Candidate's Examination Number ……

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.

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 ould 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 5th, 2010	Returned to Mandelako: One bag of maize at Tshs. 30,000.00, not suitable for consumption.
January 10th, 2010	Returned to Godfrey: 2 dozen cooking oil at Tshs. 1,500.00 each, poor quality.
January 20th, 2010	Returned to Kazimoto: 1 dozen blanket at Tshs. 5,000.00 per piece, not of size ordered.
January 25th, 2010	Returned to Godfrey: 5 dozen tins of baby milk at Tshs. 600.00 per tin, spoiled in transit.
January 28th, 2010	Returned to Kazimoto: 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.