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Needs studyclix.ie	Something that is essential for living; water.
Wants studieties examples	Something that is not essential but may be desirable
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Interest

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Personal Financial Life Cycle

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Estate

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The price of one currency in another currency

Money earnt from saving money with a financial institution

At different stages in life, a person's financial needs will change.

This is comprised of everything a person owns.



### Accruals

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### Planning Savings

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#### Services that we do not pay for when using but afterwards, e.g. Electricity bill

#### Putting money aside for future expenditure

### Term Loan

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Bank Overdraft

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A loan given for a stated reason for a certain period of time

The bank gives permission to a current account holder to have a deficit up to a certain amount in their account

### Mortgage

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### Bridging Ioan

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A loan given to someone purchasing a house

Finance given to people with an approved mortgage that are awaiting receipt of a building

### Financial Institution

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Commercial Bank

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Providers of services such as supplying loans and holding money for customers

A bank that provides financial services to businesses and individuals

### Current Account

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Lodgements

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Withdrawals

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ATM

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Used for day-to-day banking such as paying for goods and services

Amounts of money paid into an account

Amounts of money paid out of an account

An automated teller machine which allows for current account holder to withdraw money from their account

### Debit Card

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### Contactless Payment

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A method of paying for goods and services without cash through electronic access to a bank account using a four digit PIN

A fast way to pay for goods and services without needing to enter the PIN

Digital Wallet

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**Direct Debit** 

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An online service which allows for online purchases

An authorisation for another individual or business to withdraw variable amounts from an account

### Standing Order

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### Credit Transfer

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An instruction to pay a fixed amount to an individual or a business on a set date

A once-off transaction between a current account and another account

### Bank Statement

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A summary of all transactions during a specific time period which is sent to the account holder on a regular basis by the financial institution

Online Banking An online service which allows customers to access their account 24/7 where they can transfer money, check their balance and pay bills automatically



Loan

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### Charge Card

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Saving

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A card which has a specific limit for each account, depending on their income and capability to repay. The financial institution bills the account owner at the end of the month to repay any money spent on the card

A set amount of money given out by financial institutions with an agreement that the sum of money and interest will be repaid during a set period of time

A card without a limit but the bill must be paid in full by the due date. There is no interest to be paid, however an annual fee is paid to the card provider.

When income is not spent and put aside for future spending

# Credit Rating

### Demand Deposits

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An analysis of an individuals' or businesses' ability to repay a loan

An account that does not require any notice to withdraw money. There is usually a very low rate of interest to be paid.

### Term Deposits

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An account where money must be left for a certain period of time. There is a penalty for withdrawing money before the agreed date.

Notice Deposits

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The bank requires advance notice if an account holder wants to withdraw money.

### **Credit Union**

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### Simple Interest

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Members of the Credit Union save money together and lend to each other with interest rates.

The money earnt over time through interest on savings.

### Compound Interest

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Investing

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When interest is also earnt on the interest of savings.

Placing money into property, shares etc. with the expectation that there will be a better return on it. It is not guaranteed that all the money invested will be returned.

# Interest

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### Medium-Term Loan

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The charge to be paid for borrowing money from financial institutions

Fixed monthly payments are made to the financial institution which include in interest to pay off the loan

# Leasing

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An arrangement whereby an individual/business is given immediate use of an asset for the duration of regular payments to the leaser. The ownership of the asset does not change.

Hire Purchase

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The asset is paid for by a deposit and then by a set number of arranged payments and is not owned until all the payments have been made

### Collateral

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### Cooling-off Period

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An asset used as security in the event that a loan cannot be repaid. The asset would be sold and money made from the sale would be used to pay the outstanding balance of the loan.

A period of 10 days whereby the hirer can withdraw from a hire purchase agreement

### Instalment

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Moneylenders

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Arranged amounts of money due at specific times over a set period of time to pay off a loan.

Individuals or businesses (outside of financial institutions) who loan money. A license is needed to loan money and this is monitored by the Central Bank of Ireland

### Guarantor

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#### Annual Percentage Rate (APR)

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A person who agrees to repay your loan for you in the event that you are unable to

The true cost of a loan which includes fees and interest to be paid on top of the repayments.

### Declining Principal

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The amount left to be repaid at any point of the loan. This reduces every month due to repayments.

Cost of Credit

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The cost of borrowing which is the difference between the amount originally borrowed and the amount ultimately repaid.



A free and confidential service which offers advice on financial problems and provides helpful information on budgeting

#### Insolvency Service of Ireland (ISI)

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A government body which is involved in personal insolvency

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### Insurance

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### Insurable interest

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Protection against a possible financial loss e.g. a car being stolen

To insure something, one must benefit financially from its existence and suffer from its loss

### Utmost good faith

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When filling out an insurance form, one is obliged to disclose all material facts and answer all questions truthfully

Indemnity

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One cannot make a profit from insurance and one's financial position must never be better after a loss than before it



### Contribution

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Actuary

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Premium

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Once the insured has been compensated for a loss, the insurance company may sue whoever caused it and possess any damaged items

If something is insured by more than one insurer, then the compensation after a loss is paid proportionally by each insurer

Assesses the risk and calculates the premium

Annual cost of the insurance paid by the insured



### **Cover Note**

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Written evidence of the contract of insurance

Temporary proof that insurance exists

### Certificate of Insurance

Days of

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Proof that insurance exists

Extra days given to the insured to renew their premium

Grace

### Surrender Value

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#### Compensation

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### Write-off

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**Motor Insurance** 

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A sum paid to a policy holder who has stopped paying their insurance premiums for a certain amount of time

A payment made by an insurance company to an insured person in the event of insured damages or loss.

