

## Cash Book Lesson Plan

### Opening situation

Introduce the players to the concept of a bank Balance Sheet and how it is a record of transactions, made by players. It records money coming into their accounts (Credits) and money leaving their accounts (Debits)

### Sheet Familiarisation

- Download and print copies of the Balance Sheet exercise
- **Get the players to write their Name and Surname in the appropriate block.**
- **Get the players to fill in the sheet number. In this case it will be number 1.**
- **Get the players to practise their signatures and when ready, they sign their signature in the specimen signature block.**
- Familiarise the students with the different columns on the sheet.
  - ✓ The Date Column – This records the date of a transaction.
  - ✓ The Debit Column – Records money that is taken out of the account. Entry refers to the written statement of the debit or credit.
  - ✓ Amount – Refers to the amount being debited or credited.
  - ✓ The Credit Column – Records money that is put into the players account.
  - ✓ Balance – Refers to the amount of money in a players account after all debits and credits.

### The entries

An example of a typical week has been placed on the balance sheet. Both debits and credits appear and the ongoing balance is recorded.

The Salary is recorded as a credit and added to the balance. Interest is then calculated at 10 % a week based on the balance, after the salary. If the player calculates 10% of the interest and it has a decimal place, they are required to round off to the nearest Rand.

For example: If a player has a balance of R 143 after their salary. The 10 % calculation on this will be R14,30. The player must then round this down to R14. There are no cents in Real Life 4 Kids.

### WEEK 2

Go through week 2 with the players. Teach them where to put the entries and the associated balance calculations (see model answer). Ensure each player enters these correctly. Use a projector for best results. Spend considerable time explaining the interest calculation. Possibly do a follow up exercise in Mathematics.

### WEEK 3

Allow players to do week 3 independently. Reward players R10 in cash if they get the final calculation correct. Give further assistance to those who make errors.