

- Q.31 Name any five causes for differences in the Cash Book and Pass Book Balances.
- Q.32 Rectify the following errors:
- (A) Credit sale to Mohan Rs. 6,000/- were recorded sales book as Rs. 6,200/-
 - (B) Rs. 5,000/- paid for furniture purchased has been debited to Purchase Account.
- Q.33 Define Accounting Cycle.
- Q.34 Explain Purchase Return Book and Sales Return Book.
- Q.35 Explain any two Accounting Principles.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Enter the following particulars in the Cash Book with Cash and Bank Column

- (i) April 1 Balance of Cash Rs. 3,000/- and at Bank Rs. 15,000/-
- (ii) April 3 Goods sold for cash Rs. 7,000/-
- (iii) April 4 Goods purchased on credit from Mohan Kumar Rs.8,000/-
- (iv) April 4 Paid Wages Rs. 500/-
- (v) April 5 Cash paid to Mohan Kumar Rs. 5,000/-
- (vi) April 6 Withdraw cash from bank for office use Rs. 3,000/-

- Q.37 Record the following transactions in the journal of ABC Company Ltd.

- a) Goods purchased from Satish worth Rs. 5,500/-
- b) Goods returned to Satish Rs. 500/-
- c) Paid cash to Satish Rs. 4,600/- and discount received from him Rs. 400
- d) Goods sold to Deepak for Rs. 4,000/-
- e) Received cash from Deepak Rs. 3900/- and discount allowed to him Rs. 100/-

- Q.38 Explain the steps to locate the errors if trial balance does not tally.

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**Branch : Office Management
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Subject:- Book-Keeping and Accountancy-1

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SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Which of the following transactions is not of financial character:

- a) Purchase of asset on credit
- b) Purchase of asset for cash
- c) Withdrawing of money by proprietor from business
- d) Strike by Employees

Q.2 Trade Discount is:

- a) Which is allowed at the time of receiving the payment
- b) Which is allowed at the time of sale of goods
- c) Which is allowed at the time of receiving the payment and sale of goods
- d) Allowed in all of the above

Q.3 As per dual Aspect Principle:

- a) Asset=Liabilities-Capital
- b) Asset=Capital-Liabilities
- c) Asset=Capital+Liabilities
- d) Capital=Asset+Liabilities

Q.4 Goods worth Rs 5000/- given away as charity would be credited to:

- a) Sales Account b) Purchase Account
- c) Charity Account d) None of the above

- Q.5 When a firm maintains a Cash Book, it need not to maintain:
 a) Journal Proper
 b) Purchase Book
 c) Sales Book
 d) Cash and Bank Account in ledger
- Q.6 If the debit as well as credit aspects of transaction are recorded in cash book, it is called:
 a) Contra Entry b) Compound Entry
 c) Opening Entry d) Adjustment Entry
- Q.7 Purchase Book is used to record:
 a) Purchase of goods
 b) Credit Purchase of goods
 c) Credit Purchase of Asset
 d) All credit purchase
- Q.8 While posting in personal accounts from the purchase book, posting is done:
 a) On Credit Side
 b) On Debit Side
 c) On Debit or Credit Side
 d) None of the above
- Q.9 Which item shows a Debit Balance
 a) Salary outstanding b) Prepaid Expenses
 c) Purchase Return d) Sales
- Q.10 Which of the following is not a part of Double Entry System:
 a) Journal
 b) Bank Reconciliation Statement
 c) Cash Book
 d) Ledger

SECTION-B

- Note:** Objective type questions. All questions are compulsory.
 $(10 \times 1 = 10)$
- Q.11 How do you ascertain the financial position of the business?

- Q.12 What is Capital?
 Q.13 Closing Stock is valued at cost price or market price whichever is (More/Less)
 Q.14 Give one example of two sided error.
 Q.15 Suspense Account always shows credit balance. (True/False)
 Q.16 What is meant by debit balance of pass book.
 Q.17 Salary paid to Ram Lal will be debited to _____ Account
 Q.18 What is petty cash book?
 Q.19 Name two causes of differences in the Cash Book and Pass Book balances.
 Q.20 Ledger is a book of original entry (True/False)
- SECTION-C**
- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$
- Q.21 What is need of Accounting Principles?
 Q.22 Define Intangible Real Account. Give any two examples of such type of accounts.
 Q.23 Classify the following accounts into Personal, Real or Nominal accounts:
 (i) Drawings (ii) Bad Debts (iii) Outstanding Salary
 (iv) Furniture (v) Goodwill
 Q.24 Explain the difference between Trade Discount and Cash Discount.
 Q.25 Explain the compound Journal Entry with a suitable Example.
 Q.26 Cash Book is subsidiary book and a principal book. Explain in brief
 Q.27 Define Petty Cash Book.
 Q.28 Define Credit Note.
 Q.29 What are the rules of posting in the Ledger?
 Q.30 Define Trial Balance.