## WARNING

You must return this section with your answer book, otherwise marks will be lost.

## AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA

JUNIOR CERTIFICATE EXAMINATION, 2001

## BUSINESS STUDIES - ORDINARY LEVEL SECTION A <br> (100 Marks)

WEDNESDAY, 13 JUNE 2001 - MORNING, 9.30 a.m. - 12.00
Answer all 20 Questions. Each question carries 5 marks. Calculators may be used.

1. What do the following letters stand for?
(Write each answer in full in the space provided)

| V.A.T. |  |
| :--- | :--- |
| P.A.Y.E. |  |

2. The person who collects subscriptions and pays bills for a club is the $\qquad$ .

Fill in the missing word.
3. Legal Tender is

The price paid for a lawyer's advice $\square$

The currency (money) of a country $\square$

An application form for insurance $\square$
(Tick $(\checkmark)$ the most suitable box)
4. The following are meter readings taken from an ESB bill. Calculate the number of units used and the total charge. Enter your answers in the appropriate spaces.

| Meter Readings |  |
| :---: | :---: |
| Present | 47685 |
| Previous | 46895 |
| No. of units used |  |
| Rate per unit | IR£0.09 |
| Total Charge | IR£ |

## Workings:

5. Write in each box whether the following jobs are in the PRIMARY, SECONDARY or SERVICES industry.

| TAXI DRIVER |  |
| :---: | :--- |
| FARMER |  |
| BAKER |  |

6. Place the following customers' names in alphabetical order:

JAMES O'BYRNE, RICHARD O'BEIRNE, HELEN O'BRIEN

| 1. |  |
| :---: | :--- |
| 2. |  |
| 3. |  |

7. State whether each of the following shop notices is LEGAL or ILLEGAL
(Tick $(\checkmark)$ the appropriate box in each case)

|  | LEGAL | ILLEGAL |
| :--- | :--- | :--- |
| SORRY, WE DO NOT ACCEPT CHEQUES |  |  |
| SORRY, WE DO NOT GIVE REFUNDS |  |  |

8. Complete the following sentence:

Filing means
9. Roy Deane received his wages in cash. His employer used the lowest number of notes and coins possible when putting the cash in Roy's pay envelope. Complete the note/coin analysis showing how many notes and coins of each description were in the envelope:

| NOTE/COIN ANALYSIS |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| TOTAL | IR£50 | IR£20 | IR£10 | IR£5 | IR£1 | 50p | 20p | 10p | 5p | 2p | 1p |
| IR£143.74 | 2 |  |  |  |  |  |  |  |  |  |  |

10. Column 1 is a list of terms. Column 2 is a list of possible explanations for these terms.

Match the two lists by placing the letter of the correct explanation under the relevant number below. (One explanation does not refer to any of the terms.)

| Column 1 |  | Column 2 |  |
| :--- | :--- | :--- | :--- |
| 1. | Opportunity Cost | A. | When something is in short supply |
| 2. | Scarcity | B. | Having to sacrifice one item to buy another |
| 3. | Inflation | C. | A tax on buying goods |
|  |  | D. | A rise in the general price of goods |


| 1 | 2 | 3 |
| :--- | :--- | :--- |
|  |  |  |

11. Fill in the two missing Factors of Production in the spaces provided:

| LAND |  |  | ENTERPRISE |
| :---: | :---: | :---: | :---: |

12. Complete fully the following cheque, using the information provided.

13. Look at the cheque in Question No. 12, and answer the following:

| (a) $\quad$ Name the DRAWER of the cheque. |  |
| :--- | :--- | :--- |
| (b) $\quad$ Name the PAYEE of the cheque. |  |

14. Write either TRUE or FALSE after both of these sentences:
(a) A Private Limited Company is owned by its shareholders.
(b) A Sole Trader is owned by between two and ten people.
15. A Consumer is
$\qquad$
a person who buys goods for resale
a person who buys goods for business use $\square$
a person who buys goods for private use $\square$
(Tick $(\checkmark)$ the most suitable box)
16. Which of the following countries are in the European Union?
(Tick $(\checkmark)$ YES or NO in each case)

|  | YES | NO |
| :--- | :---: | :---: |
| IRELAND |  |  |
| FINLAND |  |  |
| INDIA |  |  |

17. Complete the following Wage Slip, showing Gross Pay, Total Deductions and Net Pay:

| Ciara Hennessy | No. 7491 |  | Wage Slip | 12 May 2001 |
| :--- | :---: | :--- | :---: | :---: |
| PAY: | IR£ | DEDUCTIONS: | IR£ |  |
| BASIC | 367.00 | PAYE | 92.50 |  |
| OVERTIME | 55.00 | PRSI | 27.50 |  |
|  |  |  |  | NET PAY: |
|  |  | TOTAL <br> GROSS PAY | IR£ | IR£ |

18. Hire Purchase means

The person gets the use of the goods after paying a deposit but is not the owner until the final instalment is paid.

The person pays for the goods in instalments but never gets to own them.
The person owns the goods after paying a deposit but continues paying instalments.
(Tick $(\checkmark)$ the most appropriate answer)
19. The following figures are from the accounts of Aikon Ltd., for the year ending 31 December 2000: Premises IR£85,000 Cash on hand IR£4,350 Delivery Vans IR£71,500 Equipment IR£12,500 From the above figures, calculate the total Fixed Assets of Aikon Ltd.

| Answer: |
| :--- |
| IR£ |

20. Using the DISTANCE TABLE below, calculate the following:

A courier travels from Cork to Dublin. She then delivers a parcel to a shop in Ennis before returning to Cork. How many kilometres does she travel altogether?

DISTANCE TABLE (Km)
Cavan

| 300 | Cork |  |  |  |
| ---: | :--- | ---: | ---: | :--- |
| 110 | 400 | Donegal |  |  |
| 112 | 260 | 222 | Dublin |  |
| 82 | 325 | 158 | 85 | Dundalk |
| 200 | 142 | 260 | 232 | 256 |
| Ennis |  |  |  |  |
| 166 | 210 | 205 | 216 | 238 |


| Answer: |
| :--- |
| Workings: |
|  |
|  |
|  |
|  |

## remember to return this completed section 'a' WITH Your answer book

## For use with Section B-Question 1

(A)

| O'GRADY FAMILY | SEPT. | OCT. | NOV. | DEC. | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| PLANNED INCOME | IR£ | IR£ | IR£ | IR£ | IR£ |
|  | Page $\mathbf{6}$ of $\mathbf{1 6}$ |  |  |  |  |
| OVER $\rightarrow$ |  |  |  |  |  |



For use with Section B-Question 4
(A) In what bank and branch does Sheila Glynn have her Current Account?

| Bank: |  |
| :--- | :--- |
| Branch: |  |

(B) How much does Sheila have in her account on 31 May 2001 according to the bank?
$\square$
(C) Explain what happened on 7 May 2001.

| Answer: |
| :--- |
|  |
|  |
|  |
|  |

(D) Explain the entry of 10 May 2001.

| Answer: |
| :--- |
|  |
|  |
|  |
|  |

Continued on next page

For use with Section B - Question 4 (continued)
(E) Complete the Lodgment Slip which Sheila used on 16 May 2001.

(F) Bring Sheila's Bank Account up to date:

| Dr | BANK ACCOUNT | Cr |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Details | Amount <br> IR£ | Date | Details | Cheque <br> No. | Amount <br> IR£ |
| $31-5-01$ | Balance b/d | 196.00 |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

OR

| BANK ACCOUNT |  |  |  |  |  |  |  |
| :--- | :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Details | Cheque <br> No. | Dr. | Cr. | Balance |  |  |
| $31-5-01$ | Balance b/d |  |  |  | 196.00 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## For use with Section B - Question 5

(A)

