



ASSESSOR GUIDE

FNSACC311

Process financial transactions and extract interim reports

Assessment of 3

Project



Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Assessment 3

Assessment 3 Task 1

Confirm Authorisation of Journals

This task is a role-play.

IMPORTANT: this assessment must be undertaken after Assessment 2 Task 2 as it directly relates to the errors and discrepancies you identified in Assessment 2 Task 2.

Role-play instructions

The role-play meeting must include at least number 2 participants, not exceed 15 minutes in duration, and address all elements of the Observation Checklist below.

In this task, you will assume the role of Dawson Weeks, who is undertaking an Undergraduate Accountant Cadetship program with Ace Finance and participate in a role-playing meeting with Joelle Diamond, the owner of Isla & Co, who your assessor will play.

Please contact your assessor via the Discussion Forum to organise a suitable time. Your assessor will then schedule a session via Teams at the agreed time for this role-play to occur.

Assessor participant

You are not required to record the session.

Task overview

This role-play requires you to participate in a Microsoft Teams meeting with your assessor to discuss the errors and inconsistencies you identified in the invoices and credit notes you checked for completeness and accuracy in Assessment 2 Task 2 and to confirm the validity of cheques and electronic payments you reconciled in Assessment 2 Task 1d.

In this meeting, you will discuss with Joelle Diamond (role-played by your assessor):

- the errors that you identified with:
 - Isla & Co's invoices in Task 2.2b
 - Isla & Co's credit note in Task 2.3b
- the discrepancies you identified between:
 - Isla & Co's purchase orders and supplier invoices in Task 2.4b

After suggesting how the errors can be rectified, you must request authorisation to process the invoice and credit notes from Joelle.

In the meeting, you must also confirm with Joelle the validity of two payments on the March Commonwealth Bank statement. Specifically, you must ask Joelle to confirm:

1. the Telstra EFT payment directly debited on 1 March 2021 is a recurring monthly payment
2. the branch deposit recorded in the Cash Receipts Journal on 31/03/2021 was a cheque payment.

Additional resources and supporting documents

To complete this assessment, you will need:

- internet access and Teams meetings or access to a phone with access to Teams
- participant – assessor (Joelle Diamond)
- participant- student (Dawson Weeks)
- Isla & Co's invoices downloaded and reviewed in Task 2.2b
- Isla & Co's credit note downloaded and reviewed in Task 2.3b
- Isla & Co's purchase orders and supplier invoices downloaded and reviewed in Task 2.4b
- A copy of the filled-in Assessment 2 Task 2.2b Table completed with the inconsistencies you identified and your suggested rectifications
- A copy of the filled-in Assessment 2 Task 2.3b Table completed with the inconsistencies you identified and your suggested rectifications
- A copy of the filled-in Assessment 2 Task 2.4b Table completed with the errors you identified and your suggested rectifications.

Student Instructions

Prepare for the Meeting:

This meeting should be a discussion and run for 10-15 minutes.

Before your meeting, review:

- the errors, inconsistencies, and suggested rectifications you identified and documented in the:
 - Assessment 2 Task 2.2b Table
 - Assessment 2 Task 2.3b Table
 - Assessment 2 Task 2.4b Table
- the March 2021 bank statement - [FNSACC311_02_Project_Bank Statement](#)
 - familiarise yourself with Telstar EFT payment directly debited on 1 March 2021
- the cash receipts journal Excel Workbook 1 - [FNSACC311_02_Project_Excel Workbook 1 Tab A2-T1CRJ](#)
 - familiarise yourself with the branch deposit for 31/03/2021, as you must confirm with Joelle it has been allocated correctly in the cash receipts journal.

