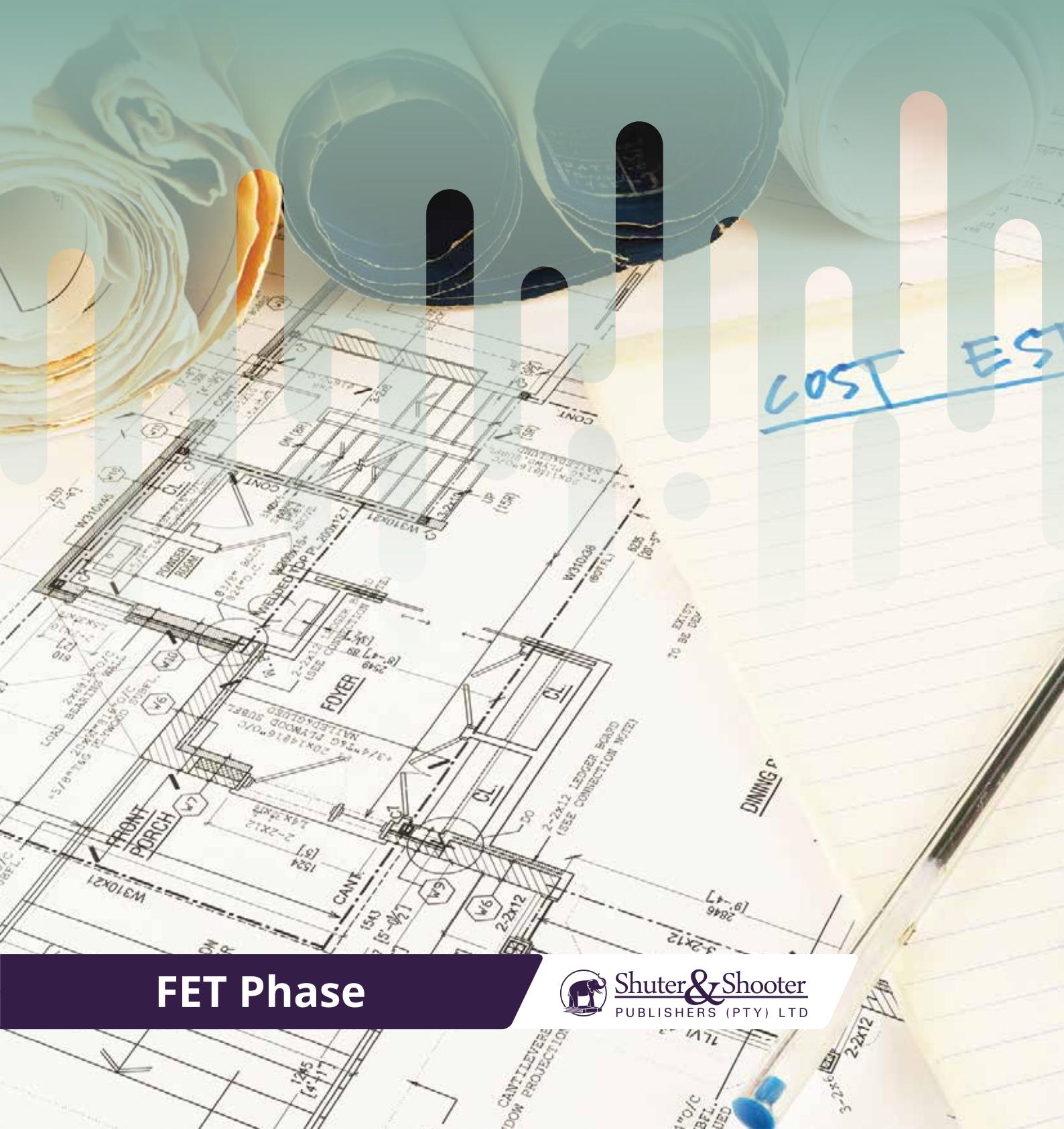


2023

Annual Teaching Plans

ACCOUNTING



FET Phase



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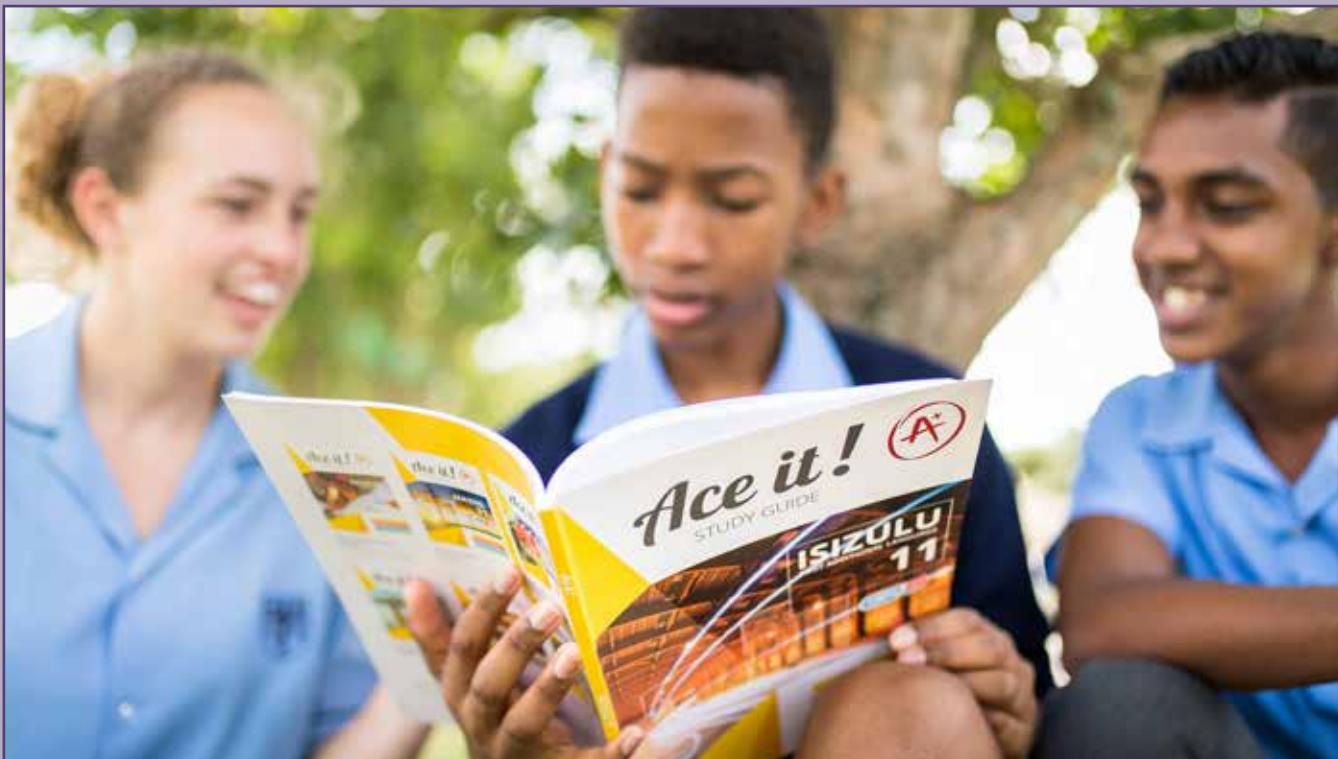
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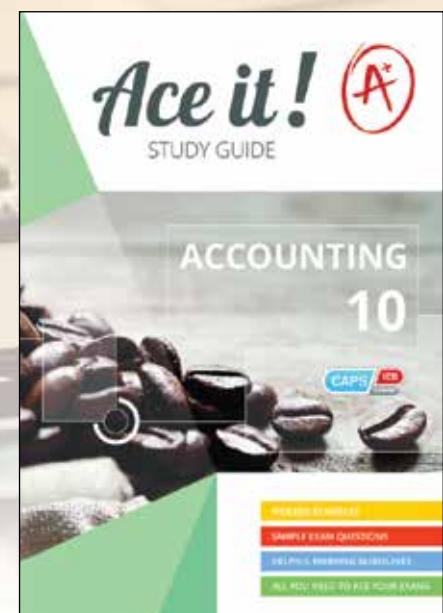
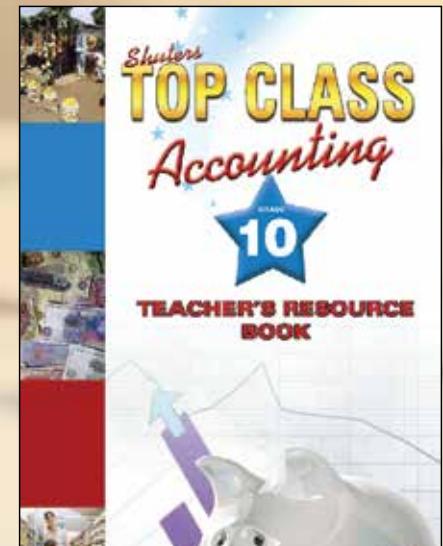
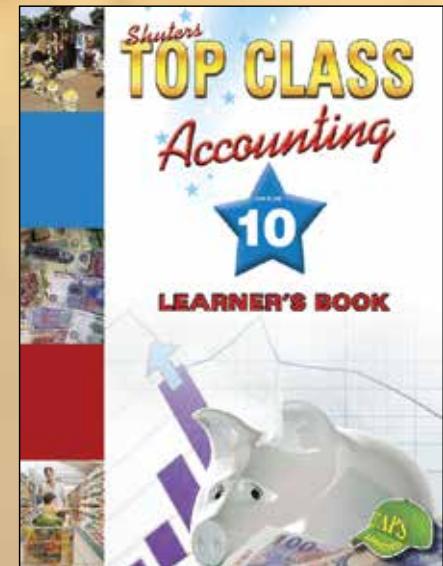
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ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Baseline Assessment	Assess prior knowledge (Grade 8 and 9).					
Informal or indigenous bookkeeping systems	Comparison of the bookkeeping systems of the informal and formal sectors: <ul style="list-style-type: none"> Concepts Management of resources (capital, fixed assets, stock, etc.) 		Unit 1: Informal or indigenous bookkeeping systems	1–4	1–2	
Internal control	<ul style="list-style-type: none"> Process of determining selling prices, cost of sales, labour costs, income, and expenses. Definition and explanation of what is meant by internal control. Identification and explanation of basic internal control processes: control environment, risk assessment, control activity supported by policy and procedures, information system and communication methods, monitoring performance. 	Weeks 1–2	Unit 4: Internal control	14–15	4–5	
Ethics	Explanation of the code of ethics applicable to all parties in the financial environment.		Unit 2: Ethics	5–10	2–3	
Generally accepted accounting principles (GAAP)	<ul style="list-style-type: none"> Basic principles of ethics principles of ethics (leadership, discipline, transparency, accountability, fairness, sustainability, responsible management) Definition and explanation of GAAP principles: historical cost, prudence, materiality, business entity rule, going concern, matching. 		Unit 3: Generally accepted accounting principles (GAAP)	11–13	4	
