



Syllabus

Cambridge International AS & A Level Accounting 9706

Use this syllabus for exams in 2022.

Exams are available in the June and November series.

Exams are also available in the March series in India only.



Changes to the syllabus for 2022

The latest syllabus is version 1, published September 2019.

There are no significant changes which affect teaching.

Any textbooks endorsed to support the syllabus for examination from 2016 are still suitable for use with this syllabus.

Copyright © UCLES September 2019

Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES), which itself is a department of the University of Cambridge.

UCLES retains the copyright on all its publications. Registered centres are permitted to copy material from this booklet for their own internal use. However, we cannot give permission to centres to photocopy any material that is acknowledged to a third party even for internal use within a centre.

Contents

Why choose Cambridge International?
Why choose Cambridge International AS & A Levels?
Why choose Cambridge International AS & A Level Accounting?
Supporting teachers

1	Syllabus overview	8
	1.1 Content	
	1.2 Assessment	
2	Syllabus aims and assessment objectives	11
	2.1 Syllabus aims	
	2.2 Assessment objectives	
	2.3 Relationship between assessment objectives and components	
	2.4 Relationship between assessment objectives and qualifications	
3	Syllabus content	13
	3.1 AS Level content – Paper 1 and Paper 2	
	3.2 Additional A Level content – Paper 3	
4	Summary of commonly used ratios (AS & A Level)	24
	4.1 Profitability ratios	
	4.2 Liquidity ratios	
	4.3 Efficiency ratios	
	4.4 Cambridge International A Level only	
	4.5 Investment ratios (stock exchange ratios) Cambridge International A Level only	
5	Other information	27
	Equality and inclusion	
	Language	
	Making entries	
	Exam administration	
	Retakes	
	Grading and reporting	

Why choose Cambridge International?

Cambridge International prepares school students for life, helping them develop an informed curiosity and a lasting passion for learning. We are part of the University of Cambridge.

Our Cambridge Pathway gives students a clear path for educational success from age 5 to 19. Schools can shape the curriculum around how they want students to learn – with a wide range of subjects and flexible ways to offer them. It helps students discover new abilities and a wider world, and gives them the skills they need for life, so they can achieve at school, university and work.

Our programmes and qualifications set the global standard for international education. They are created by subject experts, rooted in academic rigour and reflect the latest educational research. They provide a strong platform for students to progress from one stage to the next, and are well supported by teaching and learning resources.

We review all our syllabuses regularly, so they reflect the latest research evidence and professional teaching practice – and take account of the different national contexts in which they are taught.

We consult with teachers to help us design each syllabus around the needs of their learners. Consulting with leading universities has helped us make sure our syllabuses encourage students to master the key concepts in the subject and develop the skills necessary for success in higher education.

Our mission is to provide educational benefit through provision of international programmes and qualifications for school education and to be the world leader in this field. Together with schools, we develop Cambridge learners who are confident, responsible, reflective, innovative and engaged – equipped for success in the modern world.

Every year, nearly a million Cambridge students from 10 000 schools in 160 countries prepare for their future with the Cambridge Pathway.

“ We think the Cambridge curriculum is superb preparation for university. ”

Christoph Guttentag, Dean of Undergraduate Admissions, Duke University, USA

“ Cambridge students develop a deep understanding of subjects and independent thinking skills. ”

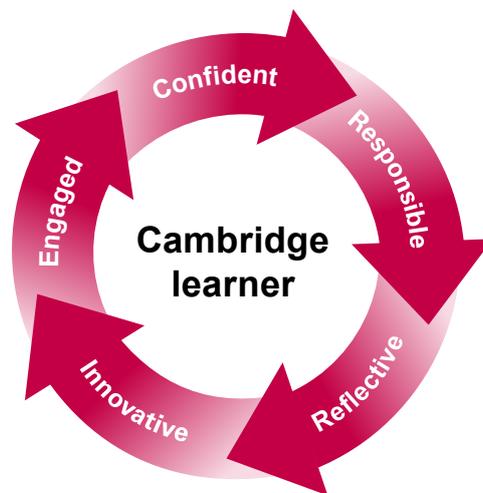
Principal, Rockledge High School, USA

Why choose Cambridge International AS & A Levels?

The best motivation for a student is a real passion for the subject they're learning. By offering students a variety of Cambridge International AS & A Levels, you can give them the greatest chance of finding the path of education they most want to follow. With over 50 subjects to choose from, students can select the ones they love and that they're best at, which helps motivate them throughout their studies.

