

## Award in Computerised Accounting Skills

**ASE20055**

**Level 3**

**Time allowed: 3 hours**

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### Instructions

- You should read through the assignment carefully before you begin.
  - You **must** attempt all tasks in the order given.
  - You are **not** allowed to bring any memory sticks or paper into the examination room.
  - You are required to save all answer files in a folder created on your desktop or in your designated section of the network drive. The folder should be labelled with your name and candidate number.
  - You are required to save all answer files in PDF format.
  - You may use a calculator provided the calculator gives no printout, has no word display facilities, is silent and cordless. The provision of batteries and their condition is your responsibility.
  - The assignment and any used or unused paper must be returned to the invigilator at the end of the examination.
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## The Case Study

### Part 1 - Enter opening data

You work in the accounts department of **HomeCare**, a sole trader business which provides property maintenance services to a variety of customers.

**HomeCare**  
**Glebe Road,**  
**Kingston upon Thames,**  
**Surrey**  
**KT1 2NM**

The firm uses the standard 12-month financial year ending 31 December. This case study deals with the setting up of accounts at 31 May 2011 and transactions for the month of June 2011.

The business charges tax on all sales and pays tax on all purchases. Where applicable the standard tax rate is 15%. You need to set up this tax rate as well as three other categories, zero rate, exempt and outside the scope.

**You are required to:**

- 1 Set up the company data file selecting a default Chart of Accounts.**
- 2 Set up the following suppliers' accounts** with a reference appropriate to the software package you are using. Where possible, use the first four letters, followed by 01; for example, Surrey County Council account code would be SURR01.

<b>Suppliers' Account Details</b>	<b>Balance at 31 May 2011</b>
Surrey County Council High Road Kingston upon Thames Surrey KT1 2PA Contact: Jane Patterson	Debit £210
Advance Plumbing Supplies 23 Southgrove Road Ashted Surrey KT10 8JE Contact: Martin Jones	Credit £780
Direct Home Supplies 10 Moor Road Kingston upon Thames	Credit £454
Premier Electric 10 High Street Surbiton	Credit £1,292

- 3 **Set up the following customers' accounts** with a reference appropriate to the software package you are using. Where possible, use the first 3 letters, followed by 001; for example, Green Court Management Co's account number would be GRE001.

<b>Customers' Account Details</b>	<b>Balance at 31 May 2011</b>
Green Court Management Co. 41 Clarence Street Kingston upon Thames	Debit £620
Johnson & Company Ltd Head Office 10 Walter Square Surbiton	Debit £1,420
Surrey County Council High Road Kingston upon Thames	Debit £990 Payment on Account £200

- 4 You are provided with the account balances as at 31 May 2011. **Enter these and set up the Budget figures, as shown.**

Description	£ DR	£ CR	Budget
Office Equipment	1,200		
Office Equipment Depreciation		340	
Office Furniture	2,000		
Office Furniture Depreciation		800	
Vehicles	42,000		
Vehicles Depreciation		11,760	
Stock	1,500		
Debtors Control (Receivables)	2,830		
Bank Current Account	28,500		
Petty Cash	1,100		
Sales Tax Liability		2,600	
Employee Tax and National Insurance		1,369	
Creditors Control (Payables)		2,316	
Bank Loan		30,100	
Capital		5,954	
Drawings	10,000		
Sales-Property Maintenance		100,000	240,000
Purchases-Materials	36,100		80,000
Salaries	12,000		30,000
Employer's National Insurance	1,650		4,000
Rent	3,750		9,000
Rates	2,000		4,800
Water Charges	200		500
Electricity	500		1,200
Motor Fuel	1,150		3,000
Insurances	2,000		5,000
Telephone	1,200		3,000
Postage	125		300
Stationery	400		1,200
Loan Interest Paid	1,250		3,000
Bank Charges	60		100
Depreciation	3,724		9,000
	155,239	155,239	

**Spread evenly over the year**

- 5 **Set up the Fixed Asset Register if your software package allows this.**

- Depreciation is charged in the month of acquisition but not in the month of disposal
- Depreciation in the Profit & Loss Account is held in one account.

Asset	Cost Price	Depreciation Method	Depreciation Rate Per Annum
Office Equipment	1,200	Straight Line	20%
Office Furniture	2,000	Straight Line	10%
Transit Vans	42,000	Reducing Balance	20% (= 1.84% per month)

6 A bank loan of £40,000 was taken out in 2009 to purchase three transit vans. A recurring payment of £800 is paid on the 10th of each month by standing order and comprises the following:

- Capital Repayment           £550
- Loan Interest                 £250

**Set up this regular payment and process it during June.**

## Part 2 - Transactions for the month of June 2011

7 1 June 2011 - The owner contributes the following to the business:

- Computer equipment worth £680.00 (depreciation rate 30% per annum on straight line method)
- His own second hand estate car valued at £3,500 (depreciation rate as for the transit vans).

**Process these transactions and update the Fixed Asset Register if your software package allows this.**

8 **Enter the following supplier invoices and credit note:**

### INVOICES

Supplier	Inv Date	Inv Ref	Description	Net £	Tax £	Gross £
Surrey County Council (land owner)	01 June 11	Invoice 101123	June rates	400.00	Outside the scope	400.00
Direct Home Supplies	02 June 11	Invoice 2245	Paint, brushes etc	146.20	21.93	168.13
Advance Plumbing Supplies	02 June 11	Invoice 1223	Taps, pipe fittings etc	340.00	49.98	389.98

**Advance Plumbing Supplies offers a 2% settlement discount for invoices paid within 10 days. Tax has been calculated on the discounted amount and should be entered as shown.**

### CREDIT NOTE

Direct Home Supplies	05 June 11	Credit Note CR214	Returned one pot of paint	30.00	4.50	34.50
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9 **Enter the following customer invoices (all inclusive of tax at 15%)**

Customer	Date	Reference	Details	Amount
Green Court Management Co.	06 June 11	6724	External and internal cleaning	264.00
Johnson & Co.Ltd	08 June 11	6725	General maintenance - call out plus parts	1,560.00
Surrey County Council (land owner)	10 June 11	6726	Maintenance of Council offices – internal and external – June 2011	4,120.50

**10 Process the following payments:**

Payee	Date	Details	Payment Method	Amount
Patel Properties	01 June 11	Rent June	Cheque no. 136000	£862.50 incl tax
Surrey County Council (land owner)	11 June 11	June Rates less outstanding credit	Credit Transfer	£190.00
Direct Home Supplies	11 June 11	Last month's balance	Cheque no. 136001	
Advance Plumbing Supplies	11 June 11	Invoice 1223, taking advantage of the discount offered	Cash	£383.18
National Tax Office	18 June 11	Employee tax and national insurance for May	Credit Transfer	£1,369.00

**11** While carrying out property maintenance jobs, the Supervisor incurs the following expenses on the company credit card. **Process these transactions, using the most appropriate nominal codes.**

Date	Supplier	Description	£	
15 June 11	Evans Petrol Station	Diesel	Including tax	57.50
15 June 11	County Car Parks	Parking	Including tax	13.80
16 June 11	Russells Hardware	Plumbing supplies	120.00	Tax 18.00 138.00
20 June 11	Fuel Station	Diesel	Including tax	69.00
20 June 11	Russells Hardware	Screws, nails etc	26.09	Tax 3.91 30.00

**12** Some of the plumbing supplies that the Supervisor purchased from Russells Hardware were incorrect and returned; the value of these is £22.50 inclusive of tax, and the refund will be put onto the company credit card. **Process this transaction dated 19 June 11.**

**13** On 16 June 2011, ABC Office Supplies delivered a new filing cabinet and submitted invoice 13249 for £170.20 inclusive of tax – they required payment on delivery; therefore, this is paid on the company credit card. **Process this transaction and update the Fixed Asset Register if your software package allows this.**

**14** On 17 June 2011, you decide to replace one of the transit vans with a new one. The old van was taken in part exchange for the new one. The table below shows details.

