

# 2021 Annual Teaching Plans

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# ACCOUNTING FET



Shuter & Shooter  
PUBLISHERS (PTY) LTD

OS1001362



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Shuter & Shooter Publishers (Pty) Ltd  
Shuters House, 110 CB Downes Road, Pietermaritzburg 3201, South Africa  
PO Box 61, Mkondeni 3212, South Africa

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OS1001362 (TM2001445)

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## INTRODUCTION

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- We offer superior customer service and distribution.

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- Planning and Tracking Booklets help to make teaching easier

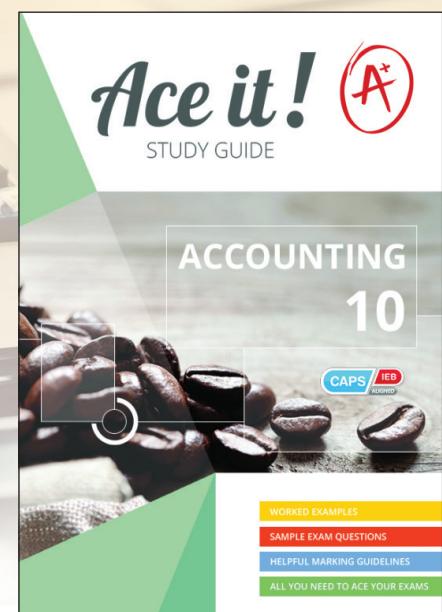
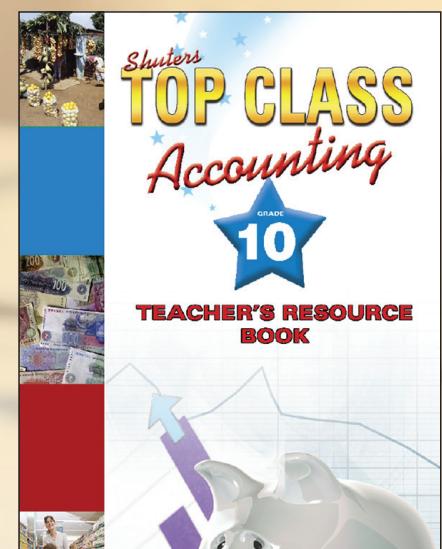
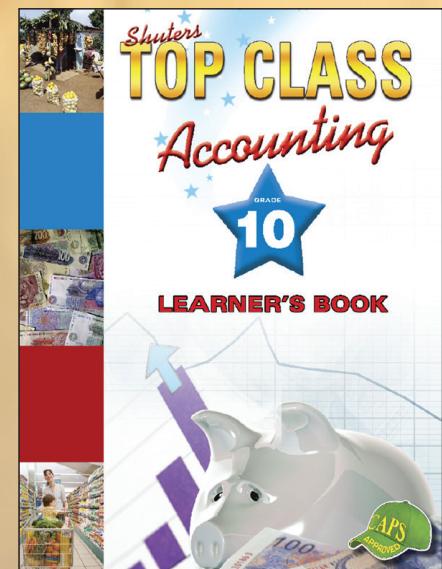
## **Advantages of using our books**

- Improves learners' results
- Assess progress easily
- Reduce the administrative burden
- Helps save planning and preparation time
- Follows the CAPS precisely, making teaching easier
- Most of our titles are also available as e-Books

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# 10



# ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Baseline Assessment	Baseline assessment to determine the learning losses from Grade 9.	Week 1				
Informal or indigenous bookkeeping systems	<p>Comparison of the bookkeeping systems of the informal and formal sectors:</p> <ul style="list-style-type: none"> <li>• Concepts</li> <li>• Management of resources (capital, fixed assets, stock, etc.)</li> <li>• Process of determining selling prices, cost of sales, labour costs, income and expenses</li> </ul>	Week 2	Unit 1: Informal or indigenous bookkeeping systems	1–4	1–2	
Internal control	<ul style="list-style-type: none"> <li>• Definition and explanation of what is meant by internal control.</li> <li>• Identification and explanation of basic internal control processes.</li> <li>• Internal control should be integrated with other topics.</li> </ul>		Unit 4: Internal control	14–15	4–5	
Ethics	<p>Explanation of the code of ethics applicable to all parties in the financial environment:</p> <ul style="list-style-type: none"> <li>• Code of ethics</li> <li>• Basic principles of ethics principles of ethics (leadership, discipline, transparency, accountability, fairness, sustainability, responsible management)</li> </ul>	Week 3	Unit 2: Ethics	5–10	2–3	
Generally accepted accounting principles (GAAP)	<p>Definition and explanation of Generally Accepted Accounting Practice (GAAP) principles:</p> <ul style="list-style-type: none"> <li>• Historical cost</li> <li>• Prudence</li> <li>• Materiality</li> <li>• Business entity rule</li> <li>• Going concern</li> <li>• Matching</li> <li>• Apply to all the relevant topics and link to topic 1 and 2.</li> </ul>		Unit 3: Generally accepted accounting principles (GAAP)	11–13	4	

