

2021 National Recovery Annual Teaching Plan: Accounting: Grade 10

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	Baseline Assessment	Informal / Indigenous bookkeeping <i>(Presentation only; NOT for test/exam)</i>	Internal Control Ethics; GAAP	Bookkeeping of a Sole Trader: Cash transactions, CRJ, CPJ, PCJ, General ledger, Trial balance, Accounting equation				Bookkeeping of a Sole Trader: Credit transactions: DJ, DAJ, CJ, CAJ, GJ, Ledgers (GL, DL and CL), Debtors' list, Creditors' list, Trial balance, Accounting equation		
Core Concepts, Skills and Values	Baseline assessment to determine the learning losses in Grade 9	Compare bookkeeping systems of informal vs. formal sectors: <ul style="list-style-type: none"> Capital, fixed assets, stock, cost price, labour cost, selling price, income, expenses, profit. Management of resources Process of determining selling prices, cost of sales, labour costs, income + expenses. 	<ul style="list-style-type: none"> Define/Explain: meaning of internal control. Identify/Explain basic internal control processes: Control environment; risk assessment; control activity supported by policy and procedures; information system and communication methods; monitoring performance. Realise that this topic must be integrated across all other topics, where applicable Explain Code of ethics; Basic principles, e.g. leadership, discipline, transparency, accountability, fairness. Define/Explain GAAP principles: historical cost; prudence; materiality; etc 	<ul style="list-style-type: none"> Define/ Explain accounting concepts up to financial statements: sole trader; debit; credit; equity; capital; assets; liabilities; ledger; journal; profit; loss; Value Added Tax (VAT); income/revenue; expenses; discounts (allowed and received); final accounts; financial statements; Accounting Cycle; Financial Accounting; Managerial Accounting; perpetual inventory system. Complete CRJ, CPJ, PCJ using templates in the correct format. Introduce General journal (GJ) entries (including bad debts, interest on overdue accounts, corrections of errors) Post to relevant general ledger accounts (balance sheet section and nominal accounts section) Draw up Trial balance in the correct format Indicate the effect of various cash transactions on the Accounting Equation. <p><i>Note: The transactions on the acquisition of fixed assets and the fixed assets register are important for the purpose of internal control.</i></p>				<ul style="list-style-type: none"> Accounting cycle based on perpetual inventory system: Source documents; Journals (CRJ, CPJ, PCJ); Principles of the double entry system in the ledger Credit transactions: DJ, CJ, DAJ, CAJ. GJ (incl. bad debts, cancellations of discount on dishonoured cheques, interest overdue accounts, corrections of errors); Posting to General, Debtors and Creditors' ledgers; prepare the Trial Balance. Preparation of debtors' and creditors' lists to reconcile with the debtors' and creditors' control accounts (including correction of errors and omissions). Indicate the effect of transactions on the accounting equation of a sole trader <p><i>Note: The transactions on the acquisition of fixed assets and the fixed assets register for the purpose of internal control are important.</i></p>		
Integrate the relevant internal control and ethics related to handling stock, debtors, creditors and cash. Identify ethical scenarios to incorporate in the classroom. Apply GAAP principles										
Requisite Pre-Knowledge		<ul style="list-style-type: none"> Define informal and formal business sectors. Presentation methods, e.g. PPT, posters, scrapbooking, etc. 	Background of 'General Accepted Accounting Principles' (GAAP) Background/Importance of internal control in any business	Revise the Accounting cycle Gr 8 and 9 content: source documents, CRJ, CPJ, posting to the general ledger; trial balance Cheques, as source documents, should be replaced with EFTs (electronic funds transfers) in the CPJ				Revise gr 8 and 9 content on source documents, journals (DJ, DAJ, CJ, CAJ) and posting to the general, debtor's and creditor's ledgers.		
Resources (other than textbook) to enhance learning		Internet and video clips; Field visits to actual businesses; Case studies; Invite vendor or entrepreneur to visit the school	Newspaper articles /case studies / internet research on ethical/unethical business practice/ implications of internal control	Collect used/blank source documents; complete journals on computer software. Accounting stationery (copied templates for journals, ledger accounts and trial balance)				Collect used/blank source documents; completed journals on computer software. Accounting stationery		
Informal Assessment			Data response task /short scenarios	Complete source documents (actual/simulated/own templates); Short tests on journals, ledger and trial balance.				Complete source documents (actual/simulated/own templates); Short tests on journals, ledger and trial balance.		
SBA (Formal Assessment)		Presentation (Informal/Indigenous bookkeeping): Discuss task + rubric in week 1. Completed in class.		TASK 1: PRESENTATION (50) <i>(Informal / Indigenous business systems / bookkeeping 1 Week</i>			Prepare for the control test		TASK 2: CONTROL TEST 1 (100 marks ; 1½ hours) Term 1 work	

