



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

## ACCOUNTING GRADE 11

### SCHOOL BASED ASSESSMENT

TERM 1

WRITTEN REPORT

2025

QUESTION	TOPIC	MARKS	TIME ALLOCATED
1	Bank Reconciliation and Internal Control	30	36 minutes
2	Creditors Reconciliation	20	24 minutes
	<b>Total</b>	<b>50</b>	<b>60 minutes</b>

**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**

**Sedibeng Pioneers**

Tumelo Marie is the owner of Sedibeng Pioneers, she has a current banking account with Stan Bank. She received the bank statement for January from the bank and took notice of transactions that were omitted by the bank. She was not happy about certain transactions that were reflected in the Bank statement. The bank statements are issued on the 27<sup>th</sup> of each month.

Tumelo does not have knowledge of Accounting and internal controls that must be implemented to safeguard/protect cash. She requested you to prepare two sections of the report. The first section of the report must indicate the reconciled records of bank and business, the second section will address the internal control.

**REQUIRED:**

- 1.1 Use the information provided to prepare a report that will be presented to Tumelo Marie. The report should include the following:
  - 1.1.1 Complete the table in the ANSWER BOOK with the entries that should be recorded in the Cash Journals (9)
  - 1.1.2 Calculate the correct bank balance in the ledger on 31 January 2025. (4)
  - 1.1.3 Prepare the Bank Reconciliation Statement on 31 January 2025 (9)
  - 1.1.4 Identify **TWO** concerns on control of cash resources that must be discussed by Tumelo and his bookkeeper. Include figures and suggest methods to prevent these problems moving forward. (8)

**INFORMATION:**

**A.** Extract from the Bank Reconciliation Statement for December 2024:

Favourable balance as per bank statement	R 35 170
<b>Outstanding deposits:</b>	
Dated 15 December 2024	18 900
Dated 20 December 2024	15 000
<b>Outstanding EFT's:</b>	
No. 712	20 100
No. 714	10 420
Favourable balance as per bank account in the ledger	38 550

In comparing the January 2025 Bank Statement received from Stan Bank with the Bank Reconciliation Statement for December 2024, the following issues were noted:



- The deposit of R18 900 did not appear in the January Bank Statement. After further investigation, it was found out that the deposit was never processed, and the cashier cannot account for the cash.
- The amount of R17 300 for EFT no. 712 was correctly shown on the January Bank Statement
- The remaining outstanding amounts from the previous month were reflected on the January Bank Statement.

**B Before receiving the January 2025 Bank Statement, the provisional totals in the Cash Journals showed:**

Cash Receipts Journal	Cash Payment Journal
R255 300	R242 225

**C The following items from the January 2025 Bank Statement must be recorded in the cash journals:**

- Interest on favourable bank balance, R218.
- Cash handling fees, R1 663
- Tumelo Marie, the owner, did not provide the transaction slip for a R4 050 debit card payment made for replacing the brake pads of the business vehicle.
- A direct deposit of R9 370 from a tenant, Mr Sithole.
- The Bank Statement showed a duplicate debit order of R2 660 for the monthly insurance. The bank will resolve the issue in the following month.

**D The entries listed below appeared in the Cash Journals after 27 January 2025:**

- A deposit of R11 600 on 28 January 2025
- EFT no. 800, R8 470 (dated 30 January 2025)
- EFT no. 802, R2 160 (dated 31 January 2025)

**E Bank Statement balance on 31 January 2025: R?**

**QUESTION 2: CREDITORS RECONCILIATION AND INTERNAL CONTROL**

(20 marks, 24 minutes)

**INFORMATION**

**KHUMALO BAGS & ALL STORES**

Khumalo Bags & All Stores is owned by Zinhle Khumalo. The business specializes in high-quality handbags, luggage and travel accessories. For the past few years, they were buying their inventory for cash from Goodies Wholesalers, a well-established wholesaler. Khumalo Bags & All Stores has been recently granted a 60-day credit facility for their continuous support to Goodies Wholesalers.