During the meeting:

You will assume the role of Dawson Weeks, Undergraduate Accountant with Ace Finance. Your assessor will assume the role of Joelle Diamond owner Isla & Co Pty Ltd. During the meeting, you must:

- use questioning and active listening to convey and clarify information and instructions about:
 - the Telstra EFT payment that was direct debited on 1 March 2021. Specifically, confirm with Joelle this is an ongoing monthly charge that will appear on future bank statements
 - the branch deposit dated 31/03/2021. Specifically, ask Joelle if it was a cheque payment and if the customer was offered a discount for prompt payment
 - it has been allocated correctly in the cash receipts journal
 - it was a cheque payment.

- use communication practices and protocols suited to gain required authorisation for the errors, inconsistencies and suggested rectifications you identified and documented in the following:
 - Assessment 2 Task 2.2b Table
 - Assessment 2 Task 2.3b Table
 - Assessment 2 Task 2.4b Table.

Role-play Checklist		
During the meeting, you must demonstrate you have:		
Used questioning and active listening to convey and clarify information and instructions about authorisations.	<input type="checkbox"/>	<input type="checkbox"/>
Used communication practices and protocols suited to gaining required authorisations as per Isla & Co's Accounting Policies and Procedure Manual.	<input type="checkbox"/>	<input type="checkbox"/>
Checked invoices against source documents for accuracy and corrected any identified errors.	<input type="checkbox"/>	<input type="checkbox"/>
Sought authorisation of journals by required personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the validity of cheques and electronic payments	<input type="checkbox"/>	<input type="checkbox"/>

After the meeting:

Once you have confirmed with Joelle the frequency of the Telstra payment and the correct journal entry has been recorded for the 31 March deposit, process any adjustments and close off the cash payments and cash receipts journals for March 2021.

Instructions to Assessor (Joelle Diamond)

Before the meeting, you must familiarise yourself with:

- Isla & Co Accounting Procedures Manual - FNSACC311_01_SAQ_Isla & Co Accounting Policy & Procedures Manual
- Isla & Co Invoices & Credit Note - FNSACC311_02_Project_Isla & Co Invoices & Credit Notes
- Isla & Co Supplier Invoices & Credit Notes - FNSACC311_02_Project_Supplier Invoices & Credit Notes
- Isla & Co Purchase Orders - FNSACC311_02_Project_Isla & Co Purchase Orders
- March 2021 Bank Statement - FNSACC311_02_Project_Bank Statement
- Excel Workbook 1 - FNSACC311_02_Project_Excel Workbook 1 Tab A2-T1CRJ

During the role-play, you will assume the role of Joelle Diamond, owner of Isla & Co. You will be discussing with the student:

- the errors they identified with:
 - Isla & Co's invoices in Task 2.2b
 - Isla & Co's credit note in Task 2.3b
- the discrepancies they identified between:
 - Isla & Co's purchase orders and supplier invoices in Task 2.4b.

The student must suggest how each error or discrepancy can be rectified.

As part of this discussion, the student will also ask you to confirm:

- if the Telstra EFT payment direct debited on 1 March 2021 is an ongoing monthly charge that will appear on future bank statements
- if the cash receipts branch deposit for 31/03/2021 was a cheque payment and was the customer offered a discount for prompt payment.

Instructions to Assessor

You will play the role of Joelle Diamond, owner of Isla & Co and participate in a 10 –15-minute discussion with the student. The student will assume the role of Dawson Weeks, Undergraduate Accountant with Ace Finance, discussing with you (Joelle) discrepancies, errors and questions they have about invoices, credit notes, and an electronic payment and branch deposit. The student must identify the following inconsistencies during the meeting and suggest a rectification.

Task 2.2b

Invoiced customer	Inconsistencies the student must identify.	Suggested rectification Below is an example of a satisfactory response
Isla & Co Tax Invoice No INV2106 for customer Rorke Rentals Pty Ltd	Isla & Co's ABN is not included on the invoice.	Send an amended invoice which includes Isla & Co's ABN- 11 111 111 138, to the customer
Isla & Co Tax Invoice No INV2107 for customer JT Real Estate Pty Ltd	Does not identify the GST amount included in the invoice.	Identify the sale is fully taxable by including the words 'Total price includes GST.' or include the total GST amount.