<ul style="list-style-type: none"> <li>• Definition and explanation of accounting concepts up to financial statements: Sole trader; Debit; Credit; Equity; Capital; Assets; Liabilities; Ledger; Journal; Profit; Loss; Value Added Tax; Income/Revenue; Expenses; Final Accounts; Financial Statements; Discounts; Accounting Cycle; Financial Accounting; Managerial Accounting; Perpetual Inventory System</li> </ul>	<p>Cash transactions, CRJ, CPJ, PCJ, General Ledger, Trial Ledger, Trial Balance, Accounting Equation:</p> <ul style="list-style-type: none"> <li>• Cash Receipts Journal Cash Payments Journal (including loans, fixed deposits, interest income and interest expense, dishonoured cheques, discount allowed and discount received)</li> <li>• Petty Cash Journal</li> <li>• General Journal (including bad debts, interest on overdue accounts, correction of errors)</li> <li>• Posting to the General, Debtors and Creditors Ledgers</li> <li>• Trial Balance</li> </ul>	<p>Weeks 4 to 7</p> <ul style="list-style-type: none"> <li>• Analysis and an indication of the effect of transactions on the accounting equation of a sole trader.</li> <li>• All transactions affecting a sole trader up to financial statements.</li> </ul> <p>This topic needs to be integrated with all the appropriate topics throughout the year.</p>	<p>Unit 5: Financial accounting: Sole trader</p>	<p>16–18</p>	<p>5</p>
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# ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Bookkeeping of the sole trader	<p>Credit transactions; DJ, DAJ, CJ, CAJ, GJ, Ledgers (GL, DL, CL), Debtors' List, Creditors' List, Trial Balance, Accounting Equation:</p> <ul style="list-style-type: none"> <li>Source documents</li> <li>Principles of Double Entry System</li> <li>Journals</li> <li>Debtors Journal, Creditors' Journal, Debtors' Allowances</li> <li>Journal, Creditors' Allowances Journal</li> <li>General Journal (including bad debts, cancellations of discount on dishonoured cheques, interest on overdue accounts, correction of errors)</li> <li>Posting to the General, Debtors and Creditors Ledgers</li> <li>Trial Balance</li> <li>Preparation of debtors and creditors lists to reconcile with debtors and creditors control accounts (including correction of errors)</li> <li>Analysis and an indication of the effect of transactions on the accounting equation of a sole trader.</li> <li>All transactions affecting a sole trader up to financial statements.</li> </ul> <p>This topic needs to be integrated with all the appropriate topics throughout the year.</p>	Weeks 8 to 10	Unit 5: Financial accounting; sole trader	19–119	5–44	

<ul style="list-style-type: none"> <li>• Competency in dealing with combined activities including cash and credit transactions</li> <li>• Completing of the relevant journals from given information</li> <li>• Posting to subsidiary ledger and the general ledger</li> <li>• Extracting the trial balance in the correct format</li> <li>• Consolidation:</li> <li>• Reconciliations: ability to analyze the control accounts (debtors and creditor) and compare with list of debtors/ creditors</li> <li>• Identifying errors and omissions and prepare debtors and creditors list to reconcile with the control accounts.</li> <li>• Relevant internal control and ethics (integrated): related to handling stock, debtors, creditors and cash.</li> <li>• Identification of ethical scenarios (accountability and transparency)</li> </ul>	<p><b>Bookkeeper of the sole trader</b></p> <p>Explanation, calculation and recording of salary and/or wage scales and payments in the journals and post to the ledger. This can be done manually or on a computerised spreadsheet.</p> <ul style="list-style-type: none"> <li>• Normal time</li> <li>• Overtime</li> <li>• Deductions</li> <li>• PAYE</li> <li>• Pension fund</li> <li>• Unemployment Insurance Fund</li> <li>• Medical aid</li> <li>• Union membership</li> <li>• Employer contributions</li> <li>• Pension fund</li> <li>• Unemployment Insurance Fund</li> <li>• Medical aid</li> <li>• Skills development levy</li> </ul> <p><b>Salaries and Wages Journal</b></p> <p>Accounting equation Ethical conduct related to Salaries and Wages. For example, contracts, payment in line with responsibilities, role of unions</p>	<p>Weeks 1 to 2</p> <p>Unit 5: Financial accounting: sole trader</p> <p>16–119</p> <p>5–44</p>	<p>Weeks 3 to 4</p> <p>Unit 2: Salaries and wages</p> <p>142–172</p> <p>59–72</p>
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# ACCOUNTING Term 2

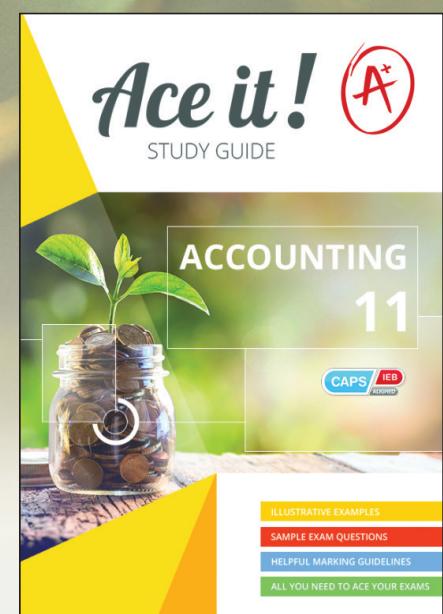
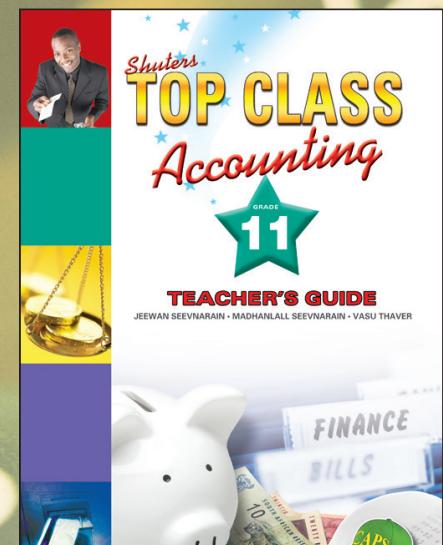
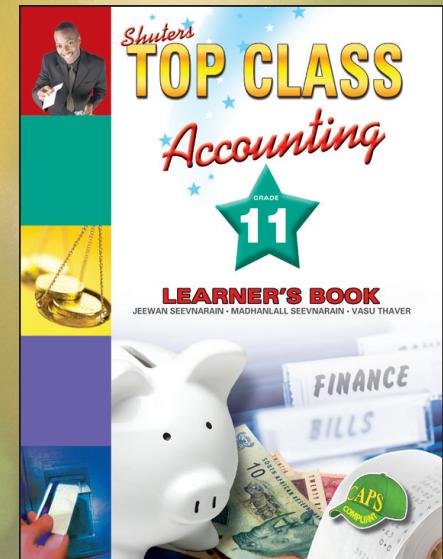
Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
	Preparation of final accounts of a sole trader taking into account year-end adjustments Related concepts Application of GMP principles Accounting equation Pre-adjustment trial balance		Unit 3: The Trial Balance	173–183	73–82	
Year-end Accounting Procedures	Year-end adjustments: <ul style="list-style-type: none"> <li>• Trading stock deficit/surplus</li> <li>• Consumable stores on hand</li> <li>• Depreciation (on cost price/straight balance methods)</li> <li>• Bad debts</li> <li>• Correction of errors/omissions</li> <li>• Accrued income (receivable)</li> <li>• Income received in advance (deferred)</li> <li>• Expenses prepaid</li> <li>• Accrued expenses (payable)</li> </ul> Post-adjustment trial balance Closing transfers Final accounts <ul style="list-style-type: none"> <li>• Trading account</li> <li>• Profit and Loss account</li> </ul> Post-closing trial balance Reversal of certain year-end adjustments at beginning of next financial period, i.e.: accruals, income received in advance and prepayments	Weeks 5 to 9	Unit 4: Year End Adjustments	184–220	82–101	
Revision	Revision of all topics covered during the first two terms.	Week 10	Revision exercises	221–229	102–106	

