

## Annual Examination Report – Year: 2012

**Subject** 8991 Book-keeping and Accounts

**Level** 1

### Section 1 – Areas of good performance

Candidates perform well in the examinations.

On task 1, candidates excel in the checking of documents for accuracy and are clearly well prepared, showing their workings. Most are able to transfer documents into their respective day books.

Many candidates are able to calculate the amount due to a supplier after the calculation of the amount due, taking account of settlement discounts and complete the cheque.

Other strong areas are the completion and balancing of the petty cash book, the presentation of the cash book and double entry book-keeping.

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### Section 2 – Areas for development

Candidates are still losing marks needlessly by using incorrect dates, inaccurate labelling and incomplete amounts. This is of some cause for concern since marks lost could be the difference between a pass and a first class pass or at worst a pass and a narrow fail and this particularly applies to tasks 3 and 4. For example:

SDB, SRDB, PDB, PRDB	Meaningless abbreviations	Instead use the correct titles, e.g. 'sales day book', 'sales returns day book', 'purchase day book', 'purchase returns day book'.
B/D or C/D		Instead use the correct terminology, e.g. 'Balance b/d' or 'Balance c/d'.

With dates, the balance b/d is always the day after the balance c/d. So if instructed to balance an account at 23 May this will be the carried down date. The brought down date will be 24 May.

With incomplete amounts note the following example where marks will be lost on a day book question:

Total \$	Tax \$	Net \$
255.50	15.50	240
116.40	16.30	100.1

\$240 scores no mark because the correct total is \$240.00, whilst \$100.1 also scores no mark because the correct total is \$100.10.

A small number of candidates are not showing items on the bank reconciliation statement.

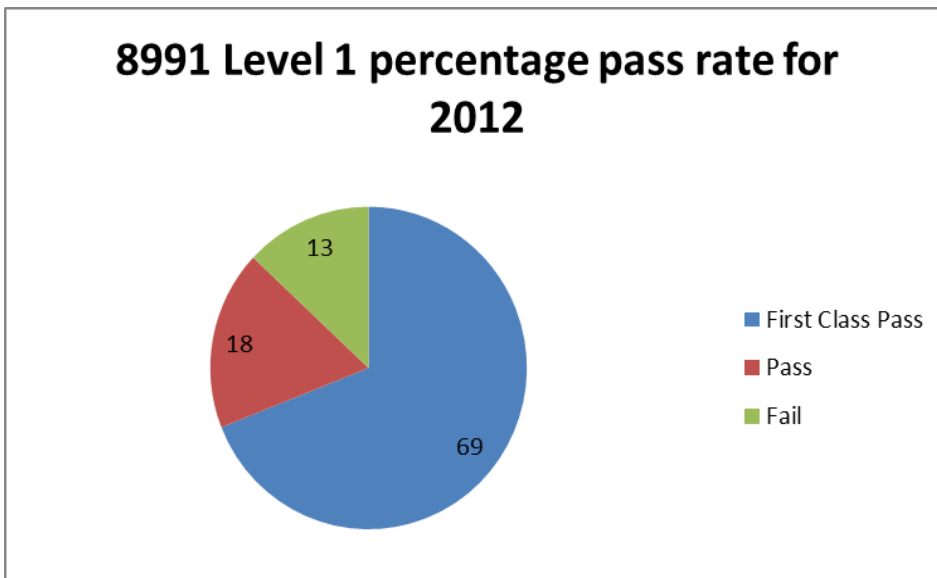
### Section 3 – Recommendations

Candidates should read the instructions, and follow them, carefully. At the very start of the examination paper 'today's date' is stated. This is the date at which the calculation of settlement discounts should be used as well as on the cheque to be completed.

Other dates for balancing are given in each task and these should be adhered to, noting the above comments about balancing accounts.

Practising exercises and particularly making use of past examination papers where available is important. Candidates should take care to use the terminology used in the sample assessment material and the examination support guide.

A well-prepared candidate who puts the above into practice will achieve a first class pass.



Examiner's Name Chris Zarzecki Signature Chris Zarzecki Date 10/03/13