIS, AMOUNTS PAID AND OUTSTANDING

NAME OF	AME OF FIRM					PERIOD FROM	то						PREPARE DATE:	D BY:
	DETAILS OF PURCHASE INVOICES					ANALYSIS OF PURCHASE INVOICES						AMOUNTS PAID AND BALANCE OUTSTANDING		
Date	Invoice No.	Name of Supplier	Gross (£'s)	VAT (£'s)	Net (£'s)	Goods Bought (£'s)	Rent (£'s)	Phone (£'s)	Motor exp. (£'s)	Van Asset (£'s)	Sundry (£'s)	Details of Sundry	Paid (£'s	Outstan- ding (£'s)
TOTAL	(£ 's)													

CHAPTER 3 - BANK RECEIPTS ANALYSIS

NAME OF FIR	M			PERIOD FROM	то		PREPARED BY: DATE:	
DETAIL OF BANK RECEIPTS				ANALYSIS OF BANK RECEIPTS				
Date	Number Name Amoun (£'s			Sales Invoice Receipt (£'s)	Interest Received (£'s)	Other Receipts (£'s)	Detail of Other Receipts	
TOTAL (£'s	•							

CHAPTER 3 - BANK PAYMENT ANALYSIS

NAME OF FIR	NAME OF FIRM			PERIOD FROM		то			PREPARED BY: DATE:	
	DETAILS OF BANK PAYMENTS				ANALYSIS OF BANK PAYMENTS					
Date	Number	Name of Payee	Amount (£'s)	Purchase Invoices Paid (£'s)	Bank Charges (£'s)	Pensions (£'s)	Wages (£'s)	Private Drawings (£'s)	Sundry Payments (£'s)	Details of Sundry Payments
TOTAL (£'s))									

CHAPTER 3 - BANK ACCOUNT SUMMARY

Bank Account Summary		£'s
Balance brought forward from last year		Nil
Total bank receipts		
Less: Total bank payments	()
Balance carried forward to next year		

CHAPTER 4 - BANK ACCOUNT RECONCILIATION TO BANK STATEMENT

Bank Accou	ınt Reconciliatio	£'s		£'s		
Balance Per	Balance Per Bank Statement (See Bank Statement Below)					
Less: Chequ	es not yet cleared	through the bank				
Date	Date Cheque No. Name					
Balance per	Balance per bank account summary (as calculated in Chapter 3 above)					

SMITHSON BANK PLC

Current Account Plus+ Statement Number: 001 Date: 31st December 3000

Account name: The Company Ltd Account number: 14568923 Branch: London Central

TRANSACTIONS: XJ TY 12356 223 63

Date	Transaction	Details	Payments	Receipts	Balance
05-Jan-3000	Account	Balance B/F	rayments	Receipes	0
15-Jan-3000	Card Purchase	Solar M Fuels	169.20		-169.20
03-Feb-3000	Sundry Credit	Baker Street		4,800.00	4,630.80
17-Feb-3000	602002	Bits & Bytes L	5,875.00		-1,244.20
25-Feb-3000	602001	Prop. Rentals	940.00		-2,184.20
15-Mar-3000	602003	Vans Are Go	1,000.00		-3,184.20
01-Apr-3000	DD	Bank Fees	3.50		-3,187.70
05-Apr-3000	Sundry Credit	Baker Street		7,050.00	3,862.30
05-Apr-3000	Card Purchase	Solar M Fuels	169.20		3,693.10
10-Apr-3000	602004	In Case Ins	250.00		3,443.10
01-Jun-3000	DD	Bank Fees	3.50		3,439.60
01-Jun-3000	Sundry Credit	Wigmore Street		3,525.00	6,964.60
05-Jul-3000	Card Purchase	Solar M Fuels	169.20		6,795.40
30-Jul-3000	602005	Bits & Bytes L	3,525.00		3,270.40
14-Aug-3000	602006	A Phone Call L	55.34		3,215.06
19-Aug-3000	Sundry Credit	Baker Street		3,525.00	6,740.06
25-Aug-3000	Sundry Credit	Wigmore Street		4,700.00	11,440.06
30-Aug-3000	602006	Vans Are Go	2,525.00		8,915.06
01-Oct-3000	DD	Bank Fees	3.50		8,911.56
04-Oct-3000	Card Purchase	Solar M Fuels	171.55		8,740.01
04-Dec-3000	Interest	Interest Rec.		10.00	8,750.01

