

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATIONS FOR EXCISE & TAXATION
INSPECTORS OF HIMACHAL PRADESH SESSION APRIL, 2010**

PAPER-5 (BOOK KEEPING AND GENERAL COMMERCIAL KNOWLEDGE)

Time Allowed: 3Hours.

Maximum Marks: 100

Note:- (i) Attempt FIVE questions including Q.No.1. Which is compulsory.

(ii) Attempt all parts of question in consecutive order.

(iii) No books are allowed.

(iv) Avoid overwriting and cuttings.

(v) Use of simple calculator is allowed.

Q.No.1 From the following ledger balances you are required to prepare Trading and Profit and loss Account and Balance Sheet as on 31st March, 2009:-

Capital Account	Rs. 1,19,400	Drawings	10,550
Bills receiveable	Rs. 9,500	Plant & mach.	28,800
Sundry debtors	Rs. 62,000	Loan Account (Cr.	20,000
Wages (Manufacturing)	40,970	Returns inwards	2,780
Purchases	2,56,590	Sales	3,56,430
Commission Received	5,640	Rent & Taxes	5,620
Stock (1.1.2008)	89,680	Salary	7,000
Travelling Expense	1,880	Insurance	400
Cash	530	Bank	18,970
Repairs & Renewals	3,370	Interest (Dr.)	5,870
Bad debts	3,620	Sundry Creditors	59,630
Fixture & Fittings	8,970	Wages	4,000

Additional information:-

- (i) Closing Stock on 31st March, 2009 was Rs. 1,28,960.
- (ii) Create a Reserve of 5% on sundry Debtors.
- (iii) Charge 5% Interest on Capital
- (iv) Depreciate Plant & machinery by 5% per annum
- (v) Depreciate Fixture and Fittings by 10% per annum (10 + 10+ 15+ 15 marks)

Q.No.2 Enumerate Subsidiary Journals used in modern Book- Keeping and explain the Advantages of maintaining Subsidiary Journals. (7 ½ = 7 ½ =15 marks)

Q.No.3 Define Book Keeping and explain the fundamental principles of Double entry System of book keeping. (5 + 10= 15 marks)

- Q.No.4 Enter the following transactions in cash Book with discount, cash and bank Columns as it would appear in the ledger:-
- (i) Balance of cash in hand Rs.2000, and in Bank of Baroda Rs. 10,000 as on 1st March, 2009.
 - (ii) paid into Bank of Baroda Rs.2500
 - (iii) Received Cash from Mohan Lal Rs. 3,500 and allowed him discount Rs.70.
 - (iv) Paid to M/S Kranti Lal & Sons by cheque Rs. 8500 in full settlement of their account for Rs.9000.
 - (v) Received for Cash Sales Cash Rs.750 and Cheque Rs.1000 **(15 marks)**
- Q.No.5 List out at least fifteen items chargeable to Revenue and those chargeable to Capital account. **(7 ½ + 7 ½ = 15 marks)**
- Q.No.6 Distinguish between Receipt and Payment Account and an Income and Expenditure Account. **(7 ½ + 7 ½ = 15 marks)**
- Q.No.7 What purpose is served by Bank Reconciliation Statement? Prepare a Bank Reconciliation statement as at 31st March, 2010 from the following particulars
- (i) Bank Balance as per Pass Book = 2.25,356
 - (ii) Cheques paid into the Bank amounting to Rs. 20,000 on 30th March, 2010 but Only Rs. 15000 were credited in the Bank Pass Book.
 - (iii) Cheques issued to the creditor up to 31st March, 2010 worth Rs. 25,000 but only Rs.20,000 have been debited in the Bank Pass Book.
 - (iv) Bills payable met but not entered in Cash Book for Rs. 10000.
 - (v) Amount deposited into bank but wrongly credited to other account.
- (5 + 10 = 15 marks)**
- Q.No.8 What do you understand by depreciation? What are different methods of Charging depreciation? Discuss any two in detail? **(15 marks)**
