



PROVINCIAL EXAMINATION
JUNE 2023
GRADE 10

ACCOUNTING

TIME: 2½ hours

MARKS: 200

11 pages + an answer book of 9 pages



INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Answer all questions in the ANSWER BOOK provided.
3. Show ALL calculations to earn part-marks.
4. Non-programmable calculators may be used.
5. You may use blue or black ink to answer the questions.
6. Where applicable, show ALL calculations to ONE decimal point.
7. Write neatly and legibly.
8. Use the information in the table below as a guide when answering the question paper. Try NOT to deviate from it.

Question	Topics	Marks	Time
1	GAAP Concepts and Transaction Analysis	55	40 minutes
2	Concepts and Salaries Journal	45	34 minutes
3	General Journal and Ledger Accounts	30	23 minutes
4	Ledger Accounts and Internal Control	40	30 minutes
5	Creditors Reconciliation and Internal Control	30	23 minutes
Total		200	150 minutes

QUESTION 1: GAAP CONCEPTS AND ANALYSIS OF TRANSACTIONS**(55 marks; 40 minutes)****1.1 GAAP CONCEPTS**

Match COLUMN A to COLUMN B. Write only the letter (A – D) next to the question number (1.1.1 to 1.1.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Business entity	A	Financial records prepared should maintain the same accounting principles throughout accounting periods.
1.1.2	Matching	B	Bank charges and interest on overdraft are recorded separately in the financials.
1.1.3	Materiality	C	The market value of land and buildings is R4 000 000, the original cost price recorded in the financial records is R800 000.
1.1.4	Historical cost	D	Stock taken by the owner for personal use is recorded as drawings in the books of the business.
1.1.5	Going concern	E	The cost of sales should be recorded in the same financial period as the corresponding amount generated from sales of goods.
		F	Trading stock is shown in the financials as R100 000, even though it can only be sold for R75 000 in the foreseeable future.

(1 x 5) (5)

1.2 ANALYSIS OF TRANSACTIONS

The following transactions appeared in the books of Naidoo Traders. The business maintains a gross profit mark-up of 40% on cost.

REQUIRED:

Analyse the transactions below according to the table provided in your ANSWER BOOK. The first transaction has been done for you as an example. (50)

NOTE: Assume that bank balance is unfavourable for all the transactions.

Example: Purchased stationery for cash, R3 000.

TRANSACTIONS:

- A. Sold goods for cash to customers, R91 000.
- B. The owner took R15 000 worth of stock for personal use.
- C. Paid J.A. Gupta, a creditor, R13 500 via EFT after a discount of 10% was deducted.
- D. Received R55 000 from NBS Bank. This was for the fixed deposit that matured plus interest. The fixed deposit was taken out 12 months ago at an interest rate of 10% p.a.
- E. The bank statement received from BB Bank at the end of the month showed the following:
- | | |
|---|------|
| • Cash deposit fees | R350 |
| • Administration fees | R200 |
| • Interest on unfavourable bank balance | R700 |
- F. Purchased merchandise from J.A. Gupta, a creditor, for R40 000 and received a 5% trade discount.



QUESTION 2: CONCEPTS AND SALARIES JOURNAL (45 marks; 34 minutes)**2.1 CONCEPTS**

2.1.1 Explain the difference between the *salaries* and *wages*. (2)

2.1.2 To which government departments are the following paid?

- PAYE
 - UIF
- (2)

2.2 SALARIES JOURNAL**HAIRCUT 100**

Haircut 100 is a salon owned by Nick Heyward. He recently started the business and has asked for assistance regarding salaries.

REQUIRED:

2.2.1 Use the information below to prepare the Salaries Journal for December 2022. (41)

INFORMATION A:**Salary information for December 2022**

Details	B. Makumo	J. Abrahams	T. Khumalo
Basic salary	?	R12 000	R12 000
Bonus	100% of monthly basic salary	90% of monthly basic salary	None
Deductions	S. Makua	J. Murray	K. Mashaba
PAYE	R 900	R1 300	R1 300
First Pension Fund	10% of basic salary	10% of basic salary	10% of basic salary
KG Medical Aid	R1 000 on basic salary of R10 000, in addition, 5% is used to calculate medical deductions for all amounts above R10 000.		
UIF	1% of basic salary	1% of basic salary	1% of basic salary

INFORMATION B:

Employers contributions for the month of December are as follows:

- To the pension fund R1,50 for every R1 deducted from the employee.
- To the medical aid fund R2 for every R1 deducted from the employee.
- To the UIF on a rand for rand basis.

