

Marking Scheme
Elements of Book keeping and Accountancy
Class-X
Term - I

Time Allowed : 3 Hrs

Maximum Marks : 80

Answers.

- | | | |
|-----|---|-----|
| 1. | b | 1 |
| 2. | b | 1 |
| 3. | c | 1 |
| 4. | a | 1 |
| 5. | b | 1 |
| 6. | b | 1 |
| 7. | b | 1 |
| 8. | b | 1 |
| 9. | d | 1 |
| 10. | b | 1 |
| 11. | c | 1 |
| 12. | c | 1 |
| 13. | b | 1 |
| 14. | b | 1 |
| 15. | b | 1 |
| 16. | c | 1 |
| 17. | Cost of Goods sold = Opening Stock + Purchases + Direct Expenses - Closing stock. | (3) |
| 18. | Current liabilities are those liabilities which are incurred to acquire current assets and are to be paid within a year, e.g., sundry creditors, bills payables, etc. | (3) |
| 19. | The Profit and Loss Account is closed by transferring its balance (net profit/net loss) to the capital account of the owner. | (3) |

20. Direct expenses are those expenses which are directly incurred on the goods or services to make them available for sale, e.g. wages, carriage inwards, manufacturing expenses, etc. (3)
21. Direct collections on behalf of customers by the bank are added in the balance as per cash book to find out the correct balance as per pass book. (3)
22. Outstanding expenses are added to the respective expenses either in the Trading Account or in the Profit and Loss Account. Moreover, they are also shown as a liability in the Balance Sheet. (2+1)
23. When Closing Stock is given in the Trial Balance itself, it is shown only at one place, i.e., on the asset side of balance sheet. (3)
24. Advantages of preparing Final Accounts.
- (i) to find out gross profit during the period to judge the production efficiency.
 - (ii) to compute net profit during the period i.e. to reveal the financial performance of the business, and
 - (iii) to depict the financial position at a particular point of time. (1 x 3)

25. <u>Balance as per Cash Book</u>	Rs.....	
Less Bill payable for Rs. 10,000 was retired by the Bank under rebate of Rs. 150 but the full amount was debited in the Bank column of the cash book. It is a case of dual mistake.		<u>Rs.19,850</u>
<u>Bank as per Pass Book.</u>	Rs.....	(2 x 2)
as on 31 March 2010		

26. **Bank Reconciliation Statement**

	<u>Rs(-)</u>	<u>Rs(+)</u>	<u>Rs.</u>	
<u>Balance as per Pass Book</u>			10,000	
1. Cheque collected but credited to wrong account		500		
2. Cash deposit wrongly recorded Rs. 9 more	9			
3. Interest credited by the Bank, not recorded in the Cash Book	100			
	<u>109</u>	<u>500</u>	391	
<u>Balance as per Pass Book</u>			<u>10,391</u>	(1x4)

27.

Adjustment Entry

			Rs.	Rs.
Salary	A/C	Dr.	10,000	
	To Salary Outstanding A/C			10,000

(Being adjustment entry)Effect on Final Accounts

- Salary will be added to the amount of salary to be shown on the debit side of the P&L A/c.
 - Outstanding Salary will be shown under the head Liabilities in the Balance Sheet.
- (2 x 2)

28. **TRADING ACCOUNT**For the year ended 31st March, 2010

Cr

Dr.	Rs.		Rs.
To Opening Stock	25,000	By Sales	1,80,000
To Purchases	70,000	Less: Returns	<u>3,000</u>
Less: Returns	<u>4,000</u>	By Closing Stock	60,000
To Wages	30,000		
To Manufacturing Expenses	24,000		
To Gas, Fuel & Power	6,000		
To Carriage Inwards	2,000		
To Gross Profit	84,000		
	<u>2,37,000</u>		<u>2,37,000</u>

29.

SUNDRY DEBTORS A/C

To Balance b/d	2,05,000	By Bad Debts A/C	5,000
		By Balance c/d	2,00,000
	<u>2,05,000</u>		<u>2,05,000</u>

PROFIT AND LOSS ACCOUNT(for the period ending 31st March 2010)

To Bad Debts	3,000		
Add: Further B/D	5,000		
Add: Provision for Doubtful debts @ 10% of 2,00,000	<u>20,000</u>		
	2,00,000	28,000	

BALANCE SHEET

as on 31st March, 201

	Asset Side		
	Sundry Debtors	2,00,000	
	Less : Provision for Doubtful debts	<u>20,000</u>	1,80,000 (2 X 3)

30.

