

Accounting

Customized Written Assessment
Test Code: 8611 Version: 01

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Instructions for Taking the Written Assessment

1. Fill in ALL of the information requested on the Participant Answer Sheet with a soft black lead No. 2 pencil. Every field must be completed in order to ensure your answer sheet is scored properly. The test administrator will provide you with instructions for completing the *Participant Information and Test Information* portions of the answer sheet.
2. Use only as many of the response spaces on the answer sheet as are required for this test. Record your written responses in the section of the answer sheet labeled Written Test and your performance responses in the section of the answer sheet labeled Performance Test.
3. Mark each item by darkening the corresponding circle with a No. 2 pencil for the answer choice you think is correct.
4. Erase completely any answer you want to change and then darken the circle for the answer you believe to be correct. You must erase your first mark completely; failure to do so may result in a wrong reading by the scanner.
5. Mark only one answer for each test item. Items marked with more than one choice are automatically scored as incorrect. You should answer all items to the best of your ability. Items left blank are automatically scored as incorrect.
6. Erase any stray marks on the answer sheet as these may lower your score.
7. If you need to return to a question, place a check in the margin of the test booklet and return to it for additional consideration after you have completed the last question.
8. Look over your answer sheet when you have finished and darken any marks that are not black and shiny.

NOTE: the test proctor will announce the time limit for this test.

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Directions: Each of the questions or incomplete statements listed below is followed by four possible answers. Read each question carefully and completely before you attempt to select an answer. Choose the response that you believe best answers the question or completes the statement. Completely fill in the circle containing the letter of your choice on the answer sheet. If you make a mistake, be sure to erase completely.

A nonprogrammable calculator may be used for this test.

BUSINESS CLUSTER

1. When delivering an oral presentation, the most important consideration is that the
 - A. content is secondary to the delivery style
 - B. technologically advanced presenter must use presentation software
 - C. content is accurate
 - D. content is humorous

2. What is the best method to follow when researching a subject for a term paper?
 - A. Interview people, Google search the subject, and create an outline that defines how you wish to write your paper.
 - B. Think about your topic and then make a plan, use the Internet to research your subject, create an outline to follow, and then complete your paper.
 - C. Think about your topic, create a plan of attack, write an outline to follow, use a variety of authentic information sources that can be documented, write a rough draft of your paper, make any modifications, and then create your final copy.
 - D. Create an outline to follow, write a rough draft, research any type of information that you didn't know, proofread your rough draft, do additional research including Twitter, make any modifications to your rough draft, then complete your copy.

3. This month's sales figures will be better than last month's. Who's projector was reported out of order?
 - A. Both sentences are grammatically incorrect.
 - B. Both sentences are grammatically correct.
 - C. Only the first sentence is grammatically correct.
 - D. Only the second sentence is grammatically correct.

4. Email and phone messages should be used
 - A. in place of business letters
 - B. to communicate to colleagues in your office
 - C. to communicate quickly
 - D. to communicate large pieces of information

5. It is the end of the work day on a Friday. You need to stay for 20 more minutes. What would be the best way to use that time?
- A. Check your personal email to see what time you are meeting your friends for dinner tonight.
 - B. Proofread one more section of the science fiction story you are personally writing to submit to the publisher which is due in 15 days.
 - C. File the few pieces of papers that have accumulated on your desk this week.
 - D. Call your coworker to see if she enjoyed her day off.
6. You are on the company committee to set a new sales goal. Which element below is not important in your considerations?
- A. Your goal should be specific.
 - B. Your goal should have a clear time frame.
 - C. Your goal should help you decide which action to take next.
 - D. Your goal needs to insure that the company down the street will liquidate within 6 months.
7. When working on a team project, which of the following behaviors is an example of effective interpersonal behavior?
- A. texting during discussion
 - B. reading email
 - C. getting up during a presentation
 - D. maintaining eye contact with the speaker
8. Jeff Hamilton had to travel from Evanston to Pine Bluffs on I-80 last January 23rd. It was a cold, snowy, and windy day and the travel conditions were termed as "no unnecessary travel." Jeff had to travel for a family emergency. What process makes the most sense that Jeff might have followed to be as safe as possible?
- A. Make sure car is in good road condition, fill up car with gas, place socks, blankets, and provisions in trunk, make sure cell phone is charged and take car charger, drive at a speed that is safe for the conditions making sure his headlights are on and limit his distractions by only changing radio stations and using the cell phone while stopped.
 - B. Make sure car is in good road condition, fill up car with gas, turn on GPS unit, turn radio to the local weather, turn on lights while driving, drive 10 mph faster than flow of traffic to keep ahead of trucks and keep both hands on the wheel.
 - C. Fill up car with gas, make sure cell phone is charged, set up GPS system, drive at a reasonable speed, make sure that at least one hand is on the wheel while eating, don't stop for any reason and only slow down if he feels himself getting tired.
 - D. Make sure car is in a good road condition, buy an assortment of snacks, fill up gas tank on car, leave headlights off, tune satellite radio to the NFL network and drive at a constant speed of 60 mph.

