

## 2021 Annual Teaching Plan – Term 1: Accounting Grade 11

Term 1 45 days	Week 1 (3 days) 27-29 January	Week 2 1-5 February	Week 3 8-12 February	Week 4 15-19 February	Week 5 22-26 February	Week 6 1-5 March	Week 7 8-12 March	Week 8 15-19 March	Week 9 (4 days) 23-26 March	Week 10 (3 days) 29-31 March
CAPS Topic	Reconciliation			Fixed assets			Financial accounting of Partnerships: Adjustments, ledger, accounting equation, final accounts			
Core Concepts, Skills and Values	<ul style="list-style-type: none"> <li>Reconcile bank statements with cash journals in order to prepare bank reconciliation statements: Outstanding deposits; Stop / Debit orders; Direct transfers (EFTs paid out / received); Bank charges; Interest received or charged; Correction of errors or omissions</li> <li>Reconcile creditors' monthly statements with accounts in the Creditors Ledger of a business in order to prepare creditors' reconciliation statements: Outstanding invoices or credit notes; Outstanding payments; Discounts not recorded; Correction of errors / omissions Integrate ethical and internal control issues relating to bank and creditors reconciliation</li> </ul>			<ul style="list-style-type: none"> <li>Understand the need for of a tangible / fixed asset register and how it is compiled</li> <li>Record the acquisition of tangible / fixed assets</li> <li>Calculate and record depreciation [on cost price (straight-line method and / or diminishing balance methods)</li> <li>Understand how tangible / fixed assets are recorded when they are fully depreciated</li> <li>Record the disposal of fixed assets (cash, credit, trade-in, donated, drawings by owner) at the beginning / during / end of a financial year Integrate ethical and internal control issues relating to fixed assets (movement and responsible use of fixed assets)</li> </ul>			<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:               <ul style="list-style-type: none"> <li>- 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);</li> <li>- New in Gr 11: Provision for bad debts; Interest on loan (capitalised) - Partnership related adjustments: Salaries to partners; Bonus to partners; Interest on capital; Appropriation of profit / loss □ Final accounts:</li> <li>- 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 prepayments</li> </ul> </li> </ul> <p style="text-align: center;"><b>Integrate ethical and internal control issues relating to partnerships</b></p>			
	<b>Integrate the relevant internal control and ethics related to handling assets, stock, debtors, creditors and cash. Identify ethical scenarios to incorporate in lessons. Apply GAAP principles</b>									
Requisite Pre-Knowledge	<ul style="list-style-type: none"> <li>Revise Gr 10 content on:               <ul style="list-style-type: none"> <li>➢ cash transactions and cash journals &amp; posting to the Bank account.</li> <li>➢ creditors, with regard to CJ, CAJ, posting to Creditors control and Creditors Ledger</li> <li>➢ reconciliation of debtors' / creditors' control accounts with debtors / creditors lists</li> </ul> </li> </ul>			Revise Gr 10 transactions for the acquiring of fixed assets (cash / credit) and depreciation calculations			Basic background aspects unique to partnerships as a form of ownership (collaborate with the Business Studies teacher) Gr 10 content on basic year-end adjustments, final accounts and reversals for sole traders			
Resources (other than textbook) to enhance learning	Examples of used / simulated bank and creditors' statements Previous Gr 11 test / exam questions 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars) Past Gr 12 NSC exam questions on reconciliations (DBE Exams) Past			Past test / exam papers 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars) Past Gr 12 NSC exam questions on fixed assets (DBE Exams)			Examples of partnership agreements (on internet) (Partnership-agreement templates) Provide the correct work sheets / templates for final accounts, especially the Appropriation account			
Informal Assessment	Data response activity / short tests to consolidate the formats of bank account / bank reconciliation statements / creditors ledger Class debate on the decline in the use of cheques in SA (Declining use of cheques in RSA)			Data response activity / short tests to consolidate the formats of asset disposal, depreciation and other calculations relevant to asset disposal			Short class tests to consolidate calculations and the effect on final accounts for some challenging adjustments, e.g. depreciation (with asset movement during the year); errors / omissions related to Salaries / Wages; interest on loan capitalised; rent receivable / deferred with rent increase / decrease during the year, etc.			
SBA (Formal Assessment)	Written report: Discuss task and assessment instrument before learners attempt it Complete in class			<b>TASK 1: WRITTEN REPORT (50) Reconciliations and/or Fixed/Tangible Assets</b>			Prepare for control test		<b>TASK 2: CONTROL TEST 1 (100 marks; 1½ hours) Term 1 content</b>	

## 2021 Annual Teaching Plan – Term 2: Accounting Grade 11

Term 2 51 days	Week 1 (4 days) 13-16 April	Week 2 19-23 April	Week 3 (3 days) 26-30 April	Week 4 3-7 May	Week 5 10-14 May	Week 6 17-21 May	Week 7 24-28 May	Week 8 31-4 June	Week 9 7-11 June	Week 10 (4 days) 14-18 June	Week 11 21-25 June
CAPS Topic	<b>Partnerships: Financial statements and notes</b>					<b>Partnerships: Analysis and interpretation of financial statements</b>				<b>Revision</b>	<b>Control Test</b>
Core Concepts, Skills and Values	<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: <i>Fixed / Tangible assets, Trade and other receivables; Trade and other payables; Capital; Current accounts</i></li> </ul> </li> <li>• Apply the IFRS and GAAP principles</li> </ul>					Analyse and interpret financial statements and notes Revise the following financial indicators: <ul style="list-style-type: none"> <li>– <b>Profitability:</b> Gross profit on sales; Gross profit on cost of sales; Net profit on sales; Operating expenses on sales; Operating profit on sales</li> <li>– <b>Liquidity:</b> Current ratio; Acid test ratio;</li> <li>– <b>Solvency:</b> Solvency ratio</li> </ul> Introduce the following financial indicators: <ul style="list-style-type: none"> <li>– <b>Liquidity:</b> Stock turnover rate; Stock holding period; Average debtors' collection period; Average creditors' payment period</li> <li>– <b>Risk/Gearing:</b> Debt-equity ratio</li> <li>– <b>Return:</b> on each partner's equity on average partners' equity</li> </ul>					
	<b>Integrate the relevant internal control and ethics related to partnerships. Identify ethical scenarios to incorporate in lessons. Apply GAAP principles</b>										
Requisite Pre-Knowledge	Revise Gr 10 content on: IFRS and GAAP principles, year-end adjustments, accounting cycle; effect of adjustments on pre-adjustment figures; <b>reversal of certain yearend adjustments</b> at the beginning of next financial period, i.e. accruals, income received in advance and prepayments					Revise Gr 10 financial indicators: percentages and ratios (see revise list above) Basic arithmetical calculations skills incl. percentages and ratios					
Resources (other than textbook) to enhance learning	Work sheets / Templates with the correct formats of the Income Statement (Statement of Comprehensive Income), Balance Sheet (Statement of Financial position) and the Notes to the financial statements (refer to CAPS, Section 4.7.3); Past Gr 11 test- / exam papers 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars)					Each learner should use his / her own calculator Past Gr 11 tests / exam papers 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars)					
Informal Assessment	Short tests on adjustment entries & calculations; formats of financial statements (and parts thereof, e.g. asset section or equity and liability sections of the Balance Sheet) Consolidation activities on completing financial statements and some notes to the financial statements.					Short tests on the formulae, calculations, basic commenting and quoting the indicators					
SBA (Formal Assessment)	Assignment (replacing the research project) Discuss task and marking guidelines before learners attempt it. Complete in class					<b>TASK 3: PROJECT (50 marks)</b> Partnerships				<b>TASK 4 Control test</b>	

## 2021 Annual Teaching Plan – Term 3: Accounting Grade 11

Term 3 52 days	Week 1 (4 days) 13 – 16 July	Week 2 19-23 July	Week 3 26-30 July	Week 4 02-06 August	Week 5 (4 days) 10-13 August	Week 6 16-20 August	Week 7 23-27 August	Week 8 30 Aug-3 Sept	Week 9 6-10 Sept	Week 10 13-17 Sept	Week 11 (4 days) 20-23 Sept
<b>CAPS Topic</b>	<b>Budgeting:</b> Basic concepts; Cash Budgets (debtors' collection and creditors' payments) and Projected Statement of Comprehensive Income (Income statement)				<b>Inventory systems</b>		<b>Cost Accounting (Manufacturing):</b> Ledger accounts and calculations		<b>Revision</b>		
<b>Core Concepts, Skills and Values</b>	<ul style="list-style-type: none"> <li>Prepare and present a Cash Budget for sole traders: Projected cash receipts and cash payments; projected debtors' collection; projected creditors' payments (separate debtors' collection and / or creditors' payment schedules)</li> <li>Prepare and present a Projected Income Statement (Statement of Comprehensive Income) including projected revenue and expenditure</li> <li>Emphasize and identify the differences between a Cash Budget and a Projected Income Statement</li> </ul> <p><b>Integrate ethical, internal control and internal audit issues relating to budgeting and projections</b></p>				Define and explain of the following stock systems (differences): - Perpetual stock system - Periodic stock system - Know the advantages and disadvantages of the periodic and perpetual stock system - Focus on the calculation of: - Cost of Sales: Perpetual: using Trading stock account and / or % mark-up Periodic: using Opening stock; Purchases; Returns/allowances; Carriage on purchases; Closing stock accounts and / or % mark-up - Gross Profit: Using Sales and Cost of Sales and/or the % mark-up  <b>Integrate ethical, internal control and internal audit issues relating to stock</b>		Calculate the following costs in a manufacturing environment: - Variable costs (Direct material cost; Direct labour cost; Selling & distribution cost) - Fixed costs (Factory overhead cost; Administration cost) - Total cost of production (Direct material, Direct labour and Factory overhead costs adjusted for Work-in-Progress if applicable) - Production cost of one product (unit cost) using variable and fixed costs - Contribution per unit - Breakeven point - Recording of stock and cost items in ledger accounts. Focus on the following accounts: - Stock accounts (Balance sheet accounts): 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) □ Nominal accounts (only for background knowledge) Integrate ethical, internal control and internal audit issues relating to a manufacturing environment		Revise term 3 content		
	<b>Integrate the relevant internal control and ethics related to cash, income, expenses, stock and costs. Identify ethical scenarios to incorporate in lessons</b>										
<b>Requisite Pre-Knowledge</b>	Revise Gr 10 content on the concepts and basic calculations for budgets Consolidate basic arithmetical skills: calculations (adding, subtracting, multiplying, dividing and percentage increase / decrease				Revise Gr 9 and 10 content relevant to the perpetual system (Trading stock, mark-up calculations, cost of sales and gross profit)		Revise Gr 10 content on concepts and basic cost calculations				
<b>Resources (other than textbook) to enhance learning</b>	Templates / Work sheets for the correct formats of the Cash budget and Projected Income statement (refer to CAPS, Section 4.7.3) Past Gr 11 test / exam papers Past Gr 12 NSC exam questions on budgeting and projections (DBE Exams)				Explain the 'new' nominal accounts and Trading account used in the periodic system by means of detailed text book examples (repeated preparation of these accounts is not necessary) Accounting stationery / Work sheets for calculating Cost of Sales and Gross profit		Past Gr 11 test / exam questions 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars)				
<b>Informal Assessment</b>	Short tests on the formats of cash budgets and projected income statements Skills tests on budget calculations, debtors' collection and / or creditors' payment schedules				Class tests on the calculation of Cost of sales and Gross profit under both stock systems. Quizzes on the differences of the two stock systems. Tabular display of differences / advantages and disadvantages of two stock systems in the classroom		Short tests / quizzes on ledger accounts and / or calculations of cost items				
<b>SBA (Formal Assessment)</b>	Discuss task and marking guidelines before learners attempt the task; complete in class				<b>TASK 5: Case Study (50 marks)</b> Any ONE or TWO Term 3 topics				<b>TASK 6: Control test (100 marks; 1½ hours)</b> Term 3 Content		

