

**LUKWANGA SECONDARY SCHOOL – WAKISO**

**ENTREPRENEURSHIP ANSWER GUIDES TO SEMINAR QUESTIONS HELD ON  
27<sup>TH</sup>/OCT/2024**

**PART I: PAPER ONE**

**SECTION A**

**1( a) i) Entrepreneurial culture** refers to the culture that encourages the whole population to take advantage of the abundant opportunities in the environment.

**ii) Aims of developing the entrepreneurial culture**

- ✓ To build capacity for living with uncertainty
- ✓ To improve the creativity of employees
- ✓ To reduce labour turnover e.g through training employees
- ✓ To encourage individuals to embrace opportunities identified to practice entrepreneurial competencies like knowledge, skills and traits
- ✓ To increase accessibility to successful entrepreneurs who act as role models
- ✓ To encourage carrying out small businesses during the youthful stage
- ✓ To enhance networking with many businesses to get opportunities
- ✓ To get support from financial, technical and professional institutions for development of entrepreneurship

**bi) Personal entrepreneurial competencies** refers to the ability of an entrepreneurs to perform their activities properly and well.

**ii) The major competencies required for successful entrepreneurship.**

- ✓ Knowledge
- ✓ Traits
- ✓ Skills

**C(i) A Push sales promotion strategy** is one which involves pushing distributors and retailers to sell your products to customers by offering various kinds of promotions such as trade contests, free training programs among others.

**WHILE/WHEREAS**

**Pull sales promotion strategy** is one which involves getting customers to purchase the product directly from the company its self e.g giving product samples, cash refunds among others.

**ii) Qualities of a good sales person**

- ✓ A good sales person should have good judgment

- ✓ A good sales person should be tactful
- ✓ A good sales person should have a good attitude
- ✓ A good sales person should have good personal attributes
- ✓ A good sales person should have knowledge about the business products
- ✓ A good sales person should be honest and trustworthy

**d)(i) Social entrepreneurship** refers to the process of creating of innovative enterprises to make a sustainable and positive impact in the society.

### **WHILE/WHEREAS**

**Social innovation** refers to the establishment of new and better ways to achieve a social mission.

#### **ii) Elements of a social enterprise plan**

- ✓ The introduction
- ✓ Theory of change
- ✓ Sustainability
- ✓ The opportunity
- ✓ Innovation
- ✓ Management and operations

**e)( i) Inventory management** refers to all activities done by the business to ensure that the available stock is of right quality and quantity and available at the right time.

#### **ii) Principles of effective purchasing**

- ✓ Right quality
- ✓ Right quantity
- ✓ Right source
- ✓ Right place
- ✓ Right price
- ✓ Right time

### **SECTION B:**

#### **2a) Perspectives of analyzing a business idea**

- ✓ Company
- ✓ Customers
- ✓ Competitors
- ✓ Collaborators

#### **b) Determinants of sales in an enterprise**

- ✓ Market size
- ✓ Level of competition
- ✓ Price of the product
- ✓ Quality of products
- ✓ Level of product servicing required
- ✓ Level of consumers income
- ✓ Quality of distribution methods
- ✓ Export possibilities

### **3a) How training needs of employees can be identified in an enterprise**

- ✓ Conducting performance appraisal
- ✓ Conducting interviews
- ✓ Supervising workers
- ✓ Using focus groups/select committee
- ✓ Using questionnaires
- ✓ Seeking advice from experts
- ✓ Conducting the exam/ test related to the required skills

### **b) The need for equipping employees with skills in an enterprise.**

- ✓ To minimize resource wastage in business
- ✓ To reduce labour turnover
- ✓ To promote a good employee – employer relationship
- ✓ To meet expansion needs of the business
- ✓ To increase productivity of the business
- ✓ To equip workers with skills of business operation
- ✓ To increase productivity of workers in the business
- ✓ To reduce costs of supervision and direction
- ✓ To increase employee mobility within the business
- ✓ To improve on the business image
- ✓ To enhance enterprises ability to adopt and use new technology
- ✓ To facilitate induction of new employees
- ✓ To minimize accidents in the business
- ✓ To improve on the quality of business products

### **4a) Techniques used by entrepreneurs when presenting their products to customers**

- ✓ Giving samples and guarantees
- ✓ Using presentation aids like photographs, catalogue and charts to back up the product
- ✓ Considering the target customers' needs in line with the product produced
- ✓ Ensuring customer's privacy, convenience and ability to use the product

- ✓ Keeping a professional appearance especially by the sales agents by dressing smartly/decently
- ✓ Starting the presentation of the products by first giving their outstanding features
- ✓ Giving samples of the product where possible and offering guarantees to back up the presentation
- ✓ Sending complete messages with all the required information
- ✓ Handling any customer's complaints /objections carefully and tactfully without bitter argument
- ✓ Giving chance to potential customers to give their view /opinion regarding the product being presented.
- ✓ Controlling one's emotions like anger, excitement etc.
- ✓ Communicating to customers with confidence during product presentation

**b) Ways of overcoming barriers to effective communication.**

- ✓ Ensuring proper timing of the message
- ✓ Developing good listening skills
- ✓ Eliminating disruptions like noise
- ✓ Communicating reasonable amount of information to avoid information overload (conciseness)
- ✓ Sending complete messages i.e., with all relevant information
- ✓ Using an appropriate language that can be understood by the receiver
- ✓ Asking questions and seeking clarification on difficult terms
- ✓ Ensuring proper packaging to attract the receiver
- ✓ Using effective communication equipment like loud speakers for the receiver to get the message
- ✓ Allowing a two way communication i.e., which involves feedback
- ✓ Making the message clear and specific to the point
- ✓ Ensuring appropriate choice of the media
- ✓ Ensuring that the receiver develops a good attitude
- ✓ Planning in advance before making communication
- ✓ Ensuring that the right address is used

**5a) Globalization** refers to the greater movement of people, ideas and capital due to increased economic growth which in turn is caused by increased trade and investment.

