

SUCCESS IN BUSINESS STUDIES

VOLUME ONE - 1ST EDITION – JULY - 2021

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GRADE 8 – 9

2015 – 2020



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SUCCESS ONLY THE BEST IS GOOD ENOUGH

EXAMINATIONS COUNCIL OF ZAMBIA

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2015

Business Studies 609/1

(INTERNAL & EXTERNAL CANDIDATES)

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 one of the following is not an example of an office?
 - A Virtue office
 - B Closed office.
 - C Virtual office
 - D An open office.

- 2 The filing of documents according to places is known as ...
 - A Geographical filing.
 - B Chronological filing.
 - C Alphabetical filing.
 - D Subject filing.

- 3 A risk taker who takes advantage of a given opportunity and resource in order to make money is ...
 - A an entrepreneur.
 - B a receptionist.
 - C a Personnel manager.
 - D a Wages clerk.

- 4 One of the reasons why people engage in business is to...
 - A pass time.
 - B prevent crime.
 - C provide employment opportunities.
 - D control all people.

- 5 The doubling of an A4 size paper results in an ... size paper.
 - A A2
 - B A8
 - C A3
 - D A5

- 6 Which one of the following is an example of a barter transaction?
 - (i) Withdrew cash for private use
 - (ii) Exchanged a house for a car worth the same price.
 - (iii) Deposited cash into bank
 - (iv) Sold goods on credit to J. Bwale.
 - A (iv)
 - B (iii)
 - C (i)
 - D (ii)

- 7 Which document would be used when the seller wants to inform the buyer that the goods are on the way?
 - A Advance note.
 - B Advice note.
 - C Quotation.
 - D Statement of Account.

- 8 The ... is used as a source document for the Returns Inwards Journal.
 - A Original Credit note
 - B Duplicate invoice
 - C Original invoice
 - D Duplicate Credit note.

- 9 The ... is simply a book in which we record the details of our credit customers.
 - A Sales Journal
 - B Purchases Journal
 - C Cash Book
 - D General Journal

- 10 Electricity Bill Account is an example of ...
 - A Real account.
 - B Personal account.
 - C Nominal account.
 - D Nominal and Personal Account.

- 11 Contains records of Customer's Personal Account.
 - A General Ledger
 - B Sales Ledger
 - C Purchases Ledger
 - D Nominal Ledger

- 12 The business has its closing capital of K2,240, net loss value of K954 and opening capital of K3,950. How much is the value of drawings?
- A K 756
 - B K3,194.
 - C K4,904.
 - D K 695
- 13 Mambwe's housing allowance is 10% of his monthly salary of K7500. He also gets medical allowance of 5% of his monthly salary. Calculate his housing allowance.
- A K560
 - B K6 800
 - C K500
 - D K750
- 14 Buying of shares in a company is a good example of ...
- A entrepreneurship.
 - B budgeting.
 - C investment.
 - D expenditure.
- 15 Which banking service allows a bank customer to make a fixed payment on a fixed date?
- A Credit transfer.
 - B Standard Order.
 - C Bank loan.
 - D Standing Order.
- 16 A postal service which enables the organisation to share the same information to a large audience within or outside the organisation is called ...
- A a Business Reply Service.
 - B a Free post.
 - C an Agency service.
 - D a Circular.
- 17 What do the letters UFS stand for?
- A Under Flying Seal
 - B Under Flying Squad
 - C Utterances For Safety
 - D Under - garment For Sale.

- 18 Mrs Bulaya who is an employee of Kwacha Holdings was to issue payment reminders to all outstanding debtors of a company. Which department does she belong to?
- A Purchases Department
 - B Personnel Department
 - C Maintenance Department
 - D Accounts Department
- 19 Which of the following is an example of entrepreneurial activities found in the community?
- A Persistence
 - B Fishing
 - C Loyalty
 - D Stealing
- 20 Which of the following are true about a Savings Account?
- (i) Cheque book is used when making withdrawals
 - (ii) A minimum balance is required in order to operate the account.
 - (iii) Suitable for people earning a low but regular income.
 - (iv) Overdraft facility is offered.
 - (v) Automated Teller Machine facility is available.
- A (i), (ii), (iii) and (v)
 - B (ii), (iii) and (v)
 - C (iii) only
 - D (i), and (iv)

[20 marks]

SECTION B

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

- 1 Select the correct answer for the following questions from the list of possible answers given below:

WORD LIST:

Sales Department, Production Department, Accounts Department, Procurement Department, Reliability, Courtesy, Loyalty, Punctuality. [2]

- (a) (i) Which department is in charge of preparing the budgets, forecasts and statistics of the business.
- (ii) The acceptable behaviour in an office that demands that workers should work with minimum supervision and should have proper knowledge of the work they do is ...

- (b) Arrange the following names in alphabetical order. [2]

- (i) Mrs Angela Mwelwa
- (ii) Professor C. K. Maluba
- (iii) Catherine Kangwa
- (iv) Dr Allan Banda

- (c) Use the provided word list to answer the following questions. [2]

- (i) A service that enables members of the public to reply to letters without having to pay for a stamp is ...
- (ii) A call made by the operator to wake up or remind someone of an activity is ...

WORD LIST:

Conference call, Courier service, Alarm call, Data post, Business Reply Service, Philately. [2]

- (d) Classify the following items into voluntary or statutory deductions.

- (i) Loan repayments
- (ii) Pension contributions
- (iii) Pay As You Earn (PAYE)
- (iv) Club subscriptions [4]

- 2 (a) What type of business transactions are the following?
- (i) The purchase of goods on credit from J. Mweene. [1]
- (ii) A payment for rent by cheque [1]

- (b) Study the document below and answer the questions that follow:

					No. 340 02/03/15
From: Masuba Company Mpulungu					
To: Maarnbo Mweene Box 320098 Mpulungu					
Please supply the following goods.					
Qty	Ref.no.	Details	Unit Price	Discount	Total Price
50	201	Commerce books	10.00	10%	500
20	205	Business Studies books	5.00		100

- (i) How many books were ordered. [1]
- (ii) Calculate the value of books ordered. [1]
- (iii) If the buyer was given a discount how much is he supposed to pay. [1]
- (c) Match the items in Group A with those in Group B using the Roman numerals. [3]

Book of Original Entry		Source Document	
A		B	
(i)	Sales Day Book	(i)	Original Credit Note
(ii)	Purchases Returns Journal	(ii)	Cheque Counterfoil
(iii)	Cash Book (Bank column)	(iii)	Copy invoice

- (d) What does the abbreviation "Chq" stand for [1]

- (e) Classify the following Accounts under the correct heading (Real, Nominal, and Personal Account), [2]
- (i) Mwiinga Investment Company Account.
 - (ii) Office Furniture Account.
 - (iii) Motor Expenses Account
 - (iv) Fixtures and fittings Account
- (f) The following Ledger Account appears in the books of Mwila Kabanda.

MBAZA'S ACCOUNT

DATE	DETAILS	F	DR	CR
2012				
Sept 1	Balance		2500	
Sept 5	Sales			1500
Sept 14	Sales Returns		200	
Sept 20	Bank			350
Sept 30	Balance	c/d		(a)
				(b)
Oct 1	Balance	b/d		

- (i) What was the balance (a) on September 30, 2012? [1]
 - (ii) In which ledger would Mbaza's Account appear? [1]
 - (iii) What were the totals (b) on Mbaza's Account? [1]
- 3 (a) Explain the importance of the Certificate of Incorporation to a public limited company. [4]
- (b) Match the items in column A with those in column B using Roman numerals. For example (i and iii).

Column A**Column B**

- | | |
|--|--------------------------|
| (i) Keeping of finances in the house other than at the bank | (i) Goal setting |
| (ii) Restricting expenditure to what is necessary only | (ii) Traditional methods |
| (iii) An outline of what the business wants to achieve at the end of an activity | (iii) Control measure |

[3]

- (c) Study the following table and answer the question below;

Item	K
Construction	12,000
Salaries to workers	9,000
Agricultural equipment	5,200
Pension payment	10,900
Government scholarships	7,500
Education materials	6,750
	51 350

- (i) What type of budget is this? [1]
- (ii) Calculate the total amount allocated towards infrastructure development and education. [1]
- (d) Classify the following Financial institutions under the correct heading. [3]

S/N	Financial Institution	Commercial Bank	Central Bank
(i)	Indo Zambia Bank		
(ii)	Bank of Zambia		
(iii)	Finance bank		

- (e) Draw a withdrawal slip and fill in the information given below.

Name of Account holder - Mr Gondwe Sydney

Amount to be withdrawn - K 500

Use the current date

Account number - 02004102 [2]

SECTION C

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

1. Prepare a Sales Journal for Kasutu Shinka from the invoices on 31st July, 2012

July 2012

- 2 Sold on credit to Gemba the following:

4 cases of milk at K35.00 each

15 crates of soft drinks at K96.00 each

12 pockets of potatoes at K30.00 each

6 boxes of boom at K65.00 per box

8 containers of 5 litres cooking oil at K65.00 each

All were subject to 20% Trade Discount

[10]

- 2 The following information was extracted from the books of Kazawala J.

You are required to prepare a Trial Balance as at 30th September, 2014.

	K
Capital	7 000
Sales	870
Wages	840
Purchases	46
Fixtures	500
Creditors	584
Debtors	95
Motor van	4 000
stationery	225
General expenses	1 400
Rent and rates	350
Heating and Lighting	550
Drawings	504
Stock	140
Returns outwards	500
Returns inwards	304

[10 marks]

- 3 The following balances were taken from the books of Chibwe Nkandu as at 30th June, 2015.

	K
Stock (30.06.14)	550
Stock (30.06.15)	1,110
Motor vehicles	4,500
Debtors	3,500
Insurance	2,500
Sundry expenses	1,100
sales	25,042
Purchases	9,568
furniture	3,790
Stationery expenses	250
rates	180
Cash at bank	950
Cash in hand	1,095
Returns inwards	190
Returns outwards	107
Creditors	1,600
carriage outwards	215
Carriage inwards	184
Drawings	1,835
Capital	3,658

Required

- (a) Prepare Chibwe Nkandu's Trading and Profit and Loss Account for the year ending 30th June, 2015
- (b) Draw up his Balance Sheet as at 30th June, 2015.

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JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2016

Business Studies 609/1

(INTERNAL & EXTERNAL CANDIDATES)

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 An office that is small and only allows one or two people to work from it is
 - A an open ended office.
 - B a dispensary.
 - C a staff room.
 - D a closed plan office.

- 2 Files which enable many records to be in wallets or pockets around a central vertical pillar are ...
 - A pending files.
 - B circular rotary files.
 - C dead files.
 - D box files.

- 3 Hard work and innovativeness are good qualities of
 - A a receptionist.
 - B a family.
 - C an entrepreneur.
 - D a community.

- 4 Which of the following is not one of the good ways of managing business financial resources?
 - A Ensuring that there are financial controls through budget preparation and implementation.
 - B Ensuring that all business funds are deposited in the bank for safe keeping and withdrawn only when required.
 - C Ensuring that a good and transparent financial record is maintained.
 - D Ensuring that none of the business creditors are paid.

- 5 ... is used to make several copies from a stencil.
- A Teleprinter
 - B Franking machine
 - C Ink duplicator.
 - D Photocopier.
- 6 State the type of business transaction involved when payments and receipts are made by cheque in the exchange of good and services.
- A Bank transaction.
 - B Credit transaction.
 - C Barter transaction.
 - D Bata transaction.
- 7 A catalogue is a good example of ...
- A a quotation.
 - B an order.
 - C an invoice.
 - D a receipt
- 8 The source document for the cash book is the ...
- A Invoice.
 - B Debit note.
 - C Receipt.
 - D Credit note.
- 9 A book in which we record money meant for smaller expenditure on a day to day running of a business is called a
- A Purchases Day Book.
 - B Cash book.
 - C Petty Cash Book.
 - D Sales Day Book.
- 10 Motor vehicle account is an example of ...
- A Real Account.
 - B Nominal Account.
 - C Personal Account.
 - D Impersonal Account.

- 11 In which ledger would the purchases account be recorded?
 - A Purchases Ledger.
 - B Sales Ledger.
 - C Creditors Ledger.
 - D Nominal' Ledger.

- 12 Given that purchases amount to K82,000; cost of goods sold is at K90,000; and the opening stock valued at K45,000, calculate the value of closing stock.
 - A K37 000
 - B K8 000
 - C K45 000
 - D K127 000

- 13 Mr Mwale works for Mika Company. He is entitled to an income of: Salary K450, Housing Allowance of K45, Education Allowance of K25, Deductions: Union fees of K30; PAYE K20. How much is his take home pay?
 - A K520
 - B K470
 - C K750
 - D K570

- 14 Which one of the following is not a requirement for ensuring good Personal Financial management?
 - A Savings.
 - B Excessive borrowing.
 - C Budgeting.
 - D Investments.

- 15 One of the functions of the Central Bank is to
 - A issue notes and coins.
 - B provide ATM facilities to all customers.
 - C issue cheques to the members of the public.
 - D lend money to members of the public.

- 16 Phones that can be carried to any place and are connected wirelessly are
 - A Audio phones.
 - B Land lines.
 - C Text phones.
 - D Cell phones.

