



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

ACCOUNTING GRADE 11
SCHOOL BASED ASSESSMENT
Stanmorephysics.com

TERM 1
WRITTEN REPORT
2022
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QUESTION	TOPIC	MARKS	TIME ALLOCATED
1	Bank reconciliation statement	30	36 minutes
2	Creditor's reconciliation and Internal control	20	24 minutes
	Total	50	60 minutes

NOTE:

- The written report should be administered in class and under the supervision of the educator.
- Learners should not refer to the notes during the administration process.

This question paper consists of 7 pages.

QUESTION 1: BANK RECONCILIATION STATEMENT

(30 marks; 36 minutes)

Casual Corner

Casual Corner is owned by Frans Helberg, he sells casual clothes and sneakers for cash and on credit.

The bank statement for November was received from Dino Bank and Frans was not happy with the balance reflected. During October and November the number of orders authorized by Frans were double compared to previous months. The owner did not approve any credit applications or increase the credit limit of debtors.

Frans Helberg promoted one of his long serving employees, Ursula Jones, she is now responsible for bookkeeping and deposits all cash received from customers.

Frans has requested you to reconcile the bank statement and the cash records and provide a detailed report on your findings.

REQUIRED:

Your report should include the following:

- 1.1 Updated Cash Journals for 30 November 2021. (13)
- 1.2 The corrected Bank Balance on 30 November 2021. (5)
- 1.3 Bank Reconciliation statement on 30 November 2021. (7)
- 1.4 When you were reconciling Cash Journals and the bank statement you noticed that R12 600 that was received on 16 October 2021 was reflected in the Bank Statement for November and this entry is a good example of rolling of cash.
 - 1.4.1 In your report explain “the rolling of cash” (1)
 - 1.4.2 Guide the owner on action that must be taken against Ursula. Provide **TWO** points. (2)
 - 1.4.3 Suggest control measures that should be implemented to prevent this from happening again. Provide **TWO** points. (2)

INFORMATION:

A Information relating to the Bank Statement on 30 November 2021 and the Bank Reconciliation Statement on 31 October 2021:

Details	Amount
Overdrawn balance as per bank statement	R8 200
Outstanding deposit (20 October 2021)	112 000
Outstanding deposit (29 October 2021)	24 010
Outstanding EFT	3 610
• 1963 (31 October 2021)	
Dr balance as per bank account	124 200

NOTE: Outstanding deposit of R112 000, R24 010 and EFT 1963 appeared in the Bank Statement for November.

B Provisional Totals in the cash Journals for November 2021:

Cash Receipts Journal – 30 November 2021			
Details	Bank	Amount	Details
Total	459 150	459 150	

Cash Payments Journal 30 November 2021			
Details	Bank	Amount	Details
Total	466 800	466 800	

D Entries that appear on the Bank Statement and not in the Cash Journals:

- Monthly debit order in favour of Fourways Mutual for insurance R1 155.
- Debit order in favour of M-web for electronic expenses, R 6 750, was incorrectly duplicated by Dino Bank. The entry was not recorded by the business.
- Service fees R 503; cash deposit fee R709, credit card levies R173.
- Interest on overdraft R1 060.

E Entries that appeared in the Cash Journals and not in the Bank Statement for November 2021:

- Deposit of R141 600 made on 30 November 2021.
- Deposit of R12 600 made on 30 November 2021.
- EFT no. 1958 for R14 100.

F Additional errors and omissions:

- EFT received from Shaun Comb; a debtor was incorrectly entered in the CRJ as R21 500. The Bank statement reflects a correct amount of R 51 200.

G The bank statement on 27 November 2021 reflects the overdrawn balance of R10 950.

QUESTION 2: CREDITORS RECONCILIATION AND INTERNAL CONTROL

(20 marks; 24 minutes)

2.1 CREDITORS' RECONCILIATION

You are an internal auditor of Legend Suppliers, the business is owned by Terry Naicker. The business has been supplying cleaning material to various organization for 5 years, they purchase most of their stock on credit from Mahloko Suppliers.