<p>Preparation of financial statements of a sole trader taking into account year-end adjustments</p> <p>Related concepts</p> <p>Application of GAAP principles</p> <p>Accounting equation</p> <p>Year-end adjustments:</p> <ul style="list-style-type: none"> <li>• Trading stock deficit/surplus</li> <li>• Consumable stores on hand</li> <li>• Depreciation</li> <li>• Balance methods)</li> <li>• Bad debts</li> <li>• Correction of errors/omissions</li> <li>• Accrued income (receivable)</li> <li>• Income received in advance (deferred)</li> <li>• Expenses prepaid</li> <li>• Accrued expenses (payable)</li> </ul> <p>Financial statements and notes:</p> <ul style="list-style-type: none"> <li>• Income statement</li> <li>• Balance sheet</li> </ul>	<p>Weeks 1 to 7</p> <p>Unit 1: Financial statements</p>	<p>230–257</p>	<p>107–120</p>
<p>Analysis and interpretation of financial statements and notes:</p> <ul style="list-style-type: none"> <li>• Gross profit on sales</li> <li>• Gross profit on cost of sales</li> <li>• Net profit on sales</li> <li>• Operating expenses on sales</li> <li>• Operating profit on sales</li> <li>• Current ratio</li> <li>• Acid test ratio</li> <li>• Solvency ratio</li> <li>• Return on equity</li> </ul> <p>Financial accounting of a sole trader – analysis and interpretation of financial statements</p>	<p>Weeks 8 to 11</p> <p>Unit 2: Analysis and interpretation of Financial Statements</p>	<p>258–272</p>	<p>121–126</p>

# ACCOUNTING Term 4

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Value-Added Tax (VAT)	<p>Explanation of the basic concepts of VAT:</p> <ul style="list-style-type: none"> <li>• Need for VAT</li> <li>• Purpose of VAT</li> <li>• Principles of VAT</li> <li>• Zero-rated items</li> <li>• VAT exempted items</li> <li>• VAT-able items</li> <li>• Current VAT rate</li> </ul>	Week 1	Unit 1: Value Added Tax (VAT)	139–141	58–59	
Cost accounting	<p>Definition and explanation of basic cost concepts:</p> <ul style="list-style-type: none"> <li>• Direct labour</li> <li>• Indirect labour</li> <li>• Direct materials (raw materials)</li> <li>• Indirect materials</li> <li>• Factory overhead costs</li> <li>• Prime cost</li> <li>• Variable costs</li> <li>• Fixed costs</li> <li>• Work-in-process</li> </ul> <p>Application of principles of internal control</p> <p>Ethical behaviour related to a manufacturing business</p>	Week 2	Unit 1: Cost Accounting	282–288	134–136	
Budgeting	<p>Define and explain basic budgeting concepts:</p> <ul style="list-style-type: none"> <li>• Cash budget</li> <li>• Zero base budget</li> <li>• Capital budget</li> <li>• Long term budget</li> <li>• Medium term budget</li> </ul>	Week 3	Unit 2: Budgets	289–294	136–138	
Revision	Revise topics covered during the term.	Week 4 to 6	Revision exercises	295–323	139–162	

# 11



# ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	Unit	LB	TG
Ethics	<p>Identification and analysis of ethical behaviour applicable to financial environments with reference to accountability, transparency and sustainability This topic should be integrated with other topics using appropriate scenarios.</p> <p>Demonstration of the knowledge of internal audit processes:</p> <ul style="list-style-type: none"> <li>• definition and explanation of what is meant by an internal audit</li> <li>• knowledge of the difference between internal control and an internal audit, the role of the internal auditor, division of duties, documentation and physical controls</li> <li>• identification of internal audit procedures relating to:           <ul style="list-style-type: none"> <li>- handling of cash</li> <li>- buying and selling on credit</li> <li>- stock</li> <li>- debtors</li> <li>- creditors.</li> </ul> </li> </ul> <p>This topic should be integrated with other topics.</p>	Throughout the year	Unit 1: Ethics	1-8	1-2	
Internal control	<p>Demonstration of the knowledge of internal audit processes:</p> <ul style="list-style-type: none"> <li>• definition and explanation of what is meant by an internal audit</li> <li>• knowledge of the difference between internal control and an internal audit, the role of the internal auditor, division of duties, documentation and physical controls</li> <li>• identification of internal audit procedures relating to:           <ul style="list-style-type: none"> <li>- handling of cash</li> <li>- buying and selling on credit</li> <li>- stock</li> <li>- debtors</li> <li>- creditors.</li> </ul> </li> </ul> <p>This topic should be integrated with other topics.</p>	Throughout the year	Unit 2: Internal control	9-17	3-4	
Reconciliations	<p>Reconciliation of Bank Statements with cash journals in order to prepare Bank Reconciliation Statements:</p> <ul style="list-style-type: none"> <li>• outstanding deposits</li> <li>• cheques not yet presented for payment</li> <li>• stop/debit orders</li> <li>• direct transfers</li> <li>• bank charges</li> <li>• interest received or charged</li> <li>• correction of errors or omissions</li> <li>• cheques R/D or cancelled</li> <li>• post-dated cheques received/issued.</li> </ul> <p>Reconciliation of statements received from creditors with accounts in Creditors' Ledger of a business in order to prepare Creditors' Reconciliation Statements:</p> <ul style="list-style-type: none"> <li>• outstanding invoices or credit notes</li> <li>• outstanding payments</li> <li>• discounts not recorded</li> <li>• correction of errors or omissions.</li> <li>• Integration of issues of internal control. Integration of ethical issues</li> </ul>	Weeks 1 to 3	Unit 3: Reconciliations	18-75	5-21	