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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	Bookkeeping of the Sole Trader Combined cash and credit transactions		Salaries and wages		Year-end Accounting Procedures; Pre- and Post-adjustment Trial Balance; Final accounts					Revision	Control test	
Core Concepts, Skills and Values	<p>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</p> <p>Consolidation: Reconciliations: ability to analyze the control accounts (debtors and creditor) and compare with list of debtors/creditors Identifying errors and omissions and prepare debtors and creditors list to reconcile with the control accounts. Relevant internal control and ethics (integrated): related to handling stock, debtors, creditors and cash. Identification of ethical scenarios (accountability and transparency)</p> <p><i>*Mediation of the Assignment (Task 3)</i></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"> • Normal time • Overtime • Deductions <ul style="list-style-type: none"> - PAYE - Pension fund - Unemployment Insurance Fund - Medical aid - Union membership • Employer contributions <ul style="list-style-type: none"> - Pension fund - Unemployment Insurance Fund - Medical aid - Skills development levy <p>Accounting equation Ethical conduct related to salaries & wages, contracts, nepotism, payment for responsibilities, role of trade unions</p>		<ul style="list-style-type: none"> • Preparation of final accounts, introducing adjustments to complete final accounts; • Related concepts, GAAP, Accounting Equation, • Pre-Adjustment Trial Balance • Adjustments: <ul style="list-style-type: none"> - Depreciation* <i>cover more extensively as part of the Fixed Assets component for P2.</i> - Methods (straight line and diminishing balance), rate, additions during the year, asset register. - Trading Stock deficit/surplus; Consumable stores on hand - Bad debts, bad debts recovered - Correction of errors - Accrued income (income receivable) - Accrued expenses (expenses payable) - Prepaid expenses - Income received in advance (deferred income) - Interest capitalized • Extracting a Post-Adjustment Trial Balance in the correct format • Completing the Final Accounts to show gross and net profit. 							
Integrate the relevant internal control and ethics related to handling stock, debtors, creditors and cash. Identify ethical scenarios to incorporate in the classroom. Apply GAAP principles												
Requisite Pre-Knowledge	Revise cash and credit transactions; understanding of the double-entry principle; Understanding of the accounting cycle		Revise concepts and differences between salaries and wages covered in gr 8 or 9.		Revise the Accounting cycle Revise GAAP principles and basic accounting concepts, e.g. income, expenses, profit, loss							
Resources (other than textbook) to enhance learning	Collect used/blank source documents; completed journals on computer software. Accounting stationery; worksheets and support material provided by department. Study guides, publications; e-learning resources provided by department and/or NGOs. Educational websites and links to resources as provided during the period of lock-down		Salary advice slips; current tax tables from the SARS website		Past Gr 10 test/exam papers/DBE exemplars Worksheets and support material provided by department. Educational websites and links to resources as provided during the period of lock-down							
Informal Assessment	Short test/Quiz to identify journals from given transactions. Practical bookkeeping tasks Short class-tests on specific aspects		Short tests on salary and wages calculations		Short tests / e-learning activities, on journal entries of adjustments / calculations of depreciation Revision for the exam; structured homework activities to achieve mastery in procedures. (Gr 10 Question bank)							
SBA (Formal Assessment)	<p style="text-align: center;">Project (formal bookkeeping) manual or electronically. Discuss task + rubric (marking guideline) . Recommended that this be completed in class (use a piecemeal approach) * <i>* recognising challenges of school interruptions and challenges due to Covid 19.</i></p>				<p>TASK 3: PROJECT (50 marks) <i>Term 1 content</i> 2 Weeks</p>					<p>TASK 4: CONTROL TEST</p>		

