****

**Province of the**

**EASTERN CAPE**

 **EDUCATION**

 **WORKSHEETS FOR HOME SCHOOLING GUIDE – MAY 2020**

**SUBJECT: ECONOMIC & MANAGEMENT SCIENCES (EMS)**

**GRADE 7**

**TOPIC - ACCOUNTING CONCEPTS**

**ACTIVITY 1**

Use the Word Bank to answer the following questions:

|  |
| --- |
| WORD BANK: |
| Assets Cash float Mortgage bondCapital Bank overdraft VehicleDebtor Creditor |

1. Possessions of the business.

2. Money that the owner needs to start a business.

3. People that buys on credit from the business, are called...

4. ... is an enterprise to whom the business owes money

5. Example of a fixed asset.

6. Example of a long-term liability.

7. A type of loan from the bank where the bank allows you to draw more money

 than you have in the bank.

8. Small amounts of money that the business keeps in the cash register to give

 change to customers.

**POSSIBLE ANSWERS**

1. Assets

2. Capital

3. Debtors

4. Creditors

5. Vehicle

6. Mortgage Bond

7. Bank overdraft

8. Cash float

**ACTIVITY 2**

**TOPIC – INCOMES AND EXPENSES**

**Personal income and personal expenses**

Learners need to write down their family’s or their own personal income and personal expenses. Do not let them write down any amounts.

**POSSIBLE ANSWERS**

Answers will differ but make sure the learners do not write down assets as an expense.

|  |  |
| --- | --- |
| Household income | Household expenses |
| Salary, wages, dividends, interest income, rent income,  | Water and electricity, insurance, rent expense, interest expense, telephone account or cell phone accounts, air time, DSTV subscription, clothing account(s), petrol, transport, school fees, groceries, etc. |

|  |  |
| --- | --- |
| Personal income | Personal expenses |
| An allowance, pocket money, lunch fee,  | Taxi fare, tuck-shop money, air time, movies, library fees, school fees, etc. |

**ACTIVITY 3**

**Types of personal income**

**Complete the column by identifying the type of personal income**.

|  |  |  |
| --- | --- | --- |
| Nr | Description | Type of personal income |
| 3.1 | A teacher gets R15 000 per month |  |
| 3.2 | A domestic worker earns R800 per week |  |
| 3.3 | Your grandmother receives R1 460 per month from the government |  |
| 3.4 | A street hawker receives R300 for selling fruits at the street corner |  |
| 3.5 | Your mother bakes cookies and sell it to the local community |  |
| 3.6 | Your parents renting out the outside room of the house for R500 per month  |  |
| 3.7 | A sales representative earns R500 on every vacuum cleaner they sell |  |
| 3.8 | Your father receives R2 000 at the end of the financial year from a company where he has shares |  |
| 3.9 | Your aunt receives R1 500 as an income for investing money at a bank |  |
| 3.10 | Your gardener receives R150 per week for working in the garden every Saturday |  |

**POSSIBLE ANSWERS**

|  |  |  |
| --- | --- | --- |
| Nr | Description | Type of personal income |
| 3.1 | A teacher gets R15 000 per month | Salary |
| 3.2 | A domestic worker earns R800 per week | Wage |
| 3.3 | Your grandmother receives R1 460 per month from the government | Government grant |
| 3.4 | A street hawker receives R300 for selling fruits at the street corner | Informal business income |
| 3.5 | Your mother bakes cookies and sell it to the local community | Informal business income |
| 3.6 | Your parents renting out the outside room of the house for R500 per month  | Rent income |
| 3.7 | A sales representative earns R500 on every vacuum cleaner they sell | Commission income |
| 3.8 | Your father receives R2 000 at the end of the financial year from a company where he has shares | Dividend |
| 3.9 | Your aunt receives R1 500 as an income for investing money at a bank | Interest income |
| 3.10 | Your gardener receives R150 per week for working in the garden every Saturday | Wage |

**TOPIC - BUDGETS**

**ACTIVITY 4**

1. Explain in your own words the following concepts:

1.1 Budget

1, 2 Savings

2. Read through the following scenario and answer the questions that follow:

|  |
| --- |
| Scenario:  |
| Peter pan wants to buy a CD worth R200 but do not have enough money. He earns R200 pocket money per month and his expenses is R150 per month.  |

2.1 What is the first thing Peter Pan needs to do?

2.2 Calculate the money that he has left over every month?

2.3 What do we call this money?

2.4 How many months will it take him to buy his CD?

**POSSIBLE ANSWERS:**

* 1. A plan of how much money a person will have and how he will spend it
	2. Any money left over after you have paid out all your expenses

2.1 Draw up a budget

2.2 R200 – R150 = R50

2.3 Savings

2.4 R200/R50 = 4 months

**GRADE 8:**

**Financial Literacy: Effect of cash transactions on accounting equation**

**ACTIVITY 1**

Analyse the following transactions of Wayne Electrical Services for October 2016.

