Project one

This project covers the following unit of competencies

S/N	Unit of competency
1	Process Customer accounts
2	Process Customer transactions
3	Work effectively in the financial service sector

Assume that you are employed as a bank clerk in bank of Abyssinia bank .so you are worked at the position of clerical works & your bank is followed the rules of national bank Ethiopia. In this case what will be your response for the following cases?

Task 1.1: how can you approach your customer?

- Welcoming face to face greeting
- Asking customers what do they need
- Giving customers relevant information about bank service

Task 1.2: if Xyz Company comes into bank of Abyssinia to open a current account what will looks the procedures?

To open current account

- ❖ Renewed business license
- ❖ renewed business license
- ❖ Amount of initial deposit
- ❖ Signature of a person
- ❖ authorized signature
- ❖ Tax identification number

Task 1.3: what is the role of national bank of Ethiopia?

- ✓ Regulating banks and other financial institutions
- ✓ Regulating the payment system
- ✓ Managing government liabilities
- ✓ Implementing monetary policy
- ✓ Controlling foreign currency exchange rate

Task 1.4: assume that you rotate from a bank to seller of Treasury bill, share & bond by the bank what is your possible advice to the new customers?

1. **I will give the customers to choose the types of account provided in our bank such as:**
   - ❖ Customer deeming account
   - ❖ Investment account
   - ❖ Saving account
   - ❖ Retirement account

Task 1.5: who purchase bonds in financial market system?

- Banks and non banking institutions
- Individuals
- Investors
- Corporations

- Partners
- Manufacturing firms

Project two

S/N	Unit of competency
1	Develop understanding of taxation

Haile networking is the ICT infrastructure acquires for birr 150,000br VAT exclusive & the company has five permanent employees, they are:

Employee Name	**Basic Salary**	**Taxation allowance**
Tision Alemayehu	Birr 4300	Birr 600
Lidiya Abateneh	Birr 2900	Birr 500
Genzeb T/Mariam	Birr 2300	Birr 300
Jelalu Grima	Birr 2500	Birr 300
Firyuna Siraj	Birr 1500	Birr 200

And the company is collected & earned revenue during the year 2011 was br. 540,500 VAT inclusive
Task 2.1 calculate all direct & indirect tax liabilities

1, Direct Tax
Employment income tax

a) Tsion Alemayehu
   Gross earning = basic salary + Taxation Allowance
   = 4000 + 600 =4600 br
   Sample income tax 4600 X 30/100 -4`1.50 =967.50 br

b) Lidiya Abateneh
   Gross earning = Bs +Tax Allow
   = 2900+ 500 = 3400br
   Employment income tax = 3400 X 25/100-235 = 615br
c) Genzebe Teklemariam
   Gross earning =3200 +300 = 3500br
   Employment income tax = 3500 X 25/100-412.50= 640br
d) Jelalu Grima
   Gross earning = 2500+ 300 = 2800
   Employment income tax = 2800 X 25/100-235 = 465br
e) Fintuna Siraj
   Gross earning = 1500 + 200= 1700
   Employment income tax = 1700 x 20/100-117.50=222.50br

2, Indirect taxes

I-C VAT
Before = 150,000 X 15% = 22,500br (VAT Exclusive)
VAT inclusive = 540,500/1.15= 470,000
VAT = 470.000 x 15% = 70,500

Net Vat =Out Put Vat – Input Vat
Net Vat =70500-22500
Net Vat =48000
Journal Entry
Vat payable ----------48,000
Cash----------48,000

Project three

:-This project covers the following unit of competencies

S/N	Unit of competency
1	Develop understanding of debt & consumer credit
2	Participate in work place communication
3	Develop business practice

Ato legesse dadi wants to do business far away from Addis Ababa 20 K.M, initially his capital was 90,000 br, cash at bank br 5000, and He needs to reach his monthly income to 40.000br

Option 1

Borrow the deficit of capital from commercial banks of Ethiopia his of 14% interest for two years that will be paid yearly with equal installment.