TRADING AND PROFIT & LOSS A/C

Dr

for the year ending 31st March , 2010

Cr

		Rs,			Rs.
To Opening Stock		12,000	By Closing Stock		16,000
To Purchases	40,000		By Sales	86,000	
Less: Returns	<u>4000</u>	36,000	Less: returns	<u>6,000</u>	80,000
To Wages	10,000				
Add: Outstanding wages	<u>2,000</u>	12,000			
To Carriage Inwards		700			

To Gross Profit	35,300		
	<u>96,000</u>		<u>96,000</u>
To Office Expenses	1,200	By Gross Profit	35,300
To Salaries	2,400	By Discount	400
Add: Outstanding	<u>1,200</u>	By Interest	800
To Travelling Expenses	400		
To Fix Insurance Premium	800		
Less : Prepaid	<u>200</u>		
To Commission	400		
To Rent and Taxes	1,800		
To Depreciation:			
Building	2,500		
Machinery	<u>2,000</u>		
To Net Profit	24,000		
	<u>36,500</u>		<u>36,500</u>

Balance Sheet as on 31st March, 2010

Liabilities		Rs.	Assets		Rs.
Capital	62,000		Buildings	50,000	
Add: Net Profit	<u>24,000</u>	86,000	Less Dep.	<u>2,500</u>	47,500
Creditors	10,800		Machinery	20,000	
Outstanding Expenses	3,200		Less ; Depreciation	<u>2,000</u>	18,000
			Closing Stock		16,000
			Debtors		16,000
			Prepaid Insurance		200
			Cash in hand		2,300
		<u>1,00,000</u>			<u>1,00,000</u>

(2 X 3)

31.	<u>BANK RECONCILIATION STATEMENT</u>		Rs.	
	Balance as per Cash Book		200	
	Add :			
	: Cheques issued but not presented	2,500		
	: Interest allowed by Bank	100		
	: Direct payment by a customer into the bank	<u>700</u>	<u>3,300</u>	
			3,500	
	Less :			
	: Cheques deposited but not collected	1,500		
	: Bank charges debited by the Bank	<u>200</u>	<u>1,700</u>	
	: Balance as per Pass Book		<u>1,800</u>	(1x6)

32.	<u>BANK RECONCILIATION STATEMENT</u>		Rs.	
	<u>as on 31st March, 2010</u>			
	Balance as per Cash Book		39,770	
	Add :			
	: Cheques issued but not presented	2,500		
	: Cheques deposited but omitted to be recorded in Cash Book	<u>600</u>	<u>3,100</u>	
			42,870	
	Less :			
	: Cheques deposited but not collected	7,500		
	: Less credit given by the bank	1,000		
	: Cheque entered in Cash book but omitted to be sent to Bank	<u>1,000</u>	<u>9,500</u>	
	Balance as per Pass Book		<u>33,370</u>	(1 x 6)



1. WEIGHTAGE TO FORM OF QUESTIONS

	Type of Questions	Marks for each question	Number of Questions	Total Marks
1.	Multiple Choice Questions	1	16	16
2.	Short Answer Questions	3	8	24
3.	Long Answer Questions (i)	4	4	16
4.	Long Answer Questions (ii)	6	4	24
	TOTAL		32 Questions	80

2. UNIT WISE DIVISION OF MARKS

UNIT - 1	Final Accounts	50 Marks
UNIT - 2	Bank Reconciliation Statement	30 Marks
	TOTAL	80 MARKS

Sample Question Paper
Elements of Book Keeping and Accountancy
Class-X
Term - I

Time Allowed : 3 Hrs

Maximum Marks : 80

General Instructions:

1. The question paper has 32 questions.
2. All questions are compulsory.
3. Multiple choice questions are from Sl. No.1-16. They are to be answered by giving correct option in the Answer Sheet.

