*Candidate's Examination Number*.....

# THE UNITED REPUBLIC OF TANZANIA
# NATIONAL EXAMINATIONS COUNCIL
# FORM TWO NATIONAL ASSESSEMENT

**062** **BOOK KEEPING**

**Time: 2:30 Hours** **Friday, 18th November 2016 p.m**

**Instructions**

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

| FOR EXAMINERS' USE ONLY | | |
|---|---|---|
| **QUESTION NUMBER** | **SCORE** | **EXAMINERS' INITIALS** |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| **TOTAL** | | |



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**SECTION A (20 Marks)**

Answer **all** questions in this section.

1. For each of the items (i) – (x), choose the correct answer and write its letter in the box provided.

(i) A statement which shows the financial position of the business is called

A Tading account B Profit and loss account
C Trial balance D Balance sheet

(ii) Given a desired cash float of Tshs. 5,000/=. If Tshs. 4,410/= is reimbursed at the end of the period, how much will be spent in the period?

A Tshs. 4,410 B Tshs. 590
C Tshs.5,000 D Tshs.9,410

(iii) Which of the following is an example of nugatory expenditure?

A Payment for services received.
B Purchases of office equipment.
C Purchases of office typing machine.
D Payment for services not received.

(iv) Whenever cost of goods sold is greater than sales the outcome presents

A gross profit B gross loss
C net profit. D net loss.

(v) An officer appointed in writing by the Treasury and charged with the duty of collecting and accounting for specified public money is called

A Collector of revenue B Receiver of revenue
C Authorized office D Accounting officer.

(vi) Discount received is advantageous to the buyer because

A it reduces the quantity of goods bought on credit
B it recuces the value of goods bought on credit
C it reduces the time to pay for goods bought on credit
D it reduces cash to be paid for the goods bought on credit.

(vii) At which ledger do supplier personal accounts being found?

A Nominal ledger. B General ledger.
C Purchases ledger. D Sales ledger.

(viii) The document used to deposit money in the bank is known as

A bank pay- in -slip
B bank statement
C cheque
D payment vourcher.

(ix) Which of the following is **not** shown in the trial balance?

A Purchases.
B Drawings.
C Opening stock.
D Closing stock.

(x) A credit balance in a bank account shows

A the amount available at end of the period.
B the amount that had been overspent at the end of the period.
C the total amount paid out at the end of the period.
D the total amount received at the end of the period.

2. Match the items in **List A** with the responses in **List B** by writing the letter of the correct response below the item number in the table provided.

| List A | List B |
|---|---|
| (i) A book of prime entry used to record all goods bought on credit. | A Purchases ledger |
| (ii) A book of account where total returns outward is to be posted. | B Sales Returns Journal |
| (iii) A book of prime entry used to record all transactions which cannot be recorded in any other books of prime entry. | C Purchases Journal |
| (iv) A book of prime entry used to record returns outward from goods bought on credit. | D Sales Journal |
| (v) A book of account where the total credit purchases is posted. | E Journal proper |
| (vi) The part of a book of prime entry used to record many small payments and high frequency made on cash. | F Goods received note |
| (vii) A book of prime entry used to record returns inward for goods sold on credit. | G Purchases Returns Journal |
| (viii) A book of prime which is used to record all receipts and payment made on the sport. | H Sales Ledger |
| (ix) A book of prime entry used to record all goods sold on credit. | I Petty Cash Book |
| (x) A document which provides information necessary for recording transactions in return outwards book. | J Debit note |
| | K Purchases invoice |
| | L Cash book |
| | M Purchases returns ledger |

**ANSWERS**

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

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**SECTION B (20 Marks)**

Answer **all** questions in this section.

3. Mention five sources of government funds.

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

4. Determine the missing figures from the following table.

| S/N | ASSETS (TSHS) | LIABILITIES (TSHS) | CAPITAL (TSHS) |
|---|---|---|---|
| (i) | 72,000 | 28,000 | |
| (ii) | 144,000 | | 88,000 |
| (iii) | | 100,000 | 30,000 |
| (iv) | 20,000 | 5,400 | |
| (v) | | 42,200 | 80,400 |

**SECTION C (60 Marks)**

Answer **all** questions in this section.

5. You are provided with Mrs. Masaju's Cash book for the month of January 2010. Post the transactions from the cash book to the respective accounts in the ledger and balance off the accounts.

**Dr** **Mrs. Masaju's Cash book** **Cr**

| Date | Particulars | Folio | Amount | Date | Particulars | Folio | Amount |
|---|---|---|---|---|---|---|---|
| 1/1/2010 | Capital | | 100,000 | 1/1/ | Purchases | | 35,000 |
| 3/1/2010 | Sales | | 80,000 | 5/1/ | Purchases | | 50,000 |
| 18/1/2010 | Sales | | 42,000 | 10/1/ | Furniture | | 25,000 |
| | | | | 31/1/ | Balance | c/d | 110,000 |
| | | | 220,000 | | | | 220,000 |
| 1/2/2011 | Balance | b/d | 110,000 | | | | |

6. The following is a trial of G.K Traders as at 30th June, 2009

**G. K Traders**

**Trial Balance as at 30th June, 2009**

| Name of Account | Debit (Sh.) | Credit (Sh.) |
|---|---|---|
| Sales | | 266,000 |
| Purchases | 154,000 | |
| Rent | 3,800 | |
| Lighting | 2,000 | |
| Stock at 1/7/2008 | 20,000 | |
| Salaries and wages | 35,000 | |
| Land and Buildings | 74,400 | |
| Debtors | 31,200 | |
| Creditors | | 13,000 |
| Cash at bank | 15,000 | |
| Commission received | | 3,000 |
| Drawings | 44,600 | |
| Motor van | 16,000 | |
| Capital | | 114,000 |
| **TOTAL** | 396,000 | 396,000 |

Additional information
The value of stock at 30th June, 2009 was sh. 18,000.

Using the information provided, prepare Trading, Profit and Loss account for the year ended 30th June, 2009.



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7. On 31st December 2008 N.Traders cash book balance showed a debit balance of Tshs. 420,000/= and bank statement showed a credit balance of Tshs. 396,000/=
The following transactions did not appear in the bank statement:

(i) A cheque to Ngesa Tshs. 104,000/=
(ii) Cheque received from Nangasa Tshs. 100,000/=

The items which did not appear in the cash book include
(i) Bank charges Tshs. 18,000/= and Bank interest received Tshs. 15,000/=
(ii) Cash paid direct into bank account Tshs. 120,000/=
(iii) Standing orders-telephone charges Tsh. 145,000/=

Using the information given;
(a) Adjust the cash book to show the correct balance.
(b) Prepare bank reconciliation statement as at 31st December, 2008 by **using** balance as per bank statement.

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