QUESTION 3: GENERAL JOURNAL AND LEDGER ACCOUNTS**(30 marks; 23 minutes)****VICIOUS TRADERS**

The information provided was taken from the accounting records of Vicious Traders on 28 February 2023. The business uses a mark-up of 50% on cost.

REQUIRED:

Record the transactions provided below in the General Journal. Narrations are not necessary.

(30)**Transactions for the month of February 2023:**

- A. Charged L. Dlamini, a debtor, interest on overdue account at 10% p.a. His balance of R1 500 was two months overdue.
- B. A building was repaired for R6 500, the amount was incorrectly posted to the Land and Buildings account.
- C. Discount of R600 received from Marie Traders was recorded in the account of a creditor, Mario Brothers in error. Correct the error.
- D. A credit note was issued to J.P. Morgan, a debtor, for goods returned by him for R8 600. This entry was omitted from the records.
- E. Received R900 from G. Hansen, a debtor whose account was previously written off. The entry was recorded in the Debtors' Control in the CRJ and posted accordingly. Correct the error.
- F. Received an EFT for R2 520 from a debtor, A.B. Villiers, which is a dividend of 40 cents in every rand he owed the business. The money received was properly recorded in the Cash Receipts Journal. Write off the balance.
- G. Transfer a credit balance of R750 from the account of J. Michil in the Debtors' ledger to his account in the Creditors' Ledger.
- H. 25% of the goods that were bought by the business for R18 000 were returned to Ray Suppliers, a creditor. The returned goods were incorrectly recorded in the Creditors' Ledger of Ray Traders.

QUESTION 4: GENERAL LEDGER AND INTERNAL CONTROL**(40 marks; 30 minutes)****4.1 GENERAL LEDGER**

The information provided below relates to the financial records of Maningi Traders for the month ended 28 February 2023. The business uses a mark-up of 50% on cost.

REQUIRED:

Prepare the following accounts in the general ledger :

4.1.1 Debtors' Control (14)

4.1.2 Trading Stock Account (16)

Write folio references and balance the ledger accounts properly.

INFORMATION A:

The following balances appeared in the books on 1 February 2023:

Debtors' control	R67 800
Creditors' control	R80 600
Trading stock	R173 200

INFORMATION B:**Cash Receipts Journal for February 2023**

Bank	Sales	Cost of sales	Debtors' control	Discount allowed	Sundries
290 500	234 000	156 000	?	10 000	1 000

Cash Payments Journal for February 2023

Bank	Trading stock	Creditors' control	Discount received	Stationery	Sundries
433 900	80 000	355 500	4 000	1 500	900

Debtors' Journal for February 2023

Sales	Cost of sales
?	90 600

Debtors' Allowances Journal for February 2023

Debtors' allowances	Cost of sales
17 100	?

Creditors' Journal for February 2023

Creditors' control	Trading stock	Equipment	Consumable stores	Sundries
258 600	84 300	150 000	24 000	300

Creditors' Allowances Journal for February 2023

Creditors' control	Trading stock	Equipment	Stationery	Sundries
81 000	?	10 000	1 500	500

General Journal for February 2023

Debtors' control		Creditors' control	
Dr	Cr	Dr	Cr
3 800	960	1 050	170



4.2 INTERNAL CONTROL

RAINBOW TRADERS

The information provided below is extracted from the books of Rainbow Furnishers. The business is owned by Ray Ndlovu.

REQUIRED:

Refer to the information provided below and answer the questions that follow.

- 4.2.1 Ray is concerned about the stock figures. He suspects that there are employees who are stealing from the business. Provide calculations to support his concern. (**Refer to Information A.**) (2)
- 4.2.2 Provide TWO internal control measures that must be implemented to protect stock from theft. (4)
- 4.2.3 Comment on goods returned by customers. Provide figures to support your answer. What control measures must be put in place by a business? (**Refer to Information B.**) (4)

INFORMATION A

Balances and transactions affecting trading stock

Opening balance	R85 000
Trading stock purchased during the month	75 000
Cost of goods sold during the month	63 000
Closing balance	89 000

INFORMATION B

Summary of transactions related to sales and debtors

Balance (1 March 2023)	R19 220
Credit sales	21 000
Total sales	39 000
Selling price of goods returned by customers	4 680
Bank (amount received from debtors during the month)	22 480
Balance (31 March 2023)	15 060

QUESTION 5: CREDITORS' RECONCILIATION AND INTERNAL CONTROL**(30 marks; 23 minutes)****5.1 CREDITORS' RECONCILIATION****KAGISO TRADERS**

The information for February 2023 provided below relates to the books of Kagiso Traders.

REQUIRED:

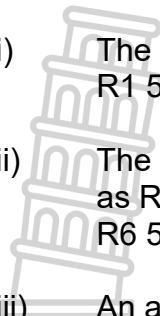
- 5.1.1 Use the information below to correct and reconcile the Creditors' Control account with the Creditors' list. (26)
- 5.1.2 The internal auditor of Kagiso Traders picked up invoices received from suppliers which did not match entries in the stock records of the business. He suspects that some goods were not delivered to the business premises.
- What measures should be implemented by the business to avoid paying for goods that were not received by the business? Provide TWO points. (4)

INFORMATION:**A. GENERAL LEDGER OF KAGISO TRADERS**

CREDITORS' CONTROL							
Feb 28	Bank and discount received	CPJ	30 800	Feb 28	Balance	b/d	8 330
	Creditors' allowances	CAJ	4 800		Total purchases	CJ	48 400
	Journal credits	GJ	580		Journal debits	GJ	450
	Balance	c/d	21 000				
			57 180				57 180
				Mar 1	Balance	b/d	21 000

B. CREDITORS' LIST	
	Credit
S. Mvelase	7 500
M. Pillay	3 800
G. George	2 850
R. Mokoena	6 300
	20 450

ADDITIONAL INFORMATION:

- 
- (i) The opening balance in the Creditors' Control account is overcast by R1 500.
 - (ii) The amount for goods bought from R. Mokoena was incorrectly recorded as R6 750 in the books. The correct amount that appears in the invoice is R6 570.
 - (iii) An amount of R2 400 has been transferred to S. Mvelase via EFT. The transaction has not been recorded in the books of the business.
 - (iv) A debit note issued to R. Mokoena for R360 has not been recorded in the journal but was posted to his account in the Creditors' Ledger.
 - (v) P. George was paid R850. This transaction was correctly entered in the journal but not posted to his ledger account.
 - (vi) A debit note of R250, sent to M. Pillay, was recorded as purchases in his ledger account. This transaction was correctly recorded in the journal.
 - (vii) The total of the Creditors' Allowances Journal was undercast by R300, and was posted as such.

30

TOTAL: 200



END



PROVINCIAL EXAMINATION

JUNE 2023

GRADE 10

ACCOUNTING

ANSWER BOOK

9 pages

NAME OF SCHOOL: _____

NAME OF LEARNER: _____

QUESTION	TOTAL MARKS	MARK OBTAINED	MODERATED MARK
1	55		
2	45		
3	30		
4	40		
5	30		
TOTAL	200		

QUESTION 1: GAAP CONCEPTS AND TRANSACTION ANALYSIS

1.1 CONCEPTS

MATCH COLUMN A WITH COLUMN B

COLUMN A	COLUMN B
1.1.1	
1.1.2	
1.1.3	
1.1.4	
1.1.5	

5

1.2 ANALYSIS OF TRANSACTIONS

	General Ledger		Amount	Equation		
	Account Debit	Account Credit		A	E	L
e.g.	Stationery	Bank	R3 000	0	-	+
A			R91 000			
B			R15 000			
C		Bank	R13 500			
D						
E						
F						
						50

TOTAL MARKS
55

QUESTION 2: CONCEPTS AND SALARIES JOURNAL

2.1 CONCEPTS

2.1.1 Explain the difference between *salaries* and *wages*.

Salaries:

Wages:

2

2.1.2 To which government departments are the following paid?

PAYE:

UIF:

2



2.2.1 SALARIES JOURNAL OF HAIRCUT 100 FOR DECEMBER 2022

Name	Basic salary	Bonus	Total earnings	Deductions				Total deductions	Net salary
				PAYE	Pension Fund	Medical Aid	UIF		
B. Makumo		10 000					B. Makumo	10 000	
J. Abrahams	12 000						J. Abrahams	12 000	
T. Khumalo	12 000						T. Khumalo	12 000	
Total							Total		

