

PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

DARES SALAAM REGION

FORM FOUR MOCK EXAMINATION - 2025

BOOK KEEPING

CODE 067

TIME 3:00 HOURS

Wednesday 23rd July 2025 P.M

INSTRUCTIONS

1. This paper consists of section **A, B** and **C** with a total of **nine (9)** questions.
2. Answer **all** question in section A, B and C.
3. Section A carries **fifteen (15)** marks, section B carries **forty (40)** marks and C carries **forty-five (45)** marks.
4. Non programmable calculators may be used
5. Communication devices and any unauthorized materials are **not** allowed in the examination room.
6. Write your **Examination Number** on every page of your answer booklet (s)

This paper consists of 5 printed pages

SECTION A 15 Marks

Answer **all** question in this section

1. For each of the following items (i – x), choose the correct answer from the given alternatives and write its letter beside the item number in the answer booklet provided.
- i. Identify the name of the statement prepared and sent by the consignee to the consignor showing the goods sold, price realized, expenses incurred, commission payable and the amount due from the consignee.
 - A. Proforma invoice
 - B. Account sales
 - C. Delivery note
 - D. Price list
 - E. Consignment note
 - ii. A firm bought a machine worth Tzs 3,200,000. It is to be depreciated at a rate of 25% using the reducing balance method. Calculate the remaining book value of the machine after two years.
 - A. TZS 1, 600,000
 - B. TZS 1,800,000
 - C. TZS 2,400,000
 - D. TZS 2, 600,000
 - E. TZS 1, 400,000
 - iii. How is the term prime cost in statement of manufacturing cost categorized?
 - A. The sum of all direct costs.
 - B. The sum of all indirect costs.
 - C. The sum of all direct and indirect costs
 - D. The sum of all costs of completed product
 - E. The sum of all costs of work in progress
 - iv. Which of the following are internal users of the accounting information?
 - A. Tax authorities
 - B. Local government
 - C. Public companies
 - D. Employees
 - E. Donors
 - v. A contra item is where;
 - A. Cash is banked before is has been paid out
 - B. The proprietor has repaid capital in cash
 - C. Double entry is completed within the cash book
 - D. Sales have been paid by cash
 - E. Purchases have been made by cash.
 - vi. Carriage inwards is charged to the income statement because;
 - A. It is not part of double entry
 - B. It is expenses connected with purchases of goods
 - C. It should be recorded in the Balance sheet
 - D. Carriage outwards goes in the income statement
 - E. Carriage inwards is a part of income
 - vii. An error caused by debit Bakari's account instead of Bakari's account instead of Baraka's account, This error is called
 - A. Errors of original entry
 - B. Errors of commission
 - C. Errors of omission
 - D. Errors of principle
 - E. Errors of complete reversal of entry

- viii. What would be the double entry for cash withdrawn from bank for office use TZS 700,000
- Debit drawings TZS 5 700,000, credit cash TZS 700,000
 - Debit cash account, credit drawing TZS 700,000
 - Debit Bank account, credit cash account
 - Debit sales account, credit Bank account
 - Debit cash account TZS 700,000, credit Bank account TZS 700,000
- ix. The student of book – keeping at Bravo secondary school were asked by their teacher to mention method which are used in calculating depreciation of non – correct assets. Which of the following is not a method of calculating depreciation?
- Fixed installment method
 - Machine hour rate method
 - Units of output method
 - Appreciation method
 - Sum of year digits method
- x. What would you consider to be the main source of government revenue?
- Royalties
 - Penalties
 - Taxes
 - Fees
 - Dividends

2. For each of the item (i – v) match the descriptions in **column "A"** with their corresponding name in **Column "B"** by writing the letter of the correct response beside the item number in the answer booklet provide.

