



**FINANCIAL ACCOUNTING 3**  
**7005**

**CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD**

Technical and Vocational Education Examination

**JUNE XXXX**

**ADVANCED LEVEL**

|                                     |                                                                                                   |
|-------------------------------------|---------------------------------------------------------------------------------------------------|
| Specialty Name<br>(Specialty. Code) | <b>ACCOUNTING (ACC)/ TAXATION AND INFORMATION<br/>MANAGEMENT SYSTEMS FOR BUSINESS(TIMES)/ FIG</b> |
| Subject Title                       | <b>FINANCIAL ACCOUNTING</b>                                                                       |
| Paper No.                           | <b>3 – COMPUTER AIDED ACCOUNTING</b>                                                              |
| Subject Code No.                    | <b>7005</b>                                                                                       |

**One hour 30 minutes**

**INSTRUCTIONS TO CANDIDATES**

**This practical paper has two independent COMPULSORY exercises (questions), to be treated for 90 minutes. You are advised to spend a maximum of 45 minutes on each question**

.

*You are reminded of the necessity for good English and orderly presentation in your answers.*

*You are advised to read carefully through the question paper, before you begin your answers.*

**Turn Over**

XXXX/7005/3/C3/2

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**EXERCISE 1**

You have been recruited at Fundong Community Radio located in the town of Fundong, P.O.Box 37, Trade register №: 57/FU/21B, Employer's NSIF № 23D2014, key:B, Quarter : Abuh, Tel: 223344557, password :f, at the post of chief of Bureau for the pay. During the month of June 2019, two new employees were recruited and the DHRM communicates to you the following information concerning the new employees:

**Appendix 1: Personnel information**

| FIRST PERSONNEL              |                    | SECOND PERSONNEL             |                          |
|------------------------------|--------------------|------------------------------|--------------------------|
| <b>Name &amp; surname</b>    | ROH Joneveen       | <b>Name &amp; surname</b>    | KUHLON Jean              |
| <b>Matricule</b>             | 12E019             | <b>Matricule</b>             | 12F019                   |
| <b>Date of assumption</b>    | 01-06-2019         | <b>Date of assumption</b>    | 01-0-2019                |
| <b>Date of birth</b>         | 08-08-2000         | <b>Date of birth</b>         | 07-04-2002               |
| <b>Sex</b>                   | Male               | <b>Sex</b>                   | Female                   |
| <b>Type of employment</b>    | Permanent          | <b>Type of employment</b>    | Permanent                |
| <b>Sector</b>                | 3                  | <b>Sector</b>                | 3                        |
| <b>Town of activity</b>      | Fundong            | <b>Town of activity</b>      | Fundong                  |
| <b>Matrimonial situation</b> | Single             | <b>Matrimonial situation</b> | Single                   |
| <b>Personnel</b>             | Own staff          | <b>Personnel</b>             | Own staff                |
| <b>Qualification</b>         | Skilled technician | <b>Qualification</b>         | Skilled staff            |
| <b>File</b>                  | 15                 | <b>File</b>                  | 16                       |
| <b>Active</b>                | Yes                | <b>Active</b>                | Yes                      |
| <b>Number of children</b>    | 0                  | <b>Number of children</b>    | 0                        |
| <b>Category</b>              | 5                  | <b>Category</b>              | 10                       |
| <b>Echelon</b>               | C                  | <b>Echelon</b>               | A                        |
| <b>Responsibility</b>        | Chief of Bureau    | <b>Responsibility</b>        | Technical director       |
| <b>Service</b>               | 11 DHRM            | <b>Service</b>               | Administrative direction |
| <b>Over-salary</b>           | 10 000             | <b>Over-salary</b>           | 25 000                   |
| <b>Function</b>              | Chief of Bureau    | <b>Function</b>              | Technical director       |
| <b>Trade union</b>           | CTI                | <b>Trade union</b>           | CTI                      |
| <b>NSIF number</b>           | 4572A              | <b>NSIF number</b>           | 4575A                    |
| <b>State of work</b>         | At work            | <b>State of work</b>         | At work                  |
| <b>Mode of payment</b>       | Cash               | <b>Mode of payment</b>       | Transfer                 |
| <b>Bank</b>                  | /                  | <b>Bank</b>                  | UBA                      |
| <b>Lodged</b>                | No                 | <b>Lodged</b>                | No                       |
| <b>DIPE number</b>           | 5445-S             | <b>DIPE number</b>           | 5447-U                   |
| <b>Line</b>                  | 14                 | <b>Line</b>                  | 14                       |
| <b>Advantage in kind</b>     | 1 housing: 35000   | <b>Advantage in kind</b>     | 01 vehicle : 35 000      |
|                              |                    | <b>Advantage in kind</b>     | 01 Housing : 40 000      |
|                              |                    | <b>Advantage in kind</b>     | 02 Domestics : 100 000   |