The owner of the business is not happy with the handling of the account of Goodies Wholesalers. She has requested you to assist their newly appointed creditors clerk in preparing a report that will project the reconciliation of their records and the statement from their major creditor, "Goodies Wholesaler". The report must include solutions to the problems identified from the statement of account.

**REQUIRED:**

2.1 Use the table provided in the answer book to compile a report that will project or indicate reconciliation of creditors statement from Goodies Wholesaler and his creditors ledger account.

Indicate a plus (+) or minus sign (-) to indicate effect of transaction. (16)

2.2 Identify **ONE** problem observed from the creditors statement with evidence or figures and explain in **ONE** point how this problem can be solved. (4)

**INFORMATION:**

**A CREDITORS' LEDGER ACCOUNT OF GOODIES WHOLESALER**

DATE	DETAILS		DEBIT R	CREDIT R	BALANCE R
2025	1	Balance	b/d		41 200
Jan	3	Invoice 3381		7 800	49 000
	8	Debit Note 149		640	49 640
	15	Invoice BB55		11 400	61 040
	18	Invoice 3886		12 800	73 840
	24	EFT 425	14 620		59 220
		Discount received	1 250		57 970
	29	Invoice 4 243		9 900	67 870

**B Statement of account received from Goodies Wholesalers:**

GOODIES WHOLESALERS STATEMENT OF ACCOUNT						
To: KHUMALO BAGS & ALL STORES				Credit limit: R43 000		
Statement date: 26 January 2025						
DATE		DETAILS		DEBIT R	CREDIT R	BALANCE R
Dec	28	Balance	b/d			56 200
2024	30	Receipt 376			15 000	41 200
		Credit Note A11			750	40 450
		Penalty for late payment		580		41 030
		Penalty for late payment		580		41 610
2025	3	Invoice 3381		8 700		50 310
Jan	9	Credit Note A32			640	49 670
	18	Invoice 3886		12 800		62 470
	24	Receipt 667			14 620	47 850
	25	Credit Note A88			3 180	44 670

**C A comparison of the statement received from Goodies Wholesalers with the creditor's ledger account revealed the following differences:**

- (i) Khumalo Bags & All Stores was granted an allowance of R750 for inferior quality goods received during January 2025. This transaction was not recorded by the creditors clerk of Khumalo Bag & All Stores.
- (ii) Goodies Wholesalers had erroneously recorded the penalty for the late payment twice on 31 January 2025
- (iii) The amount for invoice 3381 on 3 January 2025 was correctly recorded in the creditors ledger account.
- (iv) Goods returned on 8 January 2025 were incorrectly posted in the creditor's ledger of Goodies Wholesalers.
- (v) Invoice BB55 in the creditors ledger account was for goods purchased from a different supplier, Lee Suppliers.
- (vi) The credit clerk of Khumalo Bags & All Stores recorded a 10% discount on the payment by EFT 425. Goodies Wholesalers indicated that a discount was not approved.
- (vii) Credit note A88 on the statement received does not relate to Khumalo Bags & All Stores. This will be corrected on the next statement
- (viii) The statement is received on the 26th of each month

20

**TOTAL MARKS: 50**



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

## ACCOUNTING GRADE 11

TERM 1

WRITTEN REPORT

2025 FEBRUARY

Stanmorephysics.com

<b>NAME OF LEARNER</b>	
<b>SCHOOL</b>	
<b>DATE</b>	

QUESTION	TOPIC	MARKS	LEARNER'S MARKS	MODERATED MARKS
1	Bank Reconciliation Statement and Internal Control	30		
2	Creditors Reconciliation and Internal Control	20		
	<b>TOTAL</b>	<b>50</b>		

This answer book consists of 5 pages.