ORDER No. 359
Telephone: 045-292441
V A T Reg. No.: IE 7368517C
Fax:
045-334257
e-mail:

## Digicomp Ltd.

## Retailers of Computer Equipment

Astral Shopping Centre, Naas, Co. Kildare

Date:
$\square$

Please supply the following goods:

| QUANTITY | DESCRIPTION | PRICE EACH |
| :--- | :--- | :---: |
|  |  | IR£ |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Signed: |  |
|  | Title: |  |

(B)

| INVOICE |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :---: | :---: | :---: |
| No. 7621 |  |  |  |  |  |  |  |
| Telephone: | $045-4399221$ |  |  | V A T Reg. No.: |  |  |  |
| Fax: | 045-4399762 1392868W |  |  |  |  |  |  |
| e-mail: | techno@comsat.ie |  |  |  |  |  |  |

## Techno Supplies Ltd.

## The Curragh Industrial Centre, Kildare

|  |
| :--- |
|  |
|  |
|  |
|  |

Date:

Your Order No.:

| QUANTITY | DESCRIPTION | MODEL No. | $\begin{aligned} & \text { PRICE } \\ & \text { EACH } \end{aligned}$ | $\begin{gathered} \text { TOTAL } \\ \text { IR£ } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| E \& O E |  | Total ( <br> Trade <br> Sub-to <br> VAT | ding VAT) <br> unt |  |
|  |  | Total (Including VAT) |  |  |

## For use with Section B - Question 5 (continued)

(C) Digicomp Ltd - Bank Account. (Use only one of the following bank accounts.)

| Dr. |  | Digicomp Ltd - Bank Account | Cr. |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Details | F | IR£ | Date | Details | F | IR£ |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

OR

| Digicomp Ltd - Bank Account |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Details | F | Dr. | Cr. | Balance |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |


| (A) Ken's gross wage per hour: | Workings: |
| :--- | :---: |
| Answer: IR£ |  |


| (B) $\quad$ Ken's rights as an employee: |  |
| :--- | :--- |
|  |  |
| 1. |  |
| 2. |  |
|  |  |
|  |  |


| (C) $\quad$ Ken's responsibilities towards his employer: |  |
| :--- | :--- |
|  |  |
| 1. |  |
| 2. |  |
|  |  |
|  |  |

For use with Section B-Question 7 (continued)
(D) Ways in which Ken would benefit from joining a trade union:
1.
2.
3.

| (E) $\quad$Ken's gross pay for the bank-holiday <br> week: |  |
| :--- | :---: |
|  |  |
| Answer: IR£ |  |

## For use with Section B - Question 8

(A) Pie Chart or Bar Chart.
(B) Name the main state company involved in promoting Irish exports.

## Answer:

(C) Reasons why Ireland imports goods and services from other countries:

(D) Which laptop computer is the better value for money - the one on sale in Ireland or the one in the U.S.A.?

Workings:

Answer: The laptop computer on sale in

AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA
JUNIOR CERTIFICATE EXAMINATION, 2001
BUSINESS STUDIES - ORDINARY LEVEL SECTION B
(300 Marks)
WEDNESDAY, 13 JUNE 2001 - MORNING, 9.30 a.m. - 12.00
All questions carry equal marks. Attempt any Five questions.
Marks will be awarded for layout and presentation. Dates should show the day, month and year. Calculators may be used.

## 1. Answer (A), (B) and (C). This is a Household Budget Question. (To be completed on page 7 of Section A)

The following is a budget for the O'Grady household for the last four months of 2001:
Opening Cash in Hand was IR£280.
Planned Income - John O'Grady earns IR£1,200 net per month and expects a bonus of IR£500 net in December.

- Anna O’Grady, who works on a job-sharing basis, earns IR£900 net per month.
- The family expects to receive a dividend on shares of IR£800 net in November.
- Child benefit is IR£150 per month.

Planned
Expenditure

- House Mortgage of IR£650 per month will increase to IR£700 from 1 November 2001.
- House insurance premium, IR£324 per year, is payable monthly from September.
- The annual television licence of IR£75 is payable in October.
- Household expenses are usually IR£640 per month except in December, when there will be an increase of IR£300.
- The O’Grady family uses public transport to travel to work. John's train ticket costs IR£80 per month and Anna's bus ticket costs IR£65 per month.
- ESB bills for light and heat are expected to amount to IR£180 in September and IR£210 in November, while a fill of heating oil, costing IR£380, will be needed in October.
- School books for the family will cost IR£300 in September.
- The telephone bill is expected to be IR£175 in October and IR£210 in December.
- Entertainment will cost IR£250 each month except in December, when it will cost an extra IR£300.
- In December, Christmas presents will cost IR£1,000 and a new tree and lights will cost IR£200.
(A) Complete fully the blank household budget form (on page 7 of Section A) using all the above figures.
(B) Apart from cash or cheque, name one other means by which the O'Grady family could pay their ESB bills. Write the answer in the space provided at the end of the Budget Form.
(C) Anna $\mathrm{O}^{\prime}$ Grady spent IR£7.50 on tickets for the lotto (national lottery). State whether this expenditure was fixed, irregular or discretionary. Write your answer in the space provided. (5)
(60 marks)

2. 

## Answer (A), (B) and (C). This is a Question on Final Accounts and Balance Sheet of a Limited Company. <br> (To be completed in your Answer Book)

Limestone Ltd. is a company with an Authorised Capital of 250,000 Ordinary Shares at IR£1 each. The following Trial Balance was taken from its books on 31 December 2000, the end of its financial year.

| Trial Balance as at 31 December 2000 | Dr | Cr |
| :---: | :---: | :---: |
|  | IR£ | IR£ |
| Cash Sales ....................................................................... |  | 237,600 |
| Carriage Inwards .............................................................. | 1,450 |  |
| Cash Purchases for Resale ................................................ | 181,350 |  |
| Opening Stock at 1 January 2000........................................ | 37,400 |  |
| Advertising ...................................................................... | 5,800 |  |
| Telephone...................................................................... | 1,650 |  |
| Wages ............................................................................ | 24,600 |  |
| Interest on Overdraft | 1,550 |  |
| Heating and Lighting........................................................ | 3,700 |  |
| Dividend Paid.................................................................. | 12,000 |  |
| Bank Overdraft............................................................... |  | 17,000 |
| Cash on Hand ................................................................. | 2,650 |  |
| Issued Share Capital in IR£1 Shares .................................... |  | 180,000 |
| Buildings .................................................................... | 98,500 |  |
| Machinery ................................................................... | 63,950 |  |
|  | 434,600 | 434,600 |

Closing Stock at 31 December 2000 was IR£42,000.
(A) From the above figures, prepare a Trading and Profit and Loss and Appropriation Account for the year ended 31 December 2000 and a Balance Sheet as at that date.
(B) State one reason why all limited companies should keep accounts.
(C) What percentage of the Cash Sales is the Gross Profit? Show your workings.

Niamh Sullivan lives at 35 Rock Road, Cashel, Co. Tipperary. She has her home and contents fully insured for IR£150,000 with Thomond Insurance Co. Ltd., 12 Shannon Street, Limerick. Her policy number is 79332.

On 21 February 2001, her living room was flooded because a water pipe in the attic was leaking. Although she got a plumber to repair the pipe at a cost of $\operatorname{IR} £ 100$, damage had been caused to the room. The carpet was ruined, the ceiling would have to be replaced and the room re-painted.

The next day, she wrote a letter to her insurance company. She stated her policy number, explained the damage caused and the reason for it. She also mentioned how much the plumber cost and asked the company to send her a claim form as soon as possible.
(A) What is meant by insurance?
(B) If Thomond Insurance Co. Ltd. charges IR£3 per IR£1,000, what premium does Niamh have to pay each year?
(C) Write the letter that Niamh Sullivan sent to Thomond Insurance Co. Ltd. on 22 February 2001.
(D) Will Niamh receive IR£150,000 from the insurance company for the damage? State one reason for your answer.
4.