**b) Positive consequences of globalization on entrepreneurial activities in Uganda;**

- ✓ It widens market for both Domestic and foreign goods and services
- ✓ It promotes technological development i.e. technological development due to innovations.

- ✓ It promotes labour mobility i.e. encourages the movement of people from one area to another
- ✓ It provides employment opportunities through increased trade and investments
- ✓ It improves international relations hence increasing peace and understanding among countries
- ✓ It promotes utilization of would be idle resources such as land, raw materials etc
- ✓ It facilitates development of infrastructures like roads

**Negative consequences of globalization on entrepreneurial activities in Uganda;**

- ✓ It leads to spread of diseases like Ebola which reduces quality of life of people
- ✓ It leads to oral decay because of different cultures existing in the country
- ✓ It leads to economic dependence whereby a country relies on other countries either for survival/development.
- ✓ It leads to brain drain whereby locally trained labour moves to other countries for better employment
- ✓ It leads to technological unemployment
- ✓ It leads to income inequalities between countries especially developed and developing countries.
- ✓ It leads to profit repatriation

**6a) (i) Division of labour** refers to the distribution of tasks among different people

**WHILE/WHEREAS**

**Empowerment** refers to increasing one's ability, power and strength to do something

**ii) Patriarchy** is the male domination of ownership and control of all levels in the society which maintains and operates the system of gender discrimination

**WHILE/WHEREAS**

**Patriarchy resistance** refers to various ways authority authority tries to resist women's collective actions for an equal share in decision making and equal control over distribution of resources.

**b) Factors that affect women participation in economic activities in Uganda.**

- ✓ Level of education
- ✓ Marriage age
- ✓ Income levels
- ✓ Marital responsibilities
- ✓ Accessibility to women role models
- ✓ Demands of the girl child

- ✓ Level of career guidance about business
- ✓ Women attitude towards entrepreneurship
- ✓ Accessibility to child care facilities
- ✓ Level of sensitization
- ✓ Parents' perception about the girl child
- ✓ Nature of education system
- ✓ Political climate

#### **7a) Why direct taxes are preferred to indirect taxes**

- ✓ Direct taxes are flexible compared to indirect taxes which are not flexible
- ✓ Direct taxes control inflation compared to indirect taxes which raise inflation
- ✓ Direct taxes are based on the principle of certainty because tax payers are well informed about the taxes they are supposed to pay compared to indirect taxes which are not certain
- ✓ Direct taxes are used to control income inequalities through progressive tax than indirect taxes which promote income inequalities
- ✓ Direct taxes are economical because the cost of collecting taxes is generally low due to the fact that it is deducted from income/ salary of individuals compared to indirect taxes which are expensive to collect.
- ✓ Direct taxes are simple to understand because there are no complicated calculations involved compared to indirect taxes which difficult to understand
- ✓ Direct taxes are convenient because they are collected at the time when incomes have been earned compared to indirect taxes which are charged on products

#### **b) Impact of taxation on entrepreneurial activities**

##### **Positive impacts;**

- ✓ It contributes towards government revenue
- ✓ It reduces income inequalities
- ✓ It controls inflation
- ✓ It controls production and consumption of harmful products
- ✓ It creates employment opportunities
- ✓ It controls monopoly powers
- ✓ It improves n the country's balance of payment position
- ✓ It encourages forced saving
- ✓ It promotes hard work
- ✓ It reduces dependence on foreign aid
- ✓ It protects domestic industries
- ✓ It discourages dumping
- ✓ It promotes economic growth

##### **Negative impacts**

- ✓ It increases income inequalities through regressive tax
- ✓ It causes inflation
- ✓ It discourages investment
- ✓ It discourages saving
- ✓ It discourages hard work ie, regressive tax
- ✓ It leads to diversion of resources from taxed commodities to non-taxed commodities
- ✓ It leads to unpopularity of the government
- ✓ It causes trade mal practices like smuggling
- ✓ It leads to a reduction in employee's welfare
- ✓ It reduces the volume and benefits of trade because high taxes reduce profits

#### **8a) Key players in capital markets**

- ✓ Capital markets authority
- ✓ Custodians
- ✓ Brokers
- ✓ Shareholders
- ✓ Investment advisers
- ✓ Registrar
- ✓ Fund managers

#### **b) Challenges faced by the capital market industry in Uganda**

- ✓ High rate of poverty which limits saving
- ✓ Limited knowledge/ignorance
- ✓ High liquidity preference
- ✓ Few listed companies
- ✓ Unfavourable political climate
- ✓ High rate of inflation
- ✓ Low interest rates offered to securities
- ✓ Limited financial products traded
- ✓ Unfavourable government policy on stock exchange
- ✓ Poor performance of listed companies
- ✓ Negative attitude of the public towards the stock exchange
- ✓ Fear of risks

