PRIME MINISTER'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

DAR ES SALAAM AND GEITA REGIONS

FORM FOUR INTERSCHOOL PRE – MOCK EXAMINATION

062 **BOOK KEEPING**

(For Both School and Private Candidates)

Time: 3:00 Hours **APRIL, 2026**

Instructions

1. This paper consists of section A, B and C with total of **nine (9**) questions.
2. Answer **all** questions.
3. Section A carries fifteen **(15) marks**, section B carries Seventy **(40) marks** and section C carries fifteen **(45) marks**.
4. All answer must be written in the answer sheets provided.
5. All writings must be in **blue** or **black** pen except drawings which must be in pencil.
6. Non programmable **calculators** may be used
7. Cellular phones and any unauthorized materials are **not** allowed in examination room.
8. Write your ***Examination Number*** on every page of your answer sheet (s).

SECTION A (15 Marks)

Answer **all** questions in this section

1. For each of the following items (i) – (x), choose the **best** correct answer from the given alternatives and write its letter beside the item number in the answer sheet provided.

(i) One of the accounting principle states that, "business enterprise will not be closed down shortly" is known as:-

A. Going concern concept
B. Historical cost concept
C. Money measurement concept
D. Dual aspect concept.
E. Accruals concept

(ii) Which of the following are the examples of revenue expenditure?

A. Purchases of Furniture and payment for electricity bill in cash
B. Repair of van and petrol costs for van
C. Buying machinery and paying for installation costs
D. Electricity costs of using machinery and buying van.
E. Buying van and petrol costs for van

(iii) Which of the following errors would be disclosed by the Trial Balance?

A. Credit sales of TZS 800,000/= entered in the books as TZS 80,000/=
B. Cheque for TZS 97,000/= from Ninja entered in his account as TZS 79,000/=
C. Cash sales TZS 400,000 were completely omitted in the books
D. Selling expenses TZS 460,000 had been debited to sales Account.
E. A purchase of goods worth TZS 90,500/= omitted from the books.

(iv) Mr Njau the owner of "MANENO YENYE MAANA CO LTD" separates his business transactions from his personal transactions. What accounting concept does he apply?

A. Historical cost concept
B. Going concern concept
C. Business entity concept
D. Money measurement concept.
E. Accounting periods concept

(v) How would you categorize the Rent received in advance in the statement of financial position of an organization?

A. Current liability
B. A non-current liability
C. A current asset
D. A non-current asset
E. Capital

(vi) Manji and Bakhresa were arguing on the primary and basic reason of preparing Control accounts. As form three student taking business studies, what is the basic reason for writing up control accounts among the following reasons?

A. Control accounts issued for internal control as back up document.
B. Control accounts used as a tool for preparing financial statement.
C. Control accounts used to determine a reliable financial position
D. Control accounts used to present a list of balances at one place.
E. Control accounts used to check arithmetical accuracy of double entry.

(vii) **Mwaija** bought 100 items of TZS 5,000 each and has been given a 25% trade discount. What amount would she pay?

A. TZS 735,000
B. TZS 375,000
C. TZS 573,000
D. TZS 625,000
E. TZS 125,000

(viii) What is the statement used to verify the correctness of the cash book balance and bank statement balance?

A. Trail balance statement
B. Statement of financial position.
C. Asset and capital statement
D. Bank reconciliation
E. Financial statement

(ix) If an accumulated provision for depreciation account is in use, the entries for the year`s depreciation would be:-

A. Debit asset account, Deduct from income statement
B. Credit provision for depreciation account, debit income statement
C. Credit assets account, debit provision for depreciation account
D. Deduct from income statement, debit provision for depreciation account
E. Add to income statement, credit assets account

(x) In a sales ledger control account returns inwards should be shown as: -

A. A debit and credit items. C. A credit item
B. A debit item. D. A balance carried forward. E. A balance brought forward.

2. Match the accounting details in **Column A** with the responses in **Column B** by writing the letter of the correct responses besides the item number in the answer sheet 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 affect those payments.	A. Direct transfers B. Bank charges C. Un presented cheques D. Un credited cheques E. Standing order
(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 directed by the account holder to be made by the bank on his behalf.	
(v)	These are payments made by the customer firm direct to the bank account of supplier firm.	

SECTION B (40 Marks)

Answer **all** questions in this section

3. Manjawa business enterprises prepares its financial statements annually to 31st December, had the following debts which were written off as bad debts:-

February 25, 2024, Maganga TZS 164,000
May 28, 2024, Farouk TZS 124,000
September16, 2024 Mayasa TZS 232,000

On 1st January 2024 the business had a balance of TZS160,000 on the provision for bad debts account. At 31st December 2024, the business decided to increase a provision for bad debts to TZS 200,000 and Total debtors amounted to TZS 4,800,000 after deducting bad debts.

