



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
INTRODUCTORY ACCOUNTING N4**

6 JUNE 2019

This marking guideline consists of 14 pages.

MARKING GUIDELINE

1. If the marker has to make the decision for the candidate, he/she does NOT get any marks.
2. If the accounting principle is correct, do NOT penalise the candidate more than once for a mistake.

QUESTION 1

- 1.1 Less TWO marks if NOT rounding off to the nearest rand. (Even if there is only ONE amount that is NOT rounded off) Where rounding off was not done, check that the cents are correct.
- 1.2 Less TWO marks if Tip-Ex was used.
- 1.3 Don't penalise the candidate more than once for a mistake.

QUESTION 2

- 2.1 If there were NO entries made in the cash book, NO marks for the total of the bank. If the wrong entries were made and the total is correctly calculated, draw a circle around the mark.
- 2.2 If a transaction was recorded in more than ONE place (for example in the bank reconciliation and cash book or both sides of the cash book), NO marks.
- 2.3 If there is an amount under analysis of receipts, minus TWO marks.
- 2.4 If the details or the amount in the bank reconciliation are wrong, NO marks.
- 2.5 Make sure that the debit balance as per cash book in the reconciliation, is the candidate's own balance.
- 2.6 On the debit side of the cash book, mark the bank column together with the details column.
- 2.7 On the credit side of the cash book, mark the bank column together with payee (beneficiary) column. NO marks are given if the amount or the detail is wrong.

QUESTION 3

- 3.1 If the candidate wrote the amount in MORE than ONE column, NO marks.
- 3.2 If the candidate wrote under sundry account the correct account, but he/she filled in the amount in the wrong column, NO marks.
- 3.3 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.
- 3.4 Must be commission received, rent received, discount received (NOT commission, rent and discount), capital (NOT capital contribution), etc. NO marks for non-compliance.
- 3.5 In the cash receipt journal, mark the analysis of the receipt column together with the details column. NO marks for non-compliance.
- 3.6 In the cash payments journal, mark the bank column together with the payee column. NO marks for non-compliance.
- 3.7 In the petty cash journal, the details columns are marked together with totals column. NO marks for non-compliance.
- 3.8 If one of the folio number is left out or wrong in the petty cash account, minus ONE mark.
- 3.9 In the petty cash account, the details columns are marked together with the amount columns.

QUESTION 4

- 4.1 NO marks if the amount is provided without details, e.g. 700 000. It should be purchases 700 000.
- 4.2 If the trial balance is written over, NO marks.
- 4.3 Minus TWO marks if the candidate swapped the notes and the balance sheet, e.g. information that should be in the balance sheet is answered in the notes.
- 4.4 If an account name/heading does not correspond with the correct account, no marks.
Do not apply the marking method, hence there is no adjustment. The answer must be correct.