Bookkeeping of the sole trader	<ul style="list-style-type: none"> 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 Cash transactions, CRJ, CPJ, PCJ, General Ledger, Trial Ledger, Trial Balance, Accounting Equation: Relating current procedures with indigenous practices • Accounting cycle based on perpetual inventory system: • Source documents, journals (CRJ, CPJ, PCJ), principles of the double entry system in the ledger. 	Weeks 3–5	Unit 5: Financial accounting: Sole trader	16–119	5–44	

ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10
Topic	Content	Unit	LB TG
Bookkeeping of the sole trader	<ul style="list-style-type: none"> • Complete CRJ, CPI, PCJ, using templates in the correct format. • Indicate the effect of various cash transactions on the accounting equation. • Post to relevant general ledger accounts (balance sheet accounts section and nominal accounts section). • Draw up trial balance in the correct format • Integrate relevant internal control measures, ethics considerations: <ul style="list-style-type: none"> • Handling of stock • Handling of cash (cash management) • Management and control over fixed assets 	Weeks 3–5	<p>Unit 5: Financial accounting: Sole trader</p> <p>16–119</p> <p>5–44</p>

ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	LB	TG
	<ul style="list-style-type: none"> 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 <p>Bookkeeping of the sole trader combined: cash and credit transactions</p> <ul style="list-style-type: none"> Preparing all journals (CRJ, CPJ, DJ, DAJ, CJ, CAJ) from given information/activities. Introduce FJ (including bad debts, interest on overdue accounts, corrections of errors). Posting to the Ledgers: GL, DL, and CL. Preparing Trial Balance. Analysing control accounts (debtors and creditors). Analysing transactions in terms of the accounting equation. <p>Integrate relevant internal control measures, ethics considerations:</p> <ul style="list-style-type: none"> Handling of stock Handling of cash (cash management) Handling of debtors and creditors (managing credit) Management and control over fixed assets. 	Weeks 8–10	Unit 5: Financial accounting: Sole trader	16–119	5–44

