

**2025**  
**BOOK-KEEPING & ACCOUNTANCY**

Total marks : 70

Time : 3 hours.

**General instructions:**

- i) *Approximately 15 minutes is allotted to read the question paper and revise the answers.*
  - ii) *The question paper consists of 28 questions. All questions are compulsory.*
  - iii) *Internal choice has been provided in some questions.*
  - iv) *Marks allocated to every question are indicated against it.*
- N.B:** *Check that all pages of the question paper is complete as indicated on the top left side.*

**Choose the correct answer from the given alternatives:**

1. The opening stock of M/s Tata as on 31<sup>st</sup> December 2021 stood at ` 16,600 and direct expenses were ` 2,400 whereas the sales for the period were ` 25,000. The gross profit will be 1  
(a) ` 19,000 (b) ` 6,000  
(c) ` 44,000 (d) ` 8,400
  
2. The statement of assets and liabilities is a 1  
(a) balance sheet (b) trial balance  
(c) trading account (d) profit & loss account
  
3. This book is also known as deposit slip. 1  
(a) pass book (b) cheque book  
(c) pay-in-slip book (d) cash memo
  
4. The word 'overdraft' indicates 1  
(a) minus balance (b) plus balance  
(c) credit balance as per pass book (d) debit balance as per cash book
  
5. Debit balance as per cash book is a/an 1  
(a) minus balance (b) plus balance  
(c) overdraft as per cash book (d) overdraft as per pass book
  
6. A bill of exchange is 1  
(a) a promise to pay (b) a request to pay  
(c) an order to pay (d) a favour to pay

7. Mr. A draws a bill on Mr. B. Mr. A endorsed the bill to Mr. C. Who is the payee in this situation? 1  
(a) Mr. C (b) Mr. B  
(c) Mr. A (d) both Mr. A and Mr. C
8. Wages paid to the firm's own workman for making certain additions to machinery were posted to wages account. It is an error of 1  
(a) omission (b) commission  
(c) principle (d) compensating
9. Depreciation is calculated on 1  
(a) wasting assets (b) current assets  
(c) fictitious assets (d) fixed assets
10. Depreciation on original cost is also referred to as 1  
I) straight line method  
II) fixed installment method  
(a) only I is true (b) only II is true  
(c) both I and II are true (d) both I and II are false

**Answer the questions in about 20-30 words:**

11. What is the purpose of preparing a balance sheet? 2
12. Ms. Asen is a salaried employee and receives a salary of ₹ 10,000 per month. She plans to save ₹ 2,000 every month which she wants to invest after two years in gold. Suggest the best saving option for her. Justify your reason. 2
13. What is e-banking? 2
14. What is meant by transposing figure? 2
15. What are compensating errors? 2
16. Mention any two special features of depreciation. 2

**Answer the questions in about 30-50 words:**

17. Explain three differences between profit and loss account and balance sheet. 3
18. Mention and explain any three characteristics of balance sheet. 3
19. Write any three different types of payments made by the bank on our behalf. 3
20. Explain three advantages of bills of exchange. 3

- 21. Ato purchased a computer on January 1 for ` 50,000 which have an estimated life of 10 years and its estimated scrap value is ` 5,000. Calculate the depreciation for a year and also find the rate of depreciation. 1½+1½=3
- 22. Explain any three limitations of straight line method of depreciation. 3

**Answer the questions in about 70-100 words:**

- 23. a. Explain any five points to be considered while preparing final accounts. 5
- Or**
- b. Prepare trading, profit and loss account and balance sheet from the following trial balance of Kohima Tyres Pvt. Ltd. as on 31<sup>st</sup> March, 2023.

| Particulars         | Debit<br>Balances ` | Credit<br>Balances ` |
|---------------------|---------------------|----------------------|
| Capital             |                     | 70,000               |
| Buildings           | 60,000              |                      |
| Purchases and Sales | 17,000              | 46,000               |
| Carriage            | 350                 |                      |
| Wages               | 5,000               |                      |
| Creditors           |                     | 4,000                |
| Salaries            | 4,000               |                      |
| Bad debts           | 650                 |                      |
| Cash at bank        | 25,000              |                      |
| Stock               | 8,000               |                      |
|                     | 1,20,000            | 1,20,000             |

Closing stock was valued at ` 900.

- 24. a. Explain the different types of account that can be opened in the bank. 5
- Or**
- b. Explain the new services being provided by banks through computerized equipments.
- 25. a. Explain the different steps for creation of bank reconciliation statement. 5
- Or**
- b. Prepare a bank reconciliation statement from the following information.
  - i) Bank overdraft as per cash book on August 30, 2024 was ` 2,000
  - ii) Cheque issued but not presented for payment ` 1,250
  - iii) The bank charged ` 25 on account of bank charges not entered in the cash book
  - iv) Interest charged by the bank but not entered into the cash book ` 25
  - v) Interest on investment collected by the bank and credited in the pass book ` 1,000.

26. a. Differentiate between bill of exchange and promissory note.

**Or**

**5**

b. On September 30, 2023, Atso draws a bill of ` 1,500 on Nise. Nise accepts this bill immediately and returns it to Atso. This bill is due after 3 months after date.

Prepare journal entries in the books of both the parties.

27. a. Explain the errors of commission.

**Or**

**5**

b. Rectify the following errors assuming that a suspense account was opened.

i) Credit sales to Lasu of ` 7,000 were posted to the credit of his account

ii) Credit purchases from Abenle of ` 9,000 were posted to the debit of her account for ` 6,000

iii) Goods returned to Hadibe of ` 4,000 were posted to the credit of his account

iv) Goods returned to Hilo of ` 1,000 were posted to the debit of his account as ` 2,000

v) Cash sales of ` 2,000 were posted to the debit of sales account as ` 5,000.

28. a. Explain any five needs and importance of charging depreciation.

**Or**

**5**

b. Verato and Bros. purchased a machine for extracting fruit juice at ` 35,000 on January 1, 2018 and spent ` 2,000 on its installation. The estimated life of the machine is 8 years after which its breakup value will be only ` 5,000.

Using the straight line method prepare machinery account for the first 3 years assuming that the accounts are closed on December 31 every year.

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