The cost of repair of the damaged insured item is more than the value of that item.

It is a legal requirement to have motor insurance to drive a car in Ireland. There are three types of car insurance.

### **Third Party**

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#### Third Party, Fire and Theft

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#### Comprehensive

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No-claims Bonus

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Motor insurance that covers injury to another person and damage caused to another person's property by the insured driver. It does not cover the insured driver or their property. This is the most basic insurance that is legally required for a driver to have.

Third party cover which also includes cover for damages from fire or theft.

The inured person and their vehicle are covered from damages and injury and so are other parties that may experience injury or damages caused by the insured driver.

A discount available to insurance policy holders on their premium if they have not made an insurance claim.



#### Home Insurance - Buildings Cover

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Extra costs added to an insurance premium to cover extra risk

This covers any structural damage to a house caused by flood, fire or accidental damage.

Home Insurance -Contents Cover

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Personal Accident Insurance This covers damage to the contents of the house that may be caused by fire, flood or accidental damage.

Insurance that covers any personal damage caused by accidents

### Health Insurance

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### Travel Insurance

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Insurance that covers medical expenses such as hospital stays or operations.

Insurance that covers accidents that happen whilst travelling such as flight disruptions or missing luggage.

Mortgage Protection Insurance

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If the insured dies during the mortgage repayment period, this insurance will cover the remainder of the mortgage.

Life Assurance

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Assurance that pays compensation to the family of the insured when they die. There are three types of life assurance.

#### Whole-life Policy

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### **Term Policy**

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The compensation is paid when the insured person dies.

This assurance covers the duration of a loan. In the case of death, the remainder of the loan is paid and the assurance cover ends.

### Endowment Policy

Insurance

Broker

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The compensation is paid on an agreed date, whether the insured person be dead or not.

An insurance broker helps individuals and businesses find the right insurance by comparing policies. They receive commission for every policy sold from the insurance company.

### Agent

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### Actuary

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### Loss Adjuster

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A seller for one insurance company.

Employed by an insurance company to assess risk and calculate premium based on the risk assessment.

Employed by the insurance company to investigate insurance claims and if it is covered by the insurance policy. A recommendation of the amount of compensation to be paid is made.

**Claim Form** 

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Details required from an insurance in order to assess an insurance claim.



Underinsurance

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When an asset has not be insured for its full value so the compensation will be proportionate to the value it was insured for.

The clause that is exercised

in the event of underinsurance as per the principal of indemnity.

A notice sent by the insurance company when the insurance policy is due to be renewed

**Renewal Notice** 

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### Consumer

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Receipt

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A person who buys and uses goods and services

#### Written proof that a certain payment was made

### Genuine Complaint

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If goods are not of merchantable quality, fit for purpose or as described then the consumer is entitled to a remedy

Non-valid complaint

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If you have changed your mind, misused the product or you were told of a fault, no remedy is legally required

### Credit note

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### Caveat Emptor

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#### Merchantable Quality

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Fit for Intended Purpose

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This is an alternative for a cash refund, which allows a different purchase at a store for the same amount

This means 'buyer beware'. Customers should be responsible when purchasing.

A good should be in proper condition to be sold, meaning it should be safe and the quality should be suitable for the price.

The good should fulfil its described purpose.

#### To be as Described

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Redress

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# Repair

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Replacement

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The good must be exactly as described.

A form of compensation for faulty or damaged goods bought. There are three types of redress.

A permanent repair that is carried out free of charge.

A replacement good is given to the consumer free of charge.

## Refund

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### **Credit Note**

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#### A refund of the amount paid for the good.

When a good is returned, a shop might offer a credit note which gives a receipt which allows for purchases of the same value to be exclusively at the same shop. If returning a faulty good, the customer has a right to refuse the credit note.

### Guarantee

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A promise from the manufacturer that in the event of a faulty good, the customer will receive redress within a specific time period.

Extended Warranty

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When the manufacturer extends the guarantee of a good for a fee.

#### Small Claims Procedure

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Competition and Consumer Protection Commission (CCPC)

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European Consumer Centre Ireland (ECC)

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Commission for Regulation of Utilities (CRU)

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When a complaint of a faulty good worth up to €2000 cannot be resolved, a customer may pay €25 to apply for the Small Claims Registrar to resolve it. The business has 15 working days to response to the claim, otherwise the business must pay the claim amount.

A service established in 2014 to advice customers on their rights, to conduct consumer research and enforce consumer protection.

A service that provides information and advice to customers experiencing difficulty with products with an E.U. supplier.

A service that follows up on customer complaints and offers advice on certain energy and water suppliers e.g. Bord Gáis.

Commission for Communications Regulation (ComReg)

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Office of the Ombudsman

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A service that follows up on customer complaints and offers advice on certain communication businesses e.g. An Post.

A service that follows up on customer complaints related to government or public bodies in a independent manner.

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#### **Sustainability**

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#### Sustainable Development

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Resources are used in a sensible manner that will preserve them for future generations' needs.

Development that is carried out in a way that will meet current needs without jeopardising future needs.

#### **Ethical Consumers**

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**Ethics** 

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Customers that buy products that are sustainability made and avoid products that exploit workers or resources.