Cheque number 136002 for £6,515 covered the balance for the van plus 12 months Road Fund Licence (Road Tax) of £190 to 31 May 2012. **Process the required transactions and update the Fixed Asset Register if your software package allows this.**

Asset	Cost Price £	Depreciation to Date £	Trade in Value £	Depreciation
Old transit van	14,000	3,920	8,000 + tax £1,200	
New van	15,525 including tax			As per the other transit vans

**15** Premier Electric collects monies owed by recurring payment; last month's invoice of £1,292 will be paid by direct debit on 18 June 2011. **Process this transaction.**

16 The following amounts were received from customers on 20 June:

- £790 from Surrey County Council by BACS. This settled their May account
- Cheque 730246 from Johnson & Co for £1,000. There was nothing to indicate what this was for so it should be entered as a payment on account.

**Process these transactions**

17 **Process the following Salary and Drawings journals dated 28 June 2011;** the net salary and the drawings were paid by credit transfer on 28 June, while the other transactions are accrued.

Description	Amount
Net Salaries	1,280.66
Owner's Drawings	1,000.00
Tax deducted from employees	402.36
Employees' national insurance contributions	293.20
Union Fees deducted	40.00
Employer's national insurance contributions	341.18

18 **Reconcile these transactions from the company credit card statement to the Credit Card account.**

Date	Transaction	Amount £
15 June 11	Evans Petrol Station	57.50
15 June 11	County Car Parks	13.80
16 June 11	Russells Hardware	138.00
16 June 11	ABC Office Supplies	170.20
19 June 11	Russells Hardware	CR-22.50
	Balance outstanding	357.00

19 The balance on the company credit card statement dated 20 June is paid by direct debit (recurring payment) on 28<sup>th</sup> of the month, the payment being taken from the company Current Account.  
**Process this transaction.**

20 On 24 June 2011 you receive a letter from the bank informing you that the cheque you received from Johnson & Co. for £1,000.00 had been returned with the words "refer to drawer". **Process this transaction.**



**21 Make the following month end adjustments, dated 30 June:**

- (a) Depreciation of Fixed Assets
- (b) Adjustment for prepaid Road Fund Licence (Road Tax)
- (c) Stock has been valued at £1,600
- (d) Adjustment for accruals, as follows:

Telephone	220.00
Electricity	90.00
Water usage	30.00

**22 Calculate the monthly tax liability by preparing a Sales Tax Return for the month of June 2011 and save it in PDF format.**

It is the firm's practice to show only one sales tax liability figure at the end of each month. Therefore, if the software you are using automatically posts individual tax amounts to two sales tax control accounts, **transfer the balances of these accounts into one Sales Tax Liability Account.**

**23 Edit the layout of the Profit & Loss Account (if necessary) to clearly show the following accounts:**

- Sales of Property Maintenance Services
- Purchases of Materials
- Opening and Closing Stock
- Profit/Loss on Disposal of Assets.

**Edit the layout of the Balance Sheet (if necessary) to clearly show the following accounts:**

- Owner's Capital and Drawings.

### Part 3 – Preparation of reports

**24** At the end of your examination, the following documents and reports should be held in your folder in PDF format:

A	Tax Liability as at 30 June 2011 (Task 22)
B	Trial Balance as at 30 June 2011
C	Audit Trail of all transactions to include at least date, reference, nominal code, narrative, net amount and tax amount
D	Nominal Ledger Report showing all transactions, reference numbers and account balances to 30 June 2011 for all accounts
E	Customer names and addresses
F	Customer Ledger Report to 30 June 2011 to include customer name, all transactions and the account balance
G	Aged Debtors Analysis (Accounts Receivable) at 30 June 2011
H	Supplier names and addresses
I	Supplier Ledger Report to 30 June 2011 to include supplier name, all transactions and the account balance
J	Aged Creditors Analysis (Accounts Payable) at 30 June 2011
K	Profit & Loss Account for month ended 30 June 2011
L	Balance Sheet as at 30 June 2011
M	Comparison of budget to actual figures for financial year to 30 June 2011

**25** Review the Budget Report and Balance Sheet produced above and calculate the following ratios for the financial year to date (show your workings):

- Net Profit Margin
- Calculation of Liquid Ratio (Quick Ratio/Acid Test).

You may use either a word processing or spreadsheet package and **save the file in PDF format as “Ratios”**.



**EDI**

**LCCI INTERNATIONAL QUALIFICATIONS**

**LEVEL 3 AWARD IN COMPUTERISED ACCOUNTING SKILLS**

**ASE20055D1C - WORKED ANSWER/MARKING GUIDE**



**VAT [Detail - Accrual]**

**01/06/2011 To 30/06/2011**

Page 1

Date	ID#	Name	Rate	Sale Value	Purchase Value	VAT Collected	VAT Paid
<b>EXE VAT exempt</b>							
10/06/2011	SO-1	Bank Loan Monthl	0.000%		£250.00		£0.00
				Total:	£0.00	£250.00	£0.00
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<b>N-T Non-Taxable</b>							
01/06/2011	00000002	Surrey County Co	0.000%		£400.00		£0.00
10/06/2011	SO-1	Bank Loan Monthl	0.000%		£550.00		£0.00
17/06/2011	GJ000002	Van disposal and	0.000%		-£6,325.00		£0.00
18/06/2011	BP-2	National Tax Offic	0.000%		£1,369.00		£0.00
20/06/2011	BR-2	Payment on accou	0.000%	£1,000.00		£0.00	
20/06/2011	PoA	Johnson & Compa	0.000%	-£1,000.00		£0.00	
24/06/2011	Ret chq	Johnson & Compa	0.000%	£1,000.00		£0.00	
24/06/2011	Ret chq	Returned cheque;	0.000%		£1,000.00		£0.00
28/06/2011	DD-2	Company Credit C	0.000%		£357.00		£0.00
				Total:	£1,000.00	-£2,649.00	£0.00
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<b>VAT Value Added Tax</b>							
01/06/2011	136000	Patel Properties	15.000%		£750.00		£112.50
02/06/2011	00000003	Direct Home Supp	15.000%		£146.20		£21.93
02/06/2011	00000004	Advance Plumbin	15.000%		£340.00		£49.98
05/06/2011	00000005	Direct Home Supp	15.000%		-£30.00		-£4.50
06/06/2011	00006724	Green Court Mana	15.000%	£229.57		£34.43	
08/06/2011	00006725	Johnson & Compa	15.000%	£1,356.52		£203.48	
10/06/2011	00006726	Surrey County Co	15.000%	£3,583.04		£537.46	
11/06/2011	00000006	Advance Plumbin	15.000%		-£5.91		-£0.89
15/06/2011	CC-1	Evans Petrol Stati	15.000%		£50.00		£7.50
15/06/2011	CC-2	County Car Parks	15.000%		£12.00		£1.80
16/06/2011	00000007	ABC Office Suppli	15.000%		£148.00		£22.20
16/06/2011	CC-3	Russells Hardwar	15.000%		£120.00		£18.00
17/06/2011	GJ000002	Van disposal and	15.000%		£5,500.00		£825.00
19/06/2011	CCR-1	Russells Hardwar	15.000%	£19.57		£2.93	
20/06/2011	CC-4	Fuel Station	15.000%		£60.00		£9.00
20/06/2011	CC-5	Russells Hardwar	15.000%		£26.09		£3.91
				Total:	£5,188.70	£7,116.38	£778.30
						£778.30	£1,066.43
Grand Total:						£778.30	£1,066.43