The owner is concerned about the bookkeeper Aletta, he picked up a huge variance (difference) between balance from a statement of account received from Mahloko Suppliers and the balance of their account in the creditors' ledger. The owner requested you to reconcile the differences in the Creditors' Ledger Account and the January statement received from the creditor. A detailed report should be provided to the owner.

REQUIRED:

- 2.1.1 In you report explain why the balance of the Creditors' Control account in the General Ledger is different from the balance of statement of account. (2)
- 2.1.2 Use the table provided to indicate changes to the: (9)
- Creditors' Ledger Account in the books of Legend Suppliers
 - Creditors' Reconciliation Statement on 31 January 2022

INFORMATION:

A. Creditors' Ledger Account in the books of Legend Suppliers

MAHLOKO SUPPLIERS (CL6)						
				DEBIT	CREDIT	BALANCE
2022	1	Balance	b/d			
Jan	12	Invoice 220			116 640	
		EFT 033		48 600		
	18	Debit Note 702		12 360		
		Invoice 289			58 920	
		Invoice 333			36 000	
	24	Debit Note 877			11 640	
	25	Journal voucher 585		7 680		
	31	EFT 112		111 120		140 640

B. Statement of account from Mahloko Suppliers

Legend Suppliers 85 Tonk Meter Road 25 January 2022			DEBIT	CREDIT	BALANCE
2022	1	Balance			
January	12	Invoice 220	116 640		
		Receipt 742		48 600	
	18	Credit Note 791		9 000	
		Invoice 333	36 000		
	22	Invoice 395	15 000		
	24	Credit Note 888		11 640	195 600

C. Errors, omissions, and other information:

- (a) Invoice 289 was incorrectly reflected in the account of Mahloko Suppliers in the Creditors' Ledger. These goods were purchased from Mahlangu Suppliers.
- (b) Credit Note 791 was recorded incorrectly on the statement of account. This relates to the correct entry for Debit Note 702 in the Creditors' Ledger
- (c) Invoice 395 on the statement of account was for goods ordered by Legend Suppliers.
- (d) Mahloko Suppliers also purchased goods on credit from Legend Suppliers. Legend Suppliers has transferred a debit balance from the Debtors' Ledger (Journal voucher 585). Mahloko Suppliers will include this on the next statement.
- (e) The transaction on 24 January 2022 is for merchandise returned to Mahloko Suppliers.
- (f) The statement of account reflects transactions up to 24 January 2022.

2.2 PROBLEM SOLVING AND INTERNAL CONTROL

Thando Traders

You are the newly appointed internal auditor of Thando Traders, the business owned by Thando Mabuza. Thando feels that he has been paying too much money to Fourie Suppliers for goods that were bought on credit.

Thando visited the store room only to discover that the stock level was very low. The person who is responsible for the stock delivered and for safe keeping is the manager, Bobby. His responsibilities also include purchasing of goods from suppliers. All the payments are processed by the owner.

REQUIRED

Your report should respond to questions and information reflected below:

- 2.2.1 Which internal control system is lacking in Thando's business? (1)
- 2.2.2 What are your suspicions regarding low stock level? Provide **ONE** point. (2)
- 2.2.3 In your opinion, what is the best way to handle the following:
- Stock delivered by the suppliers (**ONE** Point) (2)
 - Stock kept in the business premises or storeroom (**ONE** Point) (2)
- 2.2.4 How can the business recover all the money that has been stolen, mention two methods? (2)

20

TOTAL MARKS
50



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EDUCATION
REPUBLIC OF SOUTH AFRICA

ACCOUNTING GRADE 11

TERM 1

WRITTEN REPORT

2022 FEBRUARY

NAME OF LEARNER	
SCHOOL	
DATE	

QUESTION	TOPIC	MARKS	LEARNER'S MARKS	MODERATED MARKS
1	Bank reconciliation statement	30		
2	Creditors Reconciliation and Internal control	20		
	TOTAL	50		

This answer book consists of 6 pages.

