

**Question 21** (12 marks)

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

\* A.F.S.L. - Issued advisor to or allowances  
to complete bank receipts.

\* only people who are allowed to

- (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.

A=L+OE+R-E

cash pay

cash receipts-sales

sales distribution

purchase dist.

**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	Sales	99		9		90	
10/8/13	39	Sales Distribution	11		110	990		
11/8/13	39	Dishonoured chq	11			11		
28/8/13	38	(Interest) Revenue	5.50					5.50

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Question 21 (continued)

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

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**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
<del>50.00</del> 50.00	cheque #822	1/3/13	Balance				
	Voucher #1	4/3/13	purchase milk, tea coffee	8.20		8.20	
	Voucher #2	8/3/13	stamps for posting	33.00	3.3		29.70
	cheque #845	<del>11/3/13</del> 11/3/13	<del>Balance c/d</del> increase float	41.2			
<del>41.2</del> 41.2		11/3/13	Balance c/d	<del>41.2</del> 41.2			
<del>8.80</del> 8.80		<del>11/3/13</del> 11/3/13	Balance b/d	8.80			
75.00		11/3/13	Balance	75.00			
	Voucher #3	23/3/13	stamps for posting	22	2.2		19.8
<u>61.80</u>	cheque #861	31/3/13	reimburse petty cash				

End of Question 21