



T086

08:30 – 11:30 AM

Names

Index number

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

QUESTIONS and ANSWERS BOOKLET

OPTION/TRADE: FOOD AND BEVERAGE SERVICES

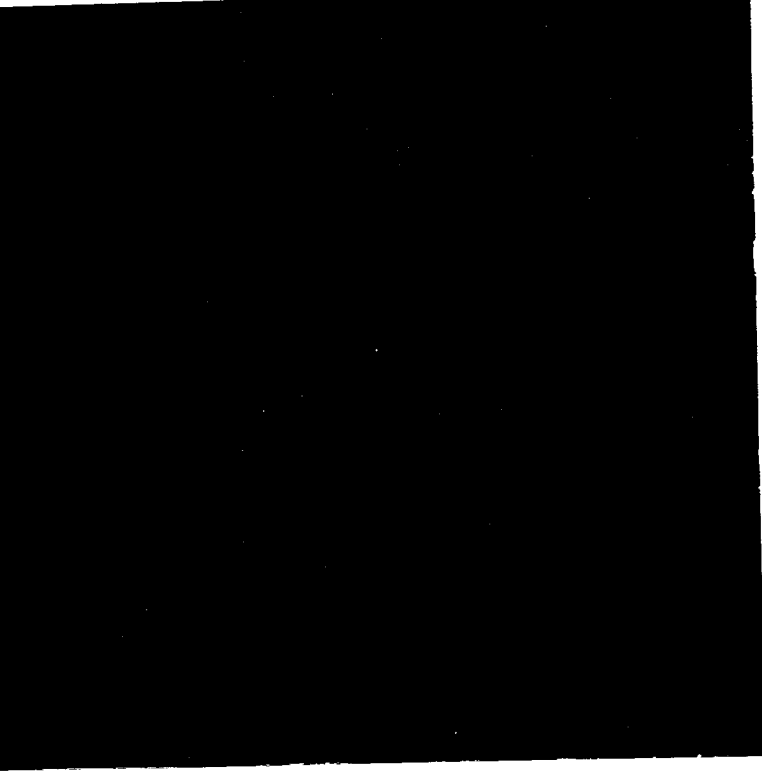
SUBJECT: Processing Financial Transaction

ACADEMIC YEAR: 2020-2021

Read carefully the instructions on page (i) & (ii).

FOR EXAMINER'S USE ONLY

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TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

INSTRUCTIONS TO CANDIDATES: PART I (Answer Booklet)

1. A candidate should fill in the actual names and the index number on the cover of this questions and answer booklet on the provided place (Black Box).
2. It is illegal for a candidate to write any of his/her names, index number or a school name inside the answer booklet.
3. A candidate should check if all pages of the answer booklet are complete. No candidate should remove or tear any pages or part of it from the answer booklet.
4. A candidate should answer in the language in which the examination is set. (See page **(ii)**)
5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.
6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.
7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.
8. Write your answers on the 12 lined pages (From page 1 of 12 to page 12 of 12).
9. Use the last non-lined pages as draft.
10. Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

OPTION/TRADE: FOOD AND BEVERAGE SERVICES

SUBJECT: Processing Financial Transaction

DURATION: 3 hours

INSTRUCTIONS TO CANDIDATES:PART II (Question Paper)

The paper is composed of two (2) main Sections as follows:

Section I: Attempt all the Twelve (12) questions (60 marks)

Section II: Attempt any Four (4) questions out of Six (6) (40 marks)

Allowed materials:

- Ruler and square
- Calculator

Note:

Every candidate is required to carefully comply with the provided assessment instructions.

Section I Attempt all the Twelve (12) questions**(60 marks)**

- (01) Given the statement below, find and write the correct and wrong ones respectively:

(a) Correct Statements and (b) Wrong statements**(5 marks)**

- A business plan is a guide, a roadmap for your business that outlines goals and details how you plan to achieve those goals.
- Personal budget is composed with Money In, Money Out and Money Remaining.
- Money management is the process of knowing where you are spending your money today and having a well-thought-out plan in place for where you want it to go in the future.
- Saving is storing small amounts of money for emergencies, unexpected events or items you need.
- Cooperative is business organization owned and operated by group of individuals for their mutual benefit.

- (02) Complete the following table:

(5 marks)

Item	Asset or liabilities
Cash at bank	
Loan from the bank	
Stock of beverages	
Creditors	
Equipment	

- (03) a) Arrange the following data into Assets and Liabilities and sum up them to get total assets and total liabilities:

Debtors	Frw 1,200,000
Van	Frw 3,800,000
Creditors	Frw 4,100,000
Fixtures	Frw 1,800,000
Stock of goods	Frw 4,200,000
Cash at bank	Frw 300,000

- b) Calculate the amount of capital for above given data.