QUESTION 1

1.1. SUPPLEMENTARY ENTRIES IN THE CASH JOURNALS

(A) Cash Receipt Journal - 30 November 2021					
Day	Details	Bank	Sundry accounts		
			Amount	Details	
30	Total	459 150	459 150		

4

(B) Cash Payments Journal - 30 November 2021					
Day	Details	Bank	Sundry accounts		
			Amount	Details	
30	Total	466 800	466 800		

10

1.2 Calculate the correct bank balance on 30 November 2021.



4

1.3 Bank Reconciliation Statement of on 30 November 2021

	Debit	Credit

7

1.4.1. In your report explain “the rolling of cash”

1



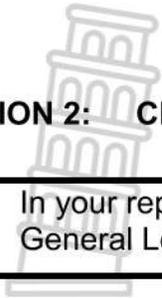
1.4.2. Guide the owner on action that must be taken against Ursula. Provide **TWO** points.

2

1.4.3 Suggest control measures that should be implemented to prevent this from happening again. Provide **TWO** points.

2

TOTAL MARKS
30



QUESTION 2: CREDITORS RECONCILIATION AND INTERNAL CONTROL

2.1.1 In your report explain why the balance of the Creditors' Control account in the General Ledger is different from the balance of statement of account.



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2

2.1.2 CREDITORS RECONCILIATION

	Creditor ledger Account of Mahloko Suppliers in Books of Legend Suppliers	Statement of Account from Mahloko Suppliers
Balance	140 640	195 600
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		

9

2.2.1 Which internal control system is lacking in Thando's business?			
	<table border="1"> <tr><td> </td></tr> <tr><td>1</td></tr> </table>		1
1			
2.2.2 What are your suspicions regarding low stock level? Provide ONE point.			
	<table border="1"> <tr><td> </td></tr> <tr><td>2</td></tr> </table>		2
2			
2.2.3 In your opinion ,what is the best way to handle the following:			
<p>Stock delivered by the suppliers (ONE Point)</p> <p>Stock kept in the business premises or storeroom (ONE Point)</p>	<table border="1"> <tr><td> </td></tr> <tr><td>4</td></tr> </table>		4
4			
2.2.4 How can the business recover all the money that has been stolen, mention two methods?			
	<table border="1"> <tr><td> </td></tr> <tr><td>2</td></tr> </table>		2
2			

TOTAL MARKS
20



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

ACCOUNTING
GRADE 11 WRITTEN REPORT

TERM ONE - 2022
MARKING GUIDELINES

QUESTION	TOPIC	MARKS
One	Bank reconciliation	30
Two	Creditors Reconciliation	20
TOTAL MARKS		50

These marking guidelines consist of 7 pages.



QUESTION 1

1.1. SUPPLEMENTARY ENTRIES IN THE CASH JOURNALS

(A) Cash Receipt Journal – 30 November 2021				
Day	Details	Bank	Sundry accounts	
			Amount	Details
30	Total	459 150	459 150	
	Shaun Combs	29 700	✓ ✓ 29 700	✓ Debtors Control
	All entries mark for similar totals, the total should include 459 150	✓ 488 850	488 850	
	Details and amount must correspond			

4

(B) Cash Payments Journal - 30 November 2021				
Day	Details	Bank	Sundry accounts	
			Amount	Details
30	Total	466 800	466 800	
	Fourways Mutual	1 155	✓ 1 155	✓ *Insurance
	Dino Bank	✓ 2 445	✓ 1 385	✓ Bank Charges
			✓ 1 060	✓ Interest on overdraft
	M-web	6 750	✓ 6 750	✓ Computer expenses
	All entries mark for similar totals, they should include 466 800.	✓ 477 150	477 150	
	Details and amount must correspond			

10



1.2 Calculate the correct bank balance on 30 November 2021.

124 20 88 850 ✓ - 477 150 ✓ = R135 900 ✓

1.3 Bank Reconciliation Statement of on 30 November 2021

	Debit -	Credit +
Balance as per Bank Statement	✓ 10 950	
Outstanding deposit		✓ 141 600
Outstanding deposit		✓ 12 600
Debit order duplicate error		✓ 6 750
Outstanding EFT 1958	✓ 14 100	
B <input type="text" value="7"/> as per Bank Account	✓ 135 900	
Allocate one mark for totals	✓ 160 950	160 950

1.4.1 In your report explain “the rolling of cash”.

One mark for a valid point ✓

- Stealing of cash and replacing it later with cash received from debtors or subsequent cash sales.
- The [] involves taking a subsequent receivables payment from a transaction (for [] 1, a sale) and using that to cover the theft.

