



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
INTRODUCTORY ACCOUNTING N4**

26 NOVEMBER 2019

This marking guideline consists of 12 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 Minus half a mark ($\frac{1}{2}$) for each balance sheet item that appeared in trading account and profit and loss account.
- 1.2 If the trial balance is written over, NO marks.
- 1.3 If the amount is correct and details is wrong, NO marks. Vice versa.
- 1.4 If the account name/headings is not in line with the correct account, NO marks.
- 1.5 Minus half a mark ($-\frac{1}{2}$) for each income statement item that appeared in the balance sheet and notes.

QUESTION 2

- 2.1 Less TWO marks if not rounded to the nearest rand (even if there is only one amount that is not rounded). Then you work with the cents, and make sure it is correct.
- 2.2 Less TWO marks if tipex is used.
- 2.3 Don't penalise the student more than once for a mistake.

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 wrote the amount under the wrong column, NO marks.
- 3.3 If the transactions are in more than one place (for 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, mark the analysis of the receipt column together with the details column.
- 3.8 In the cash payment journal, mark the bank column together with the payee column.

- 3.9 In the petty cash journal, the details columns 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 If the student wrote under sundry account the correct account, but he/she wrote the amount under the wrong column, NO marks.
- 4.2 If the transactions are in more than one place (for example in the bank reconciliation, cash receipts, cash payment journals), NO marks.
- 4.3 If there is an amount under analysis of receipts, minus TWO (-2) marks.
- 4.4 If the details of the bank reconciliation are wrong, only ONE (1) mark for the amount if it is in the correct column.
- 4.5 In the cash receipts journal, mark the bank column together with the details column.
- 4.6 In the cash payment journal, mark the bank column together with payee (beneficiary) column.