

KWAZULU NATAL DEPARTMENT OF EDUCATION



FURTHER EDUCATION AND TRAINING



TEACHERS GUIDE

2022 MARCH COMMON TEST (SCOPE)

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| GRADE | 12 |
| SUBJECT | ACCOUNTING |
| PAPER | ONE PAPER |
| DURATION OF THE PAPER | 2 HOURS |
| TOTAL MARKS | 150 |
| MAXIMUM NUMBER OF QUESTIONS | 6 |
| COGNITIVE SKILLS: All questions will comprise the following Basic thinking skills 30%; Moderate thinking skills 40%; Higher order thinking skills 30% | |
| EXPECTED WORK COVERAGE/TOPICS | |
| 1. BOOKKEEPING OF COMPANIES: 1.1 Journal; Ledger accounts; Trial Balance 1.2 Transactions should include: 1.2.1 Issuing of shares at issue price. 1.2.2 Buying back of shares. 1.2.3 Loans and interest. 1.2.4 Income tax; Dividends; Directors fees; Audit fees | DATE COMPLETED 28/01/2022 |
| 2. FINANCIAL ACCOUNTING OF COMPANIES 2.1 Concepts 2.2 Year-end adjustments 2.3 Preparation of final accounts 2.4 Financial Statements and notes: 2.4.1 Income Statement (Statement of Comprehensive Income) 2.4.2 Balance Sheet (Statement of Financial Position) 2.5 Analysis and effect on the Accounting Equation. 2.6 Analysis and interpretation of Income Statement (Statement of Comprehensive Income), Balance Sheet (Statement of Financial Position) and Notes. 2.7 Integration of internal control, corporate governance and ethics with all topics. | 04/03/2022 18/03/2022 |

| KWAZULU NATAL DEPARTMENT OF EDUCATION | |
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| FURTHER EDUCATION AND TRAINING | |
| TEACHERS GUIDE | |
| 2022 JUNE COMMON TEST (SCOPE) | |
| GRADE | 12 |
| SUBJECT | ACCOUNTING |
| PAPER | 1 |
| DURATION OF THE PAPER | 2 HOURS |
| TOTAL MARKS | 150 |
| MAXIMUM NUMBER OF QUESTIONS | 6 |
| COGNITIVE SKILLS: All questions will comprise the following Basic thinking skills 30%; Moderate thinking skills 40%; Higher order thinking skills 30% | |
| EXPECTED WORK COVERAGE/TOPICS | DATE COMPLETED |
| 1. BOOKKEEPING OF COMPANIES: 1.1 Journal; Ledger accounts; Trial Balance 1.2 Transactions should include: 1.2.1 Issuing of shares at issue price. 1.2.2 Buying back of shares. 1.2.3 Loans and interest. 1.2.4 Income tax; Dividends; Directors fees; Audit fees | 28/01/2022 |
| 2. FINANCIAL ACCOUNTING OF COMPANIES 2.1 Concepts 2.2 Year-end adjustments 2.3 Preparation of final accounts 2.4 Financial Statements and notes: 2.4.1 Income Statement (Statement of Comprehensive Income) 2.4.2 Balance Sheet (Statement of Financial Position) 2.4.3 Cash Flow Statement 2.5 Analysis and effect on the Accounting Equation. 2.6 Analysis and interpretation of Income Statement (Statement of Comprehensive Income), Balance Sheet (Statement of Financial Position) and Notes. 2.7 Integration of internal control, corporate governance, and ethics with all topics. 2.8 Analysis of a company's published financial statements and annual reports comprising Independent Auditors' Report, together with additional information relating to governance and the company's activities. | 04/03/2022 18/03/2022 25/03/2022 |
| 3. TANGIBLE / FIXED ASSETS | 29/04/2022 |


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FURTHER EDUCATION AND TRAINING
TEACHERS GUIDE
2022 JUNE COMMON TEST (SCOPE)

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| GRADE | 12 |
| SUBJECT | ACCOUNTING |
| PAPER | 2 |
| DURATION OF THE PAPER | 2 HOURS |
| TOTAL MARKS | 150 |
| MAXIMUM NUMBER OF QUESTIONS | 6 |
| COGNITIVE SKILLS | All questions will comprise the following <ul style="list-style-type: none"> • Basic thinking skills 30% • Moderate thinking skills 40% • Higher order thinking skills 30% |
| EXPECTED WORK COVERAGE | DATE COMPLETED |
| 1. INVENTORY SYSTEMS 3.1 Validation, valuation, and calculation of inventories of businesses using the perpetual and periodic inventory systems: 3.1.1 Specific identification (of cost price per unit) 3.1.2 First in, first out (FIFO). 3.1.3 Weighted average. 3.2 Integration of: 3.2.1 GAAP principles relating to inventories. 3.2.2 Integration of ethical issues relating to inventories. 3.2.3 Integration of internal audit and control processes relating to inventories. | 14/04/2022 |
| 4. TANGIBLE / FIXED ASSETS 4.1 Interpret and Report on Movements of Tangible / Fixed Assets 4.1.1 Age of assets. 4.1.2 Replacement rate. 4.1.3 Life span of assets 4.2 Integration of: 4.2.1 GAAP Principles 4.2.2 Ethical issues relating to fixed assets 4.2.3 Internal audit & Control processes | 29/04/2022 |

| EXPECTED WORK COVERAGE | DATE COMPLETED |
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| <p>5. COST ACCOUNTING</p> <p>5.1 Definition and explanation of accounting concepts unique to a manufacturing business.</p> <p>5.2 Preparation, presentation, analysis, interpretation and reporting on cost information for manufacturing enterprises:</p> <p>5.2.1 Preparation of a production cost statement with notes for manufacturing costs.</p> <p>5.2.2 Preparation of a short-form Income Statement with notes for administration cost and selling & distribution cost.</p> <p>5.2.3 Calculation of gross profit on finished goods sold.</p> <p>5.2.4 Calculation of variable and fixed costs.</p> <p>5.2.5 Calculation of the cost of a product using variable and fixed costs.</p> <p>5.2.6 Calculation of cost per unit.</p> <p>5.2.7 Calculation of contribution per unit.</p> <p>5.2.8 Calculation of breakeven point.</p> <p>5.2.9 Calculation of total cost of production.</p> <p>5.2.10 Integration of Ethical issues relating to manufacturing: product quality, product age, raw materials, support for local products, price fixing, theft, fraud, etc. Internal audit and control processes relating to manufacturing.</p> | <p>20/05/2022</p> |
| <p>6. RECONCILIATIONS</p> <p>6.1 Analysis and interpretation of bank, debtors' and creditors' reconciliations:</p> <p>6.1.1 Reconcile creditors' statements with their personal accounts.</p> <p>6.1.2 Reconcile debtors' lists and creditors' lists with control accounts.</p> <p>6.1.3 Analyse and interpret debtors' age analysis.</p> <p>6.1.4 Analyse and interpret bank statements and bank reconciliation statements.</p> <p>6.2 Integration of :</p> <p>6.2.1 Ethical issues relating to cash, debtors and creditors: payment periods, interest, credit ratings, fraud, etc.</p> <p>6.2.2 Audit and internal control issues relating to cash, debtors and creditors.</p> | <p>03/06/2022</p> |

TEACHERS GUIDE

2022 SEPTEMBER COMMON TEST (SCOPE)

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| GRADE | 12 |
| SUBJECT | ACCOUNTING |
| PAPER | 1 |
| DURATION OF THE PAPER | 2 HOURS |
| TOTAL MARKS | 150 |
| MAXIMUM NUMBER OF QUESTIONS | 6 |
| COGNITIVE SKILLS: All questions will comprise the following Basic thinking skills 30%; Moderate thinking skills 40%; Higher order thinking skills 30% | |
| EXPECTED WORK COVERAGE/TOPICS | DATE COMPLETED |
| 1. BOOKKEEPING OF COMPANIES: a. Journal; Ledger accounts; Trial Balance b. Transactions should include: i. Issuing of shares at issue price. ii. Buying back of shares. iii. Loans and interest. iv. Income tax; Dividends; Directors fees; Audit fees | 28/01/2022 |
| 2. FINANCIAL ACCOUNTING OF COMPANIES a. Concepts b. Year-end adjustments c. Preparation of final accounts d. Financial Statements and notes: i. Income Statement (Statement of Comprehensive Income) ii. Balance Sheet (Statement of Financial Position) iii. Cash Flow Statement e. Analysis and effect on the Accounting Equation. f. Analysis and interpretation of Income Statement (Statement of Comprehensive Income), Balance Sheet (Statement of Financial Position) and Notes. g. Integration of internal control, corporate governance and ethics with all topics. h. Analysis of a company's published financial statements and annual reports comprising Independent Auditors' Report, together with additional information relating to governance and the company's activities. | 04/03/2022 18/03/2022 25/03/2022 |
| 3. TANGIBLE / FIXED ASSETS | 29/04/2022 |


