

THEMI HILL SECONDARY SCHOOL

FORM TWO HOLIDAY PACKAGE

BOOKKEEPING

1. From the following transaction of Mkoloweko, draw a cash account, ledger account and balance the accounts.

2019 October 1. Capital in cash 100000

3. Bought goods for cash 50000

6. Sold good for cash 120000

8. Paid transport 20000

15. Bought a Motovan for cash 80000

20. Sold goods for cash 60000

28. Paid rent 10000

2. Vincent made the following sale during May 2016

1. Sold to laiza

10kg of dona @tshs 1200

5kgs of sugar @ tshs 2600

8. sold the following goods to nyanza

10 plastic chairs @ tshs 16000

8 dining tables for tshs 88000

22. sold to mchinja goods worths tshs 64000

Enter the above transactions in the sales day book and post to respective ledgers.

3. Mama Mazima commenced business on 1st January 2012 with capital worth shs 500000/=

The following transaction took place during the month of January

Jan. 02: purchase goods and paid in cash shs 20000

- Jan. 03: bought goods for cash shs 40000
- Jan. 04: paid wages in cash shs 5000
- Jan. 05: sold goods for cash shs 30000
- Jan.06: bought goods in cash shs 90000
- Jan. 08: Bought packaging material for cash shs 30000
- Jan. 10: paid transport charges for cash shs 30000

Enter the above transaction in cash account and ledgers using double entry system and then extract information to prepare trial balance.

4. Juma started business on 1st of May 2017 with tshs 120000 as capital in cash. The transactions were as follows;

- May 2. Bought goods for cash 30000
- May 2. Bought furniture for cash 4000
- May 4. sold goods for cash 5000
- May 5. paid advertising charges 800
- May 8. Cash sales 12000
- May 10. Bought goods for cash 5000
- May 15. Paid rent 1000
- May 18. Purchase goods for cash 800
- May 20. Paid wages 400
- May 25. Sold goods for cash 300

Enter the above transaction in the appropriate ledgers account with the application of double entry system, balance the account and prepare a trial balance

Karungula traders made the following purchases during the month of January 2016:

- January 8 Bought **goods from Mlokozi.**
 - 80 bags of salt @ tshs 5,000
 - 40 bags of sugar @ tshs 6,000

12 Bought **from Bei poa wholesaler.**

20 boxes of books @ tshs 4,000
 10 pairs of shoes @ tshs 3,000

18. Bought from HB limited

30 bags sand @ tshs 5,500

You are required to open:

- 6. Purchases day book
- 7. Ledgers

Complete the following table and show which accounts are to be debited and which to be credited.

	TRANSACTION	ACCOUNT TO BE DEBITED	ACCOUNT TO BE CREDITED
	Example: Bought furniture for cash	Furniture A/C	Cash account
9	A debtor B. Mana pay us by cheque		
10	Bought goods for cash		
11	Withdraw cash from bank for office use		
12	Sold goods for cash		
13	Goods returned by us to K. Nzia		

14. Complete the gaps in the following table:

No	ASSETS	CAPITAL	LIABILITIES
i.	Tshs.78,500	Tshs.43,250	_____
ii.	_____	Tshs.123,500	Tshs 44,250
iii.	Tshs 273,100	_____	Tshs.31,750
iv.	_____	Tshs.400,000	Tshs.60,000
v.	Tshs.500,000	Tshs.200,200	_____

15. Chinga wa Dunia traders made the following sales during May 2018

May 1st Sold to chura fashion

10 dozens of vitenge at 8000/= a dozen

25 dozens of khanga at 10,000/= a dozen

May 5th Sold goods Mkubwa

100 pairs of rubbers shoes at 200/= a pair

200 pairs of boots at 300/= a pair

May 8th Sold goods to Kokubanza traders

600 bags of ammonium sulphate @680/=

500 Rambo bags @120/= a bag

May 12th Sold to Mbeya &co

100 dozens stencil at 300/=a dozen

200 reams of duplicating paper at 150/=each

May 15th Sold to Mwendambali goods worth 500/=

May 22nd Sold to Kadoda book store

200 Advanced learner's Dictionaries at 2,500/=each

800 Fiction books at 500/=@

Required

Enter the above transactions into sales day book and post to the ledgers

The following Details was extracted from the book of **Mo Traders Co. Ltd** as on 31st December, 2018

DETAILS	Amount
Sales	20,000
Purchases	16,000
Return in ward	500
Return out ward	300
Carriage outwards	200
Discount allowed	400
Discount received	350
Salaries	2,500
Advertising	800
Insurance	150
Stock 1 st Jan 2018	3,000
Premises	7,000
Drawing on goods	900
Rent and rates	100
Stock as on 31 st December, 2018	8000
Capital	10,900

