Book-keeping.- -For Civil Service Junior.   Time allowed : Three hours.

1. From the following particulars write up a Cash-book, ruled in the form which you consider the most suitable :—

			£	s.	d.
1903.					
Jan.	1	Balance of cash in bank on this date	363	15	0
	2	Received from James Edwards payment of his account	5	14	6
	3	Received from Arthur White payment in full settlement of a debt of £107 18s.	105	14	0
	4	Lodged in bank	100	0	0
	5	Paid Jones & Co. in cash (they allowed 1s. discount)	1	5	0
	8	Paid office-cleaning by cash	0	12	6
	12	Paid wages by cheque ..	33	7	6
	14	Received for cash sales..	18	18	0
	18	Made sundry purchases of goods, drawing one cheque for same	38	10	0
	22	Paid Jones & Co. by cheque (receiving a discount of £4 4s.)	159	10	0
	30	Paid all cash on hand into bank.			
		Drew and sent out the following cheques :—			
		Evans & Blank (who allowed discount 18s.)	35	0	0
		Edgar Jackson, on account	150	0	0

2. On receiving the Pass-book from the bank on 31st January it is found that of the cheques mentioned in the foregoing question Edgar Jackson's (£150) and Jones & Co.'s (£159 10s.) have not been presented for payment. Make a reconciliation statement showing the balance at bank on 31st January.

3. Give definitions of the following terms : Insolvency, freight, interest, *pro formâ* invoice, acceptance.

4. A storekeeper carries on his business in three departments—viz., grocery, hardware, and drapery. Purchasers often buy on the same day goods from all departments. Rule a form of Sales-book which you would recommend the storekeeper to adopt, and enter therein six sales made on 14th March, 1903.

5. From the following Ledger balances on 31st March, 1903, make out Trading Account, Profit and Loss Account, and Balance-sheets for the year :—

	£		£
J. Starkey ..	153	Edward Short	128
W. Swift ..	42	J. Langford ..	27
Bills receivable	1,364	Bills payable	897
Goods, 31st March, 1902	2,000	Sales	5,080
Purchases ..	3,530	Capital : E. Bruce ..	780
Salaries	355	Capital : J. Wallace ..	750
Trade expenses	218		
	£7,662		£7,662

Goods according to stock-sheets, 31st March, 1903, £1,587.

The partners divide profits equally.

6. Henry & Edwards, of Dunedin, have received a consignment of 1,000 bags of wheat from William Hodge by rail. They sell it at 3s. 6d. a bushel, and the weight is 107 tons 10 cwt. Bags are to be weighed in. Railage (£31 5s.), unloading (£7 12s. 6d.), and cartage (£6 15s.) are paid, and commission is charged at 2½%. Make out Account-sales. [NOTE.—A bushel of wheat is regarded as weighing 60 lb.]

Book-keeping, I.—For Civil Service Senior.   Time allowed : Three hours.

1. What is the imprest system of petty cash ? Rule a Petty-Cash book, and enter therein two sums received and twelve sums disbursed under this system.

2. Explain the following : Bill of sale, demurrage, sinking fund, free of particular average, inscribed stock, appropriation of payments.

3. From the following trial balances for the year ending 31st December, 1903, taken from the books of Messrs. White & Black, prepare Trading Account, Profit-and-Loss Account, and Balance Sheet :—

	£		£
Sundry debtors ..	3,780	Sundry creditors ..	5,325
Stock, 31st December, 1902 ..	5,587	Bills payable	1,338
Purchases ..	21,836	Sales	27,385
Charges ..	959	Bills discounted	4,135
Wages and Salaries ..	1,931	John White : Capital	5,250
Discount ..	181	William Black : Capital	3,750
Travelling-expenses	511		
Bills receivable	4,575		
John White : Drawings	348		
William Black : Drawings	256		
Furniture and Fittings	369		
Freehold property ..	6,850		
	£47,183		£47,183

Stock, 31st December, 1903, £5,436.

Provide 2% discount on undiscounted bills and book debts.

Reserve 5% on current bills receivable and book debts as a provision for bad and doubtful debts.

Allow for depreciation on furniture and fittings £37, and on freehold property £137.

Credit partners with 6% interest on capital, but charge no interest on drawings.

Divide net profit in proportion of ⅗ to White and ⅖ to Black.