

Task 3.1

Superkiosken, Horsens

The company has registered the following income and costs during the 20x6 accounting year:

Turnover	DKK 850,000	Sales-promotion costs	DKK 20,000
Interest costs	DKK 6,000	Cost of premises	DKK 40,000
Interest income	DKK 2,000	Other costs	DKK 25,000
Cost of sales	DKK 425,000	Running costs of vehicles	DKK 30,000

A. Use the chart below to produce a profit and loss account for the 20x6 accounting year.

Profit and loss account for 20x6			
Costs		Income	
	DKK		DKK

B. Explain briefly what the item called “turnover” shows.

C. Give examples of the costs covered by “running costs of vehicles”.

Task 3.3

SPORTSgrossisten, Roskilde

The company has registered the following assets and liabilities as at 31 December 20x7:

Fixtures and fittings	DKK 144,000	Bank deposits	DKK 78,000
Equity capital	DKK 347,000	Stock	DKK 230,000
Trade debtors	DKK 101,000	Trade creditors	DKK 228,000
Other creditors	DKK 120,000	Cash in hand	DKK 2,000
Vehicles	DKK 140,000		

A. Use the chart below to produce a balance sheet as at 31 December 20x7.

Balance sheet as at 31 December 20x7			
Assets		Liabilities	
	DKK		DKK

B. What does the accounting item called “trade debtors” show?

C. What are assets?

Task 3.5

CITY GRØNT, Odense

The following accounting items are available for this shop for 20x2. Assets and liabilities are calculated as at 31.12.20x2.

Turnover	DKK 800,000	Fixtures and fittings	DKK 190,000
Cash in hand	DKK 12,000	Cost of sales	DKK 245,000
Stock	DKK 66,000	Other creditors	DKK 28,000
Interest costs	DKK 10,000	Bank deposits	DKK 20,000
Trade creditors	DKK 148,000	Interest income	DKK 5,000
Cost of premises	DKK 60,000	Other costs	DKK 45,000
Trade debtors	DKK 18,000	Sales-promotion costs	DKK 30,000
Equity capital	DKK 250,000	Running costs of vehicles	DKK 40,000
Vehicles	DKK 120,000		

- Draw up a profit and loss account for 20x2.
- Draw up a balance sheet as at 31.12.20x2.
- Why should any profit made be placed on the costs side of the profit and loss account?

Task 3.9

Please answer the following questions based on the invoice below.

HANI-papir en gros				
HANS NIELSEN				
Byens Boghandel Evald Mortensen Brogade 441 7400 Herning			Invoice no. 24712	
Date: 12.9.20x1				
Your order		Packaging	Customer no.	Dispatched by
1.9.20x1			122107	Messenger
Terms of dispatch		Point of delivery	Terms of payment	
Free of charge		Address	30 days net	
Number	Product no.	Description of goods	Price each	Total
50	14171	Miniature calendar	DKK 3.20	DKK 160.00
100	15611	Office calendar	DKK 4.30	DKK 430.00
50	15641	Jumbo-size calendar	DKK 28.00	DKK 1,400.00
70	21116	Weekly calendar	DKK 17.00	DKK 1,190.00
30	42673	Vinyl stand, white	DKK 40.00	DKK 1,200.00
				DKK 4,380.00
				DKK 1,095.00
				DKK 5,475.00
+ 25% VAT				
Elmelund 49, 7500 Holstebro. Giro account 543-0143. Bank: Holstebro Bank A/S				

- What is the seller's name and address?
- What is the buyer's name and address?
- When was the invoice issued?
- What is the customer's number in the seller's books?
- How much must the buyer pay on the due date?
- When does the amount fall due for payment?

Task 3.10

Please answer the following questions based on the credit note below.

HANI-papir en gros HANS NIELSEN					Credit note no. 419	
Byens Boghandel Evald Mortensen Brogade 441 7400 Herning						
Invoice no.			Invoice date		Customer no.	Date:
24712			12.9.20x1		122107	12.9.20x1
Number	Product no.	Description of goods			Price each	Total
5	42673	Returned: Vinyl stand, white + 25% VAT			DKK 40.00	DKK 200.00 DKK 50.00 DKK 250.00
Elmelund 49, 7500 Holstebro. Giro account 543-0143. Bank: Holstebro Bank A/S						

- A. Who issued this credit note?
- B. Why has a credit note been issued?
- C. How does the credit note affect the amount the buyer must pay on the due date?

Task 3.11

Here are four simplified accounts containing debit and credit amounts. For each of the four accounts, please answer the following questions:

A. Does the account have a debit balance or a credit balance?

B. What is the balance in each account?

Debit	Credit
26,000	12,00

Answer to question A: _____

Answer to question B: _____

DKK _____

Debit	Credit
19,000	50,00

Answer to question A: _____

Answer to question B: _____

DKK _____

Debit	Credit
2,000	29,000

Answer to question A: _____

Answer to question B: _____

DKK _____

Debit	Credit
34,000	8,000

Answer to question A: _____

Answer to question B: _____

DKK _____

Task 3.14

In the following account DKK 112,000 has been debited and DKK 45,000 has been credited. Please answer the following questions:

- A. What is the balance?
- B. Does the account have a debit balance or a credit balance?

DKK 46,000 debit is registered in the account.

- C. What is the balance now?
- D. Does the account now have a debit balance or a credit balance?

DKK 80,000 credit is now registered in the account.

- E. What is the balance now?
- F. Does the account now have a debit balance or a credit balance?

