

**ÉRETTSÉGI VIZSGA • 2019. május 15.**

**KERESKEDELEM  
ISMERETEK  
ANGOL NYELVEN**

**EMELT SZINTŰ  
ÍRÁSBELI VIZSGA**

**JAVÍTÁSI-ÉRTÉKELÉSI  
ÚTMUTATÓ**

**EMBERI ERŐFORRÁSOK MINISZTERIUMA**

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## Guidelines for evaluating the performance of examinees

During correction, all partial points awarded for partial solutions, as well as all errors and mistakes have to be indicated.

When awarding points, the following principles have to be followed:

1. Maximum points can only be awarded for perfect solutions without any errors. In case of missing answers, the partial point awardable for the answer must be deducted.
2. In case of logical errors, all partial points must be deducted at the section where the error was made. In case of questions solved with calculation errors, half of the awardable partial points have to be deducted at the section where the error was made. At later stages of the question, if the examinee provides logically correct solutions the results of which are incorrect due a previous error, then these should be considered entirely correct, therefore no subsequent points should be deducted due to one error.
3. Only one answer per question may be evaluated.
4. In the case of calculation questions, indicating results only will not be sufficient; all auxiliary calculations must also be indicated.
5. For “True or False” questions, simply indicating whether a given statement is True or False cannot be awarded any points, but 1 point each may be awarded for correct marking even if the explanation is incorrect.

Incorrect indications accompanied by professionally sound explanations may be awarded 2 points.

(Explanations that differ from those given in the correction-evaluation guide, but which are nonetheless correct can be awarded full points.)

6. There may be several correct solutions to the questions. Procedures (names) that differ from those given in the correction-evaluation guide may also be entirely correct and as such must be awarded full points.
7. For business documents, 1 point must be deducted for irregular corrections regardless of the number of mistakes. 1 point must be deducted at each question for failing to indicate measurement units, regardless of the number of mistakes. 1 point must be deducted at each question for inaccurate rounding, regardless of the number of mistakes.

Answers provided in the correction-evaluation guide can only be awarded the points indicated.

The indicated points can only be broken down further if specifically indicated.

Resulting points may only be whole numbers.

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**I.**

**Questions designed to measure the examinee's knowledge and ability to fill out business documents, conduct business correspondence and manage documents.**

**Test questions****I. Written (long-answer) questions****Total: 14 points****1. Multiple-choice questions (there is only one correct answer)****4 \* 1 points**

Select and underline the correct answer. No points are awarded in case of multiple solutions or unclear marking.

1.1. Letters used for the preparation of contracts **do not** include:

- a) letters of interest.
- b) orders.
- c) **delivery notifications.**
- d) order confirmations.

1.2. The following task must be completed for incoming and outgoing documents alike:

- a) **filing.**
- b) time-stamping.
- c) posting.
- d) receipt.

1.3. The closing part of minutes must include the following:

- a) time when the minutes were taken.
- b) the contributions.
- c) the subject of the minutes.
- d) **the signatures of the persons endorsing the minutes.**

1.4. A block of documents subject to strict accounting consists of a minimum of

- a) one copy.
- b) **two copies.**
- c) three copies.
- d) four copies.

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**2. Definitions****2 \* 2 points**

Define the following terms in a few words.

**2.1. Document:**

**Any recorded information, data sets handled as a unit created or received in connection with the enterprise's activity.**

**2.2. Minutes:**

**Accurate and true recording of important events taking place at an enterprise.**

**3. True or false statements****2 \* 3 points**

Decide whether the following statements are true or false, and write your answer next to the statement. Explain your decision in both cases.

