



BUSINESS ACCOUNTING

5921/03

Paper 3 (School-based Project)

Specimen Paper 2025

Total: 100 Marks

Duration: 7 Months

INSTRUCTIONS TO CANDIDATES

1. The Prevocational Business Accounting Paper 3 is a school-based project that is to be submitted to ECESWA by the 31st October 2025.
2. From the information provided you are to undertake a school-based project which consists of an A4 size portfolio containing written presentations and accounting statements.
3. The work will be undertaken under supervision within the classroom and must be produced by you working alone.
4. Your teacher will be able to offer limited advice.
5. You are expected to be able to explain and reflect on your work.
6. You are expected to cooperate with the external examiner who will be visiting at certain intervals to assess your project.
7. The portfolio should be available to the external examiner on demand.
8. You are expected to submit the completed portfolio to ECESWA by the 31st October 2025.

Note:

The overall mark of this paper is 100 where by 95 marks will be awarded by the external examiner and 5 marks by the teacher (95+5=100).

Teachers are advised to regularly check the progress and content of candidates' work. They must also check candidates' understanding of the material they have used. Candidates must be made aware that they need to be able to present, explain and reflect on their work.

General information about project is described in figure 1. From this you are to complete the stages as described below.

This document consists of **4** printed pages.

The nature of your project is a practical experience where you are to apply your business accounting skills.

Figure 1: Project Specification

**Project A
Situation**

ACCOUNTING RECORDS OF A PARTNERSHIP BUSINESS

You will be provided with details about a partnership business. You are required to prepare a written presentation about the records which are to be maintained. You will be provided with business documents each month and you will record these in the business's accounting records. At the beginning of each month, you will be provided with information about the business transactions during the previous month.

At the end of the trading period, you will prepare a trial balance and financial statements. A written presentation will be required on the performance of the business and recommendations for future trading.

The project consists of three 3 stages as follows:

STAGE 1: Written presentation (8 Marks)

You will produce a written presentation to cover the following:

- Identification of the accounting records which the partners will need to maintain
- Justification of the use of these records and identification of the sources of information for these records
- The proposal will be submitted in soft copy (pdf) and hard copy by the 31st March 2025.

Your teacher will need to approve this presentation before you can proceed.

You will then open the accounting records for the partnership business.

STAGE 2 – Recording financial transactions and preparation of financial statements (62 marks)

You will make entries in the appropriate accounting records for the following:

- Opening journal entry and posting to ledger
- Documents received and issued in the books of prime entry and the appropriate ledgers
- Posting from books of prime entry to ledger over four months' period
- Month-end balancing as appropriate

At the end of the trading period, you will prepare the following:

- Bank reconciliation
- Trial balance

At the end of the trading period, you will:

- Calculate the value of the closing inventory
- Prepare income statement, appropriation account and statement of financial position
- Complete period-end transfers and balancing as appropriate

STAGE 3 – Analysis of trading results (25 Marks)

You will produce a written presentation to cover the following:

- Calculation of appropriate accounting ratios
- Interpretation of those accounting ratios
- Recommendations for the future operation of the business

Written report presentation format

Font: Arial 12 pts, single line spacing

Margins: top and left 3 cm, bottom and right 2.54 cm

Accounting records

Typed on the appropriate ruled accounting paper.

Portfolio

The portfolio must include all the work you have done which must be assembled in a suitable order.

For identification purposes, the portfolio must include your name and candidate number, Centre number and Centre name.

Checklist

Documents to be submitted to ECESWA

Item	Date submitted
Opening written presentation: hard copy pdf format	
Accounting records:	
Closing written presentation: Hard copy pdf format	

Submission dates**Stage 1 written presentation**31st March 2025**Stage 2 Accounting records and Stage 3 written presentation**31st October 2025

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