

Sample Question Paper
Code-254
ELEMENTS OF BOOK KEEPING & ACCOUNTANCY
Class-IX

Summative Assessment-II
March 2012 Examination
Design of Question paper

Time Allowed : 3 Hrs

Maximum Marks : 90

01. Weightage to form of Questions

Type of questions	No. of Questions	Marks for each Question	Total Marks
1. MCQs	18	1	18
2. Short Answer Questions	8	3	24
3. Long Answer Questions(i)	6	4	24
4. Long Answer Questions(ii)	4	6	24
Total	36		90

Duration of the examination will be 3 hours.

Evaluation will be done from following topics

Unit 4	Journal	25
Unit 5	Ledger	20
Unit 6	Recording and posting of cash transactions	25
Unit 7	Trial balance	20
		90 marks

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GENERAL INSTRUCTIONS :

1. The Question Paper has 36 questions in all.
 2. All questions are compulsory.
 3. Questions from serial No. 1 to 18 are multiple choice questions. These are to be answered by writing the correct option in your answer sheet.
 4. Attempt all parts of a question together.
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1. Business transactions are recorded:-
(a) in chronological order (b) weekly
(c) at the end of the month (d) None of the above 1
 2. Trial Balance is prepared generally for a particular period which is ?
(a) week (b) month
(c) Quarter (d) Year 1
 3. Goods returned of Rs. 500/- by a customer, Anil will be entered in-
(a) Purchases Book (b) Purchases Returns book
(c) Sales Book (d) Sales Returns Book 1
 4. Purpose of Sales Book is-
(a) To record all sales made by the firm
(b) To record payment due to creditors
(c) To record all credit sales made by the firm
(d) to record credit sales of goods made by the firm 1

5. Salaries paid to staff will be debited to
- (a) Salary A/c (b) Cash A/c
(c) Staff A/c (d) Expense A/c 1
6. A ledger is called a book of :- 1
- (a) Primary entry (b) Secondary entry
(c) Final entry (d) None of the above
7. A Ledger Account is prepared from:- 1
- (a) Events (b) Transactions
(c) Journal (d) None of the above
8. Cash Book is used to record.
- (a) All Cash receipts only. (b) All Cash payments only
(c) All Cash & credits sales (d) All receipts & payments of Cash
9. Journal is called a book of 1
- (a) Secondary entry (b) Original entry
(c) Final entry (d) None of the above
10. Transactions entered on the debit side of Cash-Book are posted to 1
- (a) Debit side of the Cash Account
(b) Debit side of the respective ledger account
(c) Credit side of the respective ledger account
(d) Credit side of the Cash Account
11. If the total of the debit side of Cash Book exceeds the total on the credit side it indicates: 1
- (a) Favourable cash balance (b) Unfavourable cash balance
(c) Excess of expenditure (d) Bank Overdraft
12. Petty Cash Book is generally prepared by: 1
- (a) Every business unit (b) Small business units
(c) Large business units (d) None of the above

13. The object of preparing trial balance is: 1
- (a) To ascertain the profits for the period
 - (b) To ascertain the accuracy of accounts
 - (c) To ascertain the financial position of the concern
 - (d) To ascertain cash balance
14. Purchase of furniture on credit is recorded in 1
- (a) Purchase book
 - (b) Journal
 - (c) Cash-Book
 - (d) Sales-Book
15. Cash discount received on payment to creditor is recorded on the 1
- (a) Credit side of the cash column of the Cash-Book
 - (b) On the debit side of the cash column of the Cash-Book
 - (c) On the credit side of the discount column of the Cash-Book
 - (d) On the debit side of the discount column of the Cash-Book
16. Ledger contains: 1
- (a) All accounts
 - (b) Only personal accounts
 - (c) Only nominal accounts
 - (d) Only real accounts
17. Cash withdrawn from bank for office use will be recorded where in a simple cash book:
- (a) Cash column of the receipt side.
 - (b) Cash column of the payment side.
 - (c) On both the sides.
 - (d) None of the above.