**Trial Balance**

**June 2011**

Page 1

Account	Debit	Credit	YTD Debit	YTD Credit
Office Equipment (Cost)	£680.00		£1,880.00	
Office Equipment (Depn)		£37.00		£377.00
Office Furniture (Cost)	£148.00		£2,148.00	
Office Furniture (Depn)		£17.90		£817.90
Vehicles (Cost)	£3,000.00		£45,000.00	
Vehicles (Depn)	£3,236.26			£8,523.74
Stock	£100.00		£1,600.00	
Bank Current Account		£13,330.16	£15,169.84	
Petty Cash		£383.18	£716.82	
Prepaid expenses	£174.17		£174.17	
Trade Debtors	£5,154.50		£7,984.50	
Trade Creditors	£1,402.37			£913.63
Accrued expenses		£340.00		£340.00
Company Credit Card		£99.00		£99.00
Sales Tax Liability	£288.13			£2,311.87
Employment Tax and NI	£332.26			£1,036.74
Union Fees Liability		£40.00		£40.00
Bank Loan	£550.00			£29,550.00
Capital		£4,180.00		£10,134.00
Drawings	£1,000.00		£11,000.00	
Sales - Property Maintenance		£5,169.13		£105,169.13
Purchases - Materials	£582.72		£36,682.72	
Opening Stock	£1,500.00		£1,500.00	
Closing Stock		£1,600.00		£1,600.00
Discounts Taken		£5.91		£5.91
Salaries	£2,016.22		£14,016.22	
Employer's National Insurance	£341.18		£1,991.18	
Rent	£750.00		£4,500.00	
Rates	£400.00		£2,400.00	
Water Charges	£30.00		£230.00	
Electricity	£90.00		£590.00	
Motor Fuel	£110.00		£1,260.00	
Vehicle Licenses	£15.83		£15.83	
Travel	£12.00		£12.00	
Insurances	£0.00		£2,000.00	
Telephone	£220.00		£1,420.00	
Postage	£0.00		£125.00	
Stationery	£0.00		£400.00	
Loan Interest Paid	£250.00		£1,500.00	
Bank Charges	£0.00		£60.00	
Depreciation	£738.64		£4,462.64	
Fixed Assets Disposal	£2,080.00		£2,080.00	
Total:	£25,202.28	£25,202.28	£160,918.92	£160,918.92

**All Journals**

**31/05/2011 To 30/06/2011**

Page 1

ID#	Acct#	Account Name	Debit	Credit
<b>PJ</b>	<b>31/05/2011</b>	<b>Surrey County Council</b>		
	O/Bal	2-2000 Trade Creditors	£210.00	
	O/Bal	2-2000 Trade Creditors		£210.00
-----				
<b>PJ</b>	<b>31/05/2011</b>	<b>Advance Plumbing Supplies</b>		
	O/Bal	2-2000 Trade Creditors		£780.00
	O/Bal	2-2000 Trade Creditors	£780.00	
-----				
<b>PJ</b>	<b>31/05/2011</b>	<b>Direct Home Supplies</b>		
	O/Bal	2-2000 Trade Creditors		£454.00
	O/Bal	2-2000 Trade Creditors	£454.00	
-----				
<b>PJ</b>	<b>31/05/2011</b>	<b>Premier Electric</b>		
	O/Bal	2-2000 Trade Creditors		£1,292.00
	O/Bal	2-2000 Trade Creditors	£1,292.00	
-----				
<b>SJ</b>	<b>31/05/2011</b>	<b>Green Court Management Co.</b>		
	O/Bal	1-2000 Trade Debtors	£620.00	
	O/Bal	1-2000 Trade Debtors		£620.00
-----				
<b>SJ</b>	<b>31/05/2011</b>	<b>Johnson &amp; Company Ltd</b>		
	O/Bal	1-2000 Trade Debtors	£1,420.00	
	O/Bal	1-2000 Trade Debtors		£1,420.00
-----				
<b>SJ</b>	<b>31/05/2011</b>	<b>Surrey County Council</b>		
	O/Bal	1-2000 Trade Debtors	£990.00	
	O/Bal	1-2000 Trade Debtors		£990.00
-----				
<b>SJ</b>	<b>31/05/2011</b>	<b>Surrey County Council</b>		
	PoA	1-2000 Trade Debtors		£200.00
	PoA	1-2000 Trade Debtors	£200.00	
-----				
<b>CD</b>	<b>10/06/2011</b>	<b>Bank Loan Monthly Payment</b>		
	SO-1	1-1100 Bank Current Account		£800.00
	SO-1	2-5500 Bank Loan	£550.00	
	SO-1	6-6200 Loan Interest Paid	£250.00	
-----				
<b>GJ</b>	<b>01/06/2011</b>	<b>Computer and car introduced</b>		
	GJ000001	1-0100 Office Equipment (Cost)	£680.00	
	GJ000001	1-0300 Vehicles (Cost)	£3,500.00	
	GJ000001	3-2000 Capital		£4,180.00
-----				
<b>PJ</b>	<b>01/06/2011</b>	<b>Purchase; Surrey County Council</b>		
	00000002	2-2000 Trade Creditors		£400.00
	00000002	6-5400 Rates	£400.00	
-----				
<b>PJ</b>	<b>02/06/2011</b>	<b>Purchase; Direct Home Supplies</b>		
	00000003	2-2000 Trade Creditors		£146.20
	00000003	2-2000 Trade Creditors		£21.93
	00000003	5-1000 Purchases - Materials	£146.20	
	00000003	2-3200 Purchase Tax Control	£21.93	
-----				
<b>PJ</b>	<b>02/06/2011</b>	<b>Purchase; Advance Plumbing Supplies</b>		
	00000004	2-2000 Trade Creditors		£340.00
	00000004	2-2000 Trade Creditors		£49.98
	00000004	5-1000 Purchases - Materials	£340.00	
	00000004	2-3200 Purchase Tax Control	£49.98	
-----				
<b>PJ</b>	<b>05/06/2011</b>	<b>Credit; Direct Home Supplies</b>		

# HomeCare

## All Journals

**31/05/2011 To 30/06/2011**

Page 2

ID#	Acct#	Account Name	Debit	Credit
<b>PJ 05/06/2011 Credit; Direct Home Supplies</b>				
00000005	2-2000	Trade Creditors	£30.00	
00000005	2-2000	Trade Creditors	£4.50	
00000005	5-1000	Purchases - Materials		£30.00
00000005	2-3200	Purchase Tax Control		£4.50
-----				
<b>SJ 06/06/2011 Sale; Green Court Management Co.</b>				
00006724	1-2000	Trade Debtors	£229.57	
00006724	1-2000	Trade Debtors	£34.43	
00006724	4-1000	Sales - Property Maintenance		£229.57
00006724	2-3100	Sales Tax Control		£34.43
-----				
<b>SJ 08/06/2011 Sale; Johnson &amp; Company Ltd</b>				
00006725	1-2000	Trade Debtors	£1,356.52	
00006725	1-2000	Trade Debtors	£203.48	
00006725	4-1000	Sales - Property Maintenance		£1,356.52
00006725	2-3100	Sales Tax Control		£203.48
-----				
<b>SJ 10/06/2011 Sale; Surrey County Council</b>				
00006726	1-2000	Trade Debtors	£3,583.04	
00006726	1-2000	Trade Debtors	£537.46	
00006726	4-1000	Sales - Property Maintenance		£3,583.04
00006726	2-3100	Sales Tax Control		£537.46
-----				
<b>CD 01/06/2011 Patel Properties</b>				
136000	1-1100	Bank Current Account		£862.50
136000	6-5300	Rent	£750.00	
136000	2-3200	Purchase Tax Control	£112.50	
-----				
<b>PJ 11/06/2011 Surrey County Council: Debit from O/Bal</b>				
PJ000001	2-2000	Trade Creditors		£210.00
PJ000001	2-2000	Trade Creditors	£210.00	
-----				
<b>CD 11/06/2011 Surrey County Council</b>				
BP-1	1-1100	Bank Current Account		£190.00
BP-1	2-2000	Trade Creditors	£190.00	
-----				
<b>CD 11/06/2011 Direct Home Supplies</b>				
136001	1-1100	Bank Current Account		£454.00
136001	2-2000	Trade Creditors	£454.00	
-----				
<b>CD 11/06/2011 Advance Plumbing Supplies</b>				
PC-1	1-1150	Petty Cash		£383.18
PC-1	2-2000	Trade Creditors	£383.18	
-----				
<b>PJ 11/06/2011 Advance Plumbing Supplies: Discounts on 00000004</b>				
00000006	2-2000	Trade Creditors	£5.91	
00000006	2-2000	Trade Creditors	£0.89	
00000006	6-2100	Discounts Taken		£5.91
00000006	2-3200	Purchase Tax Control		£0.89
-----				
<b>PJ 11/06/2011 Advance Plumbing Supplies: Debit from 00000006</b>				
PJ000002	2-2000	Trade Creditors		£6.80
PJ000002	2-2000	Trade Creditors	£6.80	
-----				
<b>CD 18/06/2011 National Tax Office</b>				
BP-2	1-1100	Bank Current Account		£1,369.00
BP-2	2-4000	Employment Tax and NI	£1,369.00	
-----				
<b>CD 15/06/2011 Evans Petrol Station</b>				
CC-1	2-2100	Company Credit Card		£57.50
CC-1	6-5700	Motor Fuel	£50.00	
CC-1	2-3200	Purchase Tax Control	£7.50	