QUESTION 2: CREDITORS RECONCILIATION STATEMENT AND INTERNAL CONTROL

2.1	<p>Use the table provided in the answer book to compile a report that will project or indicate reconciliation of creditors statement from Goodies Wholesaler and his creditors ledger account. Indicate a plus (+) or minus sign (-) to indicate effect of transaction.</p>	
	<p><b>CREDITORS LEDGER ACCOUNT GOODIES WHOLESALERS IN THE BOOKS OF KHUMALO BAGS &amp; ALL</b></p>	<p><b>STATEMENT RECEIVED FROM GOODIES WHOLESALERS</b></p>
	Balance	
	(i)	
	(ii)	
	(iii)	
	(iv)	
	(v)	
	(vi)	
	(vii)	
	(viii)	
	Total	

2.2	Identify ONE problem from the creditors statement with evidence or figures and explain in ONE point how this problem can be solved.		
	Identify ONE problem from the creditors statement. 		
	Explain in ONE point how this problem can be solved.		
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">4</td> </tr> </table>	4
4			

<b>TOTAL MARKS</b>
<b>20</b>



**ACCOUNTING GRADE 11  
TERM 1**



QUESTION	TOPIC	MARKS	TIME ALLOCATED
1	Bank reconciliation and Internal Control	30	36 minutes
2	Creditors reconciliation and Internal Control	20	24 minutes
	<b>Total</b>	<b>50</b>	<b>60 minutes</b>

These marking guidelines consist of 5 pages.

QUESTION 1: BANK RECONCILIATION STATEMENT AND INTERNAL CONTROL

1.1.1	Complete the table in the ANSWER BOOK with the entries that should be recorded in the Cash Journals.			
	CASH RECEIPTS JOURNAL		CASH PAYMENT JOURNAL	
	DETAILS	AMOUNT	DETAILS	AMOUNT
	TOTAL	R255 300	TOTAL	R242 225
	Interest	218✓	Bank Charges	1 663✓
	Rent Income	9 370✓	Brake pads	4 050✓
	Overstated EFT	2 800✓✓	Insurance	2 660✓
			Cancelled Deposit	18 900✓
		267 688		269 498
			<input checked="" type="checkbox"/>	
			For both figures	

9

1.1.2	Calculate the correct bank balance in the ledger on 31 January 2025.			
			Bank	
			Bal	38 550
			Receipts	267 688
				<u>306 238</u>
			Bal c/d	36 740
			Payments	269 498
			Bal c/d	<u>36 740</u>
				306 238

See 1.1.1      See 1.1.1  
 38 550✓ +267 688☑ -269 498☑  
 =36 740 ☑#

# operational mark

Accept ledger account

4

1.1.3	<b>Prepare the Bank Reconciliation Statement on 31 January 2025.</b>			
<b>BANK RECONCILIATION STATEMENT ON 31 January 2025</b>				
		<b>Alternative</b>	<b>Debit</b>	<b>Credit</b>
	Balance per Statement	39 110		33 110 <input checked="" type="checkbox"/>
	Cr Outstanding Deposit	11 600		11 600 ✓
	Dr Outstanding EFT's : 800	(8 470)	8 470 ✓	
	: 802	(2 160)	2 160 ✓	
	Wrongly debited amount	2 660		2 660 ✓✓
	Balance as per Bank account	36 740	36 740 <input checked="" type="checkbox"/> <small>See 1.1.2</small>	
	✓ For correct format		47 370 <input checked="" type="checkbox"/> #	47 370
				<b>9</b>

