



BOTSWANA EXAMINATIONS COUNCIL
JUNIOR CERTIFICATE EXAMINATION

COMMERCE AND ACCOUNTING

26/1



Paper 1

October/November 2023

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.

SECTION A

(25 Marks)

For
Examiner's
Use

1. Define the terms below.

(a) Production

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

(b) Privatisation

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

2. Complete the table below by filling in each concept described.

Description	Concept
End user of a product	
Provider of goods and services	

(2)

3. Explain any benefit to a retailer of buying from a wholesaler.

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

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08042



4. Describe what a permanent employee is.

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

5. State any **two** types of large scale retailers in Botswana.

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

6. Explain durability as a quality of money.

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

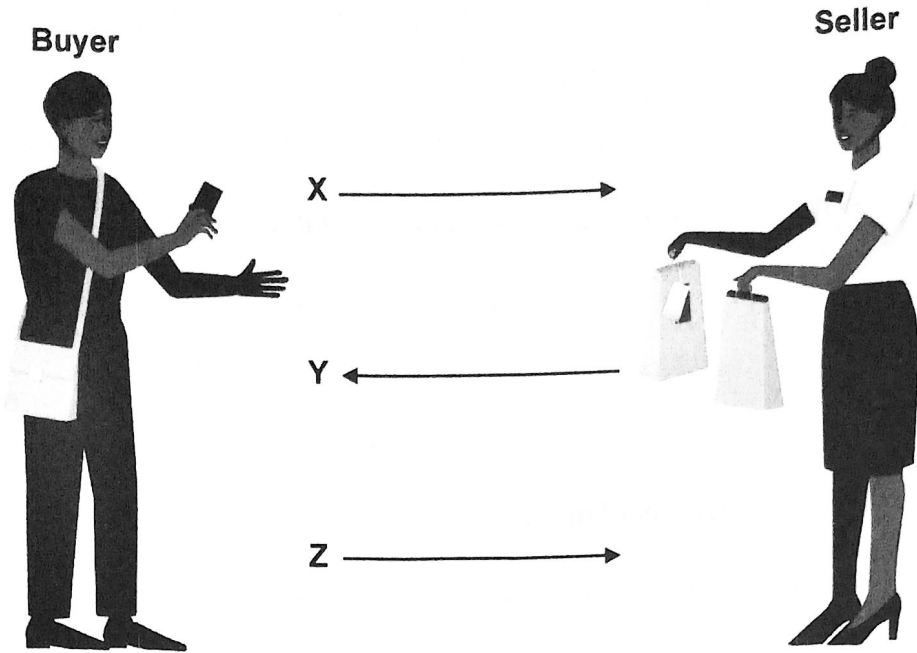
7. Explain any ethical consideration to be observed when manufacturing a product for sale.

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

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8. Below is an illustration of a business process involving a transaction between a buyer and a seller. At the beginning of the transaction, they shared three trade documents which are represented by letters X, Y and Z. The arrows show the origin and the destination of each document.



Identify each of the documents represented by the letters X, Y and Z.

- X (1)
Y (1)
Z (1)

9. Name a credit trading method which allows a customer some months to pay for goods while the items remain at the shop.

..... (1)

10. Give **one** example of a statutory deduction.

..... (1)



11. Explain any **one** way in which a seller may benefit from offering a trade discount.

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

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12. Tsamao specialises in teaching Commerce and Accounting.

Explain how Tsamao can benefit as a teacher from specialising in Commerce and Accounting.

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

13. State any **two** types of banks.

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

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SECTION B

(25 Marks)

For
Examiners
Use

14. Define the terms below.

(a) Current liabilities

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

(b) Transaction

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

15. A business bought office furniture on credit from James Mart.

Complete the table below to show the effect of the transaction on assets and liabilities of the business.

Assets	Liabilities

(2)

16. State the importance of balancing off accounts.

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

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17. Describe the nature of a credit transaction.

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

18. Complete the table below to show **two** differences between bookkeeping and accounting.

Bookkeeping	Accounting

(2)

19. State any **two** ways in which a business may use a spreadsheet.

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

20. State the side of a Trial Balance where rent received is recorded.

..... (1)

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21. Below is a subscriptions account for GG Club.

GG Club Subscriptions account					
2023		P		2023	
May 1	Owing b/d	2 000		May 1	Prepaid b/d
				4	Bank
					800
					9 000

Calculate the amount of subscription to be transferred to the income statement.
Show your working.

(2)

22. (a) Define a source document in relation to a business transaction.

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

(b) Give **one** example of a source document.

..... (1)

23. Mageu withdrew P200 from the bank for business use on 4 June 2023.

Record the transaction in the Cash Book below.

Cash Book							
Date	Details	Cash	Bank	Date	Details	Cash	Bank
2023 June 4		P	P	2023 June 4		P	P

(2)

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24. State **one** way in which each user listed below could benefit from the accounting information of a business.

- Government
..... (1)
- Managers
..... (1)

25. Peter has the following balances in his business.

	P
Revenue	15 000
Bank	6 300
Accounts payables	7 100
Accounts receivables	5 400

Calculate total current assets. Show your workings.

(2)

26. The information below was recorded in Jim Enterprise's books on 31 December 2022.

	P
Net assets	20 000
Opening equity 1 Jan 2022	10 000
Drawings for the year	6 000

Calculate Jim Enterprise's profit for the year ended 31 December 2022.
Show your workings.

(3)