Following a Cambridge International AS & A Level programme helps students develop abilities which universities value highly, including:

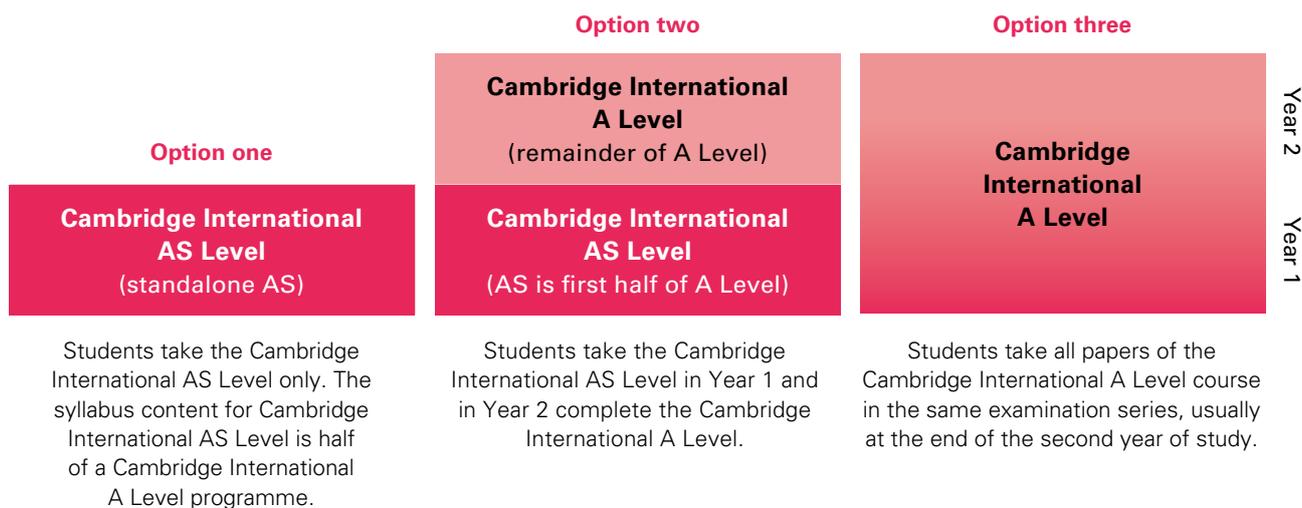
- a deep understanding of their subjects
- higher order thinking skills – analysis, critical thinking, problem solving
- presenting ordered and coherent arguments
- independent learning and research.



Our approach in Cambridge International AS & A Level encourages learners to be:

- **confident** in working with information and ideas – their own and those of others
- **responsible** for themselves, responsive to and respectful of others
- **reflective** as learners, developing their ability to learn
- **innovative** and equipped for new and future challenges
- **engaged** intellectually and socially, ready to make a difference.

Cambridge International AS & A Level offers a choice of assessment routes with staged assessment available in many subjects: Cambridge International AS Level can be offered as a standalone qualification or as part of a progression to Cambridge International A Level:



International recognition and acceptance

Our expertise in curriculum, teaching and learning, and assessment is the basis for the recognition of our programmes and qualifications around the world. Every year thousands of students with Cambridge International AS & A Levels gain places at leading universities worldwide. They are valued by top universities around the world including those in the UK, US (including Ivy League universities), Europe, Australia, Canada and New Zealand.

UK NARIC, the national agency in the UK for the recognition and comparison of international qualifications and skills, has carried out an independent benchmarking study of Cambridge International AS & A Level and found it to be comparable to the standard of AS & A Level in the UK. This means students can be confident that their Cambridge International AS & A Level qualifications are accepted as equivalent, grade for grade, to UK AS & A Levels by leading universities worldwide.

Learn more

For more details go to www.cambridgeinternational.org/recognition

Quality management

Cambridge International is committed to providing exceptional quality. In line with this commitment, our quality management system for the provision of international qualifications and education programmes for students aged 5 to 19 is independently certified as meeting the internationally recognised standard, ISO 9001:2015. Learn more at www.cambridgeinternational.org/ISO9001



Cambridge Assessment International Education is an education organisation and politically neutral. The content of this syllabus, examination papers and associated materials do not endorse any political view. We endeavour to treat all aspects of the exam process neutrally.

“ The depth of knowledge displayed by the best A Level students makes them prime targets for America’s Ivy League universities ”

Yale University, USA

Why choose Cambridge International AS & A Level Accounting?

The study of Cambridge International AS & A Level Accounting allows learners to take the first step towards a career in accountancy and business. With a good understanding of the subject, students can progress to a degree in a related field, or go on to study for the professional qualifications of one of the major accounting bodies.

About the syllabus

Cambridge learners will develop:

- an understanding of how to plan, budget and manage financial resources
- an ability to critically apply, analyse and evaluate accounting policies and practices
- an understanding how to use accounting information to make viable business decisions
- a solid foundation for further study.

Key concepts

The key concepts on which this syllabus is built are set out below. These key concepts can help teachers think about how to approach each syllabus topic in order to encourage learners to make links between topics and develop a deep overall understanding of the subject.