Moral principles that guide behaviour.



Corporate Social Responsibility (CSR)

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A form of protest when customers actively refuse to buy a certain product or buy from a certain company.

The responsibility on businesses to act in a manner that is best for all affected by the business's operations.

### Carbon Footprint

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Sweatshop

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A measure of the amount of carbon dioxide released by individuals or businesses.

A factory with extremely poor working conditions that pays a very low wage. The majority operate within the fashion industry.

#### Globalisation

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# Transnational company

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The process of interdependence between countries.

Companies that do business in more than one country.

### Economies of Scale

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As the amount of production increases, the cost per unit reduces.

Foreign Direct Investment (FDI)

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Investment from foreign companies in other countries where they intend to set up business.

### Standing Order

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Pay Path

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### **Direct Debit**

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Cheque

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An instruction to a bank to pay a fixed amount regularly to a certain firm e.g. rent

Method for transferring wages from employers to their employees

Permission given to a creditor withdraw fixed or variable amounts from the account at any time, e.g. a bill

A written instruction from the holder of a current account to their bank to pay a sum of money to the person named on the cheque



### **Time Rate**

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### Overtime Payment

**Piece Rate** 

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Income earned from time spent working or work completed. Can be calculated multiple different ways

Wage is earned based on time working from an hourly wage

When an employee exceeds the standard working week, a higher amount of payment may be earned from extra hours

Wages earned from each item completed
#### Commission

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Bonus Payment

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Payment earned by staff on the value of goods or services sold. This can be motivating for staff.

Payments made to staff for meeting deadlines or impressive performance

**Gross Pay** 

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Net Pay

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The total amount of pay earned before any deductions

The amount of pay left after all deductions have been made

## Statutory Deductions

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#### Voluntary Deductions

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Deductions that an employer must take by law; they are PAYE, PSRI and USC

Deductions that are taken on an employers' request e.g. Health insurance

#### Disposable Income

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Discretionary Income

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Income remaining after statutory and voluntary deductions

The income remaining after essential spending e.g. food, rent has been completed



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Balanced Budget

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A financial plan that predicts future income savings, based on estimates

When income and expenditure are equal to each other

## Budget Surplus

**Budget Deficit** 

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When income is greater than expenditure in a budget

When expenditure is greater than income in a budget

#### Enterprise

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#### Intrapreneur

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#### Financial Enterprise

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Not-forprofit

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An effort made to action a new idea.

An employee within a company who works on new ideas from within to improve the company.

Companies that are founded with the goal of making a profit by selling goods or services e.g. banks.

Organisations set up without the goal of making a profit.

Organisations sot up

2

Social Enterprises studyclix.ie	with the goal of bettering the community.
Cultural Enterprises	Organisations set up to perserve and strengthen a specific cultural aspect e.g. music.
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#### Entrepreneur

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#### Realistic Risk-taker

Innovative

**Proactive** 

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A person who attempts to turn an idea into an organisation and takes on both the financial and personal risks involved.

Someone who carefully analyses the risks and benefits involved with setting up an organisation and acts reasonably when taking a chance.

The ability to think in a creative and original manner.

Being able to create opportunity, rather than waiting for others to act.



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## Decisive

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#### Intrapreneur

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Brainstorming

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The ability to adapt to different situations and overcome unexpected obstacles.

Being capable of making decisions that are in the best interest of their idea.

An employee within a company who works on new ideas from within to improve the company.

When individuals come together in an attempt to create new ideas together.

#### Employment

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#### Emigration

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#### Employee

Employer

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Working for payment

Leaving the country looking for employment

An individual who works for an employer for payment.

An individual who pays an employee for working.

## Full-time Employment

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#### Part-time Employment

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Typically considered working 35 hours or more per week.

Typically considered working 30 hours or less per week.

## Fixed-term Employment

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Employment that is agreed to last for a certain time period as per a contract.

Casual Employment Employment that is required on an irregular basis without fixed hours.

# Selfemployment

Job Sharing

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# Flexitime

Teleworking

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People who work for themselves to provide an income.

When two employees share the job of one role. Hours, pay and responsibility are divided between the two.

An employee can start and finish their working day at whatever times they choose as long as the required working hours are fulfilled.

When an employee works from home using the internet and telephone.

# Labour Force

Everyone between the ages of 16 and 65 who are ready and able to work.

#### Volunteering

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## Minimum Wage

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Curriculum Vitae (CV)

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To complete work for no payment.

The lowest wage an employer is permitted by law to pay an employee.

A description of an individual's education, previous work experience and relevant skills when seeking employment.

#### **Trade Union**

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#### Shop Steward

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An organisation that speaks on behalf of workers on issues such as pay and working conditions

A local union representative who negotiates with union management, organises meetings and recruits new union members

# Right

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Responsibility

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Legal entitlements such as pay for work completed or safe working conditions.

Actions that are expected of certain individuals.

## Redress

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#### Probationary Period

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Financial compensation or reinstatement in employment for those who have been fired unfairly

A period of time at the beginning of employment where the employee's suitability for the job is assessed by employer.

Absenteeism

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Continued unexplained absences from work by an employee.

Industrial Relations

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The relationship between employees and employers in a place of work.

## Staff Turnover

Official Strike

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The number of employees that leave a workplace and must be replaced with new employees.

A strike voted on by members of the trade union in a secret ballot. The employer is given at least one week's notice of the strike whereby employees will refuse to work.

