Question 21 (12 marks)

(a) Outline TWO security measures that should be taken when preparing to bank receipts. **2**

The two security measures are general journals and Subsidiary ledgers.

(b) Enter the following transactions for Green Pine Gardening Services into the Cash Receipts Journal. **4**

Green Pine Gardening Services

4/8/13	Gardening work was done for $99 cash (including GST), receipt no 38.
10/8/13	Credit customer, Haze, settled their account from the previous month of $132, receipt no 39 for $121. A discount of $11 (including GST) was allowed.
11/8/13	Notification was received that the Haze cheque dated 10/8/13 was dishonoured.
28/8/13	Interest of $5.50 was received from savings account with RMZ Bank.

Cash Receipts Journal

Date	Receipt number	Particulars	Cash at bank	Accounts receivable	GST collected or payable	Discount allowed	Garden work	Interest received
4/8/13	38	Gardening work	99		9			
10/8/13	39	credit customer	132	121	10	1		
11/8/13	39	dishonoured cheque	132	121	10	1		
28/8/13		Int RMZ BANK						5.50

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Question 21 (continued)

(c) Complete the Petty Cash Book for Helpful Cleaning. **6**

Helpful Cleaning Transactions

1/3/13	Establish petty cash advance	Cheque # 822	$50.00
4/3/13	Purchase milk, tea and coffee (no GST)	Voucher #1	$8.20
8/3/13	Purchase stamps for posting (including GST)	Voucher #2	$33.00
11/3/13	Increase float to $75.00	Cheque # 845	
23/3/13	Purchase stamps for posting (including GST)	Voucher #3	$22.00
31/3/13	Reimburse petty cash	Cheque # 861	

Petty Cash Book

Amount received	Voucher/ cheque number	Date	Details	Amount paid	GST paid	Staff amenities	Postage
50.00	822	1/3/13	Petty cash advance				
	1	4/3/13	milk, tea and coffee	8.20		8.20	
	2	8/3/13	stamps	36.00	3.00		~~35~~ 33.00
	845	11/3/13	Increase float	75.00			
	3	23/3/13	stamps	24.00	2.00		22.00
	861	31/3/13	Reimburse petty cash				
50.00				143.20	5.00	8.20	55.00

End of Question 21

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