1.4.2 Guide the owner on action that must be taken against Ursula. Provide TWO points.

Allocate one mark for each point ✓ ✓

- The owner must conduct an investigation.
- Suspend the employee until investigation is completed.
- Report the incident to the police or take legal action against Ursula.
- She [] 2 be dismissed from work.
- She must be instructed to repay the money she stole from the business.

1.4.3 Suggest control measures that should be implemented to prevent this from happening again. Provide TWO points.

Any two valid points ✓ ✓

- Division of duties to discourage fraudulent activities; one person should be responsible for cash and the other be responsible for deposits.
- There must be evidence of all cash deposited, cash deposited must be accompanied by a deposit slip.
- [] [] cash transactions on regular basis
- [] [] cash in transit firm to collect money from the premises of the business.
- [] [] encourage customers to pay by debit cards/credit cards or EFT.
- Require all employees in the accounting area to take all of their vacation leave

TOTAL MARKS

30

QUESTION 2: CREDITORS RECONCILIATION AND INTERNAL CONTROL

2.1.1 In your report explain why the balance of the Creditors' Ledger account in the General Ledger is different from the balance of statement of account.

Any two valid points ✓ ✓

- There might be errors or omissions in the records of the business or suppliers statement.
- Outstanding invoices in the business records or statement from supplier
- Payments that have not been recorded
- Payments not recorded
- Outstanding credit notes

2.1.2 CREDITORS RECONCILIATION

	Creditor ledger Account of Mahloko Suppliers in Books of Legend Traders	Statement of Account from Mahloko Suppliers
Balance	140 640	195 600
(a)	- 58 920 ✓	
(b)		12 360 – 9 000 - 3 360 ✓ ✓ no part marks
(c)	+ 15 000 ✓	
(d)		- 7 680 ✓
(e)	- 11 640 – 11 640 - 23 280 ✓ ✓ no part marks	
(f)	<input type="text" value="9"/>	- 111 120 ✓

For both totals	73 440 ✓	73 440
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<p>2.2.1 Which internal control system is lacking in Thando's business?</p>	
<p>One mark for valid answer ✓</p> <ul style="list-style-type: none"> • Division of duties is lacking • <i>Accept:</i> Thando is responsible for placing orders, receiving and safe-keeping of goods. 	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>
<p>2.2.2 What are your suspicions regarding low stock level? Provide ONE point.</p>	
<p>Two marks for each valid point ✓✓ One mark for a partial response</p> <ul style="list-style-type: none"> • Stock is poorly controlled, it is stolen from the warehouse by employees or at the store by customers. • The owner might be paying for goods that were not delivered to the business • <input type="text"/>ises. • <input type="text"/> 2 Proper authorization for goods that are dispatched from the store room or house 	
<p>2.2.3 In your opinion ,what is the best way to handle the following:</p>	
<p>Two marks for each valid point ✓✓ ✓✓ One mark for a partial response</p> <p>Stock delivered by the suppliers (ONE Point)</p> <ul style="list-style-type: none"> • The stock received should be physically checked against the invoice and delivery note. • The invoice should be checked against the purchase order just to verify if the transaction was authorized. <p>Stock kept in the business premises or storeroom (ONE Point)</p> <ul style="list-style-type: none"> • Count stock regularly/randomly and check against stock records • <input type="text"/> Order smaller quantities, but more frequently • <input type="text"/> 4 Improve physical security e.g. controls at entrance/security cameras • <input type="text"/> exit points for the movement of goods from the store room. • Proper authorization of stock dispatched from the storeroom 	

2.2.4 How can the business recover all the money that has been stolen, mention two methods?			
One mark for each valid point ✓ ✓ <ul style="list-style-type: none">• It can be deducted from the salary of the employee• Deduct from the pension fund of the employee. <i>Do not accept "dismiss the employee".</i>	<table border="1"><tr><td data-bbox="1292 342 1382 390"></td></tr><tr><td data-bbox="1292 390 1382 443">2</td></tr></table>		2
2			



TOTAL MARKS
20