ACCOUNTING Term 2

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	LB	TG
Bookkeeper of the sole trader	<ul style="list-style-type: none"> Competency in dealing with combined activities including cash and credit transactions. Completing of the relevant journals from given information. Posting to subsidiary ledger and the general ledger. Extracting the trial balance in the correct format. Indicate the effect of transactions on the accounting equation of a sole trader. Relevant internal control and ethics (integrated): related to handling stock, debtors, creditors, and cash. Identification of ethical scenarios (accountability and transparency). <p>*Mediation of the assignment (Task 3).</p>	Weeks 1–3 Weeks 5–44	Unit 5: Financial accounting: sole trader	16–119	5–44
Debtors and creditors reconciliation	<ul style="list-style-type: none"> Ability to analyse accounts (debtors and creditor) and compare with list of debtors/creditors. Preparation of debtors' and creditors' lists to reconcile with the debtors' and creditors' control accounts. Identifying errors and omissions and prepare debtors and creditors list to reconcile with the control accounts. 	Weeks 4–5			
Salaries and Wages	<ul style="list-style-type: none"> Explanation/discussion of concepts related to salaries and wages. Calculations using salary and/or wage scales, notches increases and deductions. Recording salary and wages in specialised journal (SJ and WJ).* Recording payments (CP).* *This can be done manually or on a computerised spreadsheet. Relevant concepts/content for explanation and discussion: Normal time/Overtime Deductions <ul style="list-style-type: none"> PAYE Pension fund Unemployment Insurance Fund Medical aid Union membership Employer contributions Pension fund 	Weeks 6–7	Unit 2: Salaries and wages	142–172	59–72

ACCOUNTING Term 2

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Salaries and Wages	<ul style="list-style-type: none"> - Unemployment Insurance Fund - Medical aid - Skills development levy • Ethical conduct related to salaries and wages. For example, contracts, payment in line with responsibilities, role of trade unions. 	Weeks 6–7	Unit 2: Salaries and wages		142–172	59–72
Year-end accounting procedures, pre- and post-adjustment trial balance, final accounts	<ul style="list-style-type: none"> • Emphasis on accounting cycle • Discussion on year-end processes before financial statements • Related concepts, application of GAAP • Preparation of final accounts, introducing adjustments to complete final accounts • Pre-adjustment trial balance: – Depreciation (cover more extensively as part of the fixed assets component for P2) – Methods (straight line and diminishing balance), rate, additions during the year, asset register. 	Weeks 8–9	Unit 3: The Trial Balance		173–183	73–82
Revision and remediation Control test		Weeks 10–11	Revision exercises		221–229	102–106

ACCOUNTING Term 3

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	LB	TG
Year-end accounting procedures, pre- and post-adjustment trial balance, final accounts	<ul style="list-style-type: none"> Continuation of year-end procedures from Term 2. Adjustment (after depreciation) <ul style="list-style-type: none"> Trading stock deficit/surplus Consumable stores on hand Accrued income (receivable) Accrued expenses (expenses payable) Prepaid expenses Income received in advance (deferred income) Interest capitalised Correction of errors and omissions, such as bad debts, salaries, etc. Extracting a post-adjustment trial balance in the correct format. Completing the final accounts to show gross and net profit. Preparation of post-closing trial balance. 	Weeks 1–3 Weeks 1–3	Unit 4: Year End Adjustments Unit 4: Year End Adjustments	184–220 82–101	
Preparation of financial statements	<p>Statement of comprehensive income (income statement)</p> <ul style="list-style-type: none"> Format and arrangement, recognise and deal with nominal accounts as opposed to balance sheet accounts. Explanation of headings and sub-headings in relation to the format. Dealing with adjustments in the acceptable procedures (showing workings in brackets). <p>Statement of financial position (balance sheet)</p> <ul style="list-style-type: none"> Format and arrangement, recognise and deal with balance sheet accounts as opposed to nominal accounts. Headings and sub-headings explained and emphasised. Effect of adjustments to balance sheet sub-headings (trade and other receivable, trade, and other payables). <p>Notes to the financial statements</p> <ul style="list-style-type: none"> Interest, fixed assets, inventory, trade and other receivables, cash and cash equivalents. Owner's equity, trade and other payables. Relate to applicable GAAP principles. Integrate indigenous bookkeeping. Apply GAAP. 	Weeks 4–7	Unit 1: Financial statements	230–257	107–120

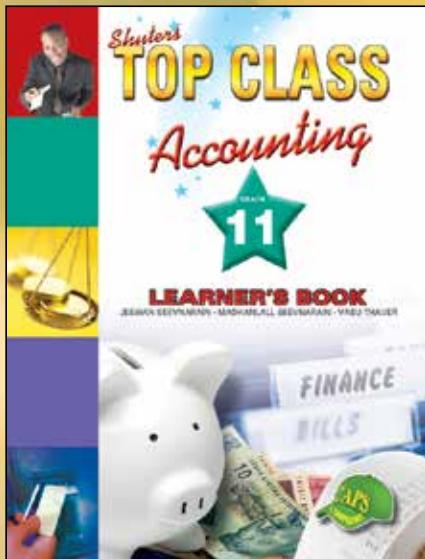
ACCOUNTING Term 3

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	Unit	LB	TG
Analysis and interpretation of financial statements	<ul style="list-style-type: none"> • Introduction and relevance of financial statements. • Calculation and discussion of relevant financial indicators: <ul style="list-style-type: none"> • Profitability: <ul style="list-style-type: none"> – Gross profit on sales – Gross profit on cost of sales – Net profit on sales – Operating expenses on sales – Operating profit on sales • Liquidity: <ul style="list-style-type: none"> – Current ratio – Acid test ratio • Solvency: <ul style="list-style-type: none"> – Solvency ratio • Return: <ul style="list-style-type: none"> – Return on equity • Discuss in relation to the appropriate financial statements. • Interpretation: Explanations of comparing percentages and ratios to provide meaningful comments and analysis. <ul style="list-style-type: none"> *Make reference to the formula sheet (mediate how to use this document). 	Weeks 8–10	Unit 2: Analysis and Interpretation of Financial Statements	258–272	121–126	
Revision and remediation Control test	Week 11	Revision exercises	273–276	127–129		