- 17 The abbreviation Co stands for ...
 A Common operation.
 B Compound.
 C Company.
 D Co-operative.
- 18 Mr Banda is in-charge of keeping a record of incoming and outgoing files within the organisation, identify his position in the organisation.
 A Accounts Clerk.
 B Registry Clerk.
 C Sales Clerk.
 D Sales representative.
- 19 BM motor Company Limited has survived for a long period of time because it keeps on coming up with improved models of motor vehicles. In relation to this, identify the entrepreneurial trait that can be attributed to BM Motor Company.
 A Open to criticism.
 B Creativity.
 C Risk taker.
 D Innovative.
- 20 Mr Wall wishes to obtain an overdraft from his Bank. He was advised that this facility is only offered to certain account holders. Identify the type of account that Mr Wali should open to qualify for an overdraft.
 A Current Account.
 B Savings Account.
 C Deposit Account.
 D Investment Account.

[20 marks]

SECTION B

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

- 1 From the given list below identify the correct answers for the following questions.
- (a) (i) Mr Mambwe is a mechanical engineer at K. M. Company Limited.
 To which department does he belong? [1]
- (ii) Socially acceptable formal relations or behaviour among employees in a work place is termed as ... [1]

WORD LIST:

Production Department, Attitude, Loyalty, Etiquette, Maintenance Department.

- (b) Arrange the following names alphabetically. [2]
- (i) Sonalaji M. 3.
 - (ii) Gondwe L. N.
 - (iii) Chikumbutso V.J.
 - (iv) Richards A.
- (c) State whether the following are "True or False".
- (i) Railex refers to mail sent by train. [1]
 - (ii) Facsimile is used for sending only typed work from one location to another. [1]
- (d) The following are rates of pay which are used for calculating pay depending on the nature of the work. Select the correct answer from the word list. [4]
- (i) An employee is paid a fixed sum of money per each hour that is worked.
 - (ii) This is based on the principle that any extra output should be shared between the worker and the employer.
 - (iii) This is when an employee is paid a fixed agreed sum of money for a week, month or a year.
 - (iv) This is an allowance given to an agent who does work on behalf of someone.

WORD LIST:

Time card, flat rate, wage sheet, time rate, payslip, bonus rate, statutory deductions, commission rate.

[Total: 10 marks]

- 2 (a) Complete the following sentences by stating whether the statement is "True" or "False".
- (i) Exchange of 5 goats for 1 cow is a Barter Transaction. [1]
 - (ii) Receiving a cheque from Peggy for payment for goods sold to her is a Credit transaction. [1]

- (b) Study the document below and answer the questions that follow:

Statement of Account

Chamo Ltd
P.O. BOX 50924
Lusaka

Maya Pvt School
P.O. Box 90745
Mkushi

Date: 18/11/2014

Date	Description	Debit	Credit	Balance
01/05/09	Balance			2 500
06/05/09	Cheque 101		450	(a)
20/05/09	Invoice no. 709	850		(b)
31/05/09	Credit Note		(c)	2 780

- (i) How much was the closing balance on 6/05/09 (a). [1]
- (ii) How much was the balance on 20/05/09 (b). [1]
- (iii) Calculate the value of the credit entry (c). [1]
- (c) Complete the table below. [3]
- | S/N | Book of Original Entry | Source Document |
|-------|------------------------|-----------------|
| (i) | Cash book | (a) |
| (ii) | Purchases Day Book | (b) |
| (iii) | Sales Return Day Book | (c) |
- (d) What do the letter C.C. stand for? [1]
- (e) Classify the following items into Real, Personal or Nominal Account.
- (i) Motor Expenses Account.
- (ii) Zesco Limited Account.
- (iii) Fixture and Fittings Account.
- (iv) Malakata's Account. [2]

- (f) The following Account appeared in L. Hamooya's Ledger in the month of December, 2014.

A. BINGA'S ACCOUNT

Date	Details	F	Debit	Credit
Dec. 2014				
1	Balance	b/f	3 550	
15	Sales		45 060	
20	Returns inward			(a)
25	Discount Allowed			6 500
30	Cash			31 540
31	Balance	c/d		5 000
			?	(b)
1/1/15	Balance	b/d	5 000	

- (i) Is Binge a Debtor or Creditor? [1]
- (ii) Calculate the missing figure of Returns inward' on December 20, 2014, in **(a)**. [1]
- (iii) What are the totals for Binge's Ledger Account in **(b)**? [1]
- (iv) In which ledger would Binge's Account be found? [1]

[Total: 15 marks]

- 3 (a) State whether the following statements are "True or False".
- (i) A business plan is used for sourcing loans from lending institutions. [1]
- (ii) A business plan helps to start up the business. [1]
- (iii) A company is required to submit the Memorandum of Association to the Registrar of Companies before registering the business. [1]
- (iv) A partnership business is required to submit an Articles of Association to the Registrar of Companies. [1]
- (v) A business plan assist the business to determine the viability of a business idea. [1]
- (b) Use the word list below to fill in the missing phrase in the following statements:
- (i) A budget acts as a on what and when to spend in an organisation.
- (ii) The budget acts as a in limiting on unnecessary expenditure in an organisation.
- (iii) A budget promotes ... to enhance openness and honesty in the manner finances in an organisation are being spent.

Word list:

Shares, Guide, Bonds, Control measure, Transparency. [3]

- (c) Njekwa gets K4 650 per month, he spends $\frac{3}{4}$ (three quarters) of his total salary per month. How much is his total budget of expenses per month? [2]

- (d) (i) Study the diagram below and answer the questions that follow:

14-00-44
MADDI BANK ZAMBIA LIMITED
Date: 20/10/15
<div style="display: flex; justify-content: space-between;"> Pay: Mwandila Mweene or order </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> The sum of Two Thousand Kwacha only <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px;">K 2000</div> </div> <div style="text-align: center; margin-top: 10px;">L. Mweetwa</div> <div style="margin-top: 10px;">097411.140044.0474117</div>

Identify the Drawer and Drawee in the diagram above. [2]

- (ii) Mapalo Siwo deposited K100 notes amounting to K1 500 in his bank account on 30th June, 2015, you are required to fill in the deposit slip shown below.

DEPOSIT SLIP		
Account Name		
Account Number: 04111720112167		
Branch: Ndola		
Date:		
Notes	Amount (K)	Ngwe (n)
K100		
K50		
K20		
K10		
K5		
K2		
K1		
Total		
Amount in words:		
Customer Signature		Bank teller's Signature
M.S		E.C

SECTION C

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

- 1 Enter the following information into E. Hamankolo's cash accounts for the month of January, 2014 and balance off the account.

January 1 Started business with K9 000 cash in hand.

January 3 Bought goods for cash K2 000

January 8 Paid rent by cash K1 500

January 10 Sold good K3 000 cash

January 17 Paid Sundry Expenses by cash K550

January 25 Cash purchases K1 500

January 31 Bought motor vehicle by cash K2 000. [10]

- 2 The following Trial Balance was extracted by Hampeyo on 31st December, 2014, failed to agree.

Trial balance as at 31' December, 2014.

DETAILS	DR (K)	CR (K)
Sales	150 140	
Machinery		74 800
Debtors	15 200	
Creditors	8 500	
Rent and Rates		2 100
Carriage outwards		3 500
Purchases		90 500
Capital		25 000
Bank overdraft	2 460	
	176 300	195 900

Required

Re-draft a corrected version of Hampeyo's Trial Balance as at 31st December, 2014. [10]

- 3 The following balances extracted from the books of Mvunga as at 31st December, 2014.

	K
Bank loan	1000
Capital	5167
Debtors	2160
Creditors	1 285
Wages and salaries	450
Buildings	1953
Stock on 31 st December, 2014	1950
Discount Allowed	95
Discount Received	81
Drawings	980
Gross profit	3785
Cash in hand and at Bank	1372
Equipment	549
Commission Received	65
Plant and machinery	1540
Bad debts	64
Carriage outwards	96
Rent received	170
Stationery	127
Advertising expenses	217

You are required to prepare

- (a) The Profit and Loss Account for the year ending 31 December 2014. [10]
 (b) A Balance Sheet as at 31 December 2014. [10]

[Total: 20 marks]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2017

Business Studies 609/1

(INTERNAL CANDIDATES)

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

- 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 net at the end of the year. She withdrew K12,000 during the year. Calculate her 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.

[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.
- (ii) Received cash as commission for selling goods.
- (b) Study the document below and answer the questions that follow:

<p style="text-align: center;">BM GENERAL DEALERS LTD</p> <p style="text-align: center;">Box 33411 No. 193</p> <p style="text-align: center;">KAFUE Date: 20 Dec, 2016</p> <p>To: Kafue School</p> <p style="padding-left: 40px;">P.O Box 43 43912</p> <p style="padding-left: 40px;">Kafue</p>			
QTY	Description	Unit price (K)	Total
100	Reams of paper	?	8,500
?	Box files	6	120
			?
<p>Prepared by : Y. Mwila</p> <p>Received by: J. Gondwe</p>			

- (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 Chikwandais 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
	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]

- 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: ... <u>Mapalo Goodson</u>or order	
the sum of: Two thousand kwacha only.	
E Daka	K2, 000-00
000072.010400.0474881141	

- (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 15' 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

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]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2018

Business Studies 609/1

(EXTERNAL CANDIDATES)

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 An office is one where...
 - A there is privacy.
 - B there is more than one officer operating in the same room.
 - C there is security.
 - D supervision of members of staff is difficult.

- 2 Spike, as a filing equipment keeps documents in... order.
 - A Alphabetical
 - B Chronological
 - C Geographical
 - D Numerical

- 3 Strengthening of entrepreneurial abilities can best be done through
 - A good health.
 - B hard work.
 - C observing others.
 - D production.

- 4 A Written record of future desires to be achieved by an individual or institution in a given period of time is known as.
 - A Articles of Association
 - B a Business Plan.
 - C a Management Sheet.
 - D a Partnership Deed.

- 5 A Laminator is used for
- A arranging documents neatly.
 - B capturing thin layer of plastic on documents.
 - C covering a thin layer of plastic on documents.
 - D storing, creating and retrieving documents.
- 6 A transaction where goods are bought and payment is made later is called... transaction.
- A future
 - B credit
 - C cash
 - D barter
- 7 The part of a cheque that remains in the cheque book after issuing out a payment is known as a...
- A payment voucher.
 - B duplicate slip.
 - C Counter foil.
 - D cash sale slip.
- 8 The source document used for small cash payments is known as... voucher.
- A receipt
 - B petty cash
 - C cheque stab
 - D cash sales
- 9 The book of original entry in which we record the purchase of fixed assets on credit is called...
- A Sales Day Book.
 - B Purchases Day Book.
 - C Purchases Returns Journal.
 - D General Journal.
- 10 Sundry expenses is a good example of... Account.
- A Nominal
 - B Personal
 - C Personal and Real
 - D Real

- 11 To which ledger do we post the total of the Sales Day Book?
- A Cash
 - B Creditors a
 - C Debtor's
 - D General
- 12 Given that opening stock is valued at K16,800.00 closing stock at K10,300.00 and purchases at K15,400.00, calculate the Cost of Goods Sold.
- A K11 700.00
 - B K21 900.00
 - C K27 100.00
 - D K32 200.00
- 13 Mwitwa is an employee of a bank whose pay and deductions are as follows:
Gross pay K7 500.00, Union fee K90.00, PAYE K300.00. Calculate the net pay.
- A K7 110.00
 - B K7 200.00
 - C K7 410.00
 - D K7 890.00
- 14 Investment is
- A saving money for holiday tours.
 - B putting money into a business to earn a profit.
 - C getting money from the business for personal use.
 - D borrowing money from the bank to buy a car
- 15 A service offered by commercial banks allowing customers to pay for goods and services using their Automated Teller Machine (ATM) cards is called
- A Banker's draft.
 - B Credit transfer.
 - C Point of Sale.
 - D Standing Order.
- 16 The postal service that allows for letters and parcels to be sent through rail transport is known as...
- A Courier services.
 - B Rail mail
 - C Railex mail
 - D Registered mail.

- 17 The letters RTS stands for ..
 - A Refer to Seal.
 - B Return to sender.
 - C Return to source.
 - D Return to subscriber.

- 18 Muleya Works in a business factory to ensure that the company's products meet the needs and wants of consumers. Which department does she belong to?
 - A Maintenance
 - B Procurement
 - C Production
 - D Purchases

- 19 Nyambe usually offers discounts and special prices to customers whenever need arises, which business ethic does he follow?
 - A Fairness
 - B Flexibility
 - C Integrity
 - D Loyalty

- 20 Which one of the following statements is not true about a Current Account.
 - A Account holders are issued with a cheque book
 - B Automated Teller Machine (ATM) facility is offered
 - C It is an interest earning account
 - D Overdraft facility is offered

[20 marks]

SECTION B

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

- 1 (a) Select the correct answers from the following word list to answer the following questions.

WORD LIST:

Loyalty, Reliability, Computer Room, Administration Department,
Registry Room, Secretary, Punctual, Legal Department.

