

SUPERVISOR TO ATTACH PROCESSING LABEL HERE

	STUDENT NUMBER								
Figures									
Words									

VCE VET BUSINESS ADMINISTRATION

Written examination

Wednesday 1 November 2006

Reading time: 9.00 am to 9.15 am (15 minutes)

Writing time: 9.15 am to 10.45 am (1 hour 30 minutes)

QUESTION AND ANSWER BOOK

Structure of book

Number of questions	Number of questions to be answered	Number of marks
26	26	153

- Students are permitted to bring into the examination room: pens, pencils, highlighters, erasers, sharpeners, rulers, and one scientific calculator.
- Students are NOT permitted to bring into the examination room: blank sheets of paper and/or white out liquid/tape.

Materials supplied

• Question and answer book of 19 pages.

Instructions

- Write your **student number** in the space provided above on this page.
- Answer all questions in the spaces provided.
- All written responses must be in English.

Students are NOT permitted to bring mobile phones and/or any other unauthorised electronic devices into the examination room.

The following scenario relates to all questions within this examination.

Your name is Chloe Waters and you work for Perfect Party Planners Ltd. You have just been promoted to Office Supervisor, so some of your tasks will be taken over by the new Office Assistant, Susan Jenkins. She will now be in charge of the petty cash fund and doing the banking.

•	4
Question	1
Question	

		2 m
i.	Why is it important to always write out a voucher before handing over any money?	
ii.	Who must sign the voucher?	

To help Susan understand when it is acceptable to pay out petty cash, you show her a number of completed vouchers, then you give her a little test to see if she understands.

- **c.** Circle the number beside the items below that would **not** be refundable by petty cash.
 - i. Flowers for the reception area
 - ii. Taxi fare for urgent documents to be delivered
 - iii. Air fare from Melbourne to Perth
 - iv. Tea and coffee
 - v. Money for office junior's lunch
 - vi. Packet of highlighters/pens

2 marks

2 + 1 = 3 marks

Question 2

Complete the petty cash book below by

i. completing the GST and other columns

balancing the petty cash book, on 7 November, showing the amount of the reimbursement. totalling all the columns ij

Petty Cash Book

	Sundries											
	Staff amenities											
	Postage											
	Travel											
40	Stationery											
I city Casil Door	GST											
	Payments			15.95	33.00	11.33	48.40	55.50				
	Receipts	183.90	200.00									
	Particulars	Reimbursement	TOTAL	Wrapping paper	Flowers	Express Post parcel	Taxi fare	Display folders	TOTAL			
	Ref	Chq 6636		048	049	020	051	052				
	Date	Oct 30		31	Nov 1		2	3				

b. Complete the reimbursement cheque No. 6341.

Reimbursment cheque

Date 7 November 2006	i		Waterford Bank
То			Mount Albert Branch
For			Date <u>7 November 2006</u>
	\$	С	Pay or bearer The sum of
Balance	35 120	00	The sum of
Deposits	1 330	22	\$\$
Balance			
This cheque			C. Waters
Balance			Perfect Party Planners Ltd
236341			236341 063 33 2018
			7

7 marks

Question 3

Susan will also be responsible for doing the banking.

List **three** things you should verify on a cheque before banking it.

1.	
2.	
3.	

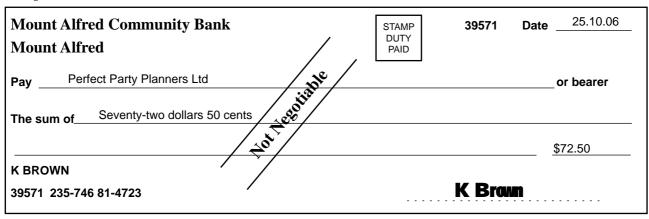
Use the information below to complete the following:

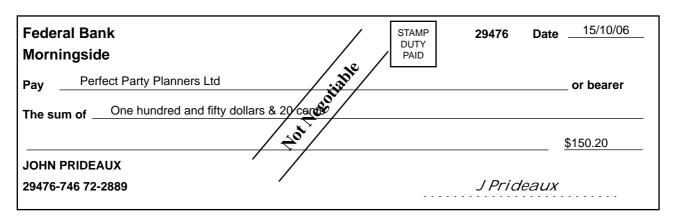
- the merchant summary (credit card transaction summary)
- the deposit slip

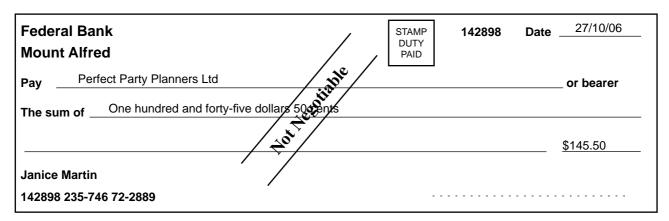
DETAILS

Total coins \$ 455.00 Total notes \$ 3550.00

Cheques







a. Merchant summary (credit card transaction summary)

4973 3588 3467 2597	MERCHANT S	MERCHANT SUMMARY				
	Туре	No. of items		Amount \$		
	Sales vouchers	7	963	40		
	Less credit vouchers	1	120	00		
Perfect Party Planners Ltd	Total					
Valid from Expires 04/06 03/07	If value of credits is greater that amount	an sales, enter mi	nus sign a	nd circle the total		

1 mark

b. Deposit slip

	WATERFORD E			DI	EPOSIT SLIP		
The sum of				7	November 200	06	
THE SUIT OF				Notes			
				Coins			
				TOTAL			
				Credit cards			
				Cheques			
				TOTAL			
Teller	No. of items	Pa	aid in by	(Signature)		
FOR CREDIT	Account name Fancy Party Hire Ltd			Account nu	mber		
OF			47289				
Proceeds of cheques etc. will not be available until cleared							

Reverse of deposit slip

	PARTICULARS OF CHEQUES								
	Drawer Bank Branch Amount								
1									
2									
3									
			TOTAL						

Perfect Party Planners Ltd sold some goods to Ideal Items Incorporated. It is Chloe's responsibility to complete the invoice and to ensure the details are correct. The goods were ordered on 19 October 2006 and invoiced on 23 October 2006. The order number was 4345.

a. Complete the GST and total the columns in the tax invoice below.

Perfect Party Planners Ltd (ABN 333 234 111) 145 Talbot Road (PO Box 1392) CHURCHFORD VIC 3148 TAX INVOICE Sold to: <u>Ideal Items Incorporated</u> Tax invoice No. TI66783 145 Belmont Road, Churchford 3148 Date _____ Your order No. Victoria Amount **GST Total Particulars** Quantity Rate \$ \$ \$ Feathered masks 30 \$1 each 30.00 **Poppers** 12 boxes \$6 per box 72.00 100 \$1 each 100.00 Assorted fancy paper hats \$4 each 40.00 Happy birthday banners 10 TOTAL INVOICE AMOUNT

7 marks

Unfortunately the packer included two banners that read 'Merry Christmas' instead of 'Happy Birthday', so they were returned by Ideal Items Incorporated.

b. Complete the adjustment note that Perfect Party Planners Ltd then had to send, dated 30 October 2006.

Perfect Party Planners Ltd (ABN 333 234 111)								
145 Talbot Road (PO Box 1392) CHURCHFORD VIC 3148								
Adjustment Note								
To: Ideal Items Incorporated	Note Number	492						
145 Belmont Road, Church		Date						
<u>Victoria</u>			Tax invoice no.: T166783					
Particulars	Quantity	Rate	Amount \$	GST \$	Total \$			
		TOTAL						

Nan	me the most appropriate software for producing	
я.	a business letter	

		1 mark
).	a report containing details of monthly sales figures for January-July 2006	
		1 mark
	customer, staff and product data	
		1 mark

1 mark

Question 7

a. Perfect Party Planners Ltd Procedures Manual contains a set of sample documents with details of how they are to be prepared. List **three** items that may be included in the instructions of the procedures manual.