- **A true and fair view**
Financial statements are designed to give a true and fair view of the business to internal and external stakeholders.
- **Duality (double-entry)**
Duality (double-entry) in accounting recognises that every financial transaction has a double (or dual) effect on the position of a business as recorded in the accounts.
- **Consistency**
Consistency in the treatment of financial transactions enables the performance of a business to be compared meaningfully over different time periods.
- **Business entity**
A business is a separate legal entity from the owner of a business. The accounting records must relate only to the business and not to the personal assets and spending of the owner.
- **Money measurement**
Financial accounts only include transactions that can be expressed in terms of money. For example, the purchase of raw material is recorded in the accounts whereas staff creativity is not.

Guided learning hours

Guided learning hours give an indication of the amount of contact time teachers need to have with learners to deliver a particular course. Our syllabuses are designed around 180 guided learning hours for Cambridge International AS Level, and around 360 guided learning hours for Cambridge International A Level.

These figures are for guidance only. The number of hours needed to gain the qualification may vary depending on local practice and the learners' previous experience of the subject.

Prior learning

We recommend that learners who are beginning this course should have previously completed a Cambridge O Level or Cambridge IGCSE™ course in Accounting or equivalent.

Progression

Cambridge International A Level Accounting provides a suitable foundation for the study of Accounting or related courses in higher education. Equally it is suitable for candidates intending to pursue careers or further study in Accounting, or as part of a course of general education.

Cambridge International AS Level Accounting is the first half of Cambridge International A Level Accounting. Depending on local university entrance requirements, the qualification may permit or assist progression directly to university courses in Accounting] or some other subjects.

We recommend learners check the Cambridge recognitions database and the university websites to find the most up-to-date entry requirements for courses they wish to study.

How can I find out more?

If you are already a Cambridge school

You can make entries for this qualification through your usual channels. If you have any questions, please contact us at info@cambridgeinternational.org

If you are not yet a Cambridge school

Learn more about the benefits of becoming a Cambridge school from our website at www.cambridgeinternational.org/startcambridge

Email us at info@cambridgeinternational.org to find out how your organisation can register to become a Cambridge school.

Cambridge AICE

Cambridge AICE (Advanced International Certificate of Education) Diploma is the group award of the Cambridge International AS & A Level. It gives schools the opportunity to benefit from offering a broad and balanced curriculum by recognising the achievements of candidates who pass examinations from different curriculum groups.

Learn more

For more details go to www.cambridgeinternational.org/aice

“ Our research has shown that students who came to the university with a Cambridge AICE background performed better than anyone else that came to the university. That really wasn't surprising considering the emphasis they have on critical research and analysis, and that's what we require at university. ”

Assistant Vice President for Enrollment Management, Florida State University, USA

Supporting teachers

We provide a wide range of practical resources, detailed guidance, and innovative training and professional development so that you can give your students the best possible preparation for Cambridge International AS & A Level.

Teaching resources

- School Support Hub
www.cambridgeinternational.org/support
- Syllabuses
- Schemes of work
- Learner guides
- Discussion forums
- Endorsed resources

Exam preparation resources

- Question papers
- Mark schemes
- Example candidate responses to understand what examiners are looking for at key grades
- Examiner reports to improve future teaching

Support
for Cambridge
International
AS & A Level

Training

- Introductory – face-to-face or online
 - Extension – face-to-face or online
 - Enrichment – face-to-face or online
 - Coursework – online
 - Cambridge Professional Development Qualifications
- Find out more at
www.cambridgeinternational.org/profdev

Community

You can find useful information, as well as share your ideas and experiences with other teachers, on our social media channels and community forums.

Find out more at
www.cambridgeinternational.org/social-media

“ Cambridge International AS & A Levels prepare students well for university because they’ve learnt to go into a subject in considerable depth. There’s that ability to really understand the depth and richness and the detail of a subject. It’s a wonderful preparation for what they are going to face at university. ”

US Higher Education Advisory Council

1 Syllabus overview

1.1 Content

This table gives an overview of the syllabus content for Cambridge International AS and A Level Accounting.

Topics	All candidates study these AS Level topics	A Level candidates also study these additional topics
1 Financial Accounting	<ul style="list-style-type: none"> • The accounting cycle • Accounting for non-current assets • Reconciliation and verification • Preparation of financial statements: <ul style="list-style-type: none"> – adjustments – sole traders – partnerships – limited companies • Analysis and communication of accounting information to stakeholders 	<ul style="list-style-type: none"> • Preparation of financial statements: <ul style="list-style-type: none"> – manufacturing businesses – not for profit organisations – limited companies – International Accounting Standards – auditing and stewardship of limited companies • Business purchase and merger • Consignment and Joint venture accounts • Computerised accounting systems • Analysis and communication of accounting information
2 Cost and Management Accounting	<ul style="list-style-type: none"> • Costing for materials and labour • Traditional costing methods: <ul style="list-style-type: none"> – absorption costing – marginal costing – cost–volume–profit analysis • The application of accounting to business planning 	<ul style="list-style-type: none"> • Activity based costing (ABC) • Budgeting and budgetary control • Standard costing • Investment appraisal

1.2 Assessment

For Cambridge International AS & A Level Accounting, candidates:

- take Papers 1 and 2 only (for the Cambridge International AS Level qualification)
- or**
- follow a staged assessment route by taking Papers 1 and 2 (for the Cambridge International AS Level qualification) in one series, then Paper 3 (for the Cambridge International A Level qualification) in a later series
- or**
- take Papers 1, 2 and 3 in the same examination series, leading to the full Cambridge International A Level.