Answer all parts. This is a Banking Question. (To be completed on pages 8 and 9 of Section A)

Sheila Glynn received the following Bank Statement through the post:

| ULSTER BANK Ltd., NORTH STREET, CAVAN CURRENT ACCOUNT |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| ACCO | T: Sheila Glynn 25 High Street Cavan | ACCOUNT <br> DATE: | $2646$ <br> 31 M |  |
| DATE | DETAILS | DEBIT | CREDIT | BALANCE |
|  |  | IR£ | IR£ | IR£ |
| 1 May 2001 | Balance b/d |  |  | 362.00 |
| 7 May 2001 | A T M - Ulster Bank, Monaghan | 200.00 |  | 162.00 |
| 10 May 2001 | Eircom Direct Debit | 85.00 |  | 77.00 |
| 16 May 2001 | Cash Lodgment |  | 650.00 | 727.00 |
| 18 May 2001 | Cheque No. 16354 | 276.00 |  | 451.00 |
| 24 May 2001 | Cheque No. 16353 | 193.00 |  | 258.00 |

(A) In what bank and branch does Sheila have her Current Account?
(To be answered on page 8 of Section A).
(B) According to the Ulster Bank Ltd., how much money does Sheila have in her Current Account on 31 May 2001?
(C) Explain what happened on 7 May 2001.
(D) Explain the entry of 10 May 2001.
(This question is continued on the next page)
(E) On 16 May 2001, Sheila made a cash lodgment (all in notes) to her Current Account. Complete the

Ulster Bank Lodgment Slip and counterfoil for Sheila (using the blank one provided on page 9 of Section A).

Sheila's own Bank Account in her Record Book looked like this at the end of May 2001:
Dr
BANK ACCOUNT
Cr

| Date | Details | Amount IR£ | Date | Details | Cheq. No. | Amount IR£ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 May 2001 | Balance | 362.00 | 7 May 2001 | Cash (Monaghan) | ATM | 200.00 |
| 16 May 2001 | Lodgment | 650.00 | 11 May 2001 | J. Ryan, butcher | 16353 | 193.00 |
|  |  |  | 15 May 2001 | Sara's Boutique | 16354 | 276.00 |
|  |  |  | 19 May 2001 | E.S.B. | 16355 | 147.00 |
|  |  |  | 31 May 2001 | Balance c/d |  | 196.00 |
|  |  | 1,012.00 |  |  |  | 1,012.00 |
| 31 May 2001 | Bal. b/d | 196.00 |  |  |  |  |

(F) Sheila noticed that one of the items on the Bank Statement had not yet been entered in her Bank Account. Using the blank Bank Account on page 9 of Section A, bring Sheila's Bank Account up to date and show her adjusted balance.

Rita Flood is the Purchasing Manager for Digicomp Ltd., Retailers of Computer Equipment, Astral Shopping Centre, Naas, Co. Kildare. On 14 May 2001, she orders the following goods from The Manager, Techno Supplies Ltd., The Curragh Industrial Centre, Kildare.

| 30 | "Clarity" Scanners | Model SC22 | @ | IR£125.00 each |
| :--- | :--- | :--- | :--- | ---: |
| 20 | "Viscount" VDUs | Model VT39 | @ | IR£245.00 each |
| 75 | "Soft Touch" Keyboards | Model KB48 | @ | IR£62.00 each |
| 25 | "High Speed" Printers | Model PT92 | @ | IR£295.00 each |

(A) From the above details complete Order No. 359 using the blank order form provided on page 10 of Section A.

All the goods ordered are in stock, except for the "High Speed" Printers. The scanners, VDUs and keyboards are delivered in a van to Digicomp Ltd. on 16 May 2001. Rita checks the goods when they arrive and finds everything correct. After she signs the Delivery Note she is handed Invoice No.7621, dated 16 May 2001, by the driver of the van.
(B) From the above details, complete the blank invoice, No. 7621, on page 11 of Section A. Note that Trade Discount on all the goods is $10 \%$ and VAT on all the goods is $20 \%$.

