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**Paper: Commercial Book Keeping  
(without Books)**

**Time: 3 hours**

**Max. Marks: 100**

**Note:**

- i. Q.No.1 and 9 are compulsory
- ii. Attempt any two questions out of three practical questions. 2 to 4
- iii. Attempt any three questions out of four theory question Nos 5 to 8
- iv. All parts of the question attempted together

**Q.No.1** On 31<sup>st</sup> March 2011, the following is the trial balance was taken from the book.  
Prepare trading & Profit and loss account and balance sheet from the following (30)

Debit Balances		Credit Balances	
Drawings	3000	Capital	28,000
Debtors	20,100	Sundry Creditors	10,401
Interest on Loan	300	Loan on mortgage	9500
Cash in hand	2050	Provision for doubt	
Stock on 1st April 2010	6839	Full debts	710
Motor Vehicles	10,000	Sales	1,10,243
Cash at bank	3555	Purchase Return	1,346
Building	12,000	Discounts	540
Baddebts	525	Bills payable	2,614
Purchases	66458	Rent Received	250
Sales returns	7821		
Carriage outwards	2404		
Carriage inwards	2929		
Salaries	9097		
Rate and taxes	2891		
Advertising	3264		
General expenses	3489		
Bill receivables	6882		

The following adjustment taken care of while preparing the accounts

- 1) Depreciate Building at 2.5 % and motor vehicles at 20%
- 2) Interest on loan at 6% P.A. is unpaid for six months.
- 3) Salaries amounting to Rs. 750 and rates amounting to Rs. 350 are outstanding
- 4) Prepaid insurance amounted to Rs. 150
- 5) Provision for doubtful debts is to be maintained at 5% on sundry debtors.
- 6) Provide for Manager's commission at 10% on net profits after charging such commission
- 7) Stock in hand on 31<sup>st</sup> March, 2011 was valued at Rs. 6250

**Q.No.2** Prepare a Bank Reconciliation Statement from the following particulars as on 31<sup>st</sup> March, 2012

(10)

Debit balances as per bank column of the Cash Book	3,72,000
Cheques issued to creditors but not yet presented to the bank for payment	72,000
Dividend received by the bank but not entered in the cash book	5,000
Interest allowed by the bank	1250
Cheques deposited into the bank for collection but not collected upto this date	15400
Bank Charges	200
A Cheque deposited into the bank was dishonoured but no intimation received	320
Bank paid house tax on our behalf but no information received from the bank	350

**Q.No.3** G Ltd. purchased a machinery on 1st May 2005 for Rs. 60,000. on 1st July 2006 it purchased another machine for Rs.20,000 on 31st March 2007, it sold off the 1st machine purchased in 2005 for Rs. 38,500 and on the same day purchased a new machine. Show the machinery accounts for three years. (10)

**Q.No. 4** The accountant of a firm wrongly prepared the Trial Balance. You are required to draw up a correct Trial Balance. (10)

Particulars	DEBIT BALABCE	CREDIT BALANCE
Capital		20,000
Drawings		5,000
Purchases		90,000
Sales	1,30,000	
Returns inward	700	
Returns outward	900	
Carriage inwards	1100	
Carriage outwards	800	
Duty on purchases	2000	
Opening Stock	11,000	
Motar Van		6,000
Salaries		5,000
Rent	2,000	
Taxes	300	
Insurance	600	
Sundry Debtors	8000	
Sundru creditors	6000	

Cash in Hand	500	
Cash at bank		2500
Furniture	1000	
Land		20,400
Grand Total	1,64,900	1,48,900

**Q.No.5** What is the main objective of preparing a Trial Balance? Give any four functions of a Trial Balance. (15)

**Q.No. 6** (a) What are the characteristics of a Journal? (15)  
 (b) Name different type of Cash Books used in the accounting books.

**Q.No.7** While distinguishing between a reserve and a provision, explain the different types of Reserves. (15)

**Q.No.8** What are the different classes of errors? Which errors do not affect a Trial Balance? (15)

**Q.No.9** Answer any five of the following questions in one sentence. (5)

- a) What do you understand the term casting
- b) What is a trade discount?
- c) What is the meaning of the term Ledger
- d) Name the three types of accounts
- e) What is a promissory note?
- f) What is a bill receivable Book?
- g) What is a purchase book?