

Grade 7 EMS Worksheet

Assessment Task: Controls in business

Controls in a business (Individual activity)

Read the following information about business controls and do the exercise that follows.

All businesses need management, financial and procedural controls. Controls have to be in place so that business operations can be efficient and effective and financial reporting reliable, and to ensure compliance with applicable laws and regulations.

Indicate on the following table what kinds of controls are mentioned in the statements on the left. [6 marks]

	Management control	Financial control	Procedural control
The personnel in a chain store have to sign a performance agreement.			
When buying something with money from the petty cash drawer, a receipt has to be produced.			
The workers have to mine the ore before it is sent to the plant for processing.			
Workers who regularly take longer lunch breaks are disciplined.			
The business draws up a budget every year.			
The IT specialist has to fill out a job card when working on any computers in the office.			

Grade 7 EMS Worksheet

Suggested Solutions

Question number	Possible marks	Solution			
			Management control	Financial control	Procedural control
1	6				
		The personnel in a chain store have to sign a performance agreement.	X		
		When buying something with money from the petty cash drawer, a receipt has to be produced.		X	
		The workers have to mine the ore before it is sent to the plant for processing.			X
		Workers who regularly take longer lunch breaks are disciplined.	X		
		The business draws up a budget every year.		X	
		The IT specialist has to fill out a job card when working on any computers in the office.			X