Option 2

Borrow the deficit from Addis credit &saving association with an interest rate 15% interest the payback period yearly with equal installment.

Task 3.1 What will be the possible ato legesse to begin the business in remote area to provide business plan & gathering information and communication?

First Ato legesse must finalize the price of business plan to know whether the business is feasible or not business opportunities, market study, skills of operator's, research of the business must be considered first.

-He must be use: trained human resource /staff/ & equipments
-The way of his communication should be by using fax, mobile potential customer, letter, & the like.
-He has to know the village well
-He has to know the economy status of the village

TASK3.2 WHICH option is better for borrow of ato legesse ?

Option 1

Commercial bank of Ethiopia

Amount of borrowing 90.000-5000 = 85000
Amount of paid 85000/2 = 42500
1st year =85000 X 14% = 11.900
2nd year =42500 X 14% = 5950
I=PRT 17,850br
I=PRT

Option 2

Addis Credit association

Amount of paid = 85000/4 = 21250
1st year = 85000X 15% = 212750
2nd year 63750 X 15% = 9562.5
3rd year 42500 X 15% = 6375
4th year 21250 X 15% = 3187.50
I=PRT = 31,875br

Interpretation:

Loan getting from commercial bank of Ethiopian is preferable B/C it has lowest rate of interest rate.

Task 3.3 what is the rate of return

Rate of return = Revenue x100% = 40.000 X 100%
Capital = 90.000
= 44.44%

Project four

Monthly net salary is birr 1950 during the year for the month of January & February the budget allocation is for the month January & February actual expenditure presented as follows .

S/N	Description	Allocated budget for January	Actual budget in January	Budget for February
1	House operation	675	Br. 774	675
2	Wash clothing	130	105	130
3	Gift	80	79	80
4	Miscellaneous	70	70	70
5	Clothing	200	177	200
6	Saving	70	70	70
7	Education	90	57	90
8	Food	560	575	560
9	Utility expanse	75	75	75
	Total	1950	1982	1950

Task 4.1 prepare the performance budget reports for the month for January

1.2 Prepare the allocated budget for the month of February
1.3 Calculate the percentage of saving of the year

Task 4.1

Performance of January Budget

S/N	Description	Allocated budget for January	Actual budget in January	Variance in January
1	House operation	Br. 774	Br. 774	-99(U)
2	Wash clothing	130	105	25f
3	Gift	80	79	1f
4	Miscellaneous	70	70	-
5	Clothing	200	177	23f
6	Saving	70	70	-
7	Education	90	57	33f
8	Food	560	575	15u
9	Utility expanse	75	75	-
	Total	1950	1982	32u

N.B U-unfavoble
F- Favorable

Task 4.2

February's Budget Allocation

S/N	Description	Allocated budget for February	Variance in January	Budget for February
1	House operation	Br. 675	-99(U)	Br.576
2	Wash clothing	130	25f	155
3	Gift	80	1f	81
4	Miscellaneous	70	-	70
5	Clothing	200	23f	223
6	Saving	70	-	70
7	Education	90	33f	123
8	Food	560	15u	545
9	Utility expanse	75	-	75
	Total	1950	32u	1918

Task 4.3

Percentage of saving of the year = saving income = 70/1950 X 100% =3.6%

Version two

Project one

XYZ – Company purchased merchandise at the cost of birr 3000 inclusive VAT earned birr 1,542,000 inclusive VAT the company had employment income tax 60,000.00

Task 1.1. Calculate direct tax?

Task 1.2. Calculate indirect tax?

Task 1.3. Determine source document?

Indirect tax

Given =purchase/ input $\frac{3000x15}{115}$=391.30

= sales/ output vat= $\frac{1542000x15}{115}$=201,130

Vat payment= output vat – input vat

= 201,130.40-391.30

=200,793.13

Direct tax

Employment income tax= 60,000.00

Source document

- Sales invoice
- Purchase invoice
- Payroll sheet
- Payment vulture
- –Vat invoice
- withholding invoice

Project two

Ato Abebe want to do business his capital wants Borrowed 85,000 birr from /ECB/ Ethiopian commercial bank, the interest rate 8.5% for three /3/ years semi annually at equal installment.

