

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING
FORM TWO SECONDARY EDUCATION EXAMINATION, 2013**

0062**BOOK-KEEPING****TIME: 2 HOURS**

INSTRUCTIONS

1. This paper consists of sections A, B and C.
2. Answer **ALL** questions.
3. **ALL** answers must be written in the spaces provided.
4. Write your examination number at the top right corner of every page.
5. **ALL** writing must be in blue or black ink.
6. Cellphones and calculators are not allowed in the examination room.

| FOR EXAMINER'S USE ONLY | | |
|--------------------------------|--------------|-----------------------------|
| QUESTION NUMBER | SCORE | INITIALS OF EXAMINER |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| TOTAL | | |

SECTION A (20 MARKS)

1. For each of the following items write the letter of the correct answer in the box provided.

- (i) An officer in public service who controls public money is called:
- A. Accounting Officer
- B. Authorized Officer
- C. Paymaster General
- D. Receiver of Revenue.
- (ii) When cash is paid into the bank the effect is:
- A. assets of cash increase while bank assets decrease
- B. assets of the bank increase while cash decreases
- C. assets of the business increase while liabilities of the business decrease
- D. fixed assets decrease.
- (iii) The total sales Journal is entered on the:
- A. credit side of the sales account
- B. credit side of the sales day book
- C. debit side of the sales journal
- D. debit side of the sales returns account.
- (iv) Purchase invoice provides information to be entered in:
- A. Purchases Journal
- B. Purchase Returns Journal
- C. Sales Journal
- D. Sales Returns Journal.
- (v) A Trial Balance is prepared in the business in order to:
- A. calculate profit or loss
- B. check bank balance
- C. check the accuracy of ledger entries
- D. provide a list of assets and liabilities.
- (vi) An account where revenues collected by the Government are deposited before allocating to the Accounting officers is known as:
- A. current account
- B. exchequer account
- C. government account
- D. personal account

- (vii) Which of the following is listed in the bank statement but not in the Customer's Cash book?
- A. Bank charges
 - B. Opening balances in the Cash book
 - C. Uncredited cheques
 - D. Unpresented cheques.
- (viii) The total return inwards is posted to the:
- A. Credit side of the Purchases account
 - B. Credit side of the Sales account
 - C. Debit side of the Purchases account
 - D. Debit side of the Sales account.
- (ix) The cash or goods taken from the business by the owner for personal use is known as:
- A. contra-entry
 - B. drawings
 - C. gains
 - D. Losses.
- (x) Which of the following is a liability?
- A. Cash balance
 - B. Debtors
 - C. Loan from NBC
 - D. Loan to Anna.

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2. Choose the correct term from List B which matches with the explanation in List A and write its letter against the number of the corresponding explanation in the table provided.

| List A | List B |
|--|------------------------------|
| (i) A document sent by a seller of goods to a buyer to correct an under-charge in an invoice | A. Business entity concept |
| (ii) A document used to record business transactions before posting to the ledger | B. Civil contingencies funds |
| (iii) A fund established in order to meet urgent services, the need for which could not have been foreseen | C. Commission |
| (iv) A situation whereby revenue is less than expenses incurred in conducting business | D. Contra-entry |
| (v) A term used when money is transferred from cash to bank and vice-versa | E. Credit note |
| (vi) An allowance made to customers if they buy goods in bulk | F. Dividends |
| (vii) An authority granted by the Minister for Finance to transfer approved funds from one vote to another | G. Folio column |
| (viii) The amount of money given to the shareholders of the company as their gain from the profit | H. Loss |
| (ix) Universal acceptance that a business is separated from the owner | I. Margin |
| (x) Used to record pages of reference in the books of accounts. | J. Narration |
| | K. Statement |
| | L. Subsidiary books |
| | M. Trade Discount |
| | N. Treasury |
| | O. Virement. |

ANSWERS

| LIST A | (i) | (ii) | (iii) | (iv) | (v) | (vi) | (vii) | (viii) | (ix) | (x) |
|--------|-----|------|-------|------|-----|------|-------|--------|------|-----|
| LIST B | | | | | | | | | | |

