

**To the Student:**

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for Record Keeping 1A.

**WHAT TO BRING**

- a No. 2 pencil
- a pen
- a straightedge ruler
- a calculator

**ABOUT THE EXAM**

The examination is based on the Essential Knowledge and Skills for this subject. Since questions are not taken from any one source, you can prepare by reviewing any of the Texas state adopted textbooks that are used for record keeping courses. If you do not have a textbook or any other study materials available locally, you may contact the Outreach & Distance Education Bookstore. The bookstore carries the textbook, *Keeping Financial Records for Business*, published by South-Western Publishing Company, and *Working Papers 1-9* which are used with our RECK 1A course.

The examination consists of the following types of questions:

- **True/False:** 20 questions worth one point each
- **Multiple Choice:** 30 questions worth one point each
- **Short Answer** (figuring interest, sales tax, journalizing, etc.): nine questions worth two points each
- **Problems** (filling out check stubs or registers, reconciling, posting from journals to customer accounts, etc.): one problem worth 12 points and one problem worth 20 points.

An answer sheet will be provided, and you will have three hours to complete the exam. Prepare for the exam by completing the sample projects included in this review. When you finish the projects, check your answers with the answer key.

For more information about CBE policies, visit <http://www.ode.ttu.edu/takeacbe/> or see your course Policies & Forms Guide.

Good luck on your examination!

# RECK 1A Sample Projects

## Comprehensive Project 1

You are an office assistant to Sachi Benji, who owns and manages Prime Data, Inc. Sachi has identified and written down the 10 customers with the highest sales for last year. She has also written down when those customers were last visited by a salesperson. Another office clerk has keyed and printed the information.

Phase 1: Verify the Printed/Keyboarded Data

### Directions

Compare the printed data to the handwritten data for each customer. If both the handwritten and printed data are the same, put a check mark in the Correct column of the check list below. If they are not exactly the same, put a check mark in the Error column.

#### Handwritten Customer Data

1.	Lynn R. Barr August 14, 19X1 \$75,890
2.	Barr Stores, Inc. October 1, 19X1 \$188,833
3.	L. R. Barr, Inc. September 28, 19X1 \$89,472
4.	Kelley Markets, Inc. October 6, 19X1 \$92,398
5.	Gorman Enterprises, Inc. October 16, 19X1 \$122,516
6.	Kelly Gorman, Inc. October 12, 19X1 \$187,905
7.	Jay Kelly Company November 6, 19X1 \$135,671
8.	Lynn's Shops, Inc. November 7, 19X1 \$107,671
9.	Barry Gorman, Inc. December 3, 19X1 \$107,900
10.	Jay Discount Stores, Inc. December 9, 19X1 \$171,900

#### Printed Customer Data

1.	Lynn R. Barr August 14, 19X1 \$75,890
2.	Barr Stores, Inc. October 1, 19X1 \$188,833
3.	L. R. Barr, Inc. September 28, 19X1 \$89,472
4.	Kelley Markets, Inc. October 6, 19X1 \$92,398
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No.	Correct	Error
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

No.	Correct	Error
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____





*Phase 3: Preparing a Budget*

Sachi Benji also wants to plan the budget for her business for the first quarter of 19X2. She has estimated the firm's receipts and payments for January, February, and March, 19X2. Complete the cash budget.

DESCRIPTION	JANUARY				FEBRUARY				MARCH				TOTAL			
Receipts:																
Systems	88	3	0	00	75	0	0	00	125	0	0	00				
Training	35	5	0	00	36	0	0	00	16	5	0	00				
Total Receipts																
Payments:																
Wages	87	3	0	00	87	3	0	00	87	3	0	00				
Rent	2	5	0	00	2	5	0	00	2	5	0	00				
Insurance		5	0	00		5	0	00		5	0	00				
Utilities		4	7	50		4	2	50		3	7	50				
Telephone		5	5	00		5	5	00		5	5	00				
Travel		3	0	00		4	0	00		6	0	00				
Supplies		3	0	00		3	0	00		4	0	00				
Taxes	12	5	0	00	12	5	0	00	12	5	0	00				
Total Payments																
Balance																

Phase 4: Analyzing a Budget

Sachi Benji has entered the budgeted and actual receipts and payments for December, 19X1. Complete the report.

	BUDGETED				ACTUAL				VARIANCE			
Receipts:												
Systems	89	7	5	0 00	92	5	7	0 00				
Training	24	5	0	0 00	27	6	5	0 00				
Total Receipts												
Payments:												
Wages	82	5	0	0 00	83	7	0	0 00				
Rent	2	5	0	0 00	2	5	0	0 00				
Insurance		5	0	0 00		5	0	0 00				
Utilities		4	0	0 00		4	7	5 00				
Telephone		4	0	0 00		5	2	5 00				
Travel		2	5	0 00		2	7	5 00				
Supplies		2	5	0 00		3	0	0 00				
Taxes	11	2	5	0 00	12	5	0	0 00				
Total Payments												
Balance												

*Phase 5: Checking Your Credit Card Statement*

Sachi Benji has a BuyerCard from Merchant’s Bank, which she uses for her business purchases. She has saved each of her credit card sales slips for the month of December. Sachi renews her card membership every December for a \$40.00 fee. The business checkbook shows that she made a payment of \$627.18 on December 14. She wants to verify her credit card statement for December.

**Directions**

- You are given Sachi’s credit card statement and the top sections of her sales slips for December. Use a credit card statement worksheet to verify the statement.
- List the date, store, and amount of every transaction which should not appear on the statement.
- Compare the “sale amounts” on the sales slips to the amounts on the statement. If an amount is incorrect, find the overcharge or undercharge. Do not compare the “Amount” on the slips with the statement. The “Amount” and “sales amount” may differ because the bottom sections of the slips, showing sales taxes and totals, are not provided.
- Find the correct new balance for the statement.

ACCOUNT NUMBER 1982 551 042		SALE AMOUNT 00075.90		INVOICE NUMBER 229810	
12/X1	12/X2	DATE 12/02/X1	AUTHORIZATION NO. 229812	SALES CLERK 13	DEPT. 4
SACHI BENJI		QUAN.	DESCRIPTION	PRICE	AMOUNT
1029378					
TERON'S SUPPLIES					

ANT COPY

ACCOUNT NUMBER 1982 551 042		SALE AMOUNT 00055.98		INVOICE NUMBER 882197	
12/X1	12/X2	DATE 12/05/X1	AUTHORIZATION NO. 197811	SALES CLERK 2	DEPT. -
SACHI BENJI		QUAN.	DESCRIPTION	PRICE	AMOUNT
2109116					
SEAVIEW MOTEL					

ANT COPY

ACCOUNT NUMBER 1982 551 042		SALE AMOUNT 00041.88		INVOICE NUMBER 981828	
12/X1	12/X2	DATE 12/09/X1	AUTHORIZATION NO. -	SALES CLERK 15	DEPT. -
SACHI BENJI		QUAN.	DESCRIPTION	PRICE	AMOUNT
3109885					
OLLIE'S INN					

ANT COPY

ACCOUNT NUMBER 1982 551 042		SALE AMOUNT 00025.11		INVOICE NUMBER 088197	
12/X1	12/X2	DATE 12/19/X1	AUTHORIZATION NO. -	SALES CLERK 8	DEPT. -
SACHI BENJI		QUAN.	DESCRIPTION	PRICE	AMOUNT
3652653					
VISTA RESTAURANT					

ANT COPY

ACCOUNT NUMBER 1982 551 042	SALE AMOUNT 00012.15	INVOICE NUMBER 007377		
12/X1      12/X2	DATE 12-20-X1	AUTHORIZATION NO. —	SALES CLERK 15	DEPT. —
SACHI BENJI	QUAN.	DESCRIPTION	PRICE	AMOUNT
6676221				
SANDWICH SHOP				

ANT COPY

ACCOUNT NUMBER 1982 551 042	SALE AMOUNT 00147.80	INVOICE NUMBER 232178		
12/X1      12/X2	DATE 12/29/X1	AUTHORIZATION NO. 991195	SALES CLERK 7	DEPT. 2
SACHI BENJI	QUAN.	DESCRIPTION	PRICE	AMOUNT
1029378				
TERON'S SUPPLIES				

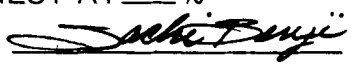
ANT COPY

		<b>merchant's bank</b>			
Transaction Date	Reference	Transaction Description	New Loans, Fees, & Purchases	Payments & Credits	
12/02/X1	78172833	Teron's Supplies	Oakland, CA 75.90		
12/05/X1	39712564	Seaview Motel	Santa Rosa, CA 55.98		
12/09/X1	71282255	Ollie's Inn	San Jose, CA 41.88		
12/14/X1	33307922	Payment -- Thank You		627.18	
12/16/X1		Annual Membership Fee	40.00		
12/19/X1	89989112	Vista Restaurant	San Diego, CA 25.11		
12/20/X1	70029812	Sandwich Shop	San Diego, CA 12.75		
12/24/X1	00879806	Crest Hotel	Denver, CO 79.68		
12/28/X1	85769123	Teron's Supplies	Oakland, CA 147.80		
How We Arrived At Your Finance Charge		Monthly Rate	Annual Percentage Rate	Balance to Which Monthly Rate Applied	Finance Charge
Previous Balance	Payments & Credits	New Loans, Fees, & Purchases	Finance Charge	New Balance	Minimum Payment Due
627.18	627.18	479.10	0.00	479.10	25.00
Billing Date	Date Payment Due	Credit Line	Account Number	In case of billing error, write to this address: P.O. Box 200, Oakland, CA, 94604-4141	
12/31/X1	01/25/X2	2000	1982 551 042	Direct telephone inquiries to 1-800-555-1800	

<p>a. Unauthorized charges listed on statement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Date</th> <th style="text-align: center; width: 45%;">Store</th> <th style="text-align: center; width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="text-align: right; border-bottom: 1px solid black;"> </td> </tr> </tbody> </table>	Date	Store	Amount			\$ _____												
Date	Store	Amount																
		\$ _____																
<p>b. Corrections to amounts on statement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; width: 50%;">For an overcharge:</th> <th colspan="2" style="text-align: left; width: 50%;">For an undercharge:</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Charge on statement</td> <td style="width: 25%;">\$ _____</td> <td style="width: 25%;">Charge on sales slip</td> <td style="width: 25%;">\$ _____</td> </tr> <tr> <td>Charge on sales slip</td> <td>\$ _____</td> <td>Charge on statement</td> <td>\$ _____</td> </tr> <tr> <td>Amount overcharged</td> <td>\$ _____</td> <td>Amount undercharged</td> <td>\$ _____</td> </tr> </tbody> </table>	For an overcharge:		For an undercharge:		Charge on statement	\$ _____	Charge on sales slip	\$ _____	Charge on sales slip	\$ _____	Charge on statement	\$ _____	Amount overcharged	\$ _____	Amount undercharged	\$ _____		
For an overcharge:		For an undercharge:																
Charge on statement	\$ _____	Charge on sales slip	\$ _____															
Charge on sales slip	\$ _____	Charge on statement	\$ _____															
Amount overcharged	\$ _____	Amount undercharged	\$ _____															
<p>c. Calculating the correct new balance:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 45%;">New balance from statement</td> <td style="width: 10%;"></td> <td style="width: 45%; text-align: right;">\$ _____</td> </tr> <tr> <td>Less: Unauthorized charges</td> <td style="text-align: right;">\$ _____</td> <td></td> </tr> <tr> <td>    Overcharge on statement</td> <td style="text-align: right;">\$ _____</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Add: Undercharge on statement</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Correct new balance</td> <td></td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table>	New balance from statement		\$ _____	Less: Unauthorized charges	\$ _____		Overcharge on statement	\$ _____				\$ _____	Add: Undercharge on statement		_____	Correct new balance		\$ _____
New balance from statement		\$ _____																
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Overcharge on statement	\$ _____																	
		\$ _____																
Add: Undercharge on statement		_____																
Correct new balance		\$ _____																

Phase 6: Borrowing on a Promissory Note

Sachi borrowed money to expand her business using the promissory note shown below.

\$ <u>35,800.00</u>	<u>Oakland, CA</u>	<u>December 4,</u> 19 <u>X1</u>
<u>Six months</u>	AFTER DATE <u>I</u>	PROMISE TO PAY TO
THE ORDER OF <u>Merchant's Bank</u>		
<u>Thirty-five thousand, eight hundred and no/100-----</u> DOLLARS		
PAYABLE AT <u>Merchant's Bank</u>		
FOR VALUE RECEIVED WITH INTEREST AT <u>12</u> %		
NO. <u>89126</u>	DUE <u>June 4,</u> 19 <u>X2</u>	

Answer these questions:

1. What is the principal of the note?

\_\_\_\_\_

2. What is the time of the note?

\_\_\_\_\_

3. What is the due date of the note?

\_\_\_\_\_

4. How much interest must be paid when the note is due?

\_\_\_\_\_

5. What is the amount due on the due date?

\_\_\_\_\_

## Comprehensive Project 2

You are a clerk for Midway Delivery Service. Your job is to collect cash from the delivery person on each route, deposit it in the bank, keep the checkbook, and maintain the petty cash records.

### *Phase 1: Collecting and Depositing Cash*

During the week of March 1-5, 19--, you make the following collections from your delivery people:

	<b>Route</b>	<b>Delivery Person</b>	<b>Amount</b>
Monday, March 1	101	Louis Acre	\$210.85
	103	Jeanne Molloy	147.30
	107	Roger Wilson	318.99
	109	Carl Holliday	504.12
Tuesday, March 2	102	Bea Lund	\$601.19
	104	Carmen Ortiz	247.12
	105	Sean Walsh	508.16
	106	Millie Davis	195.08
	107	Roger Wilson	356.19
	108	Henry Dodge	155.17
	109	Carl Holliday	306.08
Wednesday, March 3	101	Louis Acre	\$104.12
	102	Bea Lund	216.36
	103	Jeanne Molloy	127.00
	104	Carmen Ortiz	430.19
	106	Millie Davis	271.12
	107	Roger Wilson	649.21
	108	Henry Dodge	358.44
	Thursday, March 4	101	Louis Acre
102		Bea Lund	904.18
103		Jeanne Molloy	972.67
105		Sean Walsh	192.99
106		Millie Davis	483.32
107		Roger Wilson	208.11
108		Henry Dodge	512.27
Friday, March 5		102	Bea Lund
	103	Jeanne Molloy	109.44
	104	Carmen Ortiz	758.92
	105	Sean Walsh	614.41
	107	Roger Wilson	225.57
	108	Henry Dodge	436.63
	109	Carl Holliday	347.77

**Directions**

- a. Write a receipt for each collection on March 1. Sign your name as cashier. Number your receipts beginning with 101.
- b. Record the receipts from March 1 in the record of cashier's collections. Write in your name as cashier.
- c. Record the receipts from March 2-5 in the record of cashier's collections. You do not have to write receipts for these dates.
- d. Complete the record of cashier's collections by totaling and crossfooting.

No. _____ Date: _____ Received from: _____ _____ Route: _____ Amount: \$ _____	<b>Midway Delivery Service</b> No. _____ Date: _____ 19 ____ Received from: _____ \$ _____ _____ Dollars Route: _____ For: _____ _____ Cashier
---	---

No. _____ Date: _____ Received from: _____ _____ Route: _____ Amount: \$ _____	<b>Midway Delivery Service</b> No. _____ Date: _____ 19 ____ Received from: _____ \$ _____ _____ Dollars Route: _____ For: _____ _____ Cashier
---	---


No. _____ Date: _____ Received from: _____ _____ Route: _____ Amount: \$ _____	<b>Midway Delivery Service</b> No. _____ Date: _____ 19 ____ Received from: _____ \$ _____ _____ Dollars Route: _____ For: _____ _____ Cashier
---	---



Prepare a tally sheet. Your total should match the grand total of the record of cashier's collections, if you have done your work correctly.

- f. Prepare a deposit slip on March 5, 19--, for the bills and coins listed on the tally sheet. Your company uses two different banks. This deposit is made at the Home National Bank.

TALLY SHEET		Date: _____				
<b>No.</b>	<b>Bills</b>					
	Packages of \$100 bills x \$10,000.00					
	Loose \$100 bills					
	Packages of \$50 bills x \$5,000.00					
	Loose \$50 bills					
	Packages of \$20 bills x \$2,000.00					
	Loose \$20 bills					
	Packages of \$10 bills x \$1,000.00					
	Loose \$10 bills					
	Packages of \$5 bills x \$500.00					
	Loose \$5 bills					
	Packages of \$1 bills x \$100.00					
	Loose \$1 bills					
	Total bills to be deposited					
<b>No.</b>	<b>Coins</b>					
	Rolls of half-dollars x \$10.00					
	Loose half-dollars					
	Rolls of quarters x \$10.00					
	Loose quarters					
	Rolls of dimes x \$5.00					
	Loose dimes					
	Rolls of nickels x \$2.00					
	Loose nickels					
	Rolls of pennies x \$0.50					
	Loose pennies					
	Total coins to be deposited					
	Total cash to be deposited					




<b>For DEPOSIT to the Account of</b>		5-19 1477																	
MIDWAY DELIVERY SERVICE 29 RAMSEY STREET BALTIMORE, MD 21230-5782																			
DATE _____	19 ____																		
 <b>HOME National Bank</b> Baltimore, Maryland		<b>Dollars      Cents</b>																	
		<table border="1"> <tr> <td>BILLS</td> <td></td> <td></td> </tr> <tr> <td>COINS</td> <td></td> <td></td> </tr> <tr> <td>Checks as Follows Properly Endorsed</td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL DEPOSIT</b></td> <td></td> <td></td> </tr> </table>		BILLS			COINS			Checks as Follows Properly Endorsed									<b>TOTAL DEPOSIT</b>
BILLS																			
COINS																			
Checks as Follows Properly Endorsed																			
<b>TOTAL DEPOSIT</b>																			
Subject to the Terms and Conditions of this Bank's Collection Agreement																			
⑆ 1477 208 161 ⑆ 353 ⑆ 170 1 ⑆																			




Phase 2: Keeping the Checkbook


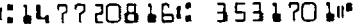
Directions


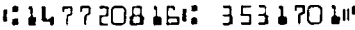
- a. Enter a balance brought forward of \$4,776.13 on Check Stub No. 416.
- b. Record the March 5 deposit from step (f) of Phase 1 on Check Stub No. 416. Find the total.
- c. Record the following checks and deposits during March on your check stubs. Write the checks. You are authorized to sign the checks.


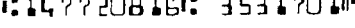
- March 9 Wrote Check No. 416 for \$965.00 to Parsons Realty for office rent.
- 15 Wrote Check No. 417 for \$3,500.00 to Payroll for delivery salaries.
- 16 Wrote Check No. 418 for \$4,700.00 to Taylor Autos for down payment on a truck.
- 19 Made a deposit of \$11,146.18. (It is not necessary to write the deposit slip.)
- 24 Wrote Check No. 419 for \$215.99 to Eastern Power Company for electric bill.
- 28 Wrote Check No. 420 for \$147.95 to Carson Office Supply Company for office supplies.
- 31 Deposited checks received of \$975.00.
- 31 Wrote Check No. 421 for \$1,475.80 to Maxie's Uniforms for the drivers' uniforms. (Carry the balance forward to Check Stub No. 422.)


No. <b>416</b> \$ _____ Date _____ To _____ For _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Dollars</th> <th style="width: 15%;">Cents</th> </tr> </thead> <tbody> <tr> <td>Bal. Bro't. For'd.</td> <td></td> <td></td> </tr> <tr> <td>Amt. Deposited</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> <tr> <td>Amt. This Check</td> <td></td> <td></td> </tr> <tr> <td>Bal. Car'd. For'd.</td> <td></td> <td></td> </tr> </tbody> </table>		Dollars	Cents	Bal. Bro't. For'd.			Amt. Deposited			Total			Amt. This Check			Bal. Car'd. For'd.			<table style="width: 100%;"> <tr> <td style="text-align: center;"><b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782</td> <td style="text-align: right;">No. <b>416</b> Date _____ 19____ <sup>5-19</sup>/<sub>1477</sub></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>PAY TO THE ORDER OF</b> _____ \$ _____ <small>For Classroom Use Only</small></td> </tr> <tr> <td colspan="2" style="text-align: right;">_____ Dollars</td> </tr> <tr> <td colspan="2" style="text-align: center;">                       47 Ramsey Street, Baltimore, MD 21230-5784                      ⑆ 1477 208 161 353 170 ⑆                 </td> </tr> </table>	<b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782	No. <b>416</b> Date _____ 19____ <sup>5-19</sup> / <sub>1477</sub>	<b>PAY TO THE ORDER OF</b> _____ \$ _____ <small>For Classroom Use Only</small>		_____ Dollars		 47 Ramsey Street, Baltimore, MD 21230-5784 ⑆ 1477 208 161 353 170 ⑆	
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Bal. Bro't. For'd.																				
Amt. Deposited																				
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- d. You receive the following bank statement as of March 31 from the Home National Bank. Prepare a bank reconciliation statement as of March 31. You must find the outstanding checks and the outstanding deposit by comparing your checkbook records with the bank statement. Be sure to include the interest earned and the service charge on your bank reconciliation statement.

 <b>HOME National Bank</b> 47 Ramsey Street, Baltimore, MD 21230-5784			
Account of:	Statement Date:	03/31/--	
Midway Delivery Service 29 Ramsey Street Baltimore, MD 21230-5782	Beginning Balance:	4,776.13	
Account no.: 353-1701	Total Deposits/Credits:	23,745.84	
	Total Checks/Debits:	9,327.95	
	Ending Balance:	19,194.02	
Date	Checks/Debits	Deposits/Credits	Balance
03/01/--			4,776.13
03/05/--		12,525.16	17,301.29
03/12/--	965.00		16,336.29
03/15/--	3,500.00		12,836.29
03/19/--		11,146.18	23,982.47
03/31/--	4,700.00		19,282.47
03/31/--	147.95		19,134.52
03/31/--	15.00		19,119.52
	SERVICE CHARGE		
03/31/--		74.50	19,194.02
		INTEREST	



*Phase 3: Petty Cash Duties*

It is now June 1. Your employer directs you to write Check No. 456 for \$200 payable to Petty Cash to establish a petty cash fund. Each payment from the fund must be classified into either delivery expense, office expense, or general expense.

**Directions**

- a. Prepare a petty cash voucher for each of the following payments from the fund. Approve each voucher with your own initials, but do not fill in the signature. Start with Voucher No. 1.

June	3	Paid \$27.45 to Jeanne Molloy for delivery expenses.
	6	Paid \$19.50 to Carson Office Supply Company for office supplies.
	12	Paid \$4.85 to Carl Holliday for delivery expenses.
	17	Paid \$31.63 to Master Locks for a new office lock.
	24	Paid \$13.06 to Millie Davis for delivery expenses.
	30	Paid \$15.60 to Carson Office Supply Company for stationery.

- b. Record the opening balance in the petty cash book.
- c. Record the vouchers issued in the petty cash book.
- d. Rule and foot the amount columns of the petty cash book.
- e. Check your totals by crossfooting.
- f. Record the final totals and double rule the amount columns.
- g. Find the new balance as of July 1 and enter it in the petty cash book.
- h. Begin a new page in the petty cash book and enter the balance as of July 1.
- i. A count of currency in the petty cash box shows \$86.71. Calculate and enter any cash shortage or overage, and find, if necessary, the corrected balance.
- j. Your employer directs you to cash Check No. 471 to replenish the fund. Calculate the amount of this check and record it in the petty cash book.

a.

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

PETTY CASH VOUCHER		
No. _____		
Date _____		
Pay to _____	\$	¢
For _____		
Approved by _____	Payment Received _____	

b.-g.

PETTY CASH BOOK												
Date	Explanation	Vo. No.	Receipts		Payments		Distribution of Payments					
							Delivery Expense		Office Expense		Other Items	
											Item	Amount

h.

PETTY CASH BOOK												
Date	Explanation	Vo. No.	Receipts		Payments		Distribution of Payments					
							Delivery Expense		Office Expense		Other Items	
											Item	Amount

i.

j.

### Comprehensive Project 3

You are an accounting clerk for Northern Distributors, Inc. Your job is to record all transactions with credit customers in the journals and in the ledger accounts.

#### *Phase 1*

#### **Directions**

- a. Record the transactions below using a sales journal, cash receipts journal, and sales returns and allowances journal. Number all journal pages "7."
- b. Post to the customer accounts as soon as you have recorded each transaction in the proper journal.

- |      |    |  |
|------|----|--|
| Aug. | 2  | Sold merchandise to The Depot, Inc., for \$780.00. (Start with Invoice #545.)                          |
|      | 4  | Sold merchandise to C & C Stores, Inc., for \$893.00.  |
|      | 7  | Received a check for \$399.00 from The Depot, Inc., for the balance due on the invoice of July 27.     |
|      | 8  | Received a check for \$519.00 from Duvaney's, Inc., for the balance due on the invoice of July 28.     |
|      | 10 | Sold merchandise to The Depot, Inc., for \$702.00.   |
|      | 11 | Issued Credit Memo #98 for \$83.00 to C & C Stores, Inc., for merchandise returned.                    |
|      | 12 | Received a check for \$780.00 from The Depot, Inc., for the invoice of August 2.                       |
|      | 13 | Sold merchandise to Duvaney's, Inc., for \$375.00.   |
|      | 13 | Sold merchandise to C & C Stores, Inc., for \$955.00.  |
|      | 14 | Received a check for \$810.00 from C & C Stores, Inc., for the balance due on the invoice of August 4. |
|      | 17 | Issued Credit Memo #99 for \$56.00 to Duvaney's, Inc., for merchandise returned.                       |
|      | 20 | Received a check for \$702.00 from The Depot, Inc., for the invoice of August 10.                      |
|      | 22 | Sold merchandise to Duvaney's, Inc., for \$649.00.   |
|      | 23 | Received a check for \$319.00 from Duvaney's, Inc., for the balance due on the invoice of August 13.   |
|      | 29 | Issued Credit Memo #100 for \$31.00 to C & C Stores, Inc., as an allowance for an overcharge.          |

**SALES JOURNAL**

**PAGE**

	DATE		CUSTOMER'S NAME	INV. NO.	POST REF.	AMOUNT				
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8

**CASH RECEIPTS JOURNAL**

**PAGE**

	DATE		RECEIVED FROM	FOR	POST. REF.	AMOUNT				
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8

**SALES RETURNS AND ALLOWANCES JOURNAL**

**PAGE**

	DATE		CUSTOMER'S NAME	CREDIT MEMO NO.	POST REF.	AMOUNT				
1										1
2										2
3										3
4										4
5										5
6										6

NAME C & C Stores, Inc.

ACCOUNT NO. 701

ADDRESS 5123 Howe Road, Flint, MI 48519-4476

TERMS 10 days

DATE		ITEM	POST. REF.	DEBIT				CREDIT				BALANCE			
July	17	Invoice #542	S6	7	3	2	00					7	3	2	00
	27	Cash	CR6					7	3	2	00	<hr/>			

NAME The Depot, Inc.

ACCOUNT NO. 702

ADDRESS 6522 Cook Avenue, Billings, MT 59102-4615

TERMS 10 days

DATE		ITEM	POST. REF.	DEBIT				CREDIT				BALANCE			
July	27	Invoice #543	S6	4	4	6	00					4	4	6	00
	30	Credit Memo #97	SR6					4	7	00		3	9	9	00



*Phase 2*

Your employer, Northern Distributors, Inc., sends statements of account to all its credit customers at the end of each month. Statements of account were sent out at the end of July. It is part of your job to prepare the statements at the end of August.

**Directions**

Prepare statements of account using the three customer accounts you completed in Phase 1 of this Comprehensive Project. Date all statements August 31. Remember to start each statement with the previous balance.

<p><b>CUSTOMER STATEMENT</b>  <b>NORTHERN DISTRIBUTORS, INC.</b>                  9212 Lehigh Avenue                  Chicago, IL 60648-2283</p>				
TO: _____				
_____				
_____				
ACCOUNT NO. _____				
DATE	ITEM	DEBIT	CREDIT	BALANCE
	Previous balance		→	
LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑				

<p><b>CUSTOMER STATEMENT</b>  <b>NORTHERN DISTRIBUTORS, INC.</b>                  9212 Lehigh Avenue                  Chicago, IL 60648-2283</p>				
TO: _____				
_____				
_____				
ACCOUNT NO. _____				
DATE	ITEM	DEBIT	CREDIT	BALANCE
	Previous balance		→	
LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑				

**CUSTOMER STATEMENT  
NORTHERN DISTRIBUTORS, INC.**

9212 Lehigh Avenue  
Chicago, IL 60648-2283

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

DATE	ITEM	DEBIT	CREDIT	BALANCE
	Previous balance		→	

LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑

# Sample Projects Answer Key

## Comprehensive Project 1

Phase 1: Verify the Printed/Keyboarded Data.

