



**ORGANIZATION OF HEADS OF NON – GOVERNMENT SECONDARY
SCHOOLS (OHONGSS)
KIGOMA
FORM TWO REGIONAL MOCK EXAMINATION**

BOOK KEEPING

TIME:2:30HOURS

JULY 2022

SECTION A (15 Marks)

1. For each the following item write the letter of the correct answer in the box provided.
- (i) One of the following reasons allows the goods to be returned to the supplier:
- a. Durable goods
 - b. Goods not damaged in transit
 - c. Expired goods
 - d. Perishable
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- (ii) The cost of borrowing money is called
- a. Duty
 - b. Reward
 - c. Profit
 - d. Interest
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- (iii) The two types of discounts are
- a. Discount allowed and Discount received
 - b. Debtor's discount and creditor's discount
 - c. Cash Discount and trade Discount
 - d. Cash Discount and Bank Discount
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- (iv) Given a cash float of Tzs 300,000/=, if Tzs 267,000/= has been spent in the period, how much will be reimbursed at the end of that period?
- a. Tzs. 267,000/=
 - b. Tzs 300,000/=
 - c. Tzs 33,000/=
 - d. Tzs 567,000/=
- (v) A daily Book used to record goods sold on credit is called.
- a. Credit sales
 - b. Sales Day Book
 - c. Sales returns Day Book
 - d. Sales Ledger
- (vi) Business transactions are classified into: -
- a. Four categories
 - b. Three categories
 - c. Two categories
 - d. None of the Above.
- (vii) An act of recording Business transactions in the set and Books in terms of money or money's worth is:-
- a. Book-keeping
 - b. Trial Balance
 - c. Profit and loss account
 - d. Balance sheet
- (viii) If expenses exceeds the gross profit, the result will be:-
- a. Net profit
 - b. Net loss
 - c. Net expenses
 - d. Net gross profit
- (ix) Purchases journal, sometimes is called.....
- a. Credit purchases
 - b. Purchases Day Book
 - c. Purchases returns journal
 - d. Cash purchases

(x) Which of the following is a liability?

- a. Debtors
- b. Buildings
- c. Cass in hand
- d. Creditors

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

2. Choose the correct term from group **B** which matches with the explanation in group **A** and write the letter below the number of corresponding pending explanation in the box provided.

GROUP A	GROUP B
i. The concept which separate business affairs from business ownership ii. The concept which assumes that business operations will continue for a long period of time iii. The concept under which non - current assets are recorded in the books of accounts at the price paid to acquire the asset iv. The concept under which revenue is recognized when it is earned and expenses are recognized when are incurred v. The concept which relates expenses incurred during the account period with the revenue recognized during the same period.	A. Double Entry Book-keeping B. Accounting period concept C. Accrual concept D. Business entity concept E. Dual aspect concept F. Historical cost concept G. Matching concept H. Going concern concept

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

SECTION B (70 Marks)

Answer all questions from this section

3. Write short notes of the following terms:

(i) Double entry system

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(ii) State Accounting Equation

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(iii) Trial Balance

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(iv) Public Money

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(v) Cost of goods sold

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4. Mention five sources of Government funds

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

5. Complete the following table using accounting equation,

S/N	ASSETS	LIABILITIES	CAPITAL
1	72,000	10,000	=
2	144,000	=	88,000
3	=	100,000	30,000
4	20,000	5,400	=
5	=	42,200	80,000
6	100,000	=	65,000
7	=	37,000	44,000
8	500,000	410,000	=
9	36,000	=	12,000
10	22,000	=	5,000

6. Complete the following table by indicating the account to be debited and the account to be credited from each transaction.

S/N	Transactions	Account to be Debited	Account to be Credited
	E.g: Rent paid for cash	Rent account	Cash account
(a)	Cash deposited into bank		
(b)	Paid wages for cash		
(c)	A cheque received from Nickson		
(d)	Purchase of goods for cash		
(e)	Bought motor van by cheque		

7. A bank statement is a statement prepared by the banker and sent to the customer showing the dealings between the bank and the customer; it is very rare to find that the balance shown in the cash book agrees with the balance shown in the bank statement. In five (05) points outline the reasons for this to happen.

- i.
- ii.

- iii.
 iv.
 v.

8. Enter the following transactions in cash book of Mr Mtakuja, balance the cash book and bring down the balances as at 28th February, 2019

Febr.1 **Balance b/d**

Cash Tshs. 11,000

Bank Tshs. 38,500

Debtors:

A. Sima Tshs. 16,000

P. Gaga Tshs. 10,000

B. Bahati Tshs. 12,000

Creditors:

H. Bata Tshs. 12,000

T. Gulam Tshs. 20,000

A. Somji Tshs. 28,000

Febr. 3 P. Gaga settled his account by cheque after deducting 5% cash discount

Febr. 7 Paid amounts of owing to H. Bata by cheque less 2½ cash discount

Febr. 10 Withdraw Tshs. 15,000 in cash from the Bank for business use.

Febr. 15 Sold goods Tshs. 24,000 on credit to P. Gaga

Febr. 17 A. Sima paid amount owing by cheque less 2½ cash discount

Febr. 20 Paid wages by cheque Tshs. 31,500

Febr. 22 Paid amounts of owing to T. Gulam by cheque, after deducting 5% cash discount

Febr. 25 B. Bahati paid the amount owing by cheque, less 2½ cash discount

Febr. 28 Paid the amount owing to A. Somji by cheque after deducting 2½ cash

Discou

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