<p>Understanding the concept of a Tangible/Fixed Asset Register Recording the acquisition of tangible/fixed assets Calculation and recording of depreciation</p> <ul style="list-style-type: none"> <li>• on cost price (straight-line method)</li> <li>• diminishing balance method.</li> </ul> <p>Understanding how tangible/fixed assets are recorded when they are fully depreciated</p>	<p>Recording the disposal of tangible/fixed assets (cash, credit, trade in):</p> <ul style="list-style-type: none"> <li>• at the beginning of a financial year</li> <li>• during a financial year</li> <li>• at the end of a financial year.</li> </ul> <p>Integration of issues of internal control – control measures over fixed assets</p> <p>Integration of ethical issues relating to fixed assets – responsible use of fixed assets</p>	<ul style="list-style-type: none"> <li>• Define and explain accounting concepts unique to partnerships, i.e. Partnership; Capital accounts; Current accounts; Interest on capital; Salaries to partners; Bonus to partners; Primary / Final distribution of profits or losses .</li> <li>• Define and explain IFRS and GAAP principles (historical cost; prudence; materiality; business entity rule; going concern; matching)</li> <li>• Accounting cycle of partnerships: documents; journals; ledgers; trial balance; final accounts</li> <li>• Accounting equation</li> <li>• Prepare final accounts and financial statements of a partnership taking into account year-end adjustments:</li> </ul> <p>- Revise the following: Trading stock deficit / surplus; Consumable stores on hand; Depreciation (on cost and diminishing balance); Bad debts; Bad debts recovered (incl. insolvent estate); Correction of errors / omissions (incl. errors and omissions relating to salaries / wages); Accrued income (receivable); Income received in advance (deferred); Prepaid expenses; Accrued expenses (payable); New in Gr 11: Provision for bad debts; Interest on loan (capitalised)</p>	<p><b>Financial Accounting of partnerships</b></p>	<p>Weeks 4 to 6</p> <p>Unit 4: Fixed/Tangible Assets – Acquisition, Depreciation and Disposal</p> <p>76–117</p> <p>22–41</p> <p>Weeks 7 to 10</p> <p>Unit 5: Financial Accounting of Partnerships – Preparation</p> <p>118–213</p> <p>42–86</p> <p>Weeks 11 to 14</p> <p>Unit 6: Financial Accounting of Partnerships – Final Accounts</p> <p>118–213</p> <p>42–86</p>
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# ACCOUNTING Term 2

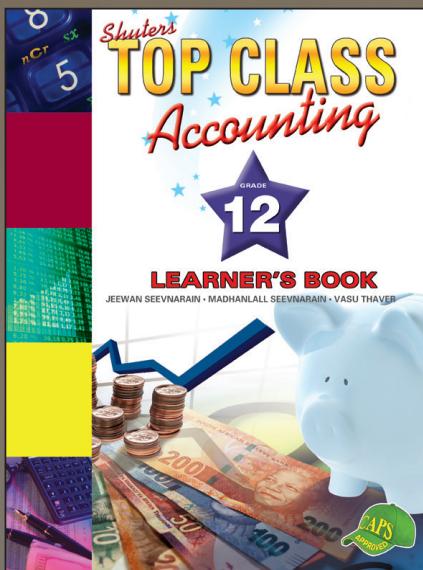
Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	Unit	LB	TG
Partnerships – Financial Statements and Notes	<ul style="list-style-type: none"> <li>• Prepare Financial statements and notes; <ul style="list-style-type: none"> <li>- Statement of Comprehensive Income</li> <li>- Statement of Financial Position</li> <li>- Notes to the Financial Statements Focus on the following notes: Fixed / Tangible assets, Trade and other receivables; Trade and other payables; Capital; Current accounts</li> </ul> </li> <li>• Apply the IFRS and GAAP principles</li> <li>• Analyse and interpret financial statements and notes <ul style="list-style-type: none"> <li>• Revise the following financial indicators: <ul style="list-style-type: none"> <li>- Profitability: Gross profit on sales; Gross profit on cost of sales; Net profit on sales; Operating expenses on sales; Operating profit on sales</li> <li>- Liquidity: Current ratio; Acid test ratio</li> <li>- Solvency: Solvency ratio</li> </ul> </li> <li>• Introduce the following financial indicators: <ul style="list-style-type: none"> <li>- Liquidity: Stock turnover rate; Stock holding period; Average debtors' collection period; Average creditors' payment period</li> <li>- Risk/Gearing: Debt-equity ratio</li> <li>- Return: on each partner's equity on average partners' equity</li> </ul> </li> </ul> </li> </ul>	Weeks 1–4	Unit 5: Financial Accounting of Partnerships – Preparation	118–213	42–86	
Financial accounting of partnerships – analysis and interpretation	<ul style="list-style-type: none"> <li>• Revise topics covered during first two terms.</li> </ul>	Week 10	Revision Exercises	332–337	136–139	
Revision						