Work to Rule

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Employees do not do any work that is not specified in their job description as a form of industrial action.

Go-slow

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Employees work at a slower pace than usual as a form of industrial action.

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Overtime Ban	Employees do not work overtime as a form of industrial action.	
Token Stoppage	Employees suspend working for periods of time as a form of industrial action.	
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JC Business Studies – How Organisation Impacts the Community

#### Community

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A group of people who live in the same place or a group of people who share common interests.

## Clean Technology

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Sustainable technology that is designed to be less harmful to the environment.

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#### Communication

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#### The internet

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## Information Technology

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Computer

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# The exchanging of information

A global network of computers allowing the transfer of data and communication between users

The processing of data using computers

A device capable of solving problems by processing data inputs to give a useful output

## Operating System

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#### Digital Technologies

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The low-level software that supports a computer's basic functions

Technology that enables the processing, generating, storage of data and communication.

Information and Communications Technology (I.C.T.)

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Technology which enables communication such as computers and phones.

Hardware

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The physical components of a computer e.g. the monitor



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Database

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The applications and operating systems which controls how the computer functions.

The system responsible for the storage of data on a computer.

# Hacking

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Customer Relationship Management (C.R.M.)

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The unsanctioned access of digital data from a computer or similar digital technology.

Technology which manages interactions with customers and other potential customers. Customer data is collected, analysed and used by the company to strengthen the relationship with the customer.

# Market

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#### Target Market

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A place where goods are bought and sold

Total number of potential customers for a certain product or service

#### Marketing

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Market Research

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Any actions which facilitate the product or service getting to the consumer

Involves the consideration of information collected for the purpose of assessing the viability of a product or service in a target market

#### Desk/Secondary Research

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Product Development

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Advertising

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Involves analysing existing information about the target market, e.g. stats from the CSO

Developing new products or improving existing products

Informing consumers about products and services

Sales Promotion

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Things done to achieve a short-term increase in sales e.g. discounts

#### Merchandising

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Public Relations

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Arranging products in a display for them to have a maximum impact on consumers

#### Maintaining a good public image for the company

Feasibility Study

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Studies conducted to test the practicality of a new product and reveal any weaknesses before it is released on the market.

**Test Marketing** 

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The product is released to a small sample of the market to assess customer response.

#### Field/Primary Research

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Survey

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# Sampling

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Personal Interview

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Involves collecting original research for a specific purpose, e.g. a company conducting a survey on the public.

Questions are formatted by market researchers to ask consumers about goods or services. The information collected will be evaluated by market researchers.

A group of consumers who are selected to represent the larger consumer market.

A face-to-face interview where the consumer answers product related questions asked by the interviewer.

Postal Survey Questionnaires are distributed to consumers by post to be filled out and returned.

#### Telephone Survey

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Consumers are contacted directly by phone and asked the questions over the phone.

Online Survey

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The surveys are sent by email or posted online to receive responses from consumers.

Focus Group

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A group of consumers are asked to participate in a discussion about a product to provide data to market researchers.



Marketing Mix

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Product

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Product Life Cycle

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Brand

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Four key elements that contribute to reaching the target market and maximising profits.

The item being sold that consumers expected to fulfil a certain need.

The stages of sales a product goes through from its launch on selves to its removal from the market.

The company behind the production of an item. It is usually identifiable by a name, logo or design.

#### Unique Selling Point

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Price

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## Cost-plus Pricing

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The feature of a product that singles it out from the other products on the market.

The amount of money a customer is to pay in exchange for a good or service.

The cost of production is calculated and a mark-up is added to achieve profit on sales.

Competitive Pricing

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The cost of the product is made similar to products on the market.

Place

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# Channels of Distribution

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Where the customers will buy the products.

The process of getting the product from the manufacturer to the customer.

#### Promotion

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The methods used to increase a product's presence in the market and making customers aware of it.

Promotion Mix

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The methods used by a company to promote their product to consumers.

# Premium Pricing

Penetration Pricing

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The product has a consistent high price to create the perception of luxury.

Upon launching, the product has a low price to interest customers. The price may be raised once the product is familiar with consumers.

## Peak Load Pricing

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Prices change accordingly with consumer demand periods e.g. Flowers on St. Valentine's Day

Psychological Pricing

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Prices are set just below a round number to trick the consumer that it is cheaper than it actually is e.a. €19.99 vs €20

#### Advertising

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Informative Advertising

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The act of attempting to positively attract consumers' attention towards a product.

Advertisement that serves to inform consumers of a product.

#### Persuasive Advertising

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Advertisement that attempts to persuade consumers to buy a product.

Competitive Advertising

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Advertisement that convey that the product is better than similar products on the market.

## Reminder Advertising

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#### Generic Advertising

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Advertisement that serves to remind consumers of a product.

When an industry work together to promote the industry rather than individual products e.g. the National Dairy Council.

## Public Relations

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A company's effort in maintaining positive relations with the public.

Companies financially support a sports team, T.V. series or venue, which in turn help to promote the company and its goods or services.

Sponsorship

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The promotion of a product in



#### Business Plan

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#### SWOT Analysis

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A description of a business's objectives and the strategies to be implemented in order to achieve them.

An analysis completed by businesses to identify strengths, weaknesses, opportunities and threats to a business.

#### Sole Trader

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Unlimited Liability

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A business that is owned, managed and operated by one individual. Unlimited liability is the biggest risk associated with it.