## PART II: PAPER TWO

$$9a) i) \text{ Average stock} = \frac{\text{Opening stock} + \text{Closing stock}}{2}$$

$$= \frac{10,000,000 + 1,000,000}{2}$$

$$= \text{shs.}5,500,000$$

$$ii) \text{ Cost of sales} = \text{Opening stock} + \text{Net purchase} - \text{Closing Stock}$$

$$\text{Where Net purchases} = \text{Total purchases} - \text{Returns outwards}$$

$$= 7,500,000 + 1,500,000 - 4,000,000$$

$$= \text{shs.}72,600,000$$

$$\text{Cost of sales} = 10,000,000 + 72,600,000 - 1,000,000$$

$$= \text{Shs.}81,600,000$$

$$iii) \text{ Gross profits} = \text{Net sales} - \text{Cost of sales}$$

$$= (90,000,000 - 2,000,000) - 81,600,000$$

$$= \text{shs.}6,400,000$$

$$iv) \text{ Net profits} = \text{Gross income} - \text{Total operating expenses}$$

$$\text{But Gross income} = \text{Gross profits} + \text{Purchase discount} + \text{Bad debt recovered}$$

$$= 6,400,000 + 3,300,000 + 8,000,000$$

$$= \text{shs.}17,700,000$$

$$\text{Also Operating expenses} = \text{Bad debts written off} + \text{Carriage on sales} + \text{Sales discount}$$

$$= 4,000,000 + 1,000,000 + 2,000,000$$

$$= \text{shs.}7,000,000$$

$$\text{Net profits} = \text{shs.}17,700,000 - 7,000,000$$

$$= \text{shs.}10,700,000$$

$$b) (i) \text{ Cash Ratio} = \frac{\text{Cash} + \text{Bank}}{\text{Current liabilities}}$$

$$\text{But total liabilities} = \text{Accounts Receivable} - \text{Bank Overdraft}$$



$$=13,000,000 + 2,000,000$$

$$=\text{shs.15,000,000}$$

$$\text{Cash Ratio} = \frac{18,000,000 + 12,000,000}{15,000,000}$$

$$= \frac{30,000,000}{15,000,000} = \frac{2}{1}$$

$$\text{Cash Ratio} = 2:1$$

Interpretation: This ratio of 2:1 means that the business can pay off its current liabilities 2 times using its Cash at hand and Bank.

ii) Average collection Period in weeks.

$$= \frac{\text{Total Debtors/Account receivable} \times \text{No.of weeks in a year}}{\text{Net Sale}}$$

$$= \frac{20,000,000}{288,000,000} \times 52$$

$$= \frac{(20 \times 52) \text{Weeks}}{88}$$

$$= \text{11.8 approximately 12 weeks}$$

Interpretation: This ratio of approximately 12 weeks means that on average, the business collected its money from the debtors for 12 weeks.

$$\text{iii) Rate of Return on capital employed} = \frac{\text{Net profit}}{\text{Capital employed}} \times 100$$

$$\text{But capital employed} = \text{Total fixed Assets} + \text{Total working capital}$$

$$= \text{Furniture} + \text{Machinery}$$

$$= 30,000,000 + 15,000,000$$

$$=\text{shs.45,000,000}$$

$$\text{Working capital} = \text{Total Current Assets} - \text{Total Current liabilities}$$

$$= (12,000,000 + 18,000,000 + 1,000,000 + 2,000,000) - 15,000,000$$

$$= 51,000,000 - 15,000,000$$

$$= \text{shs. 36,000,000}$$

$$\text{Therefore, Capital employed} = \frac{10,700,000}{10} \times 100$$

$$\frac{81,000,000}{\frac{1070}{81}} = 13.2\%$$

Interpretation: This ratio of approximately 13% means that for every shs.100 of the capital employed, the business got shs.13 as Net profits.

iv) Stock Turn over

$$= \frac{\text{Cost of sales}}{\text{Average stock}}$$

$$= \frac{81,600,000}{5,500,000}$$

$$= \frac{816}{55}$$

$$= 4.8 \quad = 5 \text{ times}$$

Interpretation: This ratio of approximately 5 times means that the business converted its stock into cash 5 times in the trading period

c) The cash ratio of 2:1 indicate that **MUZIKI TRADERS** has capacity to pay the short term loan so is advised to borrow for expansion.

10a) (i) Custom value CIF X exchange rate.

$$8,000 \times 3,800 \text{ to } \$1$$

**Shs. 30,400,000**

Import Duty

$$= \text{Custom Value} \times 25\%$$

$$30,400,000 \times 25\%$$

**Shs. 7,600,000**

Excise duty

$$= (\text{Custom value} + \text{Import duty}) \times 50\%$$

$$(30,400,000 + 7,600,000) \times 50\%$$

$$38,000,000 \times 50\%$$

**Shs.19,000,000**

VAT

$$= (\text{Custom value} + \text{import duty} + \text{Excise Duty}) \times 18\%$$

$$(30,400,000 + 7,600,000 + 19,000,000) \times 18\%$$

$$\begin{aligned}
 & 57,000,000 \times 18\% \\
 & \text{Shs. } 10,260,000 \\
 \text{Withholding Tax} &= \text{Custom Value} \times 6\% \\
 & 30,400,000 \times 6\% \\
 & \textbf{Shs. } 1,824,000 \\
 \text{Tax payable} &= \text{import duty} + \text{Excise duty} + \text{VAT} + \text{Withholding tax} \\
 & 7,600,000 + 19,000,000 + 10,260,000 + 1,824,000 \\
 & \textbf{Shs. } 38,684,000 \\
 \text{ii) Value of the car} &= \text{Customs value} + \text{tax payable} \\
 & 30,400,000 + 38,684,000 \\
 & \textbf{Shs. } 69,084,000
 \end{aligned}$$

**Ci) Each Employees monthly tax liability.**

**Kasule Tom:** He does not pay PAYE, this is because his monthly income of shs.235,000 is equal to tax exempt of shs.235,000.