NB: The maximum age for taking into account children: 21 years

**Appendix 2: Functions of the entity**

| Code | Function                |
|------|-------------------------|
| 1    | ADMINISTRATIVE DIRECTOR |
| 2    | DHRM                    |
| 3    | TECHNICAL DIRECTOR      |

|   |                 |
|---|-----------------|
| 4 | CHIEF OF BUREAU |
|---|-----------------|

**Appendix 3: Salary scale**

| Category | Echelon | Sector | Basic salary |
|----------|---------|--------|--------------|
| 10       | 10      | 3      | 400 000      |
| 11       | 11      | 3      | 350 000      |
| 5        | 5       | 3      | 250 000      |
| 4        | 4       | 3      | 175 000      |

**Appendix 4: Hierarchical structure**

|                        |                            |
|------------------------|----------------------------|
| Card – index of a unit |                            |
| Code                   | 111                        |
| Unit                   | 1 ADMINISTRATIVE DIRECTION |
| Base                   | 11 DHRM                    |
| Cell                   | 111 FUNDONG AGENCY         |
| Localisation           | FUNDONG                    |
| Entity                 | FUNDONG COMMUNITY RADIO    |

**Appendix 5: Responsibility scheme**

| Premium/Allowances      | Transport | Documentation | Representation |
|-------------------------|-----------|---------------|----------------|
| Responsibility          |           |               |                |
| Technical director      |           | 25 000        | 20 000         |
| Chief of bureau         | 15 000    | 10 000        |                |
| Administrative director |           | 30 000        | 40 000         |
| DHRM                    |           | 15 000        | 30 000         |

**Appendix 6: Bank**

| Cash desk code | Bank code | Bank Name                      | Account № |
|----------------|-----------|--------------------------------|-----------|
| Cash desk 1    | UBA2      | United Bank for Africa Bamenda | 87259     |

**Appendix 7: Trade union**

|           |                                    |
|-----------|------------------------------------|
| Code      | CTI                                |
| Narration | Association of Independent Workers |
| Rate      | 1                                  |

**Appendix 8: ROH Joneveen's overtime for the month**

| Hours at 120% | Hours at 130% |
|---------------|---------------|
| 4             | 6             |

**Appendix 9: councils**

| Council code | Town    | Enrolment | Section |
|--------------|---------|-----------|---------|
| FUN          | FUNDONG | 70        | 3       |

**Work required**

1.1. Launch the software SIGESPAIE.

**(1mark)**

1.2. Create the company Fundong Community Radio in Sage Sigespaie software.

**(2marks)**

1.3 Proceed to the creation of :

- a) Function file
- b) Salary scale
- c) Hierarchical structure
- d) Responsibility scheme
- e) Banks
- f) Councils
- g) Trade union
- h) Personnel file
- i) Management of DIPES

**(10 marks)**

1.4. Carry out all necessary settings in the software and generate the payslip of ROH Joneveen for the month of April 2020.

**(7marks)**

1.5. Print Mr ROH Joneveen's payslip generated above.

**(1.5marks)**

1.6. Close the program.

**(1mark)**

**Exercise 2**

On the 1<sup>st</sup> of May 2019, Mr Fru presented the following bills for discounting at UBC Bamenda. A/c No. 0125460

| Bill No | Nominal values | Maturity dates | Domiciliation |
|---------|----------------|----------------|---------------|
| BE 205  | 360,000        | 30/07/2019     | Bamenda       |
| BE 206  | 500,000        | 15/06/2019     | Bafousam      |
| BE 210  | 420,000        | 30/06/2019     | Douala        |
| BE 215  | 700,000        | 08/05/2019     | Alou          |

The discounting conditions were as follows:

- Discount rate 9%
- Endorsement commission: 0.6%
- Service commission: 1200F per bill
- Domiciliation commission: 0.25%
- Minimum number of days 10
- VAT rate: 19.25%

The recapitulation of this information is found in the discounting slip: **annex 1.**

