

91176R



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Level 2 Accounting 2025

91176 Prepare financial information for an entity that operates accounting subsystems

Credits: Five

RESOURCE BOOKLET

Refer to this booklet to answer the questions for Accounting 91176.

Check that this booklet has pages 2–4 in the correct order and that none of these pages is blank.

YOU MAY KEEP THIS BOOKLET AT THE END OF THE EXAMINATION.

Additional information on balance day

- Depreciation on the design equipment is charged at 8% p.a.
- Depreciation on computers is charged at 30% p.a. diminishing value method.
- Employees are owed for the following:
 - Designers' wages: \$980
 - Office salary: \$570.
- Design fees received in advance for jobs not yet started: \$1 540 excluding GST.
- Interest on loan is owing: \$160.
- Insurance was paid on 1 November 2024 for the next 12 months: \$3 600 excluding GST.
- Invoice on hand on 31 March 2025 for printing expenses (marketing): \$391 including GST.
- Invoices issued for design fees received on 31 March 2025 and not yet recorded: \$2 484 including GST.
- Bad debts to be written off \$529 including GST.
- The allowance for doubtful debts to be 4.0% p.a., rounded to the nearest whole number.
- Internet and phone is split 80% design and marketing costs and 20% office.
- Rent is treated as a design and marketing expense.
- The computers are used for the design and marketing work.

Additional information that occurred during the year (already included in the trial balance)

In early April 2024 *Mere's Design & Marketing* sold design equipment for \$560 excluding GST. This equipment was originally purchased for \$1 800 excluding GST, and had accumulated depreciation at the time of sale of \$1 480.

New design equipment was purchased for a cost of \$4 830 including GST.

RESOURCE B

The following information relates to *Mere's Design & Marketing* for the month of September 2025.

Balance on 1 September 2025	Balance on 30 September 2025
Accounts receivable: \$5 820	Accounts receivable: \$4 300
Bank: \$4 890 overdrawn	

Source document	Details	\$
Invoices	Design fees received	16 200
	Laptop purchase	2 100
Bank statement (extract)	Loan payment	1 000
	Transfer from Mere's personal savings	10 000
	Designers' wages (10 September)	3 100
	Laptop deposit	800
	Office Salary	1 400
	Designers' wages (24 September)	2 700
EFTPOS receipts issued	Sale of old computer	300
	Design fees received:	
	• Week 1	640
	• Week 2	710
	• Week 3	310
	• Week 4	480

Sept 2025

Weekly cash
drawings \$1500

8 Sept 2025

List old computer
on online auction
site with \$1
reserve

15 Sept 2025

Donated voucher
for marketing to
kids' school: value
\$1000

19 Sept 2025

Phone call from
lawyer – write off
credit customer
account \$184

24 Sept 2025

Arrange new
computer
insurance and set
up payment for
1 October

28 Sept 2025

Pay printing
account.
Due tomorrow!
\$2780

30 Sept 2025

Discounts given
to accounts
receivable for
early payments
total \$800 for the
month