<p><b>Cash budget and projected income statement for sole traders</b></p> <ul style="list-style-type: none"> <li>Preparation and presentation of a cash budget for sole traders:           <ul style="list-style-type: none"> <li>projected receipts and payments</li> <li>projected debtors' collection</li> <li>projected creditors' payments</li> <li>Cash budget.</li> </ul> </li> </ul> <p>Preparation and presentation of Projected Income Statement</p> <ul style="list-style-type: none"> <li>projected revenue and expenditure.</li> <li>Integration of ethical issues</li> <li>Integration of internal audit and internal control issues</li> </ul>	<p>Weeks 1 to 4</p> <p>Unit 2: Budgeting</p> <p>367–418</p> <p>151–169</p>
<p>Definition and explanation of the following stock systems:</p> <ul style="list-style-type: none"> <li>Perpetual stock system</li> <li>Periodic stock system</li> </ul> <p>Knowledge of the advantages and disadvantages of the periodic and perpetual stock systems</p> <p>Recording of transactions using the periodic stock system in the journals and ledgers, comparing it with the perpetual stock system:</p> <ul style="list-style-type: none"> <li>purchases account as opposed to Trading Stock account</li> <li>Opening Stock and Closing Stock accounts</li> <li>Trading account</li> <li>carriage on purchases</li> <li>custom and import duties</li> </ul> <p><b>Inventory systems</b></p>	<p>Weeks 5 to 6</p> <p>Unit 3: Inventory systems</p> <p>419–465</p> <p>170–183</p>

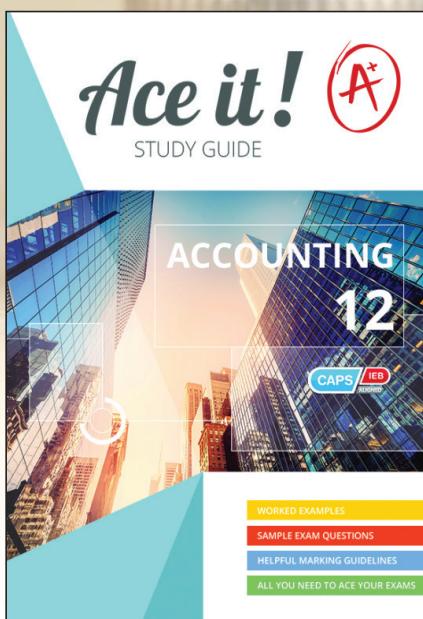
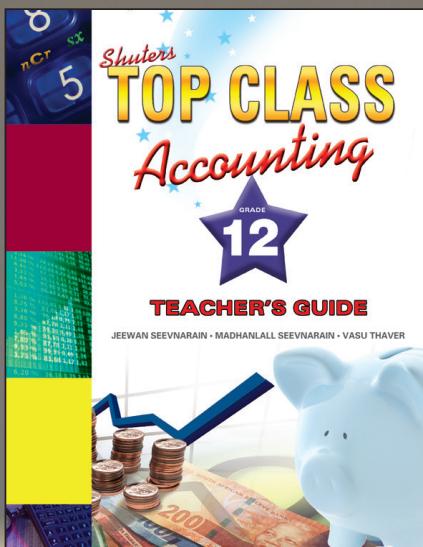
# ACCOUNTING Term 3

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	Unit	LB	TG
	<p>Calculation of the following costs in a manufacturing environment:</p> <ul style="list-style-type: none"> <li>variable and fixed costs</li> <li>the cost of a product using variable and fixed costs</li> <li>unit cost</li> <li>contribution per unit</li> <li>Break-even point.</li> </ul> <p>Preparation of ledger accounts of a manufacturing business</p> <p>Balance Sheet Section:</p> <ul style="list-style-type: none"> <li>raw material stock</li> <li>work-in-progress stock</li> <li>finished goods stock</li> <li>consumable stores stock (indirect materials).</li> </ul> <p>Nominal Accounts Section:</p> <ul style="list-style-type: none"> <li>sales</li> <li>cost of sales</li> <li>raw materials issued</li> <li>factory wages</li> <li>factory electricity</li> <li>factory rent</li> <li>depreciation on factory equipment, etc.</li> </ul> <p>Cost Accounts Section:</p> <ul style="list-style-type: none"> <li>direct (raw) materials cost</li> <li>direct labour cost</li> <li>factory overhead cost</li> <li>administration cost</li> <li>selling and distribution cost.</li> </ul> <p>Integration of ethical issues related to a manufacturing environment</p> <p>Integration of internal audit and internal control issues related to a manufacturing environment</p>					
Revision	Revision of term's work	Weeks 9 to 11	Revision Exercises	466–470	184–187	

Value Added Tax (VAT)	Perform VAT calculations: <ul style="list-style-type: none"><li>use current rate</li><li>add VAT to cost price plus mark-up amount</li><li>calculate VAT from VAT-inclusive amount</li><li>invoice or receipt base.</li></ul> Understand the effect of bad debts, discounts and goods returned on VAT	Weeks 1 to 3	Unit 1: Value Added Tax	471–484	188–193
	Integrate ethics relating to VAT – VAT fraud, etc. Integrate internal audit and internal control processes over collection of VAT from customers and payment of VAT to SARS.				
Revision	Revision of all topics in preparation for the final examination.	Weeks 4 to 6	Revision Exercises	485–515	194–215



