

Question 37

Alexandra Travel (ABN 23 557 998 023) paid the amount owing on their January account to City Office Supplies (ABN 75 884 452 021). The supplier was owed \$474.04 on 31 January 20\_\_\_. The balance in the firm's cheque account prior to this transaction was \$850.00 and a further \$200.00 was deposited on the same day. You are authorised to sign all cheques. You are required to prepare Cheque No. 812396 dated 7 February 20\_\_ making certain the cheque is crossed in a manner which will protect the interests of the parties to the transaction.

<p>7 February 20__</p> <p>TO City Office Supplies</p> <p>FOR January Account</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">BROUGHT FORWARD</td> <td style="width: 15%;">\$ 850 00</td> <td style="width: 15%;"></td> </tr> <tr> <td>DEPOSITED SINCE</td> <td>200 00</td> <td></td> </tr> <tr> <td>BALANCE</td> <td>1050 00</td> <td></td> </tr> <tr> <td>THIS CHEQUE</td> <td>474 04</td> <td></td> </tr> <tr> <td>BALANCE</td> <td>575 96</td> <td></td> </tr> </table> <p>NO. 812396</p>	BROUGHT FORWARD	\$ 850 00		DEPOSITED SINCE	200 00		BALANCE	1050 00		THIS CHEQUE	474 04		BALANCE	575 96		<p><b>BETTER BUSINESS BANK LTD</b></p> <p><b>BRISBANE</b></p> <p>ABN 88 205 332 111</p> <p>BRANCH</p> <p>7 February 20__</p> <p>PAY City Office Supplies</p> <p>OR BEARER</p> <p>THE SUM OF Four hundred and seventy four dollars and four cents only</p> <p style="text-align: center;"><b>NOT NEGOTIABLE</b></p>	<p>NO. 812396</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto; text-align: center;">\$ 474.04</div> <p style="text-align: center;"><i>Your signature</i></p> <p style="text-align: center;">Alexandra Travel (ABN 23 557 998 023)</p>
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Allenby Constructions (ABN 20 555 676 009) received Tax Invoice No. 03412 for equipment hire costing \$126.72 from Acme Plant Hire (ABN 14 342 661 123). Prepare Cheque No. 21123 dated 3 February 20\_\_ to pay the amount owing after allowing a 10% discount for prompt payment. The cheque is to be crossed "Not Negotiable" in a manner which will protect the interests of the parties to the transaction. The balance in the cheque account prior to this transaction was \$450.00. The job supervisor, David McCormack and the accountant, Jennifer Harris are authorised to sign and countersign all cheques.

<p>8 February 20__</p> <p>TO Acme Plant Hire</p> <p>FOR Tax Invoice No. 03412</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">BROUGHT FORWARD</td> <td style="width: 15%;">\$ 450 00</td> <td style="width: 15%;"></td> </tr> <tr> <td>DEPOSITED SINCE</td> <td></td> <td></td> </tr> <tr> <td>BALANCE</td> <td>450 00</td> <td></td> </tr> <tr> <td>THIS CHEQUE</td> <td>114 05</td> <td></td> </tr> <tr> <td>BALANCE</td> <td>\$335 95</td> <td></td> </tr> </table> <p>NO. 21123</p>	BROUGHT FORWARD	\$ 450 00		DEPOSITED SINCE			BALANCE	450 00		THIS CHEQUE	114 05		BALANCE	\$335 95		<p><b>BETTER BUSINESS BANK LTD</b></p> <p><b>MELBOURNE</b></p> <p>ABN 88 205 332 111</p> <p>BRANCH</p> <p>8 February 20__</p> <p>PAY Acme Plant Hire</p> <p>OR BEARER</p> <p>THE SUM OF One hundred and fourteen dollars and five cents only</p> <p style="text-align: center;"><b>NOT NEGOTIABLE</b></p>	<p>NO. 21123</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto; text-align: center;">\$ 114.05</div> <p style="text-align: center;"><i>David Mc Cormack</i></p> <p style="text-align: center;"><i>Jennifer Harris</i></p> <p style="text-align: center;">Allenby Constructions (ABN 20 555 676 009)</p>
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