Name	Employers contributions			Total contributions
	Pension fund	Medical aid	UIF	
B. Makumo			100	
J. Abrahams			120	
T. Khumalo			120	
Totaal				

41

TOTAL MARKS
45

QUESTION 3: GENERAL JOURNAL

GENERAL JOURNAL OF VICIOUS TRADERS ON 28 FEBRUARY 2023

No	Day	Details	Dr	Cr	Debtors' control		Creditors' control	
					Dr	Cr	Dt	Kt
	28	Totals			3 800	960	1 050	170
A								
B								
C								
D								
E								
F								
G								
H								

TOTAL MARKS

30

QUESTION 4: GENERAL LEDGER AND INTERNAL CONTROL

GENERAL LEDGER OF MANINGI TRADERS ON 28 FEBRUARY 2023

4.1.1

DEBTORS' CONTROL									
Feb	1					Feb	28		
	28								

14

4.1.2

TRADING STOCK ACCOUNT									
Feb	1					Feb	28		

16

4.2 INTERNAL CONTROL

4.2.1 Ray is concerned about the stock figures. He suspects that there are employees who are stealing from the business. Provide calculations to support his concern.

Calculations	Answer

2

4.2.2 Provide TWO internal control measures that must be implemented to protect stock from theft.

4

4.2.3 Comment on goods returned by customers. Provide figures to support your answer. What control measures must be put in place by a business?

Comment:

Control measures:

4

TOTAL MARKS

40

QUESTION 5: CREDITORS' RECONCILIATION AND INTERNAL CONTROL

5.1.1 CREDITORS' RECONCILIATION

GENERAL LEDGER OF KAGISO TRADERS

BALANCE SHEET ACCOUNTS SECTION									
CREDITORS' CONTROL									

15

CREDITORS' LIST OF KAGISO TRADERS ON 28 FEBRUARY 2023

NAME	Credit
S. Mvelase	
M. Pillay	
P. George	
R. Mokoena	

11

5.1.2 What measures should be implemented by the business to avoid paying for goods that were not received by the business? Provide TWO points.



4

TOTAL MARKS
30

TOTAL: 200





PROVINCIAL EXAMINATION

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GRADE 10

MARKING GUIDELINES

ACCOUNTING

9 pages

MARKING PRINCIPLES:

1. Penalties for placement or poor presentation (e.g. details) are applied only if the candidate is earning marks on the figures for that item.
2. Full marks for correct answer. If answer incorrect, mark the workings provided.
3. If a pre-adjustment figure is shown as a final figure, allocate the part-mark for the working for that figure (not the method mark for the answer). Note: If figures are stipulated in memo for components of workings, these do not carry the method mark for the final answer as well.
4. Unless otherwise indicated, the positive or negative effect of any figure must be considered to award the mark. If no + or – sign or brackets are provided, assume that the figure is positive.
5. Where indicated, part-marks may be awarded to differentiate between differing qualities of answers from candidates.
6. Where penalties are applied, the marks for that section of the question cannot be a final negative.
7. Where method marks are awarded for operation, the marker must inspect the reasonableness of the answer and at least one part must be correct before awarding the mark.
8. Operation means 'check operation'. 'One part correct' means operation and one part correct. Note: check operation must be +, -, x, ÷, or per memo.
9. In awarding method marks, ensure that candidates do not get full marks for any item that is incorrect at least in part. Indicate with a .
10. Be aware of candidates who provide valid alternatives beyond the marking guideline.
11. Codes: f = foreign item; p = placement/presentation

