

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICERS (NON- TECHNICAL) OF HIMACHAL PRADESH SESSION MAY-
JUNE, 2009**

PAPER-5 (BOOK KEEPING & ACCOUNTS FOR CO-OPERATIVE DEPTT.)

Time Allowed: 3 Hours.

Maximum Marks: 100

Notes:- Attempt any five questions including question No.1, which is compulsory.

(ii) All questions carry equal marks.

(iii) Books are not allowed.

(iv) Use of calculator is allowed.

(v) Try to Attempt all parts of question consecutively.

Q.No.1 Attempt al the following questions.

- a) What is Book Keeping and Accountancy?
- b) Define Journal.
- c) Define goodwill.
- d) What is working capital?
- e) What is the main purpose of preparing a Balance Sheet?
- f) Define depreciation.
- g) What is narration?
- h) Define Nominal Accounts.
- i) Define accrued expenses.
- j) Define accounting cycle.

(10 x 2 = 20 marks)

Q.No.2 a) what is the difference between Capital receipts & Revenue receipts and Capital Expenses & Revenue Expenses?

- b) State with reasons which of the following items are Capital or Revenue.
 - (i) Cost of replacement of old & worn out part of Plant.
 - (ii) Internet on loan borrowed for business.
 - (iii) Legal expenses incurred on income tax appeal.
 - (iv) Repair Charges of Machinery.
 - (v) Cost of furniture purchased.

(10 + 5 x 2 = 20 marks)

Q.No.3 (a) Prepare a trading and profit & loss account for the year ended on 31st March, 2009 and a Balance Sheet as at that date in respect of M/S XYZ & Company.

	Rs.	Rs.
Capital		5,000
Machinery	7600	
Purchases	104000	
Freight	300	

Carriage in	700	
Returns	2400	3200
Wages	7000	
Drawing	3000	
Sales		1,32000
Salaries	6,500	
Rent	2000	
Debtors & Creditors	640000	68000
Stock (01.04.2008)	10000	
Bills receivable & payable	2700	4600
Cash in hand	27400	
Cash at Bank	20200	
	257800	257800

Adjustment:-

- (i) Stock at the end of the year is Rs.8000/-
- (ii) Salaries outstanding Rs.200
- (iii) Depreciation of Machinery @ 10% annum.
- (iv) Prepaid rent Rs.400/-

(20 marks)

Q.No.4 a) What is the distinction between manufacturing Account and Trading Account?

b) From the following information. Prepare a Manufacturing Account for the year ended on 31st March, 2009.

Work – in- progress (01.04.2008)	Rs. 40000	Wages	Rs. 20,000
Raw Material (31.03.2009)	90,000	Salary of Works manager	8,000
Carriage Inwards	3,000	Power, Electricity & Water	6,000
Freight Inwards	3,000	Fuel	4,000
Returns Outwards	2,200	Depreciation: Plant & Machinery:	8,000
		Factory Building:	4,000
		Administrative Block:	10,000
Sales of scrap	1,000	Repairs & Insurance:	
		Plant & Machinery:	6,000
		Factory Building:	2,000
		Administrative Block:	8,000
Work – in- Progress (31.03.2009)	5,000	Factory Rent & Taxes	10,000
Raw Material (01.04.2008)	74000	General Expenses	2,000
Raw Material Purchased	45,000	Selling & Distribution Expenses	30,000
Salary of Administrative Staff Sales	38000	Advertising	20,000
Sales	99,000		

(5 + 15= 20 marks)

Q.No.5 a) Prepare a Two- column Cash Book from the following transactions of M/S ABC & Company.

2009		Rs.
Jan.1	Cash in Hand	14,000
6	Cash Purchases	12,000
10	Wages Paid	1040
11	Cash Sales	16,000
12	Purchased Goods from M & Co.	20,000
12	Cash received from M/s "Z" & allowed him discount Rs.20/-	11,980
14	Paid to M & Co.	20,000
19	Cash Paid to M/S "X" & received discount Rs.30/-	12,470
27	Cash Paid to "Y"	1,400
28	Purchased Goods for Cash	12,070
29	Sold Goods to M/S K & Co.	40,000
30	Received cheque from M/S K & Co.	40,000

b) From the following particulars prepare Bank reconciliation statement:-

		Rs.
1	Balance as per Pass Book (Overdraft)	5450
2	Interest on investment collected by the bank but not recorded in the Cash Book	1800
3	Un- Credited Cheques	2500
4	Un- presented Cheques	1500
5	Bank Charges as per Bank Pass Book	50
6	Interest on overdraft debited in the Pass Book not recorded in the Cash Book	200

(10+ 10 = 20 marks)

Q.No.6 Pass the opening entries in the journal of M/S Ramesh & Sons (as on 01.04.2008) and post the same into the ledger.

Cash in hand Rs. 1,000, Cash at Bank Rs.5000, Stock of Rs. 20,000, Land & Buildings Rs. 1,00,000, Plant & Machinery Rs. 50,000, Furniture & Fixtures Rs. 25,000, Owings from X Ltd. Rs. 12,500, Prepared Insurance Rs. 500, Interest received in advance Rs.250, Loan from Y Ltd Rs. 10,000 and Owing to Z Ltd Rs. 3,750. **(20 marks)**

Q.No.7 a) Each question has four possible answers. Choose the Correct Answer

(i) Valuation of closing Stock is at:

- a) Cost
- b) Market Price
- © Both
- d) None of these

(ii) Balance Sheet is a statement of:

- a) Assets
- b) Liabilities
- c) Both
- d) Non of these

(iii) The person to whom goods are sold on credit is called:-

- a) Seller
- b) Buyer
- c) Debtor
- d) Creditor

(iv) The amount of Cash or Goods invested by the proprietor in a business is called.

- a) Expense
- b) Asset
- c) Capital
- d) Revenue

(v) Real- Accounts are related to:

- a) Customers
- b) Assets
- c) Expenses
- d) None of these

(vi) Purchase book is maintained to record:

- a) Cash Purchases
- b) Purchase of Furniture
- c) Credit purchases
- d) none of these

(vii) Sales Book is maintained to record:-

- a) Credit Sales
- b) Cash Sales
- c) All Cash & Credit sales
- d) non of these

(viii) Prepaid Expense is:-

- a) Liability
- b) Asset
- c) Expense
- d) none of these

(ix) Cash discount is provided on:-

- a) Sale
- b) Purchase
- c) Prompt Payment
- d) All of these

(x) The amount of rent paid to Anis should be debited to:-

- a) Anis a/c
- b) Rent a/c
- c) Cash a/c
- d) Sales a/c

(b) What is the difference between:-

- (i) Fixed liabilities & Current Liabilities
- (ii) Trial Balance & Balance Sheet
- (iii) Errors of Omissions & Errors of Commissions.
- (iv) Commission and Discount.

(10 + 10 = 20 marks)
