



CHRISTIAN SOCIAL SERVICES COMMISSION

An Ecumenical Body of Tanzania Episcopal Conference and Christian Council of Tanzania

P.O. Box 9433, Dar es Salaam, Tanzania

CSSC SOUTHERN HIGHLAND ZONE

BOOK KEEPING FORM TWO

MARKING GUIDE

1. 1 Mark @ = 10 Marks.

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

2. 1 Mark @ = 5 Marks.

i	ii	iii	iv	v
H	D	A	G	B

3. 2 Marks @ = 10 Marks.

- (a) Contra entry is where completion of double entry done in the same account, that is debit and credit note in the same book

WHILE

Double entry system refers to the system which requires business transactions to be recorded twice in the books of account.

- (b) Errors of omission these are errors which occurs when transactions is completely omitted from the books of accounts, means transactions was not recorded in any books of account.

WHILE

Errors of commission this are errors which occur when the correct amount is entered in the wrong personal account e.g recording transaction in Amos's account instead of Amon's account.

- (c) Development expenditure these are government expenditures on development projects e.g construction of government buildings, roads, hospitals, bridges etc.

WHILE

Revenue expenditure these are day to day expenses for executing operations of the government for example printing, photocopying, fuel etc.

- (d) Carriage inward these are cost of transporting goods into the business. It increases the cost of goods purchased.

WHILE

Carriage outward refers to the cost of transporting gods to the customer's premises.

- (e) Exchequer account is a special account where all public money is deposited. It is maintained by the central bank under the custody of treasury.

WHILE

Nominal accounts these are accounts in which all expenses incurred and revenue earned by the are recorded.

4. (a) 2 Marks.

General journal is the book of prime entry which used to record transactions which are not recorded in any other books of prime entry.

(b) 2 Marks @ = 8 Marks.

- i) Used to record fixed assets which bought and sold on credit.
- ii) Used to record correction of errors.
- iii) Recording of open and closing entries.
- iv) Adjusted entries in various accounts.

5. 0.5 @ = 10 Marks.

PETTY CASH BOOK FOR THE MONTH OF APRIL 2019									
RECEIP	F	DATE	DETAILS	VO NO	TOTAL PAY	TRAVE LLING	POST AGE	STATI ONAR	LEDG ER
		April							
120		1	balance b/d						
2380		2	Cash						
		4	Postage		650		650		
		9	Bahaye		255				255
		13	Bus fare		100	100			
		17	Envelopes		90			90	
88		23	Cash						
		30	Petrol		1050	1050			
			balance c/d		443				
					2588	1150	650	90	255
443		1-May	Balance b/d						

6. 10 Marks.

- (i) Trade discount
 $\text{Trade discount} = \text{invoice price} \times \% \text{ discount}$
 $\text{Trade discount} = 400,000 \times 10\% = 40,000$
 $\therefore \text{Trade discount} = \underline{40,000}$ ----- 2.5 Marks.
- (ii) Invoice price.
 $\text{Invoice price} = \text{invoice price} - \text{Trade discount}$
 $\text{Invoice price} = 400,000 - 40,000 = 360,000$
 $\therefore \text{Invoice price} = \underline{360,000}$ ----- 2.5 Marks.
- (iii) Cash discount.
 $\text{Cash discount} = \text{price after trade discount} \times \% \text{ cash discount}$
 $\text{Cash discount} = 360,000 \times 5\% = 18,000$
 $\therefore \text{Cash discount} = \underline{18,000}$ ----- 2.5 marks.

- (iv) Amount to be paid by Mwaikasa.
 Amount to be paid = invoice price – cash discount.
 Amount to be paid = 360,000 – 18,000 = 342,000
 $\therefore$ amount to be paid by Mwaikasa = 342,000. ----- 2.5 Marks

7. 0.5 @ = 15 Marks.

KASSIM'S											
DR			THREE COLUMN CASH BOOK						DR		
DATE	DETAILS	F	CASH	BANK	DISC	DATE	DETAILS	F	CASH	BANK	DISC
1998						1998					
1-May	Balance	b/d	60,000	58,000		5-May	Transport		2280		120
3-May	J. baraka			3312	68	7-May	NBC finance			8000	
9-May	Sales			200	1000	11-May	wages			2080	132
13-May	P. Alimadi				2100	15-May	Rent			2400	
17-May	Sales			9000	1000	19-May	Telephone		489		
23-May	Mohamed		1290			21-May	water bill		311		
25-May	Bank	"c"	7500			25-May	Cash	"c"		7500	
						27-May	Salaries		2500		
						28-May	Manag. Salar			3750	
						30-May	stationary		6111		189
						30-May	Balance	c/d	57299	49682	
			68990	73412	1068				68990	73412	441
1-Jun	Balance	b/d	57299	49682							

8. 0.42 mark @ = 15 Marks.

PANGONI ENTERPRISE CO. LTD INCOME STATEMENT		
FOR THE YEAR ENDING 31 DEC 2019.		
Sales		5,650
Less: Return inward		650
Net sales		5,000
Less: COST OF GOODS SOLD		
Opening stock	1,560	
Add: Purchases	2,538	
Carriage in ward	22	
	4,120	
Less: Return outward	60	
Cost of goods available for sale	4,060	
Less: Closing stock	1,060	3,000
Gross profit		2,000
Less: EXPENSES		
Carriage on sales	1,050	
Insurance	180	
Bad debts	120	
Depreciation	200	
Transportation	150	1,700
Net profit		300

9. 0.68 @ = 15 Marks.

SIMON AND SONS LTD.			
TRIAL BALANCE AS AT 31 DEC 1988			
S/N	PARTICULARS	DEBIT	CREDIT
1	Purchases	15,740	
2	Stock	3,790	
3	Return in wards	120	
4	Carriage in wards	50	
5	carriage in wards	140	
6	Drawings	7,360	
7	Premises	38,000	
8	Fixture and fittings	10,500	
9	Wages and salaries	9,310	
10	Advertising	1,180	
11	Cash at bank	2,010	
12	Cash in hand	60	
13	Debtors	2,240	
14	Machinery	7,170	
15	Sales		32,830
16	Returns outwards		310
17	Rent received		540
18	Creditors		1,870
19	Capital		54,950
20	Commision received		7,170
		97,670	97,670