

Level 1 Bookkeeping

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The forms and formats include:

1	'T' account format	(Chapters 3 to 7)
2	two column account format	(Chapters 3 to 7)
3	petty cash vouchers	(Chapter 8)
4	petty cash book	(Chapter 9, Activities 2, 3 & 5)
5	petty cash book	(Chapter 9, Activity 4)
6	petty cash book	(Chapter 10, Activities 1, 3 & 4)
7	petty cash book	(Chapter 10, Activity 2)
8	petty cash reimbursement request and cheque	(Chapter 10, Activity 3)
9	petty cash reimbursement request and cheque	(Chapter 10, Activity 4)
10	cash book formats	(Chapter 11, Activities 1 & 2)
11	cash book page	(Chapter 12, Activities 1 - 5)
12	cash book and bank reconciliation statement	(Chapter 14, Activities 1 - 4)

free resource material for OCR courses from
www.osbornebooks.co.uk

Account

Date	Details	£	p	Date	Details	£	p

Account

Date	Details	£	p	Date	Details	£	p

DOUBLE-ENTRY ACCOUNTS: CHAPTERS 3 TO 7 - 2 COLUMN FORMAT

Account					
Date	Details	£	p	£	p

Account					
Date	Details	£	p	£	p

petty cash voucher		No.	
date		_____	
description	amount		
_____	£	p	_____
_____	_____	_____	_____
signature			
authorised			

petty cash voucher		No.	
date		_____	
description	amount		
_____	£	p	_____
_____	_____	_____	_____
signature			
authorised			

petty cash voucher		No.	
date		_____	
description	amount		
_____	£	p	_____
_____	_____	_____	_____
signature			
authorised			

Petty Cash Book

Receipts £ p	Date	Details	Voucher Number	Total £ p	VAT £ p	Postage £ p	Cleaning £ p	Travel £ p	Stationery £ p	Sundry Expenses £ p

Petty Cash Book

Receipts £ p	Date	Details	Voucher Number	Total £ p	VAT £ p	Postage £ p	Cleaning £ p	Sundry Expenses £ p	Stationery £ p	Refresh- ments £ p

Petty Cash Book

Receipts £ p	Date	Details	Voucher Number	Total £ p	VAT £ p	Postage £ p	Cleaning £ p	Motor Expenses £ p	Stationery £ p	Refresh- ments £ p

Petty Cash Book

Receipts £ p	Date	Details	Voucher Number	Total £ p	VAT £ p	Postage £ p	Cleaning £ p	Motor Expenses £ p	Stationery £ p	Sundry expenses £ p

PETTY CASH REIMBURSEMENT REQUEST

Please arrange for a cheque for £ _____ to restore imprest.

Signed _____ Petty Cashier

Date _____

Signed _____ Authorised Signatory

Date _____

Date	Southern Bank PLC	date	97-76-54
To	Mereford Branch 16 Broad Street, Mereford MR1 7TR		
	Pay	Account payee only	only
			£
£			D ASHCROFT LIMITED
734017	734017	977654	68384939

PETTY CASH REIMBURSEMENT REQUEST

Please arrange for a cheque for £ _____ to restore imprest.

Signed _____ Petty Cashier

Date _____

Signed _____ Authorised Signatory

Date _____

Date	Southern Bank PLC	date	_____	97-76-54
To	Mereford Branch 16 Broad Street, Mereford MR1 7TR			
	Pay	Account payee only		only
				£
£				FAIRACRES GARDEN CENTRE
652414	652414	977654	68384939	

Cash Book (receipts side)

Date	Customer name	Discount allowed £ p	Cash £ p	Bank £ p

Cash Book (payments side)

Date	Supplier name	Discount received £ p	Cash £ p	Bank £ p

Cash Book

Cr

Dr

Date	Details	Discount Allowed £ p	Cash £ p	Bank £ p	Date	Details	Discount Received £ p	Cash £ p	Bank £ p

CASH BOOK					
RECEIPTS			PAYMENTS		
Date	Details	Bank	Date	Details	Bank
2004		£	2004		£

name of business.....

Bank Reconciliation Statement as at

	£	£
Balance at bank as per Cash Book	

Add: unrepresented cheque(s)	
	

Less: outstanding lodgement(s) not yet entered on bank statement	
	
Balance at bank as per bank statement	