

BOOK KEEPING

EXAMINATION SCHEME

There will be two papers, Papers 1 and 2, both of which will be a composite paper to be taken at one sitting.

PAPER 1: Will consist of forty multiple choice questions all of which must be answered in 50 minutes for 40 marks.

PAPER 2: Will consist of two sections, Sections A and B as follows:

Section A: Will cover Theory of Book-Keeping and contain four questions. Candidates will be required to answer two for 20 marks.

Section B: Will cover Practice of Book-Keeping and contain five questions. Candidates will be required to answer three for 60 marks. The paper will last 2 hours.

SAMPLE QUESTIONS

PAPER 1 **(OBJECTIVE)**

1. A statement drawn up to show assets and liabilities is
 - A. bank statement.
 - B. balance sheet.
 - C. statement of account.
 - D. general journal.
2. Discounts allowed and received are recorded in the
 - A. three Column Cash Book.
 - B. bank Statement.
 - C. single Column Cash Book.
 - D. petty Cash Book.
3. Which of the following is **not** a trial balance item?
 - A. Opening stock
 - B. Closing stock
 - C. Capital
 - D. Discounts received

4. The excess of expenditure over income in an income and expenditure account is
- A. loss.
 - B. balance.
 - C. deficit
 - D. profit

PAPER 2
(ESSAY)

1. Explain the following terms:
- (a) Trial balance 4 marks
 - (b) Petty cash book 4 marks
 - (c) Bad debts 4 marks
 - (d) Balance Sheet 4 marks
 - (e) General Journal 4 marks
- 2.
- (a) Explain the term *depreciation of asset*. 4 marks
 - (b) Give **eight** examples of depreciable asset. 8 marks
 - (c) Outline **two** methods of calculating depreciation 8 marks
- 3.
- (a) What is *control account*? 2 marks
 - (b) State **four** uses of control account. 8 marks
 - (c) State **five** uses of control account. 10 marks
4. Enter the following transactions in the book of Ehi:
- January 1. Bought goods on credit from Layi
10 rulers at ₦50 each
16 exercise book at ₦120 each
January 12. Purchased on credit from Ucha
15 shoes at ₦400 each
16 shirts at ₦120 each
Less 5% discount

Date	Particulars	Folio	Details	Total

20 marks