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| **Leicester De Montfort Law School****Legal Practice Course****Solicitors Accounts** **Small Group Session 3****Prep Worksheet 3** |

**Exercise 1**

You have been advising P. Radovic in connection with a personal injury claim.

**Prepare all the ledgers to record the following:**

4 May You send P. Radovic a bill for £450 plus VAT.

5 June P. Radovic has failed to pay the bill. You write off the bill.

**Exercise 2**

You have been advising T. Brown Ltd in connection with a litigation matter against a customer F. Williams.

**Prepare all the ledgers to record the following:**

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| 2 | March | You send T. Brown Ltd a bill for £300 plus VAT. |
| 2 | October | T. Brown Ltd goes into liquidation. |
| 5 | October | You write off T. Brown Ltd’s bill. |

**Exercise 3**

Your firm acts for Mrs White. Your instructions are to pay her bills and use any money held to reimburse the business account for disbursements made on behalf on Mrs White.

**Prepare the client ledger of Mrs White and the Cash ledger only.**

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| 3 July | You pay £50 for Mrs White’s gas bill. |
| 6 July | You pay £100 for her account with John Lewis. |
| 10 July | You pay £600 for her Nursing Home fees. |
| 13 July | You receive £1,000 from Britannia Building Society. You pay the cheque into client account. You then transfer the amount due to the business account. |
| 17 July | You send Mrs White a bill for £50 plus VAT. You then pay the bill from money held on account of costs. Finally, you send the balance of the money to Mrs White. |