You are required to prepare:

16. Income statement for the year ended 31st December 2018
17. Statement of financial position for the year ended 31st December 2018
18. . Explain the users of financial statement

19.. Enter the above transaction in the two column cash two column cash book and carry down the balance as at 25th january

January 1. Balance of cash in hand 5000

Balance at bank 400

2. Received cash from Moyo
3. Paid Chiwale by cheque
4. Received cash from Mkiza and banked it 600
6. Received cash from Lyimo 240
10. Paid rent by cheque 1000
15. Paid wages by cheque 400
18. Paid cash to bank 200
20. Drew cash from bank for office use 400

20. For the following question show the effects and action taking place in the following transactions in the respective tables below;

Date	Transaction	Account to be debited	Account to be credited	Effects on account
2008 1 st May	Started a household machine business putting shs 25000 into a business account			
3 rd May	Bought equipment on credit from house supplies shs 12000			
4 th May	Withdrew shs 150 cash from the bank and placed it in the			

	cash box			
7 th May	Bought a van paying by cheque shs 6800			
10 th May	Sold some equipment that was not needed at cost of shs 1100 On credit to Rose			

21.

Date	Transaction	Account to be debited	Account to be credited	Effects on account
2003 1 st January	Returned some of the equipment costing shs 2300 to household supplies			
2 nd January	Rose pays the amount owing shs. 1100 by cheque			
4 th January	Bought another van paying by cheque shs 4300			
5 th January	Paid shs 9700 to household supplies by cheque			

8 th January	Sold goods for shs 50000 cash			
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24.

Date	Transaction	Account to be debited	Account to be credited	Effects on account
2020 1 st March	A debtor paid shs 40000 by cheque			
3 rd march	We bought machinery shs 20000 on credit			
10 th march	Sent a cheque of shs 65000 to a creditor			
12 th march	Bought goods for shs 38000 on credit			
15 th march	Sold goods for shs 50000 cash			

25.

S/N	Transactions	Account to be debited	Account to be credited
A	Payment for rent in cash	Rent account	Cash account
B	Bought goods for cash		
C	Paid transport charges in cash		
D	Sold goods for cash		

E	Paid wages in cash		
F	Bought furniture for cash		

26. 95. Kijicho commenced business on 1st January 2016 with capital in cash 20,000/=

- Jan 2. Bought goods for cash... ..12, 000/=
 3. Bought furniture for cash... .. 2,000/=
 5. Paid transport charges... ..250/=
 6. Cash sales... ..17,000/=
 11. Paid rent for cash... ..1, 000/=
 18. Cash sales... .. 8,000/=
 25. Cash purchases... .. 3,000/=

Required: Prepare cash account and balance it on 30th January 2016.

27. Consider the following information extracted from the ledgers:

- Sales... ..38, 500
 Purchases... ..29, 000
 Rent2,400
 Lighting expense... ..1,500
 General expenses... ..600
 Fixture and fittings... ..5,000
 Account receivables (debtors)... ..6,800
 Account payable (creditors)... ..9,100
 Bank... ..15,100
 Cash... ..200
 Drawings... ..7,000
 Capital... ..20,000

Required: Prepare the trial balance as at 31st December 2012

Karungula traders made the following purchases during the month of January 2016:

January 8 **Bought goods from Mlokozi.**

- 80 bags of salt @ tshs 5,000
 40 bags of sugar @ tshs 6,000

12 **Bought from Bei poa wholesaler.**

- 20 boxes of books @ tshs 4,000
 10 pairs of shoes @ tshs 3,000

18. Bought from HB limited

30 bags sand @ tshs 5,500

You are required to open:

28. Purchases day book

29. Ledgers

30. Explain the users of financial statement

31. Enter the above transaction in the two column cash two column cash book and carry down the balance as at 25th january

January 1. Balance of cash in hand 5000

Balance at bank 400

2. Received cash from Moyo

3. Paid Chiwale by cheque

4. Received cash from Mkiza and banked it 600

6. Received cash from Lyimo 240

10. Paid rent by cheque 1000

15. Paid wages by cheque 400

18. Paid cash to bank 200

20. Drew cash from bank for office use 400

You are given the following information of Hudhaifa & son's LTD on march 1996

BANK STATEMENTS

DATE	DETAILS	DR	CR	BALANCES
1/3	Balance b/d			51970 O/D
8/3	Lima	1220		53190 O/D
16/3	a.bakar		2440	50750 O/D

20/3	a.bakhani	2080		5283 O/D
21/3	s.salum		3330	49500 O/D
31/3	traders credit		570	48930 O/D
31/3	Standing order	490		49420 O/D
31/3	Bank charges	280		49700 O/D

