

Candidate's Examination Number

THE UNITED REPUBLIC OF TANZANIA
THE PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
LINDI REGION FORM TWO MOCK EXAMINATION 2021
062 BOOKKEEPING
 (For Both Schools and Private candidates)

TIME: 2:30 HOURS**MAY 2021****INSTRUCTIONS**

1. This paper consists of Sections **A**, **B** and **C**.
2. Answer **ALL** questions.
3. Write **ALL** your work in blue or black ink.
4. **ALL** answers must be written in the spaces provided in this paper.
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)

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

- (i) If mr. mwaikambo assets of a business is tshs. 85,000/= and his owner's equity is tshs. 60,000/=, how much are the liabilities of the business?
 A. Shs. 25,000/= C. Shs. 45,000/=
 B. Shs. 40,000/= D. Shs. 80,000/=.
- (ii) Mr.kazi bought cement valued Shs. 60,000/= on credit from dangote. Therefore, dangote is a:
 A. Customer C. Debtor
 B. Creditor D. Purchaser.
- (iii) chief cashier provide cash float of Shs. 15,000/= to petty cashier, if petty cashier spent Shs. 8,300/= , how much will be reimbursed/restored?
 A. Shs. 2800/= C. Shs. 7,300/=
 B. Shs. 8,300/= D. Shs. 10,000/=.
- (iv) Which among the following is correct?
 A. Capital can only come from profit.
 B. Profit does not change capital.
 C. Profit increases capital.
 D. Profit reduces capital.
- (v) types of cash discount are:
 A. Trade and cash discount. C. discount allowed and discount received
 B. Discount allowed and cash discount. D. cash discount and credit discount.
- (vi) In the income statement preparation the Returns Inwards should be:
 A. Added to the cost of goods sold.
 B. Added to sales.
 C. Deducted from purchases.
 D. Deducted from sales.
- (vii) Which among the following statement shows the arithmetical accuracy of the double entry system of business transactions :
 A. Balance Sheet. C. Income Statements.
 B. Final Accounts. D. Trial Balance.
- (viii) sales of goods on credit to soma ufaulu should be recorded in:

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DEBIT:

- A. Cash Account
 B. Soma ufaulu's Account
 C. Soma ufaulu's Account
 D. Sales Account

CREDIT:

- Sales Account.
 Cash Account.
 Sales Account.
 soma ufaulu's Account.

(ix) Which classes of account represent Capital and Drawings Accounts :

- A. Nominal Accounts. C. Properties Accounts.
 B. Personal Accounts. D. Real Accounts.

(x) Which of the following is **not** correct?

| | ASSETS (SHS.) | LIABILITIES(SHS.) | CAPITAL (SHS.) |
|----|---------------|-------------------|----------------|
| A. | 7,540 | 2,120 | 6,420 |
| B. | 8,850 | 2,250 | 7,600 |
| C. | 9,200 | 3,800 | 6,400 |
| D. | 10,550 | 2,150 | 9,200 |

Answers:

| | | | | | | | | | | |
|------------|---|----|-----|----|---|----|-----|------|----|---|
| Questions: | i | ii | iii | iv | v | vi | vii | viii | ix | x |
| Answers: | | | | | | | | | | |

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 | LISST B |
|---|---------------------|
| (i) Is a document issued for goods sold or services rendered on credit to a customer. | A. Ledger |
| (ii) The basic principle in accounting which requires each transaction to be entered twice. | B. Real Account |
| (iii) It is used to record business transactions in debit and credit form. | C. Sales Ledger |
| (iv) A document sent to a customer who has returned some goods, previously sold to him on credit. | D. Double Entry |
| (v) The principal book of account in which all the accounts are maintained on the dual aspect. | E. Cheque |
| (vi) A book of account in which personal accounts of credit suppliers are found. | F. Account |
| (vii) An account that records expenses, revenues, losses and gains. | G. Receipt |
| (viii) A written order by a current account holder to the bank to pay a stated amount of money to a specified person on demand. | H. General Journal |
| (ix) A document that acknowledges payment of a debt. | I. Credit Note |
| (x) Is a prime book of account for transactions which do not fit in any other book of prime entry. | J. Purchases Ledger |
| | K. Debit note |
| | L. General Ledger |
| | M. Invoice |
| | N. Personal Account |
| | O. Nominal Account |

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Answers:

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

SECTION B (20 Marks)

3. A) Mention any five types of books of original entry.

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

B) Tuntufye s is bank teller who works at nmb bank ,when he was clearing the client cheque he found out the disagreement between cash book balance and bank statement balance. explain the causes of the disagreement

- i.
- ii.
- iii.
- iv.
- v.

4. State the nature of the following accounts whether they are debit or credit balance.

| NO. | ACCOUNT | NATURE (Debit or Credit) |
|----------------|-----------------------|--------------------------|
| example | Salary account | Debit (DR.) |
| (i) | Capital Account | |
| (ii) | Purchases Account | |
| (iii) | Sales Account | |
| (iv) | Rent Received Account | |
| (v) | Bank Account | |
| (vi) | Drawings Account | |
| (vii) | Machinery Account | |
| (viii) | Debtors Account | |
| (ix) | Creditors Account | |
| (x) | Stock Account | |

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SECTION C (60 Marks)

5. The following is a summary of ndalichako transactions for the period of 1st January to 31st January 2010.

| DATE | DETAILS | TSHS |
|---------------------------|--|-------------|
| JAN 1 ST 2010 | Starts the business with cash in hand | 550,000/= |
| 1 ST JAN 2010 | Balance at bank | 1,250,000/= |
| 3 TH JAN 2010 | Bought goods for cash | 350,000/= |
| 4 TH JAN 2010 | Sold good by cheque | 650,000/= |
| 5 TH JAN 2010 | Purchases a bicycle and paid by cheque | 400,000/= |
| 6 TH JAN 2010 | Cash sales to date | 330,000/= |
| 7 TH JAN 2010 | Transferred cash to bank | 550,000/= |
| 14 TH JAN 2010 | Paid transport charges in cash | 90,000/= |
| 18 TH JAN 2010 | Received cash from consolatha | 150,000/= |
| 22 ND JAN 2010 | Drew cash from bank for office use | 110,000/= |
| 24 TH JAN 2010 | Paid zulkifli by cheque | 200,000/= |
| 30 TH JAN 2010 | Bought goods and paid by cheque | 400,000/= |
| 31 ST JAN 2010 | Drew cash for personal use | 100,000/= |

Required: Enter the above transactions in the Ndalichako's Cash book, balance of the account on 31/01/2010 and bring down the balances on 01/02/2010.

6. The following balances were extracted from the books of Yamoto Company.

| | |
|-----------------------|-----------|
| Cash in hand | 400,000 |
| Loan from bank | 600,000 |
| Stock | 200,000 |
| Buildings | 600,000 |
| Fixtures and Fittings | 200,000 |
| Plant and Machinery | 400,000 |
| Debtors | 350,000 |
| Creditors | 450,000 |
| Capital | 1,100,000 |

Using the information provided, prepare a Trial Balance as at 31st December, 2013.

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7. The following list of account balances was taken from the books of Muungwana Traders as at 31st December, 2011.

| | Shs. |
|-------------------------|-------------|
| Salaries & Wages | 7,000,000 |
| Land & Buildings | 20,000,000 |
| Capital | 124,000,000 |
| Furniture | 30,000,000 |
| Sales | 55,000,000 |
| Cash in hand | 15,000,000 |
| Cash at bank | 25,000,000 |
| Closing Stock | 35,000,000 |
| Opening Stock | 50,000,000 |
| Discount Received | 15,000,000 |
| Discount Allowed | 10,000,000 |
| Carriage Inwards | 3,000,000 |
| Debtors | 12,000,000 |
| Machinery | 6,000,000 |
| Creditors | 18,000,000 |
| Carriage Outwards | 4,000,000 |
| Purchases | 30,000,000 |

You are required to prepare Maliyatafu's income statement, as at 31st December, 2011.