*(Correct answers are worth 1 point each, correct explanations 2 points each. Merely providing an answer without explanation may not be awarded any points.)*

3.1. From a formal point of view, business letters consist of two parts.

**False**

**Business letters consist of three parts: header, main part, closing part.**

3.2. Receipts can only be machine generated.

**False**

**Receipts can be filled out manually as well, but only in the cases set out by law. Such cases are if the use of a cash register is not required by law or its use is not possible, e.g. due to a malfunction or power outage.**

**II. Business administration sample questions****Total: 11 points****1. Please complete the cash invoice, based on the following data.****11 points**

On the day of the examination, Pitypang Kft.'s Restaurant No. 1 (H-1228 Budapest, Rezeda út 35, tax number: 45454545-2-33) purchased the following products from Papírker Kft. (H-1233 Budapest, Halom utca 10, tax number: 12121212-3-44), where you work as a sales clerk:

Ballpoint pen:	2 boxes	gross unit price 1,200 HUF/box
Photocopy paper:	5 packs	gross unit price 800 HUF/pack
Paper-clips:	10 boxes	gross unit price 150 HUF/box

The products are subject to 27% VAT.

<b>Cash invoice</b>				<b>6003437</b>	
Invoice issuer's name, address and tax number Papírker Kft. H-1233 Budapest, Halom utca 10 Tax identification number: 12121212-3-44			Buyer's name, address, bank account number: Pitypang Kft.'s Restaurant No. 1 H-1228 Budapest, Rezeda út 35 Tax identification number: 45454545-2-33		
EU VAT number: HU			EU VAT number:		
<b>Invoice date:</b>				day of examination	
<b>Product or service ORIGINAL</b>					
name, classification number and other characteristics	unit of quantity	quantity	unit price (incl. of value added tax)	value, which includes ...21.26... % VAT	value, which includes ..... % VAT
Ballpoint pen	box	2	1200	2400	
Photocopy paper	pack	5	800	4000	
Paper-clips	x	10	150	1500	
Examinee's signature, LS	<b>TOTAL:</b>			7900	
<b>3</b>	Invoice total payable:			7900	
	Percentage value of output tax:			21.26%	%
B. 13-374/V					

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**Calculations:**

<b>Ballpoint pen:</b>	<b><math>2 * 1200 = \text{HUF } 2\,400</math></b>
<b>Photocopy paper:</b>	<b><math>5 * 800 = \text{HUF } 4\,000</math></b>
<b>Paper-clips:</b>	<b><math>10 * 150 = \text{HUF } 1\,500</math></b>
<b>Total payable:</b>	<b><math>2\,400 + 4\,000 + 1\,500 = \text{HUF } 7\,900</math></b>

**Score:**

Entry of the data of the seller company (name, address, tax number, examinee's signature; only perfect solutions may be awarded points)	1 point
Entry of the data of the buyer (name, address, tax number, day of examination; only perfect solutions may be awarded points)	1 point
Entry of the data of the products purchased (name, unit of quantity, quantity, unit price) 2 points per line	6 points
The value of the products purchased (3 correct solutions are together worth 2 points)	2 points
Value which includes <b>21.26%</b> VAT, total payable, percentage value of output tax <b>21.26%</b> (3 correct solutions are together worth 1 point)	1 point

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## II.

Questions designed to measure the examinee's knowledge, ability to plan and analyse trade and business activities

I. Written (long-answer) questions 30 points

1. Multiple-choice questions 4 \* 1 points

Select and underline the correct answer. No points are awarded in case of multiple solutions or unclear marking.

I.1. The quantity of the goods to be procured =

- a) Opening inventory – Sales + Closing inventory
- b) Sales + Closing inventory – Opening inventory**
- c) Sales – Closing inventory + Opening inventory
- d) Opening inventory + Sales – Closing inventory

I.2. Personal income tax **is not** characterised by the following:

- a) is linear.
- b) is indirect.**
- c) is levied on every type of income of a private individual regardless of its source.
- d) a part of the income is separately taxed income.

I.3. Travel passes for commuting to work reimbursed for the employees of an enterprise are:

- a) material costs.
- b) personnel costs.**
- c) depreciation.
- d) services used.

