

2023/24 ANNUAL TEACHING PLANS: ACCOUNTING: GRADE 11 (TERM 1)

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	RECONCILIATION				FIXED ASSETS			FINANCIAL ACCOUNTING OF PARTNERSHIPS: ADJUSTMENTS, LEDGER, ACCOUNTING EQUATION, FINAL ACCOUNTS		REVISION CONTROL TEST REMEDIATION	
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> Reconcile bank statements with cash journals in order to prepare bank reconciliation statements: Entries on bank statement not in journals Stop/debit orders, direct transfers (EFTs paid out/received), bank charges, interest received or paid, correction of errors or omissions Entries in journals not on statement Outstanding deposits and EFTs <i>Integrate ethical and internal control issues relating to bank reconciliation</i> <i>Apply GAAP</i>		Reconcile individual creditors' monthly statements with accounts in the creditor's ledger of a business Identify differences and rectify Possible differences include: Outstanding invoices or credit notes, outstanding payments, discounts not recorded, correction of errors/omissions <i>Integrate ethical and internal control issues relating to creditors reconciliation</i> <i>Apply GAAP</i>		<ul style="list-style-type: none"> Understand the need for of a tangible/fixed asset register and how it is compiled Record the acquisition of tangible/fixed assets Calculate and record depreciation [on cost price (straight-line method and/or diminishing balance methods)] Understand how tangible/fixed assets are recorded when they are fully depreciated Record the disposal of fixed assets (cash, credit, trade-in, donated, drawings by owner) at the beginning/during/end of a financial year <i>Integrate ethical and internal control issues relating to fixed assets (movement and responsible use of fixed assets)</i> <i>Apply GAAP</i>			<ul style="list-style-type: none"> Define and explain accounting concepts unique to partnerships, i.e., partnership, capital accounts, current accounts, interest on capital, salaries to partners, bonus to partners, primary/final distribution of profits or losses Define and explain IFRS and GAAP principles (historical cost, prudence, materiality, business entity rule, going concern, matching) Accounting cycle relevant to partnerships: Documents, journals, ledgers, trial balance, final accounts Analyse transactions in terms of the accounting equation Prepare final accounts of a partnership taking into account year-end adjustments: <ul style="list-style-type: none"> Revise the following: Trading stock deficit/surplus, consumable stores on hand, depreciation (on cost and diminishing balance), bad debts, bad debts recovered (incl. insolvent estate), correction of errors/omissions (incl. errors and omissions relating to salaries/wages, accrued income (receivable), income received in advance (deferred), prepaid expenses, accrued expenses (payable) Introduce additional adjustments: Provision for bad debts, interest on loan (capitalised) Adjustment related to partnership agreement: Salaries to partners, bonus to partners, interest on capital, sharing of profit/loss Preparing final accounts: Trading account, profit and loss account, appropriation account Reversal of certain year-end adjustments at beginning of next financial period, i.e., accruals, income received in advance and prepayments <i>Integrate ethical and internal control issues relating to partnerships</i> <i>Apply GAAP</i>			
REQUISITE PRE-KNOWLEDGE	Grade 10 content on: Cash transactions and cash journals & posting to the bank account		Grade 10 content on: Creditors, with regard to CJ, CAJ, posting to creditors control and creditors ledger Reconciliation of debtors'/creditors' control accounts with debtors/creditors lists		Grade 10 transactions for the acquiring of fixed assets (cash/credit) and depreciation calculations			Any basic background knowledge on partnerships as a form of ownership Gr 10 content on accounting cycle, year-end adjustments and final accounts			
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Material on bank reconciliation provided by DBE and Publishers Examples of bank statements, EFT/ATM slips Accounting stationery/workbooks, worksheets and support material provided by department Study guides, publications, e-learning resources Educational websites and links to resources		Material on reconciliation provided by DBE and Publishers Examples of used/simulate creditors' statements Previous Gr 11 test/exam question papers		Past grade 11 test/exam papers and NSC exam questions on fixed assets Accounting stationery/workbooks, worksheets and support material provided by department Study guides, publications, e-learning resources Educational websites and links to resources			Examples of partnership agreements Accounting stationery/workbooks, worksheets and support material provided by department Study guides, publications, e-learning resources Educational websites and links to resources			
INFORMAL ASSESSMENT	Data response activity/short tests				Data response activity/short tests			Short class tests			
SBA (FORMAL ASSESSMENT)	Written report: Discuss task and assessment instrument before learners attempt it complete in class				TASK 1: WRITTEN REPORT (50 marks) Reconciliations and/or fixed/tangible assets Time: Week 6-7					TASK 2: CONTROL TEST 1 (100 marks, 1½ hours) Term 1 content Week 11	