Required: Prepare for the year ended 31st December, 2024

i) Bad debts account
ii) Provision for bad debts account

4. When extracting the trial balance of Hohe hahe Co. Ltd as at 31st December, 2023 the total of debit exceeded the total credit by TZS 952,000:-

After deep investigation the following errors were discovered:-

(i) Rent received had been overcast by TZS 60,000
(ii) Returns outward account had not been credited with TZS 245,280
(iii) A payment by a debtor of TZS 600,000 by a direct bank transfer had not been entered in the debtor account.
(iv) Cash purchases of TZS 9,280 had been recorded in the cash book only.
(v) TZS 88,000 received from a debtor had been debited to his account

Required:

Show the necessary journal entries to correct the above errors and prepare suspense account duly balanced

5. The following information was extracted from the books of Njia ndefu Enterprises for the month of August 2024.

			TZS
Sales ledger balance	August 1:	DR	3,595,240
		CR	141,460
Purchases ledger balance	August 1:	DR	71,566
		CR	3,305,280
Credit purchases			3,158,144
Cash purchases			2,500,500
Credit sales			3,815,636

Cash sales	8,570,000
Cheque received from customers	2,915,550
Cheque paid to suppliers	3,159,860
Petty cash paid to creditors	30,492
Petty cash received from debtors	53,328
Bad debts	40,920
Return outwards	44,000
Return inwards	43,494
Discount allowed	669,548
Discount received	282,700
Debt collection expenses charged to debtors	14,630
Interest charged by creditors	21,472
Debtors' cheque dishonored	74,360
Interest charged to debtor on an overdue account	34,012
Sales ledger debit balance transferred to purchases ledger	50,160
Sales ledger balance: August 31 (Credit balance)	78,980
Purchases ledger balance: August 31 (Debit balance)	40,920

Required:
Prepare Njia Ndefu's sales ledger control account and purchases ledger control account for the month of August 2024.

6. **Mr. Magwaja Co.** Ltd, provided for depreciation on its Plants at the rate of 20% per annum on cost. It charges full depreciation in the year of purchase but no depreciation is charged in the year of disposal, financial statements are prepared annually on 31st December.
The following information relate to its transaction for the period of three years ending 31st December, 2023:-
2021: 1st January: Bought Plant A for cash TZS 200,000.
1st July: Bought Plant B for cash TZS 120,000.
2022: 31st March: Bought Plant C for cash TZS 160,000.
2023: 7th October: Sold Plant A for cash TZS 110,000.
5th November: Bought Plant D for cash TZS 240,000.

Required-:
Use the information provided above to prepare the Plant account and Provision for depreciation account for the three years ending 31st December, 2021, 2022 and 2023

SECTION C (45 marks)

Answer **all** questions from this section

7. The following information was available from the trial balance of MAGOIKA Enterprises as at 31st August 2021.

Details	Dr "000"	Cr "000"
Sales		725,000
Account receivable ana Account payables	82,500	63,500
Carriage Outwards	2,400	
Wages(direct TZS 90,000,000, Indirect TZS 60,300,000)	150,300	
Carriage inward on raw materials		
Purchases of raw materials	1,400	
General factory expenses	175,000	
Lighting	16,000	
Factory power	3,300	
Capital as at 1st Sept, 2020	7,800	
Drawings		
Production machinery(cost TZS 115,000,000)	9,000	
		152,500
Accounting machinery(cost TZS 2,000,000)	90,000	
Inventory at 1st, Sept,2020	1,200	
Raw material		
Finished goods	9,500	
Work in progress	17,500	
Administration salaries	5,000	
Sales representative's salaries	27,000	
Commission on sales	12,500	
Rent	4,900	
Insurance	6,000	
Genera administration expenses	2,250	
Cash at bank		
Cashing hand	6,200	
Bankcharges	301,000	
Discount alowed	3,700	
Royalties	1,300	
	2,250	
	3,000	
	941,000	941,000

Additional information:

(a) Inventory balances as at 31st August 2021 Raw materials TZS. 13,000,000 Finished goods TZS 19,000,000 Work in progress TZS 9,000,000

(b) Light, rent and insurance are to be apportioned: factory 2/3 and administration 1/3 (c)Depreciation on productive and accounting machinery is at 10% on cost

Required: prepare

(a) Statement of manufacturing cost (b)Manufacturing income statement

(C)Statement of financial position or a manufacturing firm as at 31st, August 2021.

8. Mr.Mbuji consigned goods costing TZS 1,300,000 to Mr. Msangi and incerred TZS 120,000 for packing, TZS 25,000 for carriage and TZS 50,000 for freight. Mr.Msangi received the products and spent TZS 250,000 for storage.Mr. Msangi sold 1/2 of the products forTZS 1,800,000 of which he was entitled to a commission of 6%. His sales expenses amounted to TZS 20,000.

Required: Prepare goods sent on consignment account and consignment to Mr. Msangi account after showing your calculations of the unsold stock

9. The following trial balance was taken from the records of Lyimo Enterprise, as at 31st December 2023.

Komando Enterprise
Trial balance as at 31 December 2021

Details	Debit(TZS)	Credit(TZS)
Inventory at 1st January 2023	236,000	
Debtors and Creditors	184,000	132,000
Sales		1,229,200
Land and Building	234,000	
Rent received		54,000
Capital		632,000
Wages and Salaries	114,900	
Furniture	173,000	
Motor van	200,000	
Cash at bank	36,000	
Discount allowed	12,000	
Electricity bill	124,000	
Drawings	82,000	
Carriage outward	24,500	
Stationery	76,400	
Commission received		61,500
Insurance	42,900	
Purchases	569,000	
Total	**2,108,700**	**2,108,700**

Additional information as at 31st December 2023

i) Inventory was TZS 24,100

ii) Prepaid insurance TZS 4500

iii) Furniture and Motor van to be depreciated by 20% p.a

iv) Electricity bill was paid from 1st January 2023 up to 30th October 2023

v) Rent received in advance TZS 12,800.

vi) During the year 2023 Lyimo took goods from his business costing TZS 76,000 for private use.

Required:

Prepare Lyimo Enterprise income statement for the year ended 31st December 2023 after considering the above adjustments and the statement of financial position as at 31st December 2023