

**Question 21** (12 marks)

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

*When preparing bank receipts it is essential to ensure that you check the validity of the receipt i.e. is every detail correct and further ensure security through getting a supervisor or manager to also check the receipts before they are deposited into the bank.*

- (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.

*Bank  
GST Collected  
A/C Receivable  
Account allowed*

*Also include A/C receivables in particulars for 10/8 & 11/8*

**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	Bank (A/c) Garden work (6) GST collected (6)	99		9		90	
10/8/13	39	Bank Discount allowed <del>cash collected</del>	121	132		11		
11/8/13	-	Bank Dishonoured allowed <del>cash collected</del>	(121)	(132)		(11)		
28/8/13	-	Cash at Bank Interest Received	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
\$50.00	#822	1/3/13	Petty Cash ImpireA				
	#1	4/3/13	Purchased Milk, Tea & Coffee	\$8.20	-	\$8.20	
	#2	8/3/13	Purchased stamps	\$33.00	\$3.00		\$30.00
\$25.00	#845	11/3/13	Increased float to \$75.00				
	#3	23/3/13	Purchased stamps	\$22.00	\$2.00		\$20.00
\$63.20 <del>\$125</del>	#861	31/3/13	Reimburse petty cash float				

End of Question 21