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MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

2024



ECONOMIC AND MANAGEMENT SCIENCES

WORKSHOP MANUAL

GRADE 8
TERM 2

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education

MPUMALANGA PROVINCE

REPUBLIC OF SOUTH AFRICA

Litikole Temfundvo Umnyangowe Fundo Departement van Onderwys Umnyangoweze Mfundo Lefapha la Thuto

GR. 8 WORKSHOP PROGRAMME FOR TERM 2 (2024)

1. OPENING AND WELCOME
2. PURPOSE OF THE WORKSHOP
3. SUBJECT PERFORMANCE IMPROVEMENT PLAN (SPIP)
 - Template
 - Drafting SPIP for Term 2 based on March 2024 performance.
4. EXPECTATIONS FOR 2024 (TERM 2)
 - 4.1 EMS TEACHERS FILE
 - Index
 - Educator's profile, etc.
 - 4.2 UNPACKING CONTENT FOR TERM 2
 - Annual Teaching Plan - Term 2
 - Teaching tips
 - Monitoring tool for content coverage v/s ATP
 - Informal activities for term 2 topics
5. ASSESSMENT
 - Informal: (2 activities per week.)
 - Formal: As per Annual Assessment programme
 - Taxonomies and cognitive levels in EMS
 - Framework for setting of quality-controlled tests.
6. RECORDING IN EMS
 - Recording in both SA-SAMS and EMS recording sheet
7. MODERATION
 - School based moderation (SBA)
 - District/provincial based moderation
8. SAMPLING OF SCRIPTS FOR ANALYSIS
9. ANNOUNCEMENTS AND CLOSURE

MPUMALANGA DEPARTMENT OF EDUCATION
EDUCATOR PROFILE
 ECONOMIC AND MANAGEMENT SCIENCES

CIRCUIT:

YEAR: **2024**

SCHOOL:

SURNAME + INITIALS: CELL NO.:

EMAIL ADDRESS: (print please):

GRADES AND SUBJECTS CURRENTLY TEACHING (2023):

GRADES	SUBJECTS

TEACHING EXPERIENCE (The no. of years teaching experience per grade, including 2024):

	GR. 4	GR. 5	GR. 6	GR. 7	GR. 8	GR. 9
Number of years I taught EMS in						
	GR. 10	GR. 11	GR. 12			
ACCOUNTING (number of years)						
ECONOMICS (number of years)						
BUSINESS STUDIES (no. of years)						

HIGHEST LEVEL OF EXPOSURE TO COMMERCIAL SUBJECTS:

(MAKE A CROSS where applicable)

	SCHOOL LEVEL			TERTIARY LEVEL		
	GR. 10	GR. 11	GR. 12	1 ST YEAR	2 ND YEAR	3 RD YEAR
EMS	Not applicable					
ACCOUNTING						
ECONOMICS						
BUSINESS STUDIES						

QUALIFICATIONS:

.....

.....Completed (or enrolled for)

ACE/ACT program (commercial subjects)? YES / NO: If yes, year?

ECONOMIC AND MANAGEMENT SCIENCES

ANNUAL TEACHING PLAN: GRADE 8 – (2024)

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
DAYS											
DATE COMPLETED										Notes on or guidelines for mid-year tests:	
CAPS TOPIC	Revision for Term 1 work	Financial literacy: Accounting cycle	Financial literacy: Accounting equation	Financial Literacy: Cash Receipts Journal (services)	Financial Literacy: Cash Receipts Journal (services)	Financial Literacy: Cash Receipts Journal (service business)	Financial Literacy: Cash Receipts Journal (service business)	Entrepreneurship: Factors of production	NB: REVISION MUST BE CONDUCTED BEFORE EACH PAPER IS WRITTEN	• Must include all topics in term 1 and 2. • Minimum 100 marks • Paper 1: Financial Literacy: 50 marks. • Duration 60 minutes • Paper 2: The Economy (25 marks: Entrepreneurship (25 marks). • Duration 60 minutes • It is compulsory to complete all the topics as indicated in the teaching plan. • When teaching these topics, the context of the school be considered.	
CORE CONCEPTS & SKILLS: CRITICAL THINKING, REASONING, VALUES, RESPECT, POSITIVE ATTITUDE	• Revised the work covered in term1 • Give learners an overview of the work of term 2	• Transaction, source documents, subsidiary journals, General Ledger • Trial balance • Income statement • Balance sheet	• Cash transactions(receipts) on the accounting equation. Assets =owner’s equity +liability (A =OE+L)	• Concept of a cash receipts journal(CRJ) of a service business, formats and uses of columns in the CRJ, documents used to complete the CRJ.	• Entering cash transactions in the CRJ, closing off the CRJ	• Cash receipts journal • Recording the cash transactions in the CRJ • Closing off the CRJ	• Cash Receipts Journal • The effect of cash transactions on the accounting equation	• Capital-borrowed and own capital • Labour-unskilled, semi-skilled and skilled labour, the role of workers to the business, fair employment practices • Natural resources • Remuneration of factors of production			
REQUISITE PRE-KNOWLEDGE	Term 1 work	Accounting cycle, Financial trannsactions,Finan cial records	Double entry systems, classification of accounts and effect	Format of the CRJ Uses of columns	Cash transactions Recording transactions to the CRJ	Consolidation	The effect of CRJ on the accounting equation				
Resources (Excl. textbook) to enhance learning	Manual, item bank and EMS video clips	Manual, item bank and EMS video clips Glossary of concept	Manual, item bank and EMS video clips	Manuals, item bank and EMS charts	Manuals, item bank and EMS charts	Manuals, item bank and EMS charts	Manuals, item bank and EMS charts	Glossary of concepts, teaching tips and notes			
Informal assessment; remediation	Baseline assessment	Discussion; Class tests; Case studies; Class/ Homework	Discussion; Class tests; Case studies; Class/ Homework	Discussion; Class tests; Case studies; Class/ Homework	Discussion; Class tests; Case studies; Class/ Homework	Discussion; Class tests; Case studies; Class/ Homework	Discussion; Class tests; Case studies; Class/ Homework	Case study			
SBA FORMAL ASSESSMENT		Cognitive Levels: For All Tasks LO-30% MO-50% HO-20%		Mid-year Controlled Test Week: 10 -11 Paper 1 = 50 Paper 2 = 50 Duration: 60 minutes each paper			Content covered: • Financial Literacy = 50% • Entrepreneurship = 25% • The Economy = 25%		Date completed		



ECONOMIC AND MANAGEMENT SCIENCES
GRADE 8 MONITORING TOOL FOR CONTENT COVERAGE
TERM 2

NAME OF SCHOOL		Expected week curriculum coverage	
Teacher: Surname & initials		Actual week curriculum coverage	
Number of Gr 8 learners		Percentage curriculum coverage	
Date and term of visit		Week no. (of visit)	
NB: Minimum of 2 informal activities per week			

