

LEVEL 1 AWARD IN BOOKKEEPING SKILLS (MANUAL)

Unit M3 – Making & Receiving Payments

SAMPLE MARKED SCRIPT

This document has been produced as a guide to error identification and illustrates how the Marking Criteria is applied to a candidate's script. The script represents a candidate's attempt at the OCR Sample Assessment and contains several common faults.

For more information, please refer to the relevant Sample Assessment, Worked Solution and Marking Criteria documents which are all available to download from the OCR website.

Summary of Fault Classification and Tolerance Levels

- 1 Individual components of Textual, Numerical and Conceptual Accuracy will be assessed separately.

Textual faults will be classified as entering dates and text.

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

Conceptual faults will be classified against understanding relevant procedures.

- 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:

TEXT No more than 2 faults

NUMERIC No more than 2 faults

CONCEPT No more than 2 faults

Dicker's Decking	
Daily receipts slip	
Date:	24 March 2010
Total Cash £	<u>381.45</u> <i>N</i>

TILL CONTENTS SHEET					
Date 24 March 2010			Float		
Notes	Quantity	Total	Notes	Quantity	
£20	12	240.00			
£10	7	70.00	£10	1	10.00
£5	7	35.00	£5	2	10.00
Coins			Coins		
£2	4	8.00	£2	2	4.00
£1	13	13.00	£1	10	10.00
50p	17	8.50	50p	10	5.00
20p	18	3.60	20p	10	20.00 <i>N</i>
10p	16	1.60	10p	15	1.50
5p	13	0.65	5p	12	0.60
2p	38	0.76	2p	30	0.60
1p	34	0.34	1p	30	0.30
Cash Total		381.45	Float Total		44.00 <i>N-Inaccurate total</i>
			Cash to Bank		337.45

Date 24 Mar 2010 **bank giro credit**

Teller's Stamp and initials

Progress Bank Grimsby Branch		
Credit DICKER'S DECKING		
Sort code	Account Number	Trans. Code
51-62-05	10203597	85

Please do not write or mark below this line

£50 Notes		
£20 Notes	240	00
£10 Notes	60	00
£5 notes	25	00
£2 coins	4	00
£1 coins	3	00
50p & 20p coins	5	10
10p & 5p coins		15
2p & 1p coins		20
Total Cash		
Cheques etc (see overleaf)	337	45
£	337	45

Should be entered in total cash!

Customer	Cheque Number	Reason cheque is not valid
Novikova Nurseries	000583	Amount in words does not agree with amount in figures
Suleman Garden Design	000897	Incorrect date

Outstanding Invoice List - March 2010

Customer	Invoice number	Invoice Date	Amount £	Date payment received	Method of payment	Payment Valid Yes/No
JM Peaker & Sons	1846	4 February 2010	193.92	20.03.10	Cheque	Yes
JM Peaker & Sons	1850	24 February 2010	168.73	24.03.10	Cheque	Yes
Middleton Mowing	1799	10 January 2010	205.63	19.03.10	Cheque	Yes
Middleton Mowing	1847	9 February 2010	582.68	19.03.10	Cheque	Yes
Moore & Sons	1851	24 February 2010	317.58	11.03.10	BGC	Yes
Novikova Nurseries	1845	1 February 2010	660.35	19.03.10	Cheque	No
Novikova Nurseries	1848	15 February 2010	175.66	10.03.10 T	C	C
Patel's Patios	1844	1 February 2010	59.66	03.03.10	BACS	Yes
Patel's Patios	1852	25 February 2010	46.79			
Suleman Garden Design	1849	18 February 2010	88.83	24.03.10	Cheque	No
Total			2499.83			

omitted

Progress Bank		Date 24 March 2010	
Grimsby			
Account DICKER'S DECKING			
Cheques		Cheques	
		524101 C	193 92
		524122 C	168 73
		459726 C	788 31
		000590 C	175 65 N
		<i>Maximum fault principle applied</i>	
		<i>Should be 2C customers' names</i>	
Carried forward		Total	£ 1,326 61

own figure correct

Cash request slip		
Date: <u>24 March 2010</u>		
Supplier: <u>Stationery Plus</u>		
To pay invoice no: <u>458</u>		
Notes	Quantity	Total
£20		
£10		
£5	1	5.00
Coins		
£2	2	4.00
£1		
50p		
20p		
10p		
5p		
2p	4	0.08
1p	1	0.01
Cash Total		£9.09

Does not consist of least number of notes and coins

C



DICKER'S DECKING

Bowlands Business Park
 CAISTOR
 Lincolnshire
 LN7 5CD

Tel: 01472 458458

VAT Registration No. 548 4629 23

www.dickersdecking.co.uk

Remittance Advice Note

To: Seymour Garden Suppliers *T*
 Boston Industrial Estate
 Norfolk Road
 BOSTEN *T*
 PE21 8EA

Incomplete date
 Date: 24 March *T*

Order No: DD873

Invoice No	Date	Cheque Number	Amount £
2458	<i>T</i> 24.03.10	005126	613.35
Total Payment			£613.35

<i>T</i> Date <i>date omitted</i>	Progress Bank Grimsby Branch Market Place Grimsby DN32 1SD	Date <u>24 March 2010</u>
Seymour Garden Supplies	Pay <i>Payee omitted T</i> Six hundred and thirteen pounds 13p	
	<i>Amount in figures and words do not agree C</i>	£ 613.35
<i>Amount of cheque omitted</i>		Dicker's Decking
£ <i>N</i>	Cheque Number: 005126 Sort Code: 51-62-05 Account Number: 10203597	