All components are externally assessed.

Component	Weighting	
	AS Level	A Level
<p>Paper 1 Multiple Choice 1 hour</p> <p>30 multiple choice questions based on the AS Level syllabus content</p> <p>30 marks</p>	30%	15%
<p>Paper 2 Structured Questions 1 hour 30 minutes</p> <p>Four structured questions on the AS Level syllabus content</p> <p>Question 1 on financial accounting (30 marks)</p> <p>Questions 2 and 3 on financial accounting (2 × 15 marks)</p> <p>Question 4 on cost and management accounting (30 marks)</p> <p>Total 90 marks</p>	70%	35%
<p>Paper 3 Structured Questions 3 hours</p> <p>Paper 3 tests the additional content for the A Level, but also requires a knowledge and understanding of the AS Level content.</p> <p>Section A: Four structured questions on financial accounting (4 × 25 marks)</p> <p>Section B: Two structured questions on cost and management accounting (2 × 25 marks)</p> <p>Total 150 marks</p>	–	50%

Candidates following an AS Level route will be eligible for grades a–e.

Candidates following an A Level route will be eligible for grades A*–E.

Availability

This syllabus is examined in the June and November examination series. This syllabus is also available for examination in March for India only.

This syllabus is available to private candidates.

Detailed timetables are available from www.cambridgeinternational.org/timetables

Centres in the UK that receive government funding are advised to consult the Cambridge International website www.cambridgeinternational.org for the latest information before beginning to teach this syllabus.

Combining this with other syllabuses

Candidates can combine this syllabus in an examination series with any other Cambridge International syllabus, except:

- Cambridge International A Level Principles of Accounting (Singapore) (9755)
- syllabuses with the same title at the same level.

2 Syllabus aims and assessment objectives

2.1 Syllabus aims

The syllabus aims to enable candidates to:

- develop an ability to apply accounting concepts, principles and practices
- understand the role of accounting as an information system for monitoring, problem-solving and decision making and the place of accounting in changing economic, social and technological environments
- develop a critical and analytical approach to examining and evaluating accounting policies and practices
- develop skills of communication, analysis, interpretation and presentation of both qualitative and quantitative accounting information.

2.2 Assessment objectives

AO1 Knowledge and understanding

Demonstrate knowledge and understanding of financial accounting and cost and management accounting.

AO2 Application

Apply knowledge and understanding of financial accounting and cost and management accounting to given accounting and business situations, and present the outcomes in the most appropriate form.

AO3 Analysis

Analyse financial accounting information and cost and management accounting information and communicate outcomes in the most appropriate form.

AO4 Evaluation

Evaluate financial accounting information and cost and management accounting information to facilitate effective decision making.

2.3 Relationship between assessment objectives and components

The approximate weightings allocated to each of the assessment objectives (AOs) are summarised below.

The table shows the assessment objectives (AO) as a percentage of each component.

Component	AO1 %	AO2 %	AO3 %	AO4 %
Paper 1	50	32	18	0
Paper 2	24	40	22	14
Paper 3	10	48	30	12

2.4 Relationship between assessment objectives and qualifications

The approximate weightings allocated to each of the assessment objectives are summarised below.

The table shows the assessment objectives (AO) as a percentage of each qualification.

Assessment objective	Weighting in AS Level %	Weighting in A Level %
AO1	30	20
AO2	40	43
AO3	20	25
AO4	10	12

3 Syllabus content

Candidates for Cambridge International AS Level should study the AS Level content for Paper 1 and Paper 2. Candidates for Cambridge International A Level should study all the syllabus content.

The syllabus content is divided into two main topic areas:

- 1 Financial Accounting
- 2 Cost and Management Accounting.

3.1 AS Level content – Paper 1 and Paper 2

1 Financial Accounting (AS Level)	
1.1 The accounting cycle	<p>Candidates should be able to:</p> <ul style="list-style-type: none">• explain and apply the principles of the double entry system to record business transactions• apply the accounting equation• describe the functions of the books of prime entry• describe the limitations of the books of prime entry• prepare ledger accounts and trial balance• apply the accounting concepts underpinning the preparation of accounts: business entity, historic cost, money measurement, going concern, consistency, prudence, realisation, duality, materiality, matching and substance over form.