Task 2.3b

Credit Note Number	Inconsistencies the student must identify.	Suggested rectification Below is an example of a satisfactory response
Isla & Co Credit Note No CN1115 for Southside Preschool	The credit note does not include the reason the goods were returned and the name of the person approving the return of the goods.	Reissue the credit note to include the reason the goods were returned and the person's name approving the return of goods. This is a security precaution and demonstrates separation of duties.

Task 2.4b

Supplier	Errors the student must identify.	Suggested rectification Below is an example of a satisfactory response
Rags by Rick Pty Ltd Invoice No RBR210428-01	The student must compare Invoice No RBR210428-01 with Purchase Order No 0110 and identify: <ul style="list-style-type: none"> • The Floral dresses have been invoiced at \$55.00. The purchase order cost was \$50.00. 	Request an amended invoice for the cost of the Small, Medium and Large Floral Dress and confirm XLarge dresses are on backorder and will be invoiced at \$50.00

	<ul style="list-style-type: none"> 5 XLarge dresses were not delivered. 	
The Clothing Co Pty Ltd Invoice No TCC001220	<p>The student must compare Invoice No TCC001220 with Purchase Order No 0111 and identify there was a note on the purchase order 'No courier fee to be paid advised by Peter Smith'</p> <p>A courier fee was charged when goods were invoiced.</p>	<p>Below is an example of a satisfactory response.</p> <p>Request an adjustment note for \$33.00 for the courier fee.</p>

As part of this discussion, you will be asked the following questions by the student:

1. Is the Telstra EFT payment direct debited on 1 March 2021 an ongoing monthly charge that will appear on future bank statements?

You must confirm back to the student the Telstra EFT payment is a monthly EFT payment that will appear on future bank statements

2. Was the cash receipts branch deposit for 31/03/2021 a cheque payment, and was the customer offered a discount for prompt payment?

You must confirm that the 31/03/2021 branch deposit was a cheque payment to the student, and was the customer offered a \$44.00 discount for prompt payment?

At the end of this discussion, you must ask the student to:

- correct the Sales Journal by including \$284.25 GST in INV2107 for customer JT Real Estate Pty Ltd. Authorise the month-end closing of the April sales, purchases, sales returns and allowance and purchase returns and allowances journals
- authorise the posting of the balance to the general ledger.

Assessor Checklist	Yes	No
Students must demonstrate they have:		
Used questioning and active listening to convey and clarify information and instructions about authorisations.	<input type="checkbox"/>	<input type="checkbox"/>
Used communication practices and protocols suited to gaining required authorisations as per Isla & Co's Accounting Policies and Procedure Manual.	<input type="checkbox"/>	<input type="checkbox"/>
Checked invoices against source documents for accuracy and corrected any identified errors.	<input type="checkbox"/>	<input type="checkbox"/>
Sought authorisation of journals by required personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the validity of cheques and electronic payments	<input type="checkbox"/>	<input type="checkbox"/>

Assessment 3 Task 2

For this assessment task, you must post journal transactions to the general ledger, ensuring you maintain the integrity of relationships between the journal entries and the general ledger and generate interim reports.

Resources and Equipment Required

- Access to learning materials on the learning portal
- Access to a computer, the internet and email
- Access to Microsoft Word
- Access to Microsoft Excel
- Excel Workbook 1 - [FNSACC311_03_Project_Excel Workbook 2](#)

To complete this assessment task, you must read the following email and complete the tasks.



To: Dawson Weeks
(dawson.weeks@acefinance.com.au)

From: Andrew Glass (Andrew.glass@acefinance.com.au)

Date/time: Monday 24 Jan 20XX 4:30 p.m.

