



OCR LEVEL 2 AWARD IN BOOKKEEPING AND ACCOUNTING SKILLS (MANUAL) 05527

UNIT M7 MAINTAINING AND RECONCILING THE CASH BOOK

MARKING CRITERIA

Method of Assessment

- 1 Candidates should note that the individual components of Textual, Numerical and Conceptual Accuracy will be assessed separately.

Textual faults will be classified as entering text.

Numerical faults will be classified as entering and calculating monetary amounts.

Conceptual faults will be classified against double entry principles.

- 2 In order to achieve a Pass, candidates will need to satisfy the examiner that each of the components of Textual, Numerical and Conceptual Accuracy have been demonstrated to the prescribed level

Error Tolerances

	PASS
TEXTUAL	2
NUMERICAL	2
CONCEPTUAL	2

Criteria of Assessment

TEXTUAL ACCURACY (Pass - 2 faults)

Omissions, Additions and Inaccuracies

One fault* will be given for each instance of:

- a) Transaction date incorrect, incomplete, illegible or omitted - see detail
- b) Bank reconciliation date incorrect, incomplete, omitted or illegible
- c) Narrative incorrectly spelt, incomplete or illegible
- d) Cheque number incorrect, illegible or omitted - see detail
- e) Bank statement reference incorrect or omitted - see detail
- f) Totals not parallel
- g) Dates for updating Cash Book from Bank statement - see detail

DETAIL

2T maximum per paper irrespective of type of fault or number of occurrences. Banked date not cheque date, when cheque date is entered 2T irrespective of number of occurrences. Ditto marks are not acceptable. 'Incomplete' meaning year omitted.

2T maximum irrespective of number of occurrences.

S/O, D/D, BACS, BGC, CHAPS etc 2T maximum irrespective of number of occurrences.

Either last day of current month or transaction date on bank statement is acceptable. Ditto marks are not acceptable.

NOTE

Business name: accept 'Ltd' instead of 'Limited' or '&' instead of 'and' without penalty.

*A fault is described as a string of characters that contain incorrect, additional or omitted characters:

- Business names
- Account names

NUMERICAL ACCURACY (Pass - 2 faults)

Omitted, additional and incorrect monetary amounts

One fault will be given per instance of:

- a) Opening balance amount incorrect, illegible or omitted
- b) Cheque, cash or VAT amount incorrect, illegible or omitted
- c) Discount amount calculated incorrectly, illegible or omitted

- d) Cash Book totals: cash, bank, discount allowed and discount received incorrect, illegible or omitted total - see detail

- e) Cash balance c/d incorrect, illegible or omitted - see detail
- f) Bank balance c/d incorrect, illegible or omitted - see detail
- g) Cash balance b/d incorrect, illegible or omitted - see detail
- h) Bank balance b/d incorrect, illegible or omitted, see detail
- i) Receipt or payment amount from bank statement incorrect, illegible or omitted - see detail

- j) Updated closing bank balance c/d incorrect, illegible or omitted
- k) Updated bank balance b/d incorrect, illegible or omitted
- l) Updated bank totals incorrect, illegible or omitted

- m) Bank reconciliation statement: balance as per Cash Book incorrect, illegible or omitted

- n) Unpresented cheques not stated

DETAIL

All figures that include pence should be displayed to two decimal places, when they are not penalty is one Numeric fault per occurrence up to 2N maximum. Do not penalise whole pounds when not stated to two decimal places. This applies to all items in this fault category.

One Numerical fault for each incorrect, illegible or omitted total.

Omitted date 1T
omitted narrative 1C.

DD, SO, BACS, BGC, CHAPS, Bank charges etc

Debit or credit

Must be identical to Bank Balance b/d in Cash Book.

1N irrespective of the number of occurrences

o)	Total of unpresented cheques incorrect, illegible or omitted	1N irrespective of the number of occurrences
p)	Sub-total incorrect, illegible or omitted	
q)	Amount(s) of deposits not yet banked incorrect, illegible or omitted	1N irrespective of the number of occurrences
r)	Amount of balance as per Bank Statement incorrect, illegible or omitted	Figures on Bank Reconciliation MUST calculate.
s)	Cash and Bank columns not totalled, balances c/d and balances b/d not calculated or entered at month end BEFORE updating cash book from bank statement, see detail	2T 2C 2N

NOTE: Where candidates have entered incorrect figures or omitted figures, their own figures when accurate must be accepted and documents recalculated to ensure penalties apply only to incorrect or omitted figures.

CONCEPTUAL ACCURACY (Pass - 2 faults)

One fault will be given per instance of:

- a) Opening balance entered at incorrect side of cash book
- b) Opening balance entered into incorrect column
- c) Narrative incorrect or omitted - see detail

- d) Cheque, Cash or VAT amount entered into incorrect column
- e) Transaction entered at incorrect side of cash book
- f) Cash sales and VAT total entered together - see detail

- g) Cash purchases and VAT total entered together - see detail

- h) Names entered instead of 'cash sales' - see detail
- i) Names entered instead of 'cash purchases' - see detail
- j) Amount entered into incorrect column
- k) Receipt or payment from bank statement entered at incorrect side of cash book
- l) Receipt or payment from bank statement entered into incorrect column
- m) Bank Balance c/d entered at incorrect side of cash book
- n) Cash Balance c/d entered at incorrect side of cash book
- o) Bank Balance b/d to incorrect side of cash book
- p) Cash Balance b/d to incorrect side of cash book
- q) Reconciliation Statement O/D or brackets omitted from 'balance as per cash book' and other relevant figures
- r) Unpresented cheques listed as 'Bank lodgements'

DETAIL

When word 'balance' is omitted 2C maximum irrespective of the number of occurrences

1C irrespective of the number of occurrences. Should be two separate amounts.

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- s) Bank lodgements entered as 'unpresented cheques'
- t) Unpresented cheques added instead of being subtracted from an overdrawn Bank balance and bank lodgements subtracted instead of being added