



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE INTRODUCTORY ACCOUNTING N4

21 November 2022

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 Deduct 2 marks if amounts are not rounded to the nearest rand (even if there is only 1 that is not rounded off). Then you work with the cents, and make sure it is correct.
- 1.2 Deduct 2 marks if Tipp-Ex is used.
- 1.3 Don't penalise a student more than once for a mistake.

QUESTION 2

- 2.1 If there was no entry 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 circled mark.
- 2.2 If the transactions are in more than one place (for example, they are recorded 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 or the amount in the bank reconciliation are wrong, no marks.
- 2.5 Make sure that the debit balance as per cashbook in the reconciliation is the student's own balance.
- 2.6 On the debit side of the cashbook mark the bank column together with the details column.
- 2.7 On the credit side of the cashbook mark the bank column together with payee (beneficiary) column, no marks if the amount or the detail is wrong.

QUESTION 3

- 3.1 If the student wrote the amount in more than one column, no marks.
- 3.2 If the student wrote the correct account under sundry accounts, but he/she recorded the amount under the wrong column, no marks.
- 3.3 If the transactions are in more than one place (for example, they are recorded in the petty cash journal, cash receipt journal, and the cash payment journal), no marks.

- 3.4 It must be commission income, rent income, discount income (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 payment journal, mark the bank column together with the payee column. No marks for non-compliance.
- 3.7 In the petty cash journal, the details column is marked together with total column. No marks for non-compliance.
- 3.8 If one of the folio numbers are left out or wrong in the petty cash account, minus one (1) mark.
- 3.9 In the petty cash account, the details column is marked together with the amount column.

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 If the account name/heading is not line with the correct amount, no marks. Do not apply the marking method, hence there is no adjustment. The answer must be correct.

QUESTION 1**WAGE JOURNAL OF JACOBS ELECTRONICS KITCHEN FOR THE WEEK ENDED 28 JULY 2019**

NAME	NORMAL TIME			OVERTIME			GROSS WAGE	DEDUCTIONS					NET WAGE
	TARRIF	HOURS	AMOUNT	TARRIF	HOURS	AMOUNT		PENSION FUNDS	MEDICAL AID	PAYE	UIF	TOTAL	
Joshua	32✓	40✓	1 280✓	48✓	7✓	336✓	1 616✓	96✓	595✓	304✓	13✓	1 008✓	608✓
Joseph	28✓	38✓	1 064✓	42✓	3✓	126✓	1 190✓	80✓	734✓	222✓	11✓	1 047✓	143✓
							2 806✓	176✓	1 329✓	526✓	24✓	2 055✓	751✓

NAME	EMPLOYER'S CONTRIBUTION		
	PENSION FUND	UIF	TOTAL
Joshua	77 ✓	13 ✓	90 ✓
Joseph	64 ✓	11 ✓	75 ✓
	141 ✓	24 ✓	165 ✓

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QUESTION 2**CASH BOOK OF JACOBS ELECTRONICS KITCHEN APPLIANCES – 31 JULY 2019****Debit side**

DOC	DAY	DETAILS	FOL	ANALYSIS OF RECEIPTS	BANK	SALES	TRADE RECEIVABLES	SUNDRY ACCOUNTS		
								AMOUNT	FOL	DETAILS
B/S	31	AA Appliances Ltd (cancelled cheque)			62 260✓			62 260✓		Trade payables
B/S		Ventolin			123 641✓		123 641✓			
B/S		Barclays Bank			98 467✓			98 467✓		Fixed deposit
					284 368✓		123 641✓	160 727✓		
		Balance	B/D		11 136✓			11 136		

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QUESTION 2**CASH BOOK OF JACOBS ELECTRONICS KITCHEN APPLIANCES – 31 JULY 2019****Credit side**

