

**Sample Question Paper**  
**ELEMENTS OF BOOK KEEPING & ACCOUNTANCY**  
**(Code - 254)**

**Class-IX**

**Summative Assessment-1**

**October 2010**

**Design of Question paper**

**Time Allowed : 3 Hrs**

**Maximum Marks : 80**

Type of questions	No. of Questions	Marks for each Question	Total Marks
1. MCQs	16	1	16
2. Short Answer Questions	8	3	24
3. Long Answer Questions(i)	4	4	16
4. Long Answer Questions(ii)	4	6	24
<b>Total</b>	<b>32 questions</b>		<b>80 Marks</b>

**B. WEIGHTAGE TO CONTENTS**

<b>Unit I</b>	<b>Introduction</b>	<b>25 marks</b>
<b>Unit II</b>	<b>Basic Concept</b>	<b>25 Marks</b>
<b>Unit III</b>	<b>Nature of Accounts and Rules for debit and Credit</b>	<b>30 Marks</b>

**Sample Question Paper**  
**Elements of Book Keeping and Accountancy**  
**(Code - 254)**  
**Summative Assessment - I**  
**Class IX**

**Time Allowed : 3hours**

**Maximum Marks.: 80**

**GENERAL INSTRUCTIONS :**

1. *The question paper has 32 questions in all.*
2. *All questions are compulsory.*
3. *Multiple Choice Questions from 1-16 are to be answered by giving the correct option in the answer.*

**Group A**

1. Which of the following is not an advantage of Book Keeping.
  - (a) It helps in tracing a transaction.
  - (b) It helps in recording nonmonetary transactions.
  - (c) It keeps a check on regularity of staff.
  - (d) It is helpful in accurate recording. (1)
  
2. Which is the correct treatment for the following transactions:-  
"Rent of Rs.500 paid to the Land lord"
  - (a) Debit Rent A/c and Credit Land lord A/c.
  - (b) Debit Land lord A/c and Credit Cash A/c.
  - (c) Debit Rent A/c and Credit Cash A/c.
  - (d) Debit Land lord and Credit Rent A/c. (1)
  
3. An Asset Account is debited
  - (a) When an order is placed for its purchase.
  - (b) When payment is made for it.
  - (c) When its delivery is taken on purchase.
  - (d) When enquiries regarding to purchase are made.

(1)
  
4. A creditor is a person who
  - (a) Sells goods to the business on credit.

- (b) Owes money to the business.  
(c) Receives benefit from the business.  
(d) Collects money on behalf of seller. (1)
5. A Debtor is a person  
(a) To whom goods are sold for cash.  
(b) Who owes money to the business.  
(c) Who gives some benefit to the business.  
(d) Who acts on behalf of business. (1)
6. Which of the following statements is correct when fixed asset is purchased for cash. (1)  
(a) Fixed Asset A/c will be credited  
(b) Goods Account will be debited.  
(c) Cash Account will be debited.  
(d) Cash A/c will be credited. (1)
7. Which Account is to be debited when an Almira is purchased for the personal use of the proprietor.  
(a) Furniture Account.  
(b) Drawings Account.  
(c) Equipment Account.  
(d) Fittings Account. (1)
8. Which Account is to be credited when rent for the last month of the year has not yet been paid  
(a) Rent Outstanding Account:  
(b) Rent Account.  
(c) Cash Account.  
(d) None of the above. (1)
9. Which of the following statements is correct.  
(a) Capital introduced is an income for the business.  
(b) Bad Debts is a loss to the business.  
(c) Book keeping includes calculation of profit.  
(d) None of the above. (1)
10. Which of the following parties is not interested in Accounting information:  
(a) Management (b) Shareholders  
(c) Members of a Cricket Team (d) Employees (1)

