



I Semester B.B.A. Examination, January/February 2025  
(NEP) (Repeaters)  
**BUSINESS ADMINISTRATION**  
**Paper – 1.2 : Fundamentals of Accountancy**

Time : 2½ Hours

Max. Marks : 60

**Instruction :** Answer should be written in English only.

**SECTION – A**

From the following, answer **any six** sub-questions. **Each** sub-question carries **two marks**. **(6×2=12)**

1. a) Define Accounting.
- b) What are accounting standards ?
- c) What do you mean by Journal ?
- d) What is Debit note ?
- e) What is net profit ?
- f) How do you treat outstanding expenses in final accounts ?
- g) State the methods for preparation of Trial balance.
- h) Give the meaning of petty cash book.

**SECTION – B**

Answer **any three** questions. **Each** question carries **four marks**. **(3×4=12)**

2. Distinguish between single entry system and double entry system of book keeping.
3. Explain Accounting cycle.
4. Prepare personal account of Mr. Ambarish from the following.

2024

Aug. 1	Credit balance of Ambarish amount ₹ 7,30,000
5	Bought goods from Ambarish ₹ 7,000
8	Returned goods to Ambarish ₹ 2,000
12	Sold goods to Ambarish ₹ 9,000
20	Paid to Ambarish ₹ 4,000



5. Enter the following transactions in sales book.

2024

Oct. 1	Sold to Vinodh, Bangalore, 20 quintals of wheat at ₹ 1,800 per quintal
Oct. 7	Sold to Samuel, Mumbai, 30 quintals of rice at ₹ 200 per quintal
Oct. 15	Sold to Geetha, Kolkata, 60 quintals of sugar at ₹ 1,200 per quintal
Oct. 22	Sold to Ram, Chennai, 25 quintals of jowar at ₹ 120 per quintal.

6. From the following ledger balances, prepare trial balance.

Particulars	₹	Particulars	₹
Purchase	60,000	Opening stock	30,000
Bank	5,000	Sales	1,00,000
Debtors	80,000	Creditors	30,000
Capital	94,000	Machinery	28,000
Stationery	3,000	Drawings	10,000
Salary	4,200	Wages	3,800

### SECTION – C

Answer any three questions. Each question carries twelve marks.

(3×12=36)

7. Explain the objectives and functions of accounting.

8. Enter the following transactions in three column cash book.

2024

Oct. 1	Balance of cash ₹ 40,000 and Bank balance ₹ 1,00,000
Oct. 4	Purchase goods from Varun for cash ₹ 10,000
Oct. 5	Withdrew from Bank ₹ 20,000
Oct. 7	Paid rent by cheque ₹ 15,000
Oct. 10	Received ₹ 20,000 from Harshith and discount allowed ₹ 500
Oct. 14	Cash withdrawn for personal use ₹ 8,000
Oct. 17	Cash paid to Vinay ₹ 9,800 and discount received ₹ 200
Oct. 21	Sold goods to Mahadev for cash ₹ 25,000
Oct. 24	Paid wages by cheque ₹ 3,400



9. From the following balance of Rahim as on 31-3-2024. Prepare Trial Balance.

Particulars	₹
Sales	96,000
Purchases	80,000
Drawings	12,000
Capital	70,000
Debtors	56,000
Creditors	50,000
Commission received	6,000
Rent	2,400
Bills receivable	4,000
Opening stock	10,000
Purchase returns	2,800
Sales return	1,600
Furniture	45,000
Bills payable	15,800
Discount paid	100
Salary	8,200
Insurance	800
Cash in hand	9,500
Cash at bank	11,000

10. Journalise the following transactions in Books of Shri. Ganesh.

- Sept. 1      Started business with ₹ 20,00,000  
Sept. 4      Bought furniture ₹ 20,000  
Sept. 5      Purchase goods from Veeresh ₹ 2,00,000  
Sept. 7      Bought machinery ₹ 5,00,000  
Sept. 9      Sold goods to Maresh ₹ 7,00,000  
Sept.11      Sold goods for cash ₹ 1,25,000  
Sept.13      Borrowed loan from SBI at ₹ 10,00,000  
Sept.15      Received from Maresh ₹ 3,00,000  
Sept.18      Paid salary ₹ 40,000 and rent ₹ 45,000  
Sept.25      Withdrew from Bank for personal use ₹ 10,000 and for office use ₹ 25,000



11. From the following information, prepare final accounts for the year 2023 – 24.

<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>
Capital		93,230
Drawings	6,820	
Purchase and sales	83,290	1,26,177
Debtor and creditor	47,800	22,680
Returns	7,422	3,172
Wages	9,915	
Manufacturing expenses	2,500	
Stock on 1-4-2023	21,725	
Factory fuel and power	542	
Salary	3,745	
Factory lighting	392	
Carriage outward	960	
Plant and machinery	55,000	
Furniture	1,720	
Bills payable		6,422
Travelling expenses	925	
Cash in hand	68	
Cash at bank	2,425	
Rent and tax	1,765	
Office expenses	2,778	
Discount allowed	422	
Insurance	570	
Carriage inwards	897	
	<b>2,51,681</b>	<b>2,51,681</b>

#### **Additional informations :**

- Closing stock ₹ 16,580
- Prepaid insurance ₹ 70
- Depreciate machinery by 5% and furniture by 10%
- Create provision for bad debts at 2% on debtors.