TERM 2 TOPICS

WEEK	TOPICS AND CONTENT	TOPICS Completed		NUMBER OF INFORMAL Activities (Expected/ Actual)		QUALITY (All sub-topics and cognitive levels covered. Progression visible per topic e.g. tasks per topic from easier to more complex.)
		Y	N	EXP.	ACT.	
1	Revision (BASELINE)			[1]		
2	Financial literacy: Overview of the accounting cycle			[2]		
	Transactions; source documents; subsidiary journals; General Ledger; Trial Balance; Income Statement; Balance Sheet;			2		
3	Financial literacy: Accounting equation			[2]		
	Cash transactions (receipts) on the accounting equation Assets=owner's Equity+ liability(A=OE+L)			2		
4	Financial literacy: Cash Receipts Journal (services)			[2]		
	Concept of a Cash Receipts Journal (CRJ) of a service business;			1		
	Formats and uses of the columns in the CRJ; documents used to complete the CRJ			1		
5	Financial literacy: Cash Receipts Journal (services)			[2]		
	Entering of cash transactions in the CRJ; closing off the CRJ;			2		
6	Financial literacy: Cash Receipts Journal			[2]		
	Recording the cash transactions in the CRJ;			2		

	Closing off the CRJ					
7	Financial literacy: Cash transactions			[2]		
	The effect of cash transactions on the accounting equation			2		
8	Entrepreneurship: Factors of production			[3]		
	Capital-borrowed and own-capital; Labour-unskilled, semi-skilled and skilled labour; role of workers in the business			1		
	Fair employment practices. Natural resources			1		
	Remuneration of factors of production			1		
9	Revision: TERM 1&2 Consolidation			[2]		
10-11	Mid-year Controlled Test					
TOTAL NUMBER OF ACTIVITIES				18		
		YES	NO	REMARKS		
EMS ACCOUNTING POSTERS						
RADIO LESSONS						
ACCOUNTING WORKBOOKS						
GLOSSARY OF EMS TERMS						
EXEMPLAR ACTIVITIES(MANUALS)						
FINDINGS/COMMENTS:						
1. _____						
2. _____						
3. _____						
4. _____						

	NAME	SIGNATURE	DATE
TEACHER			
PRINCIPAL / HOD			
OFFICIAL			

SCHOOL STAMP

ECONOMIC AND MANAGEMENT SCIENCES

TEACHING TIPS – 2024

GR. 8 TERM 2

WEEK	TOPIC	TEACHING TIPS	RESOURCES
	General tips for all grades	Structuring of learners' workbooks: 1. It is advisable to cover all EMS workbooks together as one. This way learners will always have the correct workbook at school. 2. Begin each term with a front page which indicate the term and the major topics that will be treated during the term. 3. Learners should write down the definitions from the glossaries, for the concepts taught during the lesson. 4. Make sure learners write the following before they do any written work: 4.1 The date 4.2 The main topic, e.g. Cash Receipts Journal 4.3 The sub-topic, e.g. Source documents used to complete the CRJ. This will make it easier to count the number of activities per topic when monitoring content coverage. Informal assessment: 5. Plan the number of activities per topic, by following the guidelines on the "Monitoring tool for content coverage and informal assessment". e.g. for Cash Receipts Journal only 6-7 activities are expected for the 6 hours prescribed. 6. Plan for at least 2 informal activities per week.	1 college exercise book 1x 8 column journal 1 creditors journal Calculator & textbook Worksheets Monitoring tool for content coverage 2024 RATPs Term 2 workshop manual Programme Of Assessment
Week 1 1 hour	Revision and Baseline	• Revise the Accounting concepts and Source documents: Give Baseline activity including Content for Term 2. • Analyse Baseline so as to plan for challenging topics.	Activities provided in the manual

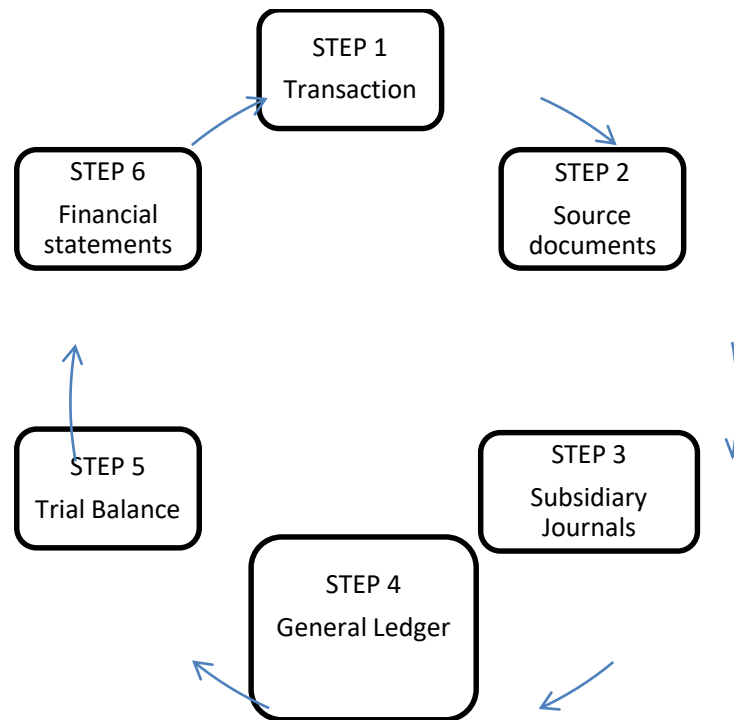


Week 2	Accounting cycle	• Explain the process of information processing in Accounting • Draw the accounting cycle and explain the flow of information	Use DoE posters on Accounting Cycle Textbooks
Week 3 2 hours	Accounting equation	• Explanation of transaction already done in Week 2. Explain the double entry principle: 'Debit' and 'Credit'. Draw the 'T' account and demonstrate by giving an example. Explain the accounting equation formula: Assets = OE + Liabilities. Categorise assets, Owner's equity (income + expenses), Drawings and Liabilities. • Give exemplar cash receipts transactions and analyse each on the equation and show the effect also in the General Ledger accounts simultaneously.	Classification of accounts and the accounting house. The accounting equation worksheets.
Week 4-7 8 hours	Cash Receipts Journal	• Start by revising the classification of accounts under assets, owner's equity and liabilities done in TERM 1. • Explain the different types of businesses and their activities • Introduce the columns of the CRJ for service enterprise. • Explain the entry making in the CRJ direct from a source document • Emphasise the alignment of figures and the correct use of rand/cent columns. Current Income, Analysis of Receipts and Bank • Demonstrate and explain cross-casting and direct deposit entries • Explain the accounting equation by doing simple transactions first. • Encourage learners to read and analyse transactions in terms of the TWO accounts affected and determine how they are affected.	Accounting house poster DoE poster with completed CRJ Activities in the manual and Notes on the CRJ format and columns for TERM 2

Week 8 2 hours	Factors of production	- GR. 7 content on the production process to form the base for the teaching of the factors of production. Input → Production process → output - explain the meaning of 'factors of production' relating it to the inputs. - Build the concepts of the FOUR factors from the inputs and use visuals to enrich learning. - Make copies of the notes on fair employment practices for the learners, explain them. Develop an informal research activity or provide learners with a case study/ scenario in assessing for learning	See notes in the Term 2 workshop manual. Exemplar activities provided in the manual for TERM 2. Poster of the Labour Laws (Acts.) in South Africa
Week 9 2 Hours	Revision of term 1 and 2 content	- Revise all the TERM 1 and 2 topics as indicated in the teaching plan. - Teach learners skills on answering short questions by using at least one previous question paper. - Revise the recording of transactions in the Cash Receipts Journal (CRJ) - Provide learners with guidelines for mid-year examinations. Give the learners the format of the paper 1 and 2 Controlled test.	Questions from previous mid-year exam papers Format for the setting of the Mid-year test/ Paper 1+Paper 2
Week 10-11	FORMAL ASSESSMENT Controlled test (see format for setting of Mid-year-controlled test / Paper 1+2 in Term 2 Workshop Manual for 2024)		Must include all topics of term 1+2 Paper 1: (50) Financial Literacy (50) Paper 2: (50) (25) The Economy (25) Entrepreneurship

ACCOUNTING CYCLE

The accounting cycle indicates the route a business transaction follows from the moment the transaction takes place to when all transactions are recorded to show the financial position of the business.