No.	Correct	Error	No.	Correct	Error
1.	X		6.		X
2.		X	7.	X	
3.	X		8.		X
4.		X	9.	X	
5.	X		10.	X	

Phase 2: Sort the data numerically, chronologically, and alphabetically.

**a. List No. 1**

\$187,905  
 Kelly Gorman, Inc.  
 October 21, 19X1  
 \$171,900  
 Jay Discount Stores, Inc.  
 December 9, 19X1  
 \$138,833  
 Barr Stores, Inc.  
 October 1, 19X1  
 \$135,671  
 Jay Kelly Company  
 November 6, 19X1  
 \$122,516  
 Gorman Enterprises, Inc.  
 October 16, 19X1  
 \$107,900  
 Barry Gorman, Inc.  
 December 3, 19X1  
 \$107,761  
 Lynn's Shops, Inc.  
 November 7, 19X1  
 \$92,398  
 Kelley Markets, Inc.  
 October 6, 19X1  
 \$89,472  
 L. R. Barr, Inc.  
 September 28, 19X1  
 \$75,890  
 Lynn R. Barr  
 August 14, 19X1

**b. List No. 2**

December 9, 19X1  
 Jay Discount Stores, Inc.  
 \$171,900.  
 December 3, 19X1  
 Barry Gorman, Inc.  
 \$107,900  
 November 7, 19X1  
 Lynn's Shops, Inc.  
 \$107,761.  
 November 6, 19X1  
 Jay Kelly Company  
 \$135,671  
 October 21, 19X1  
 Kelly Gorman, Inc.  
 \$187,905  
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 September 28, 19X1  
 L. R. Barr, Inc.  
 \$89,472  
 August 14, 19X1  
 Lynn R. Barr  
 \$75,890

- |  |   |  |
|--|---|--|
| <p><b>c.</b></p> <ol style="list-style-type: none"> <li>1. Barr, Lynn R.</li> <li>2. Barr Stores, Inc.</li> <li>3. Barr, L. R., Inc.</li> <li>4. Kelly Markets, Inc.</li> <li>5. Gorman Enterprises, Inc.</li> <li>6. Gorman, Kelly, Inc.</li> <li>7. Kelly, Jay, Company</li> <li>8. Lynn's Shops, Inc.</li> <li>9. Gorman, Barry, Inc.</li> <li>10. Jay Discount Stores, Inc.</li> </ol> | <p><b>d.</b></p> <p>Barr, L. R., Inc.<br/>September 28, 19X1<br/>\$89,472</p> <p>Barr, Lynn R.<br/>August 14, 19X1<br/>\$75,890</p> <p>Barr Stores, Inc.<br/>October 1, 19X1<br/>\$138,833</p> <p>Gorman, Barry, Inc.<br/>December 3, 19X1<br/>\$107,900</p> <p>Gorman Enterprises, Inc.<br/>October 16, 19X1<br/>\$122,516</p> | <p>Gorman, Kelly, Inc.<br/>October 21, 19X1<br/>\$187,905</p> <p>Jay Discount Stores, Inc.<br/>December 9, 19X1<br/>\$171,900</p> <p>Kelly Markets, Inc.<br/>October 6, 19X1<br/>\$92,398</p> <p>Kelly, Jay, Company<br/>November 6, 19X1<br/>\$135,671</p> <p>Lynn's Shops, Inc.<br/>November 7, 19X1<br/>\$107,761</p> |
|--|---|--|

*Phase 3: Preparing a Budget.*

*Sachi Benji*

*Cash Budget*

*For First Quarter, 19X2*

DESCRIPTION	JANUARY				FEBRUARY				MARCH				TOTAL			
Receipts:																
Systems	88	3	0	0	75	0	0	0	125	0	0	0	288	3	0	0
Training	35	5	0	0	36	0	0	0	16	5	0	0	88	0	0	0
Total Receipts	123	8	0	0	111	0	0	0	141	5	0	0	376	3	0	0
Payments:																
Wages	87	3	0	0	87	3	0	0	87	3	0	0	261	9	0	0
Rent	2	5	0	0	2	5	0	0	2	5	0	0	7	5	0	0
Insurance		5	0	0		5	0	0		5	0	0	1	5	0	0
Utilities		4	7	5		4	2	5		3	7	5	1	2	7	5
Telephone		5	5	0		5	5	0		5	5	0	1	6	5	0
Travel		3	0	0		4	0	0		6	0	0	1	3	0	0
Supplies		3	0	0		3	0	0		4	0	0	1	0	0	0
Taxes	12	5	0	0	12	5	0	0	12	5	0	0	37	5	0	0
Total Payments	104	4	2	5	104	4	7	5	104	7	2	5	313	6	2	5
Balance	19	3	7	5	6	5	2	5	36	7	7	5	62	6	7	5

Phase 4: Analyzing a budget

Sachi Benji

Budget Variance Report

For December, 19X1

	BUDGETED					ACTUAL					VARIANCE				
Receipts:															
Systems	89	7	5	0	00	92	5	7	0	00	2	8	2	0	00
Training	24	5	0	0	00	27	6	5	0	00	3	1	5	0	00
Total Receipts	114	2	5	0	00	120	2	2	0	00	5	9	7	0	00
Payments:															
Wages	82	5	0	0	00	83	7	0	0	00	1	2	0	0	00
Rent	2	5	0	0	00	2	5	0	0	00					00
Insurance		5	0	0	00		5	0	0	00					00
Utilities		4	0	0	00		4	7	5	00			7	5	00
Telephone		4	0	0	00		5	2	5	00		1	2	5	00
Travel		2	5	0	00		2	7	5	00			2	5	00
Supplies		2	5	0	00		3	0	0	00			5	0	00
Taxes	11	2	5	0	00	12	5	0	0	00	1	2	5	0	00
Total Payments	98	0	5	0	00	100	7	7	5	00	2	7	2	5	00
Balance	16	2	0	0	00	19	4	4	5	00	3	2	4	5	00

Phase 5: Checking Your Credit Card Statement

<i>Sachi Benji</i>			
<i>Credit Card Statement Work Sheet</i>			
<i>For December, 19X1</i>			
a. Unauthorized charges listed on statement:			
Date <u>12/24/X1</u>	Store <u>Crest Hotel</u>	Amount <u>\$ 79.68</u>	
b. Corrections to amounts on statement:			
For an overcharge:		For an undercharge:	
Charge on statement	\$ <u>12.75</u>	Charge on sales slip	\$ _____
Charge on sales slip	\$ <u>12.15</u>	Charge on statement	\$ _____
Amount overcharged	\$ <u>.60</u>	Amount undercharged	\$ _____
c. Calculating the correct new balance:			
New balance from statement		\$ <u>479.10</u>	
Less: Unauthorized charges	\$ <u>79.68</u>		
Overcharge on statement	\$ <u>.60</u>		
		<u>80.28</u>	
		\$ <u>398.82</u>	
Add: Undercharge on statement		_____	
Correct new balance		\$ <u>398.82</u>	

Phase 6: Borrowing on a Promissory Note

1. What is the principal of the note?  
\$35,800.00
2. What is the time of the note?  
Six months
3. What is the due date of the note?  
June 4, 19X2
4. How much interest must be paid when the note is due?  
\$2,148.00
5. What is the amount due on the due date?  
\$37,948.00

## Comprehensive Project 2

### Phase 1: Collecting and Depositing Cash

No. <u>101</u> Date: <u>March 1, 19--</u> Received from: _____ <u>Louis Acre</u> Route: <u>101</u> Amount: \$ <u>210.85</u>	<b>Midway Delivery Service</b> No. <u>101</u> Date: <u>March 1,</u> 19 -- Received from: <u>Louis Acre</u> \$ <u>210.85</u> <u>Two hundred ten <math>\frac{85}{100}</math></u> Dollars Route: <u>101</u> For: <u>Route Collections</u> _____ (Student's Name) Cashier
--	--

No. <u>102</u> Date: <u>March 1, 19--</u> Received from: _____ <u>Jeanne Molloy</u> Route: <u>103</u> Amount: \$ <u>147.30</u>	<b>Midway Delivery Service</b> No. <u>102</u> Date: <u>March 1,</u> 19 -- Received from: <u>Jeanne Molloy</u> \$ <u>147.30</u> <u>One hundred forty-seven <math>\frac{30}{100}</math></u> Dollars Route: <u>103</u> For: <u>Route Collections</u> _____ (Student's Name) Cashier
---	---

No. <u>103</u> Date: <u>March 1, 19--</u> Received from: _____ <u>Roger Wilson</u> Route: <u>107</u> Amount: \$ <u>318.99</u>	<b>Midway Delivery Service</b> No. <u>103</u> Date: <u>March 1,</u> 19 -- Received from: <u>Roger Wilson</u> \$ <u>318.99</u> <u>Three hundred eighteen <math>\frac{99}{100}</math></u> Dollars Route: <u>107</u> For: <u>Route Collections</u> _____ (Student's Name) Cashier
--	---

No. <u>104</u> Date: <u>March 1, 19--</u> Received from: _____ <u>Carl Holliday</u> Route: <u>109</u> Amount: \$ <u>504.12</u>	<b>Midway Delivery Service</b> No. <u>104</u> Date: <u>March 1,</u> 19 -- Received from: <u>Carl Holliday</u> \$ <u>504.12</u> <u>Five hundred four <math>\frac{12}{100}</math></u> Dollars Route: <u>109</u> For: <u>Route Collections</u> _____ (Student's Name) Cashier
---	---

**MIDWAY DELIVERY SERVICE**  
**Record of Cashier's Collections**

Cashier \_\_\_\_\_ (*Student's Name*) \_\_\_\_\_

Week of March 1, ----

Route	Employee	Monday		Tuesday		Wednesday		Thursday		Friday		Totals	
101	L. Acre	210	85			104	12	161	56			476	53
102	B. Lund			601	19	216	36	904	18	890	63	2612	36
103	J. Molloy	147	30			127	00	972	67	109	44	1356	41
104	C. Ortiz			247	12	430	19			758	92	1436	23
105	S. Walsh			508	16			192	99	614	41	1315	56
106	M. Davis			195	08	271	12	483	32			949	52
107	R. Wilson	318	99	356	19	649	21	208	11	225	57	1758	07
108	H. Dodge			155	17	358	44	512	27	436	63	1462	51
109	C. Holliday	504	12	306	08					347	77	1157	97
	<b>Totals</b>	1181	26	2368	99	2156	44	3435	10	3383	37	12525	16
		1181	26	2368	99	2156	44	3435	10	3383	37	12525	16

TALLY SHEET		Date: <u>March 5, ----</u>	
<b>No.</b>	<b>Bills</b>		
	Packages of \$100 bills x \$10,000.00		
	Loose \$100 bills		
	Packages of \$50 bills x \$5,000.00		
68	Loose \$50 bills	3	400 00
3	Packages of \$20 bills x \$2,000.00	6	000 00
51	Loose \$20 bills	1	020 00
1	Packages of \$10 bills x \$1,000.00	1	000 00
45	Loose \$10 bills		450 00
	Packages of \$5 bills x \$500.00		
83	Loose \$5 bills		415 00
1	Packages of \$1 bills x \$100.00		100 00
59	Loose \$1 bills		59 00
	Total bills to be deposited		12 444 00
<b>No.</b>	<b>Coins</b>		
2	Rolls of half-dollars x \$10.00		20 00
17	Loose half-dollars		8 50
3	Rolls of quarters x \$10.00		30 00
19	Loose quarters		4 75
2	Rolls of dimes x \$5.00		10 00
37	Loose dimes		3 70
1	Rolls of nickels x \$2.00		2 00
30	Loose nickels		1 50
1	Rolls of pennies x \$0.50		50
21	Loose pennies		21
	Total coins to be deposited		81 16
	Total cash to be deposited		12 525 16

**For DEPOSIT to the Account of**

MIDWAY DELIVERY SERVICE  
29 RAMSEY STREET  
BALTIMORE, MD 21230-5782

DATE March 5, 19 77

**HOME National Bank**  
Baltimore, Maryland

Subject to the Terms and Conditions of this Bank's  
Collection Agreement

⑆ 14 77 208 161 ⑆ 3 53 1 70 1 ⑆

	Dollars	Cents
BILLS	12,444	00
COINS	81	16
Checks as Follows Properly Endorsed		
<b>TOTAL DEPOSIT</b>	<b>12,525</b>	<b>16</b>

5-19  
1477

Phase 2: Keeping the Checkbook

No. 416 \$ 965.00

Date March 9, 19--

To Parsons Realty

For office rent

MIDWAY DELIVERY SERVICE  
29 Ramsey Street  
Baltimore, MD 21230-5782

No. 416

Date March 9, 19 77

5-19  
1477

PAY TO THE  
ORDER OF Parsons Realty \$ 965.00

For Classroom Use Only

Nine hundred sixty-five <sup>00</sup>/<sub>100</sub> Dollars

	Dollars	Cents
Bal. Bro't. For'd.	4,776	13
<u>3/5</u> Amt. Deposited	12,525	16
Total	17,301	29
Amt. This Check	965	00
Bal. Car'd. For'd.	16,336	29

**HOME National Bank**  
47 Ramsey Street, Baltimore, MD 21230-5784

⑆ 14 77 208 161 ⑆ 3 53 1 70 1 ⑆

(Student's Name)

No. 417 \$ 3,500.00

Date March 15, 19--

To Payroll

For delivery salaries

MIDWAY DELIVERY SERVICE  
29 Ramsey Street  
Baltimore, MD 21230-5782

No. 417

Date March 15, 19 77

5-19  
1477

PAY TO THE  
ORDER OF Payroll \$ 3,500.00

For Classroom Use Only


Three thousand five hundred <sup>00</sup>/<sub>100</sub> Dollars


	Dollars	Cents
Bal. Bro't. For'd.	16,336	29
Amt. Deposited		
Total	16,336	29
Amt. This Check	3,500	00
Bal. Car'd. For'd.	12,836	29


**HOME National Bank**  
47 Ramsey Street, Baltimore, MD 21230-5784

⑆ 14 77 208 161 ⑆ 3 53 1 70 1 ⑆

(Student's Name)

No. <b>418</b> \$ <u>4,700.00</u> Date <u>March 16, 19--</u> To <u>Taylor Autos</u> For <u>down payment on truck</u>	<b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782 Date <u>March 16,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>	No. <b>418</b>  Date <u>March 16,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">Dollars</td> <td style="width: 15%;">Cents</td> </tr> <tr> <td>Bal. Bro't. For'd.</td> <td><b>12,836</b></td> <td><b>29</b></td> </tr> <tr> <td>Amt. Deposited</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td><b>12,836</b></td> <td><b>29</b></td> </tr> <tr> <td>Amt. This Check</td> <td><b>4,700</b></td> <td><b>00</b></td> </tr> <tr> <td>Bal. Car'd. For'd.</td> <td><b>8,136</b></td> <td><b>29</b></td> </tr> </table>				Dollars	Cents	Bal. Bro't. For'd.	<b>12,836</b>	<b>29</b>	Amt. Deposited			Total	<b>12,836</b>	<b>29</b>	Amt. This Check	<b>4,700</b>	<b>00</b>	Bal. Car'd. For'd.	<b>8,136</b>	<b>29</b>
	Dollars	Cents																		
Bal. Bro't. For'd.	<b>12,836</b>	<b>29</b>																		
Amt. Deposited																				
Total	<b>12,836</b>	<b>29</b>																		
Amt. This Check	<b>4,700</b>	<b>00</b>																		
Bal. Car'd. For'd.	<b>8,136</b>	<b>29</b>																		
PAY TO THE ORDER OF <u>Taylor Autos</u> \$ <u>4,700.00</u> For Classroom Use Only																				
<u>Four thousand seven hundred <math>\frac{00}{100}</math></u> Dollars																				
 <b>HOME National Bank</b> _____ (Student's Name) 47 Ramsey Street, Baltimore, MD 21230-5784 ⑆ 14 77 208 161 ⑆ 3 53 170 1 ⑆																				

No. <b>419</b> \$ <u>215.99</u> Date <u>March 24, 19--</u> To <u>Eastern Power Company</u> For <u>electric bill</u>	<b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782 Date <u>March 24,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>	No. <b>419</b>  Date <u>March 24,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>																		
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	Dollars	Cents																		
Bal. Bro't. For'd.	<b>8,136</b>	<b>29</b>																		
<u>3/19</u> Amt. Deposited	<b>11,146</b>	<b>18</b>																		
Total	<b>19,282</b>	<b>47</b>																		
Amt. This Check	<b>215</b>	<b>99</b>																		
Bal. Car'd. For'd.	<b>19,066</b>	<b>48</b>																		
PAY TO THE ORDER OF <u>Eastern Power Company</u> \$ <u>215.99</u> For Classroom Use Only																				
<u>Two hundred fifteen <math>\frac{99}{100}</math></u> Dollars																				
 <b>HOME National Bank</b> _____ (Student's Name) 47 Ramsey Street, Baltimore, MD 21230-5784 ⑆ 14 77 208 161 ⑆ 3 53 170 1 ⑆																				

No. <b>420</b> \$ <u>147.95</u> Date <u>March 28, 19--</u> To <u>Carson Office Supply Company</u> For <u>office supplies</u>	<b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782 Date <u>March 28,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>	No. <b>420</b>  Date <u>March 28,</u> 19 -- <u>5-19</u> <span style="float: right;">1477</span>																		
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	Dollars	Cents																		
Bal. Bro't. For'd.	<b>19,066</b>	<b>48</b>																		
Amt. Deposited																				
Total	<b>19,066</b>	<b>48</b>																		
Amt. This Check	<b>147</b>	<b>95</b>																		
Bal. Car'd. For'd.	<b>18,918</b>	<b>53</b>																		
PAY TO THE ORDER OF <u>Carson Office Supply Company</u> \$ <u>147.95</u> For Classroom Use Only																				
<u>One hundred forty-seven <math>\frac{95}{100}</math></u> Dollars																				
 <b>HOME National Bank</b> _____ (Student's Name) 47 Ramsey Street, Baltimore, MD 21230-5784 ⑆ 14 77 208 161 ⑆ 3 53 170 1 ⑆																				

No. <b>421</b> \$ <b>1,475.80</b> Date <b>March 31, 19--</b> To <b>Maxie's Uniforms</b> For <b>driver's uniforms</b>	<b>MIDWAY DELIVERY SERVICE</b> 29 Ramsey Street Baltimore, MD 21230-5782	No. <b>421</b> Date <b>March 31,</b> _____ 19 -- $\frac{5-19}{1477}$
<b>PAY TO THE ORDER OF</b> <u>Maxie's Uniforms</u> \$ <b>1,475.80</b> <small>For Classroom Use Only</small>		
<i>One thousand four hundred seventy-five <math>\frac{80}{100}</math> _____ Dollars</i>		
<b>HOME National Bank</b> _____ <i>(Student's Name)</i> <small>47 Ramsey Street, Baltimore, MD 21230-5784</small>		

	Dollars	Cents
Bal. Bro't. For'd.	<b>18,918</b>	<b>53</b>
<b>3/31</b>		
Amt. Deposited	<b>975</b>	<b>00</b>
Total	<b>19,893</b>	<b>53</b>
Amt. This Check	<b>1,475</b>	<b>80</b>
Bal. Car'd. For'd.	<b>18,417</b>	<b>73</b>

No. <b>422</b>	\$ _____	
Date	_____	
To	_____	
For	_____	

	Dollars	Cents
Bal. Bro't. For'd.	<b>18,417</b>	<b>73</b>
<b>Service</b>		
Amt. Deposited	<b>(15)</b>	<b>00</b>
<b>Interest</b>	<b>74</b>	<b>50</b>
Total	<b>18,477</b>	<b>23</b>
Amt. This Check		
Bal. Car'd. For'd.		

*Midway Delivery Service*

**Bank Reconciliation Statement**

March 31, ----

Checkbook balance	18	4	1	7	73
Less service charge			1	5	00
	18	4	0	2	73
Add interest earned			7	4	50
Adjusted checkbook balance	18	4	7	7	23
Bank statement balance	19	1	9	4	02
Add outstanding deposit		9	7	5	00
Total	20	1	6	9	02
Less outstanding checks:					
#419				\$	215.99
#421					<u>1,475.80</u>
Total outstanding checks		1	6	9	179
Adjusted bank statement balance	18	4	7	7	23

Phase 3: Petty Cash Duties

PETTY CASH VOUCHER			
No. <u>  1  </u>			
Date <u> June 3,  ----</u>			
Pay to <u>  Jeanne Molloy  </u>	\$	¢	
For <u>  Delivery expenses  </u>	27	45	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			

PETTY CASH VOUCHER			
No. <u>  4  </u>			
Date <u> June 17,  ----</u>			
Pay to <u>  Master Locks  </u>	\$	¢	
For <u>  New office lock  </u>	31	63	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			

PETTY CASH VOUCHER			
No. <u>  2  </u>			
Date <u> June 6,  ----</u>			
Pay to <u>  Carson Office Supply Company  </u>	\$	¢	
For <u>  Office supplies  </u>	19	50	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			