# HomeCare

## All Journals

31/05/2011 To 30/06/2011

Page 3

ID#	Acct#	Account Name	Debit	Credit
<b>CD</b>	<b>15/06/2011</b>	<b>County Car Parks</b>		
	CC-2	2-2100 Company Credit Card		£13.80
	CC-2	6-5750 Travel	£12.00	
	CC-2	2-3200 Purchase Tax Control	£1.80	
<b>CD</b>	<b>16/06/2011</b>	<b>Russells Hardware</b>		
	CC-3	2-2100 Company Credit Card		£138.00
	CC-3	5-1000 Purchases - Materials	£120.00	
	CC-3	2-3200 Purchase Tax Control	£18.00	
<b>CD</b>	<b>20/06/2011</b>	<b>Fuel Station</b>		
	CC-4	2-2100 Company Credit Card		£69.00
	CC-4	6-5700 Motor Fuel	£60.00	
	CC-4	2-3200 Purchase Tax Control	£9.00	
<b>CD</b>	<b>20/06/2011</b>	<b>Russells Hardware</b>		
	CC-5	2-2100 Company Credit Card		£30.00
	CC-5	5-1000 Purchases - Materials	£26.09	
	CC-5	2-3200 Purchase Tax Control	£3.91	
<b>CR</b>	<b>19/06/2011</b>	<b>Russells Hardware</b>		
	CCR-1	2-2100 Company Credit Card	£22.50	
	CCR-1	5-1000 Purchases - Materials		£19.57
	CCR-1	2-3100 Sales Tax Control		£2.93
<b>PJ</b>	<b>16/06/2011</b>	<b>Purchase; ABC Office Supplies</b>		
	00000007	2-2000 Trade Creditors		£148.00
	00000007	2-2000 Trade Creditors		£22.20
	00000007	1-0200 Office Furniture (Cost)	£148.00	
	00000007	2-3200 Purchase Tax Control	£22.20	
<b>CD</b>	<b>16/06/2011</b>	<b>ABC Office Supplies</b>		
	CC-6	2-2100 Company Credit Card		£170.20
	CC-6	2-2000 Trade Creditors	£170.20	
<b>GJ</b>	<b>17/06/2011</b>	<b>Van disposal and acquisition</b>		
	GJ000002	1-0300 Vehicles (Cost)		£14,000.00
	GJ000002	1-0350 Vehicles (Depn)	£3,920.00	
	GJ000002	6-6500 Fixed Assets Disposal	£10,080.00	
	GJ000002	6-6500 Fixed Assets Disposal		£8,000.00
	GJ000002	1-0300 Vehicles (Cost)	£13,500.00	
	GJ000002	6-5710 Vehicle Licenses	£190.00	
	GJ000002	1-1100 Bank Current Account		£6,515.00
	GJ000002	2-3200 Purchase Tax Control	£825.00	
<b>CD</b>	<b>18/06/2011</b>	<b>Premier Electric</b>		
	DD-1	1-1100 Bank Current Account		£1,292.00
	DD-1	2-2000 Trade Creditors	£1,292.00	
<b>SJ</b>	<b>20/06/2011</b>	<b>Surrey County Council: Credit from PoA</b>		
	SJ000001	1-2000 Trade Debtors	£200.00	
	SJ000001	1-2000 Trade Debtors		£200.00
<b>CR</b>	<b>20/06/2011</b>	<b>Payment; Surrey County Council</b>		
	BR-1	1-1100 Bank Current Account	£790.00	
	BR-1	1-2000 Trade Debtors		£790.00
<b>CR</b>	<b>20/06/2011</b>	<b>Payment on account; Johnson &amp; Co</b>		
	BR-2	1-1100 Bank Current Account	£1,000.00	
	BR-2	1-9000 Bank Contra Account		£1,000.00
<b>SJ</b>	<b>20/06/2011</b>	<b>Payment on account; Johnson &amp; Company Ltd</b>		
	PoA	1-2000 Trade Debtors		£1,000.00
	PoA	1-9000 Bank Contra Account	£1,000.00	



# HomeCare

## All Journals

**31/05/2011 To 30/06/2011**

Page 4

ID#	Acct#	Account Name	Debit	Credit
<b>SJ</b>	<b>20/06/2011</b>	<b>Payment on account; Johnson &amp; Company Ltd</b>		
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>28/06/2011</b>	<b>Salary and Drawings, June</b>		
	GJ000003	3-2100 Drawings	£1,000.00	
	GJ000003	6-5100 Salaries	£2,016.22	
	GJ000003	6-5200 Employer's National Insurance	£341.18	
	GJ000003	2-4000 Employment Tax and NI		£1,036.74
	GJ000003	2-4500 Union Fees Liability		£40.00
	GJ000003	1-1100 Bank Current Account		£2,280.66
<hr style="border-top: 1px dashed black;"/>				
<b>CD</b>	<b>28/06/2011</b>	<b>Company Credit Card; June statement</b>		
	DD-2	1-1100 Bank Current Account		£357.00
	DD-2	2-2100 Company Credit Card	£357.00	
<hr style="border-top: 1px dashed black;"/>				
<b>SJ</b>	<b>24/06/2011</b>	<b>Returned cheque; Johnson &amp; Company Ltd</b>		
	Ret chq	1-2000 Trade Debtors	£1,000.00	
	Ret chq	1-9000 Bank Contra Account		£1,000.00
<hr style="border-top: 1px dashed black;"/>				
<b>CD</b>	<b>24/06/2011</b>	<b>Returned cheque; Johnson &amp; Co</b>		
	Ret chq	1-1100 Bank Current Account		£1,000.00
	Ret chq	1-9000 Bank Contra Account	£1,000.00	
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>30/06/2011</b>	<b>Depreciation, June</b>		
	GJ000004	1-0150 Office Equipment (Depn)		£37.00
	GJ000004	1-0250 Office Furniture (Depn)		£17.90
	GJ000004	1-0350 Vehicles (Depn)		£683.74
	GJ000004	6-6400 Depreciation	£738.64	
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>30/06/2011</b>	<b>Adjust for prepaid road tax</b>		
	GJ000005	1-1300 Prepaid expenses	£174.17	
	GJ000005	6-5710 Vehicle Licenses		£174.17
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>30/06/2011</b>	<b>Stock adjustment, June</b>		
	GJ000006	5-5300 Opening Stock	£1,500.00	
	GJ000006	5-5310 Closing Stock		£1,600.00
	GJ000006	1-0500 Stock	£100.00	
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>30/06/2011</b>	<b>Accrued utilities, June</b>		
	GJ000007	6-5900 Telephone	£220.00	
	GJ000007	6-5600 Electricity	£90.00	
	GJ000007	6-5500 Water Charges	£30.00	
	GJ000007	2-2050 Accrued expenses		£340.00
<hr style="border-top: 1px dashed black;"/>				
<b>GJ</b>	<b>30/06/2011</b>	<b>Clear VAT controls, June</b>		
	GJ000008	2-3100 Sales Tax Control	£778.30	
	GJ000008	2-3200 Purchase Tax Control		£1,066.43
	GJ000008	2-3300 Sales Tax Liability	£288.13	
<hr style="border-top: 1px dashed black;"/>				
Grand Total:			£64,467.23	£64,467.23

