



# EXAMINATIONS COUNCIL OF SWAZILAND JUNIOR CERTIFICATE EXAMINATIONS

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

**BOOKKEEPING AND ACCOUNTS  
Paper 2**

**520/02  
October/November 2012  
2 hours**

## READ THESE INSTRUCTIONS FIRST

1. Answer all questions.
2. Write your answers using a dark blue or black pen in the spaces provided.
3. No additional or special ruled paper is provided
4. Special attention must be paid to **legibility** and **neatness**
5. Calculators may be used.
6. Marks allocated to each question or part question are shown in brackets [ ] at the end of each question or part question.
7. Name(s) of businesses/persons used in this paper are fictitious.

For Examiner's use	
1.	
2.	
3.	
4.	
5.	
<b>TOTAL</b>	

This question paper consists of **16** printed pages.

**QUESTION 1**

(a) Briefly define the following terms:

(i) Bookkeeping .....  
.....  
..... (2)

(ii) Capital .....  
.....  
..... (2)

(iii) Transaction .....  
.....  
..... (2)

(iv) Drawings .....  
.....  
..... (2)

(b) Identify the source document for each of the following transactions:

(i) Goods sold for cash ..... (1)

(ii) Goods bought on credit ..... (1)

(iii) Goods returned by customers ..... (1)

(iv) A reminder to the customer to pay ..... (1)

(c) Record the following transactions in the purchases journal and post to the relevant ledgers.

2011

May 16 Goods purchased from D. Cele for E2 000 less 10% trade discount.  
28 Received an invoice from T. Ntuli for goods bought E4100.

(i)

Purchases Journal


(3)

(ii) ..... Ledger <b>[1]</b>											
D. Cele Account											
											<b>[1]</b>
T. Ntuli Account											
											<b>[1]</b>
(iii) ..... Ledger <b>[1]</b>											
Purchases Account											

[1]

[5]

**[Total 20 ]**

**QUESTION 2**

For Examiner's use

Lomanono operates a Fruits and Vegetables shop.

	E
Stock.....	1 800
Motor vehicle .....	3 000
Bank overdraft.....	1 200
Debtors.....	1 300
Creditors .....	2 200
Equipment .....	4 000
Loan from Zondo.....	2 450
Rent owing.....	240
Cash in hand.....	480

**REQUIRED:**

(a) Prepare Lomanono's opening statement at 1 July 2011.

**Lomanono's Opening statement as at 1 July 2011**


[10]

(b) (i) State any **five** causes of a disagreement between a bank statement balance and a cash book balance.

.....  
.....  
.....  
.....  
.....  
.....

(5)

(ii) Explain what is meant by a dishonoured cheque.

.....  
.....  
.....  
.....

(2)

(iii) State any **three** reasons for a bank to dishonour a cheque.

.....  
.....  
.....

(3)

[ Total 20 ]

**QUESTION 3**

The following balances were extracted from the partnership books of Fanele and Fufu at 30 April 2012.

For  
Examiner's  
use

		E
Current account balances:	Fanele	600 Cr.
	Fufu	400 Dr.
Interest on drawings:	Fanele	80
	Fufu	100
Drawings:	Fanele	4 000
	Fufu	5 000
Capital accounts:	Fanele	20 000
	Fufu	30 000
Net profit for the year was		12 000

The partners had agreed on the following:

- (i) Interest on capital to be charged at 5% per annum
- (ii) Fanele is to receive a salary of E1500
- (iii) Fufu is to get a bonus of E1000
- (iv) Profits and losses to be shared equally.

Required:

- (a) Prepare Fanele and Fufu's Profit and Loss Appropriation Account for the year ended 30 April 2012. [12]







(b) Prepare Fanele's Current Account, balance it and bring down the balance at 30 April 2012.

For  
Examiner's  
use

### FANELE'S CURRENT ACCOUNT


(7)

**[ Total 20 ]**

**QUESTION 4**For  
Examiner's  
use

- (a) Prepare journal entries for the following transactions. Narrations are **not** Required.

20 11  
June

- 4 An invoice of E1 000 received from Owethu Motor Repairs for repairs.
- 7 Bobo, a debtor has been charged interest of E60 on an overdue account.
- 14 An old furniture sold on credit to Zakhe for E5 000.
- 25 Machinery bought from Otto Plants for E8 000.
- 30 Stationery bought on credit from CC Booksellers for E1 200.

(10)


For  
Examiner's  
use

(b) State the division of the ledger to which you would post the accounts affected from the journal entries in (a). An example has been done for you:

**June 1 Goods bought for E500 cash**

For  
Examiner's  
use

Date	Name of the Account	Division of the Ledger
June 1	1. Purchases 2. Cash	General ledger General ledger
2011		
June 4		..... (1)
		..... (1)
June 7		..... (1)
		..... (1)
June 14		..... (1)
		..... (1)
June 25		..... (1)
		..... (1)
June 30		..... (1)
		..... (1)

(10)

[ Total 20 ]

**QUESTION 5**

AB, a sole trader, keeps a petty cash book using the imprest system.

(a) Explain the following terms:

(i) Petty cash voucher

.....  
 ..... (2)

ii) Petty Cashier

.....  
 ..... (2)

AB had the following transactions, for the month of September 2012.

		E
2012		
Sept.	1	Imprest amount received 200
	4	Stationery bought 11
	9	Paid part-time assistant wages 30
	14	Paid G. Gule a creditor 40
	20	Bought postage stamps 12
	22	Paper clips bought 6
	25	Paid wages 21
	28	Bought toilet paper 15
	30	Paid for postage stamps 5

**REQUIRED:**

- (b) (i) Record the above transactions in the Petty Cash Book of AB. Analysis columns should include: stationery, wages, postages, sundry expenses and ledger accounts.  
 Balance the Petty Cash Book at 30 September 2012.

For  
Examiner's  
use

**Petty Cash Book**


(11)

(b) (ii) Post the totals of the analysis columns to the appropriate accounts in the general ledger.

For  
Examiner's  
use