CR		<u>CLASSIFICATION OF ACCOUNTS</u>		DR LIABILITIES CR	
		DR	OWNER'S EQUITY	CR	
		-	+	-	+
		NOTE:	NOTE:		
		DRAWINGS and	CAPITAL and		
		EXPENSES	INCOMES		
		<u>DECREASE</u>	<u>INCREASE</u>		
		Owner's Equity	Owner's Equity		
<u>ASSETS</u> (My possessions) Balance Sheet Section Accounts Fixed assets: - Land & buildings (NCA) - Vehicles (NCA) - Equipment (NCA) Financial Assets: - Fixed deposit: Name of Bank (FA) Current Assets: - Trading stock (CA) - Debtors control (CA) - Bank /petty cash/cash float (CA)		OWNER'S EQUITY (The interest of the owner in the business) Balance Sheet Section Accounts Capital Drawings <u>Nominal accounts:</u> Income: - Sales - Rent Income - Current Income - Interest on fixed deposit - Interest on savings acc. - Donations, Commission Expenses: - Cost of sales - Stationery - Telephone - Salaries - Interest on loans, etc.		LIABILITIES (My debt) Balance Sheet Section Accounts Non-current liabilities: (NCL) - Loan: Name of bank - Mortgage bond Current Liabilities: (CL) - Creditors Control	

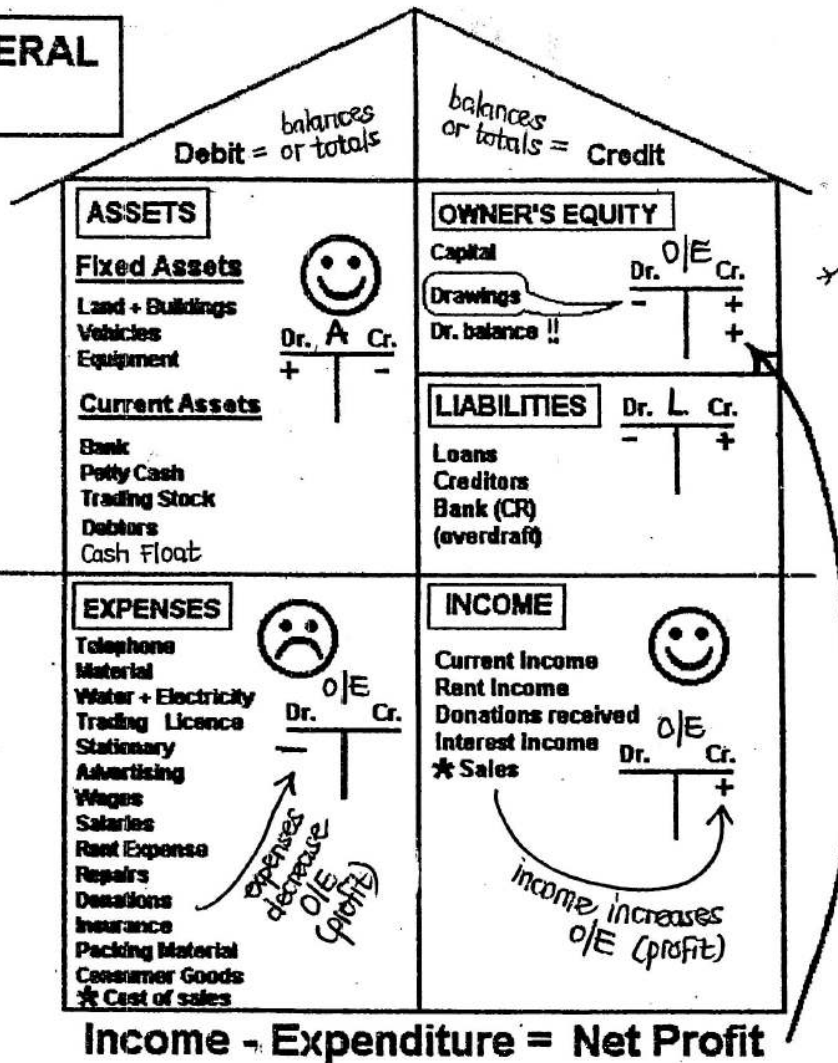
THE GENERAL LEDGER

BALANCE SHEET SECTION

Has balance b/d

NOMINAL ACCOUNTS SECTION

Has totals b/d



Fixed / non-current
current assets

ASSETS	
+	-

O/E	
-	+

capital
drawings
expenses
income

Liabilities	
-	+

Loans
creditors
bank overdraft

CASH RECEIPTS JOURNAL [CRJ]

1. Know who's books you are doing, what's the name of the business and the month. Is it a service business? **Always** put a heading which includes this information
2. In every transaction find the trigger words.
[trigger word will help you determine the journal and accounts affected.]

e.g. received cash/, issued original receipt /cash register roll /Bank statement
3. Money comes in.
4. Updated daily
5. Cash Receipts Journals summarises all business receipts and cash slips issued
6. Cash journals provide an effective way of comparing business records of cash with what appears on bank statements [B/S]
7. Which TWO accounts are affected?
8. Each exercise will give a story and normally the extra columns that need to be in the journals. (accounts used often in the business)
9. If an entry is not relevant to the column provided it goes to Sundry account.
10. Analysis of receipts: Money received through the *till*. 
11. Always underline Analysis of Receipts amounts after every transaction. It is not an account it's just holding the money for the day. At the end of the business day the total amount for the **WHOLE DAY** is taken to the bank.
12. When dealing with Services Rendered according to the cash register roll, CRR is always the document number
13. Source Document: number rolls in numerical order. e.g. Receipt or CRR.
14. Details column is where you record the customer's name or Service Rendered.
15. When the business receives money for services rendered, 'Services Rendered' is written in the details column and the amount in the Current Income column
16. When cash is received, the name of the person/business is written in the details column.
17. Clues for CRJ: issued a receipt/cash received.
18. If you add the Current Income and Sundry Account columns together, the total should equal to the amount in the Bank Column. This is an essential check if the transaction was correctly recorded.
19. At the end of the month close off all the columns. All the columns should tally with the bank column.
20. **Never** total the Analysis of Receipts column. It's the "till". It is emptied every day. At the end of the month there isn't the whole month amount of money in there.

BANK TOTAL = SERVICES RENDERED total + SUNDRY ACCOUNT total

21. If a transaction indicates money was directly transferred into the bank account, no amount will be recorded in the Analysis of Receipts column.

TRANSACTIONS

- Business deal /story (understand the story)
- Must detect the journal transaction will be entered in
- Important to have the most accurate information
- 2 interested parties: a buyer (consumer) and a seller (producer). Exchange between 2 parties

Example: Grade 9 Boy goes to the tuckshop at break time to buy a chocolate. He gets a chocolate and pays R10.

- If a business sells a product or provides a service to a customer, a transaction takes place
- If paid immediately – a cash transaction
- Cash receipts (received) are recorded in the Cash Receipts Journal
- Transaction involve money coming in and out of a business.