- (i) Mweenda is a dependable worker who works without any close supervision and instructions. Which type of office etiquette does he possess? [1]
- (ii) Tensha's work is to draft and keep company records, organise Annual General meetings as well as sign contracts of the company. To which department does she belong? [1]

(b) Arrange the following in numerical order.

- (i) 456 T. Gibson
- (ii) 247 A. Kalidas
- (iii) 427 M. Hess
- (iv) 344 R. Hodgson [2]

(c) Match any two of the following words/phrases in column **A** with suitable words/phrases in column **B**.

	Column A		Column B
(i)	Used for sending valuables like cash notes and certificates.	(i)	Facsimile
(ii)	Used for sending tapes and diskettes.	(ii)	Registered mail
(iii)	Used to send and receive exact copies of pictures through the telephone.	(iii)	Data post

- (d) Explain the types of deductions below and give examples.
 - (i) Statutory deduction [2]
 - (ii) Voluntary deduction [2]

[Total: 10 marks]

- 2 (a) What type of transactions are the following
 - (i) Bought goods from Mukela paying after 30 days. [1]
 - (ii) Paid cash for wages and salaries. [1]

- (b) Chishimba works for Daza private school. On 2nd March 2017, he received the following items on behalf of his institution from LIGO's Stationery Ltd;
- 100 reams of bond paper, reference P1
- 150 boxes of chalk, reference C2

Required to:

Fill in the Goods Received Note provided for in the Answer Booklet. [3]

- (c) Prepare an invoice note using the following information:

Seller: Mbamu

Buyer: Nasimu

Date: 6th February, 2017

5 reams of bond paper at K50.00 each

10 boxes of chalk at K10.00 each [3]

- (d) What do the letters "c/o" stand for? [1]

- (e) Classify the following according to the correct class of Account (Real, Personal and Nominal Account).

(i) Free hold Property Account.

(ii) Advertising Account.

(iii) Mwape and Brothers' Account.

(iv) Plant and Machinery Account. [2]

- (f) Study the transactions below and state which accounts are to be debited and credited.

(i) Bought Motor Van by cheque. [2]

(ii) Cash sales paid directly into bank. [2]

[Total: 15 marks]

- 3 (a) Give **five** ways of financing businesses. [5]

- (b) (i) Give **three** examples of Personal Financial Management. [3]
- (ii) Mutinta prepared the following personal budget.

Mutinta's Personal Budget

	K
Stationery	15 450.00
Groceries	?
Food stuffs	8 910.00
Electricals	17 540.00
Total	55 000.00

Calculate Mutinta's budgetary allocation for groceries. [2]

- (c) (i) What is meant by Savings Account? [1]
- (ii) Fill in a Bank Statement using the following: information:

1 st September, 2016	Balance brought down K7 600.00
7 th September, 2016	Drawings K500.00
20 th September, 2016	Salary K4 500.00
29 th September, 2016	Bank charges K150.00

[4]

[Total: 15 marks]

SECTION C

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

- 1 The following details were taken from the books of C. Kaumba in the month of June, 2017.

		K
June 1	Imprest for the month	1 000.00
5	paid for postage stamps	50.00
6	Bought envelopes	30.00
10	Bought disinfectants	150.00
11	Cost of sending a parcel	25.00
18	paid for a taxi fare	35.00
22	Bought washing powder	118.00
26	Cost of bus fare	75.00
28	Bought reams of paper	330.00

Required to:

Draw up C. Kaumba's Petty Cash Book using the following analysis column headings:
Stationery, Postage, Transport and Cleaning.

NB: Your starting point for petty cash voucher (PCV) numbers should be 10.

[10]

- 2 Below is a Trial Balance prepared by an incompetent Bookkeeper.

Trial balance as at 31st December, 2017.

	Details	F	Dr (K)	Cr (K)
	Stock			200.00
	Capital		800.00	
	Drawings		40.00	
	Sales		450.00	
	purchases			300.00
	Debtors		500.00	
	Creditors		350.00	
	Advertising			100.00
	Motor Van			460.00
			1 690.00	1 060.00

Required to:

Prepare a correct Trial Balance as at 31st December, 2017. [10]

- 3 The following details were available in the books of B. Matandiko on 30th June, 2017.

	K
Stock (01.07.16)	1 450.00
Stock (30.06.17)	1 210.00
Rent received	4 000.00
Insurance	120.00
Salaries and wages	1 227.00
Purchases	25 450.00
Sales	53 850.00
Debtors	3 850.00
Creditors	9 500.00
Cash at Bank	11 000.00
Returns inwards	850.00
Returns outwards	450.00
Carriage inwards	950.00
Carriage outwards	1 100.00
Motor vehicles	13 500.00
Furniture	19 500.00
Rates	650.00
Postage and Stationery	492.00
Drawings	1 400.00
Capital	13 739.00

Required to:

- (a) Prepare B. Matandiko's Trading and Profit and Loss Account with the correct title [12]
 (b) Draw up the Balance Sheet with the correct title. [8]

[Total: 40 marks]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2018

Business Studies 609/1

(INTERNAL CANDIDATES)

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 The department responsible for sorting goods according to their quality and grades is known as.... Department
 - A Sales
 - B Stores
 - C Production
 - D Purchases

- 2 The filing of documents according to dates, is known as filing.
 - A alphabetical
 - B chronological
 - C geographical
 - D subject

- 3 The type of business owned and controlled by one person, is known as a.
 - A company.
 - B Co-operative.
 - C partnership.
 - D sole-trader.

- 4 A partnership business can come to an end if ...
 - A partners disagree.
 - B partners make losses.
 - C one partner is absent.
 - D one partner is sick.

- 5 A. is an electronic equipment that can create, store, organise and retrieve information.
- A photocopler
 - B franking machine
 - C duplicating machine
 - D computer
- 6 The exchange of goods or services where payment is made at a later date, is known as... transaction.
- A barter
 - B bank
 - C credit
 - D cash
- 7 The business document used to start the buying process in an organisation is known as
- A a quotation.
 - B an order.
 - C an Invoice.
 - D an enquiry.
- 8 The source document that is used for a transaction requiring immediate payment is Known as
- A receipt.
 - B an invoice.
 - C a credit note
 - D a debit note.
- 9 Goods sold on credit are entered in a
- A Journal Proper
 - B Purchases Day Book.
 - C Sales Day Book.
 - D Sales Returns Day Book.
- 10 Debtors and creditors are an example of Accounts.
- A Real
 - B Personal
 - C Nominal
 - D Impersonal

- 11 The suppliers accounts are recorded in the ... Ledger.
- A Sales
 - B Purchases
 - C General
 - D Debtors
- 12 Use the following information to calculate the value of working capital. Stock K4 500.00, debtors K1 700.00, cash in hand Ki 000.00, creditors K2 300.00 and bank overdraft K700.00.
- A K7 900.00
 - B K7 200.00
 - C K4 900.00
 - D K4 200.00
- 13 Kangwa receives an annual salary of K120 000.00 and her monthly deductions per month are as follows:
PAYE K1 500.00, pension fund K500.00. Calculate her monthly gross pay.
- A K8 000.00
 - B K10 000.00
 - C K11 500.00
 - D K12 000.00
- 14 The buying of shares is a good example of ..
- A bonds.
 - B budgeting.
 - C investment.
 - D saving.
- 15 The Financial Institution that is specifically formed to buy and sell foreign currency to members of public is known as a
- A Building Society.
 - B Bureau de Change.
 - C Commercial Bank.
 - D Central Bank.
- 16 The postal service that allows one to send small amounts of money in fixed denomination is called
- A money transfer.
 - B money order.
 - C postal orders.
 - D electronic transfer.

- 17 What do the letters "RTS" stand for?
- A Return to supplier
 - B Return to sender
 - C Return to seller
 - D Refer to sender
- 18 Chulu is in charge of sensitising people about the goods produced by the business. Which department does Chulu. belong to?
- A Purchasing
 - B Production
 - C Marketing
 - D Human Resource
- 19 Inambao wants to start running his own business but does not have enough money to do so. How can Inambao finance his business?
- A Leasing of assets
 - B Issuing of bonds
 - C Issuing of shares
 - D Issuing of stock
- 20 Three of the following are required documents during company formation. Which one is not?
- A Articles of Association
 - B Memorandum of Association
 - C Partnership deed
 - D Trading certificate

[20 marks]

SECTION B

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

- 1 (a) Match the items in column **A** with those in column **B**.
- | | COLUMN A | | COLUMN B |
|-------|---------------------------|-------|---|
| (i) | Maintenance Department | (i) | Organising and storing of all business documents and records |
| (ii) | Administration Department | (ii) | Advising on repairing and replacement of equipment. |
| (iii) | Legal Department | (iii) | Making sure that suppliers deliver the correct quantities goods. |
| (iv) | Purchasing Department | (iv) | Advising organisations on procedures of dealing with internal and external misunderstanding |
- (b) Arrange the following items in numerical order:
- | | NAME | | |
|-------|----------|------|-----------------|
| (i) | 20173978 | (i) | Chiyaze Peter |
| (ii) | 20173128 | (ii) | Hanzala Maureen |
| (iii) | 20176204 | (ii) | Mwape Allan |
| (iv) | 20172014 | (iv) | Kaumba Jane |
- [2]
- (c) Use the word list below to answer the questions that follow:
- Word List**
- Courier Service, Data Post, Postal Order, Money Order, Express Mail.
- (i) Musonda usually sends large sums of money to her mother in the village by filling in a special form obtained from the Post Office. which Postal Service does she use?
- (ii) Which Postal Service does Mutinta use to deliver mail or packages In the quickest possible way?
- (d) **AMB** Company employs two types of workers, they are paid by either wage or salary. Explain the meaning of the following;
- | | | |
|------|----------|-----|
| (i) | A wage | [2] |
| (ii) | A salary | [2] |

[10 marks]

- 2 (a) What type of business transactions are shown below?
- (i) Buying of goods using an ATM card.
 - (ii) Selling a car and receiving payment after a week.
- (b) Banda Dalitso an Account holder with BKM Bank, paid K3 500.00 on 7th February 2017 to Mudenda Joshua for goods supplied.

Required to:

Fill in a cheque [3]

- (c) George Phiri bought 100 tins of Milo at K24.00 each, paying by cheque No. 0000471. Money was received by C Bwembya on 3rd February, 2018.

Required to:

Fill in the receipt [3]

- (d) What does the abbreviation B.O.D. stand for? [1]

- (e) Classify the following accounts under the correct heading (Nominal, Real and personal).

- (i) Mwango and Sons Account
- (ii) Light and Heating Account
- (iv) Plant and Machinery Account
- (iv) Delivery Expenses Account [2]

- (f) Using the following information, prepare Nchimunya's Account a Debtor to the business for the month of September, 2017.

September 1	Balance brought forward	K 800.00	
September 4	Sold goods on credit	K1 000.00	
September 20	Received a cheque worth	K1 500.00	[4]

[15 marks]

- 3 (a) Describe the following qualities of a good Entrepreneur.

- (i) Self-confidence.
- (ii) Open minded and flexible
- (iii) Passionate

- (b) (i) What is a National Budget?
- (ii) Use the following information to prepare a budget for Bunda, for the month of August, 2017.

	K	N	
Monthly salary	10 500.00		
Gift from a friend	2 250.00		
Lighting and heating expense	1 000.00		
Food and transport	6 500.00		[4]

- (c) (i) Nyambe wishes to withdraw cash from the bank at mid-night, to solve an emergency issue. Which banking service would Nyambe use? [1]
- (ii) Richard Zuze, whose bank account number is 004151, withdrew two thousand five hundred kwacha from the bank on 25th June, 2017.

Required to:

Fill in a withdrawal slip.

[4]

[15 marks]

SECTION C

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

- 1 Mukuma Enterprise Limited maintains a petty cash book, using the imprest system. A monthly cash float of K2 500.00 was received on 1st January 2018 from the main cashier. The company made the following payments in the month of January:

			K	N
JAN	2	Bought stamps	200.00	
	10	Paid for a bus fare	220.00	
	12	Bought envelopes	130.00	
	13	Paid for taxi fare	140.00	
	15	Bought toilet disinfectants	120.00	
	16	Bought hand sanitizers	180.00	
	30	Bought reams of papers	600.00	

Required to:

Prepare the Petty Cash Book and balance it up using the imprest system.

Use the following analysis columns: Postage, transport, stationery and leaning.

[10 marks]

- 2 The following information was extracted from the books of N. Tembo on 30 November, 2017.

	K	N
Sales	11 800.00	
Machinery	15 400.00	
Debtors	4 200.00	
Creditors	6 200.00	
Insurance	8 000.00	
Carriage outwards	5 000.00	
Purchases	2 500.00	
Capital	10 000.00	
Bank overdraft	7 100.00	

Required:

Prepare Tembo's Trial Balance showing the correct heading.

[10 marks]

- 3 The following details were available in the books of M Silumbu on 30th December, 2016.

	K N
Net profit	11 988.00
Machinery	19 500.00
Stock (31.12.2016)	2 500.00
Debtors	9 300.00
Office equipment	12 650.00
Bank overdraft	1 100.00
Drawings	9 800.00
Creditors	7 250.00
Furniture	16 500.00
Cash in hand	2 438.00
Capital	65 900.00
Fixtures and fittings	13 550.00

Required:

Draw up the Balance Sheet. Show the correct heading.