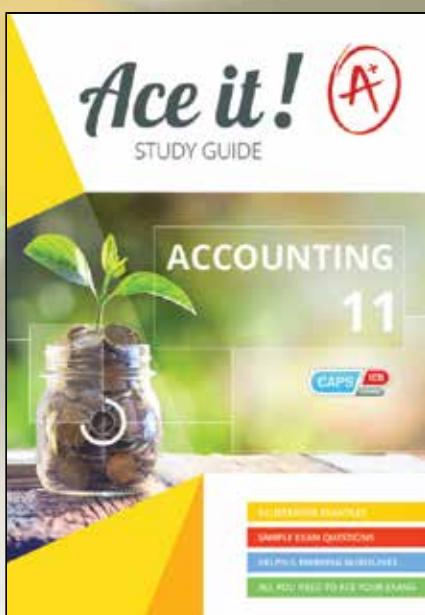
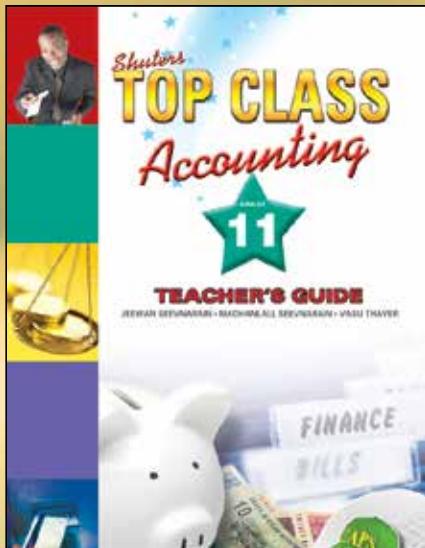
ACCOUNTING Term 4

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 10	LB	TG
Cost accounting	<ul style="list-style-type: none"> • Explanation of unique concepts related to the manufacturing environment. • Explanation and discussion on: <ul style="list-style-type: none"> - Direct and indirect material - Direct and indirect labour - Factory overheads - Prime cost - Fixed and variable costs - Work-in-process - Emphasis on basic calculations. 	Weeks 1-2	Unit 1: Cost Accounting	282–288	134–136
Budgeting	<ul style="list-style-type: none"> • Define and explain basic budgeting concepts: <ul style="list-style-type: none"> - Cash budget - Zero-based budget - Capital budget - Long term budget - Medium term budget • Perform basic calculations. 	Week 3	Unit 2: Budgets	289–294	136–138
Revision	Revise topics covered during the term.	Weeks 4–7	Revision exercises	295–323	139–162
Final examination		Weeks 7–10			



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ACCOUNTING Term 1

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	LB	TG
	Bank <ul style="list-style-type: none"> • Reconciliation of Bank Statements with cash journals in order to prepare Bank Reconciliation Statements: Entries on bank statement not in journals. <ul style="list-style-type: none"> – stop/debit orders, direct transfers (EFTs paid out/received), bank charges, interest received or paid, correction of errors or omissions. • Entries in journals not on statement <ul style="list-style-type: none"> – outstanding deposits and EFTs <i>Integrate ethical and internal control issues relating to bank reconciliation; apply GAAP.</i>	Weeks 1–2		18–75	5–21
Reconciliations	<ul style="list-style-type: none"> • Reconciliation of individual creditors' monthly statements with accounts in the creditor's ledger of a business. • Identify differences and rectify. • Possible differences include: <ul style="list-style-type: none"> – outstanding invoices or credit notes, outstanding payments, discounts not recorded, correction of errors or omissions. <i>Integrate ethical and internal control issues relating to bank reconciliation; apply GAAP.</i>	Weeks 3–4	Unit 3: Reconciliations		
Fixed assets	<ul style="list-style-type: none"> • Understand the need for a tangible/fixed asset register and how it is compiled. • Record the acquisition of tangible/fixed assets. • Calculate and record depreciation [on cost price (straight-line method and/or diminishing balance methods)]. • Understand how tangible/fixed assets are recorded when they are fully depreciated. • Record the disposal of fixed assets (cash, credit, trade-in, donated, drawings by owner) at the beginning/during/end of a financial year. <i>Integrate ethical and internal control issues relating to fixed assets (movement and responsible use of fixed assets); Apply GAAP</i>	Weeks 5–7	Unit 4: Fixed/Tangible Assets – Acquisition, Depreciation and Disposal	76–117	22–41

ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	Unit	LB	TG
	<ul style="list-style-type: none"> 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 . Define and explain IFRS and GAAP principles (historical cost; prudence; materiality; business entity rule; going concern; matching) Accounting cycle relevant to partnerships: documents; journals; ledgers; trial balance; final accounts Analyse transactions in terms of the accounting equation Prepare final accounts and financial statements of a partnership taking into account year-end adjustments: <ul style="list-style-type: none"> 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); Introduce additional adjustments: Provision for bad debts; Interest on loan (capitalised) Preparing final accounts: Trading account, profit and loss account, appropriation account Reversal of certain year-end adjustments at beginning of next financial period, i.e., accruals, income received in advance and pre-payments. <p><i>Integrate ethical and internal control issues relating to fixed assets (movement and responsible use of fixed assets); Apply GAAP</i></p>	Financial accounting of partnerships; adjustments, ledger, accounting equation, final accounts	Weeks 8–10	Unit 5: Financial Accounting of Partnerships – Preparation	118–213	42–86
	Revision and remediation Control test	Week 11	Revision exercises		217–223	89–93

ACCOUNTING Term 2

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	LB	TG
Partnerships – Financial Statements and Notes	<ul style="list-style-type: none"> • Prepare Financial statements and notes: <ul style="list-style-type: none"> – Statement of Comprehensive Income – Statement of Financial Position – Notes to the Financial Statements Focus on the following notes: Fixed / Tangible assets, Trade and other receivables; Trade and other payables; Capital; Current accounts • Apply the IFRS and GAAP principles 	Weeks 1–5	Unit 5: Financial Accounting of Partnerships – Preparation	118–213	42–86
Financial accounting of partnerships – analysis and interpretation	<ul style="list-style-type: none"> • Analyse and interpret financial statements and notes <ul style="list-style-type: none"> • Revise the following financial indicators: <ul style="list-style-type: none"> – Profitability: Gross profit on sales; Gross profit on cost of sales; Net profit on sales; Operating expenses on sales; Operating profit on sales – Liquidity: Current ratio; Acid test ratio – Solvency: Solvency ratio • Introduce the following financial indicators: <ul style="list-style-type: none"> – Liquidity: Stock turnover rate; Stock holding period; Average debtors' collection period; Average creditors' payment period – Risk/Gearing: Debt-equity ratio – Return: on each partner's equity on average partners' equity 	Weeks 6–9	Unit 1: Financial Accounting of Partnerships – Analysis and Interpretation	225–254	94–102
Revision and remediation Control Test		Weeks 10–11	Revision Exercises	332–337	136–139