The owner of the business is responsible for all of the business's debts. If the owner cannot repay, personal assets may be seized to repay debts.

#### Partnership

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#### Private Limited Company

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Limited Liability

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Franchise

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A business that is owned, managed and operated by two to twenty individuals. Profits, responsibility and risks are shared between them.

A business founded by 1 to 149 individuals, called shareholders. Shares cannot be advertised to the public and must be sold privately.

Shareholders are only responsible for debts up to the value of their original investment.

When a franchisor sells the right to use their products and brand name to a franchisee for a fee and a share of the profits e.g. McDonald's

2

Stock Control	Ensuring the company has the ideal amount of stock at any given time.
<b>Depreciation</b>	When the value of a fixed asset reduces as a result of usage and age.
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Filing

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## Letter of Enquiry

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Storing of documents so that they can be found quickly when needed

Sent to a supplier for information about the terms which he would agree to do business on

#### Quotation

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Statement of Account

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Document giving advance information on the details of the costs of a sale

A document sent to the buyer from the seller outlining the transactions and total amount owed over a certain period of time
#### Bookkeeping

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Account

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Trial Balance

**Cash Book** 

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Recording business transactions systematically to keep a permanent financial record

A space in a ledger kept for a particular purpose e.g. purchases account

A list of all the balances of each account at the end of a period

Used to record money a business receives and pays out

Petty Cash Book

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### General Journal

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Used to record small and insignificant cash payments, e.g. stationary

Used to record transactions that can't be recorded in other books of first entry

### Delivery Note

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Analysed Cash Book

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### Proof of Delivery

A record of money acquired and spent

### Terms of Sale

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Quotation

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### Carriage Paid

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An agreement of the sale details between buyer and seller.

Details of price and terms of a sale sent to possible buyers.

The seller will pay for and provide delivery for the goods.

Errors and Omissions Expected (E&OE)

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The seller is not responsible for errors or incorrect information.

### Trade Discount

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### Payment Terms

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A discount given to business customers which is calculated before V.A.T. is added.

# Terms of the payment to be made for goods received.

### Trade Reference

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A letter from a supplier detailing previous transactions with the business.

Bank Reference

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A letter from a bank detailing a business's credit history.

# Invoice

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**Credit Note** 

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### **Debit Note**

Report

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A document that details the goods received by a buyer. Details include price, delievery and quantity.

A document sent to a buyer from a seller detailing that the amount owed has been reduced.

A document sent to a buyer from a seller if the buyer has been undercharged or goods received were not on the invoice.

Detailed yet concise documents written to inform about recommendations.



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### Share Capital

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#### Expenses incurred in the running of the business

### Assets -Liabilities

### Control Account

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Trading Account

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Is prepared by totalling other individual accounts e.g. debtors

Used to find the profit or loss made during a certain period of doing business



 $\mathcal{A}$ 

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Cash Flow

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The difference between sales and cost of sales

The day-to-day money entering and exiting a household

Debit

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### Money received

Credit

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Money expended

### Working Capital

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## Debtors

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### Cash Flow Forecast

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Finance available dayto-day.

# An individual or organization that owes money.

A breakdown of all planned expenditure and income on a monthly basis for a company.

Balanced Forecast

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When planned expenditure and income are equal.

# Surplus

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Deficit

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Fixed Assets

Creditors

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When planned income is more than planned expenditure.

When planned income is less than planned expenditure.

Assets that meant for long-term use and will not be sold for cash quickly e.g. a building.

Individuals or organisations that a company owe money to

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### Matching Principle

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### Factoring Debt

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A business uses the most appropriate source of finance for their needs, either short, medium or long-term.

When a business sells its invoices from debtors to a third party for a reduced amount of money instead of waiting for the debtor to pay.

### Venture Capital

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Sale and Leaseback

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Investing in a highrisk or new project.

Selling an asset for cash and signing a lease agreement with the new owner in order to keep using the asset e.g. a building.

### Debenture

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Crowdfunding

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**Bad Debt** 

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Capital Expenditure

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A long-term source of finance in the form of a loan with interest to repaid within a certain time period.

Sourcing finance from multiple people paying small amounts.

> A debt that cannot be repaid.

Money spent by a business on purchasing fixed assets that will last many years, e.g. a building.

### Current Expenditure

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Money spent by a business on day-to-day expenses of running a business, e.g. utilities

### Audit Fees

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Auditors review a company's accounts to confirm the financial position of the company is correct and honest.

### Reserves

Liabilities

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Profit made by the business which has been put aside for later use.

The money owed by a business

### Capital Expenditure

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### Working Capital

Liquidity

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The money that has been invested into a business.

#### Current Assets -Current Liabilities

A business's access to cash and their ability to sell assets for cash quickly.

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### Trading Stock

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Stock of goods to sell to customers rather than to use internally for the business

### Stocktaking

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# Gains

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Balance Sheet

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Finding the value of trading stock at any given time

Income made not from trading, e.g. interest

Statement of assets liabilities and share capital of a business at a given time

### Working Capital

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# Accruals

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### Deprecation

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Profitability

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Money available for the daily running of the business

All expenses incurred during a certain period must be included in the accounts for that period regardless

The reduction in the value of an asset due wear and tear and the passage of time

> Shows how successful the business was in making a profit

# Liquidity

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Overtrading

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# Solvency

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Balance

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Working capital = Current assets – Current liabilities

When a company has a negative working capital

The ability of a company to pay all debts as they fall due

The difference between the amount of debit and the amount of credit

JC Business Studies – Cash Accounts & Trial Balance

#### Analysed Cash Book (ACB)

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### Opening Balance

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A book which keeps record of all money received and spent by a business.