Debit	Credit
26,000	12,00

Answer to question A: DKK _____
 Answer to question B: _____
 Answer to question C: DKK _____
 Answer to question D: _____

Task 3.17

- A. Put a cross next to each of the following accounting items to indicate whether it is a cost, an income, an asset or a liability. In addition, please state where the balance of the account belonging to each accounting item is to be found. Use the same procedure as shown for the accounting item called “cash in hand”.

Accounting item	Profit and loss account		Balance sheet		Balance	
	Costs	Income	Assets	Liabilities	Debit balance	Credit balance
Cash in hand			X		X	
Sale of goods						
Trade debtors						
Stock						
Bank deposits						
Interest costs						
Interest income						
Equity capital						
Running costs of vehicles						
Fixtures and fittings						
Cost of premises						
Trade creditors						
Cost of sales						
Vehicles						
Other creditors						
Other costs						
Sales-promotion costs						

- B. Which two main groups of accounting items contain a debit balance?
 C. Which two main groups of accounting items contain a credit balance?

Task 3.19

KH Sport, owned by Kurt Hansen, Holbæk

For some time Kurt Hansen has been planning to open his own sports/leisure shop. On 1 June 20x7 these plans came to fruition. Kurt Hansen has rented premises from Jan Trøst, a property company.

On 1 June 20x7 the following receipts are available for entering into the simplified accounts below.

Receipt 1

Kurt Hansen invests DKK 75,000 in the shop. This amount is deposited in a bank account at NYBANK A/S.

Bank deposits

Debit	Credit

Capital account

Debit	Credit

Receipt 2

An invoice is received from Holbæk Butiksinventar giving details of shop fixtures and fittings that have been delivered and installed costing a total of DKK 32,000. The invoice has been paid in cash by transferring the money from the bank account.

Fixtures and fittings

Debit	Credit

Bank deposits

Debit	Credit

Receipt 3

The rent on the business premises for June 20x7 (DKK 12,000) is paid by transfer from the shop's bank account.

Cost of premises	
Debit	Credit

Bank deposits	
Debit	Credit

Task 3.22

A. Please complete the chart below. Use the same procedure as shown for “cash in hand”.

Accounting item	Profit and loss account		Balance sheet		Balance		Increase balance by		Reduce balance by	
	Costs	Income	Assets	Liabilities	Debit balance	Credit balance	debiting	crediting	debiting	crediting
Cash in hand			X		X		X			X
Bank deposits										
Cost of premises										
Interest income										
Equity capital										
Fixtures and fittings										
Interest costs										
Trade creditors										
Running costs of vehicles										
Sale of goods										
Trade debtors										
Stock										
Cost of sales										
Vehicles										
Other creditors										
Sales-promotion costs										

- B. Which two main groups of accounts always have a debit balance?
- C. Which two main groups of accounts always have a credit balance?
- D. How is the balance in an account increased?
- E. How is the balance in an account reduced?

Task 3.23

Skoinporten, owned by Mette Ravn, Bogense

- A. The total balance as at 31.12.20x5 is shown in the adjustment sheet below (figures in DKK 1,000). Transfer the balance of each account to the account for the profit and loss account or the account for the balance sheet. Calculate and enter the profit/loss for the year in the adjustment sheet.

Figures in DKK 1,000	Total balance as at 31.12.20x5		Adjustments		Profit and loss account		Balance sheet	
	Debit	Credit	Debit	Credit	Costs	In- come	Assets	Liabi- lities
Sale of goods		8,300						
Cost of sales	4,800							
Sales-promotion costs	385							
Cost of premises	800							
Running costs of vehicles	125							
Other costs	1,280							
Interest income		30						
Interest costs	125							
Vehicles	370							
Fixtures and fittings	800							
Stock	1,280							
Trade debtors	1,350							
Cash in hand	80							
Bank deposits	240							
Capital account		1,225						
Trade creditors		1,440						
Other creditors		640						
	11,635	11,635						
			Profit for the year					

B. Calculate the equity capital as at 31.12.20x5 in the chart below:

Equity capital (cf. capital account).....	DKK
+ Profit for the year (cf. profit and loss account).....	
Equity capital as at 31.12.20x5.....	

Task 3.25

MUSIKA, a music shop in Slagelse

A. Please enter the following receipts as at 1.8.20x8 in the pre-printed simplified accounts below.

<i>Receipt</i>	<i>Explanatory description</i>	<i>Amount</i>
75	Internal receipt: Capital investment received from Ib Horn, company owner.....	<u>DKK 50,000</u>
	The amount has been deposited in the cash in hand.	
76	Bank receipt: Deposited in the bank account.....	<u>DKK 40,000</u>
	The amount has been withdrawn from the cash in hand.	
77	Purchase invoice from the factory SAXO: Two EXODUS pianos.....	<u>DKK 16,000</u>
	The invoice has been paid in cash by transfer from the bank account.	
78	Cash bill of sale: One EXODUS piano	<u>DKK 12,000</u>
	The amount has been deposited in the cash in hand.	
79	Confirmed invoice from Jens Noe, carpenter, Slagelse: Repair of door leading into the shop	<u>DKK 500</u>
	The amount has been paid in cash from the cash in hand.	

- 24 Internal receipt:
Cash sales for the day according to cash till.....DKK 8,000
The amount has been deposited in the cash in hand.

- 25 Confirmed bill from Aksel Juhl, mechanic:
Repair of van.....DKK 4,000
The amount has been paid by transfer from the bank account.

1100: Sale of goods	3200: Cost of premises	12110: Stock
12310: Cash in hand	12320: Bank deposits	13110: Capital account