

## QUESTION 1

1.1 Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.1.1-1.1.5) in the ANSWER BOOK.

- 1.1.1 The essential process of keeping track of money, both of the revenues received and the expenditure going out.
- 1.1.2 The inspection of accounting records and testing of systems of internal control.
- 1.1.3 Laid down internal rules, which set out the procedure which employees must comply with when executing their duties.
- 1.1.4 Taxes based on the market values.
- 1.1.5 The money raised by local authorities (5 × 2) (10)

1.2 Indicate whether the following statement are TRUE or FALSE. Choose the answer and write only 'TRUE' or 'FALSE' next to the question number (1.2.1-1.2.5) in the ANSWER BOOK.

- 1.2.1 The council must elect one member of the executive committee as mayor of the municipality.
- 1.2.2 The mayor must preside over meeting of the executive committee and performs functions assigned to him/her.
- 1.2.3 Municipalities fall within the local government sphere.
- 1.2.4 A number of laws that apply to municipalities have been passed by local government.
- 1.2.5 The municipal council is the political structure within a local municipality.

(5 × 1) (5)

1.3 Choose the correct word (s) from those given in the list below. Write only the words next to the question number (1.3.1-1.3.5) in the ANSWER BOOK.

**Case studies; In-service experience; In basket technique; Coaching or Counselling; Business games; Understudy method.**

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