DR		CASH BOOK FOR MARCH 1996		CR	
16/3	a.bakani	2440	1/3	balance b/d	51970
21/3	s. Salum	3340	6/3	lima	1220
31/3	suleiman	1600	30/3	A.bakhani	2080
31/3	balance c/d	52800	30/3	J.sadic	4900
		<u>60170</u>			<u>60170</u>
			1/4	Balance b/d	52800

32. Cash book up to date

33. Bank reconciliation statement as on 31st December 1996

34. The following transactions belong to **Mjomba Traders Co.** Limited for the month ended 31st January 2017

January 1: Cash balance TZS 140,000

January 1: Bank overdraft TZS 15,000

January 3: Cash purchases TZS 10,000

January 4: Paid cash into bank TZS 15,000

January 6: Withdrew cash for personal use TZS 4,000

January 7: Withdrew cash for office use TZS 12,000

January 8: Paid cash into bank TZS 30,000

January 9: Cash drawings TZS 45,000

January 10 Paid cheque to Paulina TZS 10,000

January 11: Received cheque from bank TZS 15,000

You are required to open two columns cash book and bring down the balance as at 1st February 2017

DR
CR

CASH BOOK

1/6	Balance b/d	10000	4/6	Tunu	4000
2/6	Husna	2000	12/6	Mwajabu	1500
5/6	Mariam	5000	14/6	Ally	5000
16/6	Abdallah	6000	29/6	Zawad	500
18/6	Ashanti	80000	30/6	Balance c/d	20000
		<hr/>			<hr/>
		31000			31000
1/7	balance b/d	<hr/> 20000			

BANK STATEMENT

DATE	DETAILS	DR	CR	BALANCES
1/6	Balance b/d			10000
5/6	cheque		5000	15000
14/6	cheque	5000		10000
16/6	credit transfer		3000	13000
29/6	bank charge	3000		10000
30/6	standing order	500		9500

REQUIRED:

36. Draw up adjusted cash book

37. Prepare bank reconciliation statement {start with the balance as per bank statement}.

DR		CASH BOOK				CR	
DATE	DETAILS	F	AMOUNT	DATE	DETAILS	F	AMOUNT
1/4	Balance b/d		60000	12/4	Hassan		16000
6/4	Miraj		9000	14/4	Hamis		10000
18/4	Rajab		5000	24/4	Hussen		5000
20/4	Shaban		2500	30/4	Balance c/d		48500
25/4	Ramadhan		3000				
			79500				79500
1/5	Balance b/d		48500				

BANK STATEMENT

DATE	DETAILS	DR	CR	BALANCE
1/4	Balance b/d			60000
6/4	cheque		9000	69000
24/4	Hamis	10000		59000
26/4	credit transfer		6000	65000
27/4	bank charges	8000		57000
	cheque	2500		59500

REQUIRED;

40. ADJUSTED CASH BOOK

40. BANK RECONCILIATION STATEMENT

41. prepare a bank reconciliation statement from the given information

DR**CASHBOOK****CR**

DATE	DETAIL	F	AMOUNT	DATE	DETAILS	F	AMOUNT
1/6	balance b/d		14100	8/6	salma		1800
7/6			620	12/6	issa		5190
16/6	aisha		750	18/6	mussa		4100
28/6	farida		2240	20/6	daudi		220
30/6	Luqman		5820	30/6	Balance c/d		15910
	Yusuph		23530				23530
1/7	Balance c/d		15910				

BANK STATEMENT

DATE	DETAILS	DR	CR	BALANCE
1/6	balance b/d			14100
7/6	cheque{ aisha}		620	14720
8/6	salma	1800		12920
16/6	cheque		750	13620
17/6	issa	5190		8480
18/6	mussa	4100		8070
28/6	cheque		2240	10370
29/6	standing order	520		9790
30/6	credit transfer		640	10430
30/6	bank charges	430		10000

The following information was obtained from the books of Liegwa co. ltd on 30th November, 2018.

Shs.

Bank statement balance

5,350

Cash book balance		6,160
Bank charges		110
Cheque banked but not yet credited:		
Chakupewa	430	
Likomwele	950	
Nandonde	1,350	
Nyurahe	770	
Periodic receipt under 'standing order'		1,250
Dishonoured cheque (R. Muanya)	1,350	
Cheques issued but not yet presented:		
Mwenda	620	
Ntomela	1,400	
Uchebe	880	

You're required to:

42. Update the cash book
43. Prepare bank reconciliation statement
44. The following information was drawn from the books of Mr. Sakaya on 30th April 2015.