Task 2.1. Calculate interest expense?

Task 2.2. What is your role in opening and maintain bank account?

Task 2.3. Determine the advantage and disadvantage of credit application association.

1. Calculate interest expense

Given	Solution
FV=85,000	I=FVxIRxIT
IR=8.5%	I=85,000x8.5%x3%
IT=3years	85,000/6=14,166.67

1st Interest expense= 85,000x8.5/100x1/2=3612.5

Outstanding balance= 85,000-14,166.67=70,833.33

2nd Interest expense= 70,833.33x8.5/100x1/2=3010.42

Outstanding balance 70,833.33-14,166.67=56,666.66

3rd interest expense= 56,666.66x8.5/100x1/2=2,408.33

Outstanding balance=56,666.66-14,1666.67=42,499.99

4th interest expense = 42,499.99x 8.5/100x1/2= 1,806.25

Outstanding balance= 42,499.99-14,166.67=28,333.32

5th interest expense =28,333.32x8.5/100x1/2= 1,204.17

Outstanding balance= 28,333.32-14,166.67=14,166.67

6th interest expense= 14,166.67x8.5/100x1/2=602.08

Outstanding balance= 14,166.67-14,166.67=0

Project three

W/r mahlet the XYZ-Company employees has monthly income birr 9500 & hour

Description Rate

Food cost _____ 10%

Clothing cost _____ 20%

Medical care cost _____ 5%

Rent cost _____ 15%

Education cost _____ 10%

Transportation cost _____ 2%

Task 3.1. Calculate monthly saving and annually salvage?

Description	Monthly budget	Annually budget
Food cost	9500x10%=950	950x12=11,400
Clothing cost	9500x20%=1900	1900x12=22,800
Medical cost	9500x5%=475	475x12=5,700
Rent cost	9500x15%=1425	1425x12=17,100
Educational cost	9500x10%=950	950x12=11,400
Transport cost	9500x2%=190	190x12=2,280
Saving	9500x38%=3610	3610x12=42,320

Description	Monthly budget	Annually budget
Income	9500	104,000.00
Cost & expense		
Food cost	950	11,400
Clothing cost	1900	22,800
Medical cost	475	5,700
Rent cost	1425	17,100
Educational cost	950	11,400
Transport cost	190	2,280
Total cost & expense	5890	69,680
Saving	**3,610**	**42,320**

- Monthly saving =**3,610**
- Annually saving =**42,320**

PROJECT ONE

BRITHER plc has opened & maintaining current checking amount on nib international bank. The plc has borrowed loan amount of birr 200000 paid lump sum after one year ate the interest rate of 12% per annual

Require

1. Calculate the total amount of cash collect by NIB from brother plc after one year
2. Brother plc wants to change hi business & want close his account with your bank. assume you are bank clerk in NIB what do you perform to cloth customer account
3. Write the intermediate role of banks
4. What is the advantage of credit for firms extended by bank like for brother plc

1. At the end of the year brother plc will pay both principal & interest amount

GIVEN

P=200,000.00

IR =12%

IT=1YEAR

SOLUTION INTEREST =PRINCIPAL *INTEREST ARTE *INTEREST TIME

OR I=P*IR*IT I=200,000.00*12/100*12/12

I= 24000*12/12=**24000**

THEN Total amount collected at the end of the year

Maturity value =principal +interest

mv =200,000.00+24000.00

mv =224,000.00

2. To cloth customer account

- ✓ Receive written application letter to close account & verify it
- ✓ Interview to gather the required information , interview should be the a friendly approach
- ✓ Not details of possible complaints & reason for closure of accounts
- ✓ Refer the case of superior personnel if necessary
- ✓ Persuade & convince to retain customer as much as possible
- ✓ Receive outstanding check leaves on hand if any
- ✓ Close & administer as per the bank policy & procedure etc…

