

Candidate's Examination Number.....

SMZ

ZANZIBAR EXAMINATIONS COUNCIL

FORM THREE ENTRANCE EXAMINATION

061

BOOK KEEPING

TIME: 2:30 HOURS

THURSDAY 31ST DECEMBER 2020 P.M

INSTRUCTIONS TO CANDIDATES

1. This paper consists of THREE (3) sections A, B and C.
2. Answer ALL questions in section A, B and C.
3. Write your examination number on every page of this booklet.
4. Write all answers in the space provided.
5. Use a blue or black pen in writing.
6. Calculators, cellular phones and unauthorized materials are not allowed in the examination room.

FOR EXAMINER'S USE ONLY		
QUESTION NUMBER	MARKS	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
TOTAL		

This paper consists of 16 printed pages

SECTION A: (20 Marks)

Attempt ALL questions from this section.

1. Choose the correct answer and write its letter in the table provided below.

- i) The purchase of machine for your business paid for cheque should be recorded in the double entry account by

Debit

- A. Cash account
- B. Machinery account
- C. Bank account
- D. Machinery account

Credit

- Machinery account
- cash account
- machinery account
- bank account

- ii) You are given a type writer which you decided to use in your business. This should be recorded in your account by

Debit

- A. Capital account
- B. Bank account
- C. Type writer account
- D. Typewriter account

Credit

- Type writer account
- Capital account
- capital account
- Capital account

- iii) Cost of goods sold is equal to

- A. Purchas plus Opening stock less closing stock
- B. Opening stock plus sales less closing stock
- C. Sales less closing stock plus gross profit
- D. Purchase less closing stock

- iv) The document used when a customer returns goods to supplier is known as

- A. Debit note
- B. Credit note
- C. Invoice
- D. receipt

- v) A petty cash book is place on the imprest system with a balance at the start of each week of Tsh.50.petty cash expenses during the week amount to Tsh.38. The amount received from the cashier at the start of next week will be

- A. Tsh. 38
- B. Tsh. 12
- C. Tsh. 88
- D. Tsh. 50

- vi) A request to bank to make payment at irregular intervals is known as

- A. Standing order
- B. Bill of exchange
- C. Bank giro
- D. pay in slip

- vii) Customer personal accounts are found in
 A. general ledger
 B. Purchase ledger
 C. sales ledger
 D. Adnominal ledger
- viii) From the point of view of your business knowledge, which is an asset?
 A. Bank overdraft
 B. Plant and Machines
 C. Mortgage on house
 D. hires purchase on car
- ix) Some office equipment bought for us in your business is found to be unsuitable, it is returned to a supplier and refund by cheque is made. This should be recorded in double entry account by

Debit

- A. Bank account
 B. Cash account
 C. Cash account
 D. Office equipment account

Credit

- Office equipment account
 Office equipment account
 Capital account
 Cash account

- x) Jumna buys goods for resale on credit from Adams. This should be recorded in Jumna's account by

Debit

- A. Jumna's account
 B. Purchase account
 C. Purchase account
 D. Adam's account

Credit

- Purchases' account
 Addams account
 Jumna's account
 Purchase account

Answers

i	ii	iii	iv	v	vi	vii	viii	ix	x

2. Match the meaning (or statement) related to Book keeping in **List A** with the term (response) in **List B**. Write the letter of the correct response below the item number in the table provided.

LIST A	LIST B
i. A cheque paid by you but not yet passed through the banking system	A: Going concern concept B: the journal
ii. A statement drawn up by us to verify our cash book balance with the bank balance	C: Dual aspect concept D: Balance c/d
iii. Sales invoices are first entered in	E: Trade discount
iv. The total of the purchases journal is transferred to the	F: Cash discount G: Balance b/d
v. Is the government account operated by the paymaster general in the central bank	H: Bank statement I: Sales account
vi. Is a book maintained by each accounting officer or warrant holder for proper control of fund	J: Unpresented cheque K: Exchequer account L: Bank reconciliation statement
vii. Books of prime entries	M: Uncredited fund
viii. An allowance made by receiver of cash to payer for prompt payments	N: Uncredited cheque O: Vote book
ix. A balance at start of of accounting period	P: Petty cash book
x. Any transaction should be recorded twice	Q: sales journal R: purchase journal S: Purchase account

Answers

i	ii	iii	iv	v	vi	vii	viii	ix	x

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SECTION B: (20 Marks)

Attempt ALL questions from this section.