SOURCE DOCUMENTS:

Documents used in cash transactions by the business:

- **Original Receipt:** issued when cash is received for goods or services
- **Cash Register Roll:** issued when cash is received for service rendered
- **Original Cash invoice:** issued when cash is received
- **Deposit slip:** to deposit cash and verify bank deposits

Source documents used to record cash transactions in the books of the business:

- **Duplicate receipt:** to record **cash received**
- **Duplicate cash invoice:** to record **cash received**
- **Bank Statement:** to record and verify **electronic transfers** (EFTs)
- Important information on source documents:
 - Date of transaction
 - Source document number
 - People /businesses involved
 - Amount involved

File source documents for safe keeping $\pm$ 5 years

- Reasons for filing:
 - Customers query amount charged or goods/services sold
 - Suppliers query amounts paid
 - To correct errors made in processing transactions



CHANGES REGARDING CASH PAYMENTS (BY CUSTOMERS)

Accounting is a consistently evolving profession as illustrated by the recent announcement that cheques will no longer be accepted as a means of payment. It is important that the Accounting curriculum keeps abreast with the developments in the real business world. Obviously, it will take time for current textbooks to be revised and updated to include the recent developments. It is for this reason that guidance is hereby provided on how the activities in the textbooks should be adjusted to cater for the withdrawal of cheques.

GRADE 8 CASH TRANSACTIONS

Transactions	Source Documents	Journals	Ledger accounts
Cash received for services rendered /donations received/ commission received, etc. Customer pays by credit/debit card OR EFT via online banking	Cash register roll/tape (CRR/CRT) Cash invoice EFTs received are confirmed on the Bank Statement; it may also be accepted as the source document	CRJ	Dr Bank Cr All other contra accounts, e.g., Current income/Donations income, etc.
TERM 3 Cash payments	TERM 3 If internet banking is used to make cash payments, the business Will generally implement its own type of cash payment voucher to record all the information for each outgoing transaction.	CPI	

THE ACCOUNTING EQUATION

The FORMULA for Accounting Equation is as follows:

$$\begin{array}{lclcl} \text{Assets} & = & \text{Owner's Equity} & + & \text{Liabilities} \\ \text{Owner's Equity} & = & \text{Assets} & - & \text{Liabilities} \\ \text{Liabilities} & = & \text{Assets} & - & \text{Owner's Equity} \end{array}$$

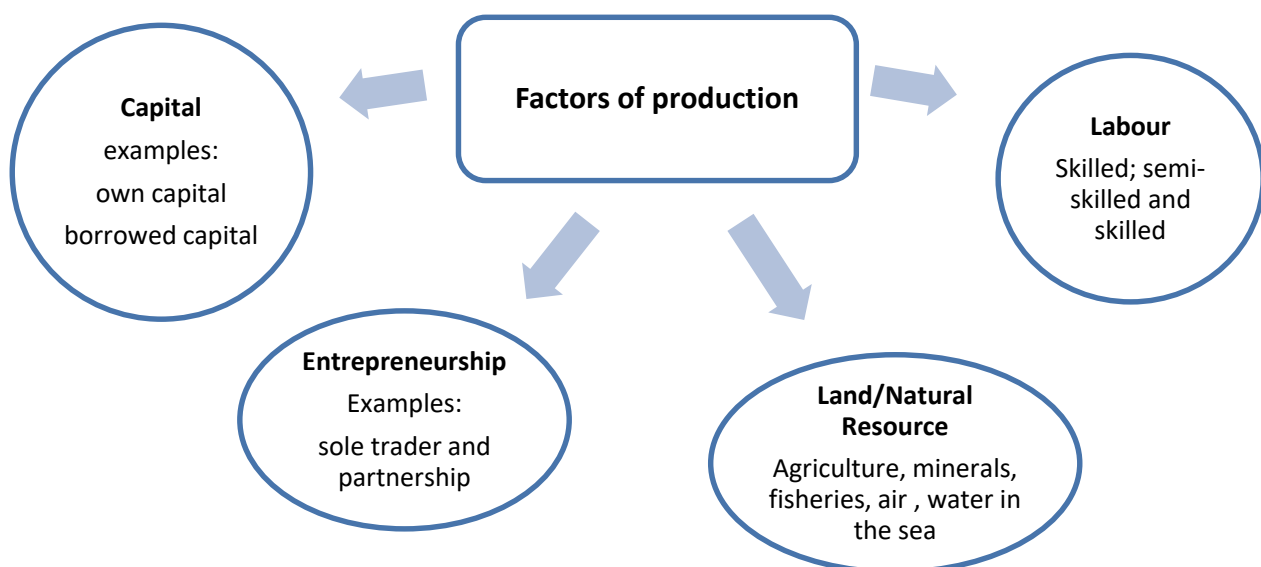
STEPS WHEN ANALYSING TRANSACTIONS ACCORDING TO ACCOUNTING EQUATION

1. Identify the two accounts affected
2. Classify the accounts
3. Analyse the effect on the accounting equation by applying the Accounting principles. Which one will be debited and which one will be credited; which one will increase and which one will decrease and why

FORMAT OF THE ACCOUNTING EQUATION

		ASSETS =		OWNER'S EQUITY +		LIABILITIES	
NO.	Source document	Effect	Reason	Effect	Reason	Effect	Reason

FACTORS OF PRODUCTION



CAPITAL

- The word 'Capital' can be defined in different ways. Capital refers to the money that the owner needs to establish or start a business. Capital also refers to capital goods which include equipment and machinery that can be used to produce other goods.

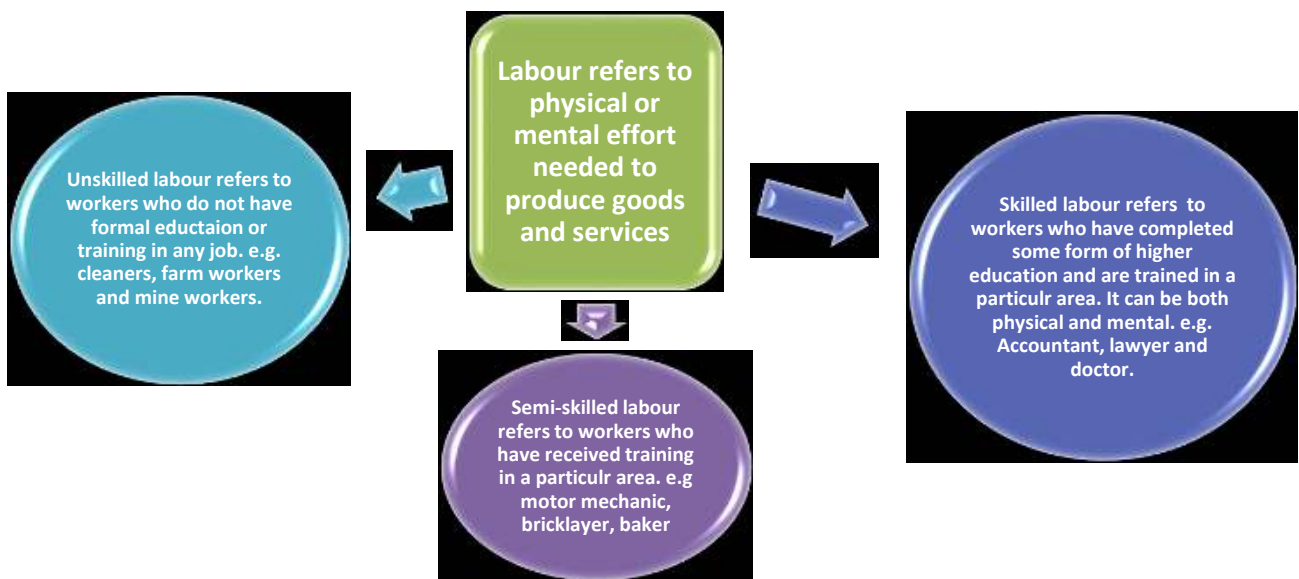


Capital goods

- Capital goods are those goods that are used to produce other goods, such as machines, equipment, vehicle, factories, buildings, etc. Capital goods assist in the production process which enables businesses to produce more goods and services of better quality within a short space of time.