3. Intermediary role of banks
   - ✓ Banks accept money from depositors (surplus unit)& extend it to borrow (deficit units) i.e. the intermediate depositors & borrowers
   - ✓ Bank facilitates local transfer of money by intermediating money sender (reminder) money receivers (beneficiaries).
   - ✓ Facilitate sales & purchase between seller & buyer through account transfer & issuing bank instrument like check cop's
   - ✓ Bank facilitate international trade by intermediating exporters & importers

4. Advantage of credit facilities
   - ✓ It serves as working capital
   - ✓ It serves as working business expansion & addition of new business
   - ✓ It minimize liquidity problem
   - ✓ It help to minimize solvency problem for emergencies purpose

PROJECT TWO

Dawit is running his business naming dawit general trading. He is engaged in sales of spare parts of Bajaj vesicle with to employees. According to Ethiopian tax low he is not legible to register to vat. There for he is legible to pay turn over tax. During the month the business has sold spare part of Bajaj for birr 35000

Name of employees	Basic salary	Over time earning	Taxable allowance
Betelihem abebe	Br 1000.00	200.00	50.00
Yodit ayele	500.00	100.00	40.00

Require

1. Calculate direct tax liability of the business during the month
2. Calculate indirect tax liability of the business during the month

1. Direct tax liability Betelihem

   Gross = basic + over + taxable

Earning salary time allowance

GE =1000.00+200.00+50.00=**1,250.00**

EIT =1,250.00 *15/100-47.50 = ----------**140.00**

Direct t6ax liability yodit

Gross =basic + over +taxable

Earning salary time allowance

GE =500.00+100.00+40.00=**640.00**

EIT=640.00*10/100-15.00 =----------**49.00**

Total direct EIT liability =----------**189.00**

2. Indirect tax liability TOT or turn over tax
   - ✓ 2% on goods sold locally
   - ✓ For service render locally
     - 2% on contractor ,gain mills , tractors & combine harvesters
     - 10% on other
     - turn over tax (indirect tax)

       =birr 35,000.00*2/100 =**700.00**

Project three

Give the following data for tamrat h/mariyam for the month of October 2014 perform the following tasks

description	Estimated income and expenditure for month of October 2014	Actual income & expenditure for month of October 2014
Food & related expense	2000.00	2100.00
Clothing expense	950.00	700.00
Net salary	4400.00	4400.00
Rent house	1000.00	1000.00
Part time net	1500.00	1200.00
School fees	650.00	650.00
Utility expense	50.00	50.00

Require

1. Prepare personal budget report for the month October 2014
2. Prepare budget performance report for month of October 2014

3. Calculate estimated & actual percentage of saving. what is the advantage of saving as general
4. By his annual saving tamrat h/mariam is proposing to start anew business. if he select you as business advisor , how do you advise & conduct feasibility study to newly establishing business

Tamrate h/mariam

1. Personal budget

For the month October 2014

description	Budget 2014
Revenues	
Net salary Part-time earning Total income	4,400.00 1,500.00 Birr 5,900.00
Expense:- ▪ food & related expense ▪ house rent ▪ clothing expense ▪ school fees ▪ utility expense **Total expense**	 ▪ Birr2000.00 ▪ 1000.00 ▪ 950.00 ▪ 650.00 ▪ 50.00 Birr 4,650.00
saving	Birr **1,250.00**

Tamrat H/mariam
Performance budget
For the month end october

description	Budget october2014	Actual October 2014	Budget variance
Salary net	Birr 4,400.00	Birr4,400.00	No variance
Part time net	1500.00	1200.00	300unf
Total income	**5900.00**	**5600.00**	**300unf**
Expense			

Food & related expense	2000.00	2100.00	100unf
House rent	1000.00	1000.00	No variance
Clothing expense	950.00	700.00	250fa
School fees	650.00	650.00	No variance
Utility expense	50.00	50.00	No variance
Total expense	**4650.00**	**4500.00**	**150unf**
Saving	**1250.00**	**1100.00**	**150unf**

1.

✓ Percentage of = budgeted saving/budgeted total income

Estimated saving

Percentage of estimated saving =1250.00/5,900.00*100=**21.18%**

✓ Actual percentage =actual saving /actual total income*100
Actual percentage =1100.00/5600.00*100=**19.64%**

❖ Advantage of saving

- ✓ Serves as precaution for emergencies circumstance (incident)
- ✓ Builds confidence of savers
- ✓ To talk advantage of price fluctuation to purchase items if we have saved money we can by items on during the period of minimum price
- ✓ Earns interest income if putted in appropriate place or financial institution
- ✓ Promote investment which have a positive impact on national development increasing in saving enable to financial institution to avail credit facilities to money borrow for investment purposes .etc

2. To study business feasibility
   - ✓ Identify resource (finance ,raw material ,time)availability
   - ✓ Identify personal skills & competencies to run & manage the business
   - ✓ Conduct SWOT analyses of business
   - ✓ Analyses market competition & general business environment
   - ✓ Analyses demand & supply on the market

1.1. To cloth customer account

- ✓ Receive written application letter to close account & verify it
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- ✓ Analyses demand & supply on the market

Project One

MDF manufacturing Plc imported Materials 2,500.000 and purchase local materials of Birr 1,000.000 before Vat for production of groves in 2014 .The local Custom duty charges are birr 200.000 paid to tax authority the factory sells 30.000 groves at birr 150 each before vat including 2% sales commission .the company paid 53,000 administration expanses and employment income tax of 30,000 imported material are exempted from Vat and withholding tax Business profit tax of 30%

Task 1.1 Calculate Net profits

Task 1.2 Calculate direct and indirect tax

Task 1.3 indentify documents for taxation

Project Two

DJ Hotel present loan proposal to Dashen Bank and the bank provides three credits shames to the loan .the first option is to borrow birr 230,000 mortgage to be paid with 8 years at equal installment the rate of 15% Sami –annually . The second and third option are to borrow birr 450,000 for 30 month at equal installment at rate of 13%at semi –annually and birr 300,000 for a year at a year at equal installment at rate of 12.5 % semi –annually respectively .The bank agreed with the company and the loan disbursed with additional service charge of birr 27,500 (one time borrowing cost for the three loans)

Task 2.1 Calculate interest expenses and other charges at the end of first year

Task 2.2 Calculate total loan repaid at the end of second year

Task 2.3 Demonstrate document required open bank account at A/B by the company

Task 2.4 what is the advantage of credit facility?

Project Three

Abebe An employees of 3f furniture company earns a monthly Net income of Birr 15,000 .25% of the total income is used to covers his fixed cost and the remaining income is used to cover his Variable expenses and saving .saving is 15% of his Variable expenses ,for the month of December 2014 the actual Variable expenses budget is Deficit deducted from personal saving and variable expenses budget is surplus added to personal saving .his Net income will be expected increased by 20% from February month

Task 3.1 Prepare Budget performance report for the month of December 2014

Task 3.2 Prepare personal budget of March 2015

Task 3.3 Calculate total saving at the end of March 2015 and indentify the related investment Opportunities.

Task 3.4 Indentify investment risk of personal saving

Project Four

Required 1, Identify your own role and responsibility within the team

Required 2, Demonstrate you role to work effectively in the financial service sectors

Required 3, Demonstrate you role in work place Meeting and discussion

Project One

MDF manufacturing Plc imported Materials 2,500.000 and purchase local materials of Birr 1,000.000 before Vat for production of groves in 2014 .The local Custom duty charges are birr 200.000 paid to tax authority the factory sells 30.000 groves at birr 150 each before vat including 2% sales commission .the company paid 53,000 administration expanses and employment income tax of 30,000 imported material are exempted from Vat and withholding tax Business profit tax of 30%