Subject: Herbs by Harry & Co Interim Reports

File Attached:

- [Excel Workbook 2](#)
- [Herbs by Harry Policy & Procedures Manual \[extract\]](#)

Good afternoon Dawson,

I have an urgent task for you to do.

I have attached a copy of Herbs by Harry's manual accounting system in consideration of this request. [Excel Workbook 2 - FNSACC311_03_Project_Excel Workbook 2](#)

Harry Mint owns a business, Herbs by Harry & Co. He has asked if we can finalise his June 30 accounts urgently as he is looking to apply for additional finance.

The bookkeeper has entered all transactions, and Herbs by Harry & Co's bank account has been reconciled up to 30/06/2020.

I require you to,

1. Enter the totals from the trial balance as beginning account balances for June 2020 into the general ledger using T accounts. You may need to add additional general ledger accounts. A general ledger template has been provided for you to complete this task in [Excel Workbook 2 - FNSACC311_03_Project_Excel Workbook 2](#) Tab TB.
2. Complete the cash and credit journals for the end of June 2020 and post them to the general ledger.
3. Extract a trial balance as at 30 June 2020. Check your work for accuracy to ensure you have adhered to double-entry bookkeeping principles and followed Herbs by Harry & Co's

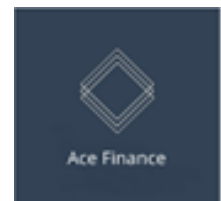
transaction input standard, documented in Herbs by Harry & Co Policy and Procedures Manual [FNSACC311_03_SAQ_Herbs by Harry Policy & Procedures Manual](#).

4. Process the following adjusting journal entries for 30 June:
 - a. On 30/06/2020, the business owed its employees \$800.00 in wages. These were paid on 05/07/2020.
 - b. Record depreciation for June of:
 - Office Equipment \$65.00
 - Plant & Equipment \$220.00
 - c. Advertising Expenses of \$1000.00 were paid 12 months in advance on 01/01/2020.
5. After completing this, I would like you to extract and check the trial balance at 30/06/2020 and prepare a profit and loss statement for 01/07/2019 – 30/06/2020 and a balance sheet at 30/06/2020.
6. Save a copy of the reports for auditing purposes

Thank you for your assistance, and please send me a copy of the finalised workbook.

Kind Regards,
Andrew Glass

Small Business Manager – Ace Finance
100 Growth Street, Sydney, NSW 2000
Phone: 1800 111 222
www.acefinance.com.au



Assessment 3 Task 2 Student Instructions

For this task, you must:

- Complete cash and credit journals and post them to the general ledger.
- Process adjusting journal entries for 30 June 2020.
- Extract a trial balance and review for accuracy and completeness.
- Finalise a trial balance and interim reports.

To successfully complete this task, you must undertake the following steps:

1. Access [FNSACC311_03_Excel Workbook 2](#).

Enter the totals from the trial balance (Tab TB) as beginning account balances for June 2020 into the general ledger using T accounts. A general ledger template has been provided for you to use to complete this task. (Tab GL).

You may need to add additional general ledger accounts to complete this Task.

Assessor Instructions

The student must access [FNSACC311_03_Excel Workbook 2](#).

The student must then use the accounts and balances in the trial balance (TB Tab) to create a general ledger for Herbs by Harry. A general ledger template has been provided for the student to complete this task. (Tab GL).

Please refer to [FNSACC311_03_Project_Excel Workbook 2_Assessor Guide Tab GL](#), as this worksheet provides a benchmark answer. Tab TB2a is for the assessor only and contains a list of additional accounts that need to be added to complete this task.

2. Total the cash and credit journals for the end of June 2020.

The journals you need to update are:

- Cash Payments Journal which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab CPJ](#)
- Cash Receipts Journal which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab CRJ](#)
- Sales Journal which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab SJ](#)
- Sales Returns & Allowances Journal, which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab SRAJ](#)
- Purchases Journal which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab PJ](#)
- Purchases Returns & Allowances Journal, which can be located in the [FNSACC311_03_Project_Excel Workbook 2 Tab PRAJ](#)

Post the 30 June 2020 balances to the general ledger.

