



ELIZADE UNIVERSITY
ILARA-MOKIN, ONDO STATE, NIGERIA

FACULTY: SOCIAL AND MANAGEMENT SCIENCES
DEPARTMENT: HOTEL MANAGEMENT AND TOURISM
SECOND SEMESTER EXAMINATIONS
2018/2019 ACADEMIC SESSION
COURSE CODE: HTM 204
COURSE TITLE: HOTEL ACCOUNTING AND BOOK-KEEPING
DURATION: 2½ Hours

HOD'S SIGNATURE

INSTRUCTION: ANSWER ANY FOUR QUESTIONS

QUESTION ONE

OJO & Sons is dealing in electronic business. Record the following transactions in double entry system in the ledger accounts of OJO & Sons for the month of April, 2019.

2019

1. April, Started business with #80,000 in the bank.
2. Bought electronics by cheque from Lakolu enterprises worth #12,000
3. Cash sales of electronics #10,000
4. Bought motor vehicles by cheque #3,000
5. Bought electronics on credit for #60,000 from Deji& sons
7. Sold electronics on credit worth #18,000 to L. Daniel
8. Sold electronics by cheque worth #80,000
9. Paid carriage by cheque on electronics sold by cash #1000
10. Part payment to Deji& Sons by cheque #70,000
11. Returned electronics to Deji& Sons worth #15,000
12. L. Daniel returned electronics worth #5,000
14. Paid wages by cash #1000

15. Bought office stationery by cash #1000
17. Paid motor expenses by cheque #2000
19. Bought typewriters for office use #30,000 on credit from Dotun& Daughters
22. Bought electronics from P. John #40,000
- 23 Paid carriages on electronics purchased by cash #1000
24. Returned some of the typewriters bought from Dotun& Daughters worth #10,000
25. Sold some of the typewriters bought for #7,000 by cheque.
26. Withdrew #6,000 from the bank #5,000 for business use and #1,000 for private use.
28. L. Daniel paid #12000; #8,000 by cheque and#4,000 by cash.
29. L. Daniel settled the balance on his account with furniture and fittings worth #3,000.
30. Cash sales of electronics paid direct into the bank #50,000.

QUESTION TWO

(A) Explain the following terms in Hotel accounting and book-keeping

- i. Purchase
- ii. Sales
- iii. Capital

(B) Prepare a trial balance of Ade and Son as extracted from his cash book for the month of July, 2007.

CAPITAL---	-	-	-	-	-	65,000
BANK	-	-	-	-	-	22,500
PURCHASES	-	-	-	-	-	52,000
CREDITORS; DADA	-	-	-	-	-	4,000
PETER	-	-	-	-	-	1,500
SALES	-	-	-	-	-	65,000
CASH	-	-	-	-	-	10,700
RENT	-	-	-	-	-	1,000
WATER RATES	-	-	-	-	-	500

DEBTORS; ROTIMI	-	-	-	-	3,500
KOLA	-	-	-	-	3,500
WAGES-	-	-	-	-	400
RETURN OUTWARDS	-	-	-	-	4,500
RETURN INWARD-	-	-	-	-	2,000
KEHINDE MOTORS (CREDITOR)-	-	-	-	-	5,000
DEBBIE GOLD (CREDITOR)	-	-	-	-	5,000
MOTOR VAN	-	-	-	-	5,000
CARRIAGE OUTWARDS-	-	-	-	-	1,000
CARRIAGE INWARDS	-	-	-	-	400
LOAN (LOLA)	-	-	-	-	4,000
BUILDINGS	-	-	-	-	30,000
DRAWINGS	-	-	-	-	13,000
TYPEWRITERS	-	-	-	-	7,000
OFFICE STATIONERY-	-	-	-	-	1,500

QUESTION THREE

Record the following transactions in a three column cash book, balance off the accounts at the end of the month, and transfer the discount accounts to the general ledger.

2018

MAY 1 Balance brought forward, bank #5,000 and cash in hand #500.

2. Received loan by cheque #20,000 from Francisco.
3. Cash sales #10,000
4. The following people paid us by cheque after deducting 5 per cent discount; Amanda #6,650, Moturu #3800 and Victory #7000.
5. We paid the following by cheque less 3 per cent discount; Kelly #3,000, Romeo #5,600 and Williams #4,000.

6. Paid rent by cash #400, and office stationery #200 by cheque
7. Mr. Raphael paid us #5000 to deduct 5 percent, Mr. Clem #8,000 to deduct 10 percent and Mr. John #6,000 to deduct 2 per cent
8. We paid Stephen #3000, Okoroboh #2,000 and Grace #4,000 after deducted 10 per cent each.
22. Cash withdrawn from bank for office use #2,000
25. Bought office furniture by cheque #15,000
28. Bought plant and machinery by cash #10,500
30. Paid wages by cash #2, 000, motor expenses #1,500 by cash and advertising #2500 by cheque

QUESTION FOUR

- (A) According to Pacioli, mention and explain the two golden rules for double entry system of book keeping.
- (B) State and explain any FIVE accounting concepts.
- (C) Mention and explain THREE reasons for keeping office cash.

QUESTION FIVE

(A) Explain the following;

(i) Cash Book (ii) Discount Allowed (iii) Discount Received

(B) Rule a petty cash book with the following analysis columns; Travelling expenses, Postages, Motor expenses, stationery, sundry expenses and ledger accounts, bearing in mind that the book kept on the imprest system. The amount spent to be reimbursed at the end of the month, and the amount of the imprest being #700.

2018

May 1. Total garage; Motor expenses -	100
3. J. Oni- Ledger	50
5. Bought stationery	30
7. Bought postages stamps	40
9. Paid railways	60
11. Paid for telegrams	20

13. Mobil garage; Petrol	15
15. Bought typing paper	40
17. Paid Ola from petty cash	50
19. Night watch expenses	30
20. Paid cash for dry cell batteries	20
22. Sundry expenses	25
24. Paid taxi fares	35
26. Donation to charitable organization	30
28. Purchased nuts & fasteners	15
31. Paid service on motor van	10

GOODLUCK