ACCOUNTING Term 3

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	Unit	LB	TG
Budgeting	<p>Basic concepts, cash budgets (debtors' collection and creditors' payments) and projected statement of comprehensive income (income statement)</p> <ul style="list-style-type: none"> Differentiate between a cash budget and a projected income statement. Prepare and present a projected income statement (statement of comprehensive income) including projected revenue and expenditure. <p><i>Integrate ethical, internal control and internal audit issues relating to budgeting and projections; apply GAAP.</i></p>	Week 1	Unit 2: Budgeting	367–418	151–169	
Inventory systems	<p>Prepare and present a cash budget for sole traders:</p> <ul style="list-style-type: none"> projected receipts and payments projected debtors' collection projected creditors' payments (separate debtors' collection and/or creditors' payment schedules). <p><i>Integrate ethical, internal control and internal audit issues relating to budgeting and projections; apply GAAP.</i></p> <p>Define, explain, and discuss differences, advantages and disadvantages of the following stock systems:</p> <ul style="list-style-type: none"> – Perpetual stock system – Periodic stock system – Focus on the calculation of: – Cost of sales: <p>• Perpetual: Using trading stock account and/or % mark-up</p> <p>• Periodic: Using opening stock, purchases, returns/allowances, carriage on purchases/custom duties.</p> <p>• Closing stock accounts and/or % mark-up.</p> <p>• Gross profit: Using sales and cost of sales and/or the % mark-up.</p> <p><i>Integrate ethical, internal control and internal audit issues relating to budgeting and projections; apply GAAP.</i></p>	Weeks 2–4	Unit 3: Inventory systems	419–465	170–183	

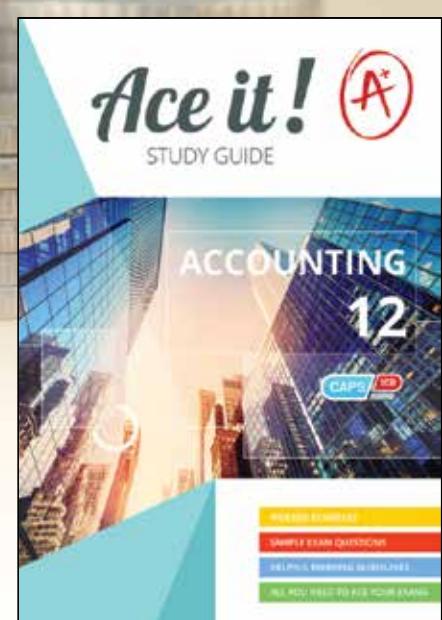
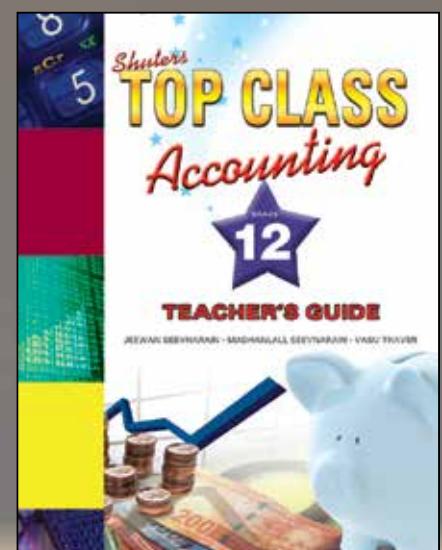
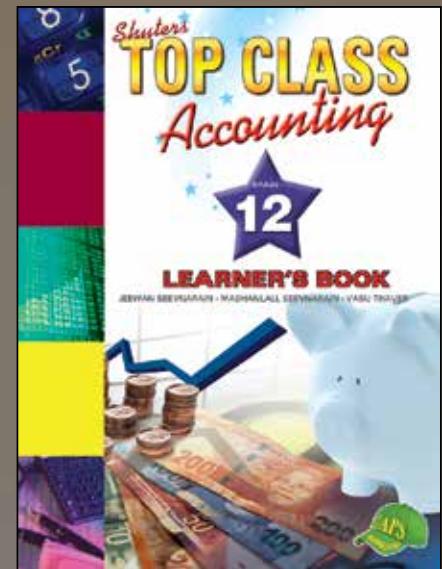
ACCOUNTING Term 3

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	LB	TG
Cost accounting (manufacturing): Ledger accounts and calculations	<ul style="list-style-type: none"> • Calculate costs, unit costs and break-even point in a manufacturing environment (<i>emanating from content covered in Grade 10</i>): <ul style="list-style-type: none"> – Variable costs (direct material cost, direct labour cost, selling & distribution cost). – Fixed costs (factory overhead cost, administration cost) – Production cost of one product (unit cost) using variable and fixed costs. – Total cost of production (direct material, direct labour and factory overhead costs). • Break-even point using the contribution per unit concept. • Recording of stock and cost items in ledger accounts. • Stock accounts (balance sheet accounts): <ul style="list-style-type: none"> – Raw material stock, work-in-progress stock, finished goods stock, consumable stores stock/indirect materials stock. – Cost accounts – Direct material cost (DMC) direct labour cost (DLC) factory overhead cost (FOHC) administration cost (AC) selling & distribution cost (SDC). – Other relevant nominal accounts affecting calculation of cost account. <p><i>Integrate ethical, internal control and internal audit issues relating to budgeting and projections; apply GAAAP.</i></p>	Weeks 7–9	Unit 1: Cost accounting	338–366	140–150
Revision and remediation	Control Test	Weeks 10–11	Revision Exercises	466–470	184–187

ACCOUNTING Term 4

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 11	LB	TG
Value Added Tax (VAT)	<ul style="list-style-type: none"> Explanation and discussion: <ul style="list-style-type: none"> – Need for VAT – Purpose of VAT – Principles of VAT – Invoice or receipt base. Basic concepts of VAT: <ul style="list-style-type: none"> – VAT-able items – Current (standard) VAT rate – Zero-rated items – VAT-exempted items. Perform VAT calculations: <ul style="list-style-type: none"> – Use current rate – Add VAT to cost price plus mark-up amount – Calculate VAT from VAT-inclusive amount – Invoice or receipt base. – Understand the effect of bad debts, discounts and goods returned on VAT – 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. 	Weeks 1–3	Unit 1: Value Added Tax	471–484	188–193
Revision and examination preparation	<ul style="list-style-type: none"> Revision of all topics in preparation for the final examination. 	Weeks 4–6	Revision Exercises	485–515	194–215
Final examination		Weeks 7–10			