1 Financial Accounting (AS Level) continued	
1.2 Accounting for non-current assets	<p>Candidates should understand the:</p> <ul style="list-style-type: none"> • distinction between and treatment of capital and revenue incomes and expenditures • causes of depreciation • purpose of accounting for depreciation and the application of relevant accounting concepts in respect of non-current assets. <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • calculate depreciation using the reducing balance, straight-line and revaluation methods • evaluate the most appropriate method of calculating depreciation • prepare ledger accounts and journal entries for non-current assets, depreciation and disposal (including entries for part exchange) • calculate the profit or loss on disposal of a non-current asset • record the effect of providing for depreciation in the income statement and statement of financial position.
1.3 Reconciliation and verification	<p>Candidates should understand the need to reconcile and verify ledger accounts using documentation from internal and external sources.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • prepare a bank reconciliation statement from relevant information • prepare ledger accounts and journal entries to correct errors using a suspense account and record the effects of these in the financial statements • prepare sales and purchase ledger control accounts • reconcile control accounts and ledgers • outline the uses and limitations of control accounts.

1 Financial Accounting (AS Level) continued	
1.4 Preparation of financial statements	Candidates should understand the need for and purpose of financial statements.
1.4.1 Adjustments to financial statements	Candidates should be able to calculate the adjustments needed for: <ul style="list-style-type: none">• accruals and prepayments• irrecoverable debts and doubtful debts• depreciation• inventory.
1.4.2 Sole traders	Candidates should be able to prepare an income statement and statement of financial position for a sole trader from full or incomplete accounting records.
1.4.3 Partnerships	Candidates should be able to: <ul style="list-style-type: none">• prepare an income statement, appropriation account and statement of financial position for a partnership from full or incomplete accounting records• prepare capital and current accounts to record changes required in respect of goodwill and revaluation of assets on the introduction of a new partner, retirement of an existing partner and the dissolution of a partnership.
1.4.4 Limited companies	Candidates should be able to: <ul style="list-style-type: none">• prepare an income statement, statement of financial position and simple cash flows for a limited company from full or incomplete accounting records• describe the distinction between capital and revenue reserves• explain the different types of shares a company may issue• prepare ledger accounts to record the issue of the different types of shares, including bonus and rights issues• prepare a statement of changes in equity.

1 Financial Accounting (AS Level) continued		
1.5	<p>Analysis and communication of accounting information to stakeholders</p>	<p>Candidates should understand the need for the analysis of financial data to aid decision making by stakeholders.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• identify and discuss the differing requirements for information of user groups including: management, employees, potential investors, creditors, government, public and environmental bodies; and communicate the information required by these different stakeholder groups• calculate key accounting ratios to measure profitability, liquidity and efficiency:<ul style="list-style-type: none">– Profitability ratios including: gross margin, mark up, profit margin, return on capital employed, expenses to revenue ratio (operating expenses to revenue ratio)– Liquidity ratios including: current ratio, liquid (acid test) ratio– Efficiency ratios including: non-current asset turnover, trade receivables turnover (days), trade payables turnover (days), inventory turnover (days), rate of inventory turnover (times) <p>(See the formulae in the 'Summary of commonly used ratios' section.)</p> <ul style="list-style-type: none">• use ratios to evaluate and comment on the profitability, liquidity and efficiency of an organisation• identify and discuss the limitations of accounting information.

2 Cost and Management Accounting (AS Level)	
2.1 Costing for materials and labour	<p>Candidates should understand the need to account for material and labour costs.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • identify and calculate fixed costs, variable costs, semi-variable costs and stepped costs • identify the elements of direct and indirect materials and labour • calculate the value of closing inventory using the FIFO and AVCO methods (perpetual and periodic) • calculate labour costs using different methods of remuneration including bonus schemes • understand the different characteristics, and the appropriateness, of using FIFO, AVCO and LIFO (Detailed calculations of the value of inventory using LIFO will not be set.) • demonstrate the effect of different methods of valuing inventory of material on profit.
2.2 Traditional costing methods 2.2.1 Absorption costing	<p>Candidates should understand the application of traditional costing methods.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • allocate and apportion overhead expenditure between production and service departments • calculate overhead absorption rates • calculate and explain the causes of under absorption and over absorption of overheads • identify and explain the uses and limitations of absorption costing.
2.2.2 Marginal costing	<p>Candidates should understand the application of marginal costing.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • calculate the contribution of a product • prepare a break-even chart • calculate the break-even point, contribution to sales ratio and margin of safety • explain the use and limitations of break-even charts • prepare a statement reconciling the reported profit using marginal costing and absorption costing • identify the uses and limitations of marginal costing • calculate the effect of limiting factors on production. <p style="text-align: right;"><i>cont.</i></p>

2 Cost and Management Accounting (AS Level) continued	
2.2.3 Cost–volume–profit analysis	<p>Candidates should be able to:</p> <ul style="list-style-type: none">• identify and explain the advantages and limitations of cost–volume–profit analysis• evaluate and interpret cost–volume–profit data and its value as a support for management decision making• prepare costing statements using unit, job and batch costing principles• apply costing concepts to make business decisions and recommendations using supporting data.
2.3 The application of accounting to business planning	<p>Candidates should understand the benefit to business planning by the use of accounting data.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• explain the need for a business to plan for the future• explain why organisations prepare budgets and the benefits they bring to the planning process• explain the advantages and disadvantages of budgetary control, including both financial and non-financial factors.

