

## OALCF Task Cover Sheet

**Task Title:** Dues Schedule

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Accounting and Related Clerks answer client questions and calculate, enter and verify transactions.	
<b>Competency:</b> A: Find and Use Information  C: Understand and Use Numbers	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents C1: Manage money C4: Manage data
<b>Level Indicators:</b> A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details C1.3: Find, integrate and analyze numerical information to make multi-step calculations to compare cost options and prepare budgets C4.1: Make simple comparisons and calculations C4.2: Make low-level inferences to organize, make summary calculations and represent data	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pencil/pen</li><li>• Task Sheet and Sample Dues Schedule</li></ul>	

**NOC 1431 Accounting and Related Clerks****Dues Schedule**

Accounting and Related Clerks answer client questions and calculate, enter and verify transactions. Look at the Dues Schedule.

**Task 1**

Highlight, underline or circle the cost of the dues (excluding taxes) for a senior male or female to join the club.

**Task 2**

A client is 20 years old. What are the client's dues?

**Task 3**

Proof of age is required for some applications. Which applications require proof of age?

**Task 4**

A client is an intermediate member of the Lingan Country Club. He has a brother who is 24 years old and is enrolled as a full time university student. How much are the brother's dues to join the Lingan Country Club?

**Task 5**

Calculate the total cost (including dues, Capital Improvement Fee and HST) for a family that includes a husband and wife, and 3 children ages 24, 20 and 8 who are full-time students.

## Dues Schedule

## NOC 1431 Accounting and Related Clerks

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*This document may have been adapted. Content may not be current.*

*How Do Your Skills Measure Up?*

### LINGAN COUNTRY CLUB

#### 2008 DUES: (excluding tax)

Senior Male or Female.....	\$1,050.00
Husband and Wife.....	\$1,755.00
Intermediate (19-21 yrs.).....	\$500.00
Intermediate (second or later child in immediate family).....	\$280.00
Junior (8-18 yrs.).....	\$345.00
Junior (second or later child in immediate family).....	\$175.00
Social.....	\$115.00
Corporate.....	\$850.00

The Intermediate Rate is available to members ages 22 to 25 years who are Enrolled in a Full Time Course of study (Student ID Required).

#### CAPITAL IMPROVEMENT FEES: (excluding tax)

Senior Male/Female.....	\$100.00
Husband & Wife.....	\$100.00 each
Intermediate.....	\$100.00
Junior.....	\$35.00

#### TAX:

**\*All Annual Membership Dues and Capital Improvement Fees noted above will be subject to (13%) H. S. T.**

#### OTHER SERVICES AND FEES: (prices include H.S.T.)

Club Storage.....	\$85.00
Lockers.....Large \$28.75.....Small \$23.00	
Range Pass.....	\$165.00

#### NOTES:

1. The second, third, etc., Junior or Intermediate in each family will be given membership at a discounted rate listed above. Please inform the Office Manager if you are eligible for this reduction.
2. Proof of age must accompany all applications for Junior and Intermediate Applications.
3. Additional information may be obtained from the manager at the address given on the reverse side or by phoning 562-5100 or at the Club House during office hours. Office hours are Monday to Friday 9 a.m. to 5 p.m.

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## Dues Schedule

### NOC 1431 Accounting and Related Clerks

#### Answer Key

**Task 1** Highlight, underline or circle the cost of the dues (excluding taxes) for a senior male or female to join the club.

**\$1,050.00**

**Task 2** A client is 20 years old. What are the client's dues?

**\$500.00**

**Task 3** Proof of age is required for some applications. Which applications require proof of age?

**Junior and Intermediate applications**

**Task 4** A client is an intermediate member of the Lingan Country Club. He has a brother who is 24 years old and is enrolled as a full time university student. How much are the brother's dues to join the Lingan Country Club?

**\$280.00**

**Task 5** Calculate the total cost (including dues, Capital Improvement Fee and HST) for a family that includes a husband and wife, and 3 children ages 24, 20 and 8 who are full-time students.

Dues:  $1755 + 500 + 280 + 175 = 2710.00$

Cap. Impr. Fees:  $200 + 100 + 100 + 35 = 435.00$

HST:  $3145.00 \times 13\% = 408.85$

**\$3,553.85**

**Task Title: Dues Schedule**

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
A2.1	<ul style="list-style-type: none"> <li>scans to locate specific details</li> </ul>			
	<ul style="list-style-type: none"> <li>locates specific details in simple documents, such as labels and signs</li> </ul>			
C1.3	<ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses and performs required operations; makes inferences to identify operations</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy</li> </ul>			
C4.1	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and compares quantities of items</li> </ul>			
	<ul style="list-style-type: none"> <li>understands numerical order</li> </ul>			
C4.2	<ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses and performs required operation(s); may make inferences to identify required operation(s)</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

**Learner Comments**

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**Instructor (print)**

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**Learner Signature**