[20 marks]

[Total: 40 marks]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2019

Business Studies 609/1

(EXTERNAL CANDIDATES)

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 one of the following is not a function of an office?
 - A Analysing
 - B Planning
 - C Privacy
 - D Storing

- 2 The sorting out of files or documents according to topic or particular issues is called... filing.
 - A alphabetical
 - B chronological
 - C numerical
 - D subject

- 3 Entrepreneurial abilities are strengthened through holding
 - A motivational
 - B memorandum
 - C momentum
 - D movement

- 4 is one of the reasons for dissolving a company.
 - A Short listing of a company
 - B increased quarrels
 - C Death of the director
 - D Bankruptcy of the company

- 5 Which type of paper is used for making more than one copy without using a carbon paper?
 - A Board paper
 - B Bond paper
 - C Flimsy paper
 - D Stencil paper

- 6 A business transaction that allows a customer to pay for goods and services at a later date is known as... transaction.
- A Credit
 - B cash
 - C barter
 - D bank
- 7 A... is a reply to an enquiry from the seller to the buyer.
- A Receipt
 - B quotation
 - C invoice
 - D advice note
- 8 The source documents that is used when the buyer has been under charged is known as a ...
- A Cheque.
 - B Credit note.
 - C Debit note.
 - D Receipt.
- 9 The book where we record details of our credit suppliers is Known as a ... Journal.
- A General
 - B Purchases
 - C Returns
 - D Sales
- 10 Land and Building is a good example of ... Account.
- A nominal
 - B nominal and real
 - C personal
 - D real
- 11 ... Ledger is a type of ledger in which we find personal accounts of our Suppliers.
- A Sales
 - B Returns
 - C Purchases
 - D General

- 12 If a business made a gross profit of K2 500.00 and a net profit of K750.00. What was the value of the total expenses?
- A K1 750.00
 - B K2 750.00
 - C K3 250.00
 - D K4 750.00
- 13 Bwalya works for MBD Company and entitled to the following; Basic salary K1600.00, Rural Hardship Allowance K150.00, PAYE K120.00, calculate the worker's gross pay.
- A K1 870.00
 - B K1 750.00
 - C K1 630.00
 - D K1 600.00
- 14 ... is one of the methods of investments.
- A Reducing on unnecessary expenditure
 - B Going for holiday trips abroad
 - C Buying of shares in a company
 - D Buying a car for personal use
- 15 Which banking service allows for a bank customer to withdraw more than what is in the account?
- A Bank loan
 - B Bank overdraft
 - C Credit transfer
 - D Direct debit
- 16 The postal service that allows a trader to obtain feedback from their Customers without the customers paying for postage is known as a...
- A Postal money orders.
 - B Post restante.
 - C Express mail service.
 - D business Reply service.
- 17 What do the letters "CAI" stand for.
- A Cash against Invoice.
 - B Cheque Against Invoice.
 - C Company Against Invoice.
 - D Credit Against Invoice.

- 18 Lubinda as a worker at MDC Company accepts his mistakes and is able to accept blame of any work done wrongly. Which office etiquette does he possess?
- A Courtesy
 - B Loyalty
 - C Reliability
 - D Responsibility
- 19 Which of the following statements are examples of avoiding being a victim of fraud?
- (i) Keeping personal details safe
 - (ii) Fall out with family members and friends
 - (iii) Reading the terms and conditions on the contracts
 - (iv) Borrowing money from unreliable sources
- A (iii) and (ii)
 - B (i) and (iii)
 - C (iv) and (i)
 - D (ii) and (iv)
- 20 Musonda pays for water bills to the council at different dates and different amounts. Which banking service does she use?
- A Standing order
 - B Credit transfer
 - C Direct debit
 - D Debit card
- [20 marks]**

SECTION B

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

- 1 (a) Bridget was asked to attend a job interview, for possible recruitment.
- (i) Which department in an organisation is responsible for staff recruitment?
 - (ii) Who heads the department you have mentioned in (i) above?
- (b) File the following documents chronologically by indicating the roman numeral of your choice in the spaces provided, in the Answer Booklet.
- (i) A letter received from Mwaka on 4th March, 2015.
 - (ii) News papers received on 1st March, 2015.
 - (iii) An appointment letter received on 10th March, 2015.
 - (iv) News letter received on 3rd March, 2015.
- [2]**

- (c) Mundia wishes to send some documents to distant places. Which telecommunication services could be used in the following situations?
- (i) Sending an urgent funeral message to a distant town.
 - (ii) Sending exact copies of the Parent Teachers' Association (PTA) minutes to distant places using telephone line. [2]
- (d) Indicate whether the following statements are **true** or **false**:
- (i) A worker's total pay plus all allowances and without deductions is known as basic pay. [1]
 - (ii) Personal levy is an example of a statutory deduction. [1]
 - (iii) the method of paying workers based on the amount of work done is known as piece rate. [1]
 - (iv) A fixed monthly pay to a worker which does not depend on the amount of work done is called a salary.
- [Total: 10 marks]**
- 2 (a) Explain what is meant by the following,
- (i) Credit transactions. [1]
 - (ii) Cash transactions. [1]
- (b) Study the diagram below.

QUOTATION			
			Date: 10/01/17
<p style="text-align: center;">Chisomo General Dealers P.O. Box 32008 Mongu</p> <p>Ms. Chanda Mbulo P.O. Box 32009 Monigu</p>			
Qty	Description	Unit Price (K)	Total Amount (K)
40	Hard cover books	15.00	(i)
50	Manila paper	(ii)	3 000.00
Total			(iii)

- (i) What is the total amount for the hard cover books [1]
- (ii) Calculate the unit price for manila paper. [1]
- (iii) How much was the total amount for the goods [1]

- (c) Use the following information to answer the question below.

Date: Current date
 Amount paid: K900.00
 Payment to: Gerald Mbewe
 Account holder: Mwewa Mubanga
 Bank Name: MCB Bank (z) Ltd
 Cairo road, Lusaka

Required to:

Fill in the cheque leaf that is provided in the Answer Booklet. [3]

- (d) What does the abbreviation 'viz' stand for? [1]

- (e) Classify the following Accounts under the correct heading namely:
 Real, Nominal and Personal Accounts.

- (i) ABC Supermarket Account.
 (ii) Bank Account.
 (iii) Salaries Account.
 (iv) Discount Received Account. [2]

- (f) Complete the table by indicating the account to be debited and credited.

S/N	Transaction	Account to be debited	Account to be credited
(i)	Bought furniture by cheque	?	?
(ii)	Withdrew cash from the bank for office use.	?	?

[4]

[Total: 15 marks]

- 3 (a) Match the following statements in column A with words/phrases in column B.

Column A

Column B

- | | |
|---|---------------------|
| (i) How much is needed to start a business | (i) Locality |
| (ii) Consideration on when the business will open and close | (ii) Competitors |
| (iii) Traders selling similar goods | (iii) Trading hours |
| (iv) Decide on how to inform Customers about the goods | (iv) Advertising |
| (v) Where to sell the goods | (v) Capital |

[5]

- (b) (i) Explain "Guidance" as a reason for Budgeting. [1]
- (ii) The following information relates to Ngoma.
- | | |
|-------------------|-----------|
| Salary | K5 000.00 |
| Electricity | K 300.00 |
| Groceries | K1 700.00 |
| Housing Allowance | K1 000.00 |
- Required to:**
- Prepare Ngoma's budget. [4]
- (c) (i) Explain a "Credit Card" as a service offered by the Bank. [1]
- (ii) Fill in a withdrawal slip using the following information;
- | | |
|-------------------|-------------|
| Branch: | Solwezi |
| Date | 14/03/2016 |
| Account Name: | Mwila Chiti |
| Account number: | 02301 |
| Amount withdrawn: | K4 000.00 |
- [4]

[Total: 15 marks]**SECTION C****Answer all questions in this section in the Answer Booklet provided.**

- 1 The following transactions were taken from the books of Kumwemu Taka, in the month of December, 2016.

December 1 Bought the following on credit from Nalumbo:

10 Boxes of chalk at K12.00 each

80 Board dusters at K15.00 each

Less 10% Trade Discount

December 21 Bought goods on credit from Chimbe worth K2 000.00.

Less 5% Trade Discount

December 31 Bought 50 exercise books on credit from Ntakaila at K10.00 each

Required to:

Prepare a Purchases Journal. [10]

- 2 The following information relates to Collins Mbabara's Trial Balance which failed to agree.

Trial balance as at 31st December, 2016.

Details	F	Dr		Cr	
		(K)	N	(K)	N
Cash		6500.00			
Bank				13 700.00	
Capital		12 600.00			
Sales		18 600.00			
Purchases				5 400.00	
Stationery				1 200.00	
Salaries		4 400.00			
		42 100.00		20 300.00	

Required to:

312

Prepare a correct Trial Balance as at 31 March 2016.

- 3 The following details were extracted from the books of Mwale as at 31st August, 2016.

	K	N
Capital	4 160.00	
Creditors	586.00	
Office Salaries	245.00	
Debtors	1 944.00	
Premises	700.00	
Stock (01.09.15)	1 275.00	
Drawings	295.00.	
Discount received	280.00	
Gross Profit	678.00	
Cash in hand and at bank	347.00	
Office equipment	104.00	
Rent received	60.00	
Discount Allowed	130.00	
Bad debts written off	45.00	
Rates and Insurance	129.00	
Plant and Machinery	550.00	

Required to prepare:

- (a) Profit and Los Account for the year ending 313 August, 2016. [8 $\frac{1}{2}$]
- (b) Balance Sheet as at 31 August, 2016. [11 $\frac{1}{2}$]

[20 marks]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2019

Business Studies 609/1

(INTERNAL CANDIDATES)

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 The type of an office which has more than one person in a room is called ... office.
A virtue
B open
C crossed
D closed
- 2 The filing equipment which allows files to be kept side by side is known as... filing cabinet.
A box
B horizontal
C lateral
D vertical
- 3 Which type of business offers training to its members?
A Company
B Co-operate
C Partnership
D Sole trader
- 4 A business may be closed off because of ...
A bankruptcy.
B Competitors.
C investments.
D solvency.
- 5 Paper clips are used for...
A keeping papers together permanently
B keeping papers together temporarily.
C separating papers permanently.
D separating papers temporarily.

- 6 An exchange of goods for goods is known as... transaction.
- A barter
 - B bank
 - C cash
 - D credit
- 7 The Business document that shows pictures, prices and terms of payment of goods for sale is known as...
- A a quotation.
 - B an inquiry.
 - C an estimate.
 - D a catalogue.
- 8 The source document that is used to start the accounting process in both books of the buyer and seller is known as.
- A an invoice.
 - B a debit note
 - C a credit note.
 - D a cheque.
- 9 Goods sold on credit are first recorded in the....
- A Cash Book.
 - B General Journal.
 - C Purchases Journal.
 - D Sales Journal
- 10 The Sales Account is an example of... Account.
- A Nominal and Personal
 - B Nominal
 - C Personal
 - D Real
- 11 The type of Ledger in which Real and Nominal Accounts are recorded is called... Ledger.
- A Sales
 - B Purchases
 - C General
 - D Creditors

- 12 On 31st December, 2017, the cost of Fixed Assets was K2 200.00, Current Assets were valued at K2 000.00 and current liability were K1 200.00. Calculate the value of working capital.
- A K800.00
 - B K1 200.00
 - C K3 000.00
 - D K3 200.00
- 13 Mwangala's net pay is K10 500.00, her total deductions are K2 500.00. While her total allowances are K1 500.00. Calculate her gross pay.
- A K14 500.00
 - B K13 000.00
 - C K12 000.00
 - D K11 500.00
- 14 The process of putting money aside for purposes of getting more financial gain is called..
- A investment.
 - B dividend.
 - C budgeting
 - D bonds.
- 15 A... Account is a high interest earning account.
- A Current
 - B Deposit
 - C Save as you earn
 - D Savings
- 16 A message sent by means of a telephone is called...
- A email
 - B fax.
 - C phonogram.
 - D telex.
- 17 What do the letters FIFO stand for?
- A First in First Offer
 - B First in First Opened
 - C First in First Order
 - D First in First Out

- 18 Manda ensures that the right quality and quantity of goods are maintained in the business at a low cost. Which department is in charge of this?
- A Stores Department
 - B Purchases Department
 - C Production Department
 - D Maintenance Department
- 19 which of the following statements describe the function of business plan?
- (i) Helps in training of employees of the business
 - (ii) Shows what type of business to set up
 - (iii) Helps in motivating employees of the business
 - (iv) Helps to check on the progress of the business
- A (i) and (ii)
 - B (i) and (iv)
 - C (iv) and (i)
 - D (iv) and (iii)
- 20 The Accountant of the company usually sends the company Cashier to deposit cash and cheques received from customers. Which document does the Cashier use?
- A Cheque book
 - B Pay slip
 - C Pay in slip
 - D Withdraw slip

SECTION B

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

- 1 Use the word list to answer the following questions.

Word list

Legal Department, Administration Department, Transport Department, Human Resource Department.