18. Sale of old furniture on credit will be recorded in:
- (a) Sales Book, (b) Sales Return Book
(c) Journal (d) None of the above
19. Prepare the Purchases Book from the following details:- 3
- (a) Purchase of goods costing Rs. 5000 from M/s. Ramesh vide invoice no. 120 dated 15.09.2010.
(b) Purchase of Fixed Assets costing Rs. 8000 from M/s. Renu vide invoice no. 016 dated 20.09.2010.
(c) Paid wages Rs. 600 in cash vide receipt no.16 dated 25.09.2010.
20. Classify the following under the three types of accounts (Real, Nominal and Personal):
- (a) Drawings (b) Cash
(c) Capital (d) Machinery
(e) Bank (f) Depreciation 3
21. Give any three uses of a ledger. 3
22. Differentiate between Journal and Ledger on the basis of any three points. 3
23. Cash Book is both a Journal & a ledger. Explain. 3
24. Give three examples of entries which appear in a 'Journal Proper'. 3
25. Write any three limitations of preparing a Trial Balance. 3
26. State whether the following accounts will have a debit or a credit balance ?
- (a) Sales (b) Purchase Return
(c) Capital (d) Salary
(e) Rent Paid (f) Purchases 3

27. Enter the following transactions in appropriate Subsidiary Books of Ramesh for the month of January 2012: 4

Date	Transactions	Rs.
Jan.1	Sold goods to Ram	5,000
Jan.5.	Purchased goods from Hari Ram	2,000
Jan.15	Returned goods to Hari Ram	500
Jan.25	Ram Returned Goods	800

28. Rearrange the following steps in preparing ledger:

1. Enter the relevant amount in the 'amount' column .
2. Record the page no. of the Journal .
3. Identify in the Ledger the account in which transactions are to be recorded.
4. Enter the date of the transaction in the date column. 4

29. Insert the following in Tabular Petty Cash Book. On 1st Feb. 2010 Rs. 40 were given to petty cash clerk. 4

Feb. 2009	Transactions	Amount (Rs.)
1.	Chowkidar's Wages	15.00
2.	Pencils	5.25
8.	Railways freight on account of books	2.31
12.	Postage Stamps	1.25
14.	Telegrams	2.44
15	Sundry Expenses	0.56

30. What is the main objective of preparing a Trial Balance? 4
31. Name the subsidiary book in which each of the following transations will be recorded:
- (i) Cash purchase of goods.
 - (ii) Credit purchase of goods.

- (iii) Cash purchase of office furniture
- (iv) Credit purchase of office furniture
- (v) Cash sales of goods
- (vi) Credit sale of goods
- (vii) Cash sale of old office furniture
- (viii) Credit sale of old office furniture

½x8=4

32. Record the following transformation in the journal of Ravi:

- (i) Cash received from Ashok ₹ 10,000 on behalf of Kapoor.
- (ii) Cash paid to Kumar on account ₹ 5000.
- (iii) Cash paid to John ₹ 9950 and be allowed ₹ 50 discount.

33. Journalise the following transactions

6

Date	Transactions	Rs.
2009		
Jan. 1	Started business with cash	50,000
Jan. 3	Sold Goods to Rohan	40,000
Jan. 7	Goods purchased from Sohan	20,000
Jan. 20	Paid Rent	500
Jan. 25	Commission Received	200
Jan. 30	Machinery purchased	10,000

34. Pass the Journal Entries of M/s. Ram Traders. Post them to the Ledger from the following transactions:

6

Date	Transactions	Rs.
2010		
April 1	Commenced Business with cash	1,50,000
April 3	Purchased Furniture	25,000
April 5	Goods purchased	30,000
April 15	Cash Sales	40,000

35. From the following information, draw up a Trial Balance in the books of Shri Subhash Chand as on 31st March, 2009: 6

Transactions	Rs.	Transactions	Rs.
Capital	1,50,000	Sales	1,05,400
Purchases	40,000	Sundry Creditor	5,000
Cash in Hand	7,000	Rent	2,000
Cash at Bank	8,500	Furniture	16,000
Electricity exp.	4,800	Bank Loan	10,000
Stationery	500	Investment	6,000
Office Equipment	2,400	Commission paid	1,050
Sundry Debtors	8,000	Opening Stock	3,200
Machinery	1,60,000	Commission Received	1,200
Salaries	11,400	Postage & Telegram	750

36. Prepare a Cash Book with discount column of Shri Shyam from the following transactions and balance it.

2009

March 1 Balance of cash in Hand Rs. 25,000
 March 3 Rent paid Rs. 2,000
 March 5 Purchased goods for cash Rs. 10,000
 March 10 Stationery purchased Rs. 2,500
 March 12 Sold Goods for Cash for Rs. 8,000
 March 15 Cash received from Ram Rs. 980 and discount allowed Rs. 20
 March 18 Cash paid to Shyam Rs. 950 and discount Received Rs. 50
 March 25 Wages Paid Rs. 2,000

Marking Scheme
ELEMENTS OF BOOK KEEPING & ACCOUNTANCY
Class-IX
Summative Assessment-II

Time : 3 hours

Maximum Marks : 80

Q No	Answer	Marks
1	(a)	1
2	(d)	1
3	(d)	1
4	(d)	1
5	(a)	1
6	(c)	1
7	(c)	1
8	(d)	1
9	(b)	1
10	(c)	1
11	(a)	1
12	(c)	1
13	(b)	1
14	(b)	1
15	(c)	1
16	(a)	1
17	(a)	1
18	(a)	1

19. Purchase Book Balance Rs. 5,000
20. (a) Personal Account (b) Real Account
 (c) Personal Account (d) Real Account
 (e) Real Account (f) Nominal Account
21. (i) It provides complete information about all accounts in one book.
 (ii) It facilitates the preparation of final accounts.
 (iii) It enables to ascertain the main items of revenues, expenses, assets and liabilities and their amounts.
- 22.