1. Bank Reconciliation statement is prepared by:

- (a) the bank.
- (b) the bank customer i.e, account holder.
- (c) the tax authorities. (1)

2. While preparing a Bank Reconciliation Statement, taking the balance as per Cash Book as the starting point, bank charges are:

- (a) added.
- (b) subtracted.
- (c) not required to be adjusted. (1)

3. A Bank Reconciliation statement is :

- (a) a part of the Cash Book.
- (b) a ledger account.
- (c) a statement showing the causes of difference between the Cash Book and the Pass Book balance. (1)

4. Credit balance in the Cash Book means:

- (a) Overdraft as per Cash Book.
- (b) Favourable balance as per Pass Book.
- (c) Favourable balance as per Cash Book. (1)

5. **A cheque of Rs.112 received from a debtor was recorded in the Cash Book but omitted to be banked. When balance as per Cash Book is the starting point:**
- (a) Rs.112 to be added.
 - (b) Rs. 112 to be subtracted.
 - (c) No adjustment is required. (1)
6. **Returns outwards appearing in the Trial Balance are deducted from:**
- (a) Sales (b) Purchases
 - (c) Returns Inwards (d) Gross Profit (1)
7. **Prepaid Insurance appearing in the Trial Balance is shown:**
- (a) On the credit side of Trading Account.
 - (b) On the asset side of the Balance sheet.
 - (c) On the credit side of Profit and Loss Account. (1)
8. **Gross profit is equal to :**
- (a) Cost of Goods sold - Sales
 - (b) Sales - Cost of Goods Sold
 - (c) Sales - Operating Profit
 - (d) Sales - Operating Cost. (1)
9. **Profit and Loss Account shows:**
- (a) The financial performance at a particular date.
 - (b) The financial position at a particular date.
 - (c) The financial position for an accounting period.
 - (d) The financial performance for an accounting period. (1)
10. **Trading Account is closed by transferring its balance to:**
- (a) Capital Account
 - (b) Profit & Loss Account
 - (c) Manufacturing Account
 - (d) Balance Sheet. (1)

11. The term "Marshalling" is used in case of:

- (a) Trading Account
- (b) Profit and Loss Account
- (c) Balance Sheet
- (d) Manufacturing Account. (1)

12. Balance Sheet depicts:

- (a) the financial position during the period.
- (b) the financial performance during the period.
- (c) the financial position at a particular point of time.
- (d) the gross profit during the period. (1)

13. Trading Account is prepared to find out:

- (a) Cost of Goods Sold.
- (b) Gross Profit.
- (c) Net Profit.
- (d) Operating Income. (1)

14. Bank Reconciliation Statement is prepared:

- (a) to find out the results of the business.
- (b) to reconcile the balance as per Cash Book and Pass Book.
- (c) to depict the financial position of the business.
- (d) to know the Cash in hand at the close of the year. (1)

15. Drawings of the proprietor are deducted from:

- (a) the asset of the business.
- (b) the capital of the owner.
- (c) the profits of the business. (1)

16. The balance of Petty Cash is:

- (a) an expense
- (b) an income

- (c) an asset
- (d) None of the above (1)
17. How is 'Cost of Goods Sold' computed? (3)
18. What do you mean by Current Liabilities? (3)
19. How is Profit and Loss Account closed? (3)
20. What are 'Direct Expenses'? Give two examples. (3)
21. How are direct collections on behalf of customers treated while preparing Bank Reconciliation statement, taking balance as per Cash Book as the starting point? (3)
22. How are outstanding expenses treated while preparing final accounts of a sole trader? Give an example. (3)
23. When closing stock is given in the Trial Balance itself, how is it treated while preparing final accounts? (3)
24. Give any three advantages of preparing final accounts. (3)
25. A bill payable for Rs.10,000 was retired by the bank under rebate of Rs. 150 but the full amount of the bill was debited in the bank column of the Cash Book. How will it be treated while preparing Bank Reconciliation Statement, taking Cash Book balance as the starting point? (4)
26. From the following particulars, prepare the Bank Reconciliation Statement of X as on 31st March, 2010:
- (a) Balance as per Pass Book Rs. 10,000
- (b) Bank collected a cheque of Rs.500 on behalf of X but wrongly credited it to Y's A/C.
- (c) Bank recorded a cash deposit of Rs. 1589 as Rs. 1598.
- (d) Bank credited interest for the period Rs. 100. (4)
27. Salary has been paid for 11 months from April, 2009 to February, 2010 @ Rs.10,000 per month. Salary for the month of March has not yet been paid. Assuming accounting year is the financial year, pass an adjustment entry and show how this will appear in the final accounts.(4)

28. Prepare Trading Account from the following particulars for the year ended 31st March, 2010:

	Rs.		Rs.
Opening Stock	25,000	Purchase Returns	4,000
Sales	1,80,000	Sales Returns	3,000
Wages	30,000	Carriage Inwards	2,000
Carriage Outwards	2,000	Purchases	70,000
Manufacturing Expenses	24,000		
Gas, fuel & power	6,000		
Closing stock is valued at Rