higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY ACCOUNTING N4

6 October 2020

This marking guideline consists of 12 pages.

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INSTRUCTIONS TO MARKERS

MARKING GUIDELINE

Remember that if are required to decide on the student's behalf, he/she does not get any marks. If the accounting principle is correct, do not penalise the student more than once for a mistake.

QUESTION 4

4.1 Minus 1 mark if the amount is not rounded to the nearest rand (even if only one is not rounded). Then use the cents and ensure that the answer is correct.

4.2 Minus 1 mark if Tippex is used.

4.3 Don’t penalise the student more than once for a mistake.

QUESTION 5

5.1 Minus half a mark (½) for each balance sheet item that appears in trading account and profit and loss account.

5.2 No marks if the amount is provided without details. E.g., R700 000. It should be Purchases 700 000.

5.3 If the trial balance is written over, no marks.

5.4 Mark and minus 2 marks if the student swopped the notes and the balance sheet answer book. E.g., information that should be in the balance sheet is answered in the notes answer book.

5.5 If the account name/heading is not in line with the correct account, no marks. Apply the marking method only for the net loss carried in notes capital, (it should be less net loss with the student's net loss as per his/her income statement).

QUESTION 6

6.1 If the student entered the amount in more than one column, no marks.

6.2 If the student entered the correct account under sundry account, but he/she entered the amount in the wrong column, no marks.

6.3 If the transactions are in more than one place (for example in the petty cash journal, cash receipts journal and the cash payments journal), no marks.

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6.4 It should be commission received, rent received, discount received (not commission, rent and discount), capital (not capital contribution), etc. No marks for non-compliance.

6.5 In the cash receipts journal, mark the analysis of the receipts column together with the details column. No marks for non-compliance.

6.6 In the cash payments journal, mark the bank column together with the payee column. No marks for non-compliance.

6.7 In the petty cash journal, the details column should be marked together with total column. No marks for non-compliance.

6.8 If one of the folio numbers is left out or wrong in the petty cash account, minus one (1) mark.

6.9 In the petty cash journal, the details column should be marked together with total column. No marks for non-compliance.

QUESTION 7

7.1 If the details or the amount in the bank reconciliation are wrong, no marks.

7.2 If the format of the bank reconciliation is wrong, no marks.

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SECTION A

QUESTION 1

1.1 B
1.2 D
1.3 B
1.4 C
1.5 C
1.6 A
1.7 A
1.8 C
1.9 D
1.10 B

(10 × 1) **[10]**

QUESTION 2

2.1 True
2.2 True
2.3 False
2.4 False
2.5 False

(5 × 1) **[5]**

QUESTION 3

3.1 C
3.2 A
3.3 E
3.4 F
3.5 G
3.6 B
3.7 D
3.8 I
3.9 J
3.10 H

(10 × 1) **[10]**

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QUESTION 4

4.1 Normal time hours: Zee (45 hours)✓ and Jed (45 hours)✓

4.2 Overtime hours: Zee (6 hours)✓ and Jed (6 hours)✓

4.3 Gross wage: Zee (R1 620)✓ and Jed (R1 080)✓

4.4 Pension fund: Zee (R101)✓ and Jed (R68)✓

4.5 Medical aid: Zee (R175)✓ and Jed (R150)✓

4.6 PAYE (Income tax): Zee (R380)✓ and Jed (R253)✓

4.7 UIF: Zee (R14)✓ and Jed (R10)✓

4.8 Total deductions: Zee (R670)✓ and Jed (R481)✓

4.9 Net wage: Zee (R950)✓ and Jed (599)✓

4.10 The total wage amount of the two employees that the bookkeeper should show in the cash payments journal of West Bakery in November 2018: R1 549✓✓

(10 × 2) **[20]**

TOTAL SECTION A: 45

SECTION B

QUESTION 5

5.1 **GENERAL LEDGER OF SAINT GERBY TRADERS – 30 NOVEMBER 2018**

DR **TRADING ACCOUNT** **CR**

DATE	DETAILS	FOLIO	AMOUNT	DATE	DETAILS	FOLIO	AMOUNT
1/12/17	Opening stock	GJ	✓345 000	30/11/18	Sales	GJ	✓1 700 600
	Purchases	GJ	✓770 000				
	Carriage on purchases	GJ	✓25 000				
	Import duties	GJ	✓18 900				
	Profit and loss (Gross profit)	GJ	✓✓821 700		Closing stock	GJ	✓280 000
			✓1 980 600				**✓1 980 600**

(10)

GENERAL LEDGER OF SAINT GERBY TRADERS – 30 NOVEMBER 2018

DR **PROFIT AND LOSS ACCOUNT** **CR**

DATE	DETAILS	FOLIO	AMOUNT	DATE	DETAILS	FOLIO	AMOUNT
30/11/18	Stationery	GJ	✓43 270	30/11/18	Trading account	GJ	✓✓821 700
	Salaries and wages	GJ	✓400 900		Commission received	GJ	✓93 685
	Carriage on sales	GJ	✓13 255		Rent received	GJ	✓300 700
	Water and electricity	GJ	✓150 680				
	Legal costs	GJ	✓22 600				
	Capital (Net profit)	GJ	✓✓585 380				
			✓1 216 085				**✓1 216 085**

(13)

