

CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)
NORTHERN ZONE JOINT EXAMINATIONS SYNDICATE (NZ-JES)



FORM FOUR PRE-NATIONAL EXAMINATION AUGUST 2026
BOOK-KEEPING

062

MARKING SCHEME

QUESTION 1

i	ii	iii	iv	v	vi	vii	viii	ix	x
E	A	E	E	A	A	B	C	C	D

QUESTION 2

COLUMN A	i	ii	iii	iv	v
COLUMN B	F	A	B	E	C

QUESTION 3

Accounting Principles and Concepts (1 mark @ item =10marks)

- Business Entity Concept
- Accounting Period Concept
- Historical Cost Principle
- Going Concern Concept
- Realization Concept
- Matching Concept
- Consistency Principle
- Materiality Concept
- Prudence (Conservatism) Concept
- Full Disclosure Principle

QUESTION 4

Advantages of Double Entry System over Single Entry System (2marks x 5pt=10marks)

- i. **Accuracy through self-balancing**
The double entry system records every transaction twice (debit and credit), which ensures that the books automatically balance. This helps in detecting arithmetic errors and increases accuracy compared to the single entry system.
- ii. **Preparation of complete financial statements**
It allows the preparation of final accounts such as the **Trading Account, Profit and Loss Account, and Balance Sheet**, which show the true financial position of a business. Single entry system cannot easily produce complete financial statements.
- iii. **Better detection and prevention of fraud**
Since every transaction is recorded in two accounts, it becomes difficult to manipulate records. This reduces chances of fraud and misappropriation of funds.
- iv. **Easy identification of errors**
Errors such as omission, duplication, or wrong entries can be easily traced using the trial balance, which is not possible under single entry system.
- v. **Provides reliable financial information for decision making**
The system gives complete and systematic records of all transactions, making it easier for management to analyze performance, plan budgets, and make investment decisions

QUESTION 5

1. CALCULATION QUESTION (2marks @ calculation = 10marks)

(a) COST OF GOODS SOLD

Selling price = 25% above cost

So: Selling price = 125% of cost

$$\begin{aligned}\text{Cost of Sales} &= \frac{\text{Sales}}{1.25} \\ &= \frac{300,000}{1.25} = 240,000\end{aligned}$$

✓ Cost of goods sold = 240,000

(b) PURCHASES

$$COGS = \text{Opening Stock} + \text{Purchases} - \text{Closing Stock}$$

$$240,000 = 49,360 + \text{Purchases} - 63,100$$

$$\text{Purchases} = 240,000 - 49,360 + 63,100$$

✓ Purchases = 253,740

(b) PURCHASES

$$COGS = Opening\ Stock + Purchases - Closing\ Stock$$

$$240,000 = 49,360 + Purchases - 63,100$$

$$Purchases = 240,000 - 49,360 + 63,100$$

✓ Purchases = 253,740

(c) GROSS PROFIT

$$Gross\ Profit = Sales - COGS$$

$$= 300,000 - 240,000 = 60,000$$

✓ Gross Profit = 60,000

(d) NET PROFIT

$$Net\ Profit = Gross\ Profit - Expenses$$

$$= 60,000 - 24,000 = 36,000$$

✓ Net Profit = 36,000



(e) NET PROFIT % ON TURNOVER

$$\frac{36,000}{300,000} \times 100 = 12\%$$

✓ Net profit percentage = 12%

QUESTION 6

RAMADHAN'S (0.76X13ENTRY= 10MARKS)

a)

ADJUSTED CASH BOOK

RECEIPTS	TZS	PAYMENTS	TZS
Balance b/d	60,000	Bank charges	18,000
Credit transfer	150,000	Balance c/d	292,000
Direct deposit	100,000		
	<u>310,000</u>		<u>310,000</u>
Balance b/d	292,000		

b)

BANK RECONCILIATION STATEMENT AS AT 31st MARCH 2001

DETAILS	TZS	TZS
Balance as per Adjusted cash book		292,000
<u>Add</u> : Unpresented Cheque		<u>830,000</u>
		1,122,000
<u>Less</u> :Uncredited Cheque		<u>410,000</u>
Balance as per bank statement		712,000

