

# MARKING GUIDE BOOK KEEPING

## FORM II: EXAMINATION I.

01

|   |    |     |    |   |    |     |      |    |   |
|---|----|-----|----|---|----|-----|------|----|---|
| i | ii | iii | iv | v | vi | vii | viii | ix | x |
| C | C  | A   | C  | B | B  | C   | C    | A  | B |

@ 01 mark

TOTAL: 10 marks

02

|        |   |    |     |    |   |
|--------|---|----|-----|----|---|
| LIST A | i | ii | iii | iv | v |
| LIST B | G | E  | H   | D  | B |

@ 01 mark

TOTAL: 05 marks

03

a) Petty Cash book:

→ Is the type of cash book which used to record small expenditure. --- (--- 02 marks)

b) Sales day book:

→ Is the book of prime entry which used to record credit sales. ----- 02 marks

c) Double Entry System:

→ Is the book-keeping principle which require business transaction to be recorded twice. --- 02 marks

Q3.

d) Bank statement;

→ Is the statement prepared by Bank showing deposits and Withdraw made by customers. ----- 02 marks

Q3

e) Source document;

→ Is the source of information for recording transactions in the books. Examples Cash receipt Vouchers, Payment Vouchers, Invoices. and Credit note.

----- 02 marks.

Q4: MERITS / ADVANTAGES OF TRIAL BALANCE ARE:—

- i) Helps to detect errors
- ii) Check the correctness of double entry.
- iii) Check whether the computation of the ledger account balance were performed correctly
- iv) Helps the enterprise to keep its record systematically.
- v) Provides a summary of balance used in preparation of financial statements.

@ 02 Marks

Total: 10 Marks

05

## PURCHASES DAY BOOK

05

| DATE                  | DETAILS                                                                                                          | Folio           | INVOICE<br>DETAILS                                      | INVOICE<br>TOTAL          |
|-----------------------|------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------|---------------------------|
| 1 <sup>ST</sup> JULY  | Anord stores<br>100 bags of salt @ 3500<br>30 bags of sugar @ 9500<br>less<br>10% trade discount                 | PL <sub>1</sub> | 350,000<br><del>285,000</del><br>63,500<br><br>63,500   | <br><br><br><br>571,500   |
| 10 <sup>TH</sup> JULY | Mayombo Ltd;<br>20 boxes of cooking<br>oil @ 12,000<br>12 pairs of sandals<br>@ 6,000<br>less: 5% trade discount | PL <sub>2</sub> | 240,000<br>72,000<br><br>312,000<br>15,600              | <br><br><br><br>296,400   |
| 22 <sup>TH</sup> JULY | Flavian Shop<br>25 pairs of bedsheets<br>@ 40,000<br>40 T-shirts @ 4000<br>less: 10% trade discount              | PL <sub>3</sub> | 1,000,000<br>160,000<br><del>1,160,000</del><br>116,000 | <br><br><br><br>1,044,000 |

Total ---→ 10 Marks

06 Bank Reconciliation Statement  
(Starting with Cash book balance)

| DETAILS                       | Tshs      | Tshs              |
|-------------------------------|-----------|-------------------|
| Balance as per cash book      |           | 10,500,000        |
| <u>Add:</u> Credit transfer   | 250,000   |                   |
| Unpresented cheque            | 600,000   |                   |
| Dividend                      | 100,000   |                   |
|                               |           | 950,000           |
|                               |           | <del>11,450</del> |
| <u>Less:</u> Bank charges     | 100,000   |                   |
| Standing order/insurance      | 300,000   |                   |
| Dishonoured cheque            | 1,000,000 |                   |
|                               |           | 1,400,000         |
| Balance as per bank statement |           | 10,050,000        |

TOTAL - 05 Marks

Bank Reconciliation Statement  
(Starting with bank statement balance)

| DETAILS                       | Tshs      | Tshs       |
|-------------------------------|-----------|------------|
| Balance as per bank statement |           | 10,050,000 |
| <u>Add:</u> Bank charges      | 100,000   |            |
| Standing order/insurance      | 300,000   |            |
| Dishonoured cheque            | 1,000,000 |            |
|                               |           | 1,400,000  |
| <u>Less:</u> Credit transfer  | 250,000   |            |
| Unpresented cheque            | 600,000   |            |
| Dividend                      | 100,000   |            |
|                               |           | 950,000    |
| Balance as per cash book      |           | 10,500,000 |

