PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

JOINT INSPIRING EXAMINATIONS FOR PRIVATE SECONDARY SCHOOLS

(JIEPSS)

FORM TWO JOINT TERMINAL EXAMINATION

CODE 062 **BOOK-KEEPING**

Time: 2:30 Hours **May/ June 2025**

INSTRUCTIONS

1. This paper consists of section A, B and C with a total of nine (9) questions.
2. Answer **all** questions in each section
3. Section A carries fifteen (15) marks and B carries forty (40) marks and section C carries forty five (45) marks
4. All writings must be in blue or black ink
5. All answers must be written in the spaces provided
6. Calculators, cellular phones and any unauthorized materials are **not** allowed in examination room.

FOR EXAMINER'S USE ONLY		
QUESTION NUMBER	**MARKS**	**EXAMINER'S SIGNATURE**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
TOTAL MARKS		

SECTION A (15 MARKS)

Answer all questions

1. **For each of the items (i)-(x), choose the correct answer from among the given alternatives and write its letter in the box provided.**

(i) Which of the following is best describes as fixed assets?

A. Expensive items bought for the business

B. Items having long life and not bought for resale

C. Items which will not wear out quickly

D. Items bought to be used by the business

(ii) What is a cash receipt?

A. Is a documentary evidence for cash paid

B. Is a documentary evidence for sale of goods

C. Is a documentary evidence for cash received

D. Is a documentary evidence for purchase of goods

(iii) How does the contra entry occur?

A. When double entry is completed within the cash account

B. When double entry is completed with the bank account

C. When the double entry is completed within the same book

D. When double entry is completed within the same account

(iv) Which of the following should not be called sales?

A. Sales of unwanted furniture

B. Sales of goods on credit

C. Cash sales

D. Sales of goods

(v) The following are sources of documents:

A. Sales, Credit note, Cheques

B. Cheques, Invoice, Cheques paid

C. Credit note, Debit note, Cash

D. Invoices, Cash receipt, Debit note

(vi) In which column do need to record the discount associated with a creditor?

A. Discount allowed B. Discount received C. Credit bank D. Payments

(vii) Which of the following is given to traders only?

A. Cash discount

B. Trade discount

C. Quantity discount

D. Settlement discount

(viii) Working capital means

A. Total of fixed assets plus current assets

B. Excess of the current assets over current liabilities

C. Amount of capital invested by the proprietor

D. Capital less drawings

(ix) Given a cash float is TZS. 300,000/= if TZS 267,000/= has been spent in the period, how much will be reimbursed at the end of that period?

A. TZS 267,000

B. TZS 300,000

C. TZS 33,000

D. TZS 567,000

(x) Which of the following is listed in the bank statement but not in the customer's cash book?

A. Standing order

B. Opening balance in the cash book

C. Uncredited cheque

D. Undebited cheques

i	**ii**	**iii**	**iv**	**v**	**vi**	**vii**	**viii**	**ix**	**x**

2. Match the items in List A with the responses in List B by writing the letter of the correct response below the item number in the table provided;

COLUMN A	**COLUMN B**

i. These are payments made by a firm or person through cheque but they are not yet sent by customers to the bank to effect those payments. ii. These are payments received by a firm or person by cheque but they are not yet passed through the banking system. iii. These are fees deducted by the bank for different services made on the current account. iv. These are payments made by the customer firm direct to the bank account of supplier firm. v. These are payments directed by the account holder to be made by the bank on his behalf.	A. Standing order B. Dishonored cheques C. Unpresented cheques D. Errors E. Uncredited cheques F. Dividends G. Direct transfers H. Bank charges

i	ii	iii	iv	v

SECTION B (40 MARKS)

Answer all questions

3. Show where the original information in the books of prime entry are to be found:

S/N	BOOKS OF PRIME ENTRY	SOURCE OF INFOMATION
i	Sales journal	
ii	Purchases journal	
iii	Sales returns journal	
iv	Purchases returns journal	
v	Cash book	

4. Record the following transactions in the purchases returns daybook for the month of July 2020.

July 8 Returned to Tom LTD and received credit note number 06569:
2 bags of rice (5kgs), @ TZS 10,000 because they had expired.
4 bags of sugar (5kgs), @ TZS 15,000 because they had expired.
July 18: Returned to Asha and received credit note number 03447:
4 boxes of pens @ TZS 2,000 because they were of the wrong specification.
1 carton of ruled papers @ TZS 30,000 because it was not ordered.
July 29: Returned to Katabo and received credit note number 02940: Goods worth TZS 14,800 were spoiled.