QUESTION 1: GAAP CONCEPTS AND TRANSACTION ANALYSIS

1.1 CONCEPTS

MATCH COLUMN A WITH COLUMN B

COLUMN A	COLUMN B	
1.1.1	D	✓
1.1.2	E	✓
1.1.3	B	✓
1.1.4	C	✓
1.1.5	F	✓

5

1.2 ANALYSIS OF TRANSACTIONS

	General Ledger		Amount	Equation		
	Account Debit	Account Credit		A	O	L
e.g.	Stationery	Bank	R3 000	0	-	+
A	Bank✓	Sales✓	R91 000	0	✓+	✓-
	Cost of sales✓	Trading Stock✓	✓✓R65 000	✓-	✓-	0
B	Drawings✓	Trading Stock✓	R15 000	✓-	✓-	0
C	Creditors' Control✓	Bank	R13 500	0	0	✓+
	Creditors' Control✓	Discount received✓	✓✓ R1 500	0	✓+	✓-
D	Bank✓	Fixed Deposit: NBS Bank✓	✓✓R50 000	✓-	0	✓-
	Bank✓	Interest on fixed deposit ✓	*☑ R5 000	0	✓+	✓-
E	Bank Charges✓	Bank✓	✓✓R 550	0	✓-	✓+
	Interest on Overdraft✓	Bank✓	✓R700	0	✓-	✓+
F	Trading Stock✓	Creditors' Control✓	✓✓R38 000	✓+	0	✓+
*☑ Accept any reasonable difference between learner's response and R55 000						50

TOTAL MARKS

55

QUESTION 2: CONCEPTS AND SALARIES JOURNAL

2.1 CONCEPTS

2.1.1 Explain the difference between *salaries* and *wages*.

Allocate a mark for each valid response. ✓ ✓

Salaries

- Salaries are paid monthly.
- A salary is a fixed amount earned monthly.

Wages

- Wages are paid weekly.
- Wages earned are calculated according to the number of hours worked.

2

2.1.2. To which government departments are the following paid?

PAYE: South African Revenue Services ✓
Accept SARS

UIF: Department of Labour ✓

2



2.2.1 SALARIES JOURNAL OF HAIRCUT 100 FOR DECEMBER 2022

Name	Basic salary	Bonus	Total earnings	Deductions				Total deductions	Net salary
				PAYE	Pension Fund	Medical Aid	UIF		
B. Makumo	✓10 000	10 000	✓ 20 000	✓ 900	✓ 1 000	✓✓ 1 000	✓ 100	☑ 3 000	☑ 17 000
J. Abrahams	12 000	✓ 10 800	☑ 22 800	✓ 1 300	✓ 1 200	✓✓ 1 100	✓ 120	☑ 3 720	☑ 19 080
T. Khumalo	12 000	0	✓ 12 000	✓ 1 300	✓ 1 200	✓✓ 1 100	✓ 120	☑3 720	☑ 8 280
Total									

Name	Employers contributions			Total contributions
	Pension Fund	Medical Aid	UIF	
B. Makumo	✓*☑ 1 500	✓*☑ 2 000	100	☑ 3 600
J. Abrahams	✓☑ 1 800	✓☑ 2 200	120	✓ 4 120
T. Khumalo	✓☑ 1 800	✓☑ 2 200	120	✓ 4 120
Total				

41

*☑ allocate For pension fund amount x 1,5 For medical aid amount x 2

TOTAL MARKS
45

QUESTION 3: GENERAL JOURNAL AND LEDGER ACCOUNTS

GENERAL JOURNAL OF VICIOUS TRADERS ON 28 FEBRUARY 2023

No	Day	Details	Dr	Cr	Debtors' control		Creditors' control	
					Dr	Cr	Dr	Cr
	28	Totals			3 800	960	1 050	170
A		L. Dlamini	✓✓25		☑ 25			
		Interest on overdue account		☑ 25				
B		Repairs	✓6 500					
		Land and buildings		✓6 500				
C		Marie Traders	✓600				✓600	
		Mario Brothers		✓600				✓600
D		Debtors' allowances	✓8 600					
		J.P. Morgan		✓8 600		✓8 600		
E		G. Hansen	✓900		✓900			
		Bad debts recovered		✓900				
F		Bad debts	✓✓3 780					
		A.B. Villiers		☑ 3 780		☑ 3 780		
G		J. Michil	✓750		✓750			
		J. Michil		✓750				✓750
H		Ray Suppliers	✓✓4 500				☑4 500	
		Ray Traders		☑4 500				☑4 500
Award a mark for correctly entered details and amount					☑4 700	13 340	7 800	6 920
Allocate one method mark for a minimum of two totals								

TOTAL MARKS

30

QUESTION 4: GENERAL LEDGER AND INTERNAL CONTROL

GENERAL LEDGER OF MANINGI TRADERS ON 28 FEBRUARY 2023

4.1.1

DEBTORS' CONTROL									
Feb	1	Balance	b/d	✓ 67 800	Feb	28	Bank and discount ✓	CRJ	* <input checked="" type="checkbox"/> ✓65 500
	28	Sales ✓	DJ	✓✓135 900			Debtors' allowances ✓	DAJ	✓17 100
		Journal debits ✓	GJ	✓3 800			Journal debits ✓	GJ	✓960
							Balance	c/d	123 940
				207 500					207 500
Mar	1	Balance	b/d	<input checked="" type="checkbox"/> 123 940	*Accept sundry accounts - 1 mark if folio references are not written				

