

**Exam. Code : 105401**

**Subject Code : 1439**

**BBA Semester—I**

**BBA-103 : BASIC ACCOUNTING**

Time Allowed—3 Hours]

[Maximum Marks—50

**Note :—** Question paper is divided into **three** Sections A, B and C.

**Section A :** Consists of **12** short answer questions.

Attempt any **10** questions from Section A. Answer each question in up to **5** lines. Each question carries **1** mark.

**Section B :** Consists of **four** essay type/numerical

questions with answer to each question to be given in up to **five** pages in length. Attempt any **two** questions. Each question carries **10** marks.

**Section C :** Consists of **four** essay type/numerical

questions with answer to each question to be given in up to **five** pages in length. Attempt any **two** questions. Each question carries **10** marks.

### SECTION—A

1. Write the short notes (attempt any 10) :
  - (i) Why book keeping is essential ?
  - (ii) Who are the internal users of Accounting ?
  - (iii) Explain the convention of conservatism.
  - (iv) Explain the rule of journalizing for personal accounts.
  - (v) Distinguish between account and ledger.
  - (vi) Explain the compound entry.
  - (vii) What is imprest system of petty cash book ?
  - (viii) What is error of commission ?
  - (ix) Why bank reconciliation statement is maintained ?
  - (x) What are fictitious assets ?
  - (xi) What are direct expenses and indirect expenses ?
  - (xii) What is the meaning of marshalling of balance sheet ?

### SECTION—B

2. Explain the meaning of book keeping and accounting. Differentiate between the two terms.
3. What are the reasons of charging depreciation ? Explain the different advantages of depreciation.

4. On 1st Jan. 2015 Mr. A purchased plant and machinery costing Rs. 70,000. It is estimated that its working life is 10 years, at the end of which it will fetch Rs. 10,000. Additions were made on 1st Jan. 2016 to the value of Rs. 40,000 (residual value of Rs. 4,000). Further additions are made on July 1, 2017 to the value of Rs. 20,000 (scrap value Rs. 2,000). The working life of both the additional plants is 20 years.

Show the plant and machinery account for the first four years, if depreciation is written off according to straight line method. The accounts are closed on 31st December every year.

5. The bank passbook of M/s. Rahul & Co. showed a balance of Rs. 50,000 on June 30, 2014.
- (1) Cheques issued before June 30, 2014, amounting to Rs. 25,000 had not been presented for encashment.
  - (2) Two Cheques of Rs. 3,000 and Rs. 2,300 deposited into the bank on June 30 but the bank gave credit for the same in July, 2014.
  - (3) There was also a debit in the passbook of Rs. 2,700 in respect of a cheque dishonored on 30.6.2014. Prepare a bank reconciliation statement as on June 30, 2014.

## SECTION—C

6. Explain the major applications of computerized accounting :
7. Prepare the format of balance sheet as per Companies Act 2013.
8. From the Trial Balance of Mr. Raghuraman as on 31<sup>st</sup> March, 2014 prepare final accounts :

Particulars	Debit	Credit
	Rs.	Rs.
Capital		3,60,000
Drawings	6,400	
Stock (1.4.2013)	18,000	
Purchases	1,29,000	
Sales		2,38,000
Sales Returns	4,000	
Wages	32,000	
Insurance Premium	3,000	
Packing Expenses	4,000	
Postage	200	

Particulars	Debit	Credit
	Rs.	Rs.
Advertisement	2,000	
Carriage outwards	16,000	
Bad debts	600	
Commission received		1,000
Bills Payable		18,000
Bank overdraft		6,000
Land & Buildings	2,61,000	
Plant & Machinery	1,80,000	
Sundry Debtors	50,800	
Sundry Creditors		84,000
	<b>7,07,000</b>	<b>7,07,000</b>

**Adjustments :**

1. Closing Stock on 31.03.2014, Rs. 15,000.
2. Write off bad debts Rs. 800 and make provision for Bad and doubtful debts @5% on Sundry debtors.
3. Commission accrued but not received Rs. 2,000.

9. Prepare the profit and loss account for the year ended 31<sup>st</sup> December 2014 from the following information :

<b>Particulars</b>	<b>Rs.</b>
Gross profit	1,75,000
Salaries and Wages	7,500
Commission Allowed	2,800
Commission Earned	1,000
Interest Paid	200
Interest Received	500
Carriage Outward	400
Freight Outward	300
Discount Allowed	2,000
Discount Received	300
Rent Paid	5,000
Rent Received	4,000
Bad debt Recovered	400
Brokerage Paid	300

<b>Particulars</b>	<b>Rs.</b>
General Expenses	2,000
Miscellaneous Income	3,000
Depreciation on Machines	4,000
Postage and Telegrams	400