5. Complete the following table by showing the account to be debited and the account to be credited.

S/N	NATURE OF TRANSACTION	ACCOUNT TO BE DEBITED	ACCOUNT TO BE CREDITED
i.	Repaid P. Mkombozi's loan by cash		
ii.	Paid a creditor, T. Wanjara, by cheque		
iii.	Bought a solar equipment on credit from Light Swebe Ltd		
iv.	A loan in cash is received from L. washee		
v.	Paid salary by cheque		

6. Elaborate five (5) reasons on why goods are returned to the supplier

(i) ……………………………………………………………………………………………….

……………………………………………………………………………………………..

(ii) ………………………………………………………………………………………………

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(iii)……………………………………………………………………………………………..

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(iv)……………………………………………………………………………………………...

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(v) ………………………………………………………………………………………………………

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SECTION C (45 MARKS)

Answer **all** questions in this section

7. The following is a summary from Njama enterprises cash book for the month of September 2021.

DR Cash book CR

date	particulars	folio	amount	date	Particulars	Folio	Amount
1/9/21	Balance	b/d	4,221,000		Payments		45,560,00
	receipts		45,219,000		balance	c/d	2,880,000
			49,440,000				**49, 440,000**
	Balance	b/d	2,880,000				

Njama received a bank statement on 5th October 2021 and discovered that:

(i) The bank statement shows a credit balance of TZS 219,000 as at 30th September 2021

(ii) Bank charges TZS 105,000 for the month of September 2021 were not entered in the cash book

(iii) Dividend amounting to TZS 282, 000 was collected by the bank during September 2021

(iv) A cheque of TZS 54,000 received from Salim and deposited into the bank during the month was dishonored by Salim's Bank

(v) Cheques paid to suppliers TZS 642,000, TZS 1,110,000 and TZS 90,000 have not been presented for payment.

(vi) Deposits of TZS 4, 626, 000 made on 30th September were not credited by the bank until 2nd October.

REQUIRED: Prepare a bank reconciliation statement as 31/12/2021:

(a) Starting with the balance as per cash book

(b) Starting with the bank statement balance

7. Monica, a sole trader, commenced her business with Capital TZS 200,000 in cash and TZS 150,000 at bank in 1st April 2021.

April 3. Bought goods for cash TZS. 100,000 and by cheque TZS. 90,000

5 Sold goods for cash TZS. 300,000; by cheque TZS. 200,000

10 Banked cash TZS. 250,000

14 Received Loan from Ipyana cash TZS. 50,000; by cheque TZS. 40,000

20 Paid wages for cash TZS. 50,000

22 Bought goods for cash TZS. 150,000; by cheque TZS. 100,000

25 Cash sales TZS. 450,000 26 Paid insurance by cheque TZS. 25,000

27 Withdraw cash from bank TZS. 100,000 for business uses

28 Sold goods for cash TZS. 150,000, by cheque TZS. 100,000

REQUIRED: Prepare a double column cash book, and bring down the balance

8. The following trial balance was extracted from books of Tyson on 30 April 2021. Prepare his income statement for the year ending 30 April 2021 and the statement of financial position as at that date.

Details	**Debit (Dr)**	**Credit (Cr)**
Sales		154,320,000
Purchases	75,867, 200	
Inventory 1st may 2020	16,531,200	
Carriage outwards	2,391,200	
Carriage inwards	3,880,800	
Sales returns	7,732,800	
Purchases returns		6,426,000
Salaries and wages	11,336,400	
Motor expenses	16,396,800	
Rent	18,547,200	
Rates	6,144,000	
Sundry expenses	13,442,400	
Motor vehicle	34,880,000	
Fixture and fittings	9,920,000	

Account receivable	17,492,400	
Account payable		15,654,000
Cash at bank	29,651,200	
Cash in hand	1,144,000	
Drawing	14,460,000	
Capital		103,417,600
TOTAL	279,817,600	279,817,600

Inventory on 30th April 2021 was 17,997,600.