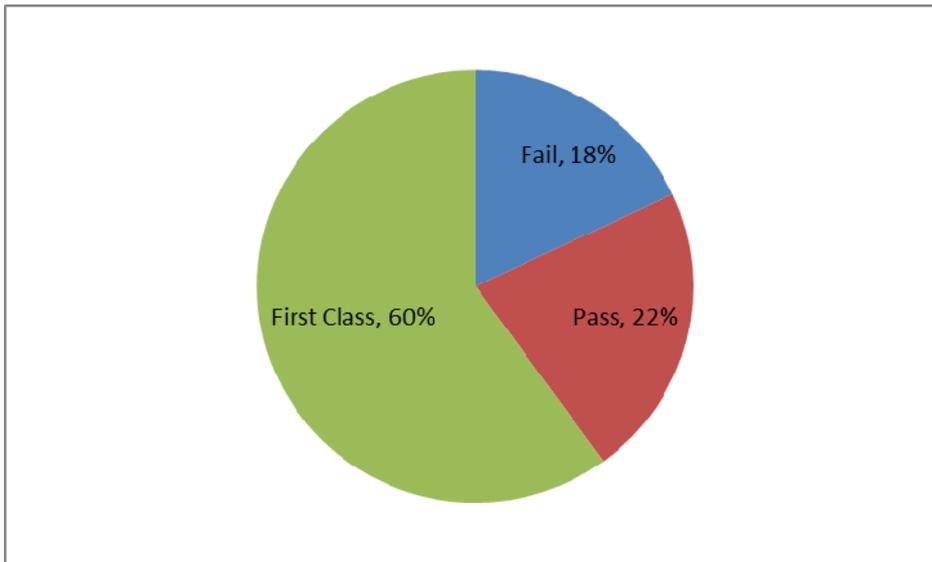


8991-01 Book-keeping & Accounting Level 1 (2010 – 2011)

General Observations

It was pleasing to see candidates continue to perform well in the examination and the percentage of first class passes rising slightly in the last year. Teachers and candidates are to be congratulated on their successes and thanked for their hard work.



Areas of good performance

Candidates showed good understanding of the principles and practice of double-entry bookkeeping. The successful completion of day books and petty cash book commented upon in previous years has continued. It is pleasing to see that candidates have more clearly shown workings which has been beneficial in terms of results.

Areas for development

When faced with credit notes in the first tasks, candidates sometimes seemed confused about how to account for them and erroneously post them to the incorrect sides of ledger accounts. Candidates should be as aware with the process of posting credit notes to day books and ledger accounts as they are with invoices.

Candidates continue to lose marks for the use of abbreviations (e.g. PDB as opposed to Purchase Day Book) as well as incorrect dates. The balance brought down at the end of ledger accounts should be recorded on the day after the balance carried down.

Some candidates had difficulty in completing the correct name and amounts in cheques. This may be because cheques are used less frequently than in past years by individuals particularly. Nevertheless, businesses will continue to use cheques and it is important for candidates to understand what details are required and how they are presented.

A number of candidates experienced difficulty in restoring Petty Cash correctly. These aspects may be correctly summarised as follows:

Receipts	Date	Details	Voucher	Total	Tax
	21 March	Balance c/d		
.....	22 March	Balance b/d		=====	
.....	22 March	Cash/Bank			

Recommendations

Teachers and candidates should make good use of available resources such as sample examination papers, the examination support guide, FAQs, etc on the City & Guilds website.

Workings should be shown in full and clearly and details in ledger accounts should not be abbreviated and should be accurate.

Tips

Practice calculations, such as discounts and tax and show workings fully.

Additional comments

Please show full workings when checking documents for accuracy and when calculating settlement discounts.