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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 30-3 September	Week 9 06-10 September	Week 10 13-17 September	Week 11(4 days) 20-23 September	
CAPS Topic	Final accounts of a sole trader; Pre- and Post-Adjustment Trial balances; Preparation of financial statements							Analysis and interpretation of financial statements				
Core Concepts, Skills and Values	<p><i>Continuation of year-end procedures from Term 2.</i> Relate to applicable GAAP principles</p> <ul style="list-style-type: none"> • Statement of Comprehensive Income (Income Statement) Format and arrangement; recognize 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) • Statement of Financial Position (Balance Sheet) Format and arrangement, recognize and deal with balance sheet accounts as opposed to nominal accounts Headings and sub-headings explained and emphasized Effect of adjustments to balance sheet sub-headings (Trade and other receivable; trade and other payables) • Notes to the financial statements Interest; Fixed Assets; Trade and other receivables; Cash and cash equivalents Owner's equity, Trade and other payables 							Introduction and discussion of relevant 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 • Solvency ratio • Return on owner's equity Discuss in relation to the appropriate financial statements Explanations of comparing percentages and ratios to provide meaningful comments and analysis. <i>*make reference to the formula sheet (mediate how to use this document)</i>				
Integrate the relevant internal control and ethics related to handling stock, debtors, creditors and cash. Identify ethical scenarios to incorporate in the classroom. Apply GAAP principles												
Requisite Pre-Knowledge	Revise and recap all adjustments listed in Term 2; Revise GAAP principles, year-end adjustments and the Accounting cycle Recognise and explain the purpose of preparing financial statements							Define concepts of profitability, liquidity, solvency and return in the context of analysing and interpreting financial statements. Identifying relevance and logic of the indicators to future decision making for the business.				
Resources (other than textbook) to enhance learning	Templates for the correct formats of the different financial statements Accounting stationery (including work sheets and/or templates) Accounting stationery; worksheets and support material provided by department. Study guides, publications; e-learning resources provided by department and/or NGOs. Educational websites and links to resources as provided during the period of lock-down							Accounting stationery (including work sheets and/or templates) Accounting stationery; worksheets and support material provided by department. Study guides, publications; e-learning resources provided by department and/or NGOs. Educational websites and links to resources as provided during the period of lock-down				
Informal Assessment	Short tests on adjustments (journal/ledger entries); Consolidation activities on the formats of financial statements Short class informal activities on specific areas of concern;							Scenarios for comparison; practical case studies for discussion and debate; Self-study activities; focus on differentiated support				
SBA (Formal Assessment)	Discuss task + assessment instrument (rubric/marketing guidelines) Controlled conditions recommended			TASK 5: CASE STUDY (50 marks) Financial Statements of Sole Trader				TASK 6: CONTROL TEST (100 marks; ; 1½ hours) Term 3 Content				

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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	VAT	Cost Accounting	Budgeting	Revision			Final Examination					
Core Concepts, Skills and Values	Explanation of the basic concepts of VAT: <ul style="list-style-type: none"> • need for VAT • purpose of VAT • principles of VAT • zero-rated items • VAT-exempted items • VAT-able items • current VAT rate Basic calculations	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 costs • Fixed and variable costs • Work-in-progress Emphasis on basic calculations	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. 	Revision and consolidation; addressing backlogs; providing extension activities and enrichment for differentiated support. Note topics for Paper 1: Bookkeeping, year-end adjustments and financial statements of sole traders; financial indicators relevant to financial statements Note topics for Paper 2: Basic Debtors/Creditors reconciliation with debtors/creditors lists; Cost accounting; Management of fixed assets and stock.			PAPER 1		PAPER 2			
	150 marks; 2 hours		150 marks; 2 hours		Discipline 1: Recording, reporting & evaluation of financial statements		Discipline 2: Internal management and control processes					
						<ul style="list-style-type: none"> • Each paper must be written on different dates • Grade 10 formula sheet is provided with each question paper • Answer Book form part of the QP (with acceptable formats and certain information given) # Refer to Exam Guideline (2018) for further information regarding Cognitive levels and problem-solving composition, as follows: <ul style="list-style-type: none"> • Basic thinking skills 30% (Easy) • Moderately high thinking 40% (Moderate) • Higher order thinking 30% (Difficult) 10 – 15% of problem-solving questions.						
Requisite Pre-Knowledge	Revise gr 8 content on basic VAT concepts	Background knowledge of a factory/ manufacturing business; Teach the cost concepts in context	Revise concepts, e.g. receipts, payments, income, expenses	Revision of all Gr 10 topics Split of content for two-paper exam available in the Exam Guideline								
Resources (other than textbook) to enhance learning	Cash slips, tax invoices, VAT 201 form (for enrichment);	Case studies/scenarios from various resources; Gr 10 Question bank	Case studies/scenarios from various resources; Gr 10 Question bank	Study guides, publications; e-learning resources provided by department and/or NGOs. Past exam and test papers Educational websites and links to resources as provided during the period of lock-down, including DBE item bank								
Informal Assessment	Short tests on VAT calculations	Short scenario to illustrate cost calculations and cost centres in a manufacturing environment. Informal class tests	Short scenario to illustrate budget concepts and calculations									
SBA (Formal Assessment)	Prepare for the FINAL EXAM (two papers)						TASK 7: FINAL EXAM [300] (Two papers of 150 marks; 2 hours each)					