9. When making a decision as to whether to buy or rent a home, which of the following steps best defines the process a person should follow to make this determination?
- A. Make a budget, determine how much you can afford to spend on housing, select a realtor, buy a new car that was "too good of a deal to pass up," and look at homes for sale and then talk to your lender.
 - B. Make a budget, determine how much you feel like you can spend on housing, research what's available for sale or rent, talk with a lending agent about the home buying process, take all items of information into account and then proceed to find a realtor to help you find a home that fits your decision.
 - C. Make a budget, determine the best interest rate for borrowing money, decide if the house you want to buy is new or used, select a realtor, apply for a loan, look for a neighborhood with good schools and then research Internet for any "hot deals."
 - D. Make a budget, determine how much you can spend on housing, research availability of houses for sale and rent, make a down payment on the vacation you've always wanted to take, go to realtor.com and then find your dream home.
10. The Code of Conduct for a major publishing house, states in part, "The Doomsday Publishing House and its employees must, at all times, comply with all applicable laws and regulations. All business conduct should be well above the minimum standards required by law. The Doomsday Publishing House expects its employees to conduct themselves in an honest and businesslike manner." Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Assume you are an employee at Doomsday Publishing House, which of the following examples would not be in violation of the Code of Conduct?
- A. accepting a gift from an author who has submitted a manuscript for review
 - B. submitting travel bills for reimbursement related to personal travel
 - C. using your cell phone to conduct personal business during your lunch hour
 - D. sharing the plot from a submitted manuscript with a friend who is writing a book
11. Bill Jones is an account representative for ACME Plastic Corporation. He works somewhat closely with Bob Smith who works in the same capacity for a competitor to ACME. Bill ends up in a salary dispute with ACME and quits the company. Bill then gives all of his account information to Bob Smith. What are the possible ramifications of Bill's actions?
- A. ACME could place a hold on Bill's final check.
 - B. ACME can take Bill's 401K money away.
 - C. ACME will tell Bill that he has not acted ethically and faces possible legal repercussions.
 - D. ACME will try to hire Bob Smith since he now has company information.

12. Which software should be used when creating financial documents?
- A. word processing
 - B. spreadsheet
 - C. database
 - D. publishing
13. Your supervisor has asked you to design a brochure to promote the company's new product. Which software would produce the most professionally designed project?
- A. word processor
 - B. spreadsheet
 - C. database
 - D. publishing
14. Your company sets passwords for all employees for access to the programs they use for daily operations of the business. Your sister works in China and is looking for a good example of a document. You know that you have access to one that would be perfect for her to use. Choose the best option below:
- A. Draft a contract for your sister to sign promising not to pass this information on to anyone, and then tell her your password over the phone.
 - B. Attach a copy of a completed form to an email to her and explain how to use the information.
 - C. Copy the completed form on your company's copy machine and send it to her with details on how your company uses it.
 - D. Do some online research to find a similar form on a public website. Email her the link and some details about how you think it could help her.
15. When you recently were hired by your company you asked about an employee handbook. It is a relatively new company and one has not been developed. Your committee is assigned to list some important rights to include in the handbook. Choose the option that is on your list.
- A. The company will contribute to Social Security.
 - B. To save money, workers compensation will only be paid for the employees who work in the high-risk jobs.
 - C. The company is limiting hiring women of child-bearing age because they need too much time off.
 - D. There are no employees in your company that are Muslim so you will not hire any because they might not fit in.
16. "Going green" would include sending out a 20-page business report electronically rather than providing paper copies.
- A. True
 - B. False
17. The consistent reporting principle requires a company
- A. to use the same accounting methods period after period so that financial statements are comparable across periods
 - B. to compute and take a physical count of inventory at the same time each year
 - C. business to be accounted for separately from its owners
 - D. financial statements to reflect an assumption that the business will continue operating instead of being closed or sold