Labour

- Labour is the physical or mental efforts of people used in the production of goods and services. The labour needed in the construction of roads and making of bread is physical labour. The development of a business plan by managers, the drawing up of plans for construction of houses by architectures is mental labour. Both mental and physical labour plays an important role in the production process. Labour is an expensive factor to maintain as production cannot take place in the absence of labour. Labour can be performed by using both physical and mental labour.



LAND/NATURAL RESOURCE

Gifts from nature that can be used as raw materials in the production of goods and services. e.g.

- Land itself
- Minerals like coal, gold, silver, etc
- Water
- Wildlife
- Vegetation (for cattle to eat)
- The air above

ENTREPRENEURSHIP

The skill or ability to combine the other factors of production to produce goods and services.

REMUNERATIONS FOR EACH FACTOR OF PRODUCTION

LAND/NATURAL RESOURCE:

Rent

LABOUR:

Wages /Salaries

CAPITAL:

Interest

ENTREPRENEURSHIP:

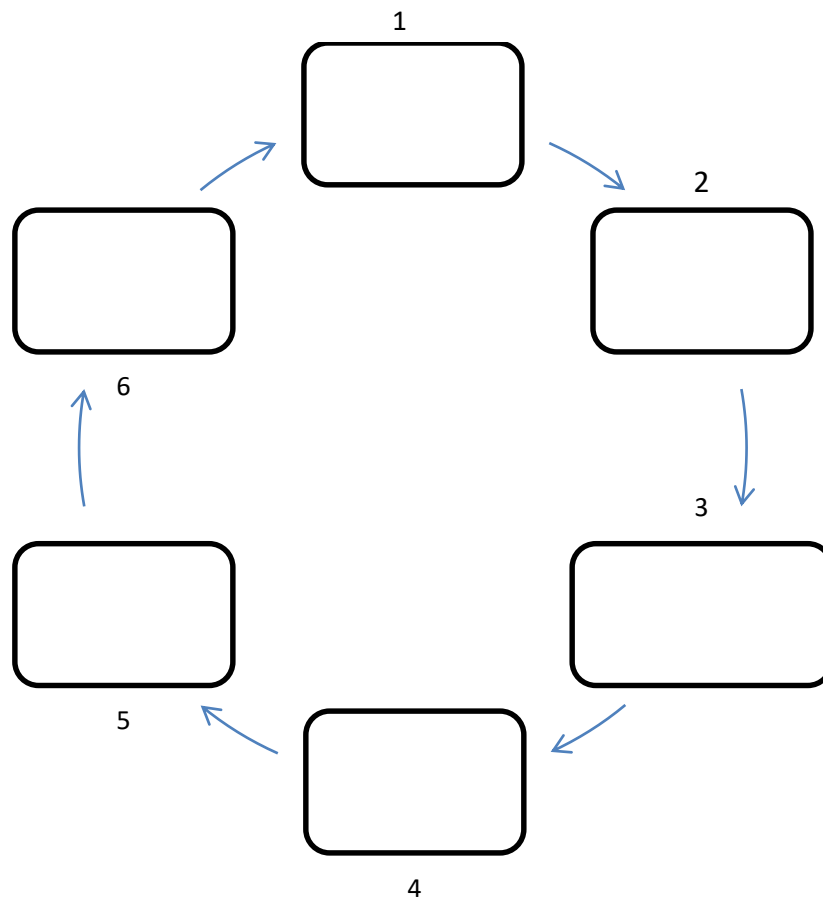
Profits



ACTIVITY 1

ACCOUNTING CYCLE

1.1 Complete the accounting cycle step by step



1.2 Describe each step of the cycle briefly:

1.	
2.	
3.	
4.	
5.	
6.	

ACTIVITY 2**CLASSIFICATION OF ACCOUNTS**

Study the table below. Complete the table by using the accounting house /classification of accounts as a guide

	Account	Type of asset	Type of liability	Owner's equity	Income or Expense	Balance sheet/Nominal account
e.g.	Bank	current				Balance sheet
1.	Capital					
2.	Current income					
3.	Rent income					
4.	Rent expense					
5.	Vehicles					
6.	Equipment					
7.	Drawings					
8.	Insurance					
9.	Debtors					
10.	Creditors					

ACTIVITY 3**ACCOUNTING EQUATION**

Analyse the transactions on the table below:

e.g. Received a capital contribution from the owner, R20 000 by direct transfer

1. Received cash for services rendered, R3 200.
2. A tenant paid R3 500, through EFT
3. Cash received for commission, R2 200
4. Received cash as donation, R 1 800

		ASSETS =		OWNER'S EQUITY +		LIABILITIES	
NO.	Source document	Effect	Reason	Effect	Reason	Effect	Reason
	Bank Statement	+ 20 000	Cash increase	+20 000	Capital contribution		
1.							
2.							
3.							
4.							

ACTIVITY 2

Allan Mashego started his own business and called it Ali's Plumbers

Enter the following transactions in the Cash Receipts Journal for March 2023. Provide columns for Bank, Current Income and sundry accounts

Day	Transactions
01	On this date Allan Mashego opened a business banking (current) account in the name of Ali's Plumbers and deposited R60 000 as capital, receipt number RF01 was issued.
02	Repaired Mr Lucky Moraba's shower and charged him R1 500 for the job. He came into the office and paid, cash register roll was issued to him
09	Completed the plumbing at Ms Ethel's house. She deposited the money directly into the business's current account. Issued receipt no. RF02 for R8 770 Allan (the owner) received a cash donation for the business, R2 200, from his son-in law. A receipt was sent to him
15	Received rent from a tenant R Rodney through direct transfer, R3 800, receipt no. RF04 issued Received commission from Builders LTD. for items sold on their behalf, R1 200 through EFT. A receipt was issued
30	The cash register roll showed a total of R 15 600 for services rendered.

CASH RECEIPTS JOURNAL OF.....

CRJ 2

ACTIVITY 3

Thomas Wessel started his own business, Tom's Garden Services

Enter the following transactions in the Cash Receipts Journal for April 2023. Provide columns for Bank, Current Income and sundry accounts

Day	Transactions
01	The owner Thomas Wessel, deposited R 100 000 directly into the current account of the business. Issued receipt no. 001 Received EFT notification for R 1900 from a customer for mowing, refuse removal and landscaping. Issued a receipt
05	Service fees as per cash register tape, R3100
08	Cash received for commission, R800, from TT Nursery for seeds sold on their behalf. Issued receipt no.003 A tenant Mr W. Matlala paid R 2500 by direct transfer, issued a receipt.
18	Received R6 550 from customers for services rendered as per cash register roll
30	The owner increased his capital contribution to R 150 000 by directly transferring the amount to the current account

CASH RECEIPTS JOURNAL OF.....