**Transactions: October 2016**

1. The owner, Wayne Mazibuko, started the business by depositing R90 000 as capital contribution directly into the business current bank account. Issued receipt 001

5. Received R3 500 from four satisfied clients for repairing electrical appliances.

12. Received cash for services rendered, R6 000.

 Received R3 000 from Mary Johnson for rent. Issued receipt 002

15. Received R8 000 from Highveld Technical School for electrical rewiring of the old building. Issued receipt 003

23. Received cash for services rendered, R6 800.

**Possible Answers:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assets | Owners’ equity | Liabilities |
| Day | Effect | Reason | Effect | Reason | Effect | Reason |
| 1 | + 90 000 | Bank increases | + 90 000 | Capital increases |  |  |
| 5 | + 3 500 | Bank increases | + 3 500 | Current Income increases OE |  |  |
| 12 | + 6 000 | Bank increases | + 6 000 | Current Income increases OE |  |  |
|  | + 3 000 | Bank increases | + 3 000 | Rent income increases OE |  |  |
| 15 | + 8 000 | Bank increases | + 8 000 | Current Income increases OE |  |  |
| 23 | + 6 800 | Bank increases | + 6 800 | Current Income increases OE |  |  |

**ACTIVITY 2**

**Financial Literacy: Effect of cash transactions on accounting equation**

Analyse the following transactions of Dungy Hygiene Services for July 2016.

**Transactions: July 2016**

1. The owner D. Dungy, contributed R 50 000 to increase his capital contribution. Issued receipt 001.
2. Received cash for services rendered to FNB, R 5 000. Cash register roll (CRR) issued.
3. Services rendered to ESKOM for deep cleaning of ablution facilities, R6 340.
4. The owner received a donation of R3 000 from Bee Wheezy to buy disinfectants for the business and issued a receipt 002 for the amount.

 Part of the building is rented out to Makhado Projects. Received R10 000 and issued receipt 003.

**Possible Answers:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assets | Owners’ equity | Liabilities |
| Day | Effect | Reason | Effect | Reason | Effect | Reason |
| 1 | + 50 000 | Bank increases | + 50 000 | Capital increases |  |  |
| 10 | + 5 000 | Bank increases | + 5 000 | Current Income increases OE |  |  |
| 21 | + 6 340 | Bank increases | + 6 340 | Current Income increases OE |  |  |
| 28 | + 3 000 | Bank increases | + 3 000 | Donations increases OE |  |  |
|  | + 10 000 | Bank increases | + 10 000 | Current Income increases OE |  |  |

**ACTIVITY 3**

**Financial Literacy: Effect of cash transactions on accounting equation**

Analyse the following transactions of GPS Services for August 2016.

**Transactions for August 2016**

Duplicate receipts issued:

|  |
| --- |
| RECEIPT*Date: 01 August 20*16 No: 01*Received from: Gwen Ringani*R200 000 --*The amount of :Two Hundred Thousand Rand R200 000 Only**For :Capital contribution**\_\_\_\_\_\_\_K Kamela\_\_\_\_\_\_\_**On behalf of GPS Services* |

|  |
| --- |
| RECEIPT*Date: 17 August 20*16 No: 02*Received from: P Phanga*R5 000 --*The amount of :Five Thousand Rand R5 000 Only**For :Rent**\_\_\_\_\_\_\_K Kamela\_\_\_\_\_\_\_**On behalf of GPS Services* |

|  |
| --- |
| RECEIPT*Date: 21 August 2016* No: 03*Received from: K Mabasa*R30 000 --*The amount of :Thirty Thousand Rand R30 000 Only**For :Donation**\_\_\_\_\_\_K Kamela\_\_\_\_\_\_\_\_**On behalf of GPS Services* |

 **Cash register rolls for services rendered**

|  |  |
| --- | --- |
| Day | Amount |
| 17 | R 5 900 |
| 21 | R 63 100 |
| 29 | R 14 860 |

