

TERM 2 2022 OPENER EXAM FORM 4

BUSINESS FORM 4 PAPER 1 MARKING SCHEME

1. Highlight four reasons why people engage in Business activities. (4mks)

- i) To create employment opportunities
- ii) To make use of available local resources
- iii) To be their own bosses
- iv) To increase their present income
- v) To utilize their free time
- vi) To commercialize their skills and talents

2. Outline four types of resources that are important in Business. (4mks)

- i) Human resources
- ii) Financial resources
- iii) Physical resources
- iv) Technology

3. State four functions of an entrepreneur in the production of goods and services. (4mks)

- i) They bear all the risks associated with production
- ii) They provide the required capital to carry out production
- iii) They acquire all other factors of production
- iv) They identify and set up viable business
- v) They coordinate and organize the other factors of production

4. Identify the machine used to perform the following tasks. (4mks)

Statements	The machine
a) To count coins and notes	Money counting machine
b) To trim paper into required sizes and shapes	Gullotine
c) To fold documents, place them in	Composite machine

envelope and seal the envelope	
d) To print postage impression on envelopes	Franking machine

5. Outline four differences between chain stores and departmental stores. (4mks)

Chain stores	Departmental stores
i) They have branches all over the country e.g ART Ltd	All departments operate under one roof
ii) Stock a limited variety of goods	Stock a wide variety of goods
iii) All branches sell similar goods. Purchases are centralized	Each department deals with different line of goods. Purchases are decentralized
iv) Prices are uniform in all branches	Each department sets its own price

6. State four statistics that are associated with the measurement of National income. (4mks)

- i) Gross National Product
- ii) Net National product
- iii) Gross Domestic product
- v) Net Domestic product

7. Prepare Sunshine Traders Balance sheet from the following list of balances extracted from his books as at 31 December 2013. (4mks)

Capital	357,000
Stock	40,000
Machines	150,000
Furniture	7,000
Motor vehicles	200,000
Bank	20,000
Creditors	25,000
Cash	5,000

Debtors 60,000
 Loan from KCB 100,000

**SUNSHINE TRADERS
 BALANCE SHEET
 AS AT 31/12/2013**

Assets	Sh.	Capital + Liabilities	Sh.
Stock	40,000	Capital	357,000
Machines	150,000	<u>Liabilities</u>	
Furniture	7,000	Creditors	25,000
Motor vehicles	200,000	Loan from KCB	100,000
Bank	20,000		
Cash	5,000		
Debtors	60,000		
	482,000		482,000

8. Outline four characteristics of a good filing system

(4mks)

- i) Simplicity
- ii) Compactness i.e occupy little office space
- iii) Suitability
- vi) Should be economical
- vii) Safety
- viii) Accessibility

9. Highlight four methods that Government uses to protect consumers.

(4mks)

- i) Setting up standards
- ii) By licensing
- iii) Weights and measures act
- iv) Food and drug act
- v) Trade description act / sale of good act
- vi) Public health act
- vii) Rent and tribunal act

10. State four factors that a manager should bear in mind to ensure that he/she effectively communicates with the employees. (4mks)

- i) The timing of sending / passing information should be appropriate
- ii) There should be mutual respect between the two parties
- iii) Should speak in a proper language that is understood by all parties
- iv) The manager should not have a negative attitude towards any employee
- v) The manager should not have pre-judgement

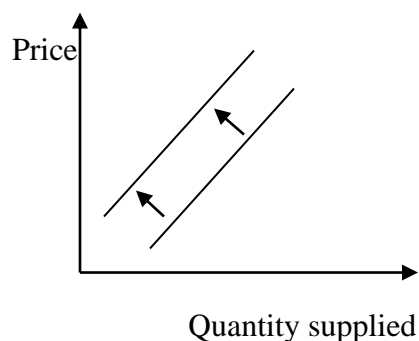
11. State the meaning of the following principles of insurance. (4mks)

- a) **Subrogation** - This states that after the insured has been compensated the remnant of the insured item becomes the property of the insurer
- b) **Contribution** - When a property is insured by more than one insurance company upon the occurrence of the event of loss, all the insurance companies will share the loss proportionately.
- c) **Insurable interest** - One can only insure a property whose loss will affect him financially.
- d) **Indemnity**- States that the insured can only be compensated for the actual loss suffered.

12. Highlight four characteristics of underdevelopment. (4mks)

- Low standards of living in the country.
- Low per capita income
- Rapid population growth rate
- Under-utilized natural resources
- Low literacy levels
- Use of simple / rudimentary technologies in production
- Pronounced income inequalities
- Low levels of productivity
- Poor infrastructure
- High levels of unemployment

13



State four factors that may have caused the change shown in the diagram above. 4mks

- i) Use of traditional techniques in production process
- ii) Unfavourable weather conditions
- iii) Inadequate supply of factors of production
- iv) Unfavourable change in government policy
- v) High cost of production
- vi) Expected increase in the price of the product in future

14. Highlight four causes of unemployment in Kenya. (4mks)

- Rapid population growth rate
- Introduction of capital intensive methods of production
- Inappropriate education system which is white collar job oriented
- The people may be too selective when choosing the jobs they want which may not be available.
- Low demand for goods and services due to low incomes.
- Inadequate resources required for production to be carried out.
- Rural – urban migration.
- Changes in seasons particularly in tourism and agricultural sectors.