3. Briefly explain the following terms

- i) Business entity
- ii) Ledger book
- iii) Petty cash
- iv) Cash discount
- v) Return inwards

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4. a) Define the term **bank reconciliation statement**

b) The following information is available

	TSHS
Bank balance shown in cash book	650
Amount paid in not yet credited on bank statement	150
Bank charges not yet entered in cash book	50
Credit transfer received by bank and not yet entered in cash book	100

You are required to calculate the bank statement balance.

[illegible]

SECTION C: (60 Marks)

Attempt ALL questions from this section.

5. Following balances are taken from the books of George Anderson at the end of his first year trading on 31st December 2014.

	Debit	Credit
	\$	\$
Sales		40000
Purchases	18500	
Wages and salaries	5100	
Repairs and maintenance	1300	
Heating and lighting	900	
General expenses	1200	
Insurance	800	
Cash at bank	2200	
Cash in hand	1300	
Trade receivables	4100	
Trade payables		3400
Premises	30000	
Fixtures and fittings	10000	
Motor vehicle	8000	
Capital at 1 January 2014		52000
Drawings	12000	
	<u>95400</u>	<u>95400</u>

The following additional information is available:

Inventory at 31st December 2014 was valued at \$4500.

REQUIRED TO:

- a) Prepare income statement for the year ended 31st December 2014.

b) Prepare Balance Sheet as at 31st December 2014.

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[illegible]

6. On 31 December 2017 the bank column of Chacha cash book showed a debit balance of Tshs 1,500. The monthly bank statement written up to 31 December 2015 showed a credit balance of Tshs 2,950. On checking the cash book with the bank statement it was discovered that, the following transactions had not been entered in the cash book.

- (i) Dividend of Tshs 240 had been paid directly to the bank
- (ii) A credit transfer H.M Revenue & Customs VAT refund of Tshs 260 had been collected by the bank
- (iii) Bank charges Tshs 30
- (iv) A direct debit of Tshs 70 for the subscription had been paid by the bank
- (v) A standing order of Tshs 200 for Chacha loan repayment had been paid by bank
- (vi) Chacha deposit account balance of Tshs 1,400 was transferred into his bank current account. A further check revealed the following items:
 - a) Two cheques drawn in favour of T. Cod Tshs 250 and F. Hadd Tshs 290 had been entered in the cash book but had not been presented for payment
 - b) Cash and cheque amounting to Tshs 690 had been paid in the bank on 31 December 2017 but were not credited by the bank until 2 January 2018

REQUIRED:

- (a) Starting with the debit balance of Tshs 1,500 bring the cash book
(bank Column) up to date and then balance the bank account
- (b) Prepare a bank reconciliation statement as at 31 December 2017

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- ## PURCHASE JOURNAL

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SALES JOURNAL

DATE	PARTICULAR	INVOICE	AMOUNT
03/03	<p align="center">ASHA</p> <p>16 clothes metres @ 350 = 5,600</p> <p>25 record players @ 520 = 13,000</p> <p>10 loud speakers @ 180 = 1,800</p>		20,400
10/06	<p align="center">MWANAHARABU</p> <p>60 footballs @170 = 1,070</p> <p>100 cigarette boxes @ 200 = 20,000</p> <p>90 pair of shoes @ 10 = 900</p>		31,100
31/12	Transfer to sales account		51,500

RETURN INWARD JOURNAL

DATE	PARTICULAR	INVOICE	AMOUNT
04/05	<p align="center">ASHA</p> <p>3 clothes metre @ 350 = 1,050</p> <p>5 record players @ 520 = 2,600</p>		3,650
20/06	<p align="center">MWANAHARABU</p> <p>10 footballs @ 170 = 1,700</p> <p>10 cigarette boxes @ 200 = 2,000</p>		3,700
31/12	Transfer to return in wards account		7,350

RETURN OUT WARDS JOURNAL

DATE	PARTICULAR	INVOICE	AMOUNT
04/03	MASIKA 2 rulers @ 200 = 400 1 chalk box @ 1,500 = 1,500		1,900
01/05	MALIPO 10 bags of rice @ 50 = 500 8 pairs of shoes @ 250 = 2,000		2,500
31/12	Transfer to return outwards account		4,400

CASH BOOK

PARTICULAR	AMOUNT	PARTICULAR	AMOUNT
Capital	3,000	Purchase	2,000
Sales	4,000	Stationary	500
		Postage	600
		Rent and rates	800
		Purchase	1,500
		Balance c/d	1,600
	7,000		7,000

YOU ARE REQUIRED TO:

- (a) Post transactions to the sales and purchase ledgers
- (b) Post transactions to the general ledgers
- (c) Prepare trial balance as at 31 December 2007

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