I.4. If the costs of packaging materials used at a company increase by 3% and sales revenue increases by 3.5%, the costs of packaging materials are

- a) relatively fixed costs.
  - b) progressive variable costs.
  - c) degressive variable costs.**
  - d) linear costs.
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**2. Definitions 4 \* 2 points**

Define the following terms in a few words.

2.1. Sales policy:

**The entirety of long-term goals and methods related to sales.**

2.2. Cost:

**The value of living and dead labour expenditures incurred in the interest of the performance of activities as expressed in money.**

2.3. Productivity:

**The size of the turnover/sales revenue generated by an employee on average in a given period.**

2.4. Staff management:

**Ensuring and effectively employing the staff headcount required to manage turnover.**

**3. True or false statements****3 \* 3 points**

Decide whether the following statements are true or false, and write your answer next to the statement. Explain your decision in both cases.

*(Correct answers are worth 1 point each, correct explanations 2 points each. Merely providing an answer without explanation may not be awarded any points.)*

3.1. Average inventory can only be calculated from time-specific inventory data. **False**

Explanation:

**Average inventory can be calculated for a longer period from average inventory data available for a given period (e.g. annual average inventory can be calculated from the quarterly average inventory figures).**

3.2. The rate of an excise tax is always a % of the projection tax base. **False**

Explanation:

**The rate of an excise tax can be a specific tax rate specified as a % as well as a specific tax rate specified in Hungarian forint (e.g. in the case of cigarettes both are applied).**

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3.3. In Hungary not every enterprise engaged in product sales and service provision is subject to value added tax. **True**

Explanation:

**The law on the value added tax in certain cases allows for personal tax exemption, and lists activities that are exempt from value added taxes (subject based tax exemptions).**

#### 4. Description

5 points

Briefly describe the functions of taxation and list at least four of its basic principles.

Functions of taxation:

3 \* 1 points

- a) **ensures funding for the completion of public service tasks**
- b) **influences the conduct of economic players: the activities of the enterprises, household consumption, size of savings, etc.**
- c) **redistributes the income generated**

Basic principles of taxation:

*2 points (two correct answers are together worth 1 point)*

- a) **the principle of the equality of the tax burden**
- b) **the principle of reliability**
- c) **the principle of stability**
- d) **the principal of neutrality**
- e) **the principle of solvency**

**5. Pairing up****4 points**

Determine what the method of the calculation, content of the below indicators related to cost management are, pair them and then write them in the appropriate cell in the table. *(Please note that multiple numbers can be entered to a given letter and that there are numbers that are not to be entered.)*

- A. Cost-to-revenue ratio
- B. Cost effectiveness
- C. Cost plan delivery ratio
- D. Cost impact or cost elasticity indicator
- E. Cost distribution ratio
- F. Changes in cost-to-revenue ratio

1. Shows what % of the base data the planned cost figures represent.
2. Partial cost figures / Total cost
3. Profit / Cost amount
4. Shows by how many % points the cost-to-revenue ratio changes.
5. % ratio of cost changes / % Ratio of sales revenue changes
6.  $\text{Cost-to-revenue ratio}_1 - \text{Cost-to-revenue ratio}_0$
7. Cost amount / Sales revenue
8. Shows how much sales revenue in HUF can be generated by HUF 100 in cost.
9. Absolute indicator in cost management.

A	B	C	D	E	F
7.	3.	9.	5.	2., 9.	4., 6.

Two correct answers are together worth 1 point.

## II. Sample questions concerning calculations, editing and preparation of tables and graphs 45 points

### 1. Inventory management 17 points

The 2016 data at net sale price of a commercial business selling foodstuffs were as follows:

Product group	Sales revenue in HUF thousand	Average inventory in HUF thousand	Number of turnover days:
Fresh foodstuffs	225 000	<b>10 125</b>	16.2
Other foodstuffs	102 000	9 300	<b>32.8</b>
Household goods and chemical products	43 200	6 100	<b>50.8</b>
<b>Total</b>	<b>370 200</b>	<b>25 525</b>	<b>24.8</b>

The value of the closing inventory in 2016 was HUF 26 300 thousand.

