

NATIONAL OCCUPATIONAL STANDARDS FOR ACCOUNTING

Summary of changes – November 2006

Introduction to the standards

Added a new final sub-heading '**Future-proofing**', followed by the sentence below:

The requirements set out in these standards should be interpreted in terms of up-to-date legislation and terminology, including organisational names.

Unit 1: Recording income and receipts

Knowledge and understanding

Statement 1

Replaced

*Types of business transactions and documents involved
with*

Income and receipt transactions, including associated documentation

Statement 2

Replaced

*Basic law relating to contract law and Sale of Goods Act
with*

Basic contract law regarding income and receipts; Sale of Goods Act

Statement 3

Replaced

*Document retention policies
with*

Document retention policies for income and receipts

Statement 4

Replaced

*General principles of VAT
with*

General principles of VAT regarding income and receipts

Statement 5

Replaced

*Types of discounts
with*

Types of discounts available to customers

Statement 6

Replaced

*Cheques, including crossings and endorsements
with*

Cheques from customers, including crossings and endorsements

Statement 8

Replaced

*Automated payments
with*

Automated payments from customers

Statement 10

Replaced

Basic law relating to data protection

with

Basic data protection law regarding customers

Unit 2: Making and recording payments

Knowledge and understanding

Statement 1

Replaced

Types of business transactions and documents involved

with

Payment transactions, including associated documentation

Statement 2

Replaced

Basic law relating to contract law and Sale of Goods Act

with

Basic contract law regarding payments; Sale of Goods Act

Statement 3

Replaced

Document retention policies

with

Document retention policies for payments

Statement 4

Replaced

General principles of VAT

with

General principles of VAT regarding payments

Statement 5

Replaced

Types of discounts

with

Types of discounts available from suppliers

Statement 6

Replaced

Cheques, including crossings and endorsements

with

Payment cheques, including crossings and endorsements

Statement 7

Replaced

Automated payments

with

Automated payments to suppliers

Statement 10

Replaced

Basic law relating to data protection
with
Basic data protection law regarding suppliers

Statement 22
Replaced

Payroll accounting procedures: accounting for gross pay and statutory and non-statutory deductions through the wages and salaries control account; payments to external agencies; security and control; simple gross pay to net calculations but excluding the use of tax and NI tables (Element 2.1)

with

The processes and systems required to make and record internal and external payroll payments, excluding the use of tax and NI tables (Element 2.2)

Unit 3: Preparing ledger balances and an initial trial balance
Knowledge and understanding

Statement 2
Replaced

General principles of VAT

with

General principles of VAT applicable to the transactions

Unit 7: Preparing reports and returns
Knowledge and understanding

Statement 6
Replaced

Administration of VAT: enforcement

with

The processes and systems required to complete and submit VAT returns in accordance with current legislation.

Unit 10: Managing systems and people in the accounting environment
Knowledge and understanding

Insert a new statement 9 under 'Management techniques', as follows, renumbering subsequent statements.

9. Techniques for reviewing recommendations through cost-benefit analysis (Element 10.2)

Performance criterion F
Replaced

*Update the system in accordance with **changes** that affect the way the system should operate and check that your update is producing the required results.*

with

*Explain to those affected the implications of **recommended changes** in terms of financial costs and benefits.*

Unit 12: Drafting financial statements (central government)
Knowledge and understanding

Statement 6

Replaced

Resource accounting schedules

with

Current conventions for resource accounting

Statement 16

Replaced

Resource Accounting Manual

with

Current guidelines on resource accounting

Statement 17

Replaced

General principles and rules from the manual "Government Accounting", the Non-Departmental Public Bodies Accounting Manual", the Resource Accounting Manual and other relevant guidance

with

General principles and rules of government and public body accounting as set out in current government guidelines

Unit 17: Implementing audit procedures

Knowledge and understanding

Statement 3

Replaced

Relevant legislation, relevant Statements of Auditing Standards

with

Relevant legislation and auditing standards