Point of Distinction	Journal	Ledger
1. Nature	It is a book of primary entry.	It is a book of final entry
2. Stage of Recording	Recording in the journal is the first stage.	Recording in the ledger is the second stage.
3. Balancing	Journal is not balanced	All ledger accounts (except nominal accounts) are balanced in the ledger.

23. The Cash Book is a book of original entry since transactions are recorded for the first time from the source document. The Cash Book is a ledger in the sense that it is designed in the form of a Cash Account and records Cash receipts on the debit side and cash payments on the credit side, Thus, the Cash Book is both a journal and a ledger.
24. (i) Outstanding Expenses. (ii) Prepaid Expenses
 (iii) Entries for Dishonor of Bills.
25. Limitation of a Trial Balance- A Trial Balance is not a conclusive proof of the accuracy of the books of accounts since certain types of errors remain even when the Trial Balance tallies. The following errors do not affect the trial Balance at all.
- (a) Error of Principle, (B) Compensating error,
 (c) Error of complete omission (d) Error of Recording in the books of original entry.
26. (a) Credit (b) Credit
 (c) Credit (d) Debit
 (e) Debit (f) Debit
27. Sales Book Rs. 5,000, Purchase Book Rs. 2,000, Purchase Return Book Rs. 500, Sales Return Book Rs. 800.

28. In order of 3-4-2-1.
29. Total Payment Rs. 26.81
 Balance c/d Rs. 13.19
 Grand Total Rs. 40.00
 Cash Required Rs. 26.81
30. (i) To ascertain the arithmetical accuracy of Ledger accounts.
 (ii) To help in locating errors.
 (iii) To facilitate the preparation of financial statements.
31. (i) Cash Book;
 (ii) Purchases Book
 (iii) Cash Book
 (iv) Journal Proper
 (v) Cash Book
 (vi) Sales Book
 (vii) Cash Book
 (viii) Journal Proper
32. (i) Cash A/c Dr. 10,000
 To Kapoor 10,000
 (Cash received from Ashok on behalf of Kapoor).
- (ii) Kumar Dr. 5,000
 To Cash 5,000
 (Paid cash to Kumar on account)
- (iii) Johar Dr. 10,000
 To Cash 9,950
 To Discount 50
 (Cash paid to Johar & he allowed discount)
- (iv) Rent Dr. 7,000
 To Cash 7,000
 (Paid rent)

33.

Date	Particulars	Debit (Rs.)	Credit (Rs.)
2009 Jan.1	Cash A/c Dr. To Capital A/c (Being business started with cash)	50,000	50,000
Jan.3	Rohan Dr. To Sales A/c (Being the goods sold to Rohan)	40,000	40,000
Jan.7	Purchase A/c Dr. To Sohan (Being the goods purchased from Sohan)	20,000	20,000
Jan.20	Rent A/c Dr. To Cash A/c (Being the rent paid)	500	500
Jan. 25	Cash A/c Dr. To Commission Received A/c (Being the commission received)	200	200
Jan. 30	Machinery A/c Dr. To Cash A/c Being the Machinery purchased	10,000	10,000
	Total	1,20,700	1,20,700

34. (a)

Date 2010	Particulars	LF	Amounts Rs.	Amounts Rs.
April 1.	Cash A/C To Capital A/c (being started business with cash)		1,50,00	1,50,000
April 3.	Furniture A/c To Cash A/c (being the goods purchased for cash)		25,000	25,000
April 5.	Purchase A/c To Cash A/c (being the goods purchased for cash)		30,000	30,000
April 15.	Cash A/c To Sale A/c (bring the goods sold for cash)		40,000	40,000

(b) Balance of following ledger Accounts Cash A/c Rs. 1, 35,000, Furniture A/c Rs. 25,000,
Purchase A/c Rs. 30,000, Sales A/c Rs. 40,000.

35. Trial Balance Total Rs. 2, 71,600.

36. Cash Book Balance C/D Rs. 16530.00, Discount Dr. Rs. 20.00, Discount Cr. Rs. 50.00.