**General Ledger [Detail]**

**01/06/2011 To 30/06/2011**

Page 1

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>1-0100 Office Equipment (Cost)</b>						
<b>Beginning Balance:</b>						<b>£1,200.00</b>
GJ000001	GJ	01/06/2011	Computer and c	£680.00		£1,880.00
Total:				£680.00	£0.00	£1,880.00
<hr/>						
<b>1-0150 Office Equipment (Depn)</b>						
<b>Beginning Balance:</b>						<b>£340.00cr</b>
GJ000004	GJ	30/06/2011	Depreciation, J		£37.00	£377.00cr
Total:				£0.00	£37.00	£377.00cr
<hr/>						
<b>1-0200 Office Furniture (Cost)</b>						
<b>Beginning Balance:</b>						<b>£2,000.00</b>
00000007	PJ	16/06/2011	Purchase; ABC	£148.00		£2,148.00
Total:				£148.00	£0.00	£2,148.00
<hr/>						
<b>1-0250 Office Furniture (Depn)</b>						
<b>Beginning Balance:</b>						<b>£800.00cr</b>
GJ000004	GJ	30/06/2011	Depreciation, J		£17.90	£817.90cr
Total:				£0.00	£17.90	£817.90cr
<hr/>						
<b>1-0300 Vehicles (Cost)</b>						
<b>Beginning Balance:</b>						<b>£42,000.00</b>
GJ000001	GJ	01/06/2011	Computer and c	£3,500.00		£45,500.00
GJ000002	GJ	17/06/2011	Van disposal an		£14,000.00	£31,500.00
GJ000002	GJ	17/06/2011	Van disposal an	£13,500.00		£45,000.00
Total:				£17,000.00	£14,000.00	£45,000.00
<hr/>						
<b>1-0350 Vehicles (Depn)</b>						
<b>Beginning Balance:</b>						<b>£11,760.00cr</b>
GJ000002	GJ	17/06/2011	Van disposal an	£3,920.00		£7,840.00cr
GJ000004	GJ	30/06/2011	Depreciation, J		£683.74	£8,523.74cr
Total:				£3,920.00	£683.74	£8,523.74cr
<hr/>						
<b>1-0500 Stock</b>						
<b>Beginning Balance:</b>						<b>£1,500.00</b>
GJ000006	GJ	30/06/2011	Stock adjustme	£100.00		£1,600.00
Total:				£100.00	£0.00	£1,600.00
<hr/>						
<b>1-1100 Bank Current Account</b>						
<b>Beginning Balance:</b>						<b>£28,500.00</b>
136000	CD	01/06/2011	Patel Properties		£862.50	£27,637.50
SO-1	CD	10/06/2011	Bank Loan Mon		£800.00	£26,837.50
136001	CD	11/06/2011	Direct Home Su		£454.00	£26,383.50
BP-1	CD	11/06/2011	Surrey County		£190.00	£26,193.50
GJ000002	GJ	17/06/2011	Van disposal an		£6,515.00	£19,678.50
BP-2	CD	18/06/2011	National Tax Of		£1,369.00	£18,309.50
DD-1	CD	18/06/2011	Premier Electric		£1,292.00	£17,017.50
BR-1	CR	20/06/2011	Payment; Surre	£790.00		£17,807.50
BR-2	CR	20/06/2011	Payment on acc	£1,000.00		£18,807.50
Ret chq	CD	24/06/2011	Returned chequ		£1,000.00	£17,807.50
GJ000003	GJ	28/06/2011	Salary and Dra		£2,280.66	£15,526.84
DD-2	CD	28/06/2011	Company Credi		£357.00	£15,169.84

# HomeCare

## General Ledger [Detail]

01/06/2011 To 30/06/2011

Page 2

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>1-1100 Bank Current Account</b>						
<b>Beginning Balance:</b>			<b>£28,500.00</b>			
Total:				£1,790.00	£15,120.16	£15,169.84
<hr style="border-top: 1px dashed black;"/>						
<b>1-1150 Petty Cash</b>						
<b>Beginning Balance:</b>			<b>£1,100.00</b>			
PC-1	CD	11/06/2011	Advance Plumb		£383.18	£716.82
Total:				£0.00	£383.18	£716.82
<hr style="border-top: 1px dashed black;"/>						
<b>1-1300 Prepaid expenses</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000005	GJ	30/06/2011	Adjust for prepa	£174.17		£174.17
Total:				£174.17	£0.00	£174.17
<hr style="border-top: 1px dashed black;"/>						
<b>1-2000 Trade Debtors</b>						
<b>Beginning Balance:</b>			<b>£2,830.00</b>			
00006724	SJ	06/06/2011	Sale; Green Co	£229.57		£3,059.57
00006724	SJ	06/06/2011	Sale; Green Co	£34.43		£3,094.00
00006725	SJ	08/06/2011	Sale; Johnson	£1,356.52		£4,450.52
00006725	SJ	08/06/2011	Sale; Johnson	£203.48		£4,654.00
00006726	SJ	10/06/2011	Sale; Surrey Co	£3,583.04		£8,237.04
00006726	SJ	10/06/2011	Sale; Surrey Co	£537.46		£8,774.50
PoA	SJ	20/06/2011	Payment on acc		£1,000.00	£7,774.50
SJ000001	SJ	20/06/2011	Surrey County	£200.00		£7,974.50
SJ000001	SJ	20/06/2011	Surrey County		£200.00	£7,774.50
BR-1	CR	20/06/2011	Payment; Surre		£790.00	£6,984.50
Ret chq	SJ	24/06/2011	Returned chequ	£1,000.00		£7,984.50
Total:				£7,144.50	£1,990.00	£7,984.50
<hr style="border-top: 1px dashed black;"/>						
<b>1-9000 Bank Contra Account</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
PoA	SJ	20/06/2011	Payment on acc	£1,000.00		£1,000.00
BR-2	CR	20/06/2011	Payment on acc		£1,000.00	£0.00
Ret chq	SJ	24/06/2011	Returned chequ		£1,000.00	£1,000.00cr
Ret chq	CD	24/06/2011	Returned chequ	£1,000.00		£0.00
Total:				£2,000.00	£2,000.00	£0.00
<hr style="border-top: 1px dashed black;"/>						
<b>2-2000 Trade Creditors</b>						
<b>Beginning Balance:</b>			<b>£2,316.00cr</b>			
00000002	PJ	01/06/2011	Purchase; Surr		£400.00	£2,716.00cr
00000003	PJ	02/06/2011	Purchase; Direc		£146.20	£2,862.20cr
00000003	PJ	02/06/2011	Purchase; Direc		£21.93	£2,884.13cr
00000004	PJ	02/06/2011	Purchase; Adva		£340.00	£3,224.13cr
00000004	PJ	02/06/2011	Purchase; Adva		£49.98	£3,274.11cr
00000005	PJ	05/06/2011	Credit; Direct H	£30.00		£3,244.11cr
00000005	PJ	05/06/2011	Credit; Direct H	£4.50		£3,239.61cr
00000006	PJ	11/06/2011	Advance Plumb	£5.91		£3,233.70cr
00000006	PJ	11/06/2011	Advance Plumb	£0.89		£3,232.81cr
PJ000001	PJ	11/06/2011	Surrey County		£210.00	£3,442.81cr
PJ000001	PJ	11/06/2011	Surrey County	£210.00		£3,232.81cr
PJ000002	PJ	11/06/2011	Advance Plumb		£6.80	£3,239.61cr
PJ000002	PJ	11/06/2011	Advance Plumb	£6.80		£3,232.81cr
136001	CD	11/06/2011	Direct Home Su	£454.00		£2,778.81cr
BP-1	CD	11/06/2011	Surrey County	£190.00		£2,588.81cr
PC-1	CD	11/06/2011	Advance Plumb	£383.18		£2,205.63cr
00000007	PJ	16/06/2011	Purchase; ABC		£148.00	£2,353.63cr
00000007	PJ	16/06/2011	Purchase; ABC		£22.20	£2,375.83cr
CC-6	CD	16/06/2011	ABC Office Sup	£170.20		£2,205.63cr
DD-1	CD	18/06/2011	Premier Electric	£1,292.00		£913.63cr

# HomeCare

## General Ledger [Detail]

01/06/2011 To 30/06/2011

Page 3

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>2-2000 Trade Creditors</b>						
<b>Beginning Balance:</b>			<b>£2,316.00cr</b>			
Total:				£2,747.48	£1,345.11	£913.63cr
<hr style="border-top: 1px dashed black;"/>						
<b>2-2050 Accrued expenses</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000007	GJ	30/06/2011	Accrued utilities		£340.00	£340.00cr
Total:				£0.00	£340.00	£340.00cr
<hr style="border-top: 1px dashed black;"/>						
<b>2-2100 Company Credit Card</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
CC-1	CD	15/06/2011	Evans Petrol St		£57.50	£57.50cr
CC-2	CD	15/06/2011	County Car Par		£13.80	£71.30cr
CC-3	CD	16/06/2011	Russells Hardw		£138.00	£209.30cr
CC-6	CD	16/06/2011	ABC Office Sup		£170.20	£379.50cr
CCR-1	CR	19/06/2011	Russells Hardw	£22.50		£357.00cr
CC-4	CD	20/06/2011	Fuel Station		£69.00	£426.00cr
CC-5	CD	20/06/2011	Russells Hardw		£30.00	£456.00cr
DD-2	CD	28/06/2011	Company Credi	£357.00		£99.00cr
Total:				£379.50	£478.50	£99.00cr
<hr style="border-top: 1px dashed black;"/>						
<b>2-3100 Sales Tax Control</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
00006724	SJ	06/06/2011	Sale; Green Co		£34.43	£34.43cr
00006725	SJ	08/06/2011	Sale; Johnson		£203.48	£237.91cr
00006726	SJ	10/06/2011	Sale; Surrey Co		£537.46	£775.37cr
CCR-1	CR	19/06/2011	Russells Hardw		£2.93	£778.30cr
GJ000008	GJ	30/06/2011	Clear VAT contr	£778.30		£0.00
Total:				£778.30	£778.30	£0.00
<hr style="border-top: 1px dashed black;"/>						
<b>2-3200 Purchase Tax Control</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
136000	CD	01/06/2011	Patel Properties	£112.50		£112.50
00000003	PJ	02/06/2011	Purchase; Direc	£21.93		£134.43
00000004	PJ	02/06/2011	Purchase; Adva	£49.98		£184.41
00000005	PJ	05/06/2011	Credit; Direct H		£4.50	£179.91
00000006	PJ	11/06/2011	Advance Plumb		£0.89	£179.02
CC-1	CD	15/06/2011	Evans Petrol St	£7.50		£186.52
CC-2	CD	15/06/2011	County Car Par	£1.80		£188.32
00000007	PJ	16/06/2011	Purchase; ABC	£22.20		£210.52
CC-3	CD	16/06/2011	Russells Hardw	£18.00		£228.52
GJ000002	GJ	17/06/2011	Van disposal an	£825.00		£1,053.52
CC-4	CD	20/06/2011	Fuel Station	£9.00		£1,062.52
CC-5	CD	20/06/2011	Russells Hardw	£3.91		£1,066.43
GJ000008	GJ	30/06/2011	Clear VAT contr		£1,066.43	£0.00
Total:				£1,071.82	£1,071.82	£0.00
<hr style="border-top: 1px dashed black;"/>						
<b>2-3300 Sales Tax Liability</b>						
<b>Beginning Balance:</b>			<b>£2,600.00cr</b>			
GJ000008	GJ	30/06/2011	Clear VAT contr	£288.13		£2,311.87cr
Total:				£288.13	£0.00	£2,311.87cr
<hr style="border-top: 1px dashed black;"/>						
<b>2-4000 Employment Tax and NI</b>						
<b>Beginning Balance:</b>			<b>£1,369.00cr</b>			
BP-2	CD	18/06/2011	National Tax Of	£1,369.00		£0.00
GJ000003	GJ	28/06/2011	Salary and Dra		£1,036.74	£1,036.74cr

## HomeCare

## General Ledger [Detail]

01/06/2011 To 30/06/2011

Page 4

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>2-4000 Employment Tax and NI</b>						
<b>Beginning Balance:</b>			<b>£1,369.00cr</b>			
Total:				£1,369.00	£1,036.74	£1,036.74cr
-----						
<b>2-4500 Union Fees Liability</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000003	GJ	28/06/2011	Salary and Dra		£40.00	£40.00cr
Total:				£0.00	£40.00	£40.00cr
-----						
<b>2-5500 Bank Loan</b>						
<b>Beginning Balance:</b>			<b>£30,100.00cr</b>			
SO-1	CD	10/06/2011	Bank Loan Mon	£550.00		£29,550.00cr
Total:				£550.00	£0.00	£29,550.00cr
-----						
<b>3-2000 Capital</b>						
<b>Beginning Balance:</b>			<b>£5,954.00cr</b>			
GJ000001	GJ	01/06/2011	Computer and c		£4,180.00	£10,134.00cr
Total:				£0.00	£4,180.00	£10,134.00cr
-----						
<b>3-2100 Drawings</b>						
<b>Beginning Balance:</b>			<b>£10,000.00</b>			
GJ000003	GJ	28/06/2011	Salary and Dra	£1,000.00		£11,000.00
Total:				£1,000.00	£0.00	£11,000.00
-----						
<b>4-1000 Sales - Property Maintenance</b>						
<b>Beginning Balance:</b>			<b>£100,000.00cr</b>			
00006724	SJ	06/06/2011	Sale; Green Co		£229.57	£100,229.57cr
00006725	SJ	08/06/2011	Sale; Johnson		£1,356.52	£101,586.09cr
00006726	SJ	10/06/2011	Sale; Surrey Co		£3,583.04	£105,169.13cr
Total:				£0.00	£5,169.13	£105,169.13cr
-----						
<b>5-1000 Purchases - Materials</b>						
<b>Beginning Balance:</b>			<b>£36,100.00</b>			
00000003	PJ	02/06/2011	Purchase; Direc	£146.20		£36,246.20
00000004	PJ	02/06/2011	Purchase; Adva	£340.00		£36,586.20
00000005	PJ	05/06/2011	Credit; Direct H		£30.00	£36,556.20
CC-3	CD	16/06/2011	Russells Hardw	£120.00		£36,676.20
CCR-1	CR	19/06/2011	Russells Hardw		£19.57	£36,656.63
CC-5	CD	20/06/2011	Russells Hardw	£26.09		£36,682.72
Total:				£632.29	£49.57	£36,682.72
-----						
<b>5-5300 Opening Stock</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000006	GJ	30/06/2011	Stock adjustme	£1,500.00		£1,500.00
Total:				£1,500.00	£0.00	£1,500.00
-----						
<b>5-5310 Closing Stock</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000006	GJ	30/06/2011	Stock adjustme		£1,600.00	£1,600.00cr
Total:				£0.00	£1,600.00	£1,600.00cr
-----						
<b>6-2100 Discounts Taken</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
00000006	PJ	11/06/2011	Advance Plumb		£5.91	£5.91cr

# HomeCare

## General Ledger [Detail]

01/06/2011 To 30/06/2011

Page 5

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>6-2100 Discounts Taken</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
Total:				£0.00	£5.91	£5.91cr
<hr style="border-top: 1px dashed black;"/>						
<b>6-5100 Salaries</b>						
<b>Beginning Balance:</b>			<b>£12,000.00</b>			
GJ000003	GJ	28/06/2011	Salary and Dra	£2,016.22		£14,016.22
Total:				£2,016.22	£0.00	£14,016.22
<hr style="border-top: 1px dashed black;"/>						
<b>6-5200 Employer's National Insurance</b>						
<b>Beginning Balance:</b>			<b>£1,650.00</b>			
GJ000003	GJ	28/06/2011	Salary and Dra	£341.18		£1,991.18
Total:				£341.18	£0.00	£1,991.18
<hr style="border-top: 1px dashed black;"/>						
<b>6-5300 Rent</b>						
<b>Beginning Balance:</b>			<b>£3,750.00</b>			
136000	CD	01/06/2011	Patel Properties	£750.00		£4,500.00
Total:				£750.00	£0.00	£4,500.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5400 Rates</b>						
<b>Beginning Balance:</b>			<b>£2,000.00</b>			
00000002	PJ	01/06/2011	Purchase; Surr	£400.00		£2,400.00
Total:				£400.00	£0.00	£2,400.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5500 Water Charges</b>						
<b>Beginning Balance:</b>			<b>£200.00</b>			
GJ000007	GJ	30/06/2011	Accrued utilities	£30.00		£230.00
Total:				£30.00	£0.00	£230.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5600 Electricity</b>						
<b>Beginning Balance:</b>			<b>£500.00</b>			
GJ000007	GJ	30/06/2011	Accrued utilities	£90.00		£590.00
Total:				£90.00	£0.00	£590.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5700 Motor Fuel</b>						
<b>Beginning Balance:</b>			<b>£1,150.00</b>			
CC-1	CD	15/06/2011	Evans Petrol St	£50.00		£1,200.00
CC-4	CD	20/06/2011	Fuel Station	£60.00		£1,260.00
Total:				£110.00	£0.00	£1,260.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5710 Vehicle Licenses</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000002	GJ	17/06/2011	Van disposal an	£190.00		£190.00
GJ000005	GJ	30/06/2011	Adjust for prepa		£174.17	£15.83
Total:				£190.00	£174.17	£15.83
<hr style="border-top: 1px dashed black;"/>						
<b>6-5750 Travel</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
CC-2	CD	15/06/2011	County Car Par	£12.00		£12.00
Total:				£12.00	£0.00	£12.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-5900 Telephone</b>						
<b>Beginning Balance:</b>			<b>£1,200.00</b>			
GJ000007	GJ	30/06/2011	Accrued utilities	£220.00		£1,420.00

# HomeCare

## General Ledger [Detail]

01/06/2011 To 30/06/2011

Page 6

ID#	Src	Date	Memo	Debit	Credit	Ending Balance
<b>6-5900 Telephone</b>						
<b>Beginning Balance:</b>			<b>£1,200.00</b>			
Total:				£220.00	£0.00	£1,420.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-6200 Loan Interest Paid</b>						
<b>Beginning Balance:</b>			<b>£1,250.00</b>			
SO-1	CD	10/06/2011	Bank Loan Mon	£250.00		£1,500.00
Total:				£250.00	£0.00	£1,500.00
<hr style="border-top: 1px dashed black;"/>						
<b>6-6400 Depreciation</b>						
<b>Beginning Balance:</b>			<b>£3,724.00</b>			
GJ000004	GJ	30/06/2011	Depreciation, J	£738.64		£4,462.64
Total:				£738.64	£0.00	£4,462.64
<hr style="border-top: 1px dashed black;"/>						
<b>6-6500 Fixed Assets Disposal</b>						
<b>Beginning Balance:</b>			<b>£0.00</b>			
GJ000002	GJ	17/06/2011	Van disposal an	£10,080.00		£10,080.00
GJ000002	GJ	17/06/2011	Van disposal an		£8,000.00	£2,080.00
Total:				£10,080.00	£8,000.00	£2,080.00
<hr style="border-top: 1px dashed black;"/>						
Grand Total:				£58,501.23	£58,501.23	

**Address List**

**Page 1**

<b>Name</b>	<b>Address 1</b>
Green Court Management Co.	41 Clarence Street Kingston upon Thames
Johnson & Company Ltd	Head Office 10 Walter Square Surbiton
Surrey County Council	High Road Kingston upon Thames



**Customer Ledger**

**31/05/2011 To 30/06/2011**

Page 1

Date	Src	ID#	Memo	Debit	Credit	Balance
<b>Green Court Management Co.</b>						<b>£0.00</b>
			<b>GRE001</b>			
31/05/2011	SJ	O/Bal	Green Court Ma	£620.00		£620.00
06/06/2011	SJ	00006724	Sale; Green Co	£264.00		£884.00
			Total:	£884.00	£0.00	£884.00
<b>Johnson &amp; Company Ltd</b>						<b>£0.00</b>
			<b>JOH001</b>			
31/05/2011	SJ	O/Bal	Johnson & Com	£1,420.00		£1,420.00
08/06/2011	SJ	00006725	Sale; Johnson	£1,560.00		£2,980.00
20/06/2011	SJ	PoA	Payment on acc		£1,000.00	£1,980.00
24/06/2011	SJ	Ret chq	Returned chequ	£1,000.00		£2,980.00
			Total:	£3,980.00	£1,000.00	£2,980.00
<b>Surrey County Council</b>						<b>£0.00</b>
			<b>SUR001</b>			
31/05/2011	SJ	O/Bal	Surrey County	£990.00		£990.00
31/05/2011	SJ	PoA	Surrey County		£200.00	£790.00
10/06/2011	SJ	00006726	Sale; Surrey Co	£4,120.50		£4,910.50
20/06/2011	SJ	SJ000001	Surrey County	£200.00	£200.00	£4,910.50
20/06/2011	CR	BR-1	Payment; Surre		£790.00	£4,120.50
			Total:	£5,310.50	£1,190.00	£4,120.50

**Aged Receivables [Detail]**

**30/06/2011**

Page 1

ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
<b>Green Court Management Co.</b>						
<b>GRE001</b>						
<b>Net 30</b>						
O/Bal	31/05/2011	£620.00	£620.00			
00006724	06/06/2011	£264.00	£264.00			
	Total:	£884.00	£884.00	£0.00	£0.00	£0.00
-----						
<b>Johnson &amp; Company Ltd</b>						
<b>JOH001</b>						
<b>Net 30</b>						
O/Bal	31/05/2011	£1,420.00	£1,420.00			
00006725	08/06/2011	£1,560.00	£1,560.00			
Ret chq	24/06/2011	£1,000.00	£1,000.00			
PoA	20/06/2011	-£1,000.00	-£1,000.00			
	Total:	£2,980.00	£2,980.00	£0.00	£0.00	£0.00
-----						
<b>Surrey County Council</b>						
<b>SUR001</b>						
<b>Net 30</b>						
00006726	10/06/2011	£4,120.50	£4,120.50			
	Total:	£4,120.50	£4,120.50	£0.00	£0.00	£0.00
-----						
	Grand Total:	£7,984.50	£7,984.50	£0.00	£0.00	£0.00
	Ageing Percent:		100.0%	0.0%	0.0%	0.0%
-----						

**Address List**

<b>Name</b>	<b>Address 1</b>
ABC Office Supplies	
Advance Plumbing Supplies	23 Southgrove Road Ashtead Surrey KT10 8JE
Direct Home Supplies	10 Moor Road Kingston upon Thames
Premier Electric	10 High Street Surbiton
Surrey County Council	High Road Kingston upon Thames Surrey KT1 2PA

