



Rewarding Learning

**ADVANCED SUBSIDIARY (AS)
General Certificate of Education
January 2007**

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

**PRE-RELEASE
MATERIALS**

SUPER SAVERS

Super Savers is a scheme that is run by Bridgetown Community Centre. The idea is to encourage people to save small regular amounts of money that are readily accessible. By saving on a regular basis, participants find that big occasions such as Christmas and holidays are much easier to manage. The interest from the scheme is put back into the Community Centre and helps to pay for the upkeep of the building and the staff costs.

The scheme is managed by the Community Centre Committee and has been in place now for two years.

Anyone over 16 years of age can join the scheme, even if they do not live locally and it is proving to be an extremely popular idea. In some cases, several members of the same family have joined. Savers complete an application form which is checked before they become members of the scheme. They are then issued with a savings book which is used to record all deposits and withdrawals. The savings book has the Saver's name, address and saver number on it.

Savings are collected weekly on Tuesdays and Thursdays between 7pm and 9pm, by a team of 8 volunteer Collectors. Collectors are assigned Savers based on where they live. These areas are identified by the letters A,B,C,D,E,F,G and H respectively. Collectors are assigned to each area as follows :

COLLECTOR	NAME	AREA
1	John Mc Menamin	A
2	Stephen Harris	B
3	Frank Arbuckle	C
4	James Little	D
5	David Maguire	E
6	Harry Porter	F
7	David Richards	G
8	William Potts	H

The Collector marks up the savings book when money is deposited or withdrawn. The date is recorded and each entry is initialled. The Collector also records the transaction in his own record book against the Saver's name and number. When the Collector returns the savings money to the Community Centre on a Friday night, he leaves his record book with the secretary, who updates the master records of all Savers. These records are held in the Centre. The Collector picks up his record book during the week usually on a Monday after the master records have been updated.

At present there are 250 people taking part in the scheme and this looks set to increase.

The Community Centre is a very busy place and caters for a huge range of activities and events. As a result of this, the Secretary, Margaret Mercer, who is normally extremely efficient, is finding it hard to get all of the records updated as quickly as she should. There is a lot of paperwork involved and it takes a long time. Sometimes, a Collector will call for his record book on a Monday afternoon and it isn't ready. Margaret has to tell the Collector to come back on Tuesday and sometimes it still isn't ready. The fact is that sometimes when the Collector calls on Wednesday afternoon, Margaret is still working at the records. This means that the Collector has only a very short time to do his rounds and get everything back on time for Friday night.

When all of the records have been updated for the week, Margaret is expected to provide a summary report of the weekly savings for the Community Centre Management Committee. Producing the weekly report means going through every Saver's record to see if a transaction has been made. There is just no time to calculate overall totals or to flag up any important points.

The recording process is tedious and time consuming and is totally manual. The paper is growing all the time. It is difficult to ensure the accuracy of every transaction. There have been some errors in updating the master records and in some cases savings have not been updated at all. The Collectors are very concerned about this as they feel that the Savers might not trust them.

There are no proper records for the Community Centre Committee and these are essential so that the Committee can claim the interest on the savings. There is no way of checking all transactions thoroughly. There are no receipts issued at all.

It is also extremely important to keep the Savers informed. They need to be aware of any changes that are made regarding collection times as well as any other issues relating to deposits and withdrawals. Savers also need to know how the Community Centre Committee is using the interest from the savings.

Margaret Mercer has made it clear to the Committee that something needs to be done urgently to try and resolve the problems. The Chairman of the Committee knows a little bit about computers and thinks that a computer system might be the answer. He has asked a Computer Consultant, Edward O'Reilly to consider the problems and advise the Committee on the way forward with regard to developing a computer system.