3.2 Additional A Level content – Paper 3

The content of the AS Level is assumed knowledge for the assessment of Paper 3. However, the AS Level content will not be the direct focus of questions in Paper 3.

1 Financial Accounting (A Level)		
1.1	Preparation of financial statements	Candidates should understand the need for and purpose of financial statements for specific types of trading and not-for-profit organisations.
1.1.1	Manufacturing businesses	Candidates should be able to: <ul style="list-style-type: none"> • prepare a manufacturing account, including profit on transfer from factory to finished inventory • account for manufacturing profit and the elimination of unrealised profit from unsold inventory.
1.1.2	Not for profit organisations	Candidates should be able to prepare financial statements for 'not for profit' organisations, including: <ul style="list-style-type: none"> • a trading account • an income and expenditure account • a statement of financial position.
1.1.3	Limited companies	Candidates should be able to: <ul style="list-style-type: none"> • understand the nature and purpose of the financial statements of limited companies, and the regulatory framework in which they operate • prepare an income statement, statement of financial position and statement of cash flows for a limited company in line with the relevant international accounting standards.
1.1.4	International Accounting Standards	Candidates should be able to: <ul style="list-style-type: none"> • explain and apply the main provisions of each of the following International Accounting Standards (IAS): <p>IAS Topic</p> IAS 1 Presentation of financial statements IAS 2 Inventories (not long-term contracts) IAS 7 Statement of cash flows IAS 8 Accounting policies IAS 10 Events after the reporting period IAS 16 Property, plant and equipment IAS 36 Impairment of assets IAS 37 Provisions, contingent liabilities and contingent assets IAS 38 Intangible assets • explain the need for an ethical framework in accounting.

1 Financial Accounting (A Level) continued	
1.1.5 Auditing and stewardship of limited companies	<p>Candidates should be able to:</p> <ul style="list-style-type: none"> • explain the role of the auditor • explain and discuss the role of directors and their responsibilities to shareholders (stewardship) • discuss the importance of a true and fair view in respect of financial statements.
1.2 Business purchase and merger	<p>Candidates should understand the nature and purpose of the merger of different types of businesses to form a new enterprise.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • make entries in the relevant ledger accounts to record the: <ul style="list-style-type: none"> – merger of two or more sole traders' businesses to form a partnership – merger of a sole trader's business with an existing partnership to form an enlarged partnership – acquisition of a sole trader's business or partnership by a limited company • prepare income statements and statements of financial position for the newly formed business following the merger, for example the limited company acquiring the partnership • evaluate and discuss the advantages and disadvantages of the proposed merger.
1.3 Consignment and Joint venture accounts	<p>Candidates should be able to distinguish between consignments and joint ventures and the environment in which they operate.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none"> • prepare ledger accounts for consignment transactions, including the calculation of closing inventory valuation • prepare ledger accounts for joint ventures • calculate the profit for joint ventures.

1 Financial Accounting (A Level) continued	
1.4 Computerised accounting systems	<p>Candidates should understand the need for and be able to discuss the process of computerising the accounts of a business.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• discuss the advantages and disadvantages of introducing a computerised accounting system• discuss the process of computerising the business accounts• discuss ways in which the integrity of the accounting data can be ensured during the transfer to a computerised accounting system. (Candidates are not required to use ICT.)
1.5 Analysis and communication of accounting information	<p>Candidates should understand the need for the analysis of financial data to aid decision making by potential investors in a business.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• calculate the following ratios:<ul style="list-style-type: none">– working capital cycle (in days)– net working assets to revenue (sales)– income gearing– gearing– earnings per share– price earnings ratio– dividend yield– dividend cover– dividend per share(See the formulae in the 'Summary of commonly used ratios' section.)• analyse and evaluate the results of the ratios and draw conclusions• make appropriate recommendations to potential investors on the basis of the analysis undertaken• evaluate the interrelationships between ratios.

2 Cost and Management Accounting (A Level)	
2.1 Activity based costing (ABC)	<p>Candidates should be able to understand and discuss the application of activity based costing and identify and explain its uses and limitations.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• use ABC to:<ul style="list-style-type: none">– apportion overheads– calculate the total cost of a unit– calculate the value of inventory– demonstrate the effect of different methods of overhead absorption on profit• apply ABC costing techniques to make business decisions and recommendations using supporting data.
2.2 Budgeting and budgetary control	<p>Candidates should understand the need for and benefits of a budgetary control system to an organisation.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• discuss the advantages and disadvantages of a budgetary control system to an organisation• prepare the following budgets:<ul style="list-style-type: none">– sales– production– purchases– labour– trade receivables– trade payables– cash– master budget• recognise the effect of limiting factors on the preparation of budgets• prepare a flexed budget statement• identify and explain the causes of differences between actual and flexed budgeted data• make business decisions and recommendations using supporting data• discuss the behavioural aspects of budgeting.