COLUMN A		COLUMN B
i.	The concept which separate business affairs from business ownership	A. Dual Aspect concept
ii.	The concept which assumes that business operations will continue for a long period of time without ceasing	B. Historical cost concept
iii.	The concept assumes that every transaction has two aspects and each aspect must be recognized and recorded in the books of account	C. Business entry concept
iv.	The concept that all assets are recorded in the books of accounts at their purchases price.	D. The going concern concept
v.	The concept state that once the business choose and uses a particular accounts method or policy	E. Matching concept
		F. Prudence concept
		G. Objectivity concept
		H. Consistency

SECTION B (40 Marks)

Answer **all** questions in this section

3. Mr. Suluhu is a business person who does not appreciate the preparation of trial balances. He believes that once Ledger balances are established, he can go direct to the preparation of financial statements. In five (5) points you are required to write a brief note explaining to him the importance of a trial balance for his business.
4. Majawila a sole trader keeps his petty cash book on the imprest system and the imprest amount is 700,000/=
- The petty cash transaction for the month of January 2025 were as follows;-
- January 1st, 2025 petty cash in hand TZS 45,000/=
- January 1st, 2025 petty cash restored to imprest amount.
- January 2nd, 2025 paid wages TZS 100,000/=
- January 5th, 2025 Bought 2 boxes of pen each TZS 15,000/=
- January 10th, 2025 Paid bus fare TZS 20,000/=
- January 17th, 2025 Paid wages TZS 100,000/=

January 20th, 2025 Paid cash to Kasimu a creditor TZS 50,000/=

January 25th, 2025 Purchased exercise book for TZS 10,000/=

January 26th, 2025 Bought two reams paper at TZS 9,000/= each
And paid TZS 1,500/= for bus fare.

January 28th, 2025 Paid Musa a supplier TZS 40,000/=

January 31st, 2025 He received the amount to bring petty
Cash balance up to TZS 700,000/=

Required:

Prepare his petty cash book for the month of January.

5. On 30th April 2022, Ahmad Mwanaume wa Shoka cash book (Bank column) showed a debit balance of TZS 350,000/= His bank balance as per bank statement for April showed a Credit balance of TZS 417,500/= at the same day.

(i) The bank had deducted TZS 12,500/= being cheque book and ledger fees. Also the bank had paid his landlord for office rent TZS 100,000/= motor insurance TZS 87,500/= As per his standing order. Ahmad Mwanaume wa Shoka Did not have there items in his cash book.

(ii) On 15th April the bank credited his account with TZS 25,000/= Being dividend on shares held in Wanawake Enterprise by Ahmad and also TZS 25,000/= being quarterly interest on fixed deposits. All these things were unknown to Mwanaume.

(iii) A debtor paid TZS 50,000/= directly in Mwanaume's bank account a fact unknown to him.

(iv) The following cheques paid out to creditors did not appear on the Bank statement sheet.

Cheque No.824691 TZS.250,000/=

Cheque No.824692 TZS.275,000/=

Cheque No.824791 TZS. 42500/=

(v) The following cheque deposited on 30th April did not appear on the Bank statement sheet.

Cheque No.005461 TZS.100,000/=

Cheque No.011583 TZS.300,000/=

You are required to show the corrected Ahmad Mwanaume wa Shoka's cash book and draw a bank reconciliation statement for the month of April.

6. Mr. Gift started a business several years ago. He did not keep proper book of accounts. On 1st January, 2025 he decided to start keeping records following the double entry system. From his previous memorandum records, he was able to come up with the following assets and liabilities.

Cash in hand		TZS.300,000/=
Cash at bank		TZS.1,200,000/=
Accounts receivable:	Ashatu	TZS. 240,000/=
	Ashura	TZS. 200,000/=
Accounts payable :	Makala	TZS. 480,000/=
	Salome	TZS. 640,000/=
Inventory		TZS. 250,000/=
Plant and equipment		TZS. 580,000/=
Shop fixtures and fittings		TZS.3,800,000/=
Motor vehicle		TZS.13,050,000/=
Premises		TZS.15,600,000/=

Required:

Enter the above balance in a journal proper and calculate the amount of capital.

SECTION C: (45 Marks)

Answer **all** questions in this section.