**Possible Answers:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assets | Owners’ equity | Liabilities |
| Day | Effect | Reason | Effect | Reason | Effect | Reason |
| 1 | + 200 000 | Bank increases | + 200 000 | Capital increases |  |  |
| 17 | + 5 000 | Bank increases | + 5 000 | Rent income increases OE |  |  |
|  | +5 900 | Bank increases | + 5 900 | Current Income increases OE |  |  |
| 21 | + 30 000 | Bank increases | + 30 000 | Donations increases OE |  |  |
|  | + 63 1000 | Bank increases | + 63 100 | Current Income increases OE |  |  |
| 29 | + 14 860 | Bank increases | + 14 860 | Current Income increases OE |  |  |

**ACTIVITY 4**

**Financial Literacy: Cash Receipts Journal**

Precious Nduma started a hairdressing business, Precious Hairstylists, on 1 October 2016.

1. Record the following transactions in the Cash Receipts Journal for October 2016. Provide analysis columns for Analysis of Receipts, Bank, Current Income and Sundry Accounts.
2. Close off the journal at the end of the month.

**Transactions: October 2016**

1. Owner, Precious Nduma handed R85 000 to bookkeeper to deposit into the business bank account as capital contribution. The bookkeeper issued receipt 001.
2. Cash received for services rendered, R4 800.
3. Cash received for services rendered, R11 300.

Part of the building was rented out to K. Nana’s manicure business. Received R8 000 for the monthly rent and issued a receipt 002.

**(25)**

**GRADE 9:**

**Financial Literacy: National Credit Act**

**ACTIVITY 1:**

Answer the following questions in your class work book.

1. Questions:
	1. Give two examples of credit providers.
	2. The Act applies to credit cards, overdrafts, mortgages, instalment agreements, leases and micro loans. Research each and give a short description of each.
2. Complete the following sentences using the words given in the word bank.

|  |
| --- |
| Consumers and businesses, Responsible, Legislation, Credit agreements, indebtedness |

* 1. NCA makes sure that credit providers give credit in a …………way.
	2. NCA is a piece of ……………that regulates the lending of money.
	3. The contents of ………………….are regulated in the in the NCA.
	4. NCA attempts to prevent………………….of consumers.
	5. The National Credit Act 34 of 2005 was created to protect both…………..and……………………. (5)

**ACTIVITY 2:**

**Fill in a credit invoice**

**Information:** Petunia Traders sell the following to P. Peters (a debtor), 280 Lily street, East London, 0001:

* A kettle for R180
* 6 pots at R200 each
* An iron for R380

Issue invoice 008 on 20 May 2015.

**Use the following credit invoice:**

|  |
| --- |
| INVOICE No: \_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 34 Long Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ East London \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 0001 Date: \_\_\_\_\_\_\_\_\_\_\_Petunia Traders |
|   |
| Quantity | Description | Price | AmountR |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| E & OE |

**POSSIBLE ANSWER:**

|  |
| --- |
| INVOICETo: *P. Peters*  No: *008* *280 Lily Street*  34 Long Street *Pretoria*  East London *0001*  0001 Date: *20 May 2015*Petunia Traders |
| Purchased from Petunia Traders |
| Quantity | Description | Price | Amount |
| *1* | *Kettle* | *R180* | *R 180.00* |
| *6* | *Pots*  | *R200* | *R1 200.00* |
| *1* | *Iron* | *R380* | *R 380.00* |
|  |  |  | *R1 760.00* |
|  |
| E & OE |

**The Economy: Price Theory**

**ACTIVITY 3:**

**Define the following concepts:**

1. Demand
2. Law of demand
3. Demand schedule

**POSSIBLE ANSWERS:**

1. **Demand** is defined as the quantities of a product that consumers/buyers are willing and able to buy at specific prices at a specific time.
2. **The law of demand** states that when the price of a product increases, the demand for that product will decrease. When the price of a product decreases, the demand for that product will increase. Demand schedule is a table which shows the quantity demanded of a product at different prices.
3. **Demand schedule** is a table which shows the quantity demanded of a product at different prices.

 **ACTIVITY 4:**

Use the information in the demand schedule to draw a demand curve. Label your graph and explain the axis.

|  |  |
| --- | --- |
| **Price** | **Quantity Demanded** |
| R0,50 | 950 |
| R 1 | 850 |
| R 2 | 750 |
| R 3 | 550 |
| R 4 | 350 |
| R 5 | 150 |

**POSSIBLE ANSWER:**

**P**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **D**6 |  |  |  |  |  |  |
| **PRICES (R)**5 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 0 150 350 550 750 850 950 |  |  |  |  |  | **D****Q** |

**QUANTITY**

**ENTREPRENEURSHIP: Types of businesses in the primary sector**

**ACTIVITY 5:**

Learners need to find examples of farming, fishing, mining and forestry in magazines and paste it into their work books.

