

SMZ

ZANZIBAR EXAMINATIONS COUNCIL

FORM THREE ENTRANCE EXAMINATION

061

BOOK KEEPING

TIME 2:30 HOURS

TUESDAY 5th DECEMBER, 2017 am

INSTRUCTIONS TO CANDIDATES

- 1. This paper consists of sections A, B and C.**
- 2. Answer all questions in sections A, B and C.**
- 3. All answers must be written in the space provided.**
- 4. Write your examination number on every page of this booklet.**
- 5. Calculators and cellular phones are not allowed in the examination room.**
- 6. Use a blue or black pen in writing. The diagrams must be drawn in a pencil.**

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

This paper consists of 10 printed pages.

SECTION A: (20 marks)

Answer ALL questions from this section

1. For each of the items (i) – (x) choose the correct answer and write its letter below the item number in the table provided at the end of this question.

- i) In which type of ledger can we find creditors account?
- ii) A. Sales ledger B. Nominal ledger
C. Purchase ledger D. General ledger
- iii) From the point of view of your business, which of the following is liability?
A. Car B. House
C. Cash D. Bank overdraft
- iv) One of the following is not a book of original entry
A. Returns inwards journal
B. Purchases journal C. Sales ledger D. Cash book
- iv) Which of the following is not correct?
A. $\text{Assets} - \text{Liabilities} = \text{Capital}$
B. $\text{Capital} - \text{Liabilities} = \text{Assets}$
C. $\text{Assets} = \text{Capital} + \text{Liabilities}$
D. $\text{Assets} - \text{Capital} = \text{Liabilities}$
- v) The best definition of a trial balance is
A. It shows the financial position of the business
B. It is a list of balances on the books
C. It shows all the entries in the books
D. It is a special account
- vi) The allowance given to customer for promotion of speedy payment is called
A. Trade discount B. Discount received
C. Discount allowed D. Cash discount

vii) Pandu bought goods on credit from Pande. Pandu returns some of the goods to Pande. This should be recorded in the account of Pandu by
 Debit Credit

- A. Pandu's account Returns inward account
- B. Returns outward account Pandu's account
- C. Returns inward account Pande's account
- D. Pande's account Returns outward account

viii) A request to bank to make payments at regular intervals is known as

- A. Standing order B. Bank profit
- C. Bill of exchange D. Paying in slip

ix) A business transaction is:

- A. The movement of money or monies worth from one person to another in exchange of goods and services
- B. The buying and selling of goods from one person to another
- C. The art of keeping books of accounts in proper place.
- D. The act of recording the business dealings

x) A debit balance of Tsh 100 in a cash account shows that

- A. There was Tsh 100 cash in hand.
- B. Cash has been overspent by Tsh 100.
- C. Tsh 100 was the total of cash paid out.
- D. The total of cash received was less than Tsh 100.

ANSWERS

Item number	i	ii	iii	iv	v	vi	vii	viii	ix	x

2. Match the items in List A with the responses in List B. Write the letter of the correct response below the item number in the table below.

LIST A		LIST B
i)	Monthly or quarterly summary which the bank sends to its customers.	A. Bank statement
ii)	The document sent by a seller of goods to a buyer to correct an under-charge in an invoice.	B. Current assets
iii)	Are accounts which deals with business transactions carried out with person <i>i.e</i> creditors and debtors.	C. Net profit
iv)	The amount deducted by the bank for the services offered to its customers.	D. Standing order
v)	One of the books of original entry in which assets bought on credit and capital expenditure are recorded.	E. Journal proper
vi)	Occurs when a trader has been allowed to issue cheques whose total amount is in excess of the funds held by his bank.	F. Non-current asset
vii)	The instruction given by the customer to his/her bank to make periodical payments on behalf.	G. Net loss
viii)	Transport cost for the goods to the customer.	H. Bank overdraft
ix)	Assets which change day to day.	I. Personal account
x)	Gross profit plus income is less than expenses.	J. Bank order
		K. Real account
		L. Debit note
		M. Bank charge
		N. Carriage on sales
		O. Gross profit
		P. Cash book
		Q. Gross loss

ANSWERS

Item number	i	ii	iii	iv	v	vi	vii	viii	ix	x

SECTION B :(20 Marks)

Answer ALL questions from this section.

3. Briefly explain the following accounting terms,

i) Balance sheet.

ii) Unpresented cheque.

iii) Paymaster general.

iv) Personal account.

4. a) What is meant by the term imprest system?

b) Given that,

Opening balance (imprest system) 5000/=

Balance of petty cash at the end of week 1543/=

Amount paid out during a week Required to, 3457/=

i) Calculate the amount drawn from main cash book.

ii) Determine the balance carried down to next week.

SECTION C: (60 Marks)

Answer all questions from this section.

5. a) Name any two (2) applications of a trial balance.

b) The following is trial balance of P.Tamaa,

P.TAMAA

DETAILS	DEBIT	CREDIT
	Tsh	Tsh
Stock 1 st October 2014	2,368	
Carriage outwards	200	
Carriage inwards	310	
Returns	205	322
Purchases/Sales	11,874	18,600
Salaries and wages	3,862	
Rent	304	
Insurance	78	
Discounts	693	711
Motor expenses	664	
Office expenses	216	
Lighting and heating expenses	166	
General expenses	314	
Premises	5,000	
Motor vehicle	1,800	
Fixture and Fitting	350	
Debtors/Creditors	3,896	1,731
Cash at bank	500	
Drawings/Capital	1,200	12,636

Stock at 30th September 2015 was Tsh. 2,946.

You are required to

Draw up a trading and Profit and Loss account for the year ended 30th September 2015,

ii) Draw up a Balance Sheet as at that date.
