

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
HOME PACKAGE FORM TWO EXAMINATION, APRIL 2020

CODE: 062 BOOK KEEPING
Time: 2:30 HOURS

INSTRUCTIONS

- i) This paper consists of sections **A, B** and **C**
- ii) Answer **all questions**.
- iii) Read careful the instructions given under each sections.
- iv) **ALL** answers should be written in the answer sheet provided.
- v) Write your examination number at the top of the **Right hand corner** of every page.
- vi) **ALL** writings must be in **BLUE** or **BLACK** ink.
- vii) Cell phones and calculators are **NOT allowed** in Examination room.

FOR EXAMINER'S USE ONLY		
QUESTION No	SCORE	INITIAL OF EXAMINER
01.		
02.		
03.		
04.		
05.		
06.		

SECTION A (20 Marks)

1. For each of the following items, write the letter of the correct answer.
 - (i) Purchases invoice provide information to be entered in ____
 - (a) Purchases Journal (b) Purchases Return Journal
 - (c) Sales Journal (d) Sales Return Journal
 - (ii) Which of the following is listed in Bank Statement but not in the customers cash book?
 - (a) Bank charges (b) Uncredited cheques
 - (c) Un presented cheques (d) Opening stock
 - (iii) The descending order in which current assets should be shown in be shown in the balance sheet is: -
 - (a) Cash, Bank, Debtors, stock (c) Debtors, stock, cash, Bank
 - (b) Debtors, stock, cash, bank (d) Stock, Debtors, Bank, cash
 - (iv) Which of the following is Not in connection with cheque payments?
 - (a) Drawer (c) Drawee
 - (b) Customer (d) payee
 - (v) An Officer in public services who controls public money is called.....
 - (a) Accounting Officer (c) Authorized Officer
 - (b) Paymaster General (d) Receiver of Revenue

- (vi) The following are examples of Real accounts:-
 (a) Cash and Rent (c) Machinery and Building
 (b) Debtors and creditors (d) Sales and Purchases
- (vii) Victoria bought goods valued Tsh 80,000/= on credit from Azam. Therefore Azam is a.....
 (a) Customers (c) Debtor
 (b) Creditors (d) Purchaser
- (viii) In Trading account, the returns in ward should be:-
 (a) Added to cost of goods sold (c) Deduct from purchases
 (b) Added to sales (d) Deduct from sales
- (ix) Given a desired cash float of Tsh. 10,000/= if Tshs. 7,400/= is spent how much will be Re-imbursed?
 (a) Tsh. 2600/= (c) Tsh. 10,000/=
 (b) Tsh. 7,400/= (d) Tsh. 7,200/=
- (x) Customers personal accounts are found in:-
 (a) General Ledger (c) Purchases Ledger
 (b) Private Ledger (d) sales Ledger

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 space provided.

List A	List B
(i) Transport cost for the goods to the customer	A. Assets B. Business
(ii) Profit shown as a percentage of sales	C. Folio column

(iii) Assets which easily to change and Not stay for long period	D. Carriage on scale E. Current Assets
(iv) Gross profit plus income is less than expenses	F. Current assets current liabilities
(v) Legal activities undertaken by a firm or individual for the purpose of making profit	G. Expenses H. Grants and Aids
(vi) Resources owned by a business	I. Margin J. Mark – up
(vii) The excess of current Assets over current Liabilities	K. Net Loss L. Net Profit
(viii) An instruction given by the customer to the Bank to make regular payment on behalf	M. Standing Order N. Working Capital
(ix) Implies a page of ledger as references	
(x) Cost of operating Business	

SECTION B (20Marks)

Answer ALL questions in this section

3. (a) Mention any five (5) types of books of prime Entry

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

(b) Analyze five (5) reasons for goods to be Returned to the supplier

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

4. Mr. Sanzala A businessman in Iringa Region, sold Sugar to Desmond of Ifunda Village as follows:-
 260 Kgs of sugar @ 800 per kg he allowed his 12% Trade Discount and 6% cash Discount

Required:-

Calculate the amount to be paid by Desmond to Sanzala.

SECTION C (60Marks)

Answer ALL questions in this section

5. Journalize the following balances which were obtained from the books of Mwananchi as at 31st December 1990 and calculate his capital.

Bank overdraft	18,900/=
Creditors	46,000/=
Premises	78,000/=
Furniture	19,000/=

Debtors	20,000/=
Stock	41,000/=
Cash at Bank	72,000/=
Cash in Hand	10,000/=
Machinery	38,000/=

6. From the following Trial balance of B. Wengwe extracted after one year's Trading, prepare a Trading and profit and loss Account for the year ended 30th June, 2005. A balance sheet is not Required.

TRIAL BALANCE AS AT 30TH JUNE, 2005

S/N	NAME OF ACCOUNT	DR	CR
1.	Sales		18,462
2.	Purchases	14629	
3.	Salaries	2,150	
4.	Motor expenses	520	
5.	Rent	670	
6.	Insurance	111	
7.	General Expenses	105	
8.	Premises	1,500	
9.	Motor vehicle	1,200	
10.	Debtors	1,950	

11.	Creditors		1,538
12.	Cash at Bank	1,654	
13.	Cash in Hand	40	
14.	Drawings	895	
15.	Capital		5,424
		25,424	25,424

Note:

- Stock at 30th June 2005 was valued at Tshs. 2,548/=