- (a) K.B. Enterprise Limited is an organization with various departments responsible for different functions. Which department is in charge of ...
- (i) hiring and deciding on staff disciplinary matters. [1]
 - (ii) monitoring, supervising and implementing planned activities in an organisation. [1]

- (b) Arrange the following items in chronological order:

Name of child	Date of birth	
(i) Moonga Nelson	(i) 20 th June, 2017	
(ii) Nyambe James	(ii) 1 st October, 2017	
(iii) Sakala Alice	(iii) 24 th March, 2017	
(iv) Zyambo Mercy	(iv) 4 th August, 2017	[2]

- (c) Use the word list below to complete the statements that follow:

Word List

Telex, Cash on Delivery, Internet, Poste Restante

- (i) Which service allows visitors to collect the mail in person while in a different town?
- (ii) Which service allows a customer to pay for goods upon collection? [1]
- (d) From the following deductions on Natasha's pay-slip identify the statutory deductions.
- (i) Pension contributions
- (ii) Lay bye payments
- (iii) Personal levy
- (iv) Pay as You Earn
- (v) Standing Order - water bills
- (vi) Insurance premiums
- (vii) National Pension Scheme Authority (NAPSA) [4]

[10 marks]

- 2 (a) What type of business transactions are shown below?

- (i) Payment of workers salary using credit transfer.
- (ii) Payment made for five chairs after 1 month.

- (b) Nchimunya, a procurement Officer for J.M. Company Limited of Mongu, wishes to buy 20 camp chairs at K120.00 each from Munalula General Dealers of Kaoma. The document was prepared on 24th April, 2017.

Required to:

Fill in an order form. [3]

- (c) On 10th March, 2017, a customer went into J M K Stores to buy 1 bag of mealie meal at K100.00 and a 5 litre container of cooking oil at K90.00. The customer gave the store cashier a K200.00 to settle the bill for the two items at 14:30 hours.

Required to:

Fill in a Cash Sales Slip.

- (d) What does the abbreviation C.E.O stand for? [1]

(e) Classify the following items into Real, Personal or Nominal Accounts.

- (i) Sales Account
- (ii) Purchases Account
- (ii) Car Account
- (iv) ABZ Crafts Limited 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)	Paid E Banda by cheque.		
(ii)	Sold goods by cash.		
(iii)	Bought motor van on credit from M.K Motors Limited		
(iv)	Paid cash into bank		

[15 marks]

3 (a) List at least **five** parts of a Business Plan.

(b) (i) Use the following information to prepare Mwitwa's budget for the month of July 2017.

K

Income	10 200.00
Groceries	1 200.00
Cleaning materials	3 500.00
Stationery	1 500.00

[4]

(ii) Give any example through which Mwitwa can save her money.

[1]

(c) (i) Describe an Investment Account.

[2]

(ii) Cephas Zimba, a Savings Account holder of account number 06451 requested for a debit card for the newly opened account at Bank WXZ, Solwezi Branch. The card was issued on 1 April, 2015 and would expire on 31 March, 2020.

Required to:

Fill in the details on the Debit Card.

[3]

[15 marks]

SECTION C**Answer all questions in this section in the Answer Booklet provided.**

- 1 The following transactions were available in the books of Simukonda, in the month of February, 2017:

			K
February	1	Cash in hand	480.00
		Cash at bank	150.00
	5	Received cash from Moya less 2% cash discount	250.00
	8	Paid for wages by cheque	110.00
	10	Paid cash into bank	250.00
	20	Cash sales	120.00
	28	Paid Bwalya by cheque K10.00, having already deducted K2.00 cash discount	

Required to:

Prepare Simukonda's three Column Cash Book. Ensure that the columns are well labelled. **[10 marks]**

- 2 The following Trial Balance was extracted by an inexperienced Book- keeper on 31st October, 2017.

TRIAL BALANCE AS AT 31ST OCTOBER, 2017

Details	Dr (K)	N	Cr (K)	N
Cash at bank			1 050	00
Wages and salaries			800	00
Fixtures and fittings			1 600	00
Capital	7 000	00		
Sales	4 100	00		
Purchases	9 150	00		
Drawings			500	00
Creditors			2 000	00

Required to:

Re-draft the Trial Balance correctly. Show the correct details and date. **[10 marks]**

- 3 The following details were taken from the books of B. Siame on 31st December, 2017.

	K	N
Stock (01/01/17)	4 000.00	
Stock (31/12/17)	1 500.00	
Buildings	3 900.00	
Cash in hand	600.00	
Creditors	1 100.00	
Machinery	4 300.00	
Bank overdraft	700.00	
Bad debt written off	300.00	
Stationery expenses	200.00	
Printing expenses	400.00	
Sales	8 400.00	
Purchases	2 600.00	
Purchases returns	600.00	
Sales returns	400.00	
Advertising	1 200.00	
Insurance	800.00	
Capital	10 800.00	
Rent	500.00	
Drawings	1 000.00	
Debtors	1 400.00	

Required to:

- (a) Prepare the Trading, Profit and Loss Account.

[10 $\frac{1}{2}$]

- (b) Prepare a Balance Sheet.

[9 $\frac{1}{2}$]

[20 marks]

[Total: 40 marks]

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2020

Business Studies 609/1

(INTERNAL CANDIDATES)

SECTION A [20 MARKS]

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 An office is a place where ...
 - A vehicles are parked for security purposes.
 - B sporting activities are conducted.
 - C farming activities are conducted.
 - D clerical duties are conducted.

- 2 The filing of documents according to the topic is known as ...
 - A subject
 - B numerical
 - C geographical
 - D alphabetical

- 3 Borrowing money from the bank, without providing accurate personal and physical addresses can be considered to be...
 - A bankruptcy.
 - B ethical.
 - C fraud.
 - D innovation.

- 4 A business can be dissolved as a result of ...
 - A additional capital by partners.
 - B agreements made by partners.
 - C bankruptcy of the business.
 - D high cash flows in the business.

- 5 The office equipment used for cutting paper into required sizes is called a
 - A Collator.
 - B Guillotine.
 - C Perforator.
 - D Shredder.

- 6 The buying of fuel using a debit card is known as a ... transaction.
- A bank
 - B barter
 - C cash
 - D credit
- 7 A document sent by the seller, showing the price, terms and conditions of sale for goods available is called ...
- A an invoice.
 - B an inquiry.
 - C an order.
 - D a quotation.
- 8 The source document for goods returned by customers is known as ...
- A a cheque.
 - B a credit note.
 - C an invoice.
 - D a receipt.
- 9 In which Book of Original Entry are small cash transactions recorded? ... Book.
- A Cash
 - B Petty Cash
 - C Purchases Day
 - D Sales Day
- 10 A Wages Account is classified as ... Account.
- A a Real
 - B a Personal
 - C a Nominal
 - D an Asset
- 11 The Principle Book of Accounts in which we record details of our credit suppliers is called ... Ledger.
- A Creditors
 - B Debtors
 - C General
 - D Nominal

- 12 The Balance Sheet showed the following items: Current Assets K12 000.00, Current Liabilities K2 000.00 and Fixed Assets K4 000.00. Calculate the working capital of the business.
- A K18 000.00
 - B K16 000.00
 - C K14 000.00
 - D K10 000.00
- 13 Mapalo's Basic Pay is K9 640.00, the total deductions are at K1 640.00 and total allowances are at K5 360.00. Calculate the Gross Pay.
- A K16 640.00
 - B K15 000.00
 - C K13 360.00
 - D K11 280.00
- 14 The method of investment that gives ownership in a company is known as...
- A farming.
 - B entrepreneurship.
 - C a share.
 - D a bond.
- 15 A financial institution where customers are able to exchange foreign currencies is called
- A Savings Associations.
 - B Micro Finance.
 - C Credit Union.
 - D Bureau De-change.
- 16 A ... service enables a business customer to reply to an inquiry without paying for postage.
- A Business Reply
 - B Poste Restante
 - C Recorded Delivery
 - D Registered Mail
- 17 What does the business abbreviation "C.A.I" stand for?
- A Cash Against Information
 - B Cash Against Invoice
 - C Cash Alternative Information
 - D Certified Accounting Institution

- 18 Mukuka works in a department that is responsible for repairing company machinery. Which department does this worker belong to?
- A Transport
 - B Production
 - C Maintenance
 - D Administration
- 19 Libanda and Tabitha wish to work together in business. It was decided that they needed to write down all their business agreements. Which document contains such?
- A Trading License
 - B Partnership Deed
 - C Memorandum of Association
 - D Articles of Association
- 20 Which Account would be opened for Zyambo who signs a contract with a Bank to deduct a K200.00 per month per 3 years towards a child's education?
- A a Current Account
 - B a Deposit Account
 - C an Investment Account
 - D a Savings Account
- [20 marks]**

SECTION B [35 MARKS]

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

- 1 (a) Arrange the following in numerical order.
- (i) 2 115 Solwezi [1]
 - (ii) 2 150 Mongu [1]
 - (iii) 2 500 Chama [1]
 - (iv) 2 005 Zimba [1]
- (b) Use the word list below to answer the questions that follow:
- Word list**
- Money order, Telex, Cash on Delivery, Facsimile, Express mail, Data Post, Mobile phone
- (i) Thabo is able to send short messages (sms) to friends and relatives. Which service allows Thabo to do so? [1]
 - (ii) A company is able to send some computer materials to its customer's door steps. Which postal service does the company use? [1]

- (c) Match the items in Column **A** with those in Column **B**.

Column A

Column B

(i) A detailed statement of a worker's monthly income

(i) Flat rate

(ii) A document showing the time each worker logged in and out of the work place

(ii) Basic Pay

(iii) Type of pay according to the amount of work done.

(iii) Pay slip

(iv) A worker's pay before any allowances are added.

(iv) Time card

[4]

[10 marks]

- 2 (a) The following goods were sent to KNA Enterprises by J.B.O Company on 20 August 2019 using the company's Motor van.
40 Reams of paper reference No. 920
10 RISO ink Reference No.850

The goods were received by the Stores Officer, Kaira J. in good condition.

Required to:

Fill in the Delivery Note.

[5]

- (b) Bwalya Kaniki, a Grade 12 learner at Ngwata Secondary School in Ndola, paid her school fees of K1 200.00, on 20 April, 2020. The payment was received by Chiyesu Sachi, the School Accountant.

Required to:

Fill in the Receipt

[5]

[10 marks]

- 3 (a) From the statements relating to fraud given below, identify any **five** ways of avoiding being victims of fraud.
- (i) Checking change given by a shop attendant, after buying goods or services.
 - (ii) Revealing the Bank Personal Identification Number (PIN) to all friends and relatives.
 - (iii) Keeping Bank Personal Identification Number (PIN) to one self.
 - (iv) Signing a blank cheque in advance before details are filled in.
 - (v) Being careful before taking part in free Internet promotions or trial offers.
 - (vi) Use very simple passwords which are easy to remember.
 - (vii) Never send money to somebody you do not know very well.

[5]

- (b) The following information relates to Chanda for the month of November 2019.

	K N
Salary	8 000.00
Rent from tenant	2 500.00
Transport charges	1 000.00
Household Groceries	4 000.00

Required to:

Prepare Chanda's budget. [5]

- (c) Mwenda Nalwendo, a customer at ABZ Bank of Lusaka, Account Number - 04700414, deposited fifteen K50.00 notes and hundred and ten K5.00 notes into her Bank Account on 26 April, 2020. Tando, a Bank Teller, received the money.

Required:

Fill in the Deposit Slip. [5]

[15 marks]

SECTION C [45 MARKS]

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

- 1 (a) The following information was available in the books of Sombo for the month of June, 2019:
- | | |
|---------|--|
| June 15 | Bought the following goods on credit from Chiluba Enterprises:
10 office chairs at K2 000.00 each
Less 10% trade discount. |
| June 20 | Received an Invoice Note from Mubiana Ltd for the following items:
2 office curtains at K5 000.00 each
20 office tables at K1 000.00 each. |

Required:

Prepare the Purchases Journal. [10]

- (b) The following details appeared in F. Chiteta's books, for the month of June, 2019:
- June 3 Paid for rent by cash K800.00
- June 20 Cheque payment for rent K900.00

Required:

Draw up the Rent Account as it would appear in the Ledger. [5]

[15 marks]

- 2 The following Trial Balance was prepared by an incompetent Book Keeper.

Trial Balance — 30th September 2019

DETAILS	F	K	N	K	N
Capital		28 840	00		
Cash in Hand				3 500	00
Purchases				8 800	00
Sales				9 200	00
Motor vehicle		8 700	00		
Wages and Salaries				15 800	00
Debtors		4 770	00		
Creditors				3 530	00
		42 310	00	40 830	00

Required

Redraft the correct Trial Balance.

[10]

- 3 The following balances were taken from the books of D. Ntwatwa on 30th June, 2020.

K	N
Discount received	25 255.00
Discount allowed	3 400.00
Rent and Rates	13 650.00
Sales	97 000.00
Purchases	56 900.00
Returns inwards	540.00
Salaries and wages	21 975.00
Stock (01.07.2019)	4 100.00
Stock (30.06.2020)	1 960.00
Carriage inwards	480.00
Carriage outwards	11 350.00
Returns outwards	520.00
Postage	3 990.00
Commission received	18 950.00
Stationery	1 150.00
Advertising	2 850.00
Insurance	7 550.00
Electricity expensive	4 750.00

Requiredq

Prepare the Trading, Profit and Loss Account, correctly headed.