2 Cost and Management Accounting (A Level) continued	
2.3 Standard costing	<p>Candidates should understand the application of a system of standard costing to an organisation.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• calculate the following variances:<ul style="list-style-type: none">– direct material price and usage– direct labour rate and efficiency– fixed overhead expenditure, capacity, efficiency and volume– sales price and volume• reconcile standard cost to actual cost• reconcile standard profit to actual profit• explain the causes of the variances and their relationship to each other• discuss how standard costing can be used as aid to improve the performance of a business• discuss the advantages and disadvantages of a standard costing system.
2.4 Investment appraisal	<p>Candidates should understand the process of investment appraisal.</p> <p>Candidates should be able to:</p> <ul style="list-style-type: none">• ascertain future net cash inflows and outflows arising from the project, including the treatment of working capital• discuss the advantages and disadvantages of and apply the following capital investment appraisal techniques:<ul style="list-style-type: none">– net present value (NPV)– accounting rate of return (ARR)– payback– internal rate of return (IRR)• make investment decisions and recommendations using supporting data• evaluate, apply and discuss sensitivity analysis techniques in respect of the data prepared.

4 Summary of commonly used ratios (AS & A Level)

4.1 Profitability ratios

Gross Margin	$\frac{\text{Gross Profit}}{\text{Revenue}} \times 100$
Mark up	$\frac{\text{Gross Profit}}{\text{Cost of Sales}} \times 100$
Profit Margin	$\frac{\text{Profit for the year}}{\text{Revenue}} \times 100$ can also be expressed as $\frac{\text{Profit for the year (after interest)}}{\text{Revenue}} \times 100$
Return on Capital Employed	$\frac{\text{NPBI}}{\text{Capital Employed}} \times 100$ [Capital Employed = Issued Shares + Reserves + Non-Current Liabilities]
Expenses to Revenue Ratio	$\frac{\text{Expenses}}{\text{Revenue}} \times 100$
Operating Expenses to Revenue Ratio	$\frac{\text{Operating Expenses}}{\text{Revenue}} \times 100$

4.2 Liquidity ratios

Current Ratio	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Liquid (acid test) Ratio (also known as 'Quick Ratio')	$\frac{\text{Current Assets} - \text{Inventory}}{\text{Current Liabilities}}$

4.3 Efficiency ratios

Non-Current Asset Turnover	$\frac{\text{Net Revenue}}{\text{Total Net Book Value of Non-Current Assets}}$
Trade Receivables Turnover (also known as Average Collection Period)	$\frac{\text{Trade Receivables}}{\text{Credit Sales}} \times 365 \text{ days}$
Trade Payables Turnover (also known as Average Payment Period)	$\frac{\text{Trade Payables}}{\text{Credit Purchases}} \times 365 \text{ days}$
Inventory Turnover	$\frac{\text{Average Inventory}}{\text{Cost of Sales}} \times 365 \text{ days}$
Rate of Inventory Turnover	$\frac{\text{Cost of Sales}}{\text{Average Inventory}}$ (answer given in times)

4.4 Cambridge International A Level only

Working Capital Cycle (in days)	Trade Receivables Turnover (in days) + Inventory Turnover (in days) – Trade Payables Turnover (in days) or Average Collection Period + Inventory Turnover (in days) – Average Payment Period
Net Working Assets to Revenue (Sales)	Net Working Assets = Inventories + Trade Receivables – Trade Payables $\frac{\text{Net Working Assets}}{\text{Revenue (Sales)}} \times 100$
Income Gearing	$\frac{\text{Interest Expense}}{\text{Profit Before Interest and Tax (PBIT)}} \times 100$
Gearing Ratio	$\frac{\text{Fixed Cost Capital}}{\text{Total Capital}}$ which is: $\frac{\text{Non-Current Liabilities} + \text{Preference Share Capital}}{\text{Issued Ordinary Share Capital} + \text{All Reserves} + \text{Non-Current Liabilities} + \text{Preference Shares}}$

4.5 Investment ratios (stock exchange ratios) Cambridge International A Level only

Earnings per share	$\frac{\text{Net Profit} - \text{Preference Share Dividend}}{\text{Number of issued Ordinary Shares}}$
Price Earnings Ratio	$\frac{\text{Market Price per share}}{\text{Earnings per share}}$
Dividend yield	$\frac{\text{Dividend paid and proposed}}{\text{Market Price of share}}$
Dividend cover	$\frac{\text{Profit available to pay ordinary dividend}}{\text{Ordinary dividend paid}}$
Dividend per share	$\frac{\text{Ordinary dividend paid}}{\text{Number of issued Ordinary Shares}}$

Calculate ratios using year-end balances where appropriate, unless the question specifies the use of average figures.