**Mbeiza Joan:**

$$\begin{aligned}
 \text{PAYE} &= \text{Chargeable income} \times \text{Tax rate} \\
 & \text{Shs. } 10,000 + 20\% \text{ of the chargeable income by which the chargeable income exceeds shs. } 335,000 \\
 \text{Gross income} &= 410,000 + 100,000 + 120,000 \\
 & \textbf{Shs } 390,000 \\
 \text{Therefore,} & 10,000 + = \frac{20}{100} \times 390,000 + 335,000 \\
 & 10,000 + = \frac{20}{100} \times 55,000 \\
 & \text{Shs. } 10,000 + 11,000 \\
 & \textbf{Shs. } 210,000
 \end{aligned}$$

**Kato Jonah**

PAYE = Chargeable income X Tax rate

Shs.25,000 + 30% of the chargeable income which exceeds shs.410,000 + Chargeable income exceeding shs.10,000,000, an addition of 10% is charged on income exceeding shs.10,000,000.

Gross income = 11,500,000 + 100,000 - 500,000

11,600,000 – 500,000

**Shs.11,100,000**

$(25,000 + \frac{30}{100} \times 11,100,000) + (410,000 + \frac{10}{100} \times 11,100,000) - 10,000,000$

$25,000 + \frac{30}{100} \times 10,690,000 + \frac{10}{100} \times 1,100,000$

**Shs.3,342,000**

## ii) How people evade taxes in Uganda

- ✓ Over stating expenses
- ✓ Smuggling
- ✓ Giving false information
- ✓ Under declaring profits
- ✓ Hiding from tax collectors
- ✓ Corrupting tax officials

11) (a) A BUDGET FOR FIXED CAPITAL, WORKING CAPITAL AND STARTUP COSTS FOR KASWA GRAIN MILLERS

<p style="text-align: center;">KASWA GRAIN MILLERS PO BOX 200, WAKISO TEL.0707777777</p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 5px; border-radius: 10px;">FIXED CAPITAL ,WORKING CAPITAL AND START UP COSTS BUDGET</p>		
DETAILS	AMOUNT (SHS)	AMOUNT (SHS)
<b><u>i)Fixed assets</u></b>		
Motor van	1,000,000	
Buildings	2,000,000	
Fixture ansd fittings	250,000	
Furniture	250,000	
<b>Total fixed assets</b>		4,000,000
<b><u>ii) Working Capital</u></b>		
Salaries and wages	5,000,000	
Electricity bills	1000,000	
Water bills	1,000,000	
Transport costs	3,000,000	
<b>Total working capital</b>		10,000,000
<b><u>iii)Startup costs</u></b>		
Acquisition of a license	4,000,000	
Business registration	2,000,000	
<b>Total startup costs</b>		6,000,000
<b>TOTAL</b>		<b>18,000,000</b>

Made by

Approved by

.....

.....

OKELLO JOSH

.....

FINANCE MANAGER

.....

**b) ACTION PLAN**

<p style="text-align: center;">KASWA GRAIN MILLERS PO BOX 200, WAKISO TEL.0707777777 <b><u>ACTION PLAN</u></b></p>				
<b>TIME FRAME (2017)</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>	<b>RESOURCE NEEDED</b>	<b>INDICATORS OF SUCCESS</b>
18 <sup>th</sup> -22 <sup>nd</sup> June	Carrying out market survey	Kizito Andrew	Money, stationary	Availability of money
	Preparing a business plan for the new business branch.			
To be filled in	Mobilizing the required resources.	To be filled in	To be filled in	To be filled in
	Selecting a suitable location			
	Constructing business buildings/ premises			
	Purchasing and installing equipment/ machinery			
	Recruiting workers			
	Purchasing raw materials			
	Carrying out product trial			
	Launching the business			

Made by

Approved by

.....

.....

c) TITTLE

KASWA GRAIN MILLERS

PO BOX 200, WAKISO

TEL.0707777777

POLICY GUIDELINES FOR ENSURING QUALITY PRODUCTS

- ✓ Through research shall be carried out to ensure production of quality goods
- ✓ High quality raw materials and inputs shall be used
- ✓ Proper storage facilities shall be used to store raw materials and finished products
- ✓ Maximum supervision and monitoring of workers shall be done daily
- ✓ Products shall be properly packaged to ensure quality
- ✓ Workers shall be trained continuously to equip them with production skills
- ✓ Machines shall be regularly serviced to produce high quality products
- ✓ Proper technical specifications shall be followed
- ✓ Proper hygiene shall be maintained at all times at the work place
- ✓ Clear instructions shall be given to workers regarding the production process

d) TITTLE

KASWA GRAIN MILLERS

PO BOX 200, WAKISO

TEL.0707777777

PROGRAM FOR MINIMIZING RISKS

KASWA GRAIN MILLERS

PO BOX 200, WAKISO

TEL.0707777777

**PROGRAM FOR MINIMIZING RISKS**

DATE (2017)	ACTIVITY	PERSON RESPONSIBLE	REMARKS
To be filled	Assessing the risk		
	Determining goals and objectives		
	Clarifying the alternatives		
	Gathering information and weighing the alternatives		
	Minimizing the risk		
	Planning and implementing the best alternative		

Drafted by;  
Signature  
Kato Peter  
General Manager

Approved by  
.....  
.....  
.....



12. a) TITTLE

DELICIOUS BREAD BEKERY

PO BOX 210, WAKISO

TEL.0700777777

MANAGEMENT PLAN

**People working in the business:** Delicious Bakery employs 6 workers, the General Manager, Cashier, two working in the production section and a security guard and a cleaner.