**ANNEX 1: The Discounting slip**

|    | A                                     | B             | C             | D          | E                          | F                   | G        | H           | I                | J             |
|----|---------------------------------------|---------------|---------------|------------|----------------------------|---------------------|----------|-------------|------------------|---------------|
| 1  | <b>ANNEX 1: The discounting slip.</b> |               |               |            |                            |                     |          |             |                  |               |
| 2  | UBC BAMENDA                           |               |               |            |                            |                     |          |             |                  |               |
| 3  | ACCOUNT No. 0125460                   |               |               |            |                            |                     |          |             |                  |               |
| 4  | TEL: 243562682                        |               |               |            |                            |                     |          |             |                  |               |
| 5  |                                       |               |               |            |                            |                     |          |             |                  |               |
| 6  | Mr FRU                                |               |               |            |                            |                     |          |             |                  |               |
| 7  | Discounting Slip No.                  |               |               |            | DS-3564                    |                     |          |             |                  |               |
| 8  | Discounting date                      |               | 01/05/2019    |            | Discount rate              |                     | 9%       |             | Endorsement rate | 0.6%          |
| 9  | Bill No                               | Domiciliation | Nominal value | Due date   | Theoretical Number of days | Real Number of days | Discount | Commissions |                  |               |
| 10 |                                       |               |               |            |                            |                     |          | Endorsement | Service          | Manipulation  |
| 11 | BE 205                                | Bamenda       | 360,000       | 30/07/2019 |                            |                     |          |             |                  |               |
| 12 | BE 206                                | Baffousam     | 500,000       | 09/05/2019 |                            |                     |          |             |                  |               |
| 13 | BE 210                                | Douala        | 420,000       | 30/06/2019 |                            |                     |          |             |                  |               |
| 14 | BE 215                                | Alou          | 700,000       | 08/05/2019 |                            |                     |          |             |                  |               |
| 15 | <b>Total</b>                          |               |               |            |                            |                     |          |             |                  |               |
| 16 | <b>Details of the transactions</b>    |               |               |            |                            |                     |          |             | <b>Debit</b>     | <b>Credit</b> |
| 17 | Total Nominal value .....             |               |               |            |                            |                     |          |             |                  |               |
| 18 | Discount .....                        |               |               |            |                            |                     |          |             |                  |               |
| 19 | Commissions .....                     |               |               |            |                            |                     |          |             |                  |               |
| 20 | VAT .....                             |               |               |            |                            |                     |          |             | 19.25%           |               |
| 21 | Total Agio .....                      |               |               |            |                            |                     |          |             |                  |               |
| 22 | <b>Net to your credit .....</b>       |               |               |            |                            |                     |          |             |                  |               |

**Work required**

- 2.1. Start MS excel and reproduce the discounting statement in annex 1. **(4 marks)**
- 2.2. Introduce in **E11**, the formula: **=D11-SC\$8**, to determine the theoretical number of days for the first bill, and then copy the formula to other cells to determine the theoretical number of days for the rest of the bills. **(1 marks)**
- 2.3. Introduce in **F11**, the formula: **=IF((D11-SC\$8)<10,10,E11)**, to determine the real number of days for the first bill, then copy the formula to other cells to determine the real number of days for the rest of the bills. **(1 marks)**
- 2.4. Introduce in **G11**, the formula: **=PRODUCT(C11,F11,\$F\$8)/360**, to determine the commercial discount of the first bill, then Copy the formula to other cells to determine the commercial discount for the rest of the bills. **(2 marks)**
- 2.5. Introduce in **G11**, the formula: **=PRODUCT(C11,F11,\$I\$8)/360**, to determine the endorsement commission of the first bill, then copy the formula to other cells to determine the endorsement commission of the rest of the bills. **(2 marks)**

- 2.6. Knowing that the manipulation commission rate is 0.25%, enter in H1, the appropriate formula to calculate the manipulation commission of the first bill, and for other bills. **(2marks)**
- 2.7. Using the Auto Sum function, determine the total nominal value, commercial discount as well as the totals of the various commissions. **(1 marks)**
- 2.8. In cell J17 and I18, enter appropriate formulae in order to transfer the values of total nominal value and commercial discount respectively. 2 marks
- 2.9. In cell I19, enter the appropriate formula to determine the total commissions. 2 marks
- 2.10. In cell I20, introduce the formula  $= (I18 + I19) * H20$ , to determine the VAT. 1 mark
- 2.11. In cells I21 and J22, introduce appropriate formulae to determine the total agio and discountable value respectively. 1 marks
- 2.12. Save, print your work and exit MS excel. 1 mark

