

**(FOR THE EMPLOYEES OF COOPERATIVE DEPARTMENT)**

**Maximum Marks: 100**

**5. Use of calculator is allowed.**

Total	5,66,000	5,66,000
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:2:

1. Closing stock Rs.80,200 (including stationery stock of Rs.200).
2. Office expenses include stationery purchased Rs.800.
3. Sundry debtors include Rs.3,000 receivable from Reeta and Sundry creditors includes Rs.1,000 payable to Reeta.
4. A sum of Rs.5,000 has been received from a debtor as deposit which has been credited to his account.
5. Rs.500 were written off as bad debts in previous year and this amount has been received during the current year has been credited to debtors account.
6. Some employees are residing in the premises of business due to their nature of service, the rent of such portion is Rs.1,000 per month.
7. Salaries include a sum of Rs.500 which is advance salary.
8. On 1<sup>st</sup> April, 2014 books contain such furniture of Rs.600 which was sold for Rs. 290 on 30<sup>th</sup> Sept, 2014 and in exchange of it a new furniture of Rs.520 was acquired, its net invoice of Rs.230 was recorded in purchase book.
9. Depreciate buildings @ 5% per annum and furniture @ 10% p.a.
10. Goods worth Rs.2,000 were in transit on the last day of the accounting year.

20 marks

- Q. No. 2. (a) What do you understand by the term Book-Keeping? What are the advantages of book-keeping?  
(b) What is double entry system of book-keeping? What are its advantages and disadvantages?

(10+10)= 20 marks.

- Q.No.3. (a) What is Cash Book? What is different types of cash book? How it is balanced?  
(b) What is the role of journal in practical system of book-keeping?

(10+10)=20 marks.

- Q. No.4. (a) What is Trial Balance? Is the agreement of trial balance conclusive proof of accuracy of books of accounts?

(b) What step will you take if, you find that the trial balance prepared by you at the end of trading period does not agree?

(c) How would you rectify the following errors in the books of XYZ Cooperative Society before preparing trial balance?

- (1) The total of the purchases book has been under-cast by Rs.100.
- (2) The returns inward book has been under-cast by Rs.50.
- (3) A sum of Rs.2,500 written off as depreciation on machinery has not been debited to depreciation account.
- (4) A payment of Rs.7,500 for salaries has been posted twice to salary account.
- (5) The total of bill receivable book Rs.1,500 has been posted to the credit of bills receivable account.
- (6) An amount of Rs.151 for credit sale although correctly entered in the ssale book, has been posted as Rs.115.
- (7) Discount allowed to ABC Rs.250 has not been entred into discount column of the Cash Book, but it has been posted to the personal account of ABC.

(5+5+10)=20 marks.

- Q.No.5: (a) Explain the necessity of providing depreciation on assets from year to year.  
(b) Enumerate the methods of calculating depreciation. Discuss briefly the merits and limitation of straight line method and diminishing balance method.

(10+10)=20 marks.

- Q.No.6. Distinguish between:  
(i) *"Journal"* and *"Ledger"*.  
(ii) *"General Journal"* and *"Special Journal"*.  
(iii) *"Debit Note"* and *"Credit Note"*.  
(iv) *"Trade Discount"* and *"Cash Discount"*.

(4x5)=20 marks.

- Q.No.7: (a) Does the bank balance as per cash book always agree with the balance as per bank pass book? If not, state the reasons for such disagreement.  
(b) What is suspense account? What is its utility?  
(c) On 31<sup>st</sup> March, 2015, the balance of bank account as per trader's own books of account was Rs.49,350 which differed from the balance as per bank pass book on that date. The reasons for the difference were detected as under:  
(a) Cheques deposited by the trader on 29.03.2015 but credited by bank on 2.04.2015 amounting to Rs.4200.  
(b) Cheques issued by the trader but not presented for payment in the bank up to 31.03.2015 amounting to Rs.9680.  
(c) A sum of Rs.600 deposited by the creditor through RTGS and the information on this account was received in the month of April, 2015.  
(d) The trader has asked the Bank to transfer a sum of Rs.3,000 in the accounts of ABC on 30.03.2015 but the same was actually been transferred by bank on 02.04.2015.  
(e) Bank charges amounting to Rs. 85 were not entered in the Cash Book.  
Prepare a bank reconciliation statement as on 31.03.2015.

(5+5+10)=20 marks