**Workers' qualifications:** The general manager holds a bachelor's degree in Business management, the cashier holds a diploma in accounting, the production staff holds a certificate in Pastry, the security guard is a s.6 graduate and cleaner is a P7 graduate.

Roles and responsibilities of workers: the general manager is in charge of the overall management of the project. The cashier is in charge of all financial affairs of the business. Production officers are in charge of production, packaging and distch of bakery products. The security guard ensures security and cleaners maintain cleanliness of the work place.

**Salaries given to workers monthly:** the salaries are as indicated below

POSITION	NUMBER	SALARIES	TOTAL
General manager	1	700,000	700,000
Cashier	1	500,000	500,000
Production Assistant	2	400,000	800,000
Security guard	1	250,000	250,000
Cleaner	1	150,000	150,000
TOTAL			2400,000

**Fringe benefits:** The monthly benefits are, the manager gets medical allowance, transport and accommodation, 20% of salary, while the cashier, production assistant and security guard get accommodation and lunch. The cleaner gets lunch only.

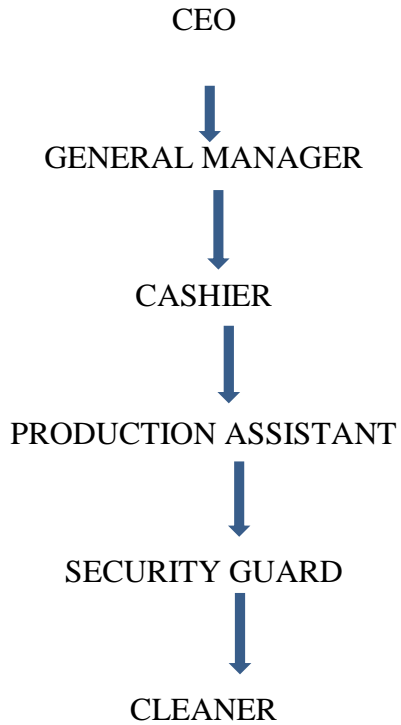
Chain of command: the organizational chart showing the flow of authirity is as below;

DELICIOUS BREAD BEKERY

PO BOX 210, WAKISO

TEL.0700777777

**ORGANISATIONAL CHART**



b) CHECKLIST FOR REQUIREMENTS OF A NEW SECRETARY TO BE PLACED IN A NEWSPAPER ADVERT.

DELICIOUS BREAD BEKERY

PO BOX 210, WAKISO

TEL.0700777777

**CHECKLIST FOR THE POST OF A SECRETARY**

Job title: Secretary

Job summary: Taking minutes of all meetings and welcoming clients

Qualification: Certificate in secretariat

Special abilities: Team work and minimal supervision

Skill / competencies: Computer skills

Age limit: 20 – 40 years

Gender: female

Marital status: Single

Reports to: General Manager

c) Termination letter to MALIBU TOM the cashier who is Fraudulent

- ✓ Name and address of the bakery
- ✓ Date
- ✓ Ref, (our Ref.....)
- ✓ Receiver's address ( Same as bakery) include name. that is, Malibu Tom – Cashier
- ✓ Salutation (Dear sir)
- ✓ Subject: TERMINATION FOR BEING FRAUDULENT
- ✓ Body: Appreciates for the work done for the company, Information that he is terminated due to Fraud, Any benefits given
- ✓ Expression of hope
- ✓ Signatory
  - sign
  - Name-Tittle
- ✓ Enc. Month's salary

13) (a) UNITY’S GEPIC STRUCTURE FOR ADVOCACY FOR REDUCING KILLER DISEASES BROUGHT BY POOR HYGIEN AND POOR SANITATION

UNITY SOCIAL ENTERPRISE

P.O BOX 100, KAMPALA

TEL: 0755555555

**GEPIC STRUCTURE FOR ADVOCACY**

Venue: Kyabaggu Play ground

Date: 18/10/20224

Greet: Igreet you all in the name of the almighty God and appreciate your presence, May the lord reward you abundantly for accepting to come in large numbers.

Engage: Two weeks back, I was listening to news on Bukedde TV, I was shocked when I heard that around 20% of Ugandans who die monthly are killed by killer diseases like cholera, Typhoid among others that result from poor hygiene and poor sanitation

Problem: The scientists confirmed that 15% of the killer diseases are brought by poor sanitation and poor hygiene in the community.

Inform: As a concerned citizen, I have brought for you an everlasting solution to overcome these killer diseases which is “UNITY SOCIAL ENTERPRISE” which is going to be primary responsible for collecting garbage in the area.

Call for action: I therefore call upon your support to this project to save the innocent life being taken by these killer diseases.