CRJ 3

Factors of production**ACTIVITY 1****Factors of production**

Choose words from the table below and allocate the correct factor of production underneath the correct heading:

Workers, Factory, Money, Apple farm, Company owner, Trucks for transportation, Mechanics, Scientist, Building ,Machinery ,Land, Plantation

Natural resources	Entrepreneur
Capital	Labour

ACTIVITY 2

Give the appropriate Labour Law described below:

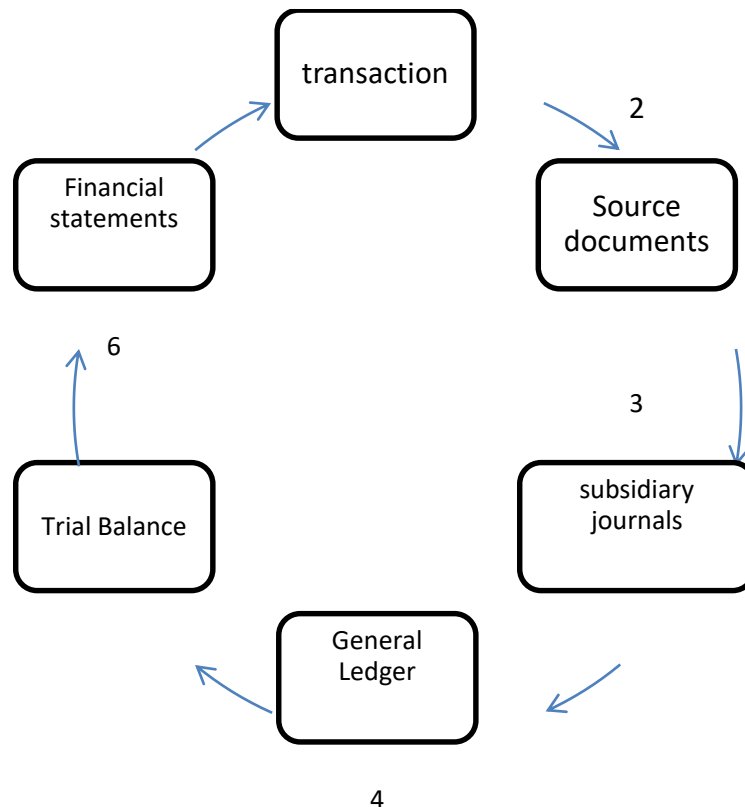
2.1 Promotes social justice, peace and democracy in the workplace	
2.2 Specifies how employers should compensate employees and their families if employees are sick or injured, or die while doing their jobs.	
2.3 Specifies what safe and healthy workplaces are and how employers should make sure that businesses do not damage their employees' health.	
2.4 Protects employees from exploitation by regulating things like working hours, leave, pay and retrenchment	
2.5 Give short term relief to workers when they become unemployed or are unable to work because of maternity, adoption and parental leave or illness.	

Marking guidelines

ACTIVITY 1

Accounting cycle

1.1 Complete the accounting cycle step by step



1.2 Describe each step of the cycle briefly:

1.	Transaction: takes place every time money changes hands between the business and another party
2.	Source documents: every transaction should be recorded on a source document.
3.	Subsidiary journals: are used to enter transactions into the books of the business
4.	General Ledger: is a summary of all the underlying subsidiary journals
5.	Trial Balance: is a list of all the accounts' balances in the General Ledger
6.	Financial statements: consists of an income statement, a balance sheet and cash flow statement. These reports reflects the financial position of the business at a specific time.

ACTIVITY 2**CLASSIFICATION OF ACCOUNTS**

Study the table below. Complete the table by using the accounting house /classification of accounts as a guide

	Account	Type of asset	Type of liability	Owner's equity	Income or Expense	Balance sheet/Nominal account
e.g.	Bank	current				Balance sheet
1.	Capital			O/E		Balance sheet
2.	Current income				Income	Nominal account
3.	Rent income				Income	Nominal account
4.	Rent expense				Expense	Nominal account
5.	Vehicles	Fixed				Balance sheet
6.	Equipment	Fixed				Balance sheet
7.	Drawings			O/E		Balance sheet
8.	Insurance				Expense	Nominal account
9.	Debtors	current				Balance sheet
10.	Creditors		Current			Balance sheet

ACTIVITY 3**ACCOUNTING EQUATION**

Analyse the transactions on the table below:

e.g. Received a capital contribution from the owner, R20 000 by direct transfer

1. Received cash for services rendered, R3 200.
2. A tenant paid R3 500, through EFT
3. Cash received for commission, R2 200
4. Received cash as donation, R 1 800

		ASSETS =		OWNER'S EQUITY +		LIABILITIES	
NO.	Source document	Effect	Reason	Effect	Reason	Effect	Reason
	Bank Statement	+ 20 000	Cash increase	+ 20 000	Capital contribution	0	
1.	CRR	+ 3 200	Cash increase	+ 3 200	Income received	0	
2.	Receipt/BS	+ 3 500	Cash increase	+ 3 500	Income received	0	
3.	Receipt	+ 2 200	Cash increase	+ 2 200	Income received	0	
4.	Receipt	+ 1 800	Cash increase	+ 1 800	Income received	0	



ACTIVITY 1

1. 2. 3. 4.

CRJ 1

[illegible]

1. The name of the journal
2. The name of the business
3. The month and year in which the transactions took place
4. The number of the journal

5. Source document number
6. The date on which the transaction took place
7. The names of a business or person making a payment
8. The amount of money received is written in this column. This column is like a till (cash register) where the business keeps all money received until the end of the business day.
At the end of the business day all money in the till will be counted and deposited into the business's bank account.
9. The total amount deposited daily is written in this column
10. Amounts of money received for services rendered are written in this column
11. This section is used if the business receives money other than for current income (for example, Capital, Rent income, Donations)
12. The amount of money received (for capital, Rent income Donations etc.)
13. Names of accounts affected (Sundry accounts)



ACTIVITY 2**CASH RECEIPTS JOURNAL OF ALI'S PLUMBERS- MARCH 2023**

CRJ 2

Doc. No	Day	Details	Fol	Analysis Of Receipts	Bank	Current Income	Sundry Accounts			
							Amount		Details	
RF01	01	Allan Mashego		-	60 000		60 000		Capital	
CRR	02	Services rendered		1 500	1 500	1 500				
RF02	09	Services rendered		-	8 770	8 770				
RF03		Cash		2 200	2 200		2 200		Donation	
RF04	15	R Rodney		-	3 800		3 800		Rent income	
RF05		Builders LTD		-	1 200		1 200		Commission income	
CRR	30	Services rendered		15 600	15 600	15 600				

ACTIVITY 3**CASH RECEIPTS JOURNAL OF TOM'S GARDEN SERVICES –APRIL 2023**

CRJ 3

Doc no.	Day	Details	Fol	Analysis Of Receipts	Bank	Current Income	Sundry Accounts			
							Amount		Details	
001	01	Thomas Wessel		-	100 000		100 000		Capital	
002		Services rendered		-	1 900	1 900				
CRR	05	Services rendered		3 100	3 100	3 100	1 200		Interest on fixed dep	
003	08	TT Nursery		800	800		800		Commission income	
004		W Matlala		-	2 500		2 500		Rent income	
CRR	18	Services rendered		6550	6 550	6 550				
005	30	Thomas Wessel		-	50 000		50 000		Capital	

Factors of production

ACTIVITY 1

Factors of production

Choose words from the table below and allocate the correct factor of production underneath the correct heading:

Workers, Factory ,Money, Apple farm, Company owner, Trucks for transportation, Mechanics, Scientist, Building ,Machinery ,Land, Plantation

Natural resources Apple farm, Land, Plantation	Entrepreneur Company owner
Capital Factory, Trucks for transportation Building, Machinery	Labour Workers, Scientist

ACTIVITY 2

Give the appropriate Labour Law described below:

2.1 Promotes social justice, peace and democracy in the workplace	Labour Relations Act
2.2 Specifies how employers should compensate employees and their families if employees get sick or injured, or die while doing their jobs.	Compensation for Occupational Injuries and Diseases Act.
2.3 Specifies what safe and healthy workplaces are and how Employers should make sure that businesses do not damage employees' health .	Occupational Health and Safety Act.
2.4 Protects employees from exploitation by regulating things like working hours, leave, pay and retrenchment.	Basic Conditions of Employment Act.
2.5 Give short term relief to workers when they become unemployed or are unable to work because of maternity, adoption and parental leave or illness.	Unemployment Insurance Act.