CHAPTER 7 - VAT ACCOUNT SUMMARY

VAT Summary		£'s
VAT on sales invoices		
Less: VAT on purchase invoices	()
Net VAT payable to the Government		

CHAPTER 9 - STOCK OF GOODS YET TO BE SOLD

Stock Record: 1333 GHZ Computers

DATE	Balance B/ F	Goods In – Purchased or returned	Goods Out - Sold	Balance c/ f	
	A	В	С	D = A + B - C	
10 Jan 3000	-	10		10	
15 Jan 3000	10		(4)	6	

CHAPTER 11 - LIST OF VALUES & BALANCES (THE TRIAL BALANCE)

Detail of Transactions	Flow In [Debit]	Flow Out [Credit]
Sales		23,000.00
Trade Debtors	3,525.00	
Purchases of goods		
Trade Creditors		
Rent		
Phone		
Motor Expenses		
Van Cost		
Stationery		
Insurance		
Interest on cash left on deposit		
Share Capital Invested and owned by you		
Bank Charges		
Drawings (dividends)		
Motor Tax		
Bank Account Balance		
VAT Account Balance		
Wages expense		
Employer NIC expense		
Tax & NIC due to the Government		
Net Pay due to employee		
Totals		

CHAPTER 13 - INCOME LESS EXPENSES (THE PROFIT & LOSS ACCOUNT) The Company Limited Profit and Loss account for the year ending on the 31st December 3000

		300	3000		
	Reference:	£'s	£'s		
Sales			23,000		
Cost of Goods Sold					
Opening stock		-			
Purchases of Goods		13,000			
Less: Closing stock		()			
			(11,500)		
Gross Profit			11,500		
Other Operating expenses		4.000			
Salary		1,000			
Employer NIC					
Rent					
Phone					
Motor Expenses					
Motor Tax					
Printing, Postage & Stationery					
Insurance					
Bank Charges					
Depreciation of Van					
			(3,644)		
Operating Profit			7,856		
Interest Received					
Profit before Tax			7,866		
Corporation Tax (say 20% x profit before tax)	Journal 5		(1,573)		
Profit after tax			6,293		
Dividends (drawings)			()		
Dividends (drawings)			()		
Profit Retained for the year			5,393		

CHAPTER 14 – ASSETS LESS LIABILITIES (THE BALANCE SHEET)

The Company Limited Balance Sheet As At 31st December 3000

			3000	
	Reference:	£'s	£'s	£'s
Fixed Assets				
Van Cost				3,000
Van Depreciation Accumulated				(750)
				2,250
Current Assets				
Stock		1,500		
Trade Debtors				
Prepayments				
Cash At Bank				
			12,863	
Current Liabilities				
(due within 1 year of the balance sheet date)				
Trade Creditors		5,909		
Corporation Tax				
VAT				
PAYE & NIC				
Net Pay due to employee				
Accruals				
			()	
Net Current Assets / (Liabilities)				3,243
Long Term Liabilities				
(due after 1 or more years of the balance sheet date)				-
Net Assets / (Liabilities)				5,493
Share Capital & Reserves				
(Amount owed to the owners of the busines	s=Equity)			
Ordinary Share Capital				100
Profit And Loss Account – Balance E	3/ F			
– Retained	this year			
Total Equity				