Notes:

* Learners need to write the heading for each example.
* It will be good if you allow learners to bring magazines to school a week before you do this content to help learners who do not have magazines at home.

**POSSIBLE ANSWERS**

Answers will differ, as long as learners have examples of farming, fishing, mining and forestry.

**ACTIVITY 6:**

**Types of businesses in the secondary and tertiary sector**

Learners need to find **THREE** examples secondary and tertiary sector and paste it into their classwork books. (pictures)

Notes:

* Learners need to write the heading for each example.

**POSSIBLE ANSWERS**

Answers will differ, as long as learners have examples of secondary and tertiary sector.

**ACTIVITY 7**

**Types of businesses in the primary, secondary and tertiary sectors**

Classify the following businesses by writing it in the correct column for primary, secondary and tertiary industries.

|  |  |  |
| --- | --- | --- |
| Kentucky Fried Chicken | Advertising business | Hair salon |
| Maize farm | Gold mine | Dairy farm |
| Nurse | Funeral parlour | Supermarket |
| Vegetable stall | Taxi business | Clothing factory |
| Motor vehicle factory | Banks | Travel agent |
| Transport company | Restaurant | Clothing store |
| Chicken farm | Forestry | Chemist |
| Hardware store | Steel factory | Wedding planner |
| Woolworths | Eskom |  |
|  |
| PRIMARY SECTOR | SECONDARY SECTOR | TERTIARY SECTOR |
|  |  |  |
|  |  |  |
|  |  |  |

**POSSIBLE ANSWERS**

|  |  |  |
| --- | --- | --- |
| PRIMARY SECTOR | SECONDARY SECTOR | TERTIARY SECTOR |
| Maize farm | Motor vehicle factory | Kentucky Fried Chicken |
| Gold mine | Clothing factory | Nurse |
| Dairy farm | Steel factory | Vegetable stall |
| Forestry | Eskom | Transport company |
| Chicken farm |  | Supermarket |
|  |  | Hardware store |
|  |  | Woolworths |
|  |  | Advertising business |
|  |  | Funeral parlour |
|  |  | Taxi business |
|  |  | Banks |
|  |  | Restaurant |
|  |  | Hair salon |
|  |  | Travel agent |
|  |  | Clothing store |
|  |  | Chemist |
|  |  | Wedding planner |

**Activity 8:**

**Types of personal income**

**Complete the column by identifying the type of personal income**.

|  |  |  |
| --- | --- | --- |
| Nr | Description | Type of personal income |
| 8.1 | A teacher gets R15 000 per month |  |
| 8.2 | A domestic worker earns R800 per week |  |
| 8.3 | Your grandmother receives R1 460 per month from the government |  |
| 8.4 | A street hawker receives R300 for selling fruits at the street corner |  |
| 8.5 | Your mother bakes cookies and sell it to the local community |  |
| 8.6 | Your parents renting out the outside room of the house for R500 per month  |  |
| 8.7 | A sales representative earns R500 on every vacuum cleaner they sell |  |
| 8.8 | Your father receives R2 000 at the end of the financial year from a company where he has shares |  |
| 8.9 | Your aunt receives R1 500 as an income for investing money at a bank |  |
| 8.10 | Your gardener receives R150 per week for working in the garden every Saturday |  |

**POSSIBLE ANSWERS**

|  |  |  |
| --- | --- | --- |
| Nr | Description | Type of personal income |
| 8.1 | A teacher gets R15 000 per month | Salary |
| 8.2 | A domestic worker earns R800 per week | Wage |
| 8.3 | Your grandmother receives R1 460 per month from the government | Government grant |
| 8.4 | A street hawker receives R300 for selling fruits at the street corner | Informal business income |
| 8.5 | Your mother bakes cookies and sell it to the local community | Informal business income |
| 8.6 | Your parents renting out the outside room of the house for R500 per month  | Rent income |
| 8.7 | A sales representative earns R500 on every vacuum cleaner they sell | Commission income |
| 8.8 | Your father receives R2 000 at the end of the financial year from a company where he has shares | Dividend |
| 8.9 | Your aunt receives R1 500 as an income for investing money at a bank | Interest income |
| 8.10 | Your gardener receives R150 per week for working in the garden every Saturday | Wage |