[20 marks]

ANSWERS FOR GRADE 9 INTERNAL & EXTERNAL BUSINESS STUDIES – 2015**SECTION A**

1.	C	6.	D	11.	B	16.	D
2.	A	7.	B	12.	A	17.	A
3.	A	8.	D	13.	D	18.	D
4.	C	9.	A	14.	C	19.	B
5.	C	10.	C	15.	D	20.	B

SECTION B

1.
 - (a)
 - (i) Account Department
 - (ii) Reliability
 - (b)
 - (i) Banda Dr. Allan
 - (ii) Kangwa Catherine
 - (iii) Maluba Professor CK
 - (iv) Mwelwa Angela
 - (c)
 - (i) Business Reply Service
 - (ii) Alarm Call
 - (d)
 - (i) Voluntary
 - (ii) Statutory
 - (iii) Statutory
 - (iv) Voluntary
2.
 - (a)
 - (i) Credit Transaction
 - (ii) Bank Transaction
 - (b)
 - (i) 70 Books
 - (ii) $K500 + K100 = \mathbf{K600}$
 - (iii) $k600 - k60 = k540$
 - (c)

BOOK OF ORIGINAL ENTRY	SOURCE DOCUMENT
(i) Sales Day Book	Copy Invoice
(ii) Purchases Returns Journal	Original Credit Note
(iii) Cash Book (Bank Column)	Cheque Counterfoil
 - (d) Chq. Stand for Cheque

- | | | | | |
|-----|-------|-----------------|------|--------------|
| (e) | (i) | personal A/C | (ii) | Real Account |
| | (iii) | nominal Account | (iv) | Real Account |

- | | | | | |
|-----|-------|--------|------|--------------|
| (f) | (i) | K850 | (ii) | Sales Ledger |
| | (iii) | K2 700 | | |

- 3 (a) Certificate of Incorporation is important to a Public Limited Company in the following ways

It is evidence that the company is registered

It recognizes the company as a legal entity body

(b)

	COLUMN A	COLUMN B
i	Keeping of finances in the house other than at the bank	Traditional method
ii	Restricting expenditure what is necessary only	Control measure
iii	An outline of what the business wants to achieve at the end of an activity	Goal setting

- | | | | | |
|-----|-----|-----------------|------|------------------------|
| (c) | (i) | National Budget | (ii) | Construction - K12 000 |
|-----|-----|-----------------|------|------------------------|

(d)

	COMMERCIAL BANK	CENTRAL BANK
(i)	INDO Zambia Bank	
(ii)		Bank of Zambia
(iii)	Finance Bank	

(e) WITHDRAW SLIP

Bank
Withdraw Slip
Account Name: <u>Mr.Gondwe Sydney</u>
Account number: <u>02004102</u>
Withdraw: <u>K500</u>
Amount in words: <u>Five hundred Kwacha only</u>
Signature: <u>S.Gondwe</u>

SECTION C1. **KASUTU SHINKA'S SALES JOURNAL**

Date	Details	F	Invoice Amount (K)	Total Amount (K)
2012				
July 2	GEMBA			
	4 cases of milk at K35 each		140.00	
	15 crates of soft drinks at K96 each		1 440.00	
	12 pockets of potatoes @K30 Each		360.00	
	6 boxes of boom at K65 per box		390.00	
	8 containers of cooking oil at K65 each		520.00	
			2 850.00	
	Less 20 % Trade Discount		570.00	
31	Transfer to Sale Account			2 280

2 **KAZAWALA J'S TRIAL BALANCE AS AT 30TH SEPTEMBER 2014**

Details	Dr. (K)	Cr.(K)
Capital		7 000
Sales		870
Wages	840	
Purchases	46	
Fixtures	500	
Creditors		584
Debtors	95	
Motor Van	4 000	
Stationery	225	
General expenses	1 400	
Rent and rates	350	
Heating and lighting	550	
Drawings	504	
Stock	140	
Returns outwards		500
Returns inwards	304	
	8 954	8 954

- 3 (a) **CHIBWE NKANDU'S TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 30H JUNE, 2015.**

	K	K	K
Sales		25 042	
Less; returns inwards		190	
Turn over			24 852
Opening stock		550	
Purchases	9 568		
Add; carriage inwards	184		
	9752		
Less; returns outwards	107		
		9 645	
Total goods available		10 195	
Less; dosing stock		1 110	
Cost of goods sold			9 085
Gross profit			15 767
LESS EXPENSES			
Insurance		2 500	
Sundry expenses stationery expenses		1 100	
Rates		180	
Carriage outwards		215	
			4 245
Net profit			11 522

(b) **CHIBWE NKANDU'S BALANCE SHEET AS AT 30TH JUNE, 2015.**

	COST (K)	DEP. (K)	N.B.V. (K)
FIXED ASSETS			
Furniture	3 790		3 790
Motor vehicles	4 500		4 500
	8 290		8 290
CURRENT ASSETSS			
Stock		1 110	
Debtors		3 500	
Cash at bank		950	
Cash at hand		1 095	
		6 655	
LESS CURRENT LIABILITIES			
Creditors		1 600	
Working capital			5 055
Net assets			13 345
FINANCED BY			
Capital		3 658	
Net profit		11 522	
		15 180	
Less; drawings		1 835	
Capital employed			13 345

ANSWERS FOR GRADE 9 INTERNAL & EXTERNAL BUSINESS STUDIES – 2016**SECTION A**

1. D	6. A	11. A	16. A
2. B	7. A	12. A	17. C
3. C	8. C	13. B	18. B
4. D	9. C	14. B	19. D
5. C	10. A	15. A	20. A

SECTION B

1.
 - (a)
 - (i) Maintenance
 - (ii) Etiquette
 - (b)
 - (i) Chikumbutso VJ
 - (ii) Richard A
 - (iii) Gondwe LN
 - (iv) Sonaji MJ
 - (c)
 - (i) True
 - (ii) True
 - (d)
 - (i) Time rate
 - (ii) Bonus rate
 - (iii) Flat rate
 - (iv) Commission rate
2.
 - (a)
 - (i) True
 - (ii) False
 - (b)
 - (i) K2950.00
 - (ii) K2100.00
 - (iii) K680
 - (c)
 - (i) Receipt or Cheque counter foil
 - (ii) invoice
 - (iii) Duplicate credit note
 - (d) Carbon copy
 - (e)
 - (i) Nominal A/C
 - (ii) Personal A/C
 - (iii) Real A/C
 - (iv) Personal A/C
 - (f)
 - (i) Debtor
 - (ii) K5570
 - (ii) K48 610
 - (iv) Sales (Debtors) Ledger

3. (a) (i) True (ii) True (iii) True (iv) True (v) True

(b) (i) Guide
(ii) Control Measure
(iii) Transparency

(c) K3 487.5

(d) (i) **Drawee:** Maddi Bank Zambia Limited
Drawer: L. Mwetwa

(ii)

DEPOSIT SLIP		
Account name:		
Account No. 04111720112167		
Branch:		
Date:		
Notes	Amount (K)	Ngwee (N)
K100	1500	00
K50		
K20		
10		
K5		
K2		
K1		
TOTAL	1500	00
Amount in words: One thousand five hundred kwacha only		
M.S		E.C
Customer Signature		Teller

SECTION C

1. E. HAMAKOBO'S CASH ACCOUNT

DATE	DETAILSS	F	DR (K)	CR (K)
2014 Jan.				
1	Capital		9000	
3	Purchases			2000
8	Rent			1500
10	Sales		3000	
17	Sundry expenses			550
25	Purchases			1500
31	Motor vehicle			2000
31	Balance	c/d		4450
			12 000	12 000
Feb 1	Balance	b/d	4450	

2

HAMPEYO'S TRIAL BALANCE AS AT 31ST DECEMBER, 2014

DETAILS	DR (K)	CR (K)
Sales		150 140
Machinery	74 800	
Debtors	15 200	
Creditors		8 500
Rent and rates	1 200	
Carriage outwards	3 500	
Purchases	90 500	
Capital		25 000
Bank overdraft		2 460
	186 100	186 100

3. (a) **MVUNGA'S PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 31st ECEMBER, 2014.**

	K	K	K
Gross profit			3785
ADD INCOME			
Discount received		81	
Commission received		65	
Rent received		170	
			316
LESS EXPENSES			
Wages and salaries		450	
Discount allowed		95	
Bad debts		64	
Carriage outwards		96	
Stationery		127	
Advertising expenses		217	
			1049
Net profit			3052

(b) MVUNGA'S BALANCE SHEET AS AT 31ST DECEMBER, 2014.

	COST (K)	DEP (K)	N.B.V. (K)
FIXED ASSETS			
Buildings	1953		1953
Equipment	549		549
Plant and machinery	1540		1540
	4042		4042
CURRENT ASSETS			
Stock		1950	
Debtors		2160	
Cash in hand and at bank		1372	
		5482	
LESS CURRENT LIABILITIES			
Creditors		1285	
Working capital			4197
Net assets			8239
FINANCED BY;			
Capital		5167	
Add; Net profit		3052	
		8219	
ADD LONG TERM LIABILITY			
Bank loan		1000	
		9219	
Less; Drawings		980	
Capital employed			8239

ANSWERS FOR GRADE 9 INTERNAL BUSINESS STUDIES – 2017**SECTION A**

1. D	6. D	11. C	16. D
2. B	7. C	12. B	17. A
3. C	8. A	13. A	18. D
4. C	9. D	14. D	19. A
5. B	10. B	15. A	20. B

SECTION B

1. (a) (i) True (ii) False
- (b) (i) 10598147 CA (ii) 13764165 - IT
(iii) 13774166 - BD (iv) 22116035- BC
- (c) (i) Recorded Delivery (ii) Internet
- (d)

GROUP A	GROUP B
Payment according to the amount of work done	Piece rate
Fixed payment plus all allowances	Gross salary
Payment according to the hours worked	Time rate
Number of hours that a worker is contracted to work per week	Normal time

2. (a) (i) Barter transaction (ii) Cash transaction
- (b) (i) KB5 (ii) 20 (iii) K8 620
- (c) Credit note

MUYUNDA			
Date.....			
<u>Zimba</u>			
Qty.	Details	Unit price (K)	Total price (K)
500	Packets of pens	50	25 000
Reason; wrong colour			

(d) By way of

(e) (i) nominal A/C (ii) Real A/C (ii) Personal A/C (iv) Real A/C

(f)

	Account debited	Account credited
(i)	Purchases	Bank
(ii)	C. Chanda	Sales
(iii)	Cash	Bank
(iv)	Sales	J. Zulu

3. (a) (i) **Honest;** Always telling the truth to customers.
Reliable; being able to complete assignments on time and well
Courtesy; display of good manners, being polite and kind to workmates and clients

Integrity; adherence to laws and regulations of the business.

Loyalty;

- (b) (i) control measure - allocation of resources - guide - performance evaluation

(ii) **BWALE'S BUDGET**

Details	K	K
INCOME		
Salary	3 500	
Rent received	2 200	
		5 700
LESS; EXPENDITURE		
Groceries		
Transport	4 000	
	300	
		4 300
Surplus		1 400

- (c) (i) **PAYEE;** Mapalo Goodson

DRAWER; F. Daka

DRAWEE; XYZ Bank Ltd

- (ii) Balance on 10th June, 2015 was K18 000

Balance on 15TH June, 2015 was K16 500

SECTION C1. **NATASHA'S JOURNAL PROPER**

Date	Details	Inv. No.	Dr (K)	Cr (K)
2016				
April 1	Freehold land and buildings		2 500	
	Fixtures and fittings		400	
	Stock		140	
	Trade debtors		250	
	Cash at bank		120	
	Trade creditors			200
	Capital			3 210
	Being assets and liabilities as at this date		3 410	3410

2. **Z. TEMBA'S 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	1000	
Carriage outwards	800	
Rent	2000	
Debtors	5 500	
Creditors		1 550
	23 250	23250

3. (a) R.CHOLA'S TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 31ST DECEMBER, 2015.

	K	K	K
Sales		42 830	
Less; returns inwards		220	
Nets sale (Turn over)			42 610
Opening stock		4 790	
Purchase	16 740		
Add; carriage inwards	60		
	16 800		
Less; returns outwards	410		
		16 390	
Total goods available		21 180	
Less; closing stock		3 030	
Cost of goods sold			18 150
Gross profit			24 460
ADD INCOME			
Rent received			640
			25 100
LESS EXPENSES			
Wages and salaries		10 310	
Advertising		2 180	
Carriage outwards		240	
			12 730
Net profit			12 370

(b) R. CHOLA'S BALANCE SHEET AS AT 31ST DECEMBER, 2015.