CHAPTER 10 - DOULE-ENTRY ACCOUNTING - BLANK T-ACCOUNTS TO PRINT OUT FOR PRACTICE

APPENDIX F DOUBLE-ENTRY ACCOUNTS & LEDGERS

II A BLANK NOMINAL LEDGER FOR DOUBLE-ENTRY PRACTICE

BALANCE SHEET ACCOUNTS

FIXED ASSET ACCOUNTS

TREBROOLINGOODITIO										
			MOTOR VEHI	CLES COST						
			300	00						
Date	Reference	Details	Debit	Date	Reference	Details	Credit			
			£				£			
			300	01						
Date	Reference	Details	Debit	Date	Reference	Details	Credit			
			£				£			
	•				•					

			MOTOR VEHICLE	DEPRECI	ATION		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				£
			30	<u>l</u> 01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

CURRENT ASSET ACCOUNTS

STOCK ACCOUNT									
			300	00					
Date	Reference	Details	Debit	Date	Reference	Details	Credit		
			£				£		
			300	D1			-		
Date	Reference	Details	Debit	Date	Reference	Details	Credit		
			£				£		
		SALE	S LEDGER CO	NTROL ACC	OUNT				
3000									
Date	Reference	Details	Debit	Date	Reference	Details	Credit		
			£				£		
			300						
Date	Reference	Details	Debit	Date	Reference	Details	Credit		
			£				£		

			PREPAYMEN	TS ACCOU	NT						
	3000										
Date	Reference	Details	Debit	Date	Reference	Details	Credit				
			£				£				
		-	30	01		-					
Date	Reference	Details	Debit	Date	Reference	Details	Credit				
			£				£				

3000											
Debit Date Reference Details	Credi										
£	4										
3001											
Debit Date Reference Details	Credi										
Ĵ.	1										

CURRENT LIABILITY ACCOUNTS

		PURCH	IASE LEDGER	CONTROL	ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
	.	l	l				
		<u>:</u>	30	01		<u>-</u>	<u>.</u>
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		CC	DRPORATION TAX	LIADILIT	ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				1
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				1

			VAT AC	COUNT			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	<u>. </u>			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			PAYE & NIC	ACCOUNT								
	3000											
Date	Reference	Details	Debit	Date	Reference	Details	Credit					
			£				£					
	•											
			30	01			-					
Date	Reference	Details	Debit	Date	Reference	Details	Credit					
			£				£					

		,	WAGES CONTR	ROL ACCOUN	IT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			ACCRUALS	ACCOUNT	Γ		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				4
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				£

EQUITY ACCOUNTS

			SHARE CAPIT	AL ACCOUNT	Г		
			300	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			300	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		PROF	IT AND LOSS R	RESERVE AC	COUNT		
		1 101	300		300111		
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			300	<u> </u>			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
		Journa	£			- Johano	£
							+

PROFIT AND LOSS ACCOUNTS

			SALES A	CCOUNT			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
- ·		5	1	1	T.,		2 11
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		PURC	HASES (GOODS F	OR RESAL	E) ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
						_	

			WAGES AND SAL	ARIES AC	COUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
	·						
			30	01		-	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			EMPLOYER N	IC ACCOU	NT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			RENT AC	CCOUNT			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			TELEPHONE	ACCOUNT			
			30	00			
Date	Reference	Details	Debit	Date Reference	Details	Credit	
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			MOTOR EXPEN	SES ACCOU	NT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
	•						
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			MOTOR TAX	CACCOUN	т		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
		-	30	01		-	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		PRINTI	NG, POSTAGE AND	STATION	ERY ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date Reference	Details	Credit	
			£				£
	·						
		-	30	01		-	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			INSURANCE	ACCOUN	Т		
			30	00			
Date	Reference	Reference Details Debit Date Reference Details		Details	Credit		
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			BANK CHARG	ES ACCOUN	IT		
			30	00			
Date	Reference	Details	Debit	Date	e Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			DEPRECIATION C	HARGE AC	COUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
	·						
			30	01		-	-
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			INTEREST RECE	IVED ACC	OUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		CORP	ORATION TAX	CHARGE AC	COUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
		-	30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		DIVID	DENDS OR DRA	AWINGS AC	COUNT		
			300	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
					_		
						-	
		Т	300	Г			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£