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 OF	ME OF FIRM					PERIOD FROM		то		PREPARED BY: DATE:	
	DETAILS OF SALES INVOICES				ANALYSIS O	OF SALES INVOICE	CES		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) (£'s) Details of Other			Paid (£'s)	Outstanding (£'s)
TOTAL	(£'s)										

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

NAME OF I	FIRM					PERIOD FRO	ом то						PREPARED DATE:	BY:
		DETAILS OF PURCH	IASE INVOICES	5		ANALYSIS OF PURCHASE INVOICES						AMOUNTS BALA OUTSTA	NCE	
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 (1	E's)													

CHAPTER 3 - BANK RECEIPTS ANALYSIS

NAME OF FIRM				PERIOD FROM	то		PREPARED BY: DATE:	
	DE	TAIL OF BANK RECEIPTS		ANALYSIS OF BANK RECEIPTS				
Date	Number Name Amour (£'s			Sales Invoice Receipt (£'s)	Interest Received (£'s)	Other Receipts (£'s)	Detail of Other Receipts	
TOTAL (£'s)								

CHAPTER 3 - BANK PAYMENT ANALYSIS

NAME OF FIRM	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 Accoun	Bank Account Reconciliation				£'s	
Balance Per B	Balance Per Bank Statement (See Bank Statement Below)					
Less: Cheques	Less: Cheques not yet cleared through the bank					
Date	Date Cheque No. Name					
	()				
Balance per b	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		•	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	B	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

		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				
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)			()	

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 business=Equi	ity)			
Ordinary Share Capital	-			100
Profit And Loss Account – Balance B/F				
- Retained this	s 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

		7.00001110	MOTOR VEH	ICLES COST			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
		-	30	01		-	-
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			MOTOR VEHICLE	DEPRECI	ATION		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

CURRENT ASSET ACCOUNTS

			STOCK A	CCOUNT			
	Т		30	00	T		
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01		,	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
		SALI	ES LEDGER CO	NTROL ACC	OUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
	-						
			30	01		<u>'</u>	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

Credit
£
Credi
£

BANK ACCOUNT - SMITHSON BANK PLC ACCOUNT NUMBER 14568923 3000										
Date	Reference	Details	Debit	Date	Reference	Details	Credit			
			£				£			
<u> </u>	T.,		300	I		5.44				
Date	Reference	Details	Debit	Date	Reference	Details	Credit			
			£				£			

CURRENT LIABILITY ACCOUNTS

		PURCH	IASE LEDGER	CONTROL	ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		CC	DRPORATION TAX	LIABILITY	ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	te Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
		1	1	II.		I	1

			VAT AC	COUNT							
3000											
Date	Reference	Details	Debit	Date	Reference	Details	Credit				
			£				£				
			30	24							
	T		<u> </u>								
Date	Reference	Details	Debit	Date	Reference	Details	Credit				
			£				£				

			PAYE & NIC	ACCOUN	Т		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			·
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			WAGES CONTR	ROL ACCO	UNT		
			30	00			
Date	Reference	Details	Debit	Date	Date Reference	Details	Credi
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			ACCRUALS		ı		
	T		30		T		
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	<u> </u>			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				1

EQUITY ACCOUNTS

			SHARE CAPIT	AL ACCOL	JNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			<u>-</u>
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		ACCOUNT		OFIT AND LOSS F	PR		
Cı	Details	Reference	Date	Debit	Details	Reference	Date
				£			
		1				1	
	<u> </u>		<u> </u>	30			
Cı	Details	Reference	Date	Debit	Details	Reference	Date
				£			

PROFIT AND LOSS ACCOUNTS

			SALES A	CCOUNT			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		PURCHA	SES (GOODS F	OR RESALE) ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
					1		
	•						
			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
			£				£
	<u>.</u>						
			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	E ACCOUN	т		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credi
			£				£
		-	30	01		-	
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			MOTOR EXPEN	SES ACCO	DUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			•
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

			MOTOR TAX	(A C C C L INIT			
			MOTOR TAX	CACCOUNT			
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
•			£				£

		PRINTING, P	OSTAGE AND	STATION	ERY ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01		<u></u>	<u> </u>
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

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

			BANK CHARG	ES ACCOL	JNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
					•		
			30	01			•
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

		DE	PRECIATION CI	HARGE ACC	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
			£				£

		С	ORPORATION TAX	CHARGE	ACCOUNT		
			30	00			
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£
			30	01			-
Date	Reference	Details	Debit	Date	Reference	Details	Credit
			£				£

DIVIDENDS OR DRAWINGS ACCOUNT 3000 eference Details Debit Date Reference Details Cree £
£
3001
eference Details Debit Date Reference Details Cred
£