



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE
FACULTY OF BUSINESS AND SOCIAL STUDIES

DEPARTMENT OF LIBERAL STUDIES AND COMMUNITY DEVELOPMENT

CERTIFICATE IN COMMUNITY DEVELOPMENT AND COUNSELING CCDC A09

END OF SEMESTER EXAMINATIONS

APRIL/MAY 2010 SERIES

CCD 127 : BOOK-KEEPING

TIME: 2 HOURS

Instructions

1. This paper contains **TWO** sections A & B.
2. Answer **ALL** Questions in Section A.
3. Attempt Any **TWO** Questions from Questions from Section B.
4. Strictly observe **ALL** examination Rules.

SECTION A

Question ONE

- (a). Explain the purposes of the following source documents in book-keeping.
- (i). An invoice **(4 Marks)**
 - (ii). A Receipt **(3 Marks)**
 - (iii). Delivery note **(3 Marks)**
 - (iv). Credit note **(3 Marks)**
 - (v). Quotation **(3 Marks)**
- (b). Define the following terms:
- (i). Book-keeping **(2 Marks)**
 - (ii). Contra-entry **(2 Marks)**
 - (iii). Drawings **(2 Marks)**
 - (iv). Transaction **(2 Marks)**
 - (v). Fixed assets **(2 Marks)**
 - (vi). Revenue expenditure **(2 Marks)**
 - (vii). Balance sheet **(2 Marks)**

SECTION B

Question TWO

Write up three-column cash book for Mr. Kariuki from the details given below.

(20 Marks)

2002

June 1	-	Balance b/f	cash Shs.3,600 Bank Shs.7,500
June 3	-	Bought goods by cheque	Shs.2,000.
June 4	-	Banked cash	shs.1,800.
June 15	-	paid Njeri by cheque	Sh.1,500 and received a cash discount of 3%.
June 17	-	Cash Drawings	Sh.500.
June 20	-	Received cheque from Mr. Ria	Sh.4,000 less 5% cash discount.
June 22	-	Bought office furniture by cheque	Sh.3,000.
June 26	-	Paid Mr. Khan	Sh.768 after a discount of Sh.32 cash.
June 29	-	Received cash	Sh.1,455 from Mr. Mtoto after allowing a discount of Sh.95.
June 30	-	Paid wages in cash	Sh.1,000.

Question THREE

(a) Using the Balance Sheet equation, fill in the missing blanks:

	Capital	Assets	Liabilities
(i).	80,000	170,000	?
(ii).	100,000	?	300,000
(iii).	?	300,000	160,000
(iv).	90,000	200,000	?
(v).	250,000	?	460,000

(5 Marks)

(b). Below is a summary of the petty cash transactions of Miriam Ltd. for the month of May 2006.

May 1 st	Received from cashier Sh.600 as petty cash float.	
May 2 nd	Postages	Shs.36
May 3 rd	Travelling	Shs.24
May 4 th	Cleaning	Shs.30
May 7 th	Petrol for Delivery Van	Shs.44
May 8 th	Travelling	Shs.50
May 9 th	Stationary	Shs.34
May 10 th	Cleaning	Shs.30
May 14 th	Postage	Shs.10
May 15 th	Travelling	Shs.16
May 18 th	Stationery	Shs.18
May 19 th	Cleaning	Shs.46
May 20 th	Postage	Shs.26
May 24 th	Delivery Van Service	Shs.86
May 26 th	Petrol	Shs.36
May 27 th	Cleaning	Shs.42
May 29 th	Postage	Shs.10
May 30 th	Petrol	Shs.28

Required

Rule up a suitable petty cash book with analysis columns for expenditure on cleaning, motor vehicle expenses, postage, stationery, travelling to enter the month transactions and enter the amount needed to restore the imprest at the end of the month. **(15 Marks)**

Question FOUR

(a). Prepare a balance sheet (Vertical column) from the following list of items of Mr. Nondi on 31st Dec. 2001 show within the body of the balance sheet the totals of:

- (i). Fixed Assets
- (ii). Current Assets
- (iii). Working Capital
- (iv). Capital Employed

- (v). Owners Capital
- (vi). Borrowed Capital

ITEMS	(AMOUNT) Shs.
Buildings	200,000
Capital	308,000
Motor Vehicles	80,000
Office Furniture	20,000
KCB Loan	50,000
Stock	58,000
Debtors	50,000
Creditors	46,000
Cash in hand	8,000
Bank Overdraft	12,000

- (b). Explain any **FIVE** uses of accounting information. **(10 Marks)**
(10 Marks)