18. A very important concept calculates ALL expenses and records them during the same period of time that the revenue is recorded is
- A. matching expenses and revenue
 - B. realization of revenue
 - C. separate entity
 - D. consistent reporting
 - E. objective evidence
19. Using a copy of the sales invoice as the source document for recording a sale on account transaction is an application of the accounting concept
- A. matching expense with revenue
 - B. historical cost
 - C. objective evidence
 - D. realization of revenue
20. Keeping the reports and financial records of a business separate from the personal records of the partners is an application of the accounting concept
- A. going concern
 - B. business entity
 - C. historical cost
 - D. objective evidence
21. Recording purchases at their cost is an application of the accounting concept
- A. accounting period cycle
 - B. going concern
 - C. objective evidence
 - D. historical cost
22. The assumption that requires accounting reports to be prepared for a specific period of time is
- A. unit of measure
 - B. going concern
 - C. business entity
 - D. accounting period
23. The rules the accountants follow when recording and reporting accounting information come from
- A. Internal Revenue Service
 - B. Securities and Exchange Commission
 - C. Generally Accepting Accounting Principles
 - D. Fair Labor Standards Board
24. What is contributed capital on the balance sheet?
- A. equity
 - B. current asset
 - C. asset
 - D. liability
25. The money a business has brought in after costs and expenses of running the business are subtracted is called
- A. profit
 - B. marketing
 - C. credit
 - D. loss

26. What is the arrangement that allows individuals and businesses to obtain products or money in exchange for an agreement to pay later?
- trust
 - credit
 - planning
 - options
27. When a business' general ledger is maintained, accounts can be created, changed, or removed. The process is called
- file maintenance
 - adjusting entries
 - account classification
 - account records
28. Items such as cash, accounts receivable, and prepaid insurance, are examples of
- assets
 - owner's equity
 - liabilities
 - capital
 - none of the above
29. Transferring accounting information from the journal to the ledger is
- balancing
 - entering
 - journalizing
 - posting
30. The actual recording of debit and credit parts of a journal transaction is called
- double-entry accounting
 - single-entry accounting
 - transaction accounting
 - debit and credit accounting
31. The account "accounts receivable" is an example of
- asset
 - liability
 - owner's equity
 - all of the above
32. The steps involved in handling all of the transactions and events completed during an accounting period, are referred to collectively as the
- input
 - processing
 - output
 - accounting cycle
33. The following information was taken from some partial financial statement of City Video:
Total assets \$48,000
Total liabilities \$12,000.
What is the amount of owner's capital?
- \$33,000
 - \$36,000
 - \$38,000
 - \$41,000

34. There are five types of accounts: assets, liabilities, owner's equity, revenue and expenses. Which of the following having a debit balance is considered an asset?

- A. supplies
- B. advertising expense
- C. owner's name, drawing
- D. accounts payable
- E. sales

35. There are five types of accounts: assets, liabilities, owner's equity, revenue and expenses. Which of the following having a debit balance is considered a liability?

- A. supplies
- B. advertising expense
- C. owner's name, drawing
- D. accounts payable
- E. sales

36. There are five types of accounts: assets, liabilities, owner's equity, revenue and expenses. Which of the following having a debit balance is considered revenue?

- A. supplies
- B. advertising expense
- C. owner's name, drawing
- D. accounts payable
- E. sales

37. There are five types of accounts: assets, liabilities, owner's equity, revenue and expenses. Which of the following having a debit balance is considered an expense?