2023/24 ANNUAL TEACHING PLANS: ACCOUNTING: GRADE 11 (TERM 2)

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	PARTNERSHIPS: FINANCIAL STATEMENTS AND NOTES					PARTNERSHIPS: ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS				REVISION CONTROL TEST REMIEDIATION	
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> • Prepare financial statements and notes: <ul style="list-style-type: none"> - Statement of comprehensive income - Statement of financial position - Notes to the financial statements • Apply the IFRS and GAAP principles 					Analyse and interpret financial statements and notes Revise the following financial indicators: <ul style="list-style-type: none"> - Profitability: Gross profit on sales, gross profit on cost of sales, nett profit on sales, operating expenses on sales, operating profit on sales - Liquidity: Current ratio, acid test ratio Introduce: Stock turnover rate, stock holding period, average debtors' collection period, average creditors' payment period - Solvency: Solvency ratio Introduce the following financial indicators: <ul style="list-style-type: none"> - Risk/Gearing: Debt-equity ratio - Return: On each partner's equity, on average partners' equity 					
REQUISITE PRE- KNOWLEDGE	Gr 10 content on: IFRS and GAAP principles, year-end adjustments, accounting cycle, effect of adjustments on pre-adjustment figures, reversal of certain yearend adjustments at the beginning of next financial period, i.e., accruals, income received in advance and prepayments					Gr 10 financial indicators: Percentages and ratios (see revise list above) Basic arithmetical calculations skills incl. percentages and ratios					
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Work sheets/templates with the correct formats of the income statement (statement of comprehensive income), balance sheet (statement of financial position) and the notes to the financial statements (refer to CAPS, section 4.7.3) Past Gr 11 test/exam papers					Past Gr 11 tests/exam papers Accounting stationery/workbooks, worksheets and support material provided by department Study guides, publications, e-learning resources Educational websites and links to resources					
INFORMAL ASSESSMENT	Short tests Consolidation activities on completing financial statements and specific notes to the financial statements					Short tests Consolidation activities, calculations using the formula sheet, commenting and quoting the indicators					
SBA (FORMAL ASSESSMENT)	Discuss task and marking guidelines before learners attempt it Complete in class					TASK 3: PROJECT (50 marks) Partnerships: Financial statements Week 5 & 6				TASK 4: JUNE EXAMINATION 150 X 2 papers = 300 marks 2 hours each	

2023/24 ANNUAL TEACHING PLANS: ACCOUNTING: GRADE 11 (TERM 3)

TERM 3	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	BUDGETING: BASIC CONCEPTS, CASH BUDGETS (DEBTORS' COLLECTION AND CREDITORS' PAYMENTS) AND PROJECTED STATEMENT OF COMPREHENSIVE INCOME (INCOME STATEMENT)				INVENTORY SYSTEMS		COST ACCOUNTING (MANUFACTURING): LEDGER ACCOUNTS AND CALCULATIONS			REVISION CONTROL TEST REMEDIATION	
CORE CONCEPTS, SKILLS AND VALUES	<ul style="list-style-type: none"> Differentiate between a cash budget and a projected income statement Prepare and present a projected income statement (statement of comprehensive income) including projected revenue and expenditure <p>Integrate ethical, internal control and internal audit issues relating to budgeting and projections</p> <p>Apply GAAP</p>	<p>Prepare and present a cash budget for sole traders:</p> <ul style="list-style-type: none"> Projected cash receipts and cash payments, projected debtors' collection, projected creditors' payments (separate debtors' collection and/or creditors' payment schedules) <p>Integrate ethical, internal control and internal audit issues relating to budgeting and projections</p>	<p>Define, explain and discuss differences, advantages and disadvantages of the following stock systems:</p> <ul style="list-style-type: none"> Perpetual stock system Periodic stock system Focus on the calculation of: <p>Cost of sales:</p> <p>Perpetual: Using trading stock account and/or % mark-up</p> <p>Periodic: Using opening stock, purchases, returns/allowances, carriage on purchases/custom duties, Closing stock accounts and/or % mark-up</p> <p>Gross profit: Using sales and cost of sales and/or the % mark-up</p> <p>Integrate ethical, internal control and internal audit issues relating to stock</p>	<p>Calculate costs, unit costs and break-even point in the manufacturing environment <i>emanating from content covered in Gr 10:</i></p> <ul style="list-style-type: none"> Variable costs (direct material cost, direct labour cost, selling & distribution cost) Fixed costs (factory overhead cost, administration cost) - Production cost of one product (unit cost) using variable and fixed costs Total cost of production (direct material, direct labour and factory overhead costs) <p>Breakeven point using the contribution per unit concept</p> <p>Recording of stock and cost items in ledger accounts.</p> <p>Stock accounts (balance sheet accounts):</p> <p>Raw material stock, work-in-progress stock, finished goods stock, consumable stores stock/indirect materials stock</p> <p>Cost accounts</p> <p>Direct material cost (DMC) direct labour cost (DLC) factory overhead cost (FOHC) administration cost (AC) selling & distribution cost (SDC)</p> <p>Other relevant nominal accounts affecting calculation of cost account</p> <p>Integrate ethical, internal control and internal audit issues relating to a manufacturing environment</p>							
REQUISITE PRE-KNOWLEDGE	<ul style="list-style-type: none"> Gr 10 content on the concepts and basic calculations for budgets Statement of comprehensive income Consolidate basic arithmetical skills: Calculations (adding, subtracting, multiplying, dividing and percentage increase/decrease) 	<ul style="list-style-type: none"> Gr 10 content on the concepts and basic calculations for budgets Consolidate basic arithmetical skills: Calculations (adding, subtracting, multiplying, dividing and percentage increase/decrease) Cash receipts and cash payments journals 	Grade 10 content relevant to the perpetual system (trading stock, mark-up calculations, cost of sales and gross profit)	Gr 10 content on concepts and basic cost calculations							
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	<p>Templates/work sheets for the correct formats of the cash budget and projected Income statement (refer to CAPS, Section 4.7.3)</p> <p>Past Gr 11 test/exam papers, past Gr 12 NSC exam questions on budgeting and projections (DBE exams)</p>				Accounting stationery/workbooks, worksheets for calculating cost of sales and gross profit		<p>Past Gr 11 test / exam questions</p> <p>Accounting stationery/workbooks, worksheets and support material provided by department</p> <p>Study guides, publications, e-learning resources</p> <p>Educational websites and links to resources</p>				
INFORMAL ASSESSMENT	Short tests				Short tests, quizzes, discussions and debates		Short tests/quizzes on ledger accounts and/or calculations of cost items				
SBA (FORMAL ASSESSMENT)	Discuss task and marking guidelines before learners attempt the task, complete in class				TASK 5: Presentation (50 marks) Time: Week 7-8			TASK 6: Control test (100 marks, 1½ hours) Term 3 content Week 10-11			