The sum of money in an account at the beginning of a new accounting period.

# Ledger

General

Ledger (GL)

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The book in which financial accounts are kept.

A record of all the expenditure of running a business, e.g. rent.

### Profit & Loss Statement

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### Opening Stock

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Calculates the net profit or loss made by a business by subtracting costs from gross profit.

The value of goods that a business has at the beginning of a financial year. This may include raw materials

Closing Stock

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Cost of Sales/Cost of Goods Sold The value of goods that a business has at the end of a financial year. This may include raw materials

The cost of selling products to customers.

### Net Worth

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### Capital Employed

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#### Working Capital + Fixed Assets

Share Capital + Long-term Loans + Reserves

#### Authorised Share Capital

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Issued Share Capital

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The limit set by a business's owners of the number of shares.

The shares of a company that have been sold.

# Gearing

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Gross Profit Margin

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The ratio of a company's debt which is from external sources. High amounts can create financial problems.

#### (Gross Profit ÷ Sales) x (100 ÷ 1)

### Net Profit Margin

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Return on Capital Employed

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(Net Profit ÷ Sales) x (100÷1)

(Net Profit ÷ Capital Employed) x (100÷1)

#### Working Capital Ratio

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### Acid Ratio Test

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#### Current Assets : Current Liabilities

A ratio to analyze if a company has cash to pay off current liabilities. (Current Assets - Closing Stock) : Current Liabilities

### Low Gearing

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High Gearing When equity capital is greater than debt capital.

When equity capital is less than debt capital.

### Economics

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Land

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# Labour

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Capital

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Economics is the study of how resources are used to produce the goods and services that people need and want

Things taken from nature to produce goods e.g. a coal mine

The people employed to produce a good or provide a service

Things created by humans which help production, e.g. a road

### Enterprise

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### Rational Choice

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A person with an idea willing to take a risk to set up a profitable business or seeing an opportunity to make profit and investing in it

#### A choice made with greater gain than loss.

Utility

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The satisfaction or benefit a consumer receives from purchasing a good/service.

Factors of Production

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The elements of the production process for any good or service.

### Economic Resources

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### Economic Systems

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The elements of the production process for any good or service.

The systems used by countries to allocate economic resources and trade goods and services.

# Public Sector

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The section of the economy owned and controlled by the government. Services are provided that might be also supplied by the private sector.

Private Sector

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Businesses owned by private individuals with the goal of making profit.

Centrally Planned/Command Economy

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An economy where the government controls economic resources and decides what goods and services can be produced in a country e.g. Cuba.

Free Market/Capitalist Economy

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An economy where private individuals and businesses controls economic resources and decides what goods and services can be produced in a country e.g. United States of America.

### Mixed Economy

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An economy where the government and private individuals control economic resources and decide what goods and services can be produced in a country, e.g. Ireland.

Third/Volunteer Sector

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Not-for-profit organisations and social enterprises that do not have the goal of making a profit.



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Public-Private Partnership (PPP)

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The manner in which households, businesses and the government circulate money through the economy.

When the private sector works with the public sector to provide public infrastructure.

Studies exams easier

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### Primary Production

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### Secondary Production

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The extracting of materials from the land for use or further processing

#### Converting raw materials into finished products

### Tertiary Production

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The service industry that serve consumers or other businesses

Channel of Distribution

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How the goods get from the manufacturer to the consumer

### Wholesaler

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Retailer

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### Effective Demand

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Demand Schedule

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Buys in bulk from manufacturer and sells to retailers

Buys goods from a wholesaler to sell to the consumer

A consumer's actual ability to pay for a product.

A display of the number of a good demanded by consumers at different prices.

### Substitute Good

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### Demand Curve

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#### Complementary Good

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Normal Good

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A good that can be used in the place of another good with the same function, e.g.

The quantity of a product a consumer will buy at different prices.

A good that works with another good to function, e.g. tennis racket and tennis balls

As income rises, the demand for normal goods rises.

### Inferior Good

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As income rises, the demand for inferior goods falls.

# Supply

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### Supply Curve

Equilibrium

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The quantity of a product a retailer will sell at different prices.

A graph that displays the quantities of a product that a retailer can sell at different prices.

When market supply is equal to market demand.

# National Budget

A plan for a governments expected future income and expenditure over a period of time

### National Debt

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#### The total amount of money that has been borrowed by the government

### Privatisation

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Department of Public Expenditure State assets are sold to the public

The government body responsible for approving and allocating money to different state departments.

#### Department of Finance

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### Government Revenue

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The government department responsible for taxation and borrowing.

All money that the government receives.

### Government Expenditure

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All the money the government spends.

Current Government Expenditure Regular or on-going spending of a government, e.g. wages of public servants.

Capital Government Expenditure

Government spending on long-term projects, e.g. building a motorway.

#### Infrastructure

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The basic services and facilities that are necessary for a country to function, e.g. roads.

Budget Deficit

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Planned expenditure is greater than planned income.

Current Government Revenue Regular or on-going money collected by a government, e.g. taxation.

Capital Government Revenue

Balanced Budget/ Neutral Budget

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Irregular money collected by a government. Usually not tax related.

Planned revenue is equal to planned expenditure.

