Bookkeeping Exam

This exam will give our company an idea as to the extent of your bookkeeping skills and will help us to determine if you are capable of fulfilling the position we have available at this time.

1. A bank statement dated January 31 has the following information:

ITEM DESCRIPTION	DATE	AMOUNT
Open Balance	12-31	\$ 547.43
Deposit	1-04	\$ 100.00
Deposit	1-15	\$ 350.00
Check # 1003	1-02	\$ 50.13
Check # 1006	1-07	\$ 10.09
Check # 1007	1-19	\$ 250.00
Check # 1008	1-26	\$ 101.19
Monthly Service Charge	1-31	\$ 5.00
Ending Balance	1-31	\$ 581.02

Your check register has the following transactions:

DATE

CHECK#

AMOUNT

DATE	CHECK#	AN	<u>IOUNT</u>
1-04	Deposit	\$	100.00
12-31	1003	\$	50.13
1-05	1004	\$	25.00
1-05	1005	\$	27.93
1-05	1006	\$	10.09
1-15	Deposit	\$	350.00
1-16	1007	\$	250.00
1-24	1008	\$	101.19
1-31	Deposit	\$	212.89

What is your bank statement reconciled balance at January 31?

2.	Fill in the b	lanks:			
Cost	of Goods = Be	eginning Inventory	+ Purchases		
Inco	me - Expenses	3 =			
Asse	ets =				+ Equity
3.		otal here:			adding machine, and lculator / adding
4	6.01	28.83	67.02	50.84	44.09
2	1.90	.52	300.00	43.76	28.00
3	007.07	294.34	84.59	4131.2	1 .17
3	7.10	44.56	6.52	10.21	140.94
4.	Classify the	following account	ts using the let	ters specified	:
	Assets	(A)	Liabilities	(L)	
	Equity	(Q)	Income	(I)	
	Expenses	(E)			
	Co	mmon Stock			Note Payable
	Ga	in of Sale of Asse	t		Sales

Salaries

Sales Tax Payable

Chevy pickup

Dividends

5. What are the journal entries for the following actions:

Retained Earnings

Computer Equipment

Cash in Checking

Gas / Oil

A \$37.00 check from a customer is returned non-sufficient funds.

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 ${f NOTE}$: This confidential exam is company property and must be submitted for position in which you are applying.

Owners confidential Bookkeeping Exam answers:

Cost of	Goods = Beginning Inventory	+ Purchases -	end	ing inventory
Income ·	- Expenses =	net income	or loss	
Assets =	liabilities_			+ Equity
_				
	ape of the following number	's on the calcu	ılator / adc	ling machine, and
the tota	ll here: <u>\$8,387.68</u>	<u>—</u>		
Q	Common Stock		L	Note Payable
I			I	Sales
	Retained Earnings			Salaries
A A			_	Salaries Sales Tax Paya
A			A	Chevy pickup
E			Q	Onevy pickup Dividends
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