

- 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)