1			
2			

3

3 marks

b. Chloe has asked Susan to prepare the following documents identified in the 1st column. Complete the table by identifying a software application used for each document.

Type of document	Software application
• a list of 200 South Australian clients	•
roster system for covering reception during lunch times	•
• emergency contact telephone numbers for all staff	•

3 marks

c. From the software applications you have selected above, choose **one** and describe why it is appropriate for the particular document.

_	4 •	0
()	uestion	×
v	ucsuon	u

Exp	plain why it is important to	
a.	work in good light	
		1 mark
b.	sit correctly at your computer	
		1 mark
c.	keep your desk tidy with everything in easy reach.	
		1 mark
Qu	estion 9	
a.	You have just joined two computer-generated documents together. What is this process called?	
		1 mark
b.	Name the process where a number of separate names and addresses from a database are combined	
υ.	form letter.	za wini a
		1 mark
		1 mark

Although your computer has a spellcheck facility it has not picked up the incorrect use of some words in the following passage. Find the incorrect words in the passage and complete the table below.

BEAR ACTIVITIES

Polar bears are the largest land carnivores. They are twice as big as a tiger.

Mail polar bears grow two to three times the size of female polar bears. They weigh about 350–650 kg and are about 2.5 to 3 metres long and females can weigh as much as 500 kg.

The coat can vary from pure white to creamy yellow to light brown depending upon season and angle of light.

Polar bare legs are large and stocky. Even though they are amazing swimmers, with water-repellent coats and partially webbed pause, the bears prefer to use chunks of ice as rafts to get around. They have bean known to run at speeds of 40 miles (64 km) an hour.

When hunting for food they use there sense of smell which is 100 times better than ours. They hunt for seals and large fish, and scavenge for dead wails or walrus.

Incorrect word	Correct word
1.	
2.	
3.	
4.	
5.	
6.	

6 marks

Question 11

Susan has been given an edited document to re-type. State the meaning of these editing instructions in the table below.

Polar bears have a 4-inch (10 cm) thick layer of blubbery fat to keep them warm	stet
There were (22) people present	spel
He wanted to first go so he could set up camp	trs
A <u>CTING</u> CHAIRMAN	l.c.

Edits	Meaning
stet	
spell	
trs	
l.c.	

Name three common storage devices for computer data.	
1	
2	
3	
	3 marks
Question 13	
Name two examples of information that a software package User Manual could contain.	
1	
2	

_
_

6 marks

b. Suggest a useful computer **filename** for saving this letter to allow it to be easily identified.

1 mark

$\boldsymbol{\cap}$	4 •	4 -
"	uestion	- 1
v	ucsuvii	10

What are three	benefits an electronic database	ase has over a paper-based s	ystem?	
1				
2				
2				
3				
				3 marks
Question 16				
a. When desi	igning a database, is it better	to have a few large fields o	r many small fields?	
				1 mark
b. Explain yo	our answer.			
				1 mark
Question 17				
-	latabase, what method is use	ed to prevent confusion who	en two clients share the sar	ne first and
				1 mark
0 4 40				
Question 18	C	1 1 . 1 . 6	6.11	. 1)
-	s of entering new data into a		-	ect words).
tables	queries	reports	forms	
				2 marks

Susan has been asked to design a customer database for Perfect Party Planners to hold the following information.

0051	Nancy	Wong	12 Athol Rd	Parkwood	3052	48 1234	0405 234
0052	John	Vella	63 Smith St	Collingville	3066	16 3456	0422 123
0053	Jenny	Vella	63 Smith St	Collingville	3066	16 3456	0421 987
0054	Suzie	Nguyen	18 Elizabeth St	Richway	3121	28 3579	0424 656
0055	Andrew	Black	32 David St	Brunsmore	3056	86 5454	0408 543
0056	Martin	Harris	25 Wattle Ave	Prestwick	3072	80 9876	0422 989
0057	Alison	Costas	54 James St	Northborn	3070	86 8787	0425 656
0058	Frank	Jones	44 High St	Northborn	3070	89 4321	0403 456
0059	Helena	Roberts	564 Lygon St	Brunsmore	3056	83 2345	0423 545
0060	Richard	Olivera	87 Dundas St	Prestwick	3070	42 5656	0402 323
0061	Angela	Martin	453 Spencer St	Fitzhurbet	3065	16 7575	0432 789
0062	Greg	Jarvis	7 Comas Ave	Parkwood	3052	45 4747	0405 414

a.	How many	fields	would be	necessary	to	create	this	database	?
----	----------	--------	----------	-----------	----	--------	------	----------	---