## 2021 Annual Teaching Plan – Term 4: Accounting Grade 11

Term 4 48 days	Week 1 (3 days) 05-08 October	Week 2 11-15 October	Week 3 18-22 October	Week 4 25-29 October	Week 5 1-5 November	Week 6 8-12 November	Week 7 15-19 November	Week 8 21-25 November	Week 9 28-02 December	Week 10 (4 days) 05-08 December
CAPS Topic	<b>VALUE ADDED TAX (VAT)</b>			<b>Revision and examination preparation</b>			<b>FINAL EXAM (two papers)</b>			
Core Concepts, Skills and Values	Explanation of the basic concepts of VAT: • need for VAT • purpose of VAT • principles of VAT • zero-rated items • VAT-exempted items • VAT-able items • current VAT rate		Perform VAT calculations: • 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.	Revise for Paper 1: Partnerships year-end adjustments, final accounts and financial statements; analysis and interpretation of financial statements using the financial indicators relevant to financial statements; Ethics, internal control and internal audit issues related to various topics in Discipline 1 (integrated in each question)  Revise for Paper 2: Bank and Creditors Reconciliation; Cost accounting; Budgets and projections; VAT, Management of fixed assets; Inventories; Ethics, internal control and internal audit issues related to the various topics in Discipline 2 (integrated in each question) Analysis and interpretation indicators relevant to Discipline 2 topics  Refer to 2019 Exam Guidelines			150 marks; 2 hours		150 marks; 2 hours	
							Provide an answer book with answer sheets for each question / sub-question with the correct templates for financial statements		Provide an answer book with answer sheets for each question / sub-question with the correct templates.	
							Topics: Discipline 1: Financial Reporting & Evaluation (see 2019 National Exam Guidelines)		Managerial Accounting, Internal Auditing and Control. (see 2019 Exam Guidelines)	
							Provide Gr 11 Formula sheets		Provide Gr 11 Formula sheets	
							<b>PER PAPER</b>			
Requisite Pre-Knowledge	Revise gr 8 content on basic VAT concepts						Cognitive Levels 30% (45 marks) Basic thinking skills 40% (60 marks) Moderately high thinking skills 30% (45 marks) Higher-order thinking skills [10% -15% Problem solving type questions]			
Resources (other than textbook) to enhance learning	Cash slips, tax invoices, VAT 201 form (for enrichment)			Gr 11 Revision material 2019 National Exemplar paper in two-paper format (2019 DBE Exemplars)			Levels of Difficulty 30% Easy 40% Moderate 30% Difficult  Each question should be scaffolded to include sub-questions from all three cognitive levels and levels of difficulty			
Informal Assessment	Short tests on calculation of the amount payable to / receivable from SARS									
SBA (Formal Assessment)	Prepare for the FINAL EXAM (two papers)						<b>Task 7: Final Examination</b> PAPER 1: 150 marks (2 hours); PAPER 2: 150 marks (2 hours) All topics covered during the year			