(5 marks)

- (04) Fill in blank using the appropriate word from []

5 marks)

- a)is the amount of money received over a period of time either as payment for work, goods, or services, or as profit on capital. [Loan, Income, Account]

- b) An association of two or more persons who have agreed to share the profit of the business which they run together is.....
[Cooperative, Partnership, Public cooperative]
- c)is one of characteristics of a good business opportunity.
[Return on investment, Decision making, Honesty]
- d)is a business owned by one person for the purpose of getting profit [Partnership, Sole proprietorship, Private company]

(05) Explain why Hotels are required to use EBM when issuing invoices to their customers. **(5 marks)**

(06) Match the column A with the column B. You will write the correct word/sentence from column B corresponding to each number from Column A **(5 marks)**

Column A	Column B
1. workers allowed to make decision	Business organization
2. process of classifying and arranging records so that they can be obtained without delay	Business ethics
3. Entrepreneur are never certain of the amount of income they will get from business since it keeps on fluctuating between favorable and unfavorable season, depending factors such as business performance and preventing social economic condition.	Democratic
4. The identification of the activities which are to be done, grouping them into different section as well as designing or delegating these activities to specific individuals to carry them out.	Filing
5. Acceptable behaviors exhibited by businesses or ways in which business should conduct them towards their customers, employees, government and community.	Uncertainty of income

- (07) a) To gain the return on investment an Entrepreneur needs to control business cash flow. Differentiate positive cash flow from negative cash flow.
b) To survive business must maintain positive cash flow.
Discuss at least three (3) importance of maintaining positive cash flow. **(5 marks)**

(08) The menu items costs Frw 5,000 and the Hotel desire a 32% food cost. What would be the menu price? **(5 marks)**

- (09) State any five (5) items to be included in invoice. **(5 marks)**
- (10) Explain the following concepts: **(5 marks)**
 a) Balance sheet
 b) Income statement
- (11) A restaurant is serving 1,000 students in a semester for 98 days.
 Food service expenses amount Frw 650,000,000.
 Calculate the daily rate per student. **(5 marks)**
- (12) What is double entry system in recording financial transactions? **(5 marks)**

Section II: Attempt any Four (4) questions out of Six (6) (40 marks)

- (13) You have finished your studies, your family member asked you what will be your next step and you replied that you will run business related to your trade. Using a chart, draw a business cycle that you will use to show him/her how will be your business life journey. **(10 marks)**
- (14) After finishing your studies, you intend to make a small business of your choice, by taking BDF as your business finance guarantee to get three million Rwandan francs (3000,000 Frw) from bank.
 Using a business of your choice, prepare a start-up and working cost for your business by showing not less than seven (7) items. **(10 marks)**
- (15) From the following listing of a hotel accounts, distinguish the debit to credit balances: **(10 marks)**

		Debit	Credit
Buildings	120,000		
Wages payable	1,300		
Bank overdraft	2,240		
Trade Creditors	3,300		
Soft drink inventory	880		
Office supplies	540		
Owners' equity	78,450		
Bank loan	18,420		
Accounts receivable	4,500		
Sales	24,600		

- (16) Gakire owns a tennis resort complex. The resort has a 31st December financial year- end. The resort's account balances are as follows:

Gakire Eastwell tennis resort account balances – 31 December 2018	Frw
Accounts payable	22,000,000
Wages owing	4,600,000
Bank overdraft	7,300,000
Accounts receivable	12,000,000
Food inventory	3,800,000
Beverage inventory	2,400,000
Cleaning supplies	1,100,000
Tennis equipment	800,000
Land	230,000,000
Buildings	12,500,000
Loan payable	100,000,000
Furniture	13,000,000
Tax payable	14,200,000
Sales revenue	115,000,000
Food and beverage used	23,000,000
Wages	41,700,000
Miscellaneous expenses	4,200,000
Owner's drawings	6,000,000
Owners' equity	199,900,000

Required:

- Which items will be taken to his income statement?
 - Which items will be taken to the balance sheet? **(10 marks)**
- (17) **a)** What is a banquet event order?
b) State any six (6) items included on it. **(10 marks)**
- (18) A Hotel made the following transaction during the first week of September 2019:
- Hotel receives Frw 500,000 for room sales.
 - Hotel pays staff Frw 400,000 in wages.
 - Hotel makes Frw 600,000 of restaurant sales all on credit.
 - Hotel owner withdraws Frw 1,000,000 from the business.
 - Hotel buys Frw 700,000 of inventory stock on account.

Required:

Record the above hotel's transactions in appropriately headed T-accounts.

(10 marks)

