

Eng 4129 – Engineering, Management and Society I

Tutorial 1 – Balancing off accounts

The following transactions are to be entered up in the books for June, 2019 and accounts balanced off and a trial balance extracted as at June 30, 2019:

2019

June 1	Started business with K600 in the bank and K50 cash in hand
June 2	Bought K500 goods on credit from C. Jones
June 3	Credit sales: H. Henry K66; N. Neita K25; P. Potter K43
June 4	Goods bought for cash K23
June 5	Bought motor van paying K256 by cheque
June 7	Paid motor expenses by cheque K12
June 9	Credit sales: B. Barnes K24; K. Lyn K26; M. Moore K65
June 11	Goods bought on credit: C. Jones K240; N. Moss K62; O. Hughes K46
June 13	Goods returned by us to C. Jones K25
June 15	Paid motor expenses by cash K5
June 19	Goods returned to us by N. Neita K11
June 20	Cash taken for own use (drawings) K10
June 21	We paid the following by cheque: N. Moss K62; O. Hughes K46
June 23	H. Henry paid us in cash K66
June 25	P. Potter paid us by cheque K43
June 26	Cash sales K34
June 27	Cash taken for own use K24
June 28	Goods returned by us to C. Jones K42
June 29	Paid for postage stamps by cash K4
June 30	Credit sales: N. Neita K43; M. Edgar K67; K. Lyn K45

Additional questions;

2. What is balancing off accounts and why is it important in accountancy?
3. What is the purpose of a trial balance?