b) PROGRAM FOR RECRUITING WORKERS IN UNITY SOCIAL ENTERPRISE

UNITY SOCIAL ENTERPRISE

P.O BOX 100, KAMPALA

TEL: 0755555555

**PROGRAM FOR RECRUITING WORKERS**

<b>DATE (2017)</b>	<b>ACTIVITY</b>	<b>PERSON INCHARGE</b>	<b>REMARKS</b>
18 <sup>th</sup> -Oct/2024	Identifying the human resource needs	Kyazze Peter	
21 <sup>th</sup> -22 <sup>nd</sup> Oct/2024	Designing a job description and job specification	Lumu Tom	
23 <sup>th</sup> -24 <sup>nd</sup> Oct/2024	Writing a job advert and placing it in the most effective media	Okello Ceasor	
25 <sup>th</sup> -26 <sup>nd</sup> Oct/2024	Receiving applicants	Kato Job	
27 <sup>th</sup> -28 <sup>nd</sup> Oct/2024	Shortlisting	Ddumba Isa	
29 <sup>th</sup> - 30 <sup>th</sup> /Oct/2024	Calling shortlisted applicants for interviews	Nassozi Immy	
31 <sup>st</sup> Oct- 1 <sup>st</sup> Nov 2024	Interviewing	Magala Richard	
2 <sup>nd</sup> -4 <sup>th</sup> Nov 2024	Calling referees	Bukulu Asa	
05 <sup>th</sup> -06 <sup>th</sup> Nov/2024	Offering a job contract	Lule Isma	
07 <sup>th</sup> -8 <sup>th</sup> Nov/2024	Carrying out orientation and training to newly recruited employees	Bbiryte Teddy	

Drafted by;

Signature

Wasswa John

General Manager

Approved by

.....

.....

.....

C) GUIDELINES TO ENSURE SUSTAINABILITY IN UNITY SOCIAL ENTERPRISE  
UNITY SOCIAL ENTERPRISE

P.O BOX 100, KAMPALA

TEL: 0755555555

GUIDELINES TO ENSURE SUSTAINABILITY

- ✓ There shall be sourcing for cheaper sources of finance in terms of loans
- ✓ There shall be daily sensitization of the masses regarding other dangers of poor sanitation and poor hygiene besides the outbreak of the killer diseases
- ✓ There shall be employing of skilled man power in waste recycling as well as gabbage collection
- ✓ There shall be employing of cheap labour in order to minimize on production costs
- ✓ The enterprise shll be insured against likely risks
- ✓ There shal be strict monitoring and supervision of workers to prevent redundance among employees
- ✓ There shall be seeking for advice from experts in gabbage collection and recycling
- ✓ There shall be allocation of responsibilities to all workers in the enterprise

### 3d) A ROOT CAUSE ANALYSIS FOR CHOLERA BY UNITY SOCIAL ENTERPRISE

UNITY SOCIAL ENTERPRISE

P.O BOX 100, KAMPALA

TEL: 0755555555

#### **ROOT CAUSE ANALYSIS FOR CHOLERA**

Statement of the problem: Cholera

This is caused by: Poor sanitation and poor hygiene



Why: Lack of sensitization of masses



Why: Lack of responsible organizations



Why: Inadequate funds to facilitate activities of such organizations



Root cause: Absence of required funds to facilitate activities of organisations responsible for sensitizing masses on possible dangers of poor hygiene and poor sanitation

Possible solutions: Acquiring loans  
Soliciting the required funds from the public  
Lobbying for government support

Best Solution: Soliciting the required funds from the public

#### 14) (a) GUIDELINES TO FOSTER INNOVATION IN KIKA JUICE PROCESSING PROJECT

LOGO

KIKA JUICE PROCESSING PROJECT

P.O BOX 100, KAMPALA

TEL: 0755555555

##### **GUIDELINES TO FOSTER INNONATION**

- ✓ The business shall implement new rules
- ✓ There shall be avoiding barriers in the business
- ✓ The business shall develop innovative strategies
- ✓ There shall be expecting change among all employees
- ✓ There shall be being fast i.e, one needs to be quick at implementing business activities
- ✓ There shall be thinking global in the business to expand on the market
- ✓ There shall be thinking like an entrepreneur
- ✓ There shall be measuring performance indicators in the business
- ✓ There shall be doing well to others in the business



b) Tittle

Address

Business LOGO

Document name (INDUCTION PROGRAM)

DATE	ACTIVITY	PERSON IN CHARGE	REMARKS
Fill	Receiving and welcoming new workers	Fill	Leave empty
	Introducing new workers		
	Explaining to the new workers the purpose of the business		
	Issuing written terms and conditions of employment to new workers		
	Giving new workers information on worker-employer relationship		
	Explaining dressing code, safety measures, welfare and allowances to the new workers		
	Explaining the job to new workers		

Prepared by;

Approved by;

Signature

.....

Name

.....

Title

.....

**C) A STOCK CARD FOR KIKA JUICE PROCESSING PROJECT**

<p><b>KIKA JUICE PROCESSING PROJECT</b> <b>P.O BOX 100, KAMPALA</b> <b>TEL: 0755555555</b></p> <p style="margin-top: 20px;"><b><u>STOCK CARD</u></b></p> <p>Name of item..... Item No.....</p> <p>Maximum stock level..... Minimum stock level.....</p>									
<b>Date</b>	<b>Receipts</b>			<b>Issues</b>			<b>Balance</b>		<b>Issued to</b>
	<b>Qty</b>	<b>Rate</b>	<b>AMOUNT (SHS)</b>	<b>Qty</b>	<b>Rate</b>	<b>AMOUNT (SHS)</b>	<b>Qty</b>	<b>AMOUNT (SHS)</b>	
	<b>Total</b>								
Comments/Remarks.....									
Methods used in issuing.....									

