



**BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION**

Diwartz

COMMERCE AND ACCOUNTING

26/1

Paper 1

October/November 2020

Marks: 50

Time: 1 Hour

**Candidate
Full Names:**

Centre Number:

J	C				
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Candidate Number:

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INSTRUCTIONS

1. Write your full names and examination number in the spaces provided above.
2. Answer **ALL** questions.
3. All answers must be written in the spaces provided.

FOR EXAMINER'S USE ONLY

Sections	Marks Scored
A	
B	
Total Marks	

This question paper contains 9 printed pages.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO



SECTION A

(25 Marks)

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1. State any **two** benefits of specialisation in the work place.

.....
.....
.....
..... (2)

2. Sophie bought a sewing machine and an electric iron to start her tailoring business.

Classify the goods bought by Sophie for the tailoring business into producer goods and consumer goods.

Producer goods (1)

Consumer goods (1)

3. Explain **one** sustainable way in which a business could engage its workers.

.....
.....
..... (2)

4. Complete the table below by stating any **two** differences between wage employment and self employment.

Wage employment	Self employment

(2)

5. List **two** main features of a cash budget.

.....
..... (2)

6. Describe what a business opportunity is in a SWOT analysis.

.....
.....
..... (2)

7. The Form 3E class at Ndi Junior School drafted their meeting agenda as shown below. The agenda is incomplete as items **(iv)**, **(v)** and **(vi)** are missing. Complete the agenda by filling in the missing items.

<p>Form 3E class meeting Agenda</p> <p>Date: 2 July 2019</p> <p>(i) Opening prayer</p> <p>(ii) Apologies</p> <p>(iii) Welcome remarks</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii) Closing remarks</p> <p>(viii) Date of the next meeting</p>
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(3)

8. Give any **two** ways by which commercial banks can help business owners.

.....
.....
..... (2)

9. Below is a conversation between Dorcas and a business owner.



State any **two** ways in which the business owner's response to Dorcas could affect her business.

.....

.....

..... (2)

10. A grocery list is shown below.

Grocery list	
Samp	5 kg
Sorghum meal	2.5 kg
Pepper	45 g
Spaghetti	500 g

(a) Identify **one** zero-rated item from the list.

..... (1)

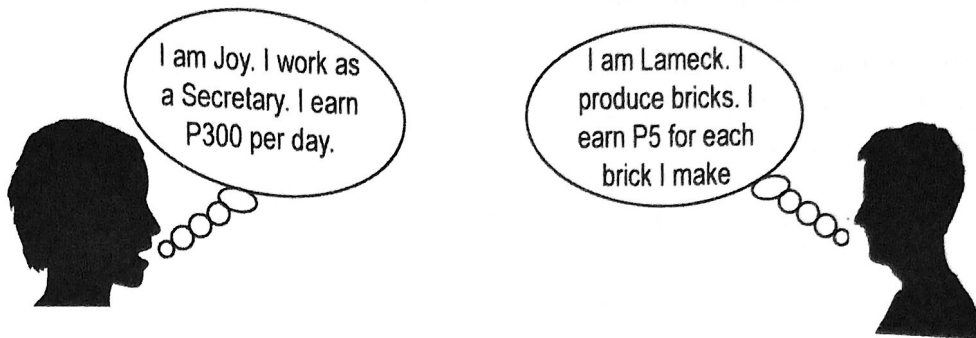
(b) Give a reason why the item is zero-rated.

.....

.....

..... (1)

11. The conversation below describes how Joy and Lameck are paid for the work they do.



Which type of pay rate is used for each of them?

Joy(1)

Lameck(1)

-
12. In February 2019, the price of 500 ml milk was P5.90 and in August the same year, the price was P9.90.

(a) Consumer income remained the same for the year 2019.

How would this change in the price of milk affect the consumers' demand for milk?

.....
..... (1)

(b) Give a reason for your answer to 12(a).

.....
..... (1)

SECTION B

(25 Marks)

For
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Use

13. The accounts shown below appear in Thuto's ledger.

- Cash Account
- Chocho's Wholesalers Account
- Discount Received Account

Which of these accounts is a real account?

..... (1)

14. What are trade payables?

.....
..... (1)

15. The debit side of a Three Column Cash Book has column headings labelled cash, bank and a missing heading labelled X.

(a) Name the missing column heading labelled X.

..... (1)

(b) State the importance of the column heading labelled X.

.....
..... (1)

16. State **two** source documents which are used by a Petty Cashier when preparing a Petty Cash Book.

.....
..... (2)

17. Explain why a business should prepare an Income Statement.

.....
.....
..... (2)

18. What name is given to an account used to record cash transactions in a non-profit making organisation?

..... (1)

19. State **two** reasons why it is necessary for a trader to compare a business Cash Book with a business Bank Account.

.....
.....
..... (2)

20. Explain why a wages account is classified as a nominal account.

.....
..... (1)

21. Sam obtained a mortgage of P200 000 from BDB bank.

Which **two** sections in Sam's Statement of Financial Position will be affected?

.....
..... (2)

22. The balances shown below were extracted from the books of John.

	P
Cash	100
Accounts payable	500
Accounts receivable	700

Calculate John's capital. Show your working.

P..... (2)

23. Thuso bought a bicycle on credit from Mpha Wholesalers for P900.

State which account is to be debited and which one is to be credited in Thuso's books.

Account to be debited (1)

Account to be credited (1)

24. Balance the Two Column Cash Book for Bana Enterprise given below.

Dr		Bana Enterprise Cash Book				Cr	
Date	Details	Cash	Bank	Date	Details	Cash	Bank
2018		P	P	2018		P	P
May 1	Bal b/d	50	620	May 5	Stationery		105
10	S. Pono		230				

(4)

25. Describe an Updated Cash Book in relation to a bank reconciliation statement.

.....
.....
.....

(2)

26. Give **one** example of an accounting software package.

.....

(1)