Task 1.1 Calculate Net profits

Task 1.2 Calculate direct and indirect tax

Task 1.3 indentify documents for taxation

ANSWER

PROJECT ONE

Task 1.1, Calculate Net profits

SOLUTION

Sales +Sales Commission =30,000 X 150

Sales +2 % =4,500.000

1, 02 Sales = 4,500.000

1, 02 1, 02

Sales = 4,411,764.71

Mdf manufacturing .PLC

Income Statement

For the year ended of 2014

Sales ----------birr 4,411,764.71

Cost of Sales----------3.700, 000

Gross Profit----------711, 764, 71

Administrative Expense----------153000

Income Before income----------658, 764, 71

Business Profit Tax----------197, 629, 41

Net Profit ----------461, 135, 3

Withholding tax payable = 2% (1000.000)

= 20,000

Task 1.2, Calculate direct and indirect tax

Direct Tax = Business Profit Tax + Employment Income Tax

Direct Tax = 197.629,41 + 30,000

Direct Tax = 227629, 41

Indirect Tax =

Custom duty =200.000

Output Vat = 4,500,000 X 15

100

=675000

Input /Purchase = 1000,000 X 15

100

= 150000

Net Vat = Output –Input

Net Vat = 675000 – 150.000

Net Vat = 525000

Indirect Tax = Net Vat + Custom duty

Indirect Tax = 525000 + 200,000

Indirect Tax = 725,000

Task 1.3, Indentify documents for taxation

- Sales invoice

- Purchase invoice
- Payroll Sheet
- Good transits vouchers
- Tax return statement
- Vat invoice
- Withholding invoice

Project - two

DJ Hotel present loan proposal to Dashen Bank and the bank provides three credits shames to the loan .the first option is to borrow birr 230,000 mortgage to be paid with 8 years at equal installment the rate of 15% Sami –annually . The second and third option are to borrow birr 450,000 for 30 month at equal installment at rate of 13%at semi –annually and birr 300,000 for a year at a year at equal installment at rate of 12.5 % semi –annually respectively .The bank agreed with the company and the loan disbursed with additional service charge of birr 27,500 (one time borrowing cost for the three loans)

Task 2.1 Calculate interest expenses and other charges at the end of first year

Task 2.2 Calculate total loan repaid at the end of second year

Task 2.3 Demonstrate document required open bank account at A/B by the company

Task 2.4 what is the advantage of credit facility?

Project Two

Task 2.1 Calculate interest expenses and other charges at the end of first year

1, **option one**

- Installment paid amount = 230,000.00 / 16
  = 14,375
- The first Interest Expense = 23,000.00 X 15% X ½
  = 17,250
- Outstanding Balance = 230,000.00 – 14,373
  = 215,625
- The second Interest Expense = 213,625 X 15%
  = 16, 171, 86
- Outstanding Balance = 215,625 – 14,375
  =201,250

Interest Expenses and other service charge to the end of first year for opition Two

- The first Interest Expense = 17250
- The second Interest = 16271,86
- Interest Expense at the end first year = 33,421,86
- Added other service charges = 27,500
- Interest Expense other service charge at the first year = 60,921,86

2, **option Two**

- Installment paid amount = 450,000 / 5

  = 90,000

- The first Interest Expense = 450,000X13 X 1/2

  = 29,250

- Outstanding Balance = 450,000 – 90,000
  = 360,400
- The second Interest Expense = 360,000 X13 % X1/2

  = 23,400

- Outstanding Balance = 360,000 – 90,000
  = 270,000

Interest Expenses and other service charge to the end of first year for option one

- The first Interest Expense =29,250
- The second Interest Expense = 23,400
- Interest Expense at the end first year = 52,650
- Added other service charges = 27,500
- Interest Expense other service charge at the first year = 80,150

3, **option**

- Installment paid amount = 300,000 / 2

  = 150,000

- The first Installment Interest Expense = 300,000 X 12.5 X ½
  = 18,750
- Outstanding Balance = 300,000 – 150,000
  = 150,000
- The second Installment Interest Expense = 150,000 X 125 X ½
  = 9,375
- Outstanding Balance = 150,000-150000
  = 0

