



**Adult Education and Training (AET)
Site-Based Assessment
Portfolio of Evidence**

Economic and Management Sciences: NQF Level 1
Total: 50 marks
Duration: 4 hours
Task 4: Accounting

Learner Information

Name : _____
Surname : _____
**Identity/
Passport Number** : _____
Employee Number : _____
Company : _____
Centre : _____
Date : _____

Declaration

I declare that this portfolio of evidence is my own work: _____

Signature



INSTRUCTIONS

1. This task consists of THREE activities.
2. Calculator may be used.
3. Complete ALL the ACTIVITIES.



ACTIVITY 1

Choose the correct journal from the box below which is used to record the source documents:

List of journals to choose from:

Cash Receipts Journal, Debtors Journal, Cash Payment Journal, Petty Cash Journal, Creditors Journal, Subsidiary Journal

SOURCE DOCUMENT	JOURNAL
1.1 Invoice received	
1.2 Cheque counter foils	
1.3 Cash register slips	
1.4 Cash slips for small payments	
1.5 Invoices issued	

TOTAL MARKS FOR ACTIVITY 1

[10]



ACTIVITY 2

Below is a list of transactions for Sibanda and Sons Tyres and Wheels. Correctly fill in the details of each transaction under the columns.

Example:

A cheque for R400 is sent to the municipality to pay for the water and electricity.

No	Source document	Journal	Account Debited	Account Credited	Assets	Equity	Liability
e.g.	Cheque counter foil	Cash Payment Journal	Water and Electricity	Bank	-400	-400	

1. Trading stock is bought for R12 000 and paid for by cheque.
2. Money is received for stock sold at R800 cost price R550.
3. Rental of R2000 is received and a receipt is issued.

No	Source document	Journal	Account Debited	Account Credited	Assets	Equity	Liabilities
1							
2							
3							

TOTAL MARKS FOR ACTIVITY 2**[23]**

ACTIVITY 3

Use the following information to prepare a Trial Balance of Bakery Services on 28 Feb 2020:

List of Balances and Totals

Capital R40 000

Drawings R5 000

Vehicles R40 000

Equipment R16 000

Bank (dr) R4 000

Loan R20 000

Current Income R30 000

Salaries R20 000

Water and Electricity R2 000

Telephone R1 000

Stationery R500

Rate and Taxes R1 500



Trial Balance of Bakery services for 28 Feb 2020

Details	FOL	Debit	Credit
Balance sheets account section			
Nominal account section			

TOTAL MARKS FOR ACTIVITY 3**[17]****TOTAL MARKS FOR TASK 4****[50]**

Total for Task 4: 50 Marks

Task	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 4	Activity 1	10		
	Activity 2	23		
	Activity 3	17		
	Total: Task 4	50		

