

SBA - Task 3: Written Report Term 2

ACCOUNTING

GRADE 10

DURATION: 5 WEEKS

TOTAL MARKS: 100

DATE ISSUED: 7 APRIL 2025

DUE DATE: 9 MAY 2025

EXAMINER: MS SMITH

MODERATOR: MS RAMEETSE



HIGH SCHOOL



VALENTURE INSTITUTE



WHAT IS PLAGIARISM

Plagiarism is when you use someone else's work without giving them credit. Please ensure that you do not copy the answers from the online campus or any other sources. Complete the assessment in your own words.

PLAGIARISM DECLARATION

I declare that all work in this formal assessment is my own. I have not committed plagiarism as defined by the plagiarism policy. I have not accessed any resources on the online campus to help me complete this assessment. I will not use text-to-speech software (such as Natural Readers) or any other type of concession (unless I have been approved for a concession in writing by Academic Support within the Student Well-Being Department or SACAI in the form of a concession letter). I will ensure that this assessment is completed in my own handwriting and that I have not used any stylus to assist in writing this paper.

Add your name here

Student signature



LEARNING OUTCOME

- **Understand** the accounting double-entry principle
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INSTRUCTIONS

1. The front page of your answer sheet must include:
 - a. Your name
 - b. Your student number
 - c. The signed plagiarism declaration
 2. Remember to label your questions as per the question paper and number each page of your answer script.
 3. This activity comprises **THREE** main questions.
 4. Complete all questions in the order that they are presented to you.
 5. The maximum mark for this **SBA** is **100**.
 6. You have **5 weeks** to complete this **SBA**.
 7. For SBAs, it is recommended to handwrite your work to gain valuable practice for cycle tests and examinations. However, if preferred, you may also type it. Whichever method you choose, please save your SBA submission as a PDF.
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Sarah Dough has just started a small bakery called Rising Dough Bakery. She loves creating delicious breads, pastries, and cakes, but she struggles with her accounting records. She needs your help to set up proper bookkeeping for daily transactions and to handle her employees' salaries. She uses a 25% markup.

QUESTION 1: GENERAL JOURNAL**(33 MARKS)**

Sarah recorded some transactions in May 2025, but she's unsure if they are correct. Use the information below to complete the general journal.

Date	Transactions
May 1	The owner gave a bakery oven worth R150 000 as a capital contribution to the business.
May 2	Stationery purchased for R2 500 was incorrectly recorded as Trading stock.
May 3	The interest earned on a fixed deposit for May 2024 still needs to be recorded. Interest is earned on a fixed deposit of R60 000 with an 8% p.a. interest rate.
May 5	A discount of R3 500 received from Flour Wholesalers was incorrectly posted to the account of our other creditor, Flow Wholesalers.
May 17	The owner took trading stock with a selling price of R1 400 as a personal gift.
May 20	The owner donated 50 muffins at a cost price of R3.50 per muffin to a local school.
May 25	Cake boxes to the value of R10 000 were posted as equipment.

QUESTION 2: WAGES

(49 MARKS)

Rising Dough Bakery has **three employees**:

- Mia** – Senior Baker
- Sam** – Assistant Baker
- Tina** – Cashier

Sarah wants a clear wage structure for **May 2025**. The details are as follows:

Employee	Gross wages	PAYE (% of Gross)	Pension Fund (% of Gross)	UIF (% of Gross)
Mia	R12 000	15%	7%	1%
Sam	R10 000	15%	7%	1%
Tina	R8 000	15%	7%	1%

Additional information:

- Employer contributions match the employees’ pension contribution (the same 7% of gross).
- The employer also contributes R500 per employee for medical aid.
- UIF is split equally between employee and employer (1% each).
- Mia and Sam worked overtime in May, Mia worked 8 hours and Sam worked 2 hours more overtime than Mia.
- Normal rate is R70, overtime is 50% more than normal rate

REQUIRED:



- 2.1 Calculate the overtime wages for Mia and Sam (6)
- 2.2 Calculate the **Total Deductions** for each of the three employees. (12)
- Show your deductions step by step
- 2.3 Complete the Wages journal for May 2025. (31)

QUESTION 3: ADVICE**(18 MARKS)**

Sarah is concerned about controlling her stock, marketing her bakery, and offering sales on credit to her customers. Answer the following questions:

- 3.1 Name **two practical methods** Sarah can use to control her stock level to ensure she does not order too many supplies (4)
- 3.2 Propose **two effective marketing strategies** that Rising Dough Bakery could implement to attract more customers (4)
- 3.3 Sarah would like to offer credit to customers. Explain two points she needs to implement before giving customers credit. (4)
- 3.4 Suggest **two ideas** for Sarah to handle the leftover pastries at the end of each day (4)
- 3.5 Sarah is concerned about theft in the storeroom. List **TWO** internal controls she can implement to prevent theft. (2)

GRAND TOTAL: 100**SBA END***Please turn over*