Interest Expenses and other service charge to the end of first year for option Three

- The first Interest Expense = 18,750
- The second Interest Expense = 9,375
- Interest Expense at the end first year = 28,125
- Added other service charges = 27,500
- Interest Expense other service charge at the first year = 55,625

Task 2.2 Calculate total loan repaid at the end of second year

- The First option Loan are paid at the end of second year
  = 14375 X 4
  = 57,500
- The Second option are the paid at the end of second year
  =90,000 X 4
  = 360,000
- The Three option are the paid at the end of second year

= 150,000 X 2
= 300,000

- Total = 717,500

Task 2.3 Demonstrate document required open bank account at A/B by the company

- Valid and Renewed ,Licenses
- Renewed and valid ID card of authorized person
- Tax identification number
- Memorandum and article of association
- Letter of Requesting to operate on account that signed by designated person
- Designated person signatory

Task 2.4 what is the advantage of credit facility?

- Credit it is convenient you do not need to carry a lot of money
- You may save money. because you can take advantage of sales
- Credit can help of you if you need money for emergencies such as unemployment , illness , death , or property ,loss
- You can buy things that are needed now when you don't have enough money to pay for them
- It can make easier to purchase
- Item improve family level of living
- It can make smooth flow of money through the economy

Project three

Abebe An employees of 3f furniture company earns a monthly Net income of Birr 15,000 .25% of the total income is used to covers his fixed cost and the remaining income is used to cover his Variable expenses and saving .saving is 15% of his Variable expenses ,for the month of December 2014 the actual Variable expenses budget is Deficit deducted from personal saving and variable expenses budget is surplus added to personal saving .his Net income will be expected increased by 20% from February month

Task 3.1 Prepare Budget performance report for the month of December 2014

Task 3.2 Prepare personal budget of March 2015

Task 3.3 Calculate total saving at the end of March 2015 and indentify the related investment Opportunities.

Task 3.4 Indentify investment risk of personal saving

oject Three

Task 3.1 Prepare Budget performance report for the month of December 2014

Fixed cost = 25 % (15000)

= 3,750

Remaining = 15000 – 3750

= 11,250

Variable Expense + persona saving = 11,250
VE + 0.15 VE = 11,250

2+ 15 VE = 11,250

1.15VE =11,250

1.15 1.15

VE = 9, 782, 61

P, S = 15 % (9, 782, 61) = 1, 467, 39

Actual VE = 85 % (9, 782, 61) = 8, 325, 22

Budget surplus = 9782, 61 – 8,315, 22

= 1464, 39 Saved

Ato Abebe

Budget performance report

For the month ended of Dec, 2014

Description	Budgeted amount	Actual budget	Difference
Income			
Net income	15,000	15,000	
Total income	15,000	15,000	
Cost and expenses			
Fixed cost	3,750	3,750	
Variable expenses	9,782,61	8,315,22	1,467,39
Total expense	13,532,61	12,0650	
Personal Saving	1,467,39	2,934,78	

Ato Abebe

Budget performance report

For the month ended of January , 2014

Description	Budgeted amount	Actual budget	Difference
Income			
Net income	15,000	15,000	
Total income	15,000	15,000	
Cost and expenses			
Fixed cost	3,750	3,750	
Variable expenses	9,782,61	8,315,22	1,467,39
Total expense	13,532,61	12,0650	
Personal Saving	1,467,39	2,934,78	

Task 3.2 Prepare personal budget of March 2015

It is income is increased by 15 % from February 2014

Net income = 15000 + 20 % (15000)

= 15000 +3000

= 18,000

Fixed cost = 25 % (18000)