**Supplier Ledger**

**31/05/2011 To 30/06/2011**

Page 1

Date	Src	ID#	Memo	Debit	Credit	Balance
<b>ABC Office Supplies</b>			<b>ABCO01</b>			<b>£0.00</b>
16/06/2011	PJ	00000007	Purchase; ABC		£170.20	£170.20
16/06/2011	CD	CC-6	ABC Office Sup	£170.20		£0.00
Total:				£170.20	£170.20	£0.00
<b>Advance Plumbing Supplies</b>			<b>ADVA01</b>			<b>£0.00</b>
31/05/2011	PJ	O/Bal	Advance Plumb		£780.00	£780.00
02/06/2011	PJ	00000004	Purchase; Adva		£389.98	£1,169.98
11/06/2011	CD	PC-1	Advance Plumb	£383.18		£786.80
11/06/2011	PJ	00000006	Advance Plumb	£6.80		£780.00
11/06/2011	PJ	PJ000002	Advance Plumb	£6.80	£6.80	£780.00
Total:				£396.78	£1,176.78	£780.00
<b>Direct Home Supplies</b>			<b>DIRE01</b>			<b>£0.00</b>
31/05/2011	PJ	O/Bal	Direct Home Su		£454.00	£454.00
02/06/2011	PJ	00000003	Purchase; Direc		£168.13	£622.13
05/06/2011	PJ	00000005	Credit; Direct H	£34.50		£587.63
11/06/2011	CD	136001	Direct Home Su	£454.00		£133.63
Total:				£488.50	£622.13	£133.63
<b>Premier Electric</b>			<b>PREM01</b>			<b>£0.00</b>
31/05/2011	PJ	O/Bal	Premier Electric		£1,292.00	£1,292.00
18/06/2011	CD	DD-1	Premier Electric	£1,292.00		£0.00
Total:				£1,292.00	£1,292.00	£0.00
<b>Surrey County Council</b>			<b>SURR01</b>			<b>£0.00</b>
31/05/2011	PJ	O/Bal	Surrey County	£210.00		-£210.00
01/06/2011	PJ	00000002	Purchase; Surr		£400.00	£190.00
11/06/2011	PJ	PJ000001	Surrey County	£210.00	£210.00	£190.00
11/06/2011	CD	BP-1	Surrey County	£190.00		£0.00
Total:				£610.00	£610.00	£0.00

**Aged Payables [Detail]**

**30/06/2011**

Page 1

ID#	Date	Total Due	0 - 30	31 - 60	61 - 90	90+
<b>Advance Plumbing Supplies</b>						
<b>ADVA01</b>						
<b>Martin Jones</b>						
<b>Net 30</b>						
O/Bal	31/05/2011	£780.00	£780.00			
	Total:	£780.00	£780.00	£0.00	£0.00	£0.00
-----						
<b>Direct Home Supplies</b>						
<b>DIRE01</b>						
<b>Net 30</b>						
00000003	02/06/2011	£168.13	£168.13			
00000005	05/06/2011	-£34.50	-£34.50			
	Total:	£133.63	£133.63	£0.00	£0.00	£0.00
-----						
	Grand Total:	£913.63	£913.63	£0.00	£0.00	£0.00
	Ageing Percent:		100.0%	0.0%	0.0%	0.0%
-----						

**HomeCare**  
Glebe Road  
Kingston upon Thames  
Surrey  
KT1 2NM

**Profit & Loss Statement**

**June 2011**

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Income	
Sales - Property Maintenance	£5,169.13
Total Income	<u>£5,169.13</u>
Cost Of Sales	
Purchases - Materials	£582.72
Opening Stock	£1,500.00
Closing Stock	-£1,600.00
Total Cost Of Sales	<u>£482.72</u>
Gross Profit	<u>£4,686.41</u>
Expenses	
Discounts Taken	-£5.91
Salaries	£2,016.22
Employer's National Insurance	£341.18
Rent	£750.00
Rates	£400.00
Water Charges	£30.00
Electricity	£90.00
Motor Fuel	£110.00
Vehicle Licenses	£15.83
Travel	£12.00
Telephone	£220.00
Loan Interest Paid	£250.00
Depreciation	£738.64
Fixed Assets Disposal	£2,080.00
Total Expenses	<u>£7,047.96</u>
Net Profit/(Loss)	<u>-£2,361.55</u>

**HomeCare**  
Glebe Road  
Kingston upon Thames  
Surrey  
KT1 2NM

**Balance Sheet**

**As of June 2011**

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Assets		
Fixed Assets		
Office Equipment (Cost)	£1,880.00	
Office Equipment (Depn)	-£377.00	
Office Furniture (Cost)	£2,148.00	
Office Furniture (Depn)	-£817.90	
Vehicles (Cost)	£45,000.00	
Vehicles (Depn)	-£8,523.74	
Total Fixed Assets		£39,309.36
Current Assets		
Stock	£1,600.00	
Bank Current Account	£15,169.84	
Petty Cash	£716.82	
Prepaid expenses	£174.17	
Trade Debtors	£7,984.50	
Total Current Assets		£25,645.33
Total Assets		£64,954.69
Liabilities		
Current Liabilities		
Trade Creditors	£913.63	
Accrued expenses	£340.00	
Company Credit Card	£99.00	
VAT Liabilities	£2,311.87	
Employment Tax and NI	£1,036.74	
Union Fees Liability	£40.00	
Total Current Liabilities		£4,741.24
Long Term Liabilities		
Bank Loan	£29,550.00	
Total Long Term Liabilities		£29,550.00
Total Liabilities		£34,291.24
Net Assets		£30,663.45
Equity		
Capital	£10,134.00	
Drawings	-£11,000.00	
Current Earnings	£31,529.45	
Total Equity		£30,663.45

**Profit & Loss [Budget Analysis]**

**January 2011 through June 2011**

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Sales - Property Maintenance	£105,169.13	£120,000.00	-£14,830.87	(12.4%)
Total Income	<u>£105,169.13</u>	<u>£120,000.00</u>	<u>-£14,830.87</u>	<u>(12.4%)</u>
Cost Of Sales				
Purchases - Materials	£36,682.72	£39,999.96	-£3,317.24	(8.3%)
Opening Stock	£1,500.00	£0.00	£1,500.00	NA
Closing Stock	-£1,600.00	£0.00	-£1,600.00	NA
Total Cost Of Sales	<u>£36,582.72</u>	<u>£39,999.96</u>	<u>-£3,417.24</u>	<u>(8.5%)</u>
Gross Profit	<u>£68,586.41</u>	<u>£80,000.04</u>	<u>-£11,413.63</u>	<u>(14.3%)</u>
Expenses				
Discounts Taken	-£5.91	£0.00	-£5.91	NA
Salaries	£14,016.22	£15,000.00	-£983.78	(6.6%)
Employer's National Insurance	£1,991.18	£1,999.98	-£8.80	(0.4%)
Rent	£4,500.00	£4,500.00	£0.00	0.0%
Rates	£2,400.00	£2,400.00	£0.00	0.0%
Water Charges	£230.00	£249.96	-£19.96	(8.0%)
Electricity	£590.00	£600.00	-£10.00	(1.7%)
Motor Fuel	£1,260.00	£1,500.00	-£240.00	(16.0%)
Vehicle Licenses	£15.83	£0.00	£15.83	NA
Travel	£12.00	£0.00	£12.00	NA
Insurances	£2,000.00	£2,499.96	-£499.96	(20.0%)
Telephone	£1,420.00	£1,500.00	-£80.00	(5.3%)
Postage	£125.00	£150.00	-£25.00	(16.7%)
Stationery	£400.00	£600.00	-£200.00	(33.3%)
Loan Interest Paid	£1,500.00	£1,500.00	£0.00	0.0%
Bank Charges	£60.00	£49.98	£10.02	20.0%
Depreciation	£4,462.64	£4,500.00	-£37.36	(0.8%)
Fixed Assets Disposal	£2,080.00	£0.00	£2,080.00	NA
Total Expenses	<u>£37,056.96</u>	<u>£37,049.88</u>	<u>£7.08</u>	<u>0.0%</u>
Net Profit/(Loss)	<u>£31,529.45</u>	<u>£42,950.16</u>	<u>-£11,420.71</u>	<u>(26.6%)</u>



**HomeCare**  
Glebe Road  
Kingston upon Thames  
Surrey  
KT1 2NM

**Task 25**

**Calculation of Net Profit Margin**

$$\frac{\text{Net Profit}}{\text{Sales}} = \frac{£31,529.45}{£105,169.13} \times 100.00 = 29.98\%$$

**Calculation of Liquidity Ratio (Quick Ratio/Acid Test)**

$$\frac{\text{Current assets less stock}}{\text{Current liabilities}} = \frac{£25,645.33 - £1,600}{£4,741.24} = 5.07 : 1$$