7. From the following information, prepare a sales ledger control account for the month of August, 2016

	TZS
August 1. Sales ledger debit balance	381,600
August 1. Sales ledger credit balance	2,200
August 31. Transaction for the month	
Cash received	10,400
Cheque received	623,900
Sales	709,000
Bad debts written off	30,600
Discount allowed	29,800
Returns inwards	66,400
Cash refunded to a customer who had overpaid his account	3,700
Dishonoured cheque	2,900
Interest charged by us on overdue debt	5,000
At the end of the month:	
Sales ledger – debit balance	242,900
Sales ledger – credit balance	400

8. You're a book keeper extracted a Trial balance on 31st December 2024 which failed to agree by 292,000/= a shortage on a credit side of the trial balance. A suspense account was opened for a difference. During the year the following errors made in 2023 were discovered:
- (i) TZS 55,000/= received from sales of office furniture has been entered in sales account.
 - (ii) Purchases day book had been overcasted by TZS 60,000/=
 - (iii) A private purchases of TZS 115,000/= had been entered in the business purchases.
 - (iv) Bank charge TZS 38,000/= entered in the cash book but have not been posted to bank charge account.
 - (v) A sales of goods to Bakari TZS 690,000/= was correctly entered in the sales account, but recorded in the personal account cash TZS 960,000/=
 - (vi) Both purchases return and the sales returns undercasted by TZS 100,000=
- The net profit TZS 11,370,000/= showed during the year 2024.

Required:

- (i) Open journal entries to correct the above errors.
- (ii) Prepare suspense account.
- (iii) Prepare corrected net profit.

9. White of London and Green of Glasgrow enter into a joint venture. White is to supply the goods and pay some of the expenses. Green is to sell the goods and receive the cash, and pay the remainder of the expenses. Profit are to be shared equally.

Details of the transaction are as follows .

White supplied the goods costing	TZS.1,800
White paid wages	TZS. 200
White paid for storage expenses	TZS. .160
Green paid for transport expenses	TZS. 120
Green paid selling expenses	TZS. 320
Green received cash from sales of the goods	TZS.3,200

Required:

- (a) Draw up personal accounts of the ventures as they would appear in the books of each venturer.
- (b) Draw up the memorandum joint venture account and wind up the joint venture.

SECTION C: (45 Marks)

Answer **all** questions in this section.

7. From the following information, prepare a sales ledger control account for the month of August 2016

	TZS
	381,600
	2,200
August 1. Sales ledger debit balance	
August 1. Sales ledger credit balance	10,400
August 1. Transaction for the month	623,900
August 31. Cash received	709,000
Cheque received	30,600
Sales	29,800
Bad debts written off	66,400
Discount allowed	3,700
Returns inwards	2,900
Cash refunded to a customer who had overpaid his account	5,000
Dishonoured cheque	
Interest charged by us on overdue debt	242,900
At the end of the month:	400
Sales ledger – debit balance	
Sales ledger – credit balance	

8. You're a book keeper extracted a Trial balance on 31st December 2024 which failed to agree by 292,000/= a shortage on a credit side of the trial balance. A suspense account was opened for a difference. During the year the following errors made in 2023 were discovered:

- (i) TZS 55,000/= received from sales of office furniture has been entered in sales account.
 - (ii) Purchases day book had been overcasted by TZS 60,000/=
 - (iii) A private purchases of TZS 115,000/= had been entered in the business purchases.
 - (iv) Bank charge TZS 38,000/= entered in the cash book but have not been posted to bank charge account.
 - (v) A sales of goods to Bakari TZS 690,000/= was correctly entered in the sales account, but recorded in the personal account cash TZS 960,000/=
 - (vi) Both purchases return and the sales returns undercasted by TZS 100,000=
- The net profit TZS 11,370,000/= showed during the year 2024.

Required:

- (i) Open journal entries to correct the above errors.
- (ii) Prepare suspense account.
- (iii) Prepare corrected net profit.

9. White of London and Green of Glasgrow enter into a joint venture. White is to supply the goods and pay some of the expenses. Green is to sell the goods and receive the cash, and pay the remainder of the expenses. Profit are to be shared equally. Details of the transaction are as follows .

White supplied the goods costing	TZS.1,800
White paid wages	TZS. 200
White paid for storage expenses	TZS. 160
Green paid for transport expenses	TZS. 120
Green paid selling expenses	TZS. 320
Green received cash from sales of the goods	TZS.3,200

Required:

- (a) Draw up personal accounts of the ventures as they would appear in the books of each venturer.
- (b) Draw up the memorandum joint venture account and wind up the joint venture.