

### ASSESSMENT # 10

Total Marks: 30

1. Give short answers to the following questions: (24)
  - i. Outline the basic principles of accounting.
  - ii. What is a guest ledger? What type of information does it contain?
  - iii. What type of information is contained in a city ledger?
  - iv. What are the typical transactions undertaken by businesses?
  - 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)