### Budget Surplus

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Planned revenue is greater than planned expenditure.

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USC

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PAYE

PRSI

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Is Deposit Interest Retention Tax and is a tax on interest earned

Is Universal Social Charge and is a statutory deduction

Is Pay As You Earn and is a progressive form of income taxation for employees

Is Pay Related Social Charge and is a contribution towards social welfare benefits such as jobseeker's benefit
## Taxation

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#### The Office of the Revenue Commissioners

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Money collected from individuals and organisations by the government to finance public services.

The government body in charge of collecting tax in Ireland.

Equality

Certainty

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The amount of tax paid should be proportionate to income earned.

The amount of tax to be paid should be predictable and clear to understand.

#### Economy

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#### Convenience

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The cost of collecting the tax should be lower than the sum of tax collected.

Tax should be easy to pay when it is scheduled.

Debt Servicing

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Payments made to pay of interest on national interest.

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JC Business Studies – Economic Growth & Sustainable Development

#### Sustainable Development

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**Social Costs** 

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Environmental Protection Agency (EPA)

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Sustainable Energy Authority of Ireland (SEAI) Development which is able to cater for current needs without out harming the ability to cater for needs of future generations.

The negative impacts on society and the environment as a result of a business's productions.

A public body which monitors the enforcement of environmental laws, produces reports on environmental issues and advises businesses.

The Irish agency concerned with renewable energy, informing the public about energy and providing grants for households reducing energy consumption.

## Foreign Trade

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# Visible imports and exports

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#### Invisible imports and exports

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Balance of trade

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Ireland buying or selling goods and services from or to other countries

Physical goods that Ireland buys or sells from or to other countries, e.g. Coffee

Services that Ireland buys or sells from or to other countries, e.g. Flights

Visible exports – Visible imports

# Balance of payments

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#### Free Trade

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#### Trade Barriers

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Tariff

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Total exports – Total imports

Trade between countries without any trade barriers.

Limits or restrictions imposed on international trade.

A tax imposed on foreign imports in an effort to dissuade consumers to import as they are made more expensive.



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Embargo

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Subsidy

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A limit on the amount of a good that can be imported into a country in an attempt to encourage purchasing home-produced products.

A complete ban imposed on imported goods from certain countries and consumers can only buy homeproduced goods.

A payment made to indigenous producer to reduce production costs, which will in turn, reduce the cost for exports. This improves the balance of trades and employment.

Enterprise Ireland

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A state organisation which helps Irish businesses expand into the international market by providing information, advice and showcasing Irish products internationally.

## Brexit

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#### European Council

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The United Kingdom's departure from the European Union as voted by a majority of their citizens in June 2016.

Meetings attended by the head of E.U. member states to discuss strategies and priorities within the E.U.

#### European Commission

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Comprised of a commissioner from each member state who's role is to propose legislation, enforce E.U. law, regulate the E.U. budget and represent the E.U. globally.

European Parliament

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Members of European Parliament introduce legislation, approve E.U. budgets and serve E.U. citizens.

#### Members of the European Parliament

# Council of the European Union

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Politicians elected every five years by E.U. citizens to represent them in the parliament.

E.U. member states' government ministers meet to approve legislation, approve the E.U. budget, set general political policy and confirm international arrangements.

## Court of Auditors

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Court of Justice of the European Union The E.U. body in charge of overseeing all E.U. spending and budgets. An annual report of its findings is given to the European Council and European Parliament.

E.U. member states select a judge to ensure E.U. law is enforced fairly across the member states.

#### European Central Bank

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Single European Market (SEM)

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#### European Social Fund (ESF)

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Common Agricultural Policv (CAP) The central bank for the euro zone/area which controls supply of euro, interest rates, inflation and ensures the security of the currency.

Free movement of goods, services, capital and citizens within the E.U.

An E.U. fund which invests in projects with the goal of creating employment, ending poverty and discrimination in member states.

An E.U. policy which aims to ensure a proper standard of living for farmers and the supply of affordable, good quality food for consumers.

#### European Central Bank

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And here is an example answer, blah blah blah blah blah blah blah

#### **Bigger Text**

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And then shrink the text if there are more words

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## Use bigger text for less words

Blah BlasThe Whale is an 1851 novel by American writer Herman Melville. The book is sailor Ishmael's narrative of the obsessive quest of Ahab, captain

The square root of 30

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5.477225

#### Recession

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## Inflation

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## Interest Rates

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A general slowdown in economic activity over a period of time.

An increase in the level of prices from one period of time to another

The price borrowers pay for the use of money of a lender

Consumer Price Index (CPI)

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A measure of the rate of inflation.

## Deflation

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## Cost-Push Inflation

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#### A general reduction in prices.

As the cost of production increases, so does the price of the good/service.

## Impetrated Inflation

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Demand-Pull Inflation

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If the cost of imported raw materials increases, so will the price of the good/service.

When the demand for a good/service is greater than the supply of that product, the scarcity will increase the price.

## Balance of Trades

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#### Gross Domestic Product (GDP)

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#### Gross National Product (GNP)

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Economic Cycle

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The difference between goods exported and goods imported.

A measure of the value of all goods and services produced within a country. Used as an expression of national income.

A measure of the value of all goods and services produced by a country's citizens, either domestically or abroad.

The changes that occur over a period of time to an economy.

### Economic Growth

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Economic Boom

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An increase in the quantity of goods and services produced in an economy. Economic growth is also increased by low rates of interest and tax.