On behalf of Digicomp Ltd., Rita then writes out a cheque in full payment and hands it to the driver to bring back to Techno Supplies Ltd. She then enters this transaction in the Bank Account of Digicomp Ltd.
(C) Enter the transaction into the Bank Account of Digicomp Ltd., using the blank Bank Account on page 12 of Section A.
(60 marks)

The Farrell family keeps household accounts using an Analysed Cash Book. They lodge all money received in their bank current account and pay all their bills by cheque. During the first two weeks of April 2001, the family had the following household transactions:

April 1 They had a balance of IR£350 in their bank current account since last month.
3 They paid IR£55 for petrol for the car. (Cheque No. 201)
5 Mr. Farrell received his salary of IR£970.
6 They bought meat at the butcher’s IR£150. (Cheque No. 202)
7 They went shopping for groceries (food) which cost IR£265. (Cheque No. 203)
8 They had an entertaining day out at a football game. They spent IR£75. (Cheque No. 204)
9 They paid the ESB bill of IR£85. (Cheque No. 205)
10 They had the car serviced. It cost IR£160. (Cheque No. 206)
11

12
13
Groceries for the week cost IR£275. (Cheque No. 208)
14
They had friends in for dinner. This entertainment cost IR£135. (Cheque No. 209)
(A) Write up and total the Analysed Cash Book of the Farrell family for the two weeks ending 14 April 2001. Show the closing balance. Use the following money column headings:

Debit (Receipts) Side: Bank.
Credit (Payments) Side: Bank, Food, Light and Heat, Car, Entertainment, Other.
(B) When shopping for their groceries, many of the goods bought by the Farrell family were branded goods. They also availed of some special offers and were given a free sample of cooked sausages. After paying for the goods at the check-out, they were given tokens. They also noticed that almost everything they bought had a bar code.

Explain three of the underlined words/terms, giving an example or diagram in each case.
(60 Marks)

Ken Treacy is aged 19. He is employed in a busy garage where his duties are filling petrol and washing customers' cars. He also helps out in the garage shop, which sells groceries, snacks and newspapers. He works a 39 -hour week for which he receives IR£175.50 gross. If he works on a bank holiday, he receives double-time. Ken recently joined a trade union as his friends told him that every employee should join.

Answer all the following questions in the space provided on pages 13 and 14 of Section A.
(A) What gross wage per hour does Ken earn?
(B) Ken has certain rights as an employee. State three of these rights.
(C) Ken also has certain responsibilities towards his employer. State three of these responsibilities.
(D) State three ways in which Ken would benefit from joining a trade union.
(E) Ken worked 39 hours in the first week of May, including 7 hours on the bank holiday. What was his gross wage that week? Show your workings.
(60 marks)
8. Answer all parts. This question is about Foreign Trade and Rates of Exchange.
(To be completed on pages 15 and 16 of Section A)
A country called "Skyland" trades with other countries each year. In 2000, it had the following exports to other countries ( $\mathrm{m}=$ million):

| Exports | IR $\boldsymbol{f}$ |
| :--- | ---: |
| Germany | 300 m |
| Britain | 700 m |
| Netherlands | 200 m |
| France | 400 m |
| USA | 600 m |
| Spain | 500 m |

Answer all the following questions in the space provided on pages 15 and 16 of Section A.
(A) Show the above figures in the form of a Pie Chart or a Bar Chart. (Use the graph paper).
(B) Name the main state company involved in promoting Irish exports.
(C) State three reasons why Ireland imports goods and services from other countries.
(D) A laptop computer on sale in Ireland costs IR£2,000. A laptop computer of the same brand and quality costs 3,000 dollars in the USA. If the Rate of Exchange is IR£1 $=1.20$ dollars, which computer is the better value for money? Show your workings.
(60 marks)

