**Activity 1**

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| Bought a car for $4000 which was paid by cheque 2 points | Received a cheque of $500 from a debtor2 points |
| Bought goods for $650 on credit from a supplier 2 points | Sold goods on credit for $200 to Leena.2 points |
| Paid off a loan of $1500 in cash2 points | Paid $500 in cash to a creditor2 points |
| A further capital of $500 was introduced in the business by the owner. 2 points | A loan of $1000 was received from a friend.2 points |
| The owner withdrew cash of $400 for his personal use. 2 points | The owner withdrew car from the business for his personal use 2 points |
| Paid property tax by cheque – 2 points | Received commission by cheque for work done for another business. 2 points |