ACCOUNTING Term 1

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	LB	TG
Companies: Unique Transactions	<ul style="list-style-type: none"> Define and explain accounting concepts unique to companies: <ul style="list-style-type: none"> Companies – public and private, Companies (Act 71 of 2008), Registrar of companies/CIPRO – Registration certificate, MOI, income tax/provisional income tax, dividends, shares, earnings, shareholders, limited liability, separation of ownership from control Directors, auditors, retained income, authorised and issued share capital, JSE Define/explain International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Practice (GAAP), Application of IFRS and GAAP Define/explain of the specific GAAP principles: Historical cost, prudence, materiality, business entity rule, going concern, matching Accounting cycle for a company: Journals, ledger accounts, trial balance Transactions include: Issuing of shares at issue price (NO par value and share premium), buying back of shares, loans and interest (note: Interest on mortgage loan is capitalised), income tax, dividends, directors' fees, audit fees 	Weeks 1–2	Unit 1: Financial accounting of companies – concepts and unique ledger accounts	1–49	1–14
Companies – Final accounts and financial statements	<p>Statements of comprehensive income, statement of financial position, cash flow statement and audit report.</p> <p>Prepare final accounts and detailed financial statements of a company taking into account year-end adjustments.</p> <ul style="list-style-type: none"> 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, accrued income (receivable), income received in advance (deferred), prepaid expenses, accrued expenses (payable), provision for bad debts, adjustments related to income tax, adjustments related to the payment and declaration of dividends Final accounts: <ul style="list-style-type: none"> Trading account, profit and loss account, appropriation account, reversal of certain adjustments, i.e. accruals, income received in advance and prepaid expenses . 	Weeks 3–7	Unit 2: Financial Accounting of Companies – Preparation of Final Accounts and Financial Statements	50–147	15–63

ACCOUNTING Term 1

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	LB	TG
Companies – Final accounts and financial statements	<ul style="list-style-type: none"> Financial statements and notes: <ul style="list-style-type: none"> Income statement (statement of comprehensive income), balance sheet (statement of financial position), cash flow statement Analysis and indication of the effect of transactions on the accounting equation of a company, all transactions affecting a company up to financial statements. Integration of reporting and control of fixed assets, ethical considerations, internal auditing and control relating to companies, roles of shareholders and directors, manipulation of share prices, corporate governance, etc 		Unit 2: Financial Accounting of Companies – Preparation of Final Accounts and Financial Statements	50–147	15–63
Companies – Analysis and interpretation	<ul style="list-style-type: none"> Analysis and interpretation of Income Statement, Balance Sheet and Notes Revise the following financial indicators: <ul style="list-style-type: none"> Gross profit on sales, gross profit on cost of sales, net profit on sales, operating expenses on sales, operating profit on sales Current ratio, acid test ratio, stock turnover rate, stock holding period, average debtors' collection period, average creditors' payment period, solvency ratio, debt-equity ratio Introduce and cover the following financial indicators: <ul style="list-style-type: none"> Return on shareholders' equity (ROSHE), return on total capital employed (ROTCCE), net asset value per share (NAV), dividends per share (DPS), earnings per share (EPS), dividend pay-out rate. 	Weeks 8–9	Unit 3: Financial Accounting of Companies – Analysis and Interpretation of Financial Statements	148–188	64–82
Assessment: Controlled Test			Unit 4: Financial Accounting of Companies – Analysis of Published Financial Statements	189–209	83–90

ACCOUNTING Term 2

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	LB	TG
Inventory valuation	<p>Validation, valuation and calculation of inventories of businesses using the perpetual and periodic inventory systems:</p> <ul style="list-style-type: none"> • Specific identification (of cost price per unit) <ul style="list-style-type: none"> • First in, first out (FIFO) • Weighted Average <i>Integration of GAAP principles relating to inventories, Integration of ethical issues relating to inventories, Integration of internal audit and control procedures relating to inventories</i>	Weeks 1–2	Unit 5: Inventory systems	294–314	116–126
Fixed assets	<p>Interpretation and reporting on the movements of fixed assets:</p> <ul style="list-style-type: none"> • Age of assets • Replacement rate • Life span of assets <i>Integration of GAAP principles relating to fixed assets.</i>		Unit 2: Tangible (Fixed) Assets	253–269	104–108
Internal control	<p>Application of internal control and internal audit processes in a business environment:</p> <ul style="list-style-type: none"> • Means of gathering audit evidence • Basis for gathering audit evidence • Basic sampling techniques • Internal audit reports • Accountable management of resources • Understanding the difference between the roles of internal and external auditors. <i>Integration of GAAP principles relating to fixed assets.</i>	Weeks 3–4	Unit 4: Internal Control	278–293	111–115
Cost accounting	<ul style="list-style-type: none"> • Definition and explanation of accounting concepts unique to a manufacturing business. • Preparation, presentation, analysis, interpretation and reporting on cost information for manufacturing businesses: <ul style="list-style-type: none"> – Preparation of a production cost statement with notes for manufacturing costs, an abridged income statement with notes for administration cost and selling and distribution costs. – Calculations of gross profit on finished goods sold, variable and fixed costs, the cost of a product using variable and fixed costs, cost per unit, breakeven point, total cost of production. 	Weeks 5–7	Unit 1: Cost accounting	399–438	155–169

ACCOUNTING Term 2

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Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	LB	TG
Cost accounting	<p><i>Integration of ethical issues relating to manufacturing: product age, raw materials, support for local products, price fixing, theft, fraud, etc.</i></p> <p><i>Integration of internal audit and control procedures relating to manufacturing.</i></p>	Weeks 5–7	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"> • Reconcile creditors' statements with their personal accounts • Reconcile debtors' lists and creditors' lists with control accounts. • Analyse and interpret debtors' age analysis • Analyse and interpret bank statements and bank reconciliation statements. <p><i>Integration of ethical issues relating to cash, debtors and creditors: payment periods, interest, credit ratings, fraud, etc.</i></p> <p><i>Integration of internal audit and control issues relating to cash, debtors and creditors.</i></p>	Weeks 8–9	Unit 6: Reconciliations	315–356	127–136
Assessment:	Controlled Test/ June Examination	Weeks 10–11			