DOC	DAY	PAYEE	FOL	BANK	PURCHASES	TRADE RECEIVABLES	DRAWINGS	SUNDRY ACCOUNTS		
								AMOUNT	FOL	DETAILS
B/S	1	Balance	B/D	106 355✓				106 355		
B/S	31	Barclays Bank		5 551✓				5 551✓		Bank charges
B/S		Barclays Bank		4 750✓				4 750✓		Interest on Overdraft
B/S		Telkom		62 984✓				2 984 ⁶ ✓		Telephone
B/S		Tin Bakery		17 314✓			17 314✓			
B/S		Jules K (R/D)		75 678✓		75 678✓				
B/S		Eskom		600✓				600✓		Electricity
		Balance	C/D	11 136✓				11 136✓		
				284 368✓		75 678✓	17 314✓	191 376✓		

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QUESTION 2**BANK RECONCILIATION STATEMENT JACOBS ELECTRONICS KITCHEN APPLIANCES – 31 JULY 2019**

DETAILS	DEBIT	CREDIT
Credit balance as per bank statement		285 697✓
Credit deposit not yet credited by the bank		128 578✓
Debit outstanding cheques: No. 63	213 347✓	
No. 70	216 845✓	
No. 96	197 007✓	
Credit bank error		285 345✓
Debit bank error	61 285✓	
Debit balance as per cash book	11 136✓	
	699 620✓	699 620✓

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QUESTION 3**CASH RECEIPTS JOURNAL JACOBS ELECTRONICS KITCHEN – 31 JULY 2019**

DOC	D	DETAILS	FOL	ANALYSIS OF RECEIPTS	BANK	SALES	TRADE RECEIVABLES	SUNDRY ACCOUNTS		
								AMOUNT	FOL	DETAILS
20	2	LG Suppliers		4 320	✓ 4 320			4 320✓		Discount income✓
21	5	Lidice Kitchen Appliances		2 490				2 490✓		Commission✓ income
CRR	9	Sales		76 165	✓✓ 78 655	✓ 76 165				
22	12	Jacobs		325 000	✓ 325 000			325 000✓		Capital✓
CRR	14	Sales		192 300	✓ 192 300	✓192 300				
23	16	Jacobs		32 500	✓ 32 500			32 500✓		Capital✓
CRR	20	Sales		121 170		✓121 170				
24	25	Nathan		4 541			✓ 4 541			
25	31	Candice		7 925	✓✓✓ 133 636			7 925✓		Rent income✓

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QUESTION 3**CASH PAYMENT JOURNAL JACOBS ELECTRONICS KITCHEN APPLIANCES - 31 JULY 2019**

DOC	DAY	PAYEE	FOL	BANK	PURCHASES	PETTY CASH	FUEL	SUNDRY ACCOUNTS		
								AMOUNT	FOL	DETAILS
001	1	Cash		1 600✓		1 600✓				
002	2	LG Suppliers		✓ 176 000	✓ 176 000					
003	3	Colcon Municipality		13 270✓				13 270✓		Water and Electricity
004	6	Chevrolet dealers		575 000✓				575 000✓		Vehicles
005	7	Sasol petrol station		1 230✓			1 230✓			
006	11	Cash		1 485✓		1 485✓				
007	16	Defy Suppliers		465 800✓	465 800✓					
008	17	Cash		479✓		479✓				
009	21	SGL Accounting Services		800✓				800✓		Accounting fees
010	23	Morkels		37 545✓				37 545✓		Office equipment
011	24	Russel Hobbs		183 965✓	183 965✓					
012	27	MTN		1 710✓				1 710✓		Drawings
013	30	Luke orphanage		67 850✓				67 850✓		Donation expense
014	31	Cash		255✓		255✓				

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QUESTION 3**PETTY CASH JOURNAL JACOBS ELECTRONICS KITCHEN – 31 JULY 2019**

DOC	DAY	DETAILS	TOTAL	SUNDRY EXPENSES	DRAWINGS	SUNDRY ACCOUNTS		
						AMOUNT	FOL	DETAILS
41	4	Stamps	89✓			89		Postage✓
42	8	Cartridge	165✓			165		Stationery✓
43	10	Flowers	69✓	✓ 69				
44	18	Repairs of the owner's vehicle	827✓		827 ✓			
45	28	Owner's wife's birthday present	940✓		940 ✓			
46	29	Candles and matches	129✓	✓ 129				
			2 219✓	198	1 767	254		

