



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
INTRODUCTORY ACCOUNTING N4

23 NOVEMBER 2018

This marking guideline consists of 14 pages.

Remember if you have to make the decision for the student, 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 1

- 1.1 Less TWO marks if not rounded to the nearest Rand (Even if there is only 1 that is not rounded). Then you work with the cents, and make sure it is correct.
- 1.2 Less 2 marks if tipex is used.
- 1.3 Don't penalise the student more than once for a mistake.

QUESTION 2

- 2.1 If there was no entries made in the cashbook, no marks for the total of bank. If the wrong entries were made and the total is correctly calculated give him/her a circle mark.
- 2.2 If the transactions are in more than one place (example in the bank reconciliation and cashbook, or both side of the cashbook), no marks.
- 2.3 If there is an amount under analysis of receipts, minus two (2) marks.
- 2.4 If the details of the bank reconciliation are wrong, only one (1) mark for the amount if it is in the correct column.
- 2.5 Make sure that the credit balance as per cashbook in the reconciliation is the student's own balance.
- 2.6 On the debit side of the cashbook you mark the bank column together with the details column.
- 2.7 On the credit side of the cashbook you mark the bank column together with payee (Beneficiary) column.

QUESTION 3

- 3.1 If the student wrote the amount in more than one column, no marks.
- 3.2 If the student wrote under sundry account the correct account, but he/she fill the amount under the wrong column, no marks.
- 3.3 If the transactions are in more than one place (example in the Petty cash journal, cash receipt journal, and the cash payment journal), no marks.
- 3.4 Bank deposit must be in line with the correct date.

- 3.5 Must be commission received, rent received, discount received (not commission, rent and discount), capital (not capital contribution), etc.
- 3.6 If the document number is left out, minus one (1) in each journal.
- 3.7 In the cash receipt journal you mark the analysis of the receipt column together with the details column.
- 3.8 In the cash payment journal you mark the bank column together with the payee column.
- 3.9 In the petty cash journal, the details column are marked together with total column.
- 3.10 If one of the folio's number is left out or wrong in the petty cash account, minus one (1) mark.
- 3.11 In the petty cash account the details column are marked together with the amount column.

QUESTION 4

- 4.1 No marks, if the amount is provided without details.eg.605 000.it should be Purchases 605 000.
- 4.2 If the trail balance is written over, no marks.
- 4.3 Minus 2 marks if the student provided the income statement. Should be the calculations and details only.
- 4.4 If the account name/headings is not line with the correct account, no marks.