EXAMINATIONS COUNCIL OF ESWATINI
Junior Certificate Examination

CANDIDATE NAME								
CENTRE NUMBER					CANDIDATE NUMBER			

BOOKKEEPING AND ACCOUNTS **520/01**

Paper 1 **October/November 2025**

1 hour 30 minutes

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.	
TOTAL	

This document consists of **15** printed pages and **2** blank pages.

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QUESTION 1

For each of the questions **(a) – (j)** below, choose the response which you consider to be correct and write the letter in the box to indicate the correct answer.

(a) Which of the following is a source document for cash transactions?

A cheque
B credit note
C debit note
D invoice [1]

(b) Which group of items represent assets of a business?

A accounts receivable, cash, bank
B accounts receivable, cash, bank overdraft
C accounts receivable, cash, wages owing
D accounts receivable, cash, rent receivable prepaid [1]

(c) Which transaction is recorded in the general journal?

A cash withdrawn for own use
B goods returned to suppliers
C motor vehicle sold on credit
D stationery bought by cheque [1]

(d) Which discount is offered for bulk buying?

A cash discount
B discount allowed
C discount received
D trade discount [1]

(e) Which of the following does **not** appear in the trading section of the income statement?

A carriage inwards
B carriage outwards
C returns inwards
D returns outwards [1]

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(f) Which term best describes amounts owed by the business for a period of more than a year?

A current assets
B current liabilities
C non-current assets
D non-current liabilities

[1]

(g) How is electricity accrued classified in the statement of financial position?

A current asset
B current liability
C non-current asset
D non-current liability

[1]

(h) On 15 April 2025, Bobo purchased goods from Mongi for E10 000 and received 20% trade discount. How much does Bobo owe Mongi?

A E500
B E2 000
C E8 000
D E12 000

[1]

(i) Equipment bought for E40 000 by cheque, has an estimated life span of 5 years and a scrap value of E5 000.

How much is the accumulated depreciation at the end of year 3?

A E7 000
B E8 000
C E21 000
D E35 000

[1]

(j) Which item is recorded on the debit side of a supplementary cash book?

A credit transfer
B direct debit
C dishonoured cheque
D standing order

[1]

[Total:10 marks]

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Question 2

Titi runs a dairy business as a sole trader. She has limited knowledge of bookkeeping and accounting. Her bookkeeper records all business transactions in the books of accounts.

REQUIRED

(a) State **two** differences between bookkeeping and accounting.

1.....

.....

.....

.....

2.....

.....

.....

……..... [4]

(b) Identify **two** internal users of accounting information for Titi's business.

1 .....

2 ..... [2]

(c) State **three** advantages of a sole trader to Titi.

1 .....

.....

2 .....

.....

3 .....

..... [3]

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(d) Explain the following accounting terms.

(i) Transaction

…….

.....

.....

(ii) Trade receivables

…….

.....

.....

(iii) Liabilities

…….

.....

.....

(iv) Turnover

…….

.....

.....

(v) Irrecoverable debts

…….

.....

..... [10]

The Bookkeeper paid school fees for Titi's son using the business bank account. This was included in the business expenses.

REQUIRED

(e) Name and explain the concept which the Bookkeeper did not observe.

Concept.....

Explanation.....

.....

.....

.....

..... [3]

[Total: 22 marks]

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QUESTION 3

Zakho, a trader, sells goods for cash and on credit. His financial year ends at 31 August. He provided the following transactions for the month ended 31 August 2025.

Aug	1	Balances brought forward cash E446 bank E4045
	5	Paid Mango by cheque E1000 less 5% discount
	12	Received a cheque from Dube, E1682, in settlement of his account, E1750
	13	Cash sales, E3536 banked immediately
	15	Paid wages in cash, E77
	18	Zakho drew E214 from the bank for office use
	25	Zakho drew E200 from the bank for personal use
	30	Paid Vilane by cheque, E1360, in settlement of his debt of E1405

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REQUIRED

(a) Prepare Zakho's cash book for the month ending 31 August 2025.

Zakho
Cash Book for the month ending 31 August 2025

[15]

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(b) Post the cash book entries to the following ledger accounts: Sales, drawings, discount allowed and discount received.

Sales account											
Drawings account											
Discount Allowed account											
Discount Received account											

[6]

(c) Explain the meaning of the cash book balances on 1 August 2025.

Cash balance.....

.....

Bank balance.....

..... [4]

[Total: 25 marks]

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QUESTION 4

Zipho and Ziningi are in partnership sharing profits and losses equally. Partners receive 10% interest on capital and are charged 5% interest on drawings.

After the preparation of the income statement and the profit and loss appropriation account for the year ended 30 September 2025, they provided the following information.

	E
Premises	220 000
Motor vehicles	90 000
Trade receivables	19 502
Bank	9 800 Dr
Trade payables	12 000
Capital: Zipho	100 000
Ziningi	100 000
Loan – Buhle Bank	92 000
Cash	1 520

Additional information at 30 September 2025.

		E
1	Inventory	10 400
2	Rent accrued	400
3	Depreciation of motor vehicles	18 000
4	Current accounts: Zipho	14 161
	Ziningi	14 661

REQUIRED

(a) State **four** contents of a partnership agreement.

1……

2……

3……

4…….... [4]

(b) (i) Explain why Zipho and Ziningi receive interest on capital.

……

……..…. [2]

(ii) Explain why Zipho and Ziningi are charged interest on drawings.

……

…… [2]

(c) Prepare Zipho and Ziningi's statement of financial position as at 30 September 2025.

[14]

On 31 July 2025, the partners agreed that the manager was very efficient as their profits over the years had been increasing. However, this was not recorded in the books of accounts.

REQUIRED

(d) Name and explain the accounting concept applied by not recording the efficiency of the manager.

Concept .....

Explanation.....

..... [3]

[Total: 25 marks]

QUESTION 5

Saphila Dance Club's financial year ends 31 December. On 1 January 2023, the Club bought dance equipment for E50 000 by cheque. The equipment was to be depreciated at 10% per annum using the reducing balance method.

REQUIRED

(a) Identify **four** sources of finance for non-profit making organisations.

1.....

2.....

3.....

4..... [4]

(b) Explain the difference between receipts and payments account and a cash book.

.....

.....

.....

..... [2]

(d) Explain what is meant by depreciation.

.....

..... [2]

(e) Calculate the annual depreciation of the dance equipment for the years 31 December 2023 and 31 December 2024. Show your workings.

31 December 2023 .....

.....

.....

31 December 2024 .....

.....

..... [5]

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Saphila Dance Club uses the reducing balance method every year to depreciate the dance equipment.

REQUIRED

(f) Name and explain the accounting concept applied by Saphila Dance Club for using the reducing balance method every year.

Concept.....

Explanation.....

..... [3]

[Total: 18 marks]

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