Calculate ratios to the number of decimal places required by the question.

5 Other information

Equality and inclusion

We have taken great care in the preparation of this syllabus and related assessment materials to avoid bias of any kind. To comply with the UK Equality Act (2010), we have designed this qualification with the aim of avoiding direct and indirect discrimination.

The standard assessment arrangements may present unnecessary barriers for candidates with disabilities or learning difficulties. Arrangements can be put in place for these candidates to enable them to access the assessments and receive recognition of their attainment. Access arrangements will not be agreed if they give candidates an unfair advantage over others or if they compromise the standards being assessed. Candidates who are unable to access the assessment of any component may be eligible to receive an award based on the parts of the assessment they have taken.

Information on access arrangements is in the *Cambridge Handbook* at www.cambridgeinternational.org/eoguide

Language

This syllabus and the associated assessment materials are available in English only.

Making entries

Exams officers are responsible for submitting entries to Cambridge International. We encourage them to work closely with you to make sure they enter the right number of candidates for the right combination of syllabus components. Entry option codes and instructions for submitting entries are in the *Cambridge Guide to Making Entries*. Your exams officer has a copy of this guide.

Exam administration

To keep our exams secure, we produce question papers for different areas of the world, known as administrative zones. We allocate all Cambridge schools to one administrative zone determined by their location. Each zone has a specific timetable. Some of our syllabuses offer candidates different assessment options. An entry option code is used to identify the components the candidate will take relevant to the administrative zone and the available assessment options.

Retakes

Candidates can retake Cambridge International AS Level and Cambridge International A Level as many times as they want to. Cambridge International AS & A Levels are linear qualifications so candidates cannot re-sit individual components. Information on retake entries is in the *Cambridge Handbook* at www.cambridgeinternational.org/eoguide

Candidates can carry forward the result of their Cambridge International AS Level assessment from one series to complete the Cambridge International A Level in a following series, subject to the rules and time limits described in the *Cambridge Handbook*.

Grading and reporting

Cambridge International A Level results are shown by one of the grades A*, A, B, C, D or E, indicating the standard achieved, A* being the highest and E the lowest. 'Ungraded' indicates that the candidate's performance fell short of the standard required for grade E. 'Ungraded' will be reported on the statement of results but not on the certificate. The letters Q (pending), X (no result) and Y (to be issued) may also appear on the statement of results but not on the certificate.

Cambridge International AS Level results are shown by one of the grades a, b, c, d or e, indicating the standard achieved, 'a' being the highest and 'e' the lowest. 'Ungraded' indicates that the candidate's performance fell short of the standard required for grade 'e'. 'Ungraded' will be reported on the statement of results but not on the certificate. The letters Q (pending), X (no result) and Y (to be issued) may also appear on the statement of results but not on the certificate.

If a candidate takes a Cambridge International A Level and fails to achieve grade E or higher, a Cambridge International AS Level grade will be awarded if both of the following apply:

- the components taken for the Cambridge International A Level by the candidate in that series included all the components making up a Cambridge International AS Level
- the candidate's performance on the AS Level components was sufficient to merit the award of a Cambridge International AS Level grade.

How students, teachers and higher education can use the grades

Cambridge International A Level

Assessment at Cambridge International A Level has two purposes:

- to measure learning and achievement
The assessment:
 - confirms achievement and performance in relation to the knowledge, understanding and skills specified in the syllabus, to the levels described in the grade descriptions.
- to show likely future success
The outcomes:
 - help predict which students are well prepared for a particular course or career and/or which students are more likely to be successful
 - help students choose the most suitable course or career.

Cambridge International AS Level

Assessment at Cambridge International AS Level has two purposes:

- to measure learning and achievement
The assessment:
 - confirms achievement and performance in relation to the knowledge, understanding and skills specified in the syllabus.
- to show likely future success
The outcomes:
 - help predict which students are well prepared for a particular course or career and/or which students are more likely to be successful
 - help students choose the most suitable course or career
 - help decide whether students part way through a Cambridge International A Level course are making enough progress to continue
 - guide teaching and learning in the next stages of the Cambridge International A Level course.

'While studying Cambridge IGCSE and Cambridge International A Levels, students broaden their horizons through a global perspective and develop a lasting passion for learning.'

Zhai Xiaoning, Deputy Principal, The High School Affiliated to Renmin University of China

Cambridge Assessment International Education
The Triangle Building, Shaftesbury Road, Cambridge CB2 8EA
Tel: +44 (0)1223 553554 Fax: +44 (0)1223 553558
Email: info@cambridgeinternational.org www.cambridgeinternational.org

Copyright © UCLES September 2019