- A. supplies
- B. advertising expense
- C. owner's name, drawing
- D. accounts payable
- E. sales

38. There are five types of accounts: assets, liabilities, owner's equity, revenue and expenses. Which of the following having a debit balance is considered an owner's equity?

- A. supplies
- B. advertising expense
- C. owner's name, drawing
- D. accounts payable
- E. sales

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

39. Paid advertising bill

- A. assets
- B. liabilities
- C. owner's equity
- D. revenue
- E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

40. Collected cash sales for day
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

41. Owner withdrew cash for personal use
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

42. Received payment from a customer
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

43. Purchased office equipment on account
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

44. Purchased supplies for cash
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

For each transaction noted, designate the account to be debited. Select the accounts to identify your choice.

45. Owner invested additional cash in the business
- A. assets
 - B. liabilities
 - C. owner's equity
 - D. revenue
 - E. expenses

46. The left side of the T-Account represents

- A. debit
- B. credit
- C. all of the above
- D. none of the above

47. In double-entry accounting all transactions affect at least

- A. one account
- B. two accounts
- C. cash and expense accounts
- D. none of the above

48. What accounting transaction takes place when cash is used to purchase supplies?
- A. debit supplies and credit cash
 - B. debit supplies and credit accounts payable
 - C. credit cash and debit accounts payable
 - D. credit cash and debit supplies

52. Alexander purchased supplies for \$3,000 on account. This transaction would
- A. increase assets and increase owner's equity
 - B. increase assets and increase liabilities
 - C. increase one asset and decrease another asset
 - D. decrease assets and decrease liabilities
 - E. none of the above

You have been asked to monitor the accounting system for Sue Company, a beauty supply company. The accounting system must be operated to accurately balance assets, liabilities, debits, and credits and to insure that all records and financial statements and/or documents are 100% accurate and in balance with bank and tax records. The assets are as follows: Cash \$1,000.00 Supplies \$800.00 Prepaid Insurance \$500.00

49. A cash payment of \$78.00 received by the company from a customer should be recorded in the ledger as a/an
- A. debit
 - B. credit
 - C. liability
 - D. asset
50. Paul Hackett deposits in the bank a check from ABC Corp for payment on an account. The two accounts affected are
- A. cash and computer equipment
 - B. cash and accounts receivable
 - C. cash and Paul Hackett, capital
 - D. cash and accounts payable
51. A business transaction that involves a purchase of supplies on account creates
- A. a decrease in assets
 - B. an increase in liabilities
 - C. a decrease in liabilities
 - D. an increase in owner's equity

You have been asked to monitor the accounting system for Sue Company, a beauty supply company. The accounting system must be operated to accurately balance assets, liabilities, debits, and credits and to insure that all records and financial statements and/or documents are 100% accurate and in balance with bank and tax records. The assets are as follows: Cash \$1,000.00 Supplies \$800.00 Prepaid Insurance \$500.00

53. Based on the information provided, select the best answer. After posting the \$78.00 cash payment total assets are
- A. \$1,300.00
 - B. \$1,378.00
 - C. \$2,300.00
 - D. \$2,378.00
54. The posting reference column of the journal provides a cross reference between the
- A. ledger and accounts
 - B. journal and ledger
 - C. ledger and financial statements
 - D. journal and financial statements
 - E. none of the above
55. Separate amounts in general amount columns are not posted individually.
- A. True
 - B. False

