

FORM ONE EXAM
SUBJECT: BOOK KEEPING

SECTION A (15 marks)

Answer **all** questions in this section

1. For each of the items (i) – (x), choose the most correct answer from among the given alternatives and write its letters beside the item number in the spaces provided.
- i) Is a person who buys goods from seller on credit and promises to pay at a later date. Another name of debtor is _____
A. Creditor
B. Account receivable
C. Account payable
D. Investor
- ii) Creditor is a supplier who sells to us on credit and we promise to pay at a later date. Another name of creditor is _____
A. Account receivable
B. Creditors
C. Debtor
D. Account payable
- iii) Book-keeping helps the owners of the business and other parties outside of an enterprise in the following ways except:
A. Determination of profit
B. Knowledge of credit transactions
C. Business control
D. Sources of documents
- iv) Source document which used when recording transactions in a sales day book is _____
A. Invoice
B. Credit Note
C. Debit Note
D. Receipt
- v) Tangible items bought and sold by the proprietor, and they have the characteristics of being seen and touched is known as
A. Profit
B. Goods
C. Loss
D. Services
- vi) The result's achieved by the business when revenues are greater than expenses is _____
A. Loss
B. Capital
C. Profit
D. Transaction
- vii) The principle which requires an enterprise to match revenue and their related expenses in the same accounting period in the process of determining a profit or loss is _____
A. Historical cost concept
B. Matching concept
C. dual aspect concept
D. Money measurement concept
- viii) Paid cash for rent, make double entry from this transaction
A. Debit cash, credit rent
B. Debit rent, credit cash
C. Debit paid account Cr cash account
D. Dr. rent account Cr paid account
- ix) The following are the personal account except
A. Drawing's
B. Capital
C. Asha
D. Salaries.
- x) Concept, which states that an enterprise prepares its books of accounts assuming that the business will continue to operate long period.
A. Annual aspect concept
B. Matching concept
C. Business entity concept
D. Going concern concept.

i	ii	iii	iv	v	vi	vii	viii	ix	x

2. Match the item in **List A** with the most correct response in **List B** by writing the letter of the correct response beside the item number.

	LIST A		LIST B
i)	Purchases day book	A	Profit
ii)	Cash book	B	Receipt
iii)	Sales return day book	C	Capital
iv)	Expenses greater man revenue	D	Invoice
v)	Owner of the business	E	Sale proprietor
		F	Loss
		G	Credit Note

LIST A	i	ii	iii	iv	v
LIST B					

SECTION B (40 marks)

Answer **all** questions in this section

3. Briefly explain the meaning of the following terms

(i) Books of prime entry

(ii) Account receivable

(iii) Account payable

(iv) Matching concept

(v) Capital

4.

Books of prime entry	Uses
i) For example General Journal	Used to record transactions related to other it which according to their nature are not records any of the above book of prime entry.
ii) Cash book	
iii) Sales day book	
iv) Purchases day book	
v) Sales return day book	

5. From the item listed below, identify which ones are assets and which ones are liabilities by tick sign [✓]

	Asset's	Liabilities
a) Motor vehicles		
b) Loan to Daniel		
c) Creditors		
d) Fixture and fitting		
e) Computer's		
f) we owe Saucela		
g) Khamis owe us		
h) Cash		
i) Building		

SECTION C (45 marks)
Answer the following question

6. Complete the following table by showing the account to be debited and the account to be credited.

	DEBIT	CREDIT
i) Purchases furniture by cash		
ii) Paid T Wanjara by cheque		
iii) Sold goods for cash		
iv) Paid wages by cheque		
v) Loan in cash is received from L.mashee		
vi) Paid rent by cash		

7. Record the following transactions in the purchases day book and show total purchases for the month.

2020:

- July 1 Bought from Kateme ltd.
 20 bags sugar, each with 5kg@Tzs15000
 15 bags of wheat flower 2 800
- July 10 Bought from Saleh
 12 dozen of exercise broks@1600.
 2 cartons of duplicating papers @24,000
- July 14. Bought goods from Jengua for 48,800.
- July 25. Bought from Kiharusi
 10 pairs of shoes @12,000
 14 boxes shoe polish @ 7000

8. Kassimu made the following sales during June 2020. You are required to record the transactions in the sales Journal (Sales Day book) for the month.

2020

June 1 Sold to mambo. Idd invoice lumber 04318.

60 packets of rice@2200

60 bags of wheat flour, each with 3kgs @4500.

June 12 Sold to K. Jundo. Invoice number 04319.

15 boxes of tooth paste @2600

16 pieces of writing pads @2350

19 June sold to Rudia sores, invoice number 04320.

19 pairs of running shoes@8000

. 20 shirts@12000

25 June sold goods to Kalumanzira T25 82,000 on credit and issued.