= 4500

Remaining = 18000 – 4500

= 13500

VE + PS = 13.500

VE + 15% VE = 13.500

1.15 VE = 13,500

1, 15 1, 15

VE= 11, 739, 13

P.S = 15 % (11739, 13) = 1760.86

Ato Abebe

Budget performance report

For the month ended of February, 2014

Description	Budgeted amount	Actual budget	Difference
Income			
Net income	18,000	18,000	
Total income	18,000	18,000	
Cost and expenses			
Fixed cost	4,500	4,500	
Variable expenses	11,739,13	9.978,25	1,760.86
Total expense	16,239.14	14.478,25	
Personal Saving	1,760.86	3521.72	

Ato Abebe

Budget performance report

For the month ended of March , 2014

Description	Budgeted amount	Actual budget	Difference
Income			
Net income	18,000	18,000	
Total income	18,000	18,000	

Cost and expenses			
Fixed cost	4,500	4,500	
Variable expenses	11,739,13	9.978,25	1,760.86
Total expense	16,239.14	14.478,25	
Personal Saving	1,760.86	3521.72	

Ato Abebe

Budget performance report

For the month ended of March , 2014

Description	**Budgeted amount**
Income	
Net income	18,000
Total income	18,000
Cost and expenses	
Fixed cost	4500
Variable expenses	11,739,13
Total expense	16,239,13
Personal Saving	1,760,86

Task 3.3 Calculate total saving at the end of March 2015 and indentify the related investment Opportunities.

December month Saving ----------2, 934, 78

January month saving ----------2934, 78

February month Saving ----------3, 521, 72

March month saving ----------3, 521, 72

Total actual saving at the end of March 2014 ----------12,913, 00

Task 3.4 Indentify investment risk of personal saving

Relative investment opportunity

- Barbra
- Beauty salon
- Car washing service
- Internet service
- Wood work
- Metal work

Investment related risk

- Inflection
- Bank opted
- Market competition
- Lack of resource
- Missing of relative legislative requirement
- Supply and demand

Project Four

Required 1, Identify your own role and responsibility within the team

- Identify individual role and responsibilities within the team environment
- Identify and recognize roles and responsibility of other team members
- Identify reporting relationship within team and external to team

Required 2, Demonstrate you role to work effectively in the financial service sectors

1, **Work within financial services industry guidelines, procedures and legislation**

- Identify guidelines ,procedures ,legislation and codes of practice applying to the financial industry and determine the effects on every day work
- Recognize and follow workplace procedures and instructions for environmentally sustainable work practices and suggest any potential improvements to appropriate personal
- Carrey out work tasks in accordance with specific organization policy, guidelines and procedures
- Under take work meet the organization philosophy .values and objectives in relation to customer service ,professional practice and ethical principle

2, **communicate in the work place**

- Use communication to develop and maintain positive relationships, mutual trust and confidence
- The presentation of written informanition meet organizational standards of style , formal and and accuracy

3, **work safety**

- Follow established safety procedures when conducting work
- Indentify designated persons for reporting queries and cancers about safety in the workplace
- Take actions to eliminate work place hazards or reduce risk
- Follow organizational procedures for responding to emergency incidents

4, **use work technology**

- Access and use relevant information management systems and databases according to organization procedures
- Use proprietary or organization software effectively to develop workplace documents ,input and extract data and make calculations

5, **work in team environment**

- Provide support to team members to ensure work group goals are met
- Made constructive contribution to work group goals and tasks
- Share information relevant to work group to ensure designated goals met
- Share opportunities for improvement of work group activity with work group members

6, **develop effective work habits**

- Identify and plan work and personal priorities to achieve a balance between any competing priorities
- Apply time management strategies to work duties
- Follow appropriate dress and behavior codes as required by the work place ,job role or customer contract

Required 3, Demonstrate you role in work place Meeting and discussion

- Attend team meeting on time
- Express own opinions clearly and those of others are listened to without interruption
- Consistent meeting inputs with the meeting purpose and established protocols
- Conduct workplace interactions in a courteous manner

- Ask and respond questions about simple routine work place procedures and matters concerning working conditions of employment
- Interpret and implement meeting outcomes