Assessor Instructions

The student must refer to Herbs by Harry & Co Policy and Procedures Manual. This document defines the policies and procedures that ensure all manual journal entries recorded in the general ledger are correctly prepared, reviewed, approved, recorded according to generally accepted accounting principles (GAAP), and stored uniformly for easy accessibility.

The student must close off the cash and credit journals at the end of June 2020. These journals can be found in the [FNSACC311_03_Project_Excel Workbook 2_Assessor Guide](#) under the following tabs:

- Cash Payments Journal Tab CPJ
- Cash Receipts Journal CRJ

- Sales Journal SJ
- Sales Returns & Allowances SRAJ
- Purchases Journal PJ
- Purchases Returns & Allowances Journal PRAJ.

Once the student has closed off the journal, they must post the totals to the general ledger.

Please refer to [FNSACC311_03_Project_Excel Workbook 2_Assessor Guide](#):

- Tab CPJ provides a benchmark answer for the closing of the cash payments journal
 - Tab CRJ provides a benchmark answer for the closing of the cash receipts journal
 - Tab SJ provides a benchmark answer for the closing of the sales journal
 - Tab SRAJ provides a benchmark answer for the closing of the sales returns & allowances journal
 - Tab PJ provides a benchmark answer for the closing of the purchases journal
 - Tab PRAJ provides a benchmark answer of the closing of the purchases returns & allowances journal
 - Tab GL provides a benchmark answer of the journals that need to be posted.
3. Use the template provided in [FNSACC311_03_Project_Excel Workbook 2 Tab TB 30 June](#) to generate a trial balance as at 30 June 2020.

Check your work for accuracy to ensure you have adhered to double-entry bookkeeping principles and followed Herbs by Harry & Co's transaction input standard, documented in [Herbs by Harry & Co Policy and Procedure Manual FNSACC311_03_Herbs by Harry Policy & Procedures Manual](#).

Assessor Instructions

The student must generate a trial balance as at 30 June 2020 using the TB 30 June tab in the [FNSACC311_03_Project_Excel Workbook 2](#). This trial balance is for the student to check they have correctly posted the journal entries and have followed the rules of double-entry bookkeeping. The debits and credits must equal \$146,170.97.

Please refer to [FNSACC311_03_Project_Excel Workbook 2_Assessor Guide Tab 30 June](#), as this worksheet provides a benchmark answer.

4. In the general journal [Tab GJ], Process the following adjusting journal entries for 30 June and post them to the general ledger.
- On 30/06/2020, the business owed its employees \$800.00 in wages that were paid on 05/07/2020.
 - Record depreciation for June of:
 - Office Equipment \$65.00
 - Plant & Equipment \$220.00
 - Advertising Expenses of \$1000.00 were paid 12 months in advance on 01/01/2020.

Assessor Instructions

The student must create the following adjusting journal entries and post them to the general ledger account.

- a. On 30/06/2020, the business owed its employees \$800.00 in wages that were paid on 05/07/2020.

Dr Wages & Salaries	\$800.00	
Cr Wages & Salaries Payable		\$800.00

[to record accrued salaries]

- b. Record depreciation for June of:

- Office Equipment \$65.00
- Plant & Equipment \$220.00

Dr Depreciation		\$285.00
Cr Accumulated Depreciation on Office Equipment	\$65.00	
Cr Accumulated Depreciation on Plant & Equipment	\$220.00	

[to record depreciation for June]

- c. Advertising Expenses of \$1000.00 were paid 12 months in advance on 01/01/2020.

Dr Prepaid Advertising	\$500.00	
Cr Advertising		\$500.00

[to record portion of advertising that has been prepaid]

Please refer to FNSACC311_03_Project_Excel Workbook 2_Assessor Guide Tab GJ, as this worksheet provides a benchmark answer.