56. On a trial balance
- all general ledger account titles are listed
 - only general ledger accounts that have balances are listed
 - only accounts with debit balances are listed
 - only accounts with credit balances are listed
57. Which of the following transactions will result in the trial balance being out of balance?
- \$500 payment for supplies posted as a \$500 debit to cash and a \$500 credit to supplies expense
 - \$75 cash from a customer in payment of his/her account posted as a \$75 debit to cash and a \$57 credit to accounts receivable
 - \$200 check from a customer in payment of his/her account posted as a \$200 debit to cash and a \$200 credit to accounts receivable
 - \$50 cash purchase of office supplies posted as a \$50 debit to office equipment and a \$50 credit to cash
58. It is determined that \$120.00 of supplies was used during this fiscal period. What does the adjusting entry look like?
- debit supplies expense; credit capital
 - debit supplies; credit supplies expense
 - debit supplies expense; credit supplies
 - debit supplies; credit cash
59. Trial balance columns of an end of period worksheet is used to facilitate
- preparing financial statements
 - making needed adjustments in the journal
 - closing the temporary owner's equity accounts
 - all of the above
60. Correcting entries should be dated
- as of the last day of the month that the mistake was made
 - when the mistake is discovered and corrected
 - no date is used
 - the date of the original transaction
61. If the trial balance columns are not equal and the difference is 1, the error often is
- a transposed number of a "slide"
 - in writing an amount in the wrong column
 - in posting
 - in addition
62. If the trial balance columns are not equal and the difference can be divided evenly by 9, the error most likely is
- a transposed number or a "slide"
 - in writing an amount in the wrong column
 - in posting
 - in addition

63. The heading on a financial statement includes the following information in the order shown
- name of the business, period of time the statement covers, and name of the statement
 - name of the statement, period of time the statement covers, and name of the business
 - period of time the statement covers, name of the statement, and name of the business
 - name of the business, name of the statement, and period of time the statement covers
64. Information needed to prepare an income statement's revenue section is obtained from a worksheet's account title column and
- income statement credit column
 - income statement debit column
 - balance sheet debit column
 - balance sheet credit column
65. Information needed to prepare an income statement's expense section is obtained from a worksheet's account title column and
- income statement credit column
 - income statement debit column
 - balance sheet debit column
 - balance sheet credit column
66. The balance of the revenue account is transferred to the
- debit side of cash account
 - credit side of the owner's equity account
 - credit side of the income summary account
 - debit side of the owner's drawing account
67. Supplies originally cost \$500, but only \$150 worth of supplies were used this period. The adjusting entry would be
- debit Supplies Expense, \$150; credit Supplies, \$150
 - debit Supplies Expense, \$350; credit Supplies, \$350
 - debit Supplies, \$150; credit Supplies Expense, \$150
 - debit Supplies, \$350; credit Supplies Expense \$350
 - none of the above
68. One purpose of closing entries is to
- transfer revenue and expense account balances to the drawing account.
 - reduce temporary account balances to zero.
 - reduce the capital account balance to zero.
 - transfer the balance in the Capital account to the Drawing account.
69. After the adjusting entry for Prepaid Insurance has been posted, Insurance Expense has an up-to-date balance, which is the
- same as the beginning balance for Prepaid Insurance
 - same as the ending balance for Prepaid Insurance
 - value of insurance premiums used during the fiscal period
 - value of insurance premiums bought during the fiscal period

70. When the total expenses are greater than the total revenue,
- the income summary account has a credit balance
 - the income summary account has a debit balance
 - debits equal credits
 - the capital account is increased
71. After the adjusting entry for Supplies has been posted, Supplies Expense had an up-to-date balance, which is the
- same as the beginning balance for Supplies
 - same as the ending balance for Supplies
 - value of supplies bought during the fiscal period
 - value of supplies used during the fiscal period
72. To prove the equality of the debit and credit balances in the general ledger accounts after the closing entries have been journalized and posted, the following is prepared
- balance sheet
 - income statement
 - adjustments
 - post-closing trial balance
73. Temporary accounts must start each fiscal period with a zero balance.
- True
 - False
74. A post-closing trial balance verifies the equality of debits and credits in a general ledger after the closing entries or posted.
- True
 - False
75. Temporary accounts begin each new fiscal period with a
- debit balance
 - credit balance
 - zero balance
 - balance equal to the net income
76. A net loss is entered in the worksheet's
- Income Statement debit and Balance Sheet credit columns
 - Income Statement credit and Balance Sheet debit columns
 - Balance Sheet debit and Trial Balance credit columns
 - Income Statement debit and Trial Balance credit columns

77. ABC Company Income Statement For Month Ended July 31, 2011

Revenue Component Percentage Sales:
\$1,000.00
Expenses Advertising Expense: \$55.00
Insurance Expense: \$125.00
Supplies Expense: \$30.00
Utilities Expense: \$70.00

Rebecca started the above income statement before she unexpectedly quit her job. You were recently hired and your first order of business is to finish this statement.