11. Business owes Profit to the Proprietor due to:-
- |                          |                 |     |
|--------------------------|-----------------|-----|
| (a) Entity Aspect        | (b) Dual Aspect |     |
| (c) Going Concern Aspect | (d) Cost Aspect | (1) |
12. Revenue can be defined as
- |   |     |
|---|-----|
| (a) Increase in liabilities.                      |     |
| (b) Increase in assets.                           |     |
| (c) Decrease in liabilities.                      |     |
| (d) Inflow of cash from sale of goods & services. | (1) |
13. Which of the following transactions cannot be recorded in books of accounts.
- |   |     |
|---|-----|
| (a) Salaries Paid.                              |     |
| (b) Depreciation on Fixed Assets.               |     |
| (c) Strike by employees of Accounts Department. |     |
| (d) Sale of an old machine.                     | (1) |
14. Goods purchased on credit will
- |  |     |
|--|-----|
| (a) Increase one asset and increase another liability.     |     |
| (b) Increase one liability and increase another liability. |     |
| (c) Increase capital and increase an asset.                |     |
| (d) Decrease an asset and increase another asset.          | (1) |
15. Which of the following is not a Business Transaction:
- |  |     |
|--|-----|
| (a) Bought postage stamps Rs. 150.                         |     |
| (b) Cartage paid on furniture purchased Rs. 200.           |     |
| (c) Worker won a trophy worth Rs. 500 in a friendly match. |     |
| (d) Sold Goods for cash.                                   | (1) |
16. On recording transactions in the books, find out which classification is impossible
- |   |     |
|---|-----|
| (a) Increase in an asset and decrease in another asset. |     |
| (b) Increase in an asset and increase in a liability.   |     |
| (c) Decrease in a liability and increase in an asset.   |     |
| (d) Decrease in an asset and decrease in a liability.   | (1) |
17. Which two relevant Accounts are affected in the following transactions
- |   |     |
|---|-----|
| (a) Rent paid in cash to the Land lord                                  |     |
| (b) Furniture purchased for cash for the private use of the proprietor. |     |
| (c) Cartage paid for purchase of a machine.                             | (3) |

18. Which Accounts will be 'debited' and 'credited' in the following transactions:-
- (a) Goods purchased on credit from M/s Mitra Bros.
  - (b) Goods withdrawn for personal use by the proprietor (3)
19. Give three points of difference between Book keeping and Accountancy (3)
20. Name three items which will come on the credit side of a Debtors Account. (3)
21. Why is profit a liability for a business? (3)
22. Give three advantages of Accountancy. (3)
23. Give three limitations of Accountancy. (3)
24. Give format of (3)
- (a) Debit Voucher
  - (b) Credit Voucher
  - (c) Transfer Voucher
25. What effect will the following transactions have on the various elements of Accounting Equation.
- (a) Drawings by cheque
  - (b) Paid Cash to creditors
  - (c) Cash Purchases
  - (d) Salaries payable (4)
26. Match the following
- (a) The amount with which business is started. (i) Debt
  - (b) A person who owes money to the business. (ii) Debtor
  - (c) A person to whom the business owes money. (iii) Creditor
  - (d) Amount borrowed by a business. (iv) Capital (4)
27. What are the four Modern Rules for debiting and crediting various Accounts. (4)
28. Trace the Supporting Documents for following Transactions.
- (a) Rent paid to the land lord.
  - (b) Cash deposited into the bank.
  - (c) Goods purchased on credit from Sahni Bros.
  - (d) A cheque issued to a supplier. (4)
29. Prepare Accounting Voucher for the following transactions.
- (a) Salaries of Rs. 35,000 paid for the month of May 2010.
  - (b) Goods purchased on credit on May 15,2010 from Mita traders Rs.40,000.

- (c) Rent of Rs. 6,000 is outstanding for the month of May, 2010.
- (d) Cash of Rs. 1200 has been drawn by the proprietor for personal use. (6)

30. Prepare Accounting Equation for the following transactions:

- (a) Started business with Rs.2,50000.
- (b) Purchased Machine for Rs. 50,000.
- (c) Purchased goods for Rs. 42,000.
- (d) Purchased Goods on credit from M/s Sona Enterprises for Rs. 18,000.
- (e) Sold Goods costing Rs.15,000 for Rs.20,000.
- (f) Received Commission of Rs.1800. (6)

31. Give business transactions for each of the following records

- (a) Increase one asset and decrease in another asset
- (b) Increase one asset and increase the liabilities
- (c) Increase the assets and increase the capital
- (d) Decrease the asset and decrease the capital (6)