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QUESTION 3**GENERAL LEDGER JACOBS ELECTRONICS KITCHEN - 31 JULY 2019****BALANCE SHEET SECTION****DR****PETTY CASH****B9****CR**

DATE	DETAILS	FOLIO	AMOUNT	DATE	DETAILS	FOLIO	AMOUNT
1 July	Bank	CPJ	1 600✓	31 July	Total payments	PCJ	2 219✓
11 July	Bank	CPJ	1 485✓		Balance	C/D	1 600✓
17 July	Bank	CPJ	479✓				
31 July	Bank	CPJ	255✓				
			3 819				3 819
1 Aug	Balance	B/D	1 600✓				

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QUESTION 4**QUESTION 4.1****STATEMENT OF PROFIT OR LOSS OF JACOBS ELECTRONICS KITCHEN –
31 JULY 2019**

Revenue	870 200✓
Less: Cost of sales	(654 955)✓
Trading inventory at 1 AUG 2018	70 240✓
Plus: Purchases	715 570✓
Plus: Carriage on purchases	30 000✓
Plus: Custom duties	34 760✓
Inventory available for use	850 570
Less: Trading inventory at 31 JULY 2019	(195 615)✓
Gross Profit	215 245✓
Plus: Other Incomes	145 000✓
Rent income	35 000✓
Interest income	44 000✓
Discount income	66 000✓
Gross Income for the year	360 245✓
Operating Expenses	(583 420)✓
Carriage on sales	21 630✓
Wages and Salaries	541 380✓
Fuel	3 480✓
Insurance	2 870✓
Advertising	6 620✓
Telephone	3 650✓
Repairs	3 790✓
Net Loss for the year	(223 175)✓

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QUESTION 4.2**STATEMENT OF FINANCIAL POSITION OF JACOBS ELECTRONICS KITCHEN –
31 JULY 2019**

	Notes	
ASSETS		
Non-Current Assets		937 860✓
Property, plant and equipment	1	937 860
Current Assets		266 915✓
Inventory	2	195 615 ✓
Trade and other receivables	3	67 020 ✓
Cash and cash equivalents	4	4 280✓
TOTAL ASSETS		1 204 775✓

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QUESTION 4.3**NOTES TO THE STATEMENT OF FINANCIAL POSITION**

1. PROPERTY, PLANT AND EQUIPMENT				
	LAND AND BUILDINGS	EQUIPMENT	VEHICLES	TOTAL
Carrying Value	232 100	324 000	381 760	937 860
Carrying Value at 31 July 2019	✓ 232 100	✓ 324 000	✓ 381 760	✓ 937 860

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2. INVENTORY	
Inventory	✓195 615
	✓195 615

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3. FINANCIAL ASSETS	
NON-CURRENT FINANCIAL ASSETS	-
CURRENT FINANCIAL ASSETS	
Trade and other Receivables	✓ 67 020
Trade receivables control	✓ 67 020
Cash and Cash Equivalent	✓ 4 280
Cash float	✓ 1 510
Petty cash	✓ 2 770

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4. FINANCIAL LIABILITIES	
NON-CURRENT FINANCIAL LIABILITIES	✓ 45 000
Long-term loan: Green Bank (12%)	✓ 45 000
CURRENT FINANCIAL LIABILITIES	
Trade and Other payables	✓ 163 100
Trade payables control	✓ 78 600
Bank overdraft	✓ 84 500

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QUESTION 4.4

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 JULY 2019	
Balance at the beginning (1 Aug 2018)	✓ 1 286 250
Add/Less: Net loss for the year	✓ (223 175)
	1 063 075
Less: Drawings	✓ (66 400)
Balance at the end (31 July 2019)	✓ 996 675

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[48]**TOTAL: 200**