**d) INVOICE FOR KIKA JUICE PROCESSING PROJECT**

<b>KIKA JUICE PROCESSING PROJECT</b> <b>P.O BOX 100, KAMPALA</b> <b>TEL: 0755555555</b>			
<b><u>INVOICE</u></b>			
Invoice No.26		Date: 21 <sup>st</sup> August. 2024	
Your order No. 15			
<b>M/S KIRABO ENTERPRISES</b>			
<b>P.O BOX 123, MASAKA (U)</b>			
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE (SHS)</b>	<b>TOTAL PRICE (SHS)</b>
50 boxes	Mangoes	20,000	1,000,000
500 pieces	Pineapples	1,000	500,000
40 boxes	Passion fruits	25,000	1000,000
100 trays	Apples	5,000	500,000
	<b>TOTAL</b>		<b>3,000,000</b>
Terms of delivery : Free			
Terms of payment: net 20 days with 5% discount if fully paid before 5 days			
Issued by: TUUSO ANNDY			
Signed .....			
SALES MANAGER			
I / We undertake to comply with the invoice terms and conditions and are fully liable for the AMOUNT (SHS) as stipulated I this invoice .			
Singed by.....			
PURCHASES MANAGER			

**PART III: PAPER THREE**

**SECTION A: ( CASE STUDY)**

**15(a) Ways of minimizing risks.**

- ✓ Insuring the business against risks
- ✓ Employing skilled workers
- ✓ Offering credit to only trustworthy customers
- ✓ Maintaining enough security
- ✓ Improving infrastructures so as to minimize accidents
- ✓ Improving production technology

- ✓ Motivating workers effectively
- ✓ Carrying out effective consultation before making decision
- ✓ Ensuring regular servicing of machines
- ✓ Giving safety precautions to employees
- ✓ Training workers

**N.B** Attach example on each

**(b) Challenge facing the family of new generations.**

- ✓ Challenge of decision making
- ✓ Challenge of succession
- ✓ Challenge of tunnel vision
- ✓ Challenge of emotions
- ✓ Informality
- ✓ Role confusion
- ✓ Limited management skills
- ✓ Taking the business for granted
- ✓ Conservativeness of family members.

**N.B** Evidence is a must.

**(c) X-tics of growth stage in production life cycle**

- ✓ Customers are mainly early adopters e.g high profits generated
- ✓ Sales increase rapidly due to many customers.
- ✓ Rapid increase in profits e.g profits generated by Mr. Ozambe
- ✓ Competition continues to grow e.g majority of customers have been retained
- ✓ Rapid increase in volume of sales.
- ✓ Declining in costs e.g. production costs and transport costs.

**N.B** Evidence is needed.

**(d) Unethical practices to avoid**

- ✓ Disrespecting customers.
- ✓ Evading taxes
- ✓ Unfair pricing
- ✓ Selling expired products

- ✓ Sexual harassment
- ✓ Dishonest
- ✓ Corruption
- ✓ Poor hygiene
- ✓ Intimidating of workers

**(e) Adverse effects of competition**

- ✓ Results into bad debts
- ✓ Results into unemployment
- ✓ Over exploitation of resources
- ✓ Reduction in market share
- ✓ Increased costs of operation
- ✓ Reduction in profits
- ✓ Reduction in sales
- ✓ Results into misleading adverts
- ✓ leads to low self-esteem among entrepreneurs
- ✓ leads to over duplication of goods and services
- ✓ Leads to increased labour turn over.

**SECTION B: (SCHOOL BUSINESS CLUB)**

**16(a) Components of general description**

- ✓ Name and address of business
- ✓ Location of the business
- ✓ Mode of ownership
- ✓ Date of establishment
- ✓ Customers served

- ✓ Products offered
- ✓ SWOT analysis
- ✓ Uniqueness of the business
- ✓ Purpose of the business
- ✓ Description of fixed assets

**(b) Marketing activities include**

- ✓ Market research
- ✓ Product distribution
- ✓ Product planning and development
- ✓ Product pricing
- ✓ Customer care
- ✓ Sales promotion
- ✓ Maintaining brand image

**N.B** Evidence required

**(c) Characteristics of Potential customers**

- ✓ Age
- ✓ Sex
- ✓ Location
- ✓ Occupation
- ✓ Product usage
- ✓ Income levels

**N.B** Attach evidence on each

**(d) Entrepreneurial skills**

- ✓ Marketing skills
- ✓ Communication skills

- ✓ Decision making skills
- ✓ Technical skills / production skills
- ✓ Purchasing skills
- ✓ Negotiation skills
- ✓ Inter personal skills
- ✓ Creative and innovate skills
- ✓ Sales promotion skills
- ✓ Risk taking skills
- ✓ Time management skills
- ✓ Listening skills

**N.B** evidence required

**(e) How the project was sustained**

- ✓ Through carrying out employee training
- ✓ Through reinvesting profits
- ✓ Through insuring business against risks
- ✓ Negotiating for community acceptance
- ✓ Lobbying for various regular donations
- ✓ Using locally available resources
- ✓ Developing a wide relationship with partners
- ✓ Encouraging saving for future investments
- ✓ Ensuring effective monitoring of business activities
- ✓ Promoting social responsibility
- ✓ Ensuring demographic leadership
- ✓ Diversifying of the business by having more than one product.

