



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF BUSINESS & ECONOMICS
UNIVERSITY EXAMINATION FOR THE CERTIFICATE OF BUSINESS
ADMINISTRATION
1ST YEAR 1ST SEMESTER 2024 ACADEMIC YEAR
MAIN CAMPUS

COURSE CODE: BCA 2111

COURSE TITLE: FUNDAMENTALS OF BOOK KEEPING

EXAM VENUE: MAIN

DATE:

EXAM SESSION:

DURATION: 1 HOUR 30 MINUTES

INSTRUCTIONS

- 1. Answer QUESTION ONE and any other TWO questions**
- 2. Show all your workings.**
- 3. Do not write anything on the question paper**

DURATION; 1 HOUR 30 MINUTES.

QUESTION ONE

- a) Discuss the various types of book keeping (10mks)
b) The business of Omollo presented the following assets and liabilities;

	Kshs.
Cash	100,000
Debtors	30,000
Accounts receivable	10,000
Creditors	40,000
Overdraft	30,000
Fixtures and fitting	100,000

Using book keeping equation, calculate owners' equity (10mks)

- c) Accounting relies majorly on documented evidence of transactions. Discuss five main source documents. (10mks)

QUESTION TWO

- a) The following transactions were extracted from the books of Bondo Stores during the month of January, 2010;

Jan 1 Started business with sh. 10,000 in cash, sh. 40,000 at bank

2 Purchased goods on credit from Mingi Wholesalers sh. 10,000

3 Paid electricity sh. 1,000 by cheque

4 Cash sales amounting to sh. 5,000

5 Received sh. 40,000 from Dada in cash.

6 Took cash to bank sh. 10,000

7 Paid salaries sh. 10,000 by cheque

8 Took cash sh. 1,000 from business for family use.

9. Borrowed loan sh. 50,000 in cash

Prepare two column cash book. (12mks)

- b) Other than two column cash book, explain four types of cash book. (8mks)

QUESTION THREE

Discuss FIVE source documents used in accounting, clearly giving their relevance. (20mks)

QUESTION FOUR

The following balances were extracted from Msafi Limited on 31st December 2010;

	Kshs.
Opening stock	40,000
Purchases	400,000
Sales	500,000
Returns inwards	10,000
Carriage inwards	5,000
Closing stock	20,000
Commission received	4,000
Travelling	1,000
Postage	3,000

- a) Prepare trading ,profit and loss account (15mks)
- b) State five importance of income statement to a business life. (5mks)

QUESTION FIVE

- a) Explain six parties interested in balance sheet information (12mks)
- b) Elucidate the various adjustments to capital of a business (8mks)