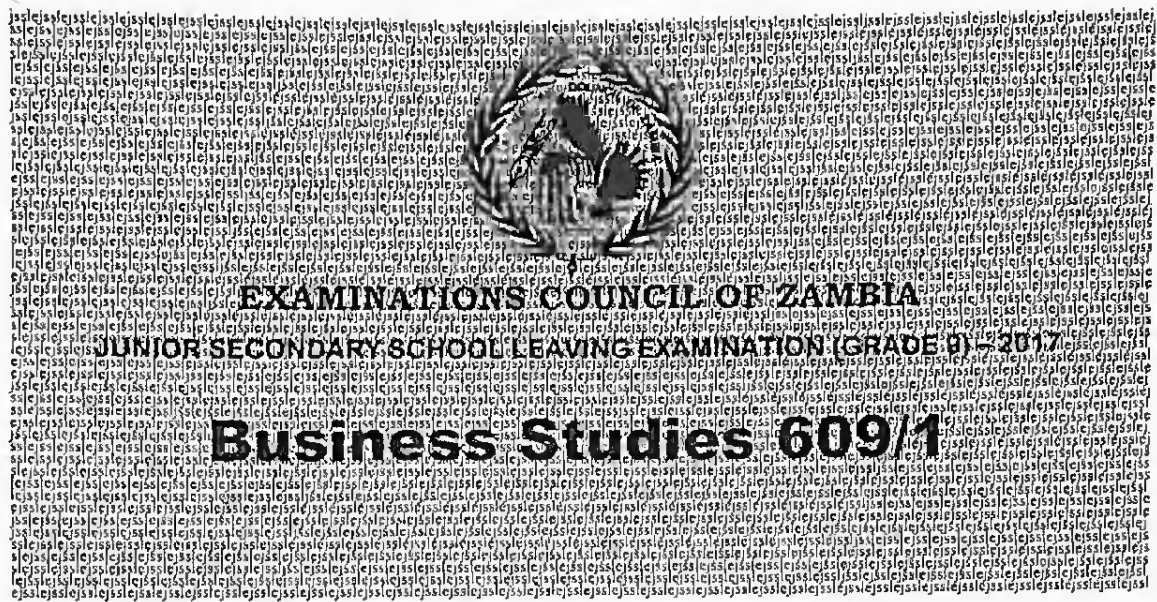




Business Studies 609/1

(INTERNAL CANDIDATES)

Time: 2 hours 30 minutes

Marks: 100

Instructions to candidates

- 1 There are three (3) sections in this paper, Sections A, B and C.
- 2 Answer all the questions.
- 3 All answers for this examination must be written in the Answer Booklet provided.
- 4 **Section A:** Four suggested answers are given A B C and D. choose the best one and show it in the space provided by marking on it with a cross (X)

For example if the answer is D

A	B	C	☒ D
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Section B and C: Write the answers in the Answer Booklet provided.

- 5 You are given ten (10) minutes to: Write your name, candidate number, school/centre name and code on the Answer Booklet and read through the paper.
- 6 Do not start writing until you are told to do so.

Information for Candidates

Non programmable calculators may be used.

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

SECTION A

Answer all the questions in this section in the Answer Booklet provided by putting a cross (X) on the letter you have chosen as your answer.

- 1** Which department in an organisation is responsible for payment of staff salaries and wages?

 - A** Procurement Department
 - B** Human Resource Department
 - C** Administration Department
 - D** Accounts Department
- 2** The filing system where all the files of a company are kept in one place is called ...

 - A** Alphabetical filing.
 - B** Central filing.
 - C** Departmental filing.
 - D** Numerical filing.
- 3** Which of the following document is **not** needed in the formation of a business?

 - A** Articles of Association
 - B** Partnership Deed
 - C** Statement of Account
 - D** Trade Certificate
- 4** A guideline used to tabulate organisational goals and objectives for the purpose of planning is called ...

 - A** balance sheet.
 - B** log book.
 - C** management sheet.
 - D** time card.
- 5** Which one of the following envelopes has an opening on the longer side?