ECONOMIC AND MANAGEMENT SCIENCES
GRADE 8 : EMS CAPS GLOSSARY TERM 2

1.	General Ledger	A collection of accounts in which the business summarises all transactions in an orderly way.
2.	Trial Balance	A summary of debit and credit balances from the General Ledger accounts to check the accuracy of the bookkeeper's work.
3.	Income Statement	A financial statement summarising the income and expenses of a business to determine the profit or loss for a specific period.
4.	Balance Sheet	A summary of the assets, liabilities, and owner's equity on the last day of the financial year of the business.
5.	Cash Receipts Journal	A book of first entry, where we record all money received by the business.
6.	Cash Payments Journal	A book of first entry, where we record all money paid out by the business.
7.	Current Income	Income received from services rendered by the business.
8.	Own capital	The entrepreneur's own money invested in the business.
9.	Borrowed capital	Money borrowed from financial institutions/organisations to start a business.
10.	Skilled labour	Jobs that require specialised training which is either mental or physical to perform certain jobs. e.g. plumber, carpenter electrician, etc.
11.	Semi-skilled labour	Jobs that require some training, usually 'on the job training' but not as specialised as skilled labour. e.g. security guards, nurses assistants, truck drivers, etc.
12.	Unskilled labour	Jobs that does not require specific training, e.g. hotel or residence cleaner, construction labourer, farm worker, etc.
13.	Professional labour	Refers to labour who have specialised training for a particular profession .e.g. doctors, engineers, accountants, teachers, etc.
14.	Service Business	Businesses that normally renders a service to receive income, such as a hair salon, shoe repairs, car wash, etc.
15.	Grievance	Dissatisfaction, injustice and unfairness experienced by a staff member in connection with his/her work.
16.	Equity	Fair and equal treatment.
17.	Dispute resolution	Process of negotiation, mediation and arbitration used to settle differences between parties.
18.	Basic Conditions of Employment Act	The law that sets the minimum employment standards for employers and employees.
19.	Labour Relations Act	The law that regulates the relationship between employer and employees in the workplace.
20.	Employment Equity Act	The law that protects workers against unfair discrimination.

21.	Factors of production	All human and physical resources needed to produce a product or service.
22.	Remuneration	Payment for work done/services rendered or for making factors of production available to others.
23.	Entrepreneurship	The skill or ability to combine the other factors of production to produce goods and services.
24.	Natural resources / Land	Gifts from nature that can be used as raw materials in the production of goods and services. e.g. water, coal, gold, agricultural land, etc.
25.	Capital	Money, as one of the factors of production, provided to start a business.
26.	Capital Goods	Are all man-made products that are used in the production of other good ,e.g. equipment,machinery,buildings,vehicles
27.	Rent	It is the reward/remuneration that the owners of land receive for its use.
28.	Interest	The remuneration received when making capital available to someone else.
29.	Profit	The money earned by an entrepreneur over a specific period, by selling something at a higher price than it cost you to produce or to buy. Profit = Income - expenses
30.	Wage	A weekly payment by an employer to an employee for services rendered.
31.	Salary	A monthly payment by an employer to an employee for services rendered.
32.	Income	Money earned or received by individuals or a business.
33.	Goods	Tangible things (things that we can touch) that we use to satisfy our needs and wants, e.g. desks, books, food.
34.	Services	Intangible things (things that we cannot touch) that satisfy needs and wants, e.g. education, insurance, child care ,car mechanic
35.	Accounting cycle	Accounting cycle indicates the route a business transaction follows From the moment the transaction takes place to when all transactions are recorded to show the financial position of the business.

ECONOMIC AND MANAGEMENT SCIENCES PROGRAMME OF ASSESSMENT

(Only recorded assessment activities – CAPS AMENDMENTS p. 46)

GRADE: 8

YEAR: 2024

EDUCATOR:

Term	Topic/s	Form of assessment	Total Marks	Weighting		Final weightings	Week	Planned date
				100	60			
1	Data response with rubric/marking grid shouldcover sub-topics: - Government - National budget 2022/23	Data Response <i>(rubric/ memo/marking grid)</i>	50 Marks (1hour)	16.67%	10	SBA 60%	3	
2	Test should include among others: - Accounting concepts - Source documents - Standard of living - Cognitive levels:	Controlled test <i>(memo and analysis grid)</i>	50 marks (1hour)	16.67%			10	
3	Controlled Test must include all topics covered in Term 1 and 2. Term 1 work = 30% content covered Term 2 work = 70% content covered Paper 1: Financial Lit = 50% Paper 2: The Economy = 25% Entrepreneurship = 25%	Mid-year Controlled Test <i>(memo and analysis grid)</i> Paper 1: Financial Literacy	50 Marks (1hour)	33.33%	20		10-11	
		Paper 2: The Economy (25 marks) Entrepreneurship (25 marks)	50 Marks (1hour)					
4	Project/ Case Study: Rubric/marking grid should accompany the worksheet	Project/ Case study <i>(rubric/ memo/marking grid)</i>	50 Marks (1hour)	33.33%	20			4
5	It should cover only TERM 3 AND 4 topics taught for the year.	End of year Examination <i>(memo and analysis grid)</i> Paper 1: Financial Lit. Paper 2: Entrepreneurship (50 marks)	50 Marks (1hour) 50 Marks (1hour)	100	40	Exam 40%	9 - 10	

.....
DEPARTMENTAL HEAD

.....
DATE

BLOOMS TAXONOMY: DEFINITIONS AND ACTION VERBS FOR SETTING OF SBA TASKS					
Basic thinking skills (e.g., factual recall, low level application and low level comprehension)		Moderately high thinking skills (e.g., more advanced application, interpretation, and low-level analysis.		High order thinking skills (e.g., advanced analytical skills, syntheses, and evaluation)	
30%		50%		20%	
<i>Remembering</i>	<i>Understanding</i>	<i>Applying</i>	<i>Analysing</i>	<i>Evaluating</i>	<i>Creating</i>
Exhibit memory of previously learned material by recalling facts, terms, basic concepts.	Demonstrate understanding of facts and ideas by organising, comparing, translating, and interpreting giving descriptions and stating main ideas.	Solve problems to new situations by applying acquired knowledge, facts, techniques, and rules in a different way.	Examine and break information into parts, by identifying motives or causes. Make inferences and find evidence to support generalization.	Present and defend opinions by making judgments about information validity of ideas, or quality of work, based on a set of criteria.	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.
<i>Action verbs</i>	<i>Action verbs</i>	<i>Action verbs</i>	<i>Action verbs</i>	<i>Action verbs</i>	<i>Action verbs</i>
Choose Define Find List Match Name Select Show	Classify Compare Demonstrate Explain Illustrate Interpret Summarise Show	Apply Choose Develop Identify Organise Select Solve	Analyse Classify compare Distinguish List Simplify	Choose Compare Conclude Determine Evaluate Explain Interpret Opinion Prove Recommend Select Support Solve Test	Choose Combine Compile Construct Create Design Develop Discuss Improve Propose Solution Change

COGNITIVE LEVELS (According to EMS CAPS errata!)