An uninterrupted period of accelerated economic growth.

#### Economic Depression

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Multiplier Effect

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When a harsh and long recession effects an economy.

The effect on final income as a result of a large increase of decrease in government spending.

#### Economic Policy

The methods a government use to accomplish objectives.

Policy

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**Fiscal Policy** 

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Monetary Policy

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Planned actions and instructions to follow in order to achieve certain goals.

Policy which sets the rates of tax in a country in order to fulfil economic goals.

Policy which controls the supply of money in a country, set interest rates and regulate inflation.

Industrial
Policy

 $\mathcal{A}$ 

Policy to increase growth within the primary sector, secondary sector and tertiary sector of the economy.

#### Indigenous Firms

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Companies that are founded, owned and run by local people.

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## Regular Income

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## Additional Income

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Income received after a fixed amount of time e.g. Every week or month

> Income received occasionally and irregularly e.g. Overtime

## Benefit in Kind

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Statutory deductions

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This is a non-financial reward in place of money an employee may receive e.g. A company credit card

Deductions that an employer must take by law; they are PAYE, PSRI and USC

#### Non-statutory expenditure

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# Fixed expenditure

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Deductions that are taken on an employers' request e.g. Health insurance

#### A fixed amount that has to be paid on a fixed date

## Irregular expenditure

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A varying amount for which the payment date may also vary

Money spent on unnecessary items if there is a cash surplus

Discretionary expenditure

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## Current expenditure

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## Capital expenditure

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Spending on items that are needed for the household on a daily basis., e.g. food

Spending on items needed for the household in the long term, e.g. a car

Money

Cost

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Anything deemed of value that can be exchanged for goods and services

**Financial** 

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The price of what we buy

## Opportunity Cost

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The value of an item when another item is chosen over it

## Pension

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## Child Benefit

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#### Working Family Payment

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## retired people

Income paid to

Payment from the government to parents/guardians of children

Payment from the government to working low paid families to supplement income

Grant

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Dividend

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#### Windfall Income

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**Regular Income** 

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A sum of money given by the government for a distinct purpose that does not need to be repaid e.g. Installing solar panels

A share of a company profits paid to their shareholders

An unanticipated source of income e.g. winning the lotto

Income received on a regular basis e.g. weekly wages

## Irregular Income

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## Impulse Buying

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#### Income received unpredictably e.g. windfall income

#### The unplanned purchasing of goods

## False Economy

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Purchases that appear to save money but in the long term, they cost more money

Debit

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Money received

## Credit

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#### Dividend

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Asset

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Responsible Borrowing

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## Money expended

Income earned by shareholders proportionate to the amount of shares owned

Something of value owned by an individual or business

Ensuring that the sum of money borrowed can be repaid in time

#### Office of the Revenue Commissioners

The state body in charge of tax collection in Ireland.

## Taxation

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## **Tax Liability**

**Direct Taxes** 

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A mandatory payment from individuals and businesses to the government.

The amount of tax that an individual has to pay based on income, spending and assets.

Tax paid on earned income, e.g. P.A.Y.E.

#### Indirect Taxes

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#### Regressive Taxes

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Tax paid on income spent on goods and services, e.g. V.A.T.

The same amount of tax is paid by all income earners, which takes a higher proportion of low earners' incomes. E.g. V.A.T.

#### Progressive Taxes

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Income Tax

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As income increases, more tax is paid, e.g. P.A.Y.E.

Tax that is paid on all types of income and is deducted by the employer to submit to Revenue.

#### Self-assessed Income Tax

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#### **Tax Audits**

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#### Value Added Tax (VAT)

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Pay As You Earn (PAYE)

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Taxes to be paid by the selfemployed.

As the self-employed must declare their income, tax audits are done to ensure that everything is declared.

A tax on goods and services bought which is included in the price. There are many different rates of V.A.T.

A tax on all types of income over a certain amount with two different rates; 20% and 40%.

#### Universal Social Charge (USC)

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#### Customs Duties

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A tax on income over certain amounts.

Imported goods from outside the E.U. are taxed.

Excise Duties

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Local Property Tax

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Taxes that are paid on alcohol, tobacco and fuels.

A tax based on the value of the property.

#### Stamp Duty

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#### Motor Tax

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#### Despoit Interest Retention Tax (DIRT)

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Capital Gains Tax (CGT)

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A tax on certain written documents such as property, financial cards and cheques.

A mandatory tax for all motor vehicle owners which is paid to local authority.

A tax to be paid on any interest earned by savings which is subtracted by the financial institution.

A tax to be paid on the sale of assets.

#### Capital Acquisition Tax (CAT)

A tax to be paid on inheritance or gifts if over a certain value.

#### Tax Avoidance

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A method whereby individuals or businesses legally try to reduce the amount of tax to pay.

#### Tax Evasion

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An illegal activity whereby individuals or businesses fail to declare some or all of their income in the hope of paying less tax.

Personal Public Service Number (PPSN) A specific number given to each individual in Ireland that is to be used with all state services and employment.

#### Emergency Tax

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A tax paid by new employees that is higher than the normal rate of tax to remind them to organise their tax as soon as possible.

#### Tax Credit

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Allowances made on the basis of a person's circumstances which lowers their annual tax bill.

#### Tax Rate

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The percentage of an individual's income that will be taxed. PAYE has two rates; the standard rate at 20% and the higher rate at 40%.

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