

Year 12 Accounting Worksheet 3

Personal Financial Record Keep

(Note: Answer the following questions in your activity book)

1. State **two** advantages of keeping personal filing.

(1 mark)

2. List the **three** steps involved in setting up a record keeping system.

(3 marks)

3. Differentiate between **credit** card and **debit** card

(2 marks)

4. Identify **two** electronic financial services provided by Commercial Banks in Fiji.

(2 marks)

5. Define bank statement.

1 mark)