

## 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<br>High Road<br>Kingston upon Thames<br>Surrey<br>KT1 2PA<br>Contact: Jane Patterson | Debit £210                    |
| Advance Plumbing Supplies<br>23 Southgrove Road<br>Ashted<br>Surrey<br>KT10 8JE<br>Contact: Martin Jones   | Credit £780                   |
| Direct Home Supplies<br>10 Moor Road<br>Kingston upon Thames   | Credit £454                   |
| Premier Electric<br>10 High Street<br>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.<br>41 Clarence Street<br>Kingston upon Thames | Debit £620                            |
| Johnson & Company Ltd<br>Head Office<br>10 Walter Square<br>Surbiton     | Debit £1,420                          |
| Surrey County Council<br>High Road<br>Kingston upon Thames               | Debit £990<br>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 |
|----------------------|------------|-------------------|---------------------------|-------|------|-------|

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<br>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<br>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<br>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<br>£         | Depreciation to<br>Date £ | Trade in Value<br>£   | Depreciation                     |
|-----------------|-------------------------|---------------------------|-----------------------|----------------------------------|
| Old transit van | 14,000                  | 3,920                     | 8,000<br>+ tax £1,200 |                                  |
| New van         | 15,525 including<br>tax |                           |                       | As per the other<br>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 1 AWARD IN COMPUTERISED 577 CI BHB; SKILLS**

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**VAT [Detail - Accrual]**

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

| 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         | £0.00     |
| -----                      |          |                    |         |            |                |               |           |
| <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         | £0.00     |
| -----                      |          |                    |         |            |                |               |           |
| <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       | £1,066.43 |
| -----                      |          |                    |         |            |                |               |           |
| Grand Total:               |          |                    |         |            |                | £778.30       | £1,066.43 |

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

**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**

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| 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>        |           |           |

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| 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     |           |

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| ID#  | Acct#  | Account Name            | Debit      | Credit     |
|--|--------|-------------------------|------------|------------|
| <b>CD 15/06/2011 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 16/06/2011 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 20/06/2011 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 20/06/2011 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 19/06/2011 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 16/06/2011 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 16/06/2011 ABC Office Supplies</b>                           |        |                         |            |            |
| CC-6   | 2-2100 | Company Credit Card     |            | £170.20    |
| CC-6   | 2-2000 | Trade Creditors         | £170.20    |            |
| -----  |        |                         |            |            |
| <b>GJ 17/06/2011 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 18/06/2011 Premier Electric</b>                              |        |                         |            |            |
| DD-1   | 1-1100 | Bank Current Account    |            | £1,292.00  |
| DD-1   | 2-2000 | Trade Creditors         | £1,292.00  |            |
| -----  |        |                         |            |            |
| <b>SJ 20/06/2011 Surrey County Council: Credit from PoA</b>        |        |                         |            |            |
| SJ000001   | 1-2000 | Trade Debtors           | £200.00    |            |
| SJ000001   | 1-2000 | Trade Debtors           |            | £200.00    |
| -----  |        |                         |            |            |
| <b>CR 20/06/2011 Payment; Surrey County Council</b>                |        |                         |            |            |
| BR-1   | 1-1100 | Bank Current Account    | £790.00    |            |
| BR-1   | 1-2000 | Trade Debtors           |            | £790.00    |
| -----  |        |                         |            |            |
| <b>CR 20/06/2011 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 20/06/2011 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  |            |



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| ID#       | Acct#             | Account Name   | Debit             | Credit            |
|-----------|-------------------|--|-------------------|-------------------|
| <b>SJ</b> | <b>20/06/2011</b> | <b>Payment on account; Johnson &amp; Company Ltd</b> |                   |                   |
| -----     |                   |  |                   |                   |
| <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         |
| -----     |                   |  |                   |                   |
| <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           |                   |
| -----     |                   |  |                   |                   |
| <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         |
| -----     |                   |  |                   |                   |
| <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         |                   |
| -----     |                   |  |                   |                   |
| <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           |                   |
| -----     |                   |  |                   |                   |
| <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           |
| -----     |                   |  |                   |                   |
| <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           |                   |
| -----     |                   |  |                   |                   |
| <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           |
| -----     |                   |  |                   |                   |
| <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           |                   |
| -----     |                   |  |                   |                   |
|           |                   | Grand Total:   | <u>£64,467.23</u> | <u>£64,467.23</u> |

**General Ledger [Detail]**

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

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| 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          |

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## General Ledger [Detail]

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| 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      |

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| ID#   | Src | Date       | Memo               | Debit     | Credit    | Ending Balance |
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| <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    |

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| ID#   | Src | Date       | Memo                 | Debit     | Credit    | Ending Balance |
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| <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    |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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       |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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   |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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   |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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     |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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  |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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     |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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      |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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    |
| <hr style="border-top: 1px dashed black;"/> |     |            |                      |           |           |                |
| <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        |

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| 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      |

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| 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    | £1,420.00      |
| -----                               |     |            |                  |            |            |                |
| <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    | £1,500.00      |
| -----                               |     |            |                  |            |            |                |
| <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    | £4,462.64      |
| -----                               |     |            |                  |            |            |                |
| <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 | £2,080.00      |
| -----                               |     |            |                  |            |            |                |
| Grand Total:                        |     |            |                  | £58,501.23 | £58,501.23 |                |

**Address List**

| <b>Name</b>                | <b>Address 1</b>                            |
|----------------------------|---|
| Green Court Management Co. | 41 Clarence Street<br>Kingston upon Thames  |
| Johnson & Company Ltd      | Head Office<br>10 Walter Square<br>Surbiton |
| Surrey County Council      | High Road<br>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>GRE001</b>   |           |           | <b>£0.00</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>JOH001</b>   |           |           | <b>£0.00</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>SUR001</b>   |           |           | <b>£0.00</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<br>Ashtead<br>Surrey KT10 8JE    |
| Direct Home Supplies      | 10 Moor Road<br>Kingston upon Thames                |
| Premier Electric          | 10 High Street<br>Surbiton                          |
| Surrey County Council     | High Road<br>Kingston upon Thames<br>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**

| 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)**

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