# 12



Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	Unit	LB	TG
Companies: Unique Transactions	<ul style="list-style-type: none"> <li>• Definition and explanation of accounting concepts unique to companies:           <ul style="list-style-type: none"> <li>◦ Companies – private and public</li> <li>◦ Companies Act</li> <li>◦ Registrar of Companies – Registration Certificate.</li> <li>◦ Memorandum of Incorporation</li> <li>◦ Income Tax and provisional payments</li> <li>◦ Dividend</li> <li>◦ Shares</li> <li>◦ Earnings</li> <li>◦ Shareholder</li> <li>◦ Directors</li> <li>◦ Auditors</li> <li>◦ Limited liability</li> <li>◦ Separation of ownership from control</li> <li>◦ Retained income</li> <li>◦ Authorised share capital</li> <li>◦ Issued share capital</li> <li>◦ Johannesburg Stock Exchange (JSE)</li> </ul> </li> </ul>	1–7	Unit 1: Financial accounting of companies – concepts and unique ledger accounts	Weeks 1 and 2	1–14	
	<ul style="list-style-type: none"> <li>• Definition and explanation of International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Practices (GAAP)</li> <li>• Definition and explanation of the following GAAP principles:           <ul style="list-style-type: none"> <li>- Historical cost</li> <li>- Prudence</li> <li>- Materiality</li> <li>- Business Entity</li> <li>- Going concern</li> <li>- Matching</li> </ul> </li> </ul>				7–10	

# ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	Unit	LB	TG
	<p>Accounting cycle for a Company:</p> <ul style="list-style-type: none"> <li>• Journals</li> <li>• Ledger accounts</li> <li>• Trial Balance</li> </ul> <p>Transactions include:</p> <ul style="list-style-type: none"> <li>• Issuing of shares at issue price (NOTE: Par value and share premium no longer exists in terms of Companies Act.)</li> <li>• Buying back of shares.</li> <li>• Loans and interest (NOTE: Interest on loan is capitalized.</li> <li>• Income Tax</li> <li>• Dividends</li> <li>• Directors' Fees</li> <li>• Audit Fees</li> </ul> <p><b>Companies: Unique Transactions</b></p>	Weeks 1 and 2	Unit 1: Financial accounting of companies – concepts and unique ledger accounts	11–49	1–14	

<p>Preparation of final accounts and detailed financial statements of a company taking into account year-end adjustments.</p> <p><b>YEAR END ADJUSTMENTS:</b></p> <ul style="list-style-type: none"> <li>• Trading Stock deficits/ surpluses.</li> <li>• Consumable stores on hand.</li> <li>• Depreciation (on cost price/straight line and on diminishing balance methods).</li> <li>• Bad debts</li> <li>• Correction of errors/ omissions</li> <li>• Accrued income (receivable)</li> <li>• Income received in advance (deferred)</li> <li>• Expenses prepaid</li> <li>• Accrued expenses (payable)</li> <li>• Provision for bad debts</li> <li>• Adjustments related to income tax.</li> </ul>	<p><b>Companies – Final accounts and financial statements</b></p> <p><b>FINAL ACCOUNTS:</b></p> <ul style="list-style-type: none"> <li>• Trading account</li> <li>• Profit and Loss account</li> <li>• Appropriation account</li> <li>• Reversal of certain adjustments (ie. accruals, income received in advance and prepayments)</li> </ul> <p><b>FINANCIAL STATEMENTS AND NOTES:</b></p> <ul style="list-style-type: none"> <li>• Income Statement</li> <li>• Balance Sheet</li> <li>• Cash Flow Statement</li> </ul> <p>Analysis and indication of the effect of transactions on the accounting equation of a company; all transactions affecting a company up to financial statements.</p> <p>Integration and reporting and control of fixed assets</p> <p>Integration of ethical considerations relating to companies – role of shareholders and directors, manipulation of share prices, corporate governance, etc.</p> <p>Integration of internal audit and control processes relating to companies.</p> <p>Application of GAAP principles and IFRS.</p>	<p>Unit 2: Financial Accounting of Companies – Preparation of Final Accounts and Financial Statements</p> <p>Weeks 3 to 7</p> <p>15–63</p>	

# ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	Unit	LB	TG
	<p>Analysis and interpretation of Income Statement, Balance Sheet and Notes</p> <p>Revision of the following indicators:</p> <ul style="list-style-type: none"> <li>• Gross profit on sales</li> <li>• Gross profit on cost of sales</li> <li>• Net profit on sales</li> <li>• Operating expenses on sales</li> <li>• Operating profit on sales</li> <li>• Current ratio</li> <li>• Acid test ratio</li> <li>• Stock turnover rate</li> <li>• Stock holding period</li> <li>• Average debtors' collection period</li> <li>• Average creditors' payment period</li> <li>• Solvency ratio</li> </ul> <p>Companies – Analysis and interpretation of financial statements</p> <p>Introduction and coverage of the following financial indicators:</p> <ul style="list-style-type: none"> <li>• Debt equity ratio</li> <li>• Return on shareholders' equity</li> <li>• Return on total capital employed</li> <li>• Net asset value per share</li> <li>• Dividends per share</li> <li>• Earnings per share</li> </ul>	Weeks 8 and 9	Unit 3: Financial Accounting of Companies – Analysis and Interpretation of Financial Statements	148–188	64–82	