15. Outline four circumstances under which Mr Ondieki (a farmer) may distribute his products directly to his customers. (4mks)

- i) Where the goods are produced according to customer's specifications
- ii) Where goods are technical in nature
- iii) Where goods are perishable in nature
- iv) Where the farmer is very close to the market
- v) Where the market being targeted is small
- vi) Where the producer wants to have direct contacts with the customers
- vii) Where the producer has his own retail outlets

16. Tripple SSS wholesalers had the following information as at 31 December 2013 (4mks)

Closing capital	70,000
Total expenses	5,000
Drawings of goods	6,000
Total incomes	3,000

Calculate the capital at the beginning of the year.

$$O.C - L - D = C.C$$

$$O.C - (5000 - 3000) - 6000 = 70,000$$

$$O.C - 2000 - 6000 = 70,000$$

$$O.C - 8000 = 70,000$$

$$O.C = 78,000 \quad \checkmark$$

17. Highlight four advantages of localization of firms. (4mks)

- i) A pool of skilled labour is created where the firms can get employees from
- ii) Employment is created in such areas
- iii) Development of infrastructure may be carried out in areas where localized firms are
- iv) Joint management of waste can be carried out by all firms
- v) Establishment of solid amenities such as hospitals and schools
- vi) Firms may benefit from already established markets
- vii) It leads to development of auxiliary firms such as banks and insurance in the area.

18. State four characteristics of good money. (4mks)

- General acceptability
- Scarcity
- Durability
- Divisibility
- Portability
- Stability
- Cognizability
- Homogeneity
- Malleability

19. Identify the day book associated with the following source documents given below. (4mks)

Source documents	Day books
Invoice received	Purchases Journal
Credit note received	Purchases Returns Journal
Receipt issued	Cash receipt journal
Credit note issued	Sales returns journal

20 Highlight four purposes of public finance. (4mks)

- i) To provide essential goods and services
- ii) To control consumption of certain products
- iii) Re-distribution of wealth
- iv) To promote balanced regional development
- v) To raise revenue for the government
- vi) To control balance of payments

21. The following balances were extracted from the books of Okinda wholesalers on 31st December 2006. (4mks)

	Sh
Capital	800,000
Sales	250,000
Debtors	70,000
Purchases	160,000
Creditors	45,000
Opening stock (1.1.2006)	40,000
Closing stock (31.12.2006)	20,000
General expenses	50,000
5 year bank loan	200,000
Insurance expenses	20,000
Salaries and wages	80,000

Required, calculate

i) **Mark up** = $\frac{\text{Gross Profit} \times 100}{\text{Cost of goods sold}}$ $\frac{70,000 \times 100}{180,000}$ (1mk)

= 38.88%

ii) **Current ratio** (1mk)

Current assets = $\frac{90,000}{45,000}$ = 2:1

iii) **Rate of stock turnover** (1mk)

Cost of goods 180,000
Average stock 30,000

Average stock = $\frac{40,000 + 20,000}{2}$ = 6 times

iv) **Rate on return on capital** (1mk)

$\frac{\text{Net loss}}{\text{Capital invested}}$

$\frac{80,000}{720,000} \times 100\%$

= 11.11% or 1:9

22. Outline four money transfer facilities offered by commercial banks. 4mks

- i) Use of cheques
- ii) Telegraphic transfer
- iii) Electronic fund transfer
- iv) Standing order

23. Highlight four uses of a proforma invoice. (4mks)

- i) It can be used to serve as quotation
- i) Sent to show what the buyer would have to pay if the order is approved
- ii) Issued to an agent who sells goods on behalf of the seller
- iii) Used by importers to get customers clearance before goods are delivered
- iv) Sent when the seller does not want to give credit

24. State four factors that affect the productivity of an office worker. (4mks)

- i) Personal attributes e.g hygiene and moral behaviours
- i) Office etiquette e.g respect and punctuality
- ii) Knowledge and skills
- iii) Emotional qualities

25. In each of the following cases, state the type of inflation described (4mks)

a) The unrest in Libya has resulted to an increase in the price of oil	Imported inflation
b)The price of bread has gone upto sh.60 due to increase in the price of wheat	Cost-push inflation
c) A lot of money in circulation has led to the general increase of price	Demand pull inflation
d) Arise in price due to uneven growth in some sectors of the economy.	Structural inflation