



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCE AND EDUCATION

DEPARTMENT OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (DTVET)

QUALIFICATION : DIPLOMA IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING : MANAGEMENT	
QUALIFICATION CODE: 06DTVM	LEVEL: 6
COURSE CODE: BMT620S	COURSE NAME: BUDGET AND ASSET MANAGEMENT
SESSION: JANUARY 2025	PAPER: PAPER 2
DURATION: 3 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	MR DAVID MATEU
MODERATOR:	MR BENHARDT U KAUTEZA

INSTRUCTIONS
1. Answer ALL the questions. 2. Read all the questions carefully before answering. 3. Number the answers clearly

THIS QUESTION PAPER CONSISTS OF 3 PAGE EXCLUDING THIS COVER PAGE

QUESTION 1**[TOTAL MARKS: 20]**

A. Define the following concepts.

(2 X 5= 10 Marks)

- i. A budget
- ii. Master budget
- iii. Surplus budget
- iv. Budget deficit
- v. Balanced budget

B. Illustrate and explain five steps of budget discipline.

(2X5=10 Marks)

QUESTION 2**[TOTAL MARKS: 30]**

Look at the following example of a budget and answer the questions that follow.

Revenue	Amount	
General donations	\$2,500	
Appeals	\$1,500	
Monthly giving	\$1,200	
Fall gala	\$4,500	
Program fees	\$15,000	
In-kind donations	\$5,000	
	Total revenue	\$29,700
Expenses	Amount	
Salaries	\$17,000	
Payroll taxes	\$5,000	
Insurance	\$500	
Marketing & PR	\$500	
Office supplies	\$350	
Postage & Printing	\$400	
Professional services	\$1,500	
Program supplies	\$2,050	
Technology & Phone	\$1,500	
Travel & Mileage	\$900	
	Total expenses	\$29,700
	Net gain/loss	\$0

Source: Google images

A. What classification of a budget is this? Motivate your answer.

(2 Marks)

B. Explain the difference between revenue and expenses.

(2 Marks)

C. Discuss four phases of how you will implement this budget.

(2 X4= 8 Marks)

D. List one example of an asset on this budget.

(2 Marks)

E. Discuss two procedures of how you will control this budget.

(2X2=4 Marks)

F. Explain any 6 tips of how you will manage this budget.

(2X6=12 Marks)

QUESTION 3**[TOTAL MARKS: 10]**

- A. By use of a pencil, draw a fictitious a master budget of your VTC as a member of the management. Pay attention to all elements that you were taught.

QUESTION 4**[TOTAL MARKS: 20]**

- A. Discuss any ten asset management strategies in a context of a TVET organisation.
(2X10=20 Marks)

QUESTION 5**[TOTAL MARKS: 20]**

- A. List any five examples of physical assets in a context of a VET organisation.
(2X5=10 Marks)
- B. Discuss any five procedures of procurement of physical assets in context of a VET organisation.
(2X5= 10 Marks)

[End of Paper]**TOTAL MARKS:100**