	COST (K)	DEP. (K)	N.B.V (K)
FIXED ASSETS			
Premises	48 000		48 000
Buildings	20 500		20 500
	68 500		68 500
CURRENT ACCOUNTS		3 030	
Stock		3 240	
Debtors		3 010	
Bank		70	
Cash in hand		9 350	
LESS CURRENT LIABILITIES			
Creditors		2 870	
Working capital			6 480
Net assets			74 980
FINANCED BY;			
Capital		64 950	
Add; Net profit		12 370	
		77 320	
ADD LONG TERM LIABILITY			
Loan from ZANACO		6 020	
		83 340	
Less; Drawings		8 360	
Capital employed			74 980

ANSWERS FOR GRADE 9 EXTERNAL BUSINESS STUDIES – 2018

1. A	6. B	11. C	16. C
2. B	7. C	12. B	17. B
3. B	8. B	13. A	18. C
4. B	9. D	14. B	19. B
5. C	10. A	15. C	20. B

SECTION B

1. (a) (i) Reliability
(ii) Legal Department

- (b) (i) 247 A. Kalidas
(ii) 344 R. Hodgson
(ii) 427 M. Hess
(iv) 456 T. Gibson

(c)

	Column A	Column B
(i)	Used for sending valuables like cash notes and certificates	Registered mail
(ii)	Used for sending tapes and diskettes	Data post
(iii)	Use to send and receive exact copies of pictures through telephone	Facsimile

- (d) (i) **Statutory Deductions;** these are deductions which are imposed by law e.g. PATE Pensions (NAPSA), Personal Levy e.t.c.
(ii) **Voluntary Deductions;** These are deductions which are made only with the consent the employee e.g. Club subscriptions, loans, e.t.c.

2. (a) (i) Credit Transaction
(ii) Cash Transactions

(b) Goods Received Note

<p align="center">DAZA PRIVATE SCHOOL</p> <p align="right">Date: <u>02/03/2017</u></p> <p>Supplier: <u>Ligo's Stationery Ltd</u></p>		
Qty	Description	Reference
100	Reams of bond paper	P1
150	Boxes of chalk	C2
	Received by: Chishimba	

(c) **Invoice Note**

<div style="text-align: right;">Date: <u>06/02/2017</u></div>			
<div style="text-align: right;"> <u>Nasimy</u> </div>			
Qty.	Description	Unit Price (K)	Total Amount (K)
5	Reams of bond paper	50.00	250.00
10	Boxes of chalk	10.00	100.00
	Total		350.00

(d) C/o stands for Care Of

(e)	(i) Real Account	(ii) Nominal A/C	(iii) Personal	(iv) Real
-----	------------------	------------------	----------------	-----------

(f)

	Account Debited	Account Credited
(i)	Motor Van	Bank
(ii)	Bank	Sales

3. (a) (i) Loans (ii) Personal Savings
(iii) Friends and relatives (iv) Leasing
(v) share capital

(b) (i) – Savings - Investments - Budgeting

$$(ii) \quad K15\,450 + X + K8\,910 + K17\,540 = K55\,000$$

$$X + K41\,810 = K55\,000$$

$$X = K13\,190, \text{ Therefore, } \underline{\text{Groceries} = K13\,190}$$

(c) (i) **Savings Accounts;** This an account which provides a safe place for people to keep their money until they need it. It is intended for small savers with regular incomes.

(ii) Bank Statement

<p style="text-align: center;">AMB Bank (Z) Ltd P.O. Box 43005 Mungu</p> <p>Kunda Musa P.O. Box 43001 Mongu Date: 30/09/2016</p>				
Date	Details	Debit (K)	Credit (K)	Balance (K)
01.09.16	Balance b/f			7 600.00
07.09.16	Drawings	500.00		7 100.00
20.09.16	Salary		4 500.00	11 600.00
29.09.16	Bank charges	150.00		11 450.00
30.09.16	Balance			11 450.00

SECTION C**1. C. KAUMBA'S PETTY CASH BOOK**

Date	Details	PCV (K)	Receipt (K)	Payment (K)	Analysis column			
					Stationery (K)	Postage (K)	Transport (K)	Cleaning (k)
2017 June								
1	Imprest		1000.00			50.00		
5	Stamps	10		50.00				
6	Envelops	11		30.00	30.00			
10	Disinfectant	12		150.00				150.00
11	Sending parcel	13		25.00		25.00		
18	Taxi fare	14		35.00			35.00	
22	Washing powder	15		118.00				118.00
26	Bus fare	16		75.00			75.00	
28	Reams of paper	17		330.00				
30	Balance	c/d		187.00				
			1000.00	1000.00	360.00	75.00	110.00	268.00
July1	Balance	c/d	187.00					

2.

TRIAL BALANCE AS AT 31ST DECEMBER, 2017.

Details	Dr. (K)	Cr. (K)
Stock	200.00	
Capital		800.00
Drawings	40.00	
Sales		450.00
Purchases	300.00	
Debtors	500.00	
Creditors		350.00
Advertising	100.00	
Motor Van	460.00	
	1 600.00	1 600.00

3. (a) **B. MATANDIKO'S TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30TH JUNE, 2017.**

	K	K	K
Sales		53 850	
Less; Returns Inwards		850	
Net sales (Turn over)			53 000
Opening stock		1450	
Purchases	25 450		
Add; Carriage Inwards	950		
	26 400		
Less; Returns outwards	450		
		25 950	
Total stock (goods) available		27 400	
Less; closing stock		1210	
Cost of goods sold			26 190
Gross profit			26 810
ADD INCOME			4 000
Rent received			30 810
LESS EXPENSES			
Insurance		120	
Salaries and wages		1227	
Carriage outwards		1100	
Rates		650	
Postage and stationery		492	
			3 589
Net profit			27 221

(b) **B. MATANDIKO'S BALANCE SHEET AS AT 30H JUNE, 2017.**

	COST (K)	DEP (K)	NBV (K)
FIXED ASSETS			
Furniture	19 500	-	19 500
Motor vehicle	13 500	-	19 500
	33 000	-	33 000
CURRENT ASSETS			
Stock		1 210	
Debtors		3 850	
Cash at bank		11 000	
		16 060	
LESS CURRENT LIABILITIES			
Creditors		9 500	
Working capital			6 560
Net assets			39 560
FINANCED BY;			
Capital		13 739	
Net profit		27 221	
		40 960	
Less; Drawings		1 400	
Capital employed			39 560

ANSWERS FOR GRADE 9 INTERNAL BUSINESS STUDIES – 2018**SECTION A**

1. C	6. C	11. B	16. C
2. B	7. D	12. D	17. B
3. D	8. A	13. B	18. C
4. A	9. C	14. C	19. A
5. D	10. B	15. B	20. D

SECTION B

1. (a) (i) with (i) (ii) with (i) (iii) with (iv) (iv) with (iii)

- (b) (i) 20172014 Kaumba Jane (ii) 20173128 Hanzala Maureen
 (iii) 20173978 Chiyaze Peter (iv) 20176204 Mwape Allan

- (c) (i) Money order (ii) Courier service

- (d) (i) A **wage** is a payment for work done. It may be paid for hours and it is earned by unskilled workers.
 (ii) A salary is a fixed amount of money paid to skilled workers every month. It is stated in the conditions of service.

2. (a) (i) Bank Transaction or Cash Transaction (ii) Credit Transaction
 (b) Cheque

BMK Bank	
Date: <u>07/02/2017</u>	
Pay: <u>Mudenda Joshua</u>	
Amount in words: <u>Three Thousand five hundred kwacha only.</u>	
K3 500.00	
<u>Banda Dalitso</u>	

(c) Receipt

Receipt	
	Date: <u>03/02/2018</u>
Received from: <u>George Phiri</u>	
The sum of: <u>Two thousand four hundred kwacha only</u>	K3500.00
Cashier: <u>C Bwalya</u>	Cheque No. 000471

(d) Board of Directors

(e) (i) Personal A/C (ii) Nominal A/C (iii) Real A/C (iv) Nominal Account

(f) Nchimunya's Account

DATE	Details	F	Dr (K)	Cr (K)
Sept 2017				
1	Balance	b/f	800.00	
4	Sales Journal		1000.00	
20	Bank			1500.00
30	Balance	c/d		300.00
			1800.00	1800.00
1 Oct	Balance	b/d	300.00	

3. (a) (i) **Self-confidence** means one must believe in one self to achieve desired objectives /goals. One must trust or believe that the business will succeed as all cost.

- (ii) **Open minded and flexible** one should be able to receive advice and be able to decide what type of advice to take seriously. One should also be to look for opportunities and should be able to change depending on the situation.
- (iii) **Passionate** - One should have strong feelings or beliefs in his business idea. One must genuinely love the type of business idea.
- (b) (i) **National Budget** - It is a plan showing government projected income and expenditure. It is prepared at the end of each financial year.
- (ii) Bunda's Budget

Details	K	K
INCOME		
Salary	10 500.00	
Gift from a friend	2 250.00	
		12 750.00
LESS EXPENDITURE		
Lighting and heating	1 000.00	
Food and transport	6 500.00	
Total Expenditure		7 500.00
Budget surplus		5 250. 00

- (c) (i) Automated Teller Machine (ATM)
- (ii) Withdraw Slip

KGM Bank (Z) Limited	
Date: <u>25/06/2017</u>	
Name of Account: <u>Richard Zuze</u>	
Account No. <u>004151</u>	
Amount withdrawn:	K2500.00
Amount in words: <u>Two thousand five hundred kwacha only</u>	
Signature: <u>R. Zuze</u>	

2018 Internal SECTION C

1. **Mukuma Enterprise's Petty Cash Book**

Date	Details	PCV No.	Receipts	Total Payment	Analysis column			
Jan 2018			K	K	Postage K	Transport K	Stationary K	Cleaning K
1	Imprest		2 500.00		200.00			
2	Stamps			200.00				
10	Bus fare			220.00		220.00		
12	Envelops			130.00			130.00	
13	Taxi fare			140.00		140.00		
15	Toilet disinfect			120.00				120.00
16	Hand sanitizer			180.00				180.00
30	Reams of paper			600.00			600.00	
31	Balance			910.00				
			2 500.00	2 500.00	200.00	360.00	730.00	300.00
1 Feb	Balance		910.00					

2. **N. TEMBO'S TRIAL BALANCE AS AT 31ST NOVEMBER, 2014**

Details	Dr. (K)	Cr.(K)
Sales		11 800.00
Machinery	15 400.00	
Debtors	4 200.00	
Creditors		6 200.00
Insurance	8 000.00	
Carriage outwards	5 000.00	
Purchases	2 500.00	
Capital		10 000.00
Overdraft		7 100.00
	35 100.00	35 100.00

3. M SILUMBU'S BALANCE SHEET AS 31ST DECEMBER 2016.

	Cost K	Dep. K	NBV. K
FIXED ASSETS			
Machinery	19 500.00		19 500.00
Office equipment	12 650.00		12 650.00
Furniture	16 500.00		16 500.00
Fixture and fittings	13 550.00		13 550.00
Total fixed assets	62 200.00		62 200.00
CURRENT ASSETS			
Closing stock		2 500.00	
Debtors		9 300.00	
Cash in hands		2 438.00	
TOTAL current assets		14 238.00	
LESS: current LIABILITIES			
Creditors	7 250.00		
Bank overdraft	1 100.00		
Total current liabilities		8 350.00	
Working capital			5 888.00
Net assets			68 088.00
FINANCED BY;			
Capital		65 900.00	
Add; net profit		11 988.00	
		77 888.00	
Less; drawing		9 800.00	
Capital employed			68 088.00

ANSWERS FOR GRADE 9 EXTERNAL BUSINESS STUDIES – 2019**SECTION A**

1. C	6. A	11. C	16. D
2. D	7. B	12. A	17. A
3. A	8. C	13. B	18. D
4. D	9. B	14. C	19. B
5. C	10. D	15. B	20. C

SECTION B

- 1 (a) (i) Human Resource Department or Personnel Department
(ii) Human Resource Manager or Personnel Manager
- (b) (ii) Newspapers received on 1st March, 2015
(iv) News letters received on 3rd March, 2015
(i) A letter received from Mwaka on 4th March, 2015
(iii) An application letter received on 10th March, 2015
- (c) (i) Telegram (ii) Fax (fascimile)
- (d) (i) false (ii) True (iii) True (iv) True
- 2 (a) (i) Transactions in which payment for goods and service is differed to a later date.
(ii) Transactions in which payment for goods and services are made by cash
- (b) (i) K600.00 (ii) K60.00 (iii) K3 600.00

(c)

MCB Bank (Z) Ltd	
Cairo Road, Lusaka	
Date: <u>today's date</u>	
Pay: <u>Gerald Mbewe or order</u>	
The sum of Nine Hundred Kwacha only	K900.00
Mwewa Mubanga	
011711-0047048117-00478111	

(d) Viz- namely

- (e) (i) Personal Account (ii) Real Account
 (iii) Nominal Account (iv) Nominal A/C

(f)

	Account debited	Account credited
(i)	Office Furniture A/C	Bank A/C
(ii)	Cash A/C	Bank A/C

3. (a)

	COLUMN A	COLUMN B
(i)	How much is needed to start a business	Capital
(ii)	Consideration on when the business will open and close	Trading hours
(iii)	Traders selling similar goods	Competitors
(iv)	Decide on how to inform customers about goods	Advertising
(v)	Where to sell the goods	Locality

- (b) (i) Guidance -shows you how much you spend, how you spend, what you spend your money on. Helps understanding one's spending habits.