32. Give any four Objectives of Accountancy (6)

**Marking Scheme**  
**Elements of Book Keeping and Accountancy**  
**Code**  
**Class IX**

1.	(b)	is correct	1
2.	(c)	is the correct treatment	1
3.	(c)	is correct	1
4.	(a)	is correct	1
5.	(b)	is correct	1
6.	(d)	is correct	1
7.	(b)	is correct	1
8.	(a)	is correct	1
9.	(b)	is correct	1
10.	(c)	is correct	1
11.	(a)	is correct	1
12.	(d)	is correct	1
13.	(c)	cannot be recovered	1
14.	(a)	is correct	1
15.	(c)	is not a business transaction	1
16.	(c)	classification is not possible	1
17.	(a)	Rent Account and Cash Account	
	(b)	Drawing Account and Cash Account	
	(c)	Machine Account and Cash Account	1 x 3
18.	(a)	Debit : Purchases Account (Increase in Expenses) Credit : M/s Mitra Bros (Increase in Liability)	
	(b)	Debit : Capital Account or Drawing Account (Decrease in Capital) Credit : Purchase Account (Decrease in Expenses)	1½ x 2

19. (a) Accountancy starts where Book keeping ends.  
 (b) Book keeping is concerned with systematic recording of transactions. Accountancy consists of classification and analysis of the recorded information.  
 (c) Book Keeping work is done daily as the transaction takes place. Accountancy work is done at the end of the year. 1 x 3
20. (a) Cash received.  
 (b) Cheque received.  
 (c) Discount allowed to him. 1 x 3
21. Business has an independent entity different from the proprietor. Proprietor provides capital to the business. The profit earned by using that capital is payable to the proprietor. Therefore the business owes it to the proprietor. 1 + 1 + 1
22. (a) It helps the management in decision making and planning.  
 (b) It helps in calculating tax liability.  
 (c) It helps in knowing the financial position of the business at a point of time. 1 x 3
23. (a) The accounting information is only quantitative. It does not give any idea about the quality of the business. No information about non cash events or transactions is recorded.  
 (b) The accounting information is likely to be biased and subjective. For example by charging excess depreciation profit can be reduced. 1½ x 2  
 (c) Sometimes accounting information is based on estimates which may not be correct. For example the useful life of a fixed asset cannot be exactly known, therefore the depreciation amount may be higher or lower.
24. (a) **Debit Voucher**

**Name of the Firm.**

Voucher No.	Date.....
Debit	Rs.
_____	
_____	
_____	
Sd/- Manager	Sd/- Accountant

(b) **Credit Voucher**

**Name of the Firm.**

Voucher No.	Date.....
Credit	Rs.
_____	
_____	
_____	
Sd/- Manager	Sd/- Accountant

(c) **Transfer Voucher**

**Name of the Firm.**

Voucher No.	Date.....
Debit	Rs.
_____	
_____	
_____	
Credit	
_____	
_____	
_____	
Sd/- Manager	Sd/- Accountant

1 x 3

25. (a) Decrease Capital and  
Decrease Bank Account (Asset)
- (b) Decrease creditors (Liabilities) and  
Decrease Cash Account (Asset)
- (c) Increase Stock Account (Asset) and  
Decrease Cash Account (Asset)
- (d) Decrease Capital and Increase Salaries Outstanding (liability) 1 x 4
26. (a) Capital
- (b) Debtor
- (c) Creditor
- (d) Debt 1 x 4

27. (a) **For Assets**  
**Debit** - Increase in an Asset.  
**Credit** - Decrease in an Asset.
- (b) **For liabilities and Capital.**  
**Debit** - Decrease in liabilities & Capital.  
**Credit** - Increase in liabilities and Capital.
- (c) **For Expenses & Losses.**  
**Debit** - Increase in Expenses and Losses.  
**Credit** - Decrease in Expenses and Losses.
- (d) **For Incomes and gains.**  
**Debit** - Decrease in Income and Gains.  
**Credit** - Increase in Income and Gains.

1 x 4

28. (a) Rent Receipt given by the Land Lord  
 (b) Counter foil of the Pay-in-slip from the Bank  
 (c) Sale Invoice issued by the seller  
 (d) A receipt from the Supplier or a photo copy of the cheque.