# operational mark for both figures (must be the same)

1.1.4	<b>Identify TWO concerns on control of cash resources that must be discussed by Tumelo and his bookkeeper. Include figures and suggest methods to prevent these problems moving forward.</b>										
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><b>Concern with evidence</b> Problem ✓      Figure ✓</th> <th style="width: 50%;"><b>Advise</b> Strategy ✓✓</th> </tr> </thead> <tbody> <tr> <td>R18 900 missing/stolen</td> <td> <ul style="list-style-type: none"> <li>• Division of duties: the person receiving the cash, capturing it in the records, should not be the same person making the deposits.</li> <li>• Check if the total of cash slips agrees with the total of the deposit slip.</li> </ul> </td> </tr> <tr> <td>Rolling of cash, R15 000 on 20 December 2024, only deposited in January 2025 Deposits not done regularly</td> <td> <ul style="list-style-type: none"> <li>• Create a policy for regular, daily depositing. / Internal auditor must check that the cashier is depositing cash daily. / Appoint a different person to do the depositing/</li> <li>• Register for a SMS notification from the bank</li> </ul> </td> </tr> </tbody> </table>				<b>Concern with evidence</b> Problem ✓      Figure ✓	<b>Advise</b> Strategy ✓✓	R18 900 missing/stolen	<ul style="list-style-type: none"> <li>• Division of duties: the person receiving the cash, capturing it in the records, should not be the same person making the deposits.</li> <li>• Check if the total of cash slips agrees with the total of the deposit slip.</li> </ul>	Rolling of cash, R15 000 on 20 December 2024, only deposited in January 2025 Deposits not done regularly	<ul style="list-style-type: none"> <li>• Create a policy for regular, daily depositing. / Internal auditor must check that the cashier is depositing cash daily. / Appoint a different person to do the depositing/</li> <li>• Register for a SMS notification from the bank</li> </ul>	<b>8</b>
<b>Concern with evidence</b> Problem ✓      Figure ✓	<b>Advise</b> Strategy ✓✓										
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	One mark for partially correct answer										
	<b>TOTAL MARKS:30</b>										

QUESTION 2

CREDITORS RECONCILIATION STATEMENT AND INTERNAL CONTROL

2.1 Use the table provided in the answer book to compile a report that will project or indicate reconciliation of creditors statement from Goodies Wholesaler and his creditors ledger account.  
Indicate a plus (+) or minus sign (-) to indicate effect of transaction.  
NOTE: amounts presented in brackets are regarded as amounts with a minus sign.

	CREDITORS LEDGER ACCOUNT OF KHUMALO BAGS & ALL	STATEMENT RECEIVED FROM GOODIES WHOLESALERS
Balance	67 870 ✓	44 670 ✓
(i)	750 ✓	
(ii)	+580 ✓✓	-580 ✓
(iii)		-900 ✓✓ (-8 700 + 7 800) two marks
(iv)	-1 280 ✓✓ -640                      -640 One mark                      one mark	
(v)	-11 400 ✓	
(vi)	+1 250 ✓	
(vii)		+3 180 ✓
(viii)		+9 900 ✓
	56 270 ☑	56 270 ☑

16

-1 for foreign entry if candidate is earning marks on that line.  
Maximum -2

2.2	Identify ONE problem observed from the creditors statement with evidence or figures and explain in ONE point how this problem can be solved.		
	<p>Identify ONE problem from the creditors statement.</p> <p><b>One valid problem ✓ with evidence, must be a figure or explanation ✓</b></p> <ul style="list-style-type: none"> <li>• Exceeding the credit limit of R43 000 (balance is R44 670 or R67 870)</li> <li>• Poor recording of transactions, evidence such as returns not captured (R750) posting to the wrong side (640), posting to the wrong account (R11 400)</li> <li>• Failed to get discounts because of late payments (1 250)</li> <li>• Penalties for late payments have been charged by the supplier (R580)</li> </ul>		
	Explain in ONE point how this problem can be solved.		
	<p><b>One valid point ✓✓ one mark for partially correct answer</b></p> <ul style="list-style-type: none"> <li>• Better supervision (monitoring) through regular audit and checking records for payments</li> <li>• Divide duties in such a way that one person is responsible for records, another person does the payments etc, so that one person checks on the other.</li> <li>• Keep the register of payment due dates/EFT (debit order)</li> <li>• The creditors clerk must receive continuous training to improve in record keeping and routine activities.</li> <li>• Install accounting package (application)/computer system.</li> </ul>	<table border="1"> <tr> <td style="width: 40px; height: 20px;">4</td> </tr> </table>	4
4			

<b>TOTAL MARKS</b>
<b>20</b>