<p><b>Inventory valuation</b></p> <ul style="list-style-type: none"> <li>Validation, valuation and calculation of inventories of businesses using the perpetual and periodic inventory systems:           <ul style="list-style-type: none"> <li>• Specific identification (of cost price per unit)</li> <li>• First in, first out (FIFO)</li> <li>• Weighted Average</li> </ul> </li> <li>Integration of GAAP principles relating to inventories</li> <li>Integration of ethical issues relating to inventories</li> <li>Integration of internal audit and control procedures relating to inventories</li> </ul>	<p>Weeks 1 to 2</p> <p>Unit 5: Inventory systems</p> <p>294–314</p> <p>116–126</p>
<p><b>Fixed Assets</b></p> <ul style="list-style-type: none"> <li>Interpretation and reporting on the movements of fixed assets:           <ul style="list-style-type: none"> <li>• Age of assets</li> <li>• Replacement rate</li> <li>• Life span of assets</li> </ul> </li> <li>Integration of GAAP principles relating to fixed assets.</li> <li>Integration of ethical issues relating to fixed assets.</li> <li>Integration of internal audit and control procedures relating to fixed assets</li> </ul>	<p>Unit 2: Tangible (Fixed) Assets</p> <p>253–269</p> <p>104–108</p>
<p><b>Internal control</b></p> <ul style="list-style-type: none"> <li>Application of internal control and internal audit processes in a business environment:           <ul style="list-style-type: none"> <li>• Means of gathering audit evidence</li> <li>• Basis for gathering audit evidence</li> <li>• Basic sampling techniques</li> <li>• Internal audit reports</li> <li>• Accountable management of resources</li> </ul> </li> <li>Understanding the difference between the roles of internal and external auditors</li> </ul> <p>This topic should be consolidated, having been integrated with other topics.</p>	<p>Weeks 3 to 4</p> <p>Unit 4: Internal Control</p> <p>278–293</p> <p>111–115</p>

# ACCOUNTING Term 2

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	Unit	LB	TG
Cost accounting	<p>Definition and explanation of accounting concepts unique to a manufacturing business.</p> <p>Preparation, presentation, analysis, interpretation and reporting on cost information for manufacturing enterprises:</p> <ul style="list-style-type: none"> <li>• Preparation of a production cost statement with notes for manufacturing costs.</li> <li>• Preparation of a short form Income Statement with notes for administration cost and selling and distribution costs.</li> <li>• Calculation of gross profit on finished goods sold.</li> <li>• Calculation of variable and fixed costs.</li> <li>• Calculation of the cost of a product using variable and fixed costs.</li> <li>• Calculation of cost per unit.</li> <li>• Calculation of contribution per unit.</li> <li>• Calculation of break-even point.</li> <li>• Calculation of total cost of production.</li> </ul> <p>Integration of ethical issues relating to manufacturing: product age, raw materials, support for local products, price fixing, theft, fraud, etc.</p> <p>Integration of internal audit and control procedures relating to manufacturing.</p>	Weeks 5 to 7	Unit 1: Cost accounting	399–438	155–169	
Reconciliations	<p>Analysis and interpretation of bank, debtors and creditors reconciliations:</p> <ul style="list-style-type: none"> <li>• Reconcile creditors' statements with their personal accounts</li> <li>• Reconcile debtors' lists and creditors' lists with control accounts.</li> <li>• Analyse and interpret debtors' age analysis</li> <li>• Analyse and interpret bank statements and bank reconciliation statements.</li> </ul> <p>Integration of ethical issues relating to cash, debtors and creditors: payment periods, interest, credit ratings, fraud, etc.</p> <p>Integration of internal audit and control issues relating to cash, debtors and creditors.</p>	Weeks 8 to 9	Unit 6: Reconciliations	315–356	127–136	
Revision	Revision of topics covered during the first two terms	Weeks 10 to 11	Revision exercises	391–398	150–154	

Value Added Tax	VAT calculations	Weeks 1 to 2	Unit 7: Value Added Tax (VAT)	357–390	137–149
	• Calculate the amount payable to or receivable from the South African Revenue Services (SARS) • Completion of the VAT control ledger account from given information				
Budgeting	Integration of ethical issues relating to VAT. Integration of internal audit and control procedures relating to VAT	Weeks 3 to 6	Unit 2: Budgeting	439–481	170–185
	Analysis, interpretation and comparison of projected income statements for the sole trader or companies Projected Income Statement: <ul style="list-style-type: none"><li>• Sales</li><li>• Cost of sales</li><li>• Expenses</li><li>• Income</li><li>• Profits.</li></ul>				
Revision	Analysis, interpretation and comparison of cash budgets for the sole trader or companies Cash Budgets: <ul style="list-style-type: none"><li>• Receipts</li><li>• Payments</li><li>• Debtors' collection</li><li>• Creditors' payment</li><li>• Cash balances.</li></ul>	Weeks 7 and 8	Revision exercises	482–490	186–191
	Integration of ethical issues relating to budgeting and projections. Integration of internal audit and control procedures relating to budgeting and projections by comparing budget to actual figures.				

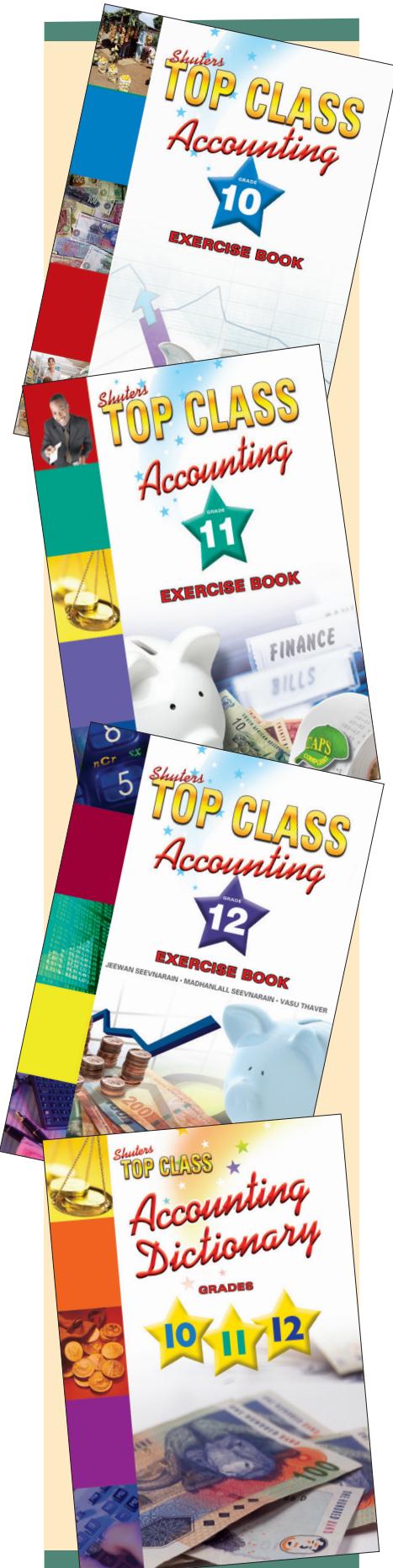
# ACCOUNTING Term 4

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	Unit	LB	TG
Revision	Revision of all topics in preparation for final examinations	Weeks 1 to 3	Revision exercises	494–534	192–211	