29. (a) Debit Voucher

Voucher No.		Date May 7, 2010
Debit	<u>Salaries Account</u> (Being Salaries Period)	Rs. 35,000
		35,000
Sd/- Manager		Sd/- Accountant

- (b) Transfer Voucher

Voucher No.		Date May 15, 2010
Debit	<u>Purchase Account</u> (Being Goods purchased) Invoice no.....)	Rs. 40,000
		40,000
Credit	M/s Mita Traders (Being Goods purchased on credit)	Rs. 40,000
		40,000
Sd/- Manager		Sd/- Accountant

## (c) Transfer Voucher

Voucher No.		Date May 15,2010
Debit	<u>Rent Account</u>	Rs. 6,000
	(Being rent for the month)	6,000
Credit	<b>Rent Outstanding Account</b>	Rs. 6,000
	(Being rent due for the month)	6,000
Sd/- Manager		Sd/- Accountant

## (d) Debit voucher

Voucher No.		Date May 31,2010
Debit	<u>Drawing Account</u>	Rs. 1,200
	(Being amount drawn by the proprietor)	1,200
Sd/- Manager		Sd/- Accountant

1½ x 4

30.

(a)	Asset	=	Liabilities	+	Capital
	Cash	=	Liabilities	+	Capital
	Rs. 2,50,000	=	nil	+	2,50,000
	Rs. 250,000	=			2,50,000

(b)	Old	Cash	+	Machinery	=	Liabilities	+	Capital
	Equation	Rs. 2,50,000	+	0	=	Nil	+	Rs. 250,000
	Transaction	- Rs. 50,000	+	Rs. 50,000	=	Nil	+	Rs.2,50,000
	New Equation	Rs.2,00,000	+	Rs. 50,000	=	Nil	+	Rs. 2,50,000

(c)	Cash	+	Machinery	+	Stock	=	Liabilities	+	Capital
Old Equation	Rs. 2,00,000	+	50,000	+	—	=	—	+	Rs. 25,000
Transaction	Rs. -42,000	+	—	+	42,000	=	—	+	—
New Equation	Rs. 1,58,000	+	Rs. 50,000	+	42,000	=	—	+	Rs. 2,50,000

(d)	(Old Equation	Cash	+	Machinery	+	Stock	=	Liabilities	+	Capital (Credit)
		Rs. 1,58,000	+	Rs. 50,000	+	Rs. 42,000	=	Nil	+	Rs. 2,50,000
	Transaction	—	+		+	Rs. 18,000	=	Rs. 48,000	+	—
	New Equation	Rs. 1,58,000	+	Rs. 50,000	+	Rs. 60,000	=	Rs. 18,000	+	Rs. 2,50,000
(e)	Old Equation	Cash	+	Machinery	+	Stock	=	Liabilities+Capital (Credit)		
		Rs. 1,58,000	+	Rs. 50,000	+	Rs. 60,000	=	Rs. 18,000	+	Rs. 2,50,000
	Transaction	Rs. 20,000	+	—	-	Rs. 15,000	=	—	+	Rs. 5,000
	New Equation	Rs. 1,78,000	+	Rs. 50,000	+	Rs. 45,000	=	Rs. 18,000	+	Rs. 2,55,000
(f)	Old Equation	Cash	+	Machinery	+	Stock	=	Liabilities	+	Capital (Creditor)
		Rs. 1,78,000	+	Rs. 50,000	+	Rs. 45,000	=	Rs. 18,000	+	Rs. 2,55,000
	Transaction	Rs. 1,800	+	—	+	—	=	—	+	Rs. 1,800
	New Equation	Rs. 1,79,800	+	Rs. 50,000	+	Rs. 45,000	=	Rs. 18,000	+	Rs. 2,56,800

1 x 6

31. (i) Purchased a machine for cash.  
This will decrease **CASH A/c** (Asset) and increase **Machine A/c.** (Asset)
- (ii) Got a loan from Bank.  
This will increase **BANK A/c** (Asset) and increase Loan from Bank A/c (Liability)
- (iii) Personal Car introduced in to Business  
This will increase Car Account and increase Capital Account
- (iv) Depreciation on fixed Assets. This will decrease the Fixed Asset and also decrease the Capital Account. 1½ x 4
32. Objectives of Accountancy
- (i) To help the management in planning
- (ii) To determine accurate amount of profit
- (iii) To know the financial position at a point of time
- (iv) To provide accurate record for any legal evidence. 1½ x 4