Details	Tshs.	
Capital	11,400,000	
Furniture and fitting	1,800,000	
Debtors	3,120,000	
Stock	1,800,000	
Net profit	6,560,000	
Land and buildings	8,480,000	
Cash at bank	1,000,000	
Cash in hand	500,000	
Drawings	2,860,000	
Creditors	1,600,000	
Cash in hand	30,000	

Use the given information to prepare Mr. Sakayas's Balance sheet at 30th April 2015.

45. What is the statement of financial position?
46. Mention key element of statement of financial position
47. What is an income statement?
48. Mention importance of preparing income statement
49. Financial statement is very important to different people who are interested in a particular business. Explain in detail about the people who are users of that information
50. What are the objectives of bookkeeping?
51. Mention importance of studying bookkeeping in our daily life.
52. What is bank reconciliation?
53. What is bank statement?

Define the following terms as used in bookkeeping

54. Dishonored cheque
55. Uncredited cheque
56. Unpresented cheque
57. Bank charge
58. Standing order
59. Error in bookkeeping.
60. Bank overdraft
61. Adjusted cash book
62. Un adjusted cash book

On 31st December 2007, the cash book balance of pharaoh was Tsh. 25,370/= where the bank statement showed a credit balance of Tsh. 25, 670/=. In comparing these two balances, the following were discovered;

- (a) Cheques not yet presented for payment Tsh. 12,340/=
- (b) Cheques paid into the bank but not yet credited by the bank account Tsh.
12,160/=

(c) Items shown in the bank statement but not yet entered in the cash book were as follows:

- i. Bank charges Tsh. 240/=
- ii. Standing order Tsh. 460/=
- iii. Dividends collected by the bank Tsh. 820/=

Required:

- 63. Bring the cash book to date to show the correct cash book balance.
- 64. Prepare a bank reconciliation statement starting with the adjusted cash book balance
- 65. The following transactions belong to Mjomba trader's co. ltd, for the month ended 31st January 2008.

- January 1st Cash balance Tshs 140,000/=
- " " 1st Bank overdraft Tshs 15,000/=
- " " 3rd Cash purchases Tshs 10,000/=
- " " 4th Paid cash into bank Tshs 15,000/=
- " " 5th Cash sales to date Tshs 10,000/=
- " " 6th Withdrew cash for office use Tshs 12,000/=
- " " 7th Withdrew cash for personal use Tshs 4,000/=
- " " 8th Paid cash into bank Tshs 30,000/=
- " " 9th Cash drawings Tshs 45,000/=
- " " 10th Paid cheque to James Tshs 10,000/=
- " " 11th Received cheque from bank Tshs 15,000/=

You are required to open two column cash book and bring down the balance as at 1st February 2008.

Candidate's Exam

Number... ..

66. Write up a petty cash book from the particulars using separate columns

- 1. Postage and telegrams
- 2. Carriage
- 3. Stationery

Balance the book and restore the imprest as at 23th January 2019

DATE	DETAILS	AMOUNT
Jan 4	Balance in hand	1,500
Jan 4	Paid for postage stamps	150

67. Mention any important source documents were a bookkeeper obtain information to prime books of

68. Outline the five that a bookkeeper follow in bookkeeping

Jan 5	Paid for stationery	350
Jan 5	Paid for carriage	150
Jan 6	Paid for postage stamps	150
Jan 7	Paid for telegrams	150
Jan 7	Paid for carriage	170
Jan 8	Paid for stationery	150
Jan 8	Received from the chief cashier	1,270

five

prepare entry

steps should

69. What is a credit note?

70. Mention four reasons that can make customer to return goods to the supplier.

71. Define the term double entry in bookkeeping.

72. What is nominal account?

73. What is real account?

74. What is personal account?

75. Explain the meaning of trial balance

76. Explain the meaning of book of prime entry

77. Mention books of prime entry

78. Distinguish balance carried down from balance brought down

79. Differentiate between asset and liability

80. Give the difference between closing inventory and opening inventory

81. What is the ledger?

82. List type of ledger.

83. Give the difference between creditors and debtors.

84. Mention five advantage of trial balance

85. What is income statement?

86. mention five causes of disagreement between cash book and bank statement
87. Mention five importance of bank reconciliation
88. mention four features of cash book
89. explain the meaning of contra entry as used in bookkeeping
90. Mention five advantages of two column cash book
91. How do you understand the term discount?
92. Mention types of discount
93. What is cash book?
94. Mention types of cash book
95. Explain the meaning of cash book
96. What is financial statement?
97. What is the purpose of preparing financial statement?
98. list down six types of subsidiary books
99. Explain the meaning of sundry debtors as used in bookkeeping.
100. By using a formula explain relationship between asset, liability and capital and draw a format of how can be used to show financial position of the business entity.