ACCOUNTING Term 3

Topic	Content	Time allocation	Where to find it in Top Class Accounting Grade 12	LB	TG
Value Added Tax	<ul style="list-style-type: none"> VAT calculations (Grade 11) <ul style="list-style-type: none"> Calculate the amount payable to or receivable from the South African Revenue Services (SARS) Completion of the VAT control ledger account as an additional method to calculate the amount payable or receivable. <p><i>Integration of ethical issues, internal audit and control processes.</i></p>	Weeks 1–2	Unit 7: Value Added Tax (VAT)	357–390	137–149
Budgeting	<ul style="list-style-type: none"> Prepare and present a projected income statement (statement of comprehensive income) with projected revenue and expenditure (Grade 11 content). Emphasise the differences between a projected income statement and cash budgets. Analysis, interpretation, and comparison of projected income statements for sole traders or companies. Projected income statement (statement of comprehensive income) depicted sales, cost of sales, expenses, income, profits. Analysis, interpretation and comparison of cash budgets for sole traders or companies. Cash budgets indicating receipts, payments, debtors' collection, creditors' payment, cash balances. Integration of ethical issues, internal audit and control processes. <p><i>Integration of internal audit and control processes relating to budget and projections by comparing budgeted to actual figures.</i></p>	Weeks 3–6	Unit 2: Budgeting	439–481	170–185
Revision		Weeks 7–8	Revision exercises	482–490	186–191
Trial Examination	Two papers on different days.	Weeks 9–11			

ACCOUNTING Term 4

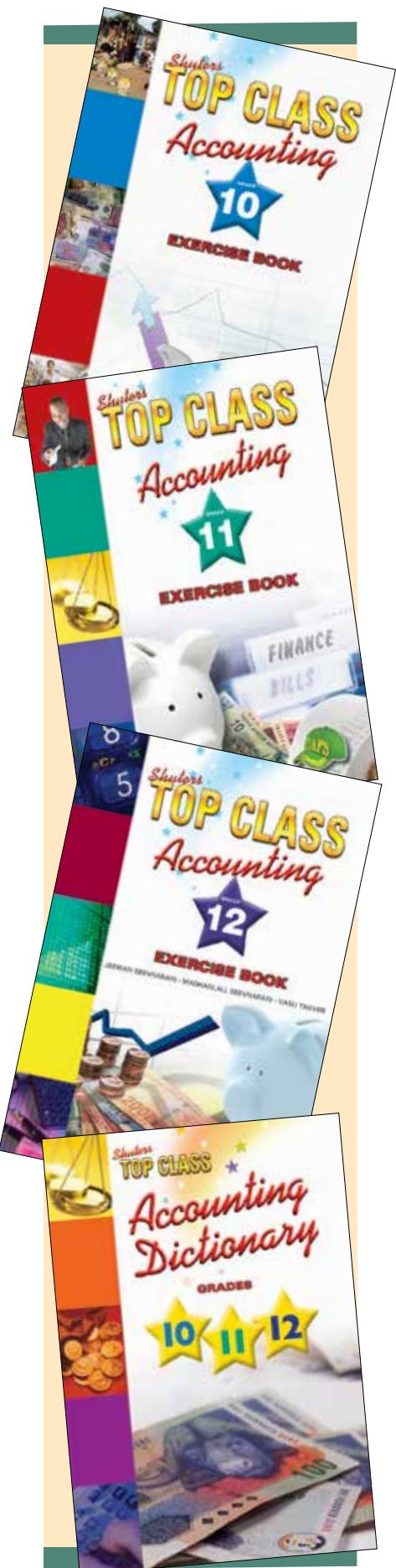
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Topic	Content	Time allocation	Where to find it in <i>Top Class Accounting Grade 12</i>	Unit	LB	TG
Revision	Revision of all topics in preparation for final examinations.	Weeks 1–3	Revision exercises	494–534	192–211	
Final NCS Examinations	Two papers on different days.	Weeks 4–8				
	Planning for next year.	Weeks 9–10				

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
	June Examination	
3	Case study	LB page 278 TG pages 127–130
	Control Test	
4	Final examination	LB page 324 TG pages 163–171



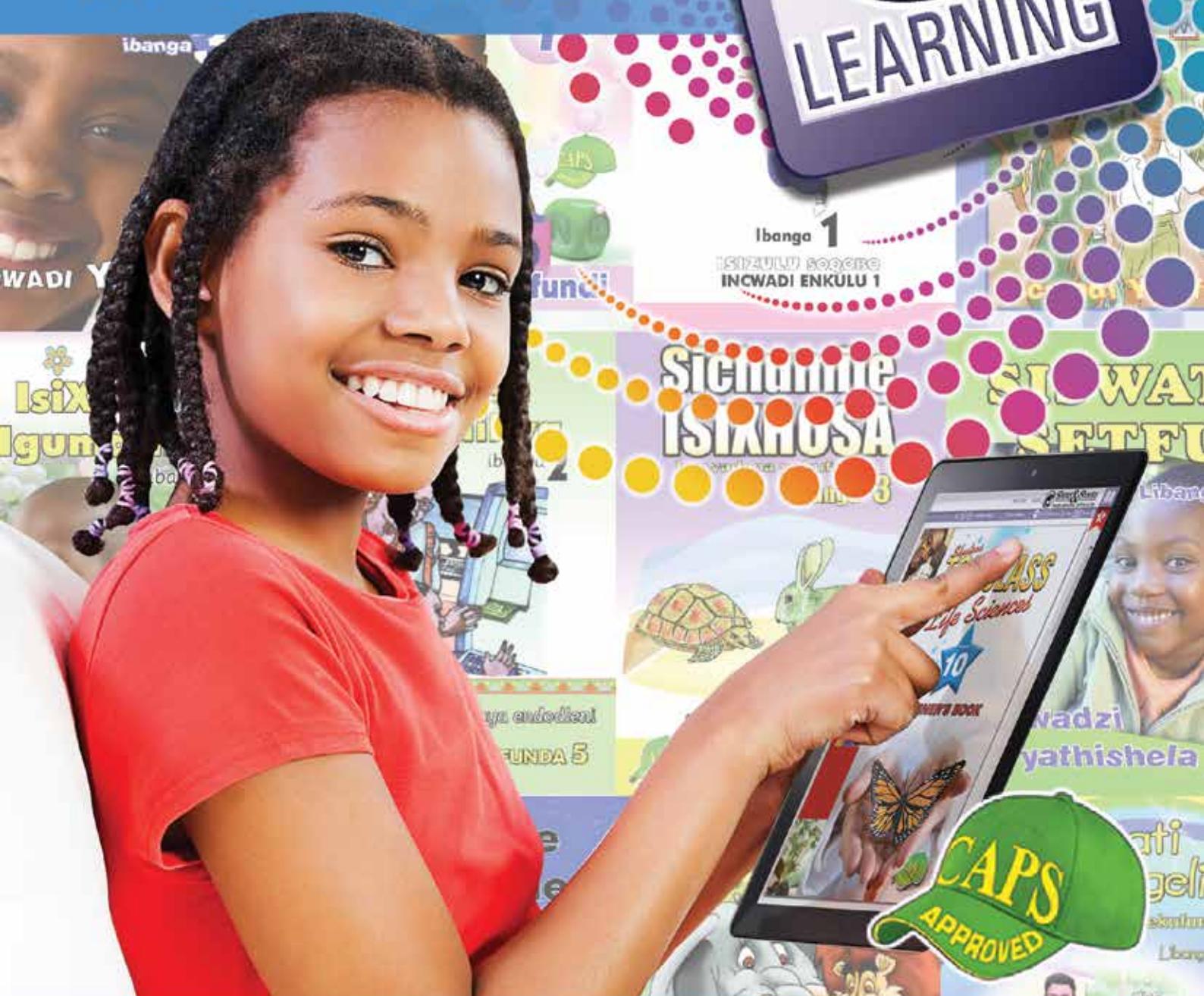
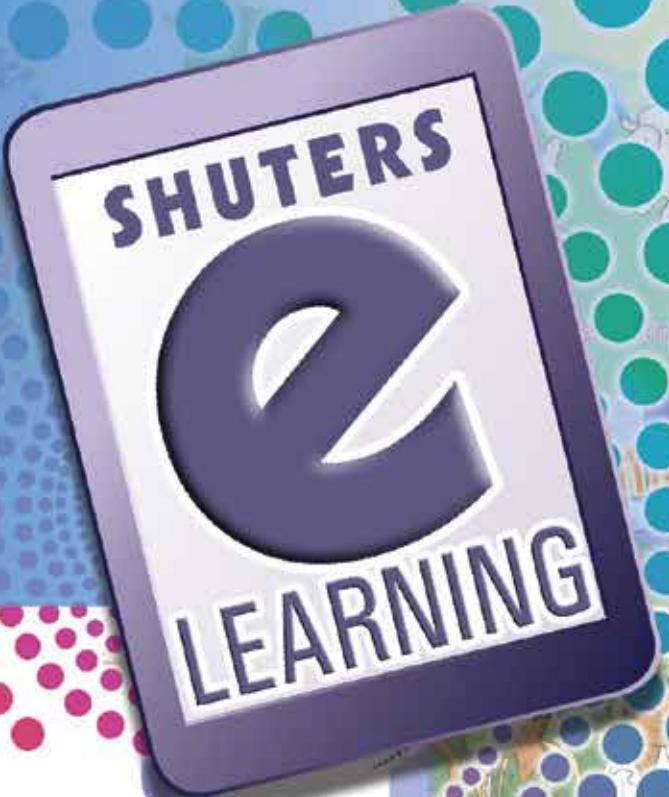
Grade 11