(ii)

	K	K
INCOME		
Salary	5 000.00	
Housing allowance	1 000.00	
		6 000.00
LESS EXPENDITURE		
Electricity	300.00	
Groceries	1700.00	
		2 000.00
Surplus		4 000.00

(c) (i) **Credit Card**; It is a service that allows a card holder to buy goods and services without paying cash for them at the time of purchase. It is issued by the bank.

(ii) **Withdraw Slip**

ABK Bank (Z) Ltd	
Date: <u>14/03/2016</u>	
Branch: <u>Solwezi</u>	
Account Name: <u>Mwila Chiti</u>	
Account No. <u>02301</u>	
Amount of withdraw in figures:	K4 000.00
Amount in words: <u>Four Thousand Kwacha only</u>	
Signature: <u>M.Chiti</u>	

2019 (EXTERNAL) - SECTION C1. **Kumwenu Taka's Purchases Day Book**

Date	Details	Invoice No.	Amount (K)	Total price (K)
2016 Dec 1	<u>Nalumba</u> 10 boxes of Chalk @ K12.00 each 80 board dusters @ K15.00 each		120.00 1200.00	
			1320.00	
	Less; 10% Trade Discount		132.00	1188.00
21	<u>Chimbe</u> Goods @K2000.00 Less; 5% Trade Discount		2000.00 100.00	1900.00
31	<u>Ntakaila</u> 50 exercise books @ K10.00 each			500.00
31	Purchases Account			3588.00

2. **Mbabara Collins' Trial Balance As At 31st March, 2016**

DETAILS	K	K
Cash	6 500.00	
Bank	13 700.00	
Capital		12 600.00
Sales		18 600.00
Purchases	5 400.00	
Stationery	1 200.00	
Salaries	4 400.00	
	31 200.00	31 200.00

3. (a) **Mwale's profit and loss account for the year ended 31 August, 2016**

	K	K	K
Gross Profit			678.00
ADD INCOME			
Discount received		280.00	
Rent received		60.00	
			1018.00
LESSEXENSES			
Office salaries		245.00	
Discount allowed		130.00	
Bad debts		45.00	
Rates and Insurance		129.00	
			549.00
Net profit			469.00

(b) **MWALE'S BALANCE SHEET AS AT 31ST AUGUST 2016**

	COST (K)	DEP (K)	NBV (K)
FIXED ASSETS	700.00		700.00
Premises	550.00		550.00
Plant and machinery	104.00		104.00
Office equipment	1354.00		1354.00
CURRENT ASSETS			
Stock		1275.00	
Debtors		1944.00	
Cash in hand and at bank		347.00	
		3566.00	
LESS CURRENT LIABILITIES			
Creditors		586.00	
Working capital			2980.00
Net assets			4334.00
FINANCED BY			
Capital		4160.00	
Add; net profit		469.00	
		4629.00	
Less; drawings		295.00	
Capital employed			4334.00

ANSWERS FOR GRADE 9 INTERNAL BUSINESS STUDIES – 2019**SECTION A**

1. B	6. A	11. C	16. C
2. C	7. D	12. A	17. D
3. B	8. A	13. B	18. C
4. A	9. D	14. A	19. B
5. B	10. B	15. B	20. C

2019 (Internal) - SECTION B

1. (a) (i) Human Resources Department (ii) Administration Department
- (b) (i) 24th March, 2017 Sakala Alice (ii) 24th June 2017 Moonga Nelson
(iii) 4 August, 2017 Zyambo Mercy (iv) 1st October, 2017 Nyambe James
- (c) (i) Poste restante (i) Cash On Delivery
- (d) (i) Pension contributions (ii) Personal Levy
(iii) Pay As You Earn (iv) National Pensions Schemes Authority (NAPSA)
2. (a) (i) Bank Transaction (ii) Credit Transaction
- (b) **ORDER**

J.M. Company		Order No. 024	
Mongu		Date: 24h April, 2017	
To: Munalula General Dealers			
Mongu			
Please supply the following:			
Qty	Description	Unit price	Total
20	Camp chairs	K120.00	K2 400.00

Ordered by: Nchimunya

(c) **Cash Sales Slip**

Time: 14:30 hrs

Date: 10/03/2017

Description	Total (K)
Mealie Meal	100.00
Cooking oil	90.00
Total amount:	190.00
Cash:	200.00
Change:	10.00

(d) Chief Executive Officer

(e) (i) Nominal A/C (ii) Nominal A/C (iii) Real A/C (iv) Personal Account

(f)

S/N	Account debited	Account credited
(i)	E. Banda	Bank
(ii)	Cash	Sales
(iii)	Motor Van	M.K. Motors
(iv)	Bank	Cash

3. (a) Executive Summary, Business objectives, staffing, marketing plan, logo on the Cover business idea, table of content, product description, location, equipment, organization structure, startup capital, type of business, costing items

(b) (i) mwitwa's budget

Details	K	K
INCOME		10 200.00
Less; Expenses		
Groceries	1 200.00	
Cleaning materials	3 500.00	
Stationery	1 500.00	
Total Expenses		6 200.00
Budget surplus		4 000.00

(ii) Personal Bank Account Traditional method [Anyone]

- (c) (i) Investment Account is an account where one keeps money for longer period of time to earn interest that one would not get in an ordinary account. The interest is tax free.

(ii)

DEBIT CARD	
Serial No.	Bank Name: WXZ Bank
Valid from: 01/04/15	Expires: 31/03/2020
Name of Account holder: Cephas Zimba	

2019 INTERNAL SECTIONC

1. SIMUKONDA'S THREE COLUMN CASH BOOK

Date	Details	f	Cash		Bank		Discount	
			Dr.(K)	Cr.(K)	Dr.(K)	Cr.(K)	Allow (K)	Recei (K)
Feb, 2017								
1	Balance	b/f	480.00		150.00			
5	Moya		245.00				5.00	
8	Wages					110.00		
10	Bank / Cash	c		250.00	250.00			
20	Sales		120.00					
28	Bwalya					10.00		
28	Balance	c/d		595.00		280.00		
			845.00	845.00	400.00	400.00	5.00	2.00
1, Mar	Balance	b/d	595.00		280.00			

2. TRIAL BALANCE AS AT 31ST OCTOBER, 2017

Details	Dr. (K)	Cr. (K)
Cash at bank	1 050.00	
Wages and salaries	800.00	
Fixtures and fittings	1 600.00	
Capital		7 000.00
Sales		4 100.00
Purchases	9 150.00	
Drawings	500.00	
Creditors		2 000.00
	13 100.00	13 100.00

3 (a) **SIAME'S TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 2017**

	K	K	K
Sales		8 400.00	8 000.00
Less; sales returns		400.00	
Net sales			
Opening stock		4 000.00	
Purchases	2600.00		
Less; purchase returns	600.00		
Net purchases		2 000.00	
Cost of goods available		6 000.00	
Less; closing stock		1 500.00	
Cost of sales			4 500.00
Gross profit			3 500.00
LESS EXPENSES			
Advertising		1 200.00	
Insurance		800.00	
Rent		500.00	
Printing expenses		400.00	
Stationery		200.00	
Bad debts		300.00	
			3 400.00
Net profit			100.00

(b) **B. SIAME'S BALANCE SHEET AS AT 31ST DECEMBER, 2017**

	Cost (K)	Dep. (K)	NBV (K)
FIXED ASSETS			
Buildings	3900.00		3900.00
Machinery	4300.00		4300.00
	8200.00		8200.00
CURRENT ASSETS			
Stock		1500.00	
Debtors		1400.00	
Cash in hand		600.00	
		3500.00	
Less; Current Liabilities			
Creditors	1100.00		
Bank overdraft	700.00		
		1800.00	
Working capital			1700.00
Net assets			9900.00
FINANCED BY			
Capital		10 800.00	
Add; Net profit		100.00	
		10 900.00	
Less; drawings		1000.00	
Capital employed			9900.00

ANSWERS FOR GRADE 9 INTERNAL BUSINESS STUDIES – 2020**SECTION A****[20 marks]**

1	D	6	A	11	A	16	A
2	A	7	D	12	D	17	B
3	C	8	free,	13	B	18	C
4	C	9	B	14	C	19	B
5	B	10	C	15	D	20	C

SECTION B

- 1 (a) (i) 2005 Zimba (iv)
- (ii) 2115 Solwezi (i)
- (iii) 2150 Mongu (ii)
- (iv) 2500 Chama (iii)
- (b) (i) Mobile phone (ii) Data post
- (c) (i) A detailed statement of a worker's monthly income (i) payslip
- (ii) A document showing the time each worker logged in and out of the work place (ii) Time card
- (iii) Type of pay according to the amount of work done (iii) flat rate
- (iv) A worker's pay before any allowances are added. (iv) basic pay
- OR**
- (i) with (iii)
- (ii) with (iv)
- (iii) with (i)
- (iv) with (ii)

2 (a) DELIVERY NOTE

ORDER NO. 0075		DATE: 20/08/2019
DELIVERED TO: KNA Enterprise		
Qty	Description	Reference No
40	Reams of paper	920
10	Riso ink	850
REMARKS: Goods received in good condition		
RECEIVED BY: KAIRA J.		
STORES OFFICER		

(b) RECEIPT

NGWATA SECONDARY SCHOOL	
NDOLA	
DATE 20/04/2020	
RECEIVED FROM: <u>Bwaya kaniki</u>	
The sum of: One thousand Two Hundred Kwacha only	
	K1 200.00
RECETVED BY: Chiyesu Sachi	
ACCOUNTANT	

- 3 (a) (i) Checking change given by a shop attendant after buying goods or services
- (iii) Keeping bank Personal Identification Number (PIN) to yourself
- (iv) Reading the terms and conditions of contracts before signing them.
- (vi) Being careful before taking part in free internet promotions or trial offers
- (viii) Never send money to somebody you do not know very well.
- OR
- (i)
- (iii)
- (iv)
- (vi)
- (viii)

(b) CHANDA'S BUDGET FOR NOVEMBER, 2019

Details	K	N	K	N
<u>INCOME</u>				
Salary	8 000 00	00	10 500	
Rent from tenant	2 500 00	00		
<u>EXPENSES</u>				
Transport charges	1 000	00	5 000	
Household groceries	4 000	00		
Surplus			5 500	00

(c)

ABZ BANKZ) LTD			
			DATE: 26/04/2020
ACCOUNT NAME: <u>Mwenda. Nalwenda</u>			
ACCOUNT NUMBER: <u>04700414</u>			
Notes	No. of Notes	K	N
100			
50	15	750	00
20			
10			
5	110	550	00
		1 300	00
AMOUNT IN WORDS: <u>One Thousand Three Hundred kwacha only</u>			
RECEIVED BY: <u>Tando</u>			

SECTION C

1 (a) PURCHASES JOURNAL

Date	Details	INV No.	Unit Price		Total price	
			K	N	K	N
15/06/19	<u>Chiluba Enterprises</u> 10 office chairs @ K2 000 each Less: 10% trade discount		20 000	00	18 000	00
			2 000	00		
20/06/19	<u>Mubiana Ltd 2</u> 2 office curtains @ K5 000 20 office tables @ K1 000 each		10 000	00	30 000	00
			20 000	00		
					30 000	00
	Debit Purchases Account				48 000	00

(b) RENT ACCOUNT

Date	Details	F	Dr		Cr	
			K	N	K	N
Jun 3	Cash		800	00	1 700	00
20	Bank		900	00		
30	Balance		1 700	00		
			1 700	00	1 700	00
July 1	Balance		1 700	00		

2

TRIAL BALANCE AS AT 30 SEPTEMBER, 2019.

Details	DEBIT		CREDIT	
	K	N	K	N
Capital			28 840	00
Cash at hand	3 500	00		
Purchases	8 800	00		
Sales			9 200	00
Motor van	8 700	00		
Wages and salaries	15 800	00		
Debtors	4 770	00		
Creditors			3 530	00
	41 570	00	41 570	00

3 **D. NTWATWA****TRADING, PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 30 JUNE 2020**

	K	N	K	N	K	N
Sales			97 000	00		
Less: Returns inwards			540	00		
TURN OVER			4 100	00	96 460	00
COST OF GOODS SOLD						
Opening Stock						
Purchases	56 900	00				
Add Carriage Inwards	480	00				
TOTAL PURCHASES	57 380	00				
Less: Returns Inwards	520	00				
NET PURCHASES			56 860	00		
TOTAL STOCK AVAILABLE			60 960	00		
Less: closing stock			1 960	00		
COST OF GOODS SOLD					59 000	00
GROSS PROFIT					37 460	00
Add: Income/Gains						
Discount Received			25 255	00		
Commission Received			18 950	00		
Total: Income/Gains					44 205	00
GROSS INCOME					81 665	00
Less: Expenses/Losses						
Discount Allowed			3 400	00		
Rent and Rates			13 650	00		
Salaries and Wages			21 975	00		
Carriage outwards			11 350	00		
Postage			3 990	00		
Stationery			1 150	00		
Advertising			2 850	00		
Insurance			7 550	00		
Electricity expenses			4 750	00		
TOTAL EXPENSES/LOSSES					70 665	00
NET PROFIT					<u>11 000</u>	00