



EXAMINATIONS COUNCIL OF ESWATINI  
Junior Certificate Examination

CANDIDATE  
NAME

CENTRE  
NUMBER

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CANDIDATE  
NUMBER

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**BOOKKEEPING AND ACCOUNTS**

**520/02**

Paper 2

**October/November 2023**

**2 hours**

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**READ THESE INSTRUCTIONS FIRST**

1. Write your name, centre number and candidate number in the spaces provided.
2. Answer **all** questions.
3. Write your answers using **blue** or **black** pen.
4. Marks are given in [ ] at the end of each question or part question.
5. Special attention must be paid to **legibility** and **neatness**.
6. Name(s) of businesses/persons used in this paper are fictitious.
7. You may use a calculator.

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

**Question 1**

Nomhle, a trader, buys and sells goods on credit. Her transactions for March 2023 were as follows.

2023		
Mar	3	Bought goods from L. Mazibuko for E1500
	7	Sales to L. Masilela E300
	9	Invoice received from Ziko Wholesalers E800
	14	Sold goods to Similo E700
	15	Returned goods to L. Mazibuko for E250
	19	Purchased goods from Msimisi for E2000
	21	Invoice issued to Mawelela for E400
	23	Inventory bought from S. Sukati E1000
	24	Paid E900 cash to L. Mazibuko

**REQUIRED**

- (a) Identify the source document used for the transaction on 24 March and explain its importance.

Document .....

Importance.....

..... [3]

- (b) Prepare Nomhle’s purchases journal and purchases returns journal for the month of March 2023.

Purchases Journal						
Date	Particulars	Debit	Credit	Debit	Credit	Total

[5]

Purchases Returns Journal							

[2]

(c) On 17 April 2023, Nomhle sent a credit note to Lala for goods returned.

<b>CREDIT NOTE</b>			
(i) .....			
Shop 5 Lane Street Khalakahle Town			
To: (ii) .....			
Mehlo Street Timbali Town			
Date: .....(iii)			
Description	Quantity	Unit Price	Amount
		E	E
Soccer balls	.....(iv)	400	2000
Soccer boots	2	.....(v)	1200
Gloves	4	.....(vi)	200
Soccer shorts	.....(vii)	30	<u>300</u>
			3700
Less: 20% .....	(viii) discount		<u>.....(ix)</u>
			.....(x)

[10]

**REQUIRED**

Complete the missing words or figures in (i) to (x) in the credit note.

**[Total Marks: 20]**

**Question 2**

Sizwe a sole trader, receives different source documents and uses them to record in relevant subsidiary books.

**REQUIRED**

- (a) State the subsidiary book and the source document used in each of the transactions from Sizwe's business.

The first one has been done as an example.

<b>Transaction</b>	<b>Source document</b>	<b>Subsidiary book</b>
<i>e.g. Goods sold for cash</i>	<i>Receipt</i>	<i>Cash book</i>
1. Bought stationery by cheque		
2. Sold machinery on credit		
3. Motor van bought by cheque		
4. Petty cashier bought cleaning material cash		
5. Goods returned to suppliers		

[10]

- (b) Using the accounting equation, show the effects of the following transactions.  
The first one has been done as an example.

<b>Transaction</b>	<b>Capital</b>	<b>=</b>	<b>Assets</b>	<b>-</b>	<b>Liabilities</b>
<i>Sold furniture by cheque E20 000</i>	<i>no effect</i>		<i>furniture - E20 000 bank + E20 000</i>		<i>no effect</i>
1. Bought goods E200 by cheque					
2. Paid a trade payable by cheque E300					
3. Owner withdrew E1 500 from the bank for his own use					

[10]

**[Total Marks: 20]**

**Question 3**

Tiphelele Traders had the following balances on 1 January 2022 from her books of accounts.

	E
Furniture	50 000
Purchases	15 000
Inventory	3 000
Rent	1 000
Cash	6 000
Trade payables- Gamedze Distributors	4 200
Gumedze Distributors	7 400
Wood Suppliers	3 500

The following errors were found in the books of Tiphelele Traders on 31 December 2022.

- 1 Rent paid cash for E1500 was recorded on the wrong side of both accounts.
- 2 Furniture for E10 000 purchased from Wood Suppliers was recorded in the purchases account.
- 3 Goods for E6000 bought from Gamedze Distributors were recorded in Gumedze Distributors account.

**REQUIRED**

(a) State the type of error made by Tiphelele Traders in **1 and 3** above.

Error 1: .....

Error 3: ..... [2]

**(b)** Use the general journal to correct the errors **1 to 3**. **Narrations are not required.**

Purchases Journal												

[6]

**(c)** Post the transactions to the rent, cash, furniture and purchases account. Balance the accounts and bring down the balance on 1 January 2023.

Rent account												

[3]



				Cash account						

[3]

				Furniture account						

[3]

				Purchases account						

[3]

**[Total Marks: 20]**

**Question 4**

Hoshoba Traders showed the following balances at the year ended 31 July 2023.

	E
Machinery (cost)	10 300
Office furniture (cost)	20 000
Rent	1 000
Electricity	500
Sales	22 000
Bad debts	700
Provision for bad debts	300
Insurance	1 400
Sales returns	2 000
Purchases	5 000
Carriage inwards	800
Additional furniture (bought on 1 February 2023)	3 000
Purchases returns	100
Wages	400
Motor expenses	300

**Additional information at 31 July 2023:**

- 1 Inventory E600
- 2 Electricity accrued E100
- 3 Insurance prepaid E200
- 4 Provision for bad debts was adjusted to be E150
- 5 Machinery and office furniture are each to be depreciated at 10% per year

**REQUIRED**

(a) Prepare an income statement for the year ended 31 July 2023.

Hoshoba Traders  
Income Statement for the year ended 31 July 2023


[20]

**Question 5**

Vusigama runs a computer business and makes all his payments by cheque. He also accepts cheques from his customers. The following is his bank statement for the month of October 2023.

<b>Vusigama Bank Statement for the month of October 2023</b>				
Date	Description	Debit	Credit	Balance
		E	E	E
01/10/23	Balance b/f			6 000 CR
03/10/23	Deposit		2 000	(i) <input type="text"/>
05/10/23	Cheque no: 101	500		(ii) <input type="text"/>
10/10/23	Deposit		1 500	(iii) <input type="text"/>
15/10/23	Debit transfer	900		8 100 CR
30/10/23	Bank charges	80		(iv) <input type="text"/>
31/10/23	Credit transfer (dividends)		1 600	(v) <input type="text"/>

**REQUIRED**

(a) Calculate the missing amounts in the boxes in Vusigama’s bank statement. [5]

(b) Explain the meaning of credit (CR) in the column for balance.

.....  
 .....  
 ..... [1]

(c) Explain the transactions on the following dates.

05/10/23 .....  
 .....  
 .....  
 10/10/23 .....  
 .....  
 .....

30/10/23 .....  
.....  
..... [6]

(d) Explain the following terms.

Direct debit

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

Credit transfer

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

Bank Reconciliation Statement

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

Uncredited deposits

.....  
.....  
..... [8]

**[Total Marks: 20]**





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