

ASSESSMENT # 3**Total Marks: 30**

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is the importance of Budgets in a business plan?
- II. What things should be considered when choosing accounting software?
- III. When choosing a digital system, which measurements should be taken for good results?
- IV. What are departmental budgets?
- V. What are the advantages and disadvantages of manual bookkeeping?

Q: 2: List the computer skills required for people involved in finance. (7)

Q: 3: Outline the different steps of the Budgeting Process thoroughly. (8)