 - A** Airmail Envelope
 - B** Banker Envelope
 - C** Pocket Envelope
 - D** Registered Envelope

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- 6 Study the transactions below;
- (i) Sold a motor vehicle on credit.
 - (ii) Cash sales.
 - (iii) Sold a Delivery van by cheque.
 - (iv) Exchanged a motor vehicle for a house.
 - (v) Bought a house and payment deferred to a later date.
- Which of these are credit transactions?
- A (i) (iii) and (iv).
 - B (iii) (v) and (i)
 - C (v) (ii) and (iii).
 - D (i) and (v).
- 7 Which document is sent by the seller to the buyer as a reminder of the amount due, for the goods supplied?
- A Advice Note.
 - B Credit Note.
 - C Invoice.
 - D Quotation.
- 8 The ... is used as a source document for the Purchases Journal.
- A Original Invoice
 - B Original Credit Note
 - C Duplicate Invoice
 - D Duplicate Credit Note
- 9 Assets bought and sold on credit are first recorded in the ...
- A Purchases and Sales Journal.
 - B Sales Journal.
 - C Purchases Journal.
 - D General Journal.
- 10 The machinery Account is a good example of a ...
- A Personal Account.
 - B Real Account.
 - C Nominal Account.
 - D Real and Nominal Account.
- 11 The other name for Debtor's ledger is ...
- A Purchaser Ledger.
 - B Creditors Ledger.
 - C Sales Ledger.
 - D General Ledger.

- 12 Nelly Chansa's capital at the beginning of the year was K95,000 and K120,000 at the end of the year. She withdrew K12,000 during the year. Calculate her net profit for the year?
- A K 132,000
 - B K37,000
 - C K108,000
 - D K 13,000
- 13 The Basic pay for the worker is K8,000 and he is charged a 2% "Pay As You Earn" per month. Calculate the worker's net pay.
- A K7,840
 - B K8,160
 - C K8,000
 - D K7,680
- 14 Which one of the following is **not** a reason for budget preparation in an organisation?
- A Control measure in financial matters
 - B It is a guide on expected income and projected expenditure
 - C It encourages transparency
 - D It shows the current cash balance of an organisation
- 15 The type of Bank Account which allows a client to withdraw cash after a specific period of time is called...
- A Fixed Deposit Account.
 - B Current Account.
 - C Deposit Account.
 - D Savings Account.
- 16 The postal service which allows people without permanent postal addresses to collect mail in person at the post office is called...
- A Data post.
 - B Express mail service.
 - C Free post.
 - D Post Restante.
- 17 The abbreviation Inc. stands for ...
- A Incorporated.
 - B Inconvenience.
 - C Income.
 - D Include.

- 18** Mr Mumbi received a labour Day Award for being the most obedient and faithful employee. Which office etiquette best describes him?
- A** Royalty
 - B** Courtesy
 - C** Punctuality
 - D** Loyalty
- 19** An Accountant was discovered to have been altering official financial records in an organisation. What is the effect of this activity on the organisation? The organisation will ...
- A** lose resources.
 - B** become profitable.
 - C** have good reputation.
 - D** gain resources.
- 20** Ben wishes to open a Bank Account which uses a cheque for withdrawals. Which account would be suitable for Ben?
- A** Savings Account.
 - B** Current Account.
 - C** Deposit Account.
 - D** Fixed Deposit Account.

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[20 marks]

SECTION B

Answer all the questions in this section. Write your answers in the Answer Booklet in the spaces provided.

- 1** **(a)** State whether the following are true or false:
- (i)** Late – coming is not one of the acceptable office etiquettes expected from a worker. [1]
 - (ii)** Chief buyers belong to the Accounts Department in an organisation. [1]
- (b)** Arrange the following items in numerical order:
- (i)** 13764165 - IT
 - (ii)** 22116035 - BC
 - (iii)** 10698147 - CA
 - (iv)** 13774166 – BD [2]
- (c)** Use the **word list** below to answer the questions that follow:

Word List

Registered mail, Recorded Delivery, Airmail, Railex, Mobile phone, internet, Telephone, Facsimile.

- (i)** ... is mail used when sending valuable items such as certificates, Jewellery or cheques. [1]
 - (ii)** The global system of interconnected computer networks that interchange data is called ... [1]
- (d)** Match the items in Group **A** with those in Group **B**:

Group A

Payment according to the amount of work done.

Fixed payment plus all allowances

Payment according to hours worked

Number of hours that a worker is contracted to work per week.

