

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

**Hanover House
24 Douglas Street
GLASGOW G2 7NG**

NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number-	0072270	-Session-1987-88
-Superclass-	AK	

-Title-	BASIC FINANCIAL RECORDING (x¹/₂)
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-DESCRIPTION-

Type and Purpose	A <u>specialist</u> module which gives the student knowledge and practice in the rudiments of business financial recording.
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Preferred Entry Level	61057 Mathematics: Grade 3 or Standard Grade in Mathematics at 5.
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Learning Outcomes	The student should: <ol style="list-style-type: none">1. prepare a layout and headings for an analysed cash book relevant to the needs of a particular business;2. record cash and bank transactions;3. complete a return for VAT purposes;4. prepare wages records for business employees.
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Content/Context	<u>Corresponding to Learning Outcomes 1-4:</u> <ol style="list-style-type: none">1. The choice of columns must:<ol style="list-style-type: none">(a) include the basic data, item, cash, bank and VAT columns with the addition of others as appropriate;(b) have regard to the main items bought and sold and the main items of income and expenditure in the business under review.
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2. Recording cash and bank transactions in a multi-column cash book with VAT entries using information taken from simulated documents/lists of transactions.

The distinction between business and any private items of payments and receipts.

The distinction between revenue trading items and capital items.

Simple and more complex entries as appropriate to the industry concerned. Balancing the cash book. Bank reconciliations.

Discussion of the use of computers in record-keeping in business.

3. Completing form VAT 100 at monthly or quarterly intervals using information already recorded.
4. Basic background and practice in the UK PAYE system of schedule E tax deduction.

Suggested Learning and Teaching Approaches

Student based exercise work should occupy the greater part of the time available. As far as is possible, these exercises should relate to the industry relevant to the student's interest. When updating a cash book, students could be presented with a bundle of relevant financial papers which they have to sort before they can begin work on the cash book, and after the cash book has been updated, these papers should all be filed.

Assessment Procedures

Acceptable performance in the module will be satisfactory achievement of the performance criteria specified for each Learning Outcome.

The following abbreviations are used below:

LO Learning Outcome

IA Instrument of Assessment

PC Performance Criteria

LO1 IA A written exercise in which the student is required to prepare a layout and headings for an analysed cash book for a business. Between 6 and 10 columns for each of income and expenditure are required.

PC The student correctly lays out all headings and columns to form a pro forma cash book.

- LO2 IA A written exercise in which the student is given details of cash and bank transactions and a layout of an analysed cash book for a period for a particular business. A total of 20 items concerning particular income and expenditure must be recorded and the cash book then balanced.
- PC The student:
- (a) enters all figures in the correct columns;
 - (b) correctly sums all the figures.
- LO3 IA A written exercise in which the student is required to complete from a balanced 20 item cash book the form VAT 100.
- PC The student completes the form VAT 100 with complete accuracy.
- LO4 IA A written exercise in which the student is required to prepare wages records including PAYE and National Insurance for 3 employees in a business across 2 weeks.
- PC The student completes all entries and totals with complete accuracy.