

Subject	Suggested Activities in Preparation for Year 12															
Accounting	<p>1. Research the difference between a bookkeeper and an accountant. What does a bookkeeper do? What does an accountant do? Create a summary of your findings. Click the link, watch the video and read the information to start your research: <a href="https://www.aat.org.uk/career-in-finance/starting-your-career/accounting-or-bookkeeping">https://www.aat.org.uk/career-in-finance/starting-your-career/accounting-or-bookkeeping</a></p> <p>2. Research the difference between financial accounting and management accounting. Create a summary of your findings. Here is a useful starting point for your research: <a href="https://www.fool.com/the-blueprint/managerial-accounting-vs-financial-accounting/">https://www.fool.com/the-blueprint/managerial-accounting-vs-financial-accounting/</a></p> <p>3. Research and note down a succinct definition of the term 'source document'. Research each of the following types of source document: invoice, credit note, cheque counterfoil, till roll, receipt, paying-in slip counterfoil, bank statement. Create a table summarising your findings:</p> <table border="1" data-bbox="451 835 1382 955"> <thead> <tr> <th data-bbox="451 835 732 877">Source Document</th> <th data-bbox="732 835 954 877">Definition</th> <th data-bbox="954 835 1382 877">When, how and why it is used</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 877 732 919"></td> <td data-bbox="732 877 954 919"></td> <td data-bbox="954 877 1382 919"></td> </tr> <tr> <td data-bbox="451 919 732 955"></td> <td data-bbox="732 919 954 955"></td> <td data-bbox="954 919 1382 955"></td> </tr> </tbody> </table> <p>4. Research the meaning of each of the following key terms: revenue, inventory, cost of sales, gross profit, depreciation, non-current asset, current asset, non-current liability, current liability, capital. Create a table summarising your findings:</p> <table border="1" data-bbox="451 1171 1382 1291"> <thead> <tr> <th data-bbox="451 1171 732 1213">Key Term</th> <th data-bbox="732 1171 1382 1213">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1213 732 1255"></td> <td data-bbox="732 1213 1382 1255"></td> </tr> <tr> <td data-bbox="451 1255 732 1291"></td> <td data-bbox="732 1255 1382 1291"></td> </tr> </tbody> </table>	Source Document	Definition	When, how and why it is used							Key Term	Definition				
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