**N.B** Evidence needed

### **17(a) General description**

- ✓ Name and address of business
- ✓ Location of business
- ✓ Mode of ownership
- ✓ Date of establishment
- ✓ Products offered
- ✓ Customers served
- ✓ Uniqueness of business
- ✓ Purpose of the business
- ✓ Nature of ownership
- ✓ Source of business funds
- ✓ Description of fixed assets
- ✓ SWOT analysis

**N.B** Attach evidence

#### **(b) (i)Marketing gaps**

- ✓ Low volume of stock for some snacks
- ✓ Absence of some sizes of daddies/ snacks
- ✓ Poor quality products
- ✓ Limited products
- ✓ Poor customers care
- ✓ Small quantities of raw materials
- ✓ Limited supply

**N.B** attach evidence

#### **(b) (ii) How market gaps were filled**

- ✓ Producing a variety of goods



- ✓ Improving on mixing of ingredients
- ✓ Increasing production of all goods
- ✓ Expanding the market size to tap local market
- ✓ Investing in production and supply of commodities
- ✓ Production of all sizes
- ✓ Quality improvement
- ✓ Using various channels of distribution.
- ✓ Steps followed to determine viability of the business project.
- ✓ Deciding on the type of the business
- ✓ Choosing the location
- ✓ Estimating sales
- ✓ Estimating costs
- ✓ Estimating profits

**N.B** evidence is needed

**(c) Steps followed to determine viability of business project**

- ✓ Deciding on the type of the business
- ✓ Choosing the location
- ✓ Estimating sales
- ✓ Estimating costs
- ✓ Estimating profits

**N.B** Evidence is needed.

**(d) Measures employed to manage cash for business.**

- ✓ Recording all cash received and paid out
- ✓ Banking cash regularly
- ✓ Keeping cash under lock and key

- ✓ Having only authorized persons receiving and paying out cash.
- ✓ Restricting the use cash to carry out business transactions
- ✓ Carrying out cash daily cash reconciliation
- ✓ Avoiding drawing cash out of the business
- ✓ Getting regular bank statements
- ✓ Ensuring proper counting and checking of cash received or paid
- ✓ Ensuring that cash payments are authorized by responsible person
- ✓ Training of workers on financial management matters
- ✓ Carrying out regular auditing

**N.B** Evidence

## **SECTION C: FIELD ATTACHMENT/FIELD TRIP**

### **18 (a) General description**

- ✓ Name and address of the business
- ✓ Location of the business
- ✓ Mode of ownership
- ✓ Date of establishment
- ✓ Customers served
- ✓ Products offered
- ✓ Uniqueness of the business
- ✓ SWOT analysis
- ✓ Description of business assets
- ✓ Purpose of the business
- ✓ Source of funds

**N.B** evidence required

### **(b) Factors that affect production decisions**

- ✓ Facilities and organization
- ✓ Costs involved
- ✓ Sales potential
- ✓ Money requirement
- ✓ Legal requirement
- ✓ Labour requirement
- ✓ Transportation
- ✓ Political climate
- ✓ Acceptance by community
- ✓ Sales promotion and community
- ✓ Sales promotion and growth
- ✓ Capacity utilization
- ✓ Distribution channel used
- ✓ Supply sources
- ✓ Past experience in production
- ✓ Climate conditions

**N.B** Evidence needed

**(c) How the business ensures proper waste management.**

- ✓ Through recycling
- ✓ Through proper disposal of wastes
- ✓ Through installing dust bins
- ✓ Through establishing rubbish pits
- ✓ Through hiring dealers in rubbish e.g Nabugabo up deal project
- ✓ Burning waste materials in an incinerator
- ✓ Using chemicals which decompose waste materials

- ✓ Selling chemicals which decompose waste materials
- ✓ Selling of waste products
- ✓ Using waste materials e.g manure
- ✓ Using waste management firm to take away waste materials

**(d) Categories of inventory possessed by the business**

- ✓ Finished goods
- ✓ Office supply
- ✓ Damaged goods/ goods under repair
- ✓ Raw materials
- ✓ Work in progress

**N.B** Evidence is required.

**19a) (i) Objectives of field trip**

- ✓ To relate theory learnt in entrepreneurship education to practical work in businesses.
- ✓ To introduce myself / ourselves to field research
- ✓ To expose myself to business world
- ✓ To visualize what takes place in business

**19a (ii) General description**

- ✓ Name and address of the business
- ✓ Location of the business
- ✓ Date of establishment
- ✓ Mode of ownership
- ✓ Customers served
- ✓ Products offered
- ✓ SWOT analysis
- ✓ Uniqueness of the business

- ✓ Description of fixed assets
- ✓ Source of finance

**N.B** Evidence required

**(b) How customers' satisfaction is ensured in a business**

- ✓ Through providing aftersales services
- ✓ Through offering good quality products
- ✓ Through effective and timely handling of customers complaints
- ✓ Through motivating employees adequately
- ✓ Providing timely and continuous services to customers
- ✓ Extending credit facilities to trustworthy customers
- ✓ Offering fair prices to customers
- ✓ Offering discounts to customers
- ✓ Ensuring effective communication to customers
- ✓ Being honest to customers
- ✓ Giving customer care

**(c) Ways of avoiding causes of business failures**

- ✓ Minimizing cash drawings
- ✓ Insuring the business against certain risks
- ✓ Employing skilled workers to reduce damage
- ✓ Offering credit to only trustworthy customers
- ✓ Installing fire extinguishers to protect the business against fire outbreak
- ✓ Maintaining enough security of business against theft
- ✓ Improving infrastructures to minimize accidents
- ✓ Motivating workers effectively to reduce risk of employee strikes.
- ✓ Carrying out effective consultation before making a decision

- ✓ Giving safety precautions to employees
- ✓ Ensuring regular servicing of machines
  - ✓ Locating reliable sources of raw materials to avoid shortage of raw materials.

**d) Strategies adopted bY the business in managing physical assets**

- ✓ Labeling/coding/engraving of assets with business name
- ✓ Ensuring adequate security at the work place
- ✓ Ensuring proper storage of assets when not in use
- ✓ Ensuring timely and regular servicing of assets
- ✓ Maintaining an asset register
- ✓ Ensuring proper use of assets
- ✓ Training employees regularly on use of assets
- ✓ Insuring the assets

**NB: Evidence required**

- Facilitator's comments

***THE END***