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(201217)

Roll No.

B.B.A. - I Sem.

18039

B. B. A. Examination, Dec. 2017

Book-keeping and Basic Accounting

(BBA-104)

(New)

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt questions from all Sections as per instructions. Use of calculator is allowed.

Section-A

(Very Short Answer Questions)

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

1. What are the rules of Debit and Credit in different classes of accounts ?
2. What is the difference between bill of exchange and promissory notes ?
3. What is the difference between book-keeping and accounting ?

(2)

4. What is 'depreciation' ? Explain any three methods of it.
5. What is the difference between 'reserve' and 'provision' ?

Section-B

(Short Answer Questions)

Answer any *two* questions out of the following three 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. "There should an equal credit for every debit and a debit for every credit." In the light of this statement explain the characteristics of double entry system of book-keeping.
7. What is 'Bank Reconciliation Statement' ? How is it prepare ?
8. The following balances existed in the books of Utkarsh Traders on 31st March, 2016 :

Debit Balance :	₹
Cash in hand	28,400
Cash at bank	2,200
Stock	31,200
Furniture	7,500
Debtors	24,000
Credit Balance :	
Bank loan	10,000
Trade creditors	7,000

Pass opening journal entries on April, 2016.

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Section-C

(Detailed Answer Questions)

Answer any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail. $15 \times 3 = 45$

9. Harshit Co. Ltd. issued 10,000, 6% debentures of ₹100 each at a discount of 10% payable as :
- ₹ 10 on application
 - ₹ 30 on allotment
 - ₹ 40 on first call and balance on final call
- All the amounts were duly received. Pass necessary journal entries in the books of the company, and show the company's balance sheet.
10. What do you mean by redemption of preference share? What is statutory requirements for such redemption?
11. What do you understand by 'Accounting Concept' ? Discuss the various accounting concepts.
12. A manufacturing concern, whose books are closed on 31st December, purchased a machine for ₹ 50,000 on 1st January, 2011. Additional machine was acquired for ₹10,000 in July, 2012 and for ₹16,000 on 1st January 2015. Machine purchased for ₹10,000 on 1st July, 2012 was sold for ₹ 5,000 on 30th June, 2014. Show the machinery account for five years writing-off depreciation @10 per annum on written down value.

13. From the following trial balance and additional information of Ansh Trader on 31st March, 2016. Prepare Trading and P & L A/c and balance sheet :

	₹	₹
Stock (on 1st April, 2015)	6,600	Sales 47,400
Purchases	37,200	Commission 2,010
Carriage inward	420	Interest 120
Salaries	4,800	Creditors 4,620
Taxes and Insurance	1,200	Capital 27,000
Sundry expenses	2,400	Bills payable 1,350
Bad debts	750	
Discount	330	
Cash in hand	600	
Cash at Bank	6,000	
Drawings	1,740	
Debtors	6,300	
Buildings	14,160	
	82,500	82,500

Additional information :

- (i) Closing stock ₹14,000
- (ii) Salaries ₹ 600 and taxes ₹ 200 are outstanding.
- (iii) Insurance ₹200 is prepaid.
- (iv) Depreciation on building @10%
- (v) Make a provision for bad debts @3% on debtors.