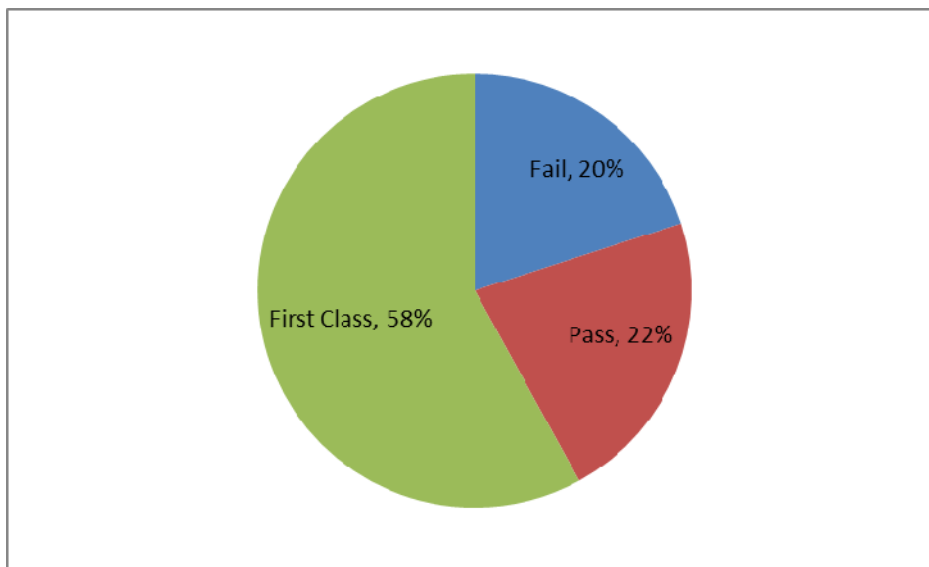


8991-01 Book-keeping & Accounting Level 1 (2009 – 10)

General Observations

Candidates have continued to perform well during the year. Although the percentage of First Class Passes has decreased from the initial year, the results are very encouraging and are probably more statistically representative, covering a larger number of candidates.



Areas of good performance

The majority of candidates showed a good understanding of the requirements of the various tasks they were required to complete. Candidates appeared to be particularly proficient in the completion of day books and the preparation of a trial balance. The petty cash book was attempted well by candidates and there was an improvement, on the previous year, in the preparation of a bank reconciliation statement.

Areas for development

As described in the previous examination report, some candidates used abbreviations when balancing accounts and in the preparation of ledger accounts. It is important to use the correct details and abbreviations should not be used. For example 'Sales Day Book', 'Purchase Returns Day Book' and so on should be used and not SDB and PRDB. Some candidates also appeared to be unsure of the dates to be used when recording transaction, particularly in the case of balances carried down and brought down. The final brought down balance should be on the day after the balance carried down.

The examination papers are produced using either £ sterling or \$. The relevant currency should be used consistently, particularly in the completion of a cheque. A number of candidates made calculations using dollars and then prepared the cheque using £.

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.

Clearly accuracy is important in the calculation and use of figures. In addition, accuracy is also important when using dates and in writing details in accounts. Examples are provided within the resource materials on the City & Guilds website.

Tips

The date for the balance b/d
will ALWAYS be the day after the balance c/d,
for example.

28 Aug Balance c/d 100

29 Aug Balance b/d 100

Additional comments

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