QUESTION 7

PETTY CASH BOOK (0.3x 33entry= 10mark)

KAZAGATA – April 2018

DR

PETTY CASH BOOK

CR

Date	Receipt	Folio	Particulars/ DETAILS	Voucher No.	Total (Shs.)	Postage & Stationery	Travelling	Cleaning	Sundries	Ledger A/C
Apr 1	30,000		Cash (Imprest)							
Apr 3			Postage stamps		2,000	2,000				
Apr 6			Peter (Ledger A/C)		4,000					4,000
Apr 7			Stationery		5,000	5,000				
Apr 8			Travelling (S. Otieno)		4,000		4,000			
Apr 10			Window cleaning		6,000			6,000		
Apr 12			Lenana (Ledger A/C)		5,000					5,000
Apr 14			Subscription		2,000				2,000	
Apr 17			Office cleaning		2,000			2,000		
Apr 18	30,000		Cash							
Apr 19			Travelling (S. Otieno)		10,000		10,000			
Apr 22			Electric bulbs		2,000				2,000	
Apr 25			Lenana (Ledger A/C)		2,500					2,500
Apr 26			Travelling expenses		1,000		1,000			
Apr 27			Sundries (tea, sugar, milk)		3,000				3,000	
	60,000		Total Payments		48,500	7,000	15,000	8,000	7,000	11,500
April 30		C/d	balance		11,500					
					60,000					
1 May	11,500	B/d	Balance							
1 May	48,500		Cash							

QUESTION 8**MR. MATUNGA COMPANY (0.4 @ ENTRY Total = 10marks)**

DR

SALES LEDGER CONTROL ACCOUNT

CR

DETAILS	AMOUNT	DETAILS	AMOUNT
JAN 2025 Balance b/d	22,464	Balance b/d	294
Credit sales	21,690	Discount allowed	992
Cash refund	50	Cash	19,290
Legal expenses	70	Bad debts	170
		TRANSFER	1,196
		TRANSFER	423
31 DEC 2025 Balance c/d	220	31/12 Balance c/d	22,124
	<u>44,494</u>		<u>44,494</u>
1/1/2026 Balance b/d	22,124	1/1/2026 Balance b/d	120

DR

PURCHASES LEDGER CONTROL ACCOUNT

CR

DETAILS	AMOUNT	DETAILS	AMOUNT
JAN 2025 Balance b/d	236	Balance b/d	14,656
Return outwards	246	Credit purchases	12,650
Discount received	824		
Cash	12,284		
TRANSFER Set off	1,196		
TRANSFER	423		
31/12 Balance c/d	12,292	31/12 Balance c/d	178
	<u>27,484</u>		<u>27,484</u>
Balance b/d	178	Balance b/d	12,270

QUESTION 9

2. UTOPOLO FC

DR

SUBSCRIPTION ACCOUNT

CR

Particulars	Amount	Particulars	Amount
1/1/2025 Balance b/d (advance)	1000	1/1/2025 Balance b/d (accrued)	200
Income & Expenditure A/C	5,800	Bank (cash received)	6,400
31/12 Balance c/d (advance)	400	Balance c/d (accrued)	400
	<u>7,200</u>		<u>7,200</u>
Balance b/d (accrued)	600	Balance b/d (adv)	400

3. INCOME AND EXPENDITURE STATEMENT for the year ended 31st December 2007 (0.5X20entry= 10marks)

Particulars	Amount(Tsh.)
INCOME	
Subscription (from account)	5,800
Interest from bank	1,000
Sale of old newspaper	400
Sale of furniture	2,000
Canteen collection	12,000
Donation	10,000
Total Income	31,200

Particulars	Tsh.
EXPENDITURES	
Secretaries salaries	6,000
Staff salaries (5,000 + 1,000 – 2,000)	6,000
Canteen expenses (12,000 + 1,000 – 1,500)	11,500
Miscellaneous expenses	2,500
Depreciation on furniture (W.N)	1,050
Book value of furniture sold	3,500
TOTAL	30,550
Excess of income over expenditure (SURPLUS)	650

Alternative for: sales on Furniture

Loss on disposal of old Furniture= 1,500