5. After you have recorded the end of year adjustments above, generate a trial balance, profit & loss statement and balance sheet for the end of the financial year ending 30/06/2020.

Use the following templates in FNSACC311_03_Project_Excel Workbook 2:

- Trial balance – Tab Adj TB
- Profit and loss statement – Tab P&L
- Balance sheet – Tab BS

Review the reports for accuracy and completeness and make any adjustments needed.

Assessor Instructions

After the student has recorded the adjusting journal entries, they must extract a trial balance as at 30/06/2020, a profit & loss statement for the period 01/07/2019 – 30/06/2020 and a balance sheet as at 30/06/2020 using the templates provided.

They must then review the reports for accuracy and completeness before finalising them.

Please refer to FNSACC311_03_Project_Excel Workbook 2_Assessor Guide Tab Adj TB, P&L and BS, as these worksheets provide a benchmark answer.

Assessment 3 Task 3

Prepare deposit facility and lodge flows

For this assessment task, you must select a deposit facility appropriate to the banking method, apply safety and security measures to the banking method and obtain proof of lodgement.

Resources and Equipment Required

- Access to learning materials on the learning portal
- Access to a computer, the internet and email
- Access to Microsoft Word
- Access to Microsoft Excel

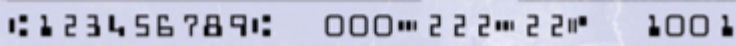
Isla & Co's banking procedure (extract)

Below is an extract from Isla & Co's banking procedure.

- Cheques received must be:
 - Written out to Isla & Co
 - Dated
 - Include the \$ amount and the amount in words
 - Signed.
- Cheques that the bank refuses due to missing information must be returned to the issuer by the accounts payable officer with a letter explaining why the cheque was refused and asking the issuer to either issue a replacement cheque or rectify the errors on the original cheque.
- Two [2] copies of the Bank Deposit slip must be taken to the bank and stamped and signed by the teller. One of the stamped copies must be filed in the filing cabinet labelled 'Accounts' in the office.

Task 3.1

Review the two cheques below and decide if they comply with Isla & Co's banking procedure. In the table below, note whether they comply or not. If not, provide your reasoning.

Bank of Uncle Sam		1001 -123456789
Date		28/03/2021
Pay	ISLA&CO	
The Sum of	Eight hundred & eight dollars & twelve cents	Amount \$808.12
Signature	<i>Peter Green</i> Sails Away	
		

Bank Of Uncle Sam	Rork Real Estate 1003 - 1234567890
	Date
Pay <u>Isla&Co</u>	Amount in figures:
THE SUM OF <u>One Thousand six hundred and seventeen</u> dollars only	<input type="text" value="\$ 1617.00"/>
1234567890 I: 000 III 222 III 22 II 1003	Signature: _____

Task 3.1 Table

	Does the cheque payment comply with Isla & Co's banking procedure? Yes /No Students must answer yes or no.	If you answered 'No', provide your reasoning why this payment does not comply with the banking procedure <i>[Response length between approximately 5 words]</i> A benchmark answer is provided
Rork Real Estate	Click or tap here to enter text. No	Click or tap here to enter text. The cheque is not signed.
Sail Away	Click or tap here to enter text. Yes	

Task 3.2

Bank Deposit Slip

Prepare a bank deposit slip using the template below for any cheque payments that comply with Isla & Co's banking procedure.

NAB BANK DEPOSIT SLIP			
Bank Branch where the account is held	Brisbane	Date	Date assessment completed
Paid in by [name]	Student's name	Signature	Student's signature
			\$
For CREDIT of [Account Name]	Isla & Co	Cash	Click or tap here to enter text.
BSB Number	061-998	Cheques	808.12
Account Number	12345677	Total	808.12
Cheque Details			
Drawers Name	BSB Number	Account Number	Amount
Sails Away	1001	123456789	808.12
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Assessor Instructions

The student must complete the bank deposit slip for sails away. A benchmark answer is provided. The Rork Real Estate cheque should not be included in the bank deposit as it does not comply with Isla & Co's banking procedure.

