

Title	Process financial information for cash transactions for an entity		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to, for an entity: prepare accounting records for cash payments received and cash payments made; operate a petty cash system; and prepare a bank reconciliation statement.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Explanatory notes

- 1 All activities associated with this unit standard must comply with the requirements of: Health and Safety in Employment Act 1992, Privacy Act 1993, Goods and Services Tax Act 1985, and their subsequent amendments.
- 2 An *entity* may include but is not limited to – an entire organisation; a part of an organisation such as a cost-centre, department, or branch; a small-to-medium enterprise (SME); a community group such as a sports club.
- 3 *Entity requirements* are expected to include legibility and accuracy for recording cash transactions.
- 4 Definition
Petty cash refers to a small cash fund for minor incidental expenses.

Outcomes and evidence requirements

Outcome 1

Prepare accounting records for cash payments received and cash payments made for an entity.

Evidence requirements

- 1.1 Procedures for handling cash transactions are described in accordance with entity requirements.

Range procedures may include but are not limited to – receiving cash, banking, making cash payments, storing cash, recording cash transactions, checking and reconciling transactions, separating and rotating staff duties.

1.2 Cash receipt records for payments received are prepared in accordance with entity requirements.

1.3 Cash payment records for payments made are prepared in accordance with entity requirements.

Outcome 2

Operate a petty cash system for an entity.

Evidence requirements

2.1 Procedures for establishing and operating the petty cash system are described in terms of entity requirements.

2.2 Petty cash expenditure is managed, balanced, and reimbursed in accordance with entity requirements.

Outcome 3

Prepare a bank reconciliation statement for an entity.

Evidence requirements

3.1 The importance of reconciling bank statements with financial records on a regular basis is explained in terms of potential effects on the entity.

3.2 The bank reconciliation process is completed in accordance with entity requirements.

Planned review date	31 December 2019
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2012
Review	2	27 June 1996	31 December 2012
Review	3	28 April 1997	31 December 2012
Review	4	28 June 1999	31 December 2012
Review	5	26 September 2005	31 December 2012
Review	6	9 December 2010	31 December 2017
Rollover	7	16 April 2015	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.