



Chartered
Institute
of Credit
Management

Moderators Assignment Feedback – HCEO Fees and Accounting Principles and Practice

After each series, we ask our moderators to provide a report on each assignment-based unit to identify:

- any questions which were usually answered particularly well, including main points and qualities that characterised good answers.
- any questions which were usually answered badly and main weaknesses in candidates' answers.
- common errors or misconceptions made by candidates.

We hope that this will be of assistance when completing your HCEO Fees and Accounting assignment.

General feedback to candidates

This assignment is at Level 4 and the skill set required at this level, may require evaluation, analysis as well as knowledge recall.

A common error is to give an answer appropriate to a general accountancy qualification. Candidates should note that they need to show awareness of how the work of High Court Enforcement Officers is recorded in the accounts to achieve a Pass.

There was clear understanding of the structure for fees for the most common writs (for example, writs of control), and candidates who showed understanding of less common fee arrangements earned more marks.

Part B Practice showed weaker performance than Part A Principles. While candidates may supply outputs of computerised systems as evidence, they need to show understanding of the calculations to meet the Pass standard. Worked examples from any source will have more value than general descriptions of approach that lack evidence of the ability to apply knowledge and understanding in a range of situations.

Feedback for each assignment question

This assignment gives you the opportunity to show that you understand High Court Enforcement Officer (HCEO) fees and accounting procedures.

Part a Principle

Q1. Explain the responsibilities of a High Court Enforcement Officer in relation to fees and accounts.

Q1 - Candidates need to provide more than a basic or limited descriptions of the HCEO's responsibilities regarding fees and accounts to gain a pass grade.

Q2. Identify the documents used to record financial transactions in relation to High Court enforcement, outlining the sequence in which these documents are used.

Q2 - Candidates should take on board the need to link identified documents to the HCEO context towards achieving a pass grade.

Q3. Explain the fee scale in relation to different writs of execution.

Q3 - Candidates need to demonstrate their ability to give a clear outline of the fee structure to achieve a Level 4 Pass grade for this question.

Q4. Explain how a High Court Enforcement Officer fulfils the following tasks, taking into consideration any legal and organisational requirements and procedures.

- a)) Recording payments received from debtors and creditors by case
- b) Accounting for VAT
- c) Producing debtor and creditor statements
- d) processing the different types of payments received, including proceeds of sale at auction
- e) Identifying information to be included on invoices
- f) Recording day-to-day expenditure
- g) Maintaining an office account and client account.

Q4a-4g - There were some good answers, and some below the standard. Candidates should note that both question and mark scheme ask for an explanation of how a HCEO carries out the tasks, and so an answer that lacks this context will not achieve a Pass.

Q5. Explain how to prepare final HCEO accounts in the following formats:

- a) Trading Account
- b) Profit and Loss Account (Income Statement)
- c) Balance Sheet

Q5a-c - to achieve a L4 pass or higher grade it is necessary to explain the process for producing the required documents within the context of High Court Enforcement rather than generally.

Q6. Explain the following reporting requirements

- a) Ministry of Justice's reporting requirements
- b) VAT return requirements

Q6a-c - Candidates need to provide a sufficiently detailed explanation of the reporting requirements for the MoJ and HMRC to gain a pass grade at Level 4.

Q7. In relation to the prevention of fraud:

- a) Evaluate the risks of fraud in an HCEO business organisation
- b) Assess methods to prevent fraud, including the recording of financial transactions.
- c) Assess compliance with operating accounts.

Q7a-c - There was a lack of clear assessment of the risks and how to deal with them which limited the identification of valid actions for improvement.

Q1. Demonstrate with case evidence¹, how you prepare and calculate HCEO fees in a range of circumstances.

Q1 - Where the Pass standard was not met, it was largely because of use of purely descriptive matters and failure to use a range of circumstances, only dealing with the calculation of fees for Writs of Control.

Q2. Demonstrate with case evidence, how you prepare HCEO accounts, including statements of HCEO accounts for debtors and creditors and invoices for creditors.

Q2 - Where answered poorly, that was because of either a lack of clear evidence of ability to prepare HCEO accounts and awareness of different approaches and context required by marking scheme.

Q3. Use examples to show how you reconcile accounts, including debtor case ledgers and client and HCEO accounts.

Q3 - Where the grade was Refer, there was lack of detail to show the candidate's ability to reconcile accounts as the case progresses.

Q4. Use examples to show how you prepare VAT and Ministry of Justice returns.

Q4 - Answers that used evidence to show the ability to prepare the returns scored better than answers that simply described the steps in the process.

¹ Please delete names and other personal details when supplying evidence.