



THE CO-OPERATIVE UNIVERSITY OF KENYA

END OF SEMESTER EXAMINATION DECEMBER -2022

**EXAMINATION FOR THE DEGREE OF BACHELOR OF CO-OPERATIVE COMMUNITY
DEVELOPMENT**

UNIT CODE: BOCD 2206

UNIT TITLE: RECORD KEEPING AND MANAGEMENT

DATE: 21ST DECEMBER, 2022

TIME: 9:00 AM – 11:00 AM

INSTRUCTIONS:

- **Answer question ONE (compulsory) and any other TWO questions**

QUESTION ONE

- (a) Organizations have various procedures that they adopt when pursuing procurement. Explain any **FIVE** registers that an entity uses when preserving its information. (10 Marks)

- (b) The following information is provided for the month of October 2022

October 1	Mr. Omondi started an agribusiness with shs 10,000 cash and shs 80,000 in the bank as his capital
3	Purchased goods on cash shs 15,000
4	Sold goods for cash of sh 20,000
4	Banked shs 15,000
5	Bought goods from Raduf worth shs 40,000
6	Bought goods through bank shs 30,000
8	Sold good to Ojango Ltd shs 20,000
10	Bought goods from Kimei from bank
12	Paid salary cash 5,000
16	Purchased goods through bank shs 10,000
19	Purchased goods from Raduf Ltd shs 10,000
22	Paid for water shs 1,000 cash
25	Sold goods cash shs 30,000
27	Deposited shs 20,000 into bank
31	Bought a weight scale shs 4000 cash

Required:

Draw a **TWO-column** cashbook duly balanced (20 marks)

QUESTION TWO

- (a) Procurement is a major application of a cooperative's funds. Explain the use of **SIX** procurement documents that you have learned. (12 Marks)
- (b) Board of directors is different from the Management committee. Highlight **FOUR** management functions that the board of directors needs to uphold. (8 Marks)

QUESTION THREE

- (a) Records are vital tools in a business organization. Explain **FIVE** benefits and why an entity has an obligation to maintain accurate records. (10 Marks)
- (b) Mr. Okello was discussing a trial balance with Irungu. They concluded that it does **NOT** always balance upon closing of ledgers. Write short details on **FIVE** errors that do not affect a Trial Balance. (10 Marks)

QUESTION FOUR

- (a) It is essential for a self-help group to maintain self-explanatory records. Explain **FIVE** types of registers that a community development group should maintain (10 Marks)
- (b) Explain **FIVE** contents of a well-planned document in a self-help group. (10 Marks)

QUESTION FIVE

- (a) Most of the time, the cashbook balance, and the bank statement balance differ by the end of an accounting period. Highlight **TWO** reasons for this happening. (4 Marks)
- (b) List **SIX** uses of financial statements that you have learned (6 Marks)
- (c) A student learns several units during the period of study. Explain **FIVE** reasons why a community development student should learn about financial records (10 Marks)