



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC SERIES

PROGRAMME

CBMS, CLIS

PAPER NAME

BASIC BOOKKEEPING SKILLS

PAPER CODE

CBMS211

YEAR II, SEMESTER I

2½ HOURS

THURSDAY, 12TH DECEMBER, 2019

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** is compulsory and carries **20** marks.
3. Section **B** consists of **six** questions. Answer only **four** questions from this section.
4. All questions carry equal marks.
5. All answers to each question should begin on a fresh page.
6. **Do not** write on the question paper.
7. All answers and rough work should be done in the official answer booklet provided.
8. Non-programmable electronic calculators may be used for this examination.
9. Read other instructions on the answer booklet.

SECTION A - (20 MARKS)

Answer all questions in this section

Question One

- (a) Define the term **Imprest amount**. (02 marks)
- (b) Differentiate between **bookkeeping** and **accounting**. (04 marks)
- (c) Distinguish between **discount allowed** and **discount received**. (02 marks)
- (d) Explain the meaning of **Value Added Tax (VAT)**. (02 marks)
- (e) List **two** items that constitute cost of sale in an income statement. (02 marks)
- (f) Outline **two** benefits of computerized accounting systems in accounting. (02 marks)
- (g) State **two** errors detected by a trial balance. (02 marks)
- (h) Define **un-presented cheque** as used in bank reconciliation. (02 marks)
- (i) Define **assets register**. (02 marks)

SECTION B – (80 MARKS)

Answer only four questions from this section

Question Two

- (a) Explain **two** source documents used for the preparation of a cash book. (04 marks)
- (b) The following relates to Jane's transactions for the month of January 2019.

January 1st Balances b/f: Cash UGX 10,000; Bank UGX 5,000.

2nd Bought goods by cheque UGX 10,000.

4th Paid rent by cheque UGX 5,000.

6th Paid cash into Bank UGX 3,000.

8th Cash sales UGX 8,000.

10th Withdrew cash from business UGX 500 for personal use.

16th Received a cheque from Opio UGX 5,000.

20th Cash sales UGX 2,000.

27th Paid rent cash UGX 1,000.

28th Cash purchases UGX 8,500.

Required: Record the above transaction in a two column cash book and balance it off at the end of the month. (16 marks)

Question Three

- (a) Distinguish between the following terms as used in book keeping:
- (i) **Standing order** and **direct debits**. (04 marks)
 - (ii) **Dishonoured cheques** and **uncredited cheques**. (04 marks)
- (b) On 30th September, 2018, Mackay's cash book showed a balance of UGX 413,600(Dr) and bank statement showed a balance of UGX 479,200(Cr).
On comparing the two, the following were discovered:
- A cheque paid into bank not appearing on the statement UGX 131,200.
 - Standing order for payment of insurance UGX 20,800.
 - Cheques drawn and not presented for payment UGX 171,200.
 - Bank charges UGX 3,200.
 - Direct credits received by the bank UGX 49,600.

Required: Prepare;

- (i) The amended cash book. (06 marks)
- (ii) A bank reconciliation statement as at 30th September, 2018. (06 marks)

Question Four

- (a) Define **re-imbursement** as used in book keeping. (02 marks)
- (b) The following is a summary of the petty cash transactions of Poba Ltd for the month of January 2019.

January 1st Received from cashier UGX 450,000 as petty cash float.
2nd Paid postage UGX 24,000.
5th Traveling expense UGX 50,000.
7th Cleaning UGX 15,000.
8th Petrol UGX 100,000.
15th Traveling expenses UGX 20,000.
18th Stationery UGX 8,000.
19th Cleaning UGX 7,000.
25th Postage UGX 30,000.
26th Traveling expenses UGX 40,000.
28th Delivery van petrol UGX 67,000.
29th Petrol UGX 45,000.

30th Cleaning UGX 17,000.

31st Postage UGX 20,000.

Required:

Prepare a petty cashbook with analysis columns for cleaning, travelling, postage and stationery. (18 marks)

Question Five

Your church custodian has provided you with the following information for the year ended 31st December, 2018 after learning that you have knowledge on Basic book keeping skills.

1. On 7th January 2018, bought 2 computers (dell) each at UGX 1,200,000. Invoice No. 0770 from computer plaza for the Accountant and ministry office.
2. On 12th January 2018, bought 2 office chairs each at UGX 300,000 from wood experts. Invoice No. 034 for accounts office and Bishop's office.
3. On 1st February 2018, acquired a Toyota premio car for the Bishop at UGX 17,000,000. Invoice No. 30-473 from Majimoto Auto.
4. On 3rd February 2018, acquired two office tables each at UGX 400,000. Invoice No. 039 from wood experts for accounts and ministry offices.
5. On 15th March 2018, bought 2 laptops from computer solutions each at UGX 1,500,000. Invoice No. C- 431 for the Bishop and church.

Additional information.

- The church policy is to depreciate assets as follows:
Furniture 5% p.a, Computers 20% p.a and Motor vehicles 10% p.a all on straight line method.
The church buys only dell type of computers.
- The church had acquired the following assets at the end of the previous year.
01 reception desk at UGX 600,000 from wood experts; Invoice No. 005
01 Toyota Noah for the ministry at UGX 20,000,000; Invoice No.1003 from Majimoto Auto.
01 computer for a receptionist at UGX 1,200,000; Invoice No. 7340 from computer plaza.

Required:

Write up Assets register for the church. (20 marks)

Question Six

The following information was extracted from the books of Namuwoza Company Ltd of Kamonkoli Trading centre for the year ended 31st December, 2018.

Namuwoza Company Ltd

Trial balance as at 31st December, 2018.

Particulars	Dr. (UGX)	Cr. (UGX)
Sales		120,000
Purchases	96,000	
Rent	10,500	
Heating expenses	8,700	
Salaries and Wages	9,000	
Returns inwards	12,000	
Returns outwards		9,000
Interest received		6,000
Drawings	27,000	
Carriage outwards	6,000	
Stock 1 st January, 2018	18,000	
Carriage outwards	12,000	
Motor van	60,000	
Buildings	90,000	
Bank overdraft		18,000
Cash	24,000	
Debtors	45,000	
Creditors		90,000
Capital		175,200
	<u>418,200</u>	<u>418,200</u>

The closing stock was valued at UGX 24,000.

Required: Prepare;

- Trading profit and loss Account for the year ended 31st December 2018. (10 marks)
- Balance sheet as at that date. (10 marks)

Question Seven

- (a) List **four** advantages of preparing a trial balance. (04 marks)
- (b) The book keeper of Kamukamu traders has availed you with the following balances for the year ended 30th June, 2019.

	UGX
Purchases	72,000
Stock 01 st July, 2018	12,000
Carriage outwards	3,000
Discount allowed	800
Discount received	260
Sales	130,000
Purchases returns	1,500
Bank overdraft	12,000
Rent and rates	4,960
Sundry debtors	1800
Capital	123,100
Sundry creditors	3,500
Cash in hand	3,000
Wages and salaries	15,600
Land	13,000
Furniture	6,200
Returns inwards	10,000
Drawings	11,000
Motor van	117,000
Stock 30 th June, 2019	7,500

Required: Prepare a trial balance as at 30th June 2019.

(16 marks)

END