14

4.1.2

TRADING STOCK ACCOUNT									
Feb	1	Balance	b/d	✓173 200	Feb	28	Cost of sales ✓	CRJ	✓156 000
		Bank ✓	CPJ	✓ 80 000			Cost of sales ✓	DJ	✓90 600
		Cost of sales ✓	DAJ	✓✓11 400			Creditors' Control ✓	CAJ	✓✓69 000
		Creditors' Control ✓	CJ	✓ 84 300			Balance	c/d	33 300
				348 900					348 900
Mar	1	Balance	b/d	<input checked="" type="checkbox"/> 33 300	*Accept sundry accounts - 1 mark if folio references are not written				

16

4.2 INTERNAL CONTROL

4.2.1 Ray is concerned about the stock figures. He suspects that there are employees who are stealing from the business. Provide calculations to support his concern.

Calculations	Answer
85 000 + 75 000 – 63 000 – 89 000	8 000 ✓ <input checked="" type="checkbox"/> one part correct
Accept account or trading stock account.	Value of missing stock

2

4.2.2 Provide TWO internal control measures that must be implemented to protect stock from theft.

Any TWO acceptable answers ✓✓ ✓✓ one mark for partially correct response

- Regular and random physical stock counts.
- Order smaller quantities, but more frequently.
- Improve physical security e.g., controls at entrance/security cameras.
- Division of duties – receiving of stock, payments and stock keeping should be done by separate individuals to minimise the risk of theft.
- Random audits on stock should be conducted regularly.

4

4.2.3 Comment on goods returned by customers. Provide figures to support your answer. What control measures must be put in place by a business?

Comment
Valid comment ✓ figure ✓

- The percentage of goods returned is high compared to total sales, 12% returns. (Accept total sales are R39 000 and returns are high at R4 680)

Control measures
Any one acceptable answer ✓✓ one mark for partially correct response

- The business must ensure that correct goods are delivered to customers/delivery matches the order placed.
- Packaging of goods should be improved to avoid any damages in goods.
- If inferior quality is the reason for returns, consider changing the supplier.
- Design a policy for returns (e.g. returns within 14 days).
- Goods must be checked for damages before they are handed over to the customers.

4

TOTAL MARKS
40

QUESTION 5: CREDITORS' RECONCILIATIONS AND INTERNAL CONTROL

5.1.1 CREDITORS' RECONCILIATION

GENERAL LEDGER OF KAGISO TRADERS

BALANCE SHEET ACCOUNTS SECTION									
CREDITORS' CONTROL									
Feb	28	Bank and Discount received (30 800 + 2 400)	CPJ	33 200 ✓✓	Feb	1	Balance (8 330 - 1 500)	b/d	✓✓6 830
		Creditors' allowances (4 800 ✓ + 360 ✓ + 300 ✓)	CAJ	☑5 460		28	Total purchases (48 400 ✓ - 180 ✓✓)	CJ	☑48 220
		Journal debits	GJ	✓450			Journal credits	GJ	✓580
		Balance	c/d	16 520					
				55 630					55 630
					Mar	1	Balance	b/d	☑16 520

15

CREDITORS' LIST OF KAGISO TRADERS ON 28 FEBRUARY 2023

NAME	Credit
S. Mvelase (7 500 - 2 400)	✓✓5 100
M. Pillay (3 800 ✓ - 250 ✓ - 250 ✓) or - 500 ✓✓	☑3 300
P. George (2 850 - 850)	✓✓2 000
R. Mokoena (6 300 ✓ - 180 ☑ -) check control a/c	☑6 120
	16 520

11

5.1.2 What measures should be implemented by the business to avoid paying for goods that were not received by the business? Provide TWO points.

Any two acceptable answers ✓✓ ✓✓ one mark for partially correct response

- All purchases of goods must be authorised by the senior personnel.
- Goods received must be checked against purchase order, invoice and delivery note.
- Receiving of goods from suppliers, storage of goods or recording of goods should not be handled by one person.

(Allocate one mark for division of duties.)

4

TOTAL MARKS
30

TOTAL: 200