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2022 SEPTEMBER COMMON TEST (SCOPE)

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| GRADE | 12 |
| SUBJECT | ACCOUNTING |
| PAPER | 2 |
| DURATION OF THE PAPER | 2 HOURS |
| TOTAL MARKS | 150 |
| MAXIMUM NUMBER OF QUESTIONS | 6 |
| COGNITIVE SKILLS | All questions will comprise the following <ul style="list-style-type: none"> • Basic thinking skills 30% • Moderate thinking skills 40% • Higher order thinking skills 30% |
| EXPECTED WORK COVERAGE | DATE COMPLETED |
| 1. INVENTORY SYSTEMS <p>a. Validation, valuation and calculation of inventories of businesses using the perpetual and periodic inventory systems:</p> <ol style="list-style-type: none"> Specific identification (of cost price per unit). First in, first out (FIFO). Weighted average. <p>b. Integration of :</p> <ol style="list-style-type: none"> GAAP principles relating to inventories. Integration of ethical issues relating to inventories. Integration of internal audit and control processes relating to inventories. | 14/04/2022 |
| 4. TANGIBLE / FIXED ASSETS <p>a. Interpret and Report on Movements of Tangible / Fixed Assets</p> <ol style="list-style-type: none"> Age of assets. Replacement rate. Life span of assets <p>b. Integration of :</p> <ol style="list-style-type: none"> GAAP Principles Ethical issues relating to fixed assets Internal audit & Control processes | 29/04/2022 |

| EXPECTED WORK COVERAGE | DATE COMPLETED |
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| <p>5. COST ACCOUNTING</p> <p>a. Definition and explanation of accounting concepts unique to a manufacturing business.</p> <p>b. Preparation, presentation, analysis, interpretation and reporting on cost information for manufacturing enterprises:</p> <ul style="list-style-type: none"> i. Preparation of a production cost statement with notes for manufacturing costs. ii. Preparation of a short-form Income Statement with notes for administration cost and selling & distribution cost. iii. Calculation of gross profit on finished goods sold. iv. Calculation of variable and fixed costs. v. Calculation of the cost of a product using variable and fixed costs. vi. Calculation of cost per unit. vii. Calculation of contribution per unit. viii. Calculation of breakeven point. ix. Calculation of total cost of production. x. Integration of Ethical issues relating to manufacturing: product quality, product age, raw materials, support for local products, price fixing, theft, fraud, etc. Internal audit and control processes relating to manufacturing. | <p>20/05/2022</p> |
| <p>6. RECONCILIATIONS</p> <p>a. Analysis and interpretation of bank, debtors' and creditors' reconciliations:</p> <ul style="list-style-type: none"> i. Reconcile creditors' statements with their personal accounts. ii. Reconcile debtors' lists and creditors' lists with control accounts. iii. Analyse and interpret debtors' age analysis. iv. Analyse and interpret bank statements and bank reconciliation statements. <p>b. Integration of :</p> <ul style="list-style-type: none"> i. Ethical issues relating to cash, debtors and creditors: payment periods, interest, credit ratings, fraud, etc. ii. Audit and internal control issues relating to cash, debtors and creditors. | <p>03/06/2022</p> |

| EXPECTED WORK COVERAGE/TOPICS | DATE COMPLETED |
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| <p>7. VALUE ADDED TAX (VAT)</p> <p>a. Calculate the amount payable to or receivable from South African Revenue Services (SARS).</p> <p>b. Completion of the VAT control ledger account from given information</p> <p>c. Integration of ethical issues relating to VAT</p> <p>d. Integration of internal audit and control processes.</p> | <p>29/07/2022</p> |
| <p>8. BUDGETING</p> <p>8.1 Analysis, interpretation, and comparison of projected income statements for Sole traders or companies.</p> <p>8.2 Analysis, interpretation, and comparison of cash budgets for sole traders or companies.</p> <p>8.3 Integration of:</p> <p>8.3.1 Ethical issues relating to budgeting and projections.</p> <p>8.3.2 Internal audit and control processes relating to budgets and projections by comparing budget to actual figures.</p> | <p>26/08/2022</p> |