1 ma	rŀ
1 1111	

b. How many records are there in this database?

1 mark

c. Imagine you are designing this database. In the following table, write down the field names you would use. Next to each field name, write the data type for each field, using one of the following choices: text, number, date/time, currency.

Field name	Data type

Today is 1 November 2006.

Chloe has asked her assistant, Susan, to prioritise her tasks. In the table below is an example of one day's work schedule. Prioritise these tasks by placing a number next to the task, with number 1 for the highest priority and number 9 for the lowest priority.

Susan	Priority
Type the monthly report – three pages including spreadsheet containing monthly figures	
2. Photocopy eight copies of the report to be handed to members at their meeting on 10 November	
3. Complete and balance the petty cash book	
4. Complete a request form for a cheque for reimbursement for petty cash fund	
5. Prepare the banking	
6. Take banking to the bank	
7. Drop off brochure containing price list at Wonderwear Inc, two blocks away, before 2.00 pm	
8. Post the mail on her way home	
9. Open mail and deliver to relevant people in the organisation	

9 marks

Question 21

Chloe must ensure that the company's Annual Report is prepared and ready to be sent out by 20 November 2006. Beside each task below, state what business technology (that is, hardware and/or software), if any, she would use.

Task	Technology
Work out how long it is going to take to type 30 pages	
Prepare the Annual Report (30 pages)	
Proofread	
Photocopy 20 copies – double-sided and stapled	
Prepare a covering letter to send with the report	
Prepare a list of names and addresses	
Print the address labels	
Stick the labels on the envelopes	
Put an Annual Report in each envelope with the covering letter	
Stamp the envelopes	

i. Susan	ormance apprai						
-	ormance apprai						
-	ormance apprai						
-	ormance apprai					2 ma	ark
	Transfer of France	sal benefit t	he followin	g?			
ii. Perfect Party	Planners Ltd						
State two other w	ays in which Su	san could jı	udge her wo	ork performan	ce.	2 + 2 = 4 ma	arks
1							
2						2 ma	arks
usan is really happy tha ush. She has also decid							
. What advantages	are there for Sus	an to contir	nue to devel	op her knowl	edge and skil	ls?	
						2 ma	

Following Susan's successful appraisal, Perfect Party Planners Ltd has decided that she should be responsible for the company's filing.

In the table below, tick the most suitable filing classification for each item listed. Only **one** classification is required for each item.

Item	Alphabetic	Numeric	Subject	Chronological	Geographic
Letters to clients/suppliers					
Product listings					
Price lists					
Memos to staff					
Sales territories e.g. metropolitan, regional					
Invoices/Statements/Financial documents					
Incoming orders					
Special events brochures					

	8 marks
The	e manual files (hard copy) of Perfect Party Planners Ltd are too full.
b.	What two measures could be taken to deal with this situation?
	1
	2
	2 marks
Qu	estion 24
Per	fect Party Planners Ltd has many different types of hard copy material it needs to keep.
List	t three different storage facilities for this material.
1	
2	
3	
	3 marks
Qu	estion 25
	particular document is required in more than one department at Perfect Party Planners Ltd, suggest a cedure to allow access to this document by all departments.

Perfect Party Planners Ltd has decided to save on paper wastage and reduce its environmental impact by u	ısing
the back of single-sided computer print-outs for draft copies and by introducing a paper recycling bin.	

a.	What important security issue must be considered?
b.	How would you deal with this issue?

1 + 1 = 2 marks

Total 153 marks