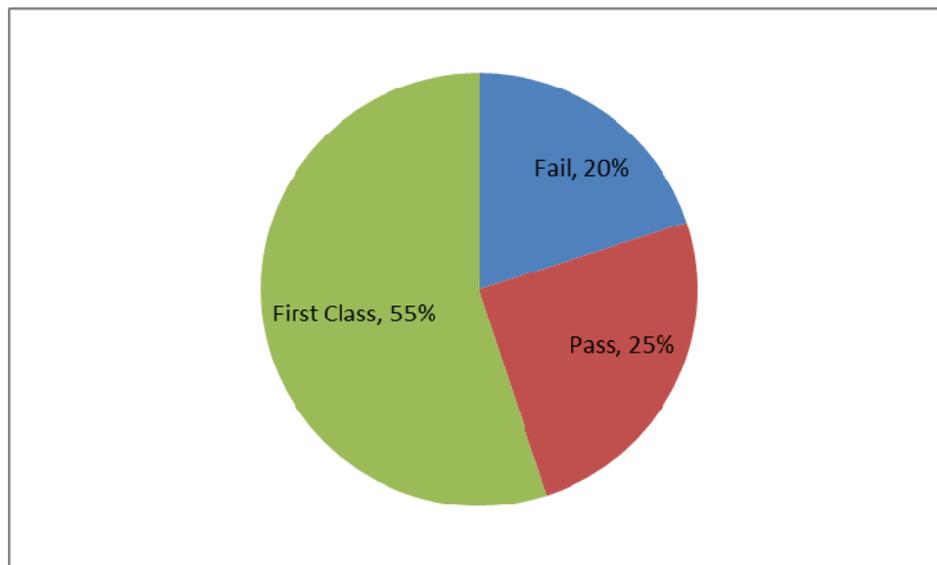


8991-02 Book-keeping & Accounting Level 2 (2010 – 11)

General Observations

It was pleasing to see candidates performing well again in the examination. The percentage of first class passes rose slightly in the last year. Teachers and candidates are to be congratulated on their successes and hard work.



Areas of good performance

Candidates continue to be able to deal very effectively with the extended trial balance and this provides the foundation to many successful results. Many also showed a good appreciation of double entry principles and practice.

Areas for development

The areas for development are similar to those at Level 1 and also remain as previously commented upon in previous examination reports. To summarise, key matters to consider are:

- Correct details in accounts such as 'balance b/d' and not 'owing b/d' or 'prepaid b/d'
- To provide full and not abbreviated details, for example as 'profit and loss' and not P/L

Additional practice on calculations of depreciation and bad and doubtful debts should also assist candidates in understanding what is required when they tackle tasks in the examination.

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.

Additional work on the general presentation of ledger accounts including the fundamentals of presentation

of date and narration would be useful for candidates.

When dealing with accruals or prepayments the opening balances are either 'balance b/f' or 'balance b/d'. A book-keeper will know due to their knowledge of the double entry system if a balance is an accrual or a prepayment by the side the balance is on. Therefore there is no need to write 'accrued b/d' or 'accrued balance b/d' for example.

Tips

NO ABBREVIATIONS PLEASE:

Profit and loss, not P&L

Balance c/d, not Bal

Balance c/d, not c/d

Balance c/d, not accrued c/d

'T' accounts can usefully be used when dealing with the correction of errors.

- one set of accounts showing what the entries should be
- one set of accounts showing what the entries were which led to the error
- The correction reverses the incorrect entries and then includes the correct entries.

Additional comments

Sufficient practice is essential before the examination as part of adequate preparation. Aim for clarity, accuracy and show workings fully in the examination.