 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY MARKING GUIDELINES**

|  |  |  |  |  |  |
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| **SUBJECT** | **ACCOUNTING** | **GRADE** | 10 | **DATE** | June week 3 |
| **TOPIC** | Bookkeeping Of A Sole TraderCombined Cash And Credit Tranactions |  **Term 2** |
| **TIME ALLOCATION** | **4 Hours** | **TIPS TO KEEP HEALTHY**1. **WASH YOUR HANDS** thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%.2. **PRACTICE SOCIAL DISTANCING** – keep a distance of 1m away from other people.3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.4. **TRY NOT TO TOUCH YOUR FACE.** The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. 5. **STAY AT HOME.**  |
| **INSTRUCTIONS** | **See Required**  |

**Activity 6: Marking Guidelines 10 marks**

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| **6.1** | **Choose an explanation from COLUMN B that matches a concept in COLUMN A.**

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| **COLUMN A** | **COLUMN B** | If more than one response per question mark it incorrect. |
| 6.1.1 | C 🗸  |
| 6.1.2 | D 🗸 |
| 6.1.3 | A 🗸 |
| 6.1.4 | E 🗸 |
| 6.1.5 | F 🗸 |
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| **6.2** | **State whether the statements are true or false**

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| **COLUMN A** | **COLUMN B** |
| 6.2.1 | False 🗸 |
| 6.2.2 | True 🗸 |
| 6.2.3 | True 🗸 |
| 6.2.4 | False 🗸 |
| 6.2.5 | True 🗸 |
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|  | **Activity 7: Marking Guidelines** |  |
| **7.1.1** | **Three main points to solve the stock problem**1. Check gifts (stock) delivered to the shop – check to invoice
2. Regular stock counts – check to Trading stock account
3. Layout of gifts carefully designed e.g. smaller items near desk, secure valuable gifts
4. Security tags on gifts (stock)
5. Store inspectors / security guards at doors – check to sales slip
6. Background checks on employees

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| 7.1**.2** | **Two main points to solve the petty cash problem**1. Payments from petty cash need to be authorised
2. Petty cash vouchers should be completed and authorised
3. The petty cash box should be locked in the office safe
4. Proof of payments should be kept along with the original authorised voucher
5. Vouchers must be recorded in a Petty Cash Journal daily
6. The owner or manager should inspect vouchers and journal on a weekly basis 🗸🗸 🗸🗸
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**Activity 8: Marking Guidelines GENERAL LEDGER OF MANGOJANE STORES**

**BALANCE SHEET SECTION**

 **Bank B3**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2020Apr** | **1** | **Balance** |  |  **14 000** | 2020Apr | 30 | Sundry accounts Total payments  |  | 🗸 98 750 |
|  | 30 | Sundry accounts Total receipts  |  | 🗸 91 500 |  |  | Balance |  | 🗹 6 750 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 105 500 | 🗹 Both totals |  | 105 500 |
| May | 1 | Balance |  |  6 750 |  |  |  |

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 **Debtors’ Control B4**

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| **2020Apr** | **1** | **Balance** |  |  **34 600** | **2020Apr** | 30 | Bank & discount allowed | \* | 🗸🗸 12 120 |
|  | **31** | **Sales** |  |  **36 000** |  |  | Debtors allowances |  | 🗸 4 800 |
|  |  | Bank |  | 🗸 900 |  |  | Sundry accounts  |  | 🗸 650 |
|  |  | Sundry accounts  |  | 🗸 120 |  |  | Balance |  | 🗹 54 050 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  71 620 | 🗹 Both totals |  |  71 620 |
| May | 1 | Balance |  | 54 050 |  \* 🗸 11 880 + 🗸 240 (can show separate |

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 **Trading stock B5**

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| **2020Apr** | **1** | **Saldo** | **a/b** |  **56 345** | **2020Apr** | 30 | Cost of sales |  | 🗸 36 000 |
|  | **31** | Bank |  | 🗸 45 000 |  |  | Cost of sales |  | 🗸 24 000 |
|  |  | Creditors Control |  | 🗸 36 950 |  |  | Creditors Control |  | 🗸 3 000 |
|  |  | Cost of sales |  | 🗸 3 200 |  |  | Balance |  | 🗹 78 495 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  141 495 | 🗹 Both totals |  |  141 495 |
| May | 1 |  |  | 78 495 |  |

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**NOMINAL ACCOUNT SECTION**

**Cost of sales N1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2020Apr** | **1** | **Total** |  |  **60 000** | **2020Apr** | 30 | Trading stock |  | 🗸 3 200 |
|  | 30 | Trading stock |  | 🗸 36 000 |  |  | Total |  | 🗹 116 800 |
|  |  | Trading stock |  | 🗸 24 000 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 120 000 | 🗹 Both totals |  | 120 000 |
| May | 1 | Total |  | 116 800 |  |  |  |

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| **TOTAL MARKS** |
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**Activity 9: Marking Guidelines 14 marks**

* 1. **Write only the chosen letter next to the question number.**

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| 9.1.1 | E 🗸🗸 |
| 9.1.2 | D 🗸🗸 |
| 9.1.3 | C 🗸🗸 |
| 9.1.4 | D 🗸🗸 |
| 9.1.5 | A 🗸🗸 |
| 9.1.6 | D 🗸🗸 |
| 9.1.7 | A 🗸🗸 |

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|  | **Activity 10: Marking Guidelines 6 marks** |  |
| **10.1.1** | **Explain TWO strategies that Mongi should use in her business to stop employees to continue this behaviour.** |  |
|  | **Any two** 🗸🗸 🗸🗸* Order form must be completed and signed by one person
* Delivery note
* Invoice must be checked against original order form and checked against actual items delivered
* Regular stock taking
* Establish a receiving depot
* Stocks issued from receiving depot (stores) must be signed for
* Division of duties
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| **10.1.2** | **Briefly explain to Mongi at least ONE other area within her business that may require tighter control in order to eliminate employees taking advantage.** |  |
|  | **Any one** 🗸🗸 Use of business telephone/fax machine/Internet/email for private use, etc. |

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