What are the total expenses?

- A. \$55.00
- B. \$75.00
- C. \$280.00
- D. \$1,000.00

78. ABC Company Income Statement For Month Ended July 31, 2011

Revenue Component Percentage Sales:
\$1,000.00
Expenses Advertising Expense: \$55.00
Insurance Expense: \$125.00
Supplies Expense: \$30.00
Utilities Expense: \$70.00

Rebecca started the above income statement before she unexpectedly quit her job. You were recently hired and your first order of business is to finish this statement.

What is the component percentage of net income?

- A. 28.00%
- B. 29.70%
- C. 72.00%
- D. 100.00%

79. The amount of net income calculated on an income statement is correct if

- A. it is the same as net income shown on the worksheet
- B. debits equal credits
- C. it is the same as the balance sheet
- D. expenses exceed sales

80. The parts of an income statement heading are

- A. Company Name
- B. For the Month Ending September 30, 2012
- C. Income Statement
- D. all of the above

81. Which of the following is a section of an income statement?

- A. assets
- B. revenue
- C. owner's equity
- D. none of the above

82. Given the following information from a worksheet from Howard's Hardware, what is the amount of net income or net loss for the period?

Total Assets \$1200
Total Liabilities \$400
Capital \$800
Revenue \$4000
Expenses \$500

- A. \$800
- B. \$2,800
- C. \$3,200
- D. \$3,500

83. The post-closing trial balance includes the following types of accounts except
- A. assets
 - B. liabilities
 - C. capital
 - D. expenses
84. Which of the following accounts are included on the post-closing trial balance?
- A. Cash
 - B. Miscellaneous Expense
 - C. Owner's, Drawing
 - D. Service Fees
85. The post-closing trial balance is prepared
- A. to calculate net income
 - B. to prove equality of debits and credits after closing entries have been posted
 - C. before the worksheet is completed
 - D. none of the above
86. The date in the heading section of the post-closing trial balance is written
- A. September 30, 2012
 - B. For the Month Ending September 30, 2012
 - C. For the Year Ending September 30, 2012
 - D. both B and C
87. The preparation of the post-closing trial balance is
- A. the first step in the accounting cycle
 - B. the fourth step in the accounting cycle
 - C. the last step in the accounting cycle
 - D. none of the above
88. In completing the worksheet, what is the reason for adding the net income for the year to the balance sheet credit column?
- A. capital is not up-to-date
 - B. cash is not up-to-date
 - C. owner's withdrawal is not up-to-date
 - D. sales is not up-to-date
89. Owner's equity at the start of the period is \$38,000, net income for the period is \$40,000, investments by the owner is \$15,000, and withdrawals by the owner is \$20,000. The owner's equity at the end of the period is
- A. \$73,000
 - B. \$78,000
 - C. \$93,000
 - D. \$113,000
 - E. none of the above
90. On a worksheet, the balance of the owner's capital account is extended to the
- A. Balance Sheet debit column
 - B. Balance Sheet credit column
 - C. Income Statement debit column
 - D. Income Statement credit column

91. A business prepares a balance sheet to report information about
- A. expenses incurred during a given period of time
 - B. revenue received during a given period of time
 - C. the business's assets, liabilities, and owner's equity
 - D. profit the business has made for the year
92. A balance sheet has three sections: heading, assets, and liabilities.
- A. True
 - B. False
93. A balance sheet reports financial information over a specific period of time.
- A. True
 - B. False
94. The ending account balances of permanent accounts listed on the post-closing trial balances for one fiscal period are the beginning account balances for the next fiscal period.
- A. True
 - B. False
95. Ending account balances of the post-closing trial balances are obtained from
- A. general ledger
 - B. subsidiary ledger
 - C. worksheet trial balance
 - D. cash register tape

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