Group B

Time Rate

Normal time

Piece rate

Gross salary

[4]

[10 marks]

- 2 (a) What type of business transactions are shown below?
- (i) Exchanged 40 cows for a house. [1]
- (ii) Received cash as commission for selling goods. [1]
- (b) Study the document below and answer the questions that follow:

BM GENERAL DEALERS LTD Box 33411 KAFUE				No. 193 Date: 20 Dec, 2016
To: Kafue School P.O Box 43 43912 Kafue				
QTY	Description	Unit price (K)	Total	
100	Reams of paper	?	8,500	
?	Box files	6	120	
			?	
Prepared by : Y. Mwila Received by: J. Gondwe				

100
5
1200
11700

- (i) What is the unit price for the reams of paper? [1]
- (ii) Calculate the quantity of the box files? [1]
- (iii) What is the total amount for the reams of paper and the box files? [1]
- (c) Zimba returned 500 packets of pens at K50 each to Muyunda because of wrong colour.
- Required to:**
- Fill in a Credit Note. [3]
- (d) What is the meaning of the abbreviation via? [1]
- (e) Classify the following accounts under the correct heading (Real, Nominal and personal).
- (i) Wages Account
- (ii) Machinery Account
- (iii) Fred Chikwanda's Account
- (iv) Cash Account [2]

- (f) Complete the table below. Write your answers in the **Answer Booklet**.

S/No	Transaction	Account to be Debited	Account to be Credited
(i)	Bought goods and paid by cheque.		
(ii)	Sold goods on credit to C. Chanda		
(iii)	Withdraw cash from the bank for private use.		
(iv)	J. Zulu returned goods to us.		

[4]

[15 marks]

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- 3 (a) Explain any three of the desirable business ethics. [5]
- (b) (i) Mention any two reasons why budgeting is necessary. [2]
- (ii) From the following information, prepare the budget for Bwale, for the month of June 2015:

Income	Expenses
Salary K3,500	Groceries and food K4,000
Rent received K2,200	Transport K300

[3]

- (c) Study the diagram below:

XYZ BANK (Z) LTD Manda Hill, Lusaka	
01-04-00 DATE: 18/08/16	
Pay: ...Mapalo Goodson.....or order	
the sum of: Two thousand kwacha only.	
K2,000-00	
E Daka	
000072.010400.0474881141	

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- (i) Identify the parties to the cheque above [3]
- (ii) The following is a bank statement for the month of June 2015.

Bank Statement

Date	Details	F	Debit K	Credit	Balance K
June 1	Balance	b/f			10,500
10	E. Mutale			7,500	?
15	Zambia State Insurance		1,500		?
29	J. Manda			3,000	19,500

Calculate the bank balances on the 10th and 15th June 2015. [2]

[15 marks]

SECTION C

Answer all questions in this section in the Answer Booklet provided.

- 1 Natasha trades in office machinery and on 1st April 2016, her financial position was as follows:

	K
Freehold land and buildings	2,500
Cash at bank	120
Grade debtors	250
Grade creditors	200
Fixtures and fittings	400
Stock	140

Required to:

Enter the above items in Natasha's Journal Proper, showing the capital figure as at this date.

[10 marks]

- 2 The following Trial Balance was taken from the books of **Z. Temba**, an incompetent Bookkeeper, on 31st December, 2014.

TRIAL BALANCE AS AT 31ST DECEMBER, 2014

Details	Dr (K)	Cr (K)
Sales	21,550	
Purchases		13,500
Returns inwards		450
Returns outwards		150
Carriage inwards	1,000	
Carriage outwards		800
Rent		2,000
Debtors		5,500
Creditors	1,550	
	24,100	22,400

Required:

Re draft the Trial Balance correctly.

[10 marks]

- 3** The following balances were extracted from the books of R. Chocha as at 31st December 2015.

	K
Sales	42,830
Purchases	16,740
Stock (01.01.2015)	4,790
Returns inwards	220
Returns outwards	410
Carriage inwards	60
Stock (31.12.2012)	3,030
Carriage outwards	240
Debtors	3,240
Drawings	8,360
Premises	48,000
Buildings	20,500
Wages and salaries	10,310
Loan from ZANACO	6,020
Rent received	640
advertising	2,180
bank	3,010
Creditors	2,870
Capital	64,950
Cash in hand	70

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Required to prepare:

- (a) R. Chocha's Trading and Profit and Loss Account for the year ending 31st December 2015. [11]
- (b) Draw up a Balance Sheet as at 31st December, 2015. [9]

[20 marks]

[Total: 40 marks]