SECTION B (20 MARKS)

3. Mention five types of Government revenue.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

4. Fill in the gaps in the following table:

| S/N | ASSETS | CAPITAL | LIABILITIES |
|-------|---------------------|---------------------|--------------------|
| (i) | Tshs. 2,500,000.00 | Tshs. 1,097,000.00 | Tshs. |
| (ii) | Tshs. | Tshs. 10,000,000.00 | Tshs. 9,000,000.00 |
| (iii) | Tshs. 3,900,000.00 | Tshs. | Tshs. 1,193,700.00 |
| (iv) | Tshs. 25,698,000.00 | Tshs. 17,947,800.00 | Tshs. |
| (v) | Tshs. | Tshs. 17,587,400.00 | Tshs. 3,412,600.0 |

SECTION C (60 MARKS)

5. Borakupata Brothers made the following purchases returns during the month of January 2010.

| | |
|---------------------------------|---|
| January 5 th , 2010 | <u>Returned to Mandelako:</u> One bag of maize at Tshs. 30,000.00, not suitable for consumption. |
| January 10 th , 2010 | <u>Returned to Godfrey:</u> 2 dozen cooking oil at Tshs. 1,500.00 each, poor quality. |
| January 20 th , 2010 | <u>Returned to Kazimoto:</u> 1 dozen blanket at Tshs. 5,000.00 per piece, not of size ordered. |
| January 25 th , 2010 | <u>Returned to Godfrey:</u> 5 dozen tins of baby milk at Tshs. 600.00 per tin, spoiled in transit. |
| January 28 th , 2010 | <u>Returned to Kazimoto:</u> 3 dozen of Bed sheets at Tshs. 2,000.00 per ped sheet, wrong colour. |

Referring to the table, you are required to open:

- (i) Purchases Returns Journal
- (ii) Purchases ledger
- (iii) General ledger.

6. Post the following list of balances into the Trial balance of Bafanabafana as at 31st December, 2010:

| | | |
|--------------------------|-------|----------------|
| Salaries and wages | Tshs. | 7,000,000.00 |
| Building | Tshs. | 20,00,000.00 |
| Capital | Tshs. | 124,000,000.00 |
| Furniture | Tshs. | 30,000,000.00 |
| Sales | Tshs. | 55,000,000.00 |
| Cash in hand | Tshs. | 15,000,000.00 |
| Cash in bank | Tshs. | 25,000,000.00 |
| Closing stock | Tshs. | 35,000,000.00 |
| Opening stock | Tshs. | 50,000,000.00 |
| Discount received | Tshs. | 15,000,000.00 |
| Discount allowed | Tshs. | 10,000,000.00 |
| Carriage inwards | Tshs. | 3,000,000.00 |
| Debtors | Tshs. | 12,000,000.00 |
| Machinery | Tshs. | 6,000,000.00 |
| Creditors | Tshs. | 18,000,000.00 |
| Carriage outwards | Tshs. | 4,000,000.00 |
| Purchases | Tshs. | 30,000,000.00 |

7. The following is a Balance sheet of Maliyatabu traders as at 31st December, 2011.

MALIYATABU TRADERS BALANCE SHEET AS AT 31ST DECEMBER, 2011

| | | | | | |
|--------------|-------|----------------------|--------------------------|-------|----------------------|
| Equipment | Tshs. | 8,500,000.00 | Loan from Kiziga traders | Tshs. | 8,000,000.00 |
| Cash in hand | Tshs. | 120,000.00 | Premises | Tshs. | 26,000,000.00 |
| Capital | Tshs. | 29,650,000.00 | Creditors | Tshs. | 780,000.00 |
| Debtors | Tshs. | 700,000.00 | Stock | Tshs. | 3,650,000.00 |
| | | | Bank overdraft | Tshs. | 540,000.00 |
| TOTAL | | 38,970,000.00 | | | 38,970,000.00 |

You are required to redraft the above balance sheet correcting any mistake therein.