# PROGRAMME OF ASSESSMENT

## Grade 10

Term	Assessment task	Page references
1	Presentation	LB page 126 TG pages 45–51
	Control Test	
2	Project	LB page 225 TG pages 102–104
	Control Test	
3	Case study	LB page 278 TG pages 127–130
	Control Test	
4	Final examination	LB page 324 TG pages 163–171



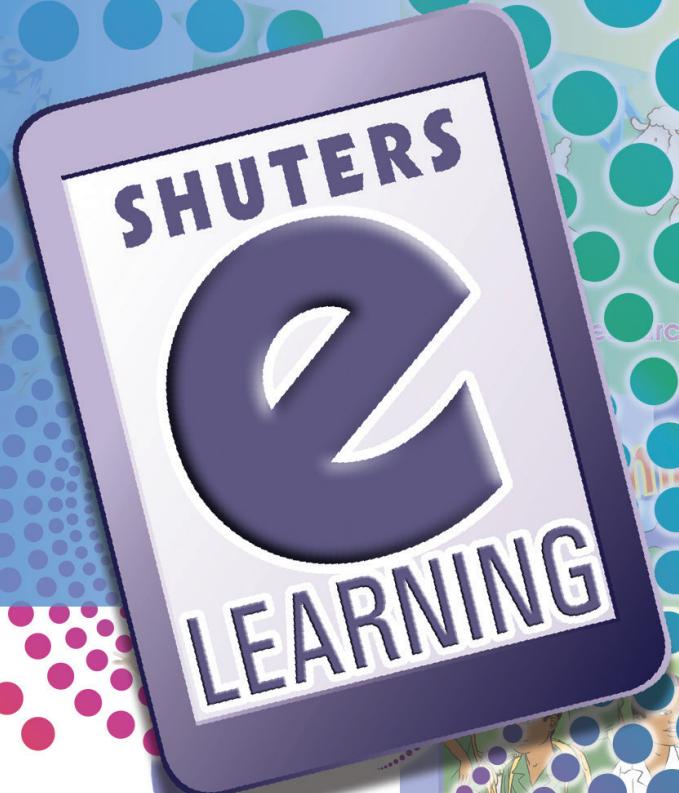
## Grade 11

Term	Assessment task	Page references
1	Written report	LB page 214 TG pages 87–88
	Control Test	
2	Project	LB page 325 TG pages 132–135
	Control Test	
3	Case Study	LB page 463 TG pages 182–183
	Control Test	
4	Final examination	LB page 516 TG pages 216–228

## Grade 12

Term	Assessment task	Page references
1	Written report	LB page 210 TG page 87–90
	Control Test	
2	Project	LB page 386 TG page 147–149
3	Case study	LB page 477 TG page 182–185
	Trial examination	LB page 535 TG page 212–223
4	Final examination	

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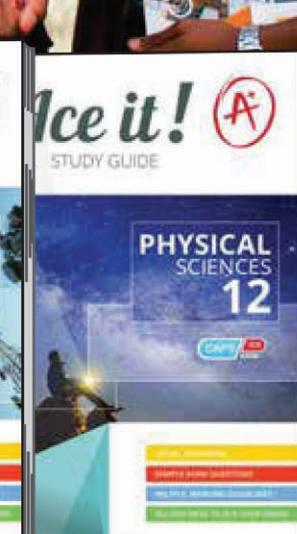
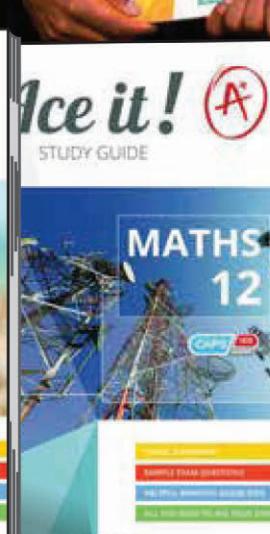
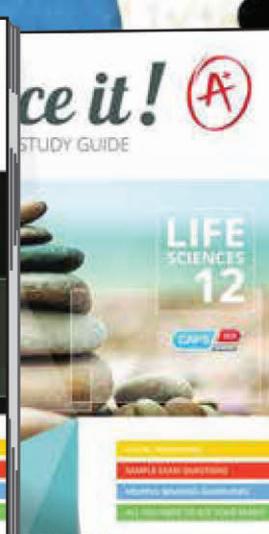
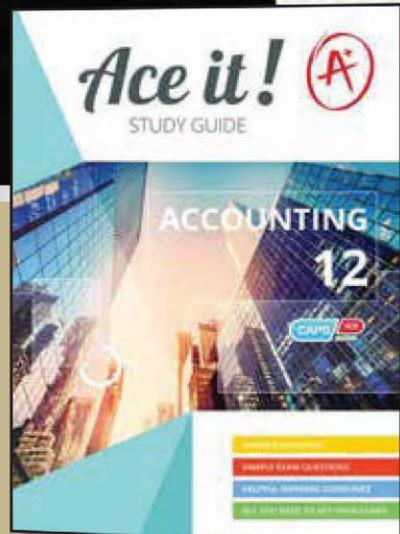
8-12

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