

2016

BOOK-KEEPING & ACCOUNTANCY

Full marks : 60

Time : 2½ hours

General instructions:

- i) *Approximately 15 minutes is allotted to read the question paper and revise the answers.*
- ii) *The question paper consists of 25 questions. All questions are compulsory.*
- iii) *Internal choice has been provided in some questions. In such questions, attempt only one of the choices.*
- iv) *Marks allocated to every question are indicated against it.*

N.B: *Check that all pages of the question paper is complete as indicated on the top left side.*

Choose the correct answer from the given alternatives:

10x1=10

- 1. Trading account is ascertained from
 - a) trading account
 - b) profit and loss account
 - c) balance sheet
 - d) trial balance
- 2. Balance sheet is prepared to know
 - a) profit
 - b) errors
 - c) balance of accounts
 - d) financial position
- 3. Cash column of the cash book is
 - a) balanced
 - b) totaled
 - c) either balanced or totaled
 - d) neither balanced nor totaled
- 4. Contra entry is passed only if _____ cash book is prepared.
 - a) double column
 - b) single column
 - c) three column
 - d) petty
- 5. Petty cash book records
 - a) petty expenses
 - b) all expenses
 - c) outstanding expenses
 - d) petty expenses paid in cash
- 6. The payment of promissory note is received by its
 - a) maker
 - b) payee
 - c) drawer
 - d) bank
- 7. A bill of exchange involves
 - a) maker and payee
 - b) drawer and payee
 - c) drawee and payee
 - d) drawer, drawee and payee

8. Bills of exchange is defined under _____ of the Indian Negotiable Instrument Act, 1881.
a) section 3 b) section 4
c) section 5 d) section 6
9. In diminishing balance method, depreciation is charged on
a) market value b) written down value
c) original cost d) average cost
10. Decrease in mineral wealth of mines is termed as
a) obsolescence b) depletion
c) amortisation d) fluctuation

Answer the questions in about 20-30 words.

5x2=10

11. What is meant by profit and loss account?
12. Mention the four types of cash book.
13. Write the meaning of overdraft.
14. What is a promissory note?
15. What is a due date or date of maturity?

Answer the questions in about 30-50 words.

5x3=15

16. State any three limitations of financial statements.
17. Explain three points to be considered while preparing final accounts.
18. Mention any three payments made by the bank on our behalf.
19. State any three advantages of promissory note.
20. Explain any three factors affecting the amount of depreciation.

Answer the questions in about 70-100 words.

5x5=25

21. a. Explain the importance and purposes of trading account.

Or

- b. The trial balance of Mr. Tali on 31st March, 2014 reveals the following balances:

Trial Balance
as on 31st March, 2014

Particulars	Debit Balances	Credit Balances
Plant and machinery	90,000	-
Purchases and sales	58,000	1,27,000
Opening stock	40,000	-
Sundry debtors and creditors	45,000	25,000
Salaries	31,000	-
Capital	-	1,10,000
Purchase return	-	1,200
Discount received	-	800
Total	2,64,000	2,64,000

The stock was valued at ₹ 13,000. Prepare trading, profit and loss account and balance sheet.

22. a. Distinguish between cash discount and trade discount.

Or

- b. Enter the following transactions in a three column cash book.

2010

Jan. 1	Started business with cash	20,000
Jan. 3	Opened current account with SBI	8,000
Jan. 6	Bought goods by cheque	150
Jan. 8	Received cheque from Temsu	200
	Allowed him discount	10
Jan. 12	Sold goods for cash	40
Jan. 21	Paid Metha by cheque	345
	Discount received	15
Jan. 28	Drew cash from bank for office	200
Jan. 30	Paid wages by cheque	60

23. a. What is meant by bank reconciliation statement? Explain any four of its importance.

Or

- b. On 31st December 2015, your cash book shows that you have ₹ 18,170 in the bank. On checking your cash book with the pass book, it was found that:

- i) Cheques drawn amounting to ₹ 2,140 have not been passed through the bank.

- ii) Cheques for ` 840 has not yet been credited
 - iii) Bank has credited interest ` 220
 - iv) Discount and other charges ` 140
- Prepare a bank reconciliation statement.

24. **a.** Explain briefly any five elements of bills of exchange.

Or

- b.** A sold goods to B for ` 3,000 on 1st January, 2014. On the same day, A draws a bill on B for the amount for 3 months. B accepted this and returned to A. The bill is dully paid on maturity.
- Pass necessary journal entries in the books of both parties.

25. **a.** Discuss any five objectives of charging depreciation.

Or

- b.** Avito purchased a machine at ` 40,000 on 1st January, 2010. Depreciation was to be charged @ 10% per annum on the original cost.
- Show machinery account for the first five years by straight line method assuming that the books are closed on 31st December every year.