PETTY CASH VOUCHER			
No. <u>  5  </u>			
Date <u> June 24,  ----</u>			
Pay to <u>  Millie Davis  </u>	\$	¢	
For <u>  Delivery expenses  </u>	13	06	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			

PETTY CASH VOUCHER			
No. <u>  3  </u>			
Date <u> June 12,  ----</u>			
Pay to <u>  Carl Holliday  </u>	\$	¢	
For <u>  Delivery expenses  </u>	4	85	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			

PETTY CASH VOUCHER			
No. <u>  6  </u>			
Date <u> June 30,  ----</u>			
Pay to <u>  Carson Office Supply Company  </u>	\$	¢	
For <u>  Stationery  </u>	15	60	
Approved by _____	Payment Received		
<i>(Student's initials)</i>			



### Comprehensive Project 3

#### Phase 1

#### SALES JOURNAL

PAGE 7

1	DATE		CUSTOMER'S NAME	INV. NO.	POST REF.	AMOUNT				1
	----									
1	Aug.	2	The Depot, Inc.	545	702	7	8	0	00	1
2		4	C & C Stores, Inc.	546	701	8	9	3	00	2
3		10	The Depot, Inc.	547	702	7	0	2	00	3
4		13	Duvaney's, Inc.	548	703	3	7	5	00	4
5		13	C & C Stores, Inc.	549	701	9	5	5	00	5
6		22	Duvaney's, Inc.	550	703	6	4	9	00	6
7		31	Total			4	3	5	4 00	7
						4	3	5	4 00	

#### CASH RECEIPTS JOURNAL

PAGE 7

1	DATE		RECEIVED FROM	FOR	POST. REF.	AMOUNT				1
	----									
1	Aug.	7	The Depot, Inc.	Bal. Inv., 7/27	702	3	9	9	00	1
2		8	Duvaney's, Inc.	Bal. Inv., 7/28	703	5	1	9	00	2
3		12	The Depot, Inc.	Invoice, 8/2	702	7	8	0	00	3
4		14	C & C Stores, Inc.	Bal. Inv., 8/4	701	8	1	0	00	4
5		20	The Depot, Inc.	Invoice, 8/10	702	7	0	2	00	5
6		23	Duvaney's, Inc.	Bal. Inv., 8/13	703	3	1	9	00	6
7		31	Total			3	5	2	9 00	7
						3	5	2	9 00	
8										8

#### SALES RETURNS AND ALLOWANCES JOURNAL

PAGE 7

1	DATE		CUSTOMER'S NAME	CREDIT MEMO NO.	POST REF.	AMOUNT				1
	----									
1	Aug.	11	C & C Stores, Inc.	98	701		8	3	00	1
2		17	Duvaney's, Inc.	99	703		5	6	00	2
3		29	C & C Stores, Inc.	100	701		3	1	00	3
4		31	Total				1	7	0 00	4
							1	7	0 00	

NAME C & C Stores, Inc.

ACCOUNT NO. 701

ADDRESS 5123 Howe Road, Flint, MI 48519-4476

TERMS 10 days

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE
July 17	Invoice #542	S6	7 3 2 00		7 3 2 00
	Cash	CR6		7 3 2 00	
Aug. 4	Invoice #546	S7	8 9 3 00		8 9 3 00
	Credit Memo #98	SR7		8 3 00	8 1 0 00
	Invoice #549	S7	9 5 5 00		1 7 6 5 00
	Cash	CR7		8 1 0 00	9 5 5 00
	Credit Memo #100	SR7		3 1 00	9 2 4 00
			2 5 8 0 00	1 6 5 6 00	

NAME The Depot, Inc.

ACCOUNT NO. 702

ADDRESS 6522 Cook Avenue, Billings, MT 59102-4615

TERMS 10 days

DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE
July 27	Invoice #543	S6	4 4 6 00		4 4 6 00
	Credit Memo #97	SR6		4 7 00	3 9 9 00
Aug. 2	Invoice #545	S7	7 8 0 00		1 1 7 9 00
	Cash	CR7		3 9 9 00	7 8 0 00
	Invoice #547	S7	7 0 2 00		1 4 8 2 00
	Cash	CR7		7 8 0 00	7 0 2 00
	Cash	CR7		7 0 2 00	
			1 9 2 8 00	1 9 2 8 00	

NAME Duvaney's, Inc.

ACCOUNT NO. 703

ADDRESS 9754 Lieber Road, Indianapolis, IN 46260-8809

TERMS 10 days

DATE		ITEM	POST. REF.	DEBIT				CREDIT				BALANCE			
----	28	Invoice #544	S6	5	7	8	00					5	7	8	00
	29	Credit Memo #96	SR6						5	9	00	5	1	9	00
Aug.	8	Cash	CR7						5	1	9				
	13	Invoice #548	S7	3	7	5	00					3	7	5	00
	17	Credit Memo #99	SR7						5	6	00	3	1	9	00
	22	Invoice #550	S7	6	4	9	00					9	6	8	00
	23	Cash	CR7						3	1	9	6	4	9	00
				1	6	0	2	00	9	5	3				

Northern Distributors, Inc.

Schedule of Accounts Receivable

August 31, ----

C & C Stores, Inc.	9	2	4	00	
Duvaney's, Inc.	6	4	9	00	
Total	1	5	7	3	00
	1	5	7	3	00

Phase 2

<b>CUSTOMER STATEMENT</b> <b>NORTHERN DISTRIBUTORS, INC.</b> 9212 Lehigh Avenue Chicago, IL 60648-2283					
TO:		C & C Stores, Inc.		August 31, ----	
		5123 Howe Road		ACCOUNT NO. 701	
		Flint, MI 48519-4476			
DATE		ITEM	DEBIT	CREDIT	BALANCE
----	1	Previous balance			
Aug.	4	Invoice #546	893 00		893 00
	11	Credit Memo #98		83 00	810 00
	13	Invoice #549	955 00		1,765 00
	14	Cash		810 00	955 00
	29	Credit Memo #100		31 00	924 00
LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑					

**CUSTOMER STATEMENT  
NORTHERN DISTRIBUTORS, INC.**

9212 Lehigh Avenue  
Chicago, IL 60648-2283

TO: The Depot, Inc.  
6522 Cook Avenue  
Billings, MT 59102-4615

August 31, ----  
ACCOUNT NO. 702

DATE	ITEM	DEBIT	CREDIT	BALANCE
---- Aug.	1 Previous balance _____		→	399 00
	2 Invoice #545	780 00		1,179 00
	7 Cash		399 00	780 00
	10 Invoice #547	702 00		1,482 00
	12 Cash		780 00	702 00
	20 Cash		702 00	_____
LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑				

**CUSTOMER STATEMENT  
NORTHERN DISTRIBUTORS, INC.**

9212 Lehigh Avenue  
Chicago, IL 60648-2283

TO: Duvaney's, Inc.  
9754 Lieber Road  
Indianapolis, IN 46260-8809

August 31, ----  
ACCOUNT NO. 701

DATE	ITEM	DEBIT	CREDIT	BALANCE
---- Aug.	1 Previous balance _____		→	519 00
	8 Cash		519 00	_____
	13 Invoice #548	375 00		375 00
	17 Credit Memo #99		56 00	319 00
	22 Invoice #550	649 00		968 00
	23 Cash		319 00	649 00
LAST AMOUNT IN THIS COLUMN IS THE BALANCE DUE ↑				