

ASSESSMENT

Total Marks: 30

1. Give short answers for the following questions: (24)
 - i. Outline the basic principles of accounting.
 - ii. What is a guest ledger? Which type of information does it contain?
 - iii. Which type of information is contained in a city ledger?
 - iv. What are the typical transactions that businesses undertake?
 - v. Describe profit and loss accounts.
 - vi. What is petty cash? How is it recorded? VII. What is a balance sheet?

2. Discuss the different types of accounts that are dealt with at a hotel's front desk. (6)