COGNITIVE LEVEL	DESCRIPTOR	PERCENTAGE (%)
Lower order questions	Assessing remembering and understanding	30%
Middle order questions	Assessing application and analysing	50%
Higher order questions	Assessing evaluating and creating	20%

QUESTION ANALYSIS GRID FOR TASKS

Question No.	Level of Question						Total Marks allocated to Question	Time allocated to Question
	Remembering	Understanding	Applying	Analysing	Evaluating	Creating		
TOTALS								
	<i>Lower:</i> 30%		<i>Middle:</i> 50%		<i>Higher:</i> 20%			
% of total								

ECONOMIC AND MANAGEMENT SCIENCES
GR. 8 FORMAT FOR MID-YEAR CONTROLLED TEST PAPERS (TASK 3)

PAPER 1: FINANCIAL LITERACY			
QUESTION	SECTION A: 15	MARKS	QUESTION GUIDELINES
1	True /False or Match column A and column B	5	Accounting concepts, source documents AND any content not assessed in section B in line with the content weighting.
2	Multiple choice or Fill in the correct answer	5	Classification of accounts as assets, income & expenses and liabilities AND any content/concept not assessed in section B or question 1 above in line with the content
3	Match column A and B or Fill in the correct answer	5	Accounting concepts, source documents ANY content not assessed in section B and C
SECTION B: 35			
3	Source documents	10	Complete source documents/ source based questions/a case study
4	Accounting Equation (Only cash receipts transactions)	10	Effect of cash receipts transactions on the accounting equation. An appropriate example done should be provided always
5	Cash Journals (service enterprise)	15	Entering cash transactions in the Cash Receipts Journal
	TOTAL MARKS	50	60 minutes
PAPER 2: THE ECONOMY AND ENTREPRENEURSHIP			
	SECTION A: 15		
1	True or False/ Fill in the correct answer	5	All the content or concepts not assessed in section B and C.
2	Fill in the correct answer	5	All the content or concepts not assessed in section B AND C
3	Match column A and B/Multiple choice	5	All content or concepts not assessed in questions 1 and 2.
SECTION B: 15			
3	Government	5	Case study can be used to assess this content. It can be either as scaffolding questions
4	National Budget	5	A scenario can be given and be asked question across the topic.
5	Standard of living	5	Provide pictures for learners to identify rural and modern societies and ask related questions.
SECTION C: 20			
6	Factors of production	20	Provide pictures for learners to identify , explain, describe and define factors of production
	TOTAL MARKS	50	60 minutes

ECONOMIC AND MANAGEMENT SCIENCES

ANALYSIS OF LEARNERS' PERFORMANCE PER QUESTION/TOPIC
(Should be used to draft the SPIP for term 3)

GRADE: 8 MID-YEAR CONTROLLED TEST

2024

PAPER 1

SCHOOL:

EDUCATOR:

	NAMES OF LEARNERS:	SECTION A (15)			SECTION B (35)			Learner's total for this paper:	Moderated mark
		1. True /False/Match Column A and column B	2. Multiple choice /Fill in The missing words	3. Match column A and Column B /True /False	3. Source documents	4. Accounting equation	5. Cash Receipts Journal		
	Total per question:	5	5	5	10	10	15	50	50
Above average 1.									
2.									
Average 3.									
4.									
Below average 5.									
	Totals per question								
	AVERAGE MARK PER QUESTION:								
		5	5	5	10	10	15		
	AVERAGE % PER QUESTION:								

GRADE AVERAGE for this paper (Including all learners in the grade):%

SIGNATURE OF EDUCATOR:

SIGNATURE OF PRINCIPAL/HOD:

SIGNATURE OF SUBJECT ADVISOR:

DATE:.....

School stamp

ECONOMIC AND MANAGEMENT SCIENCES**ANALYSIS OF LEARNERS' PERFORMANCE PER QUESTION/TOPIC**
(Should be used to draft the SPIP for term 3)**GRADE: 8 MID-YEAR CONTROLLED TEST****2024****PAPER 2**

SCHOOL:

EDUCATOR:

		SECTION A (15)			SECTION B (15)			SECTION C (20)	Learners' total for this paper	Moderated marks
		1. True/False/Multiple choice	2. Fill in the correct answer	3. Match column A and Column B	4. Government	National Budget	Standard of living	Factors of production		
	NAMES OF LEARNERS:									
	Total per question:	5	5	5	5	5	5	20	50	50
Above average 1.										
2.										
Average 3.										
4.										
Below average 5.										
	Totals per question									
	AVERAGE MARK PER QUESTION:	5	5	5	5	5	5	20		
	AVERAGE % PER QUESTION:									

GRADE AVERAGE for this paper (Including all learners in the grade):%

SIGNATURE OF EDUCATOR:

SIGNATURE OF PRINCIPAL/HOD:

SIGNATURE OF SUBJECT ADVISOR:

DATE:.....

School stamp

SUBJECT PERFORMANCE IMPROVEMENT PLAN (SPIP) FOR TERM 2
ECONOMIC AND MANAGEMENT SCIENCES

GRADE: 8

NO.	CHALLENGING TOPICS: IN TERM 1	SPECIFY THE EXACT CHALLENGE IN THE TOPIC	INTERVENTION STRATEGY / PLANNED ACTIVITY	RESOURCES NEEDED	PERFORMANCE INDICATORS (after assessment)	WHO'S RESPONSIBILITY?	TIME FRAME	DATE AND TIME OF CONTROL	MONITORING BY HOD/DP (comment on progress made)
1.								 Date	Comment: Signature
2.								 Date	Comment: Signature
3.								 Date	Comment: Signature



ECONOMIC AND MANAGEMENT SCIENCES

GRADE8

SCHOOL:

TEACHER:

Number			Term 1		Term 2		Term 3	Term 4		
			Task 1	Task 2	Task 3		Task 4	Task 5		
	Weighting		SBA 60 %					EXAM 40%		
			16.67%	16.67%	33.33%			33.33%	100%	
	SCALE: 80 - 100 7 70 - 79 6 60 - 69 5 50 - 59 4 40 - 49 3 30 - 39 2 0 - 29 1 Surname and Initials (in alphabetical order)		Data Response	Controlled Test	Mid-year Exam P1	Mid-year Exam P2	Total of Mid-year(P1&P2)	Project/ Case Study	Final Exam P1	Final Exam P2
50			50	50	50	100	50	50	50	100
1										
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3										
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	TOTALS:									
	AVERAGES:									
Attach validated quarterly print out from SA-SAMS										
		Educator		Educator		Educator		Educator		
		HOD		HOD		HOD		HOD		



CASH RECEIPTS JOURNAL OF

CRJ...

Doc. no.	Day	Details	Fol.	Analysis of receipts		Bank		Current income		Sundry accounts			
										Amount	Fol	Details	

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