05 Marks

Q

Q2

# THREE COLUMN CASH BOOK

Total → 15 marks

| Date | Details | Folio | Cash    | Bank    | Discout | Date | Details | Folio | Cash   | Bank    | Discoun |
|------|---------|-------|---------|---------|---------|------|---------|-------|--------|---------|---------|
| 2025 |         |       |         |         |         | 2025 |         |       |        |         |         |
| 1/5  | Balance | 6/4   | 29000   | 654000  |         | 3/5  | Makun   | "C"   |        | 95000   | 50000   |
| 2/5  | Nahko   |       |         | 117000  | 3000    | 8/5  | Cash    |       |        | 100000  |         |
| 8/5  | Bank    | "C"   | 1005000 |         |         | 15/5 | Wages   |       | 900000 |         |         |
| 11/5 | Wegega  |       |         | 273,000 | 7000    | 25/5 | fixtue  |       |        | 200,000 |         |
| 20/5 | Manuh   |       | 390000  |         | 1000    | 29/5 | Bank    | "C"   | 250000 |         | 3000    |
| 28/5 | safer   |       | 200,000 |         |         |      | mosabi  |       | 57,000 |         | 22,000  |
| 29/5 | Cash    | "C"   |         | 250000  |         | 30/5 | Mclagua | "C"   |        | 418000  |         |
| 30/5 | Cash    | "C"   |         | 21000   |         | 31/5 | Bank    | "C"   | 21000  |         |         |
|      |         |       |         |         |         |      | Balance | C/p   |        | 452000  |         |
|      |         |       | 418000  | 1315000 | 11000   |      |         |       | 418000 | 1315000 | 3000    |

8

Manlagong's Trial Balance as at 31/12/2024

08

| No. | Name of account         | Debit       | Credit      |
|-----|-------------------------|-------------|-------------|
| 01  | Capital                 |             | 15,000,000  |
| 02  | Sales                   |             | 30,000,000  |
| 03  | Purchases               | 20,000,000  |             |
| 04  | Drawings                | 8,000,000   |             |
| 05  | Insurance               | 1,000,000   |             |
| 06  | Motor Van               | 38,000,000  |             |
| 07  | Accounts payable        |             | 18,000,000  |
| 08  | Loans                   |             | 33,000,000  |
| 09  | Bank overdraft          |             | 3,200,000   |
| 10  | Stock at start          | 13,000,000  |             |
| 11  | Account receivable      | 21,000,000  |             |
| 12  | provision for bad debts |             | 1,800,000   |
|     |                         | 101,000,000 | 101,000,000 |

Total → 15 Marks.

9A

9.

# CHAKECHAKE SPORTS CLUB INCOME STATEMENT FOR THE YEAR ENDED 31/3/24

09

|                                  | TSTH       | TSTHS       |
|----------------------------------|------------|-------------|
| Sales                            | 32,432,000 |             |
| Less returns Inwards             | 1,432,000  | 31,000,000  |
| Less cost of goods sold          |            |             |
| Opening Inventories              | 9,700,000  |             |
| Add purchases 28,300,000         |            |             |
| Carriage Inwards 300,000         |            |             |
| 31,300,000                       |            |             |
| Less returns outwards 400,000    | 27,300,000 |             |
| Cost of goods available for sale | 37,000,000 |             |
| Less closing Inventories         | 1,700,000  | 20,000,000  |
| Gross profit                     |            | 11,000,000  |
| Add discount received            |            | 800,000     |
| Rent Income                      |            | 300,000     |
| Total Income                     |            | 14,800,000  |
| Less operating expenses          |            |             |
| Discount allowed                 | 900,000    |             |
| Salaries and wages               | 1,800,000  |             |
| Insurance                        | 1,000,000  |             |
| Carriage on sales                | 2,000,000  |             |
| Rent expenses                    | 1,000,000  |             |
| Stationery expenses              | 500,000    |             |
| Motor vehicle repairs            | 800,000    |             |
|                                  |            | (8,600,000) |
| Net profit                       |            | 6,200,000   |

9 B

CHAKECHAKE SPORTS CLUB  
STATEMENT OF FINANCIAL POSITION AS AT  
31/3/2024

|                         |             |             |
|-------------------------|-------------|-------------|
| Non current Assets      |             |             |
| Motor vehicle           | 82,000,000  |             |
| Plants and Machinery    | 140,800,000 | 222,800,000 |
| <u>Current assets</u>   |             |             |
| Inventories at close    | 17,000,000  |             |
| Trade receivables       | 40,000,000  |             |
| Cash                    | 250,000,000 | 307,000,000 |
| Total assets            |             | 529,800,000 |
| Liabilities and capital |             |             |
| Non current Liabilities |             |             |
| CRDB loan               | 100,000,000 |             |
| Current Liabilities     |             |             |
| Trade payables          | 25,000,000  | 125,000,000 |
| Financed by             |             |             |
| Capital                 | 400,000,000 |             |
| Add Net profit          | 6,800,000   |             |
|                         | 406,800,000 |             |
| Less drawings           | 2000,000    | 404,800,000 |
|                         |             | 529,800,000 |

TOTAL MARKS 15

40 ticks @ 0.375 marks total 15