Task 3.3

You must refer to Isla & Co's banking procedure (extract) above to complete this task.

- Review the two NAB bank deposit slips listed below (Example A & Example B) and decide if there is sufficient proof of lodgement. Record and justify your decision in the template provided.
- Describe Isla & Co's procedure for filing bank deposits.

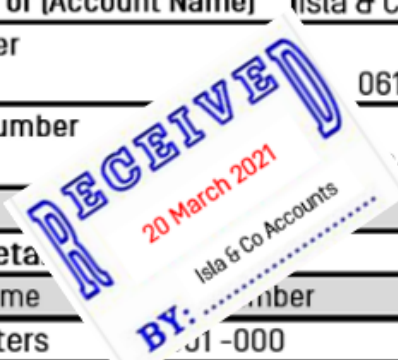
Example A

NAB BANK DEPOSIT SLIP			
Bank Branch where the account is held	Brisbane	Date	20/03/2021
Paid in by (name)	Peter Pepper	Signature	<i>Peter Pepper</i>
\$			
For CREDIT of (Account Name)	Isla & Co Pty Ltd	Cash	150.00
BSB Number	061-998	Cheques	13091.00
Account Number	12345677	Total	13241.00
Cheque Details			
Drawers Name		Account Number	Amount
JHL Importers	000	123456789	395.00
H& R Pty Ltd	100-876	98873871	696.00
Size Matters P/L	456-987	3143214124	12,000.00



Example B

NAB BANK DEPOSIT SLIP			
Bank Branch where the account is held	Brisbane	Date	20/03/2021
Paid in by (name)	Peter Pepper	Signature	<i>Peter Pepper</i>
\$			
For CREDIT of (Account Name)	Isla & Co Pty Ltd	Cash	150.00
BSB Number	061-998	Cheques	13091.00
Account Number	45677	Total	13241.00
Cheque Details			
Drawers Name		Account Number	Amount
JHL Importers	01-000	123456789	395.00
H& R Pty Ltd	100-876	98873871	696.00
Size Matters P/L	456-987	3143214124	12,000.00



Task 3.3 Table

Task 3.3a	Sufficient proof of lodgement Yes/No The student must answer Yes or No	Explain why there is or is not insufficient proof of lodgement. <i>[Response length approximately 25 words]. A benchmark answer is provided.</i>
Example A	Yes	The received stamp indicates the deposit was received at the NAB Brisbane Branch. The teller has initialled it.
Example B	No	The received stamp indicates the deposit has been received by Isla & Co's accounts department and not deposited at a bank branch.
Task 3.3b - Isla & Co's procedure for filing bank deposits. <i>[Response length approximately 40 words].</i>		
Two [2] copies of the Bank Deposit slip must be taken to the bank and stamped and signed by the teller. One of the stamped copies must be filed in the filing cabinet labelled 'Accounts' in the office.		

Assessor Instructions

The student must complete the table. A benchmark answer is provided.

Task 3.4

In the table below, provide an appropriate deposit or withdrawal facility for each banking method listed.

Task 3.4 Table

Banking Method	Deposit / Withdrawal facility
Cash or cheque deposits using a deposit book	Bank Branch
Express Business Deposits	Bank Branch
BPAY payment	Online Banking
Electronic Banking	Online Banking
Direct debit/recurring payment	Online Banking
Cash withdrawals	Bank Branch

Assessor Instructions

The student must provide an appropriate deposit or withdrawal facility for the banking method listed in the table. A benchmark answer is provided.

Assessment checklist:

Students must have completed all Tasks within this assessment before submitting. This includes:

