

(21213)
BBA.-I Sem.

Roll No.

18039

B. B. A. Examination, Dec. 2013

Book-keeping and Basic Accounting

(BBA-104)

(New)

Time : Three Hours] [Maximum Marks : 75

Note : Attempt questions from each Section as per instructions. Use of calculator is allowed.

Section-A

(Very Short Answer Questions)

Attempt all the *five* questions of this Section. Each question carries 3 marks. Very short answer is required not exceeding 75 words. $3 \times 5 = 15$

1. Differentiate between book-keeping and accounting.
2. What are the basic concepts of accounting?

3. How are accounts classified? State the rules of journalising with respect to each class of account.
4. Define Bank Reconciliation Statement.
5. Differentiate between Profit and Loss Account and Balance Sheet.

Section-B

(Short Answer Questions)

This Section contains three questions, attempt any *two* questions. Each question carries $7\frac{1}{2}$ marks. Short answer is required not exceeding 200 words. $7\frac{1}{2} \times 2 = 15$

6. What are subsidiary books? Explain with illustrations.
7. Explain the different methods of preparing trial balance.
8. State the meaning of the following :
 - (a) Petty cash book
 - (b) Adjustment for closing stock in final accounts
 - (c) Issue of bonus shares.

Section-C

(Detailed Answer Questions)

This Section contains five questions, attempt any three questions. Each question carries 15 marks.

Answer is required in detail. $15 \times 3 = 45$

9. Prepare three columns cash book from the following transactions :

		₹
2012		
July 1	Balance of cash	800
" 1	Bank overdraft	1,000
" 4	Received from Ram and discount allowed to him	3,000 50
" 5	Received for cash sales :	
	Cash ₹ 1,000 and Cheque ₹ 500	1,500
" 8	Paid to Dinesh Cash	300
	Cheque	200
" 10	Furniture bought for private use	500
" 15	Withdraw for office use	500

" 18	Received cheque from Rakesh and deposited into the Bank	5,000
" 20	Gupta paid directly into our bank account	3,000
" 25	Sales against bearer cheques	1,000
31	Salary paid to clerk for cash	500
	Rent paid by cheque	400
	Insurance premium paid by cheque	300

10. On 1st April, 2012, Satyapal was the holder of 500 shares of ₹ 10 each of Motor Cars Ltd. He has paid ₹ 2 on application and ₹ 2 on allotment but he could not pay ₹ 2 on first call and ₹ 4 on final call. At a meeting of the Directors held on that day his shares were forfeited for non-payment of the first and final calls of ₹ 2 and ₹ 4 per share respectively. On 1st May, 2012, these shares were re-issued as fully paid to Satyavan for ₹ 4,500. Give the journal entries for recording these transactions in the books of Motor Cars Ltd.

11. From the following balances, taken from accounting books of Sri Om Prakash, prepare Trading and Profit & Loss Account for the year ended as on 31st March, 2012 and a Balance Sheet as on that date :

Head of Account	Amount (₹)
Capital	80,000
Stock (1st April, 2011)	16,000
Purchases	75,000
Sales	2,00,000
Sales Return	5,000
Purchases Return	2,000
Carriage Inward	1,500
Plant and Machinery	40,000
Furniture and Fixtures	5,000
Freehold Properties	45,650
Cash in Hand	5,000
Discount (Cr.)	500

Sundry Creditors	10,000
Sundry Debtors	28,000
Carriage Outward	400
Wages	30,000
Salaries	18,000
Factory Lighting	800
Travelling Expenses	1,200
Bills Payables	1,500
Rent, Taxes and Insurance	5,250
Drawings	5,000
General Expenses	12,200

Adjustments :

- (i) Stock on 31st March, 2012 was valued at ₹ 30,000 (market value ₹ 20,000).
- (ii) Prepaid insurance amounted to ₹ 150.
- (iii) Wages and salaries are outstanding amounting to ₹ 2,000 and ₹ 1,500 respectively.
- (iv) Provide depreciation on plant and machinery at 5% and on furniture and fixtures at 10%.

12. What do you mean by rectification of errors?
How errors are rectified? Explain with examples.
13. What do you mean by depreciation? Discuss the
different methods of depreciation.

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