



BOTSWANA EXAMINATIONS COUNCIL  
JUNIOR CERTIFICATE EXAMINATION

COMMERCE AND ACCOUNTING

26/1

Paper 1

October/November 2022

Marks: 50

Time: 1 Hour

Candidate  
Full Names:

Centre Number:

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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.*

**SECTION A**

**(25 Marks)**

1. Define the following phrases;

(a) Direct production

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

(b) Unit cost of production

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

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2. Use an arrow to match the given factors of production with their rewards.  
One has been done for you.

**Factors of production**

**Rewards**

Land

Profit

Labour

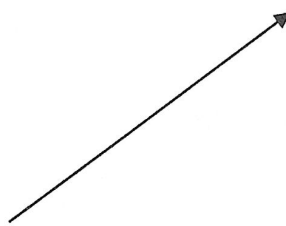
Interest

Capital

Rent

Entrepreneurship

Wages



(3)

A006

3. (a) When is a credit note issued in a business transaction?

..... (1)

(b) State **two** documents which could be sent by a seller to a buyer apart from a credit note.

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

4. Name **two** types of business organisations which are likely to stop their operations when the owner dies.

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

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5. State the section under which the start-up costs are recorded in a business plan.

..... (1)

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6. Bone bought an electric stove on credit. The terms of the sale are given below.

	<b>P</b>
Cash price	3 500
Deposit	350
Interest	200

He was allowed to pay the balance in 6 equal monthly installments.

Calculate Bone's monthly installment.

Show your working.

P..... (3)

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7. Describe strengths as used in SWOT analysis.

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

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8. (a) Define *credit trading*.

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

(b) Give **one** example of credit trading.

..... (1)

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9. State **two** aids to trade which help suppliers to be in contact with their customers.

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

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10. Explain **one** advantage of using an ATM card.

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

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11. State the type of a large scale retailer which has different sections managed under one roof.

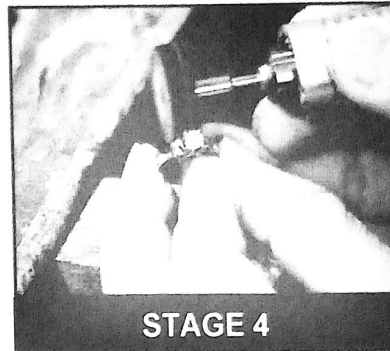
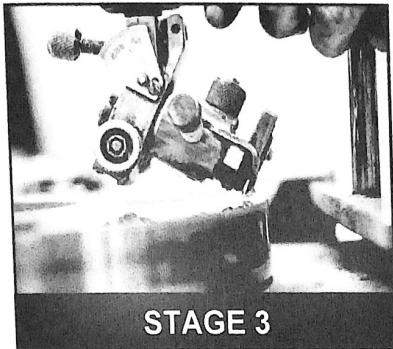
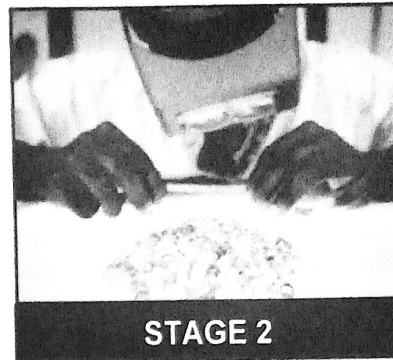
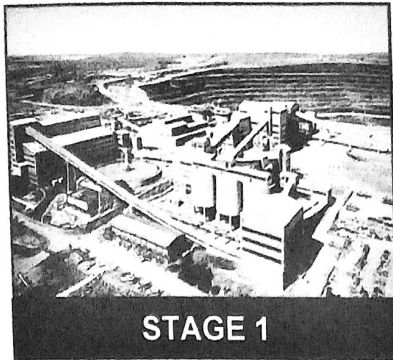
..... (1)

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12. The pictures below show stages of a process.



(a) State the process represented by the pictures.

..... (1)

(b) Identify the stage of production shown at stage 5.

..... (1)

SECTION B

(25 Marks)

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Us

13. Name an account that can have either a debit or a credit balance.

..... (1)

14. State a column in a ledger account which indicates where the double entry for a transaction can be found.

..... (1)

15. Lebitso sent an invoice to Jim for goods sold on credit. Lebitso is a creditor while Jim is a debtor.

(a) Name the type of account for debtors and creditors.

..... (1)

(b) State how the invoice issued to Jim will be recorded.

Debit: .....

Credit: ..... (2)

16. The following balances were extracted from the books of Pudi Investments.

	<b>P</b>
Inventory	6 200
Trade payables	2 300
Cash	750

Calculate the value of capital for Pudi Investments.

Show your working.

P..... (2)

623

A006



17. State why in an income statement the closing inventory is deducted from the cost of goods available for sale.

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

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18. List any **two** examples of non-current assets.

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

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19. Amagoya (Pty) Ltd provided the following information:

	P
Gross loss	200
Purchases	700
Carriage inwards	400
Closing inventory	300

Calculate the value of revenue.

Show your working.

P..... (3)

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20. State the purpose of the Returns Outwards Account.

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

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21. Mr Mariba buys and sells shoes. He gave one pair to his wife to use.

State how this transaction will be recorded in Mr Mariba's Ledger.

Debit: .....

Credit: ..... (2)

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22. Name a document that shows amount deposited into and withdrawn from a business account.

..... (1)

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23. State **one** advantage of using a spreadsheet application in a business.

.....

..... (1)

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24. State the **two** main sections of an income statement.

.....

..... (2)

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25. Define what a contra entry is in relation to a Cash Book.

.....

..... (1)

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26. A petty cashier was given P495 at the start of a month.  
During the month she spent P350 on various expenses.

State how much the cashier will receive as petty cash at the end of the month to restore the imprest.

..... (1)

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A006

27. Below is an extract of Katso's account in the books of Tefo.

DR		Katso Account				CR
Date	Detail	Amount	Date	Detail	Amount	
		P			P	
2020 Jan 01	Sales	550	2020 Jan 01	Cash	200	
			Jan 06	Returns	55	

(a) Name the account in which the double entry will be recorded in Tefo's books.  
..... (1)

(b) (i) Calculate the balance on Katso's account on 31 January 2020.

P..... (1)

(ii) State what the balance on Katso's account on 01 February 2020 means.

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