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
	June Examination	
3	Presentation	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
	June Examination	
3	Case study	LB page 477 TG page 182–185
	Trial examination	LB page 535 TG page 212–223
4	Final NCS Examination	

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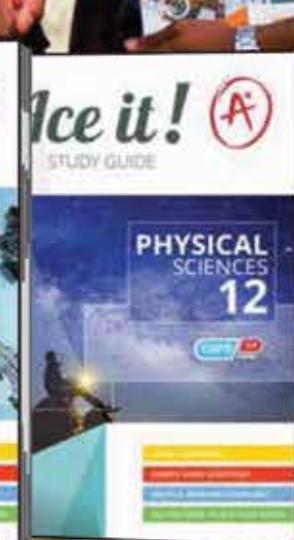
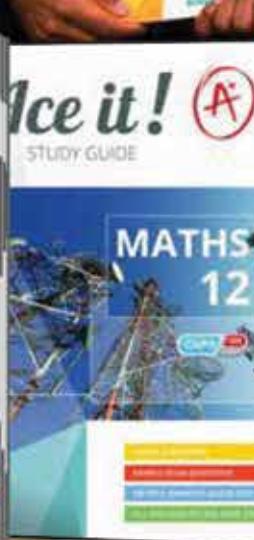
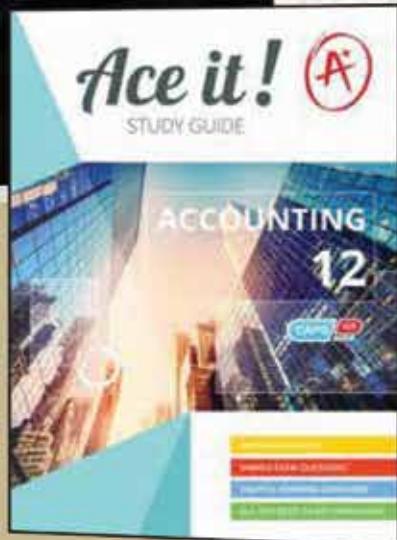
8-12

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SALES CONTACTS

TVET Colleges	Vaasna Parbhodeen	063 251 8566	vaasna@shuter.co.za
Booksellers	Vaasna Parbhodeen	063 251 8566	vaasna@shuter.co.za
Eastern Cape	Sydney Nquma	083 253 6761	sydney@shuters.com
Free State	Dimakatso Makhurane	083 215 6835	dimagatso@shuters.com
Gauteng	Themba Msimanga	082 445 6435	themba@shuters.com
	Amanda Mamabolo	083 287 6855	amanda@shuters.com
	Eugenia Sibeko	083 287 6899	eugenia@shuters.com
KwaZulu-Natal	Khanyo Cele	083 281 0849	khanyo@shuters.com
	Phumzile Ngcobo	083 272 9029	phumzile@shuters.com
	Gloria Mthethwa	081 046 1735	gloria@shuters.com
Limpopo	Dimakatso Makhurane	083 215 6835	dimagatso@shuters.com
Mpumalanga	Dimakatso Makhurane	083 215 6835	dimagatso@shuters.com
Northern Cape	Colette van der Merwe	071 851 1814	colette@shuters.com
North West	Phemelo Maiphehlo	083 378 8725	phemelo@shuters.com
Western Cape	Colette van der Merwe	071 851 1814	colette@shuters.com
Shuters Academy	Vickesh Thandray	060 545 2264	vickesh@shuters.com

CUSTOMER SERVICES:

Nhlanhla Zondi	+27 (0) 33 846 8779	nhlanhla@shuter.co.za
Mbali Kunene	+27 (0) 33 846 8722	mbali@shuter.co.za
Thandeka Ngcobo	+27 (0) 33 846 8724	thandeka@shuter.co.za
Zandile Mthethwa	+27 (0) 33 846 8721	zandilem@shuter.co.za
Sylvie Doarsamy	+27 (0) 33 846 8723	sylvie@shuter.co.za

HEAD OFFICE

Tel: +27 (0) 33 846 8721 / 22 / 23 / 24 / 79
Fax: +27 (0) 33 846 8701

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