In its plan for 2017, the business planned to increase its sales revenue at current cost by 5.2%.

The stock intensity of the change in sales revenue in 0.9%.

Question 1.1: Calculate the data missing from the table. (*Rounding precision HUF thousand, 1 decimal place for turnover days.*)

Calculations:

6 \* 1 points

**Total sales revenue = 225 000 + 102 000 + 43 200 = HUF 370 200 thousand**

**Average inventory of fresh foodstuffs = 225 000 \* 16,2 / 360 = HUF 10 125 thousand**

**Total average inventory = 10 125 + 9 300 + 6 100 = HUF 25 525 thousand**

**Number of turnover days:**

**Other foodstuffs = 9 300 \* 360 / 102 000 = 32.82 = 32.8 days**

**Household goods and chemical products = 6 100 \* 360 / 43 200 = 50.83 = 50.8 days**

**Total = 25 525 \* 360 / 370 200 = 24.82 = 24.8 days**

Question 1.2: Calculate the company's planned sales revenue, the planned change and value of the average inventory, the planned number of turnover days and the planned change of turnover rate. (*Rounding precision: HUF thousand; one decimal place for all other indicators.*)

Calculations:

5 \* 1 points

**Planned sales revenue = 370 200 \* 1.052 = 389 450.4 = HUF 389 450 thousand**

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**Planned change of average inventory =  $5.2 * 0.9 = 4.68 = +4.7\%$**

**Planned value of average inventory =  $25\,525 * 1.047 = 26\,724.6 = \text{HUF } 26\,725 \text{ thousand}$**

**Planned number of turnover days =  $26\,725 * 360 / 389\,450 = 24.70 = 24.7 \text{ days}$**

**Planned change of turnover rate =  $24.8 / 24.7 = 1.0040 = 100.4\%$**

Question 1.3: Calculate the planned value of goods to be procured.

Calculations:

2 \* 1 points

**Closing inventory =  $2 * 26\,725 - 26\,300 = \text{HUF } 27\,150 \text{ thousand}$**

**Procurement =  $389\,450 + 27\,150 - 26\,300 = \text{HUF } 390\,300 \text{ thousand}$**

Question 1.4: Calculate how the volume planned to be sold changes if prices are expected to rise by 2%.

Calculations:

1 point

**Planned change of quantity sold =  $105.2 / 102 = 1.0313 = 103.1\%$**

Question 1.5: Provide a brief evaluation of the planned change of the company's inventory management. In your analysis, make sure you touch on the impact of the change on profit, in particular the planned change in the quantity sold.

Evaluation:

3 points

**According to the plans of the commercial enterprise, in 2017 average inventory will increase at a lower rate (+4.7%) than sales revenue (+5.2%), and as a result the number of turnover days will accelerate by 0.4%.**

1 point

**The costs of inventory maintenance will likely rise at a lower rate than sales revenue, which will have a positive impact on profit.**

1 point

**The quantity sold is expected to increase by 3.1%, which could lead to a further increase in profit.**

1 point

**2. Headcount- and payroll management****15 points**

At an enterprise engaged in the sales of technical goods in 2015 the sales revenue was HUF 370 500 thousand, the headcount was 12 persons and their average monthly salaries were HUF 190 000. In 2016, the employee headcount decreased by 1, while the average salaries increased by 10% and productivity improved by 13%.

Question 2.1: Create the headcount and payroll management table of the enterprise, calculate the required figures. (*Rounding precision: HUF thousand, % to one decimal place*)

The 2015 and 2016 employee headcount and payroll management data of an enterprise

Name	Unit of measurement	2015	2016
<b>Sales revenue</b>	HUF thousand	370 500	<b>383 779</b>
<b>Employee headcount</b>	<b>persons</b>	12	11
<b>Productivity</b>	HUF thousand/person/year	<b>30 875</b>	<b>34 889</b>
<b>Payroll costs</b>	HUF thousand/year	<b>27 360</b>	<b>27 588</b>
<b>Average salary</b>	HUF thousand/person/month	190	<b>209</b>
Labour cost percentage	%	<b>7.4</b>	<b>7.2</b>

Calculations:

8 \* 1 points

**2015**

**Productivity = 370 500/12 = HUF 30 875 thousand/person/year**

**Payroll cost = 190 \* 12 \* 12 = HUF 27 360 thousand**

**Labour cost percentage = 27 360 / 370 500 = 0.0738 = 7.4%**

**2016**

**Productivity = 30 875 \* 1.13 = 34 888.7 = HUF 34 889 thousand/person/year**

**Average salary = 190 \* 1.1 = HUF 209 thousand/person/month**

**Sales revenue = 11 \* 34 889 = HUF 383 779 thousand**

**Payroll cost = 209 \* 11 \* 12 = HUF 27 588 thousand**

**Labour cost percentage = 27 588 / 383 779 = 0.0718 = 7.2%**

Scoring of the item names and units of measurement missing from the table: 1 point per every two correct solutions.

3 points

Question 2.2: Based on the indicators calculated, underline the correct answer and explain your decision. 4 \* 1 points

The efficient employment of the employee headcount:

improved      deteriorated

Explanation:

**Productivity has increased significantly.**

Payroll management:

improved      deteriorated

Explanation:

**The labour cost percentage decreased, while the average salary increased.**

### 3. Profitability

**13 points**

The net value of the goods purchased by an enterprise engaged in the sales of clothing products was HUF 768 000 thousand in 2016, while its turnover was HUF 1 397 000 thousand. The price of its products is generated by applying a price margin that equals 25% of the purchase price. Distribution costs represent 85% of the gross margin. The VAT rate is 27%.

The net value of services and materials used was HUF 28 000 thousand. The average rate of VAT is 23%.

Question 3.1: Prepare the company's profitability table for 2016. (*Rounding precision: HUF thousand, % to one decimal place*)

Name	HUF thousand	Sales revenue = 100%
Net sales revenue	<b>1 100 000</b>	100.0
COGS	<b>880 000</b>	<b>80.0</b>
Gross margin	<b>220 000</b>	<b>20.0</b>
Distribution costs	<b>187 000</b>	<b>17,0</b>
Profit	<b>33 000</b>	<b>3.0</b>

Calculations:

9 \* 1 points

**Net sales revenue = 1 397 000 / 1.27 = HUF 1 100 000 thousand**

**COGS = 1 100 000 / 1.25 = HUF 880 000 thousand**

**Gross margin = 1 100 000 – 880 000 = HUF 220 000 thousand**

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**Distribution costs = 220 000 \* 0.85 = HUF 187 000 thousand**

**Profit = 220 000 – 187 000 = HUF 33 000 thousand**

**COGS rate = 880 000 / 1 100 000 = 0.8 = 80%**

**Gross margin ratio = 220 000 / 1 100 000 = 0.2 = 20.0% (or 100.0% – 80.0%)**

**Distribution cost rate = 187 000 / 1 100 000 = 0.17 = 17.0%**

**Return on sales (ROS) = 33 000 / 1 100 000 = 0.03 = 3.0%**

Question 3.2: Calculate VAT on sales, VAT on purchases and VAT to be recognised for 2016, and evaluate the result you arrive at. (*Rounding precision: HUF thousand*)

Calculations:

4 \* 1 points

**VAT on sales = 1 397 000 – 1 100 000 = HUF 297 000 thousand**

**VAT on purchases = 768 000 \* 0.27 + 28 000 \* 0.23 = 207 360 + 6 440 = HUF 213**

**800 thousand**

**VAT to be recognised = 297 000 – 213 800 = HUF 83 200 thousand**

**Evaluation: the company had to pay VAT of HUF 83 200 thousand into the budget.**