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5.2 **BALANCE SHEET OF SAINT GERBY TRADERS – 30 NOVEMBER 2018**

	NOTES		
Non-current assets			✓2 235 400
Property, equipment and vehicles	1	✓2 235 400	
Current assets			
Stock		✓ 280 000	✓1 041 700
Trade and other receivables		✓750 000	
Cash and cash equivalents		✓11 700	
TOTAL ASSETS			✓✓**3 277 100**

(8)

5.3 **NOTES**

		Carrying amount
1. PROPERTY, EQUIPMENT AND VEHICLES		✓1 806 800
Land and buildings	✓800 000	
Equipment	✓730 000	
Vehicles	✓705 400	
2. STOCK		✓280 000
Trading stock	280 000✓	
3. TRADE AND OTHER RECEIVABLES		✓750 000
Debtors control	✓750 000	
4. CASH AND CASH EQUIVALENTS		✓11 700
Petty cash	✓6 000	
Cash float	✓5 700	
5. CAPITAL		✓✓2 507 100
Balance at the beginning of the year	✓1 931 720	
Plus net profit	✓585 380	
	✓2 517 100	
Less drawings	✓-10 000	
6. TRADE AND OTHER PAYABLES		✓55 000
Creditors control	✓55 000	

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[50]

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QUESTION 6

6.1 **CASH RECEIPTS JOURNAL OF LIVIA HARDWARE TRADERS – DECEMBER 2018**

DOC	DAY	DETAILS	FOL	SUNDRY ACCOUNTS			SALES	ANALYSIS OF RECEIPTS	BANK
				DETAILS	FOL	AMOUNT			
230	1	Clay Tiles		Rent received✓		✓2 400		✓2 400	
231	6	Builders		Discount received✓		✓3 620,20		✓3 620,20	✓6 020,20
CRR	8	Sales					✓3 255,70	✓3 255,70	
232	11	Laurent Ltd		Capital✓		✓10 000		✓10 000	✓13 255,70
233	21	Sidonia		Commission received✓		✓2 600		✓2 600	✓ 2 600
CRR	31	Sales					✓562,15	✓ 562,50	✓562.15

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6.2 CASH PAYMENT JOURNAL OF LIVIA HARDWARE TRADERS – DECEMBER 2018

DOC	DAY	PAYEE	FOL	SUNDRY ACCOUNTS DETAILS			PURCHASES	PETTY CASH	TELEPHONE	BANK
				DETAILS	FOL	AMOUNT				
900	1	Cash						✓200		✓200
901	2	Wiggles					✓25 820			✓25 820
902	4	Shahab Municipality		Rates✓		✓850				✓ 850
903	10	Cash						✓50		✓50
904	11	DIY					✓6 720			✓6 720
905	12	Afrox Paving					✓5 970			✓5 970
906	13	Serine Printers		Advertising✓		✓1 050				✓1 050
907	15	Telkom		Drawings✓		✓85			✓240	✓325
908	21	Walton's		Stationery✓		✓200				✓200
909	31	Cash		Petty cash✓		✓✓850				✓✓850

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6.3 PETTY CASH JOURNAL OF LIVIA HARDWARE TRADERS – DECEMBER 2018

Day	DETAILS	DOC	TOTAL	WAGE	PURCHASES	SUNDRY ACCOUNTS		
						AMOUNT	FOL	DETAILS
1	Stamps	721	✓26			✓26		Postage ✓
3	Tube	722	✓40			✓40		Sundry expenses ✓
8	Temporary labour	723	✓50	✓50				
20	Coffee and tea	724	✓23			✓23		Sundry expenses or refreshments ✓
22	Fuel for the owner	725	✓21			✓21		Drawings✓
24	Casual worker	726	✓97	✓97				
25	Hardware	727	✓73		73✓			
26	Pens and pencils	728	✓120			✓120		Stationery✓
29	SANTA orphanage	729	✓286			✓286		Donation ✓
31	Merchandise	730	✓164		✓164			
			✓900	**✓147**	**237✓**	**✓516**		

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6.4 GENERAL LEDGER OF LIVIA HARDWARE TRADERS – DECEMBER 2018

BALANCE SHEET SECTION

DR **PETTY CASH** **B9** **CR**

DATE	DETAILS	FOLIO	AMOUNT	DATE	DETAILS	FOLIO	AMOUNT
1/12	Bank✓	CPJ	✓200	31/12	Total payments✓	CPJ	✓900
10/12	Bank✓	CPJ	✓50		Balance✓	C/D	✓200
31/12	Bank✓	CPJ	✓850				
			1 100				**1 100**
1/1	Balance✓	B/D	✓200				

(12)
[90]

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QUESTION 7

BANK RECONCILIATION STATEMENT OF MOLLIE TRADERS – 30 NOVEMBER 2018

DETAILS	DEBIT	CREDIT
Credit balance according to bank statement✓		✓26 713,31
Credit deposit not yet credited by the bank✓		✓5 890,70
Debit outstanding cheques: No. 324✓	✓570,80	
No. 329✓	✓980,60	
No. 333✓	✓1 524,77	
Debit balance as per bank account✓	✓2 958,84	✓46 990
	✓32 604,01	**✓32 604,01**

[15]

TOTAL SECTION B: 155
GRAND TOTAL: 200

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