2023/24 ANNUAL TEACHING PLANS: ACCOUNTING: GRADE 11 (TERM 4)

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10
CAPS TOPIC	VALUE ADDED TAX (VAT)			REVISION AND EXAMINATION PREPARATION			FINAL EXAM (TWO PAPERS)			
CORE CONCEPTS, SKILLS AND VALUES	Explanation and discussion <ul style="list-style-type: none"> • Need for VAT • Purpose of VAT • Principles of VAT • Invoice or receipt base Basic concepts of VAT: VAT-able items <ul style="list-style-type: none"> • Current (standard) VAT rate • Zero-rated items • VAT-exempted items Perform VAT calculations: <ul style="list-style-type: none"> • Use current rate • Add VAT to cost price plus mark-up amount • Calculate VAT from VAT-inclusive amount • Calculate VAT from VAT-exclusive amount • Understand the effect of bad debts, discounts and goods returned on VAT Integrate ethics relating to VAT, VAT fraud, etc. Integrate internal audit and internal control processes over collection of VAT from customers and payment of VAT to SARS						150 marks, 2 hours		150 marks, 2 hours	
							Provide an answer book with answer sheets for each question/sub-question with the correct templates for financial statements		Provide an answer book with answer sheets for each question/sub-question with the correct templates	
							Topics: Discipline 1: Financial reporting & evaluation (see 2019 national exam guidelines)		Discipline 2: Managerial accounting, internal auditing and control (see 2019 exam guidelines)	
							Provide Gr 11 formula sheets		Provide Gr 11 formula sheets	
REQUISITE PRE-KNOWLEDGE	General knowledge about tax and VAT						Cognitive levels 30% (45 marks) Basic thinking skills 40% (60 marks) Moderately high thinking skills 30% (45 marks) Higher-order thinking skills [10% -15% problem solving type questions] Levels of difficulty: 30% easy, 40% moderate, 30% difficult Each question should be scaffolded to include sub-questions from all three cognitive levels and levels of difficulty			
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING	Documents illustrating inclusion of VAT (standard and zero rates) such as cash slips, tax invoices VAT 201 form (for enrichment) Accounting stationery/workbooks, worksheets and support material provided by department Study guides, publications, e-learning resources Educational websites and links to resources									
INFORMAL ASSESSMENT	Short tests									
SBA (FORMAL ASSESSMENT)							Task 7: Final examination PAPER 1: 150 marks (2 hours), PAPER 2: 150 marks (2 hours) All topics covered during the year			