



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

ACCOUNTING GRADE 11
SCHOOL BASED ASSESSMENT

TERM 1

WRITTEN REPORT

2023

QUESTION	TOPIC	MARKS	TIME ALLOCATED
1	Bank reconciliation and Internal control	30	36 minutes
2	Creditors reconciliation	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 5 pages.

QUESTION 1: BANK RECONCILIATION AND INTERNAL CONTROL

(30 marks, 36 minutes)

INFORMATION

Tlhalefo Leche has been retrenched from work due to the financial strain caused by Covid-19 to the economy. She then decided to use her retrenchment package to open a business called Lefo Bags. The business sells bags for cash only and has a current account at Kopano Bank.

Tlhalefo asked his cousin, Sbahle to assist with the bookkeeping in the business as she majored in Accounting and will be able to manage the businesses finances.

Tlhalefo has appointed you to reconcile the financial records for March 2022, because she noted some mistakes that have been made by Sbahle.

REQUIRED:

- 1.1 Use the information provided to prepare a report that will be presented to Tlhalefo Leche. The report should include the following:
 - 1.1.1 The updated Cash Receipts Journal and Cash Payments Journal for March 2022. (14)
 - 1.1.2 Bank Account for 31 March 2022. (4)
 - 1.1.3 Bank Reconciliation Statement for March 2022. (7)
 - 1.1.4 A problem that is presented in the bank reconciliation statement for February. Provide **TWO** internal control measures that can be implemented by the business. (5)

INFORMATION:

- A. Extract from the Bank Reconciliation Statement for February 2022:

Outstanding deposits: 16 February 2022	R 12 500
27 February 2022	R 40 000
Outstanding EFT no.105	R 4 000
Favourable balance as per bank account	R 37 000

REFER TO THE EXTRACT ABOVE

- 
- EFT no. 105 appeared in the March 2022 bank statement.
 - The outstanding deposit on 16 February for cash sales, correctly reflected on the bank statement as R10 000. The amount was incorrectly recorded in our books as R12 500.
 - The outstanding deposit on 27 February 2022 was made after the bank statement was received and appeared on March bank statement as R40 000.

B Provisional totals from the Cash journals on 31 March 2022:

- Cash Receipt Journal R70 000
- Cash Payment Journal R25 370

C The following information extracted from March 2022 bank statement did not appear in the cash journals for March.

- 
- A debit card transaction amounting to R3 500 for the monthly petrol, the slips were not submitted.
 - An EFT received from Bowdy supplies for R2 380 as a refund for returned stock.
 - An EFT for R2 100 to creditor SS Traders was omitted.
 - Bank charges amounting to R1 280 and an interest on favourable balance amounting to R360, must be brought into account.

D Items in the March 2022 cash journals that did not appear in the bank statement for March.

- A deposit of R11 500, on 23 March 2022
- EFT no. 230 for monthly insurance, R5 900.

E. Errors and Omissions

- An EFT for R3 700 was reflected on the bank statement. This payment does not relate to Lefo Bags and the bank agreed to correct this next month.
- The bookkeeper incorrectly recorded payment of R930 to Ned-insurers for insurance on 28 March 2022, Lefo bags did not have insurance contract with Ned-insurers.

F Bank statement balance on 31 March 2022 ?

QUESTION 2: CREDITORS RECONCILIATION

(20 marks, 24 minutes)

INFORMATION

Phiri Stores is owned by Mpho Phiri, most of the goods they sell are bought from Phala Suppliers on credit.

Mthetheleli Mabika the bookkeeper of Phiri Store contracted covid 19 and was hospitalised in January, he is now recovering from home. The owner, Mpho Phiri has requested you as a third -year Bcom (Accounting) student to reconcile the account of Phala Suppliers and the statement received.

A financial report on reconciled figures will be presented to the Mpho Phiri.

REQUIRED:

- 2.1 The information extracted from the records of Phiri Stores will assist you in compiling the report, the following sections/calculations should be addressed in the report:
- 2.1.1 Explain why the closing balance of the creditors statement and creditors ledger account should be the same. Provide **TWO** points. (4)
- 2.1.2 Use information A,B and C to reconcile the following: (12)
- The Creditor's Ledger Account of Phala Suppliers
 - Creditor's statement for January 2023 received from Phala Suppliers
- 2.1.3 A problem was detected in the books of Phiri Stores when reconciling his ledger account and statement received from him. Identify the problem and provide a solution. **Refer to Information C (IV)** (4)

INFORMATION:

**A. Creditors' Ledger of Phiri Stores
Phala Suppliers**

DATE	DETAILS	FOL.	DEBIT	CREDIT	BALANCE
Feb 01	Account Rendered				7 550
02	Invoice B13	CJ		2 280	9 830
04	Debit Note 15	CAJ	330		9 500
07	EFT 25	CPJ	3 000		6 500
	Discount received	CPJ	300		6 200
20	Invoice B28	CJ		1 960	8 160
23	EFT 82	CPJ	1 000		7 160
24	Invoice B55	CJ		1 550	8 710
28	EFT 146	CPJ	1 500		7 210
	Discount received	CPJ	150		7 060
29	Invoice 580	CJ		1 720	8 780



B. Statement of account received from Phala Suppliers

		PHALA SUPPLIERS		No. 781E	
		205 Kings Road Bisho 5232			
		Debtor: Phiri Stores		25 February 2023	
DATE		DETAILS	DEBIT	CREDIT	BALANCE
Jan	25	Balance			9 450
	28	Receipt 90		1 900	7 550
Feb	02	Invoice B13	280		7 830
	04	Credit Note C14	330		8 160
	07	Receipt 145		3 000	5 160
		Discount allowed		150	5 010
	13	Invoice B20	1 250		6 260
	18	Invoice B30	1 960		8 220
	23	Receipt 65		1 000	7 220
	24	Invoice B55	1 705		8 925
	25	Delivery charges	420		9 345

C. An investigation uncovered the following errors and omissions:

- (i) Invoice B13 was correctly entered in the account of Phala Suppliers.
- (ii) Credit note C14 was for the goods returned by Phiri Stores to Phala Suppliers on 4 February 2023.
- (iii) The discount allowed on 7 February 2023 is correct according to the statement of account from Phala Suppliers.
- (iv) Invoice B20 was for Thandi, an employee responsible for buying good and payments to suppliers. She bought goods for personal use, using the business ordering system. The order did not have the signature of authorisation.
- (v) Phala Suppliers forgot to deduct trade discount from invoice B55
- (vi) Invoice 580 was for goods that Phiri Stores bought from Phungo Suppliers.
- (vii) Phala Suppliers charges a delivery fee to all its customers.
- (viii) The statement of account includes transactions up to 25 February 2023.

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TOTAL MARKS : 50



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ACCOUNTING GRADE 11

TERM 1

WRITTEN REPORT

2023 FEBRUARY



NAME OF LEARNER	<i>Stanmorephysics.com</i>
SCHOOL	
DATE	

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

This answer book consists of 5 pages.

QUESTION 2

2.1 CREDITORS' RECONCILIATION

2.1.1

Explain why the closing balance of the creditors statement and creditors ledger account should be the same. Provide **TWO** points.

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2.1.2 Reconciliation of Creditors Ledger and the Creditors Statement

NO	CREDITORS' LEDGER	CREDITORS' RECONCILIATION STATEMENT
Balance	8 780	9 345
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		
TOTALS		

12

2.1.3

A problem was detected in the books of Phiri Stores when reconciling his ledger account and statement received from him. Identify the problem and provide a solution. **Refer to Information C (IV)**

PROBLEM	SOLUTION
 Stanmorephysics.com	

4

TOTAL MARKS
20



**ACCOUNTING GRADE 11
TERM 1**

**WRITTEN REPORT
2023 FEBRUARY**

MARKING GUIDELINES

Stanmorephysics.com

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These marking guidelines consist of 5 pages.

QUESTION 1

1.1 CASH RECEIPT JOURNAL - MARCH 2022 CRJ 3

Doc	Day	Details	Bank	Amount	Details
	30	Total	70 000		
B/S		Bowdy supplies	✓ 2 380	2 380	Trading stock ✓
B/S		Kopano Bank	✓ 360	360	Interest income ✓
B/S		Ned-insurers	✓ 930	930	Insurance ✓
			73 670		

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CASH PAYMENT JOURNAL - MARCH 2022 CPJ 3

Doc	Day	Details	Bank	Amount	Details
	30	Total	25 370		
B/S		Sales (correction of error)	✓ *2 500	2 500	Sales ✓
B/S		Debit card slips	✓ 3 500	3 500	Petrol ✓
B/S		SS Traders	✓ 2 100	2 100	Creditors Control ✓
B/S		Kopano Bank	✓ 1 280	1 280	Bank Charges ✓
			34 750		

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*12 500 -10 000= 2500

1.2 GENERAL LEDGER OF LEFO BAGS

Bank						
2022 Mar 1	Balance	b/d	✓ 37 000	2022 Mar 31	Total payments / Sundry Accounts	CPJ ✓ 34 750 See CPJ
2022 Mar 31	Total receipts / Sundry Accounts	CRJ	✓ 73 670 See CRJ		Balance	c/d 75 920
			110 670			110 670
	Balance	b/d	✓ 75 920			

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1.3 Bank Reconciliation Statement for March 2022.

	Debit	Credit
Balance according to bank statement		66 620 ✓
Cr. Outstanding deposit (23/03)		11 500 ✓
Dr. Outstanding EFT No 230	5 900 ✓	
Correction of error		3700 ✓✓
Dr. Balance according to the bank account	75 920 <small>See 1.2</small> ✓	
	81 820 ✓	81 820
both figures must be the same		

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1.4 The report should include a problem that is presented in the bank reconciliation statement for February. Provide TWO internal control measures that can be implemented by the business.

PROBLEM: ✓

Late deposits / not depositing money on time / keeping cash for a long period is risky.

TWO CONTROL MEASURES

Any two valid controls ✓✓ ✓✓ one mark for each partial response

- Division of duties – ensure that the person receiving cash is not the one depositing cash
- Supervise deposits – authorised person to check and sign deposit slips
- Arrange with the bank to receive notifications for all transactions (sms)
- Encourage customers to pay via EFT instead of cash
- Use cash in transit to collect money/ cash from the business to the bank
- Daily banking is recommended to avoid keeping cash for days in business premises

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TOTAL MARKS

30

QUESTION 2

2.1 CREDITORS' RECONCILIATION

2.1.1 Explain why the closing balance of the creditors statement and creditors ledger account should be the same. Provide TWO points.

Any two valid points ✓✓ ✓✓ one mark for each partial response

- The creditor's statement and creditors' ledger have been prepared from the same set of documents and so should reflect the same balance at the end of the month if transactions have been correctly recorded.
- The balances will be a mirror image of each other as the balance in the books of Phala Suppliers will be a debit balance and the balance in the books of Phiri Stores will a credit balance.

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2.1.2

	CREDITORS' LEDGER		CREDITORS' RECONCILIATION STATEMENT	
Balance	8 780		9 345	
(i)			+ 2 000	✓
(ii)			- 330- 330 one mark each - 660	✓✓
(iii)	+ 150	✓		
(iv)	+ 1 250	✓✓		
(v)			1 705 - 1 550 - 155	✓✓
(vi)	- 1 720	✓		
(vii)	+ 420	✓		
(viii)			Could be shown separately (1 500 + 150) - 1 650	✓
TOTALS	8 880	<input checked="" type="checkbox"/>	For both totals 8 880	

12

2.1.3	A problem was detected in the books of Phiri Stores when reconciling his ledger account and statement received from him. Identify the problem and provide a solution. Refer to Information C (IV)									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">PROBLEM</th> <th style="width: 50%; text-align: left;">SOLUTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Any one valid problem ✓✓</td> <td style="text-align: left;">Any one valid solution ✓✓</td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Lack of internal control No division of duties/ Thandi is responsible for many activities or incompatible activities.  </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> All the purchases must be authorised by a senior employee. Division of duties-must be implemented a person who places orders should not be responsible for receiving goods or recording of the goods received. </td> </tr> </tbody> </table>	PROBLEM	SOLUTION	Any one valid problem ✓✓	Any one valid solution ✓✓	<ul style="list-style-type: none"> Lack of internal control No division of duties/ Thandi is responsible for many activities or incompatible activities. 	<ul style="list-style-type: none"> All the purchases must be authorised by a senior employee. Division of duties-must be implemented a person who places orders should not be responsible for receiving goods or recording of the goods received. 	<table border="1" style="margin: auto;"> <tr><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: center;">4</td></tr> </table>		4
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4										
<p>Stanmorephysics.com</p> <p>One mark for partially correct problem and a mark for partially correct solution</p>										

TOTAL MARKS
20