

Alexandra high school
Accounting grade 10
Formal assessment task 1: written report/presentation
Topic: Indigenous bookkeeping systems
Marks: 50

Required: learners are required to conduct an interview using a questionnaire, with an informal trader operating in your area, use the information to develop a presentation on its bookkeeping system.

STEPS

1. DESIGN A QUESTIONNAIRE

GATHER BACKGROUND INFORMATION

- What is the name of your business
- Where is the business located
- When did you start your business
- How much of capital did you need to start the business
- Where did you get the capital to start the business

OPERATIONS OF THE BUSINESS

- Who buys the stock for your business
- Where and from whom do you buy your goods
- How do you decide how much to resell the items for
- How do you record stock(goods) bought
- How do record stock sold
- Who is your target market
- Do you have a bank account and what type of account is it
- Do you have employees to help you
- Who is responsible for the cash daily, and is it kept in a safe place
- Do you deposit money into a banking account
- How often do you do your banking? Why?

PROFITABILITY OF THE BUSINESS

- Who are your competitors
- How do you calculate whether you have made a profit at the end of eth month
- What is your general mark-up %

RUBRIC: WRITTEN REPORT PRESENTATION

CRITERIA	5	4	3	2	TOTAL
1. THE QUESTIONNAIRE	Questions are excellently structured and are understandable. Excellent use if language	Questions are well structured and understandable. Good use of language	Questions are well structured and are understandable. Fair use of language	Questions are well structured but not understandable. Language used is unacceptable	
2. BACKGROUND OF THE BUSINESS	Excellent and comprehensive interesting presentation	Good presentation of information, most aspects are covered	Average presentation some information not covered	None weak information incomplete	
3. BUYING AND CONTROLLING OF STOCK	Comprehensive information given, interesting	Good presentation of information, most aspects are covered	Average presentation some information not covered	None weak information incomplete	
4. PRICE DETERMINATION OF THE SELLING PRICE	Excellent and clear insight supplied correct information presented very well	Good understanding of price determination, information mostly correct	Satisfactory understanding some information incorrect	None partial understanding information incomplete and questionable	
5. HANDLING OF FINANCIAL INFORMATION	Excellent understanding of accounting systems	Good understanding of accounting systems	Satisfactory understanding of accounting systems. Some information incorrect or missing	None or poor understanding of accounting systems	
6. EXPLANATION OF COST AND EXPENSES	Excellent understanding information is accurate, correct and presented very well	Good understanding of costs and expenses, most information is correct	Satisfactory understanding. Some information is incorrect or missing	None or poor understanding of costs	
7. BUDGETING AND CALCULATING PROFITS	Excellent understanding	Good understanding	Satisfactory understanding some information incorrect	None or poor understanding, lack of insight	
8. COMPETITORS AND OTHER CHALLENGES	Excellent and comprehensive reporting	Good understanding	Satisfactory understanding some information incorrect or missing	None or poor understanding of reporting	
9. TECHNICAL PRESENTATION OF REPORT	excellent presentation covered all aspects, excellent format and neatness and creativity	good presentation, creative, some aspects missing	Neat and attractive report	Handed in late. Untidy and unattractive	
10. ORAL PRESENTATION	Excellent, key note areas presented which also included extra information on the business, is informative	Good presentation but some areas are vague	Satisfactory understanding some information incorrect or missing	Poor presentation	
TOTAL:50					