**Project**

**Unit standard 11241**

* **The learner must demonstrate the ability to consider a range of options, make decisions about and evidence performance around each of the specific outcomes. (SO1)**
* **A composite statement of outcomes which expresses applied competence in the particular component of practice. (SO2)**

Assist with the bookkeeping for the organisation you work for or volunteer your services to a community project, a business of someone you know, or take on a part-time job.

Your supervisor/mentor has to complete the checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Activity: learner must be able to | Yes | No | Remarks |
| Distinguish between items of expenditure and revenue |  |  |  |
| Differentiate between fixed and variable costs |  |  |  |
| Perform invoicing operations |  |  |  |
| Post amounts to the appropriate accounts. |  |  |  |
| Reconcile individual transactions with statements of accounts |  |  |  |
| Identify the items disbursed on behalf of the organisation to be recovered in the invoicing process |  |  |  |
| Identify items of disbursement and revenue from source documents |  |  |  |
| Understand the effect of costs relative to the transaction.  |  |  |  |
| Identify the circumstances in which cost items can be fixed and/or variable.  |  |  |  |
| From source documents, allocate cost items to the appropriate accounts |  |  |  |
| Apply relevant client tariffs for the calculation of revenue |  |  |  |
| Prepare invoices |  |  |  |
| Compare transaction amounts which have been recorded in the company’s books with those reflected on third party statements |  |  |  |
| Initiate the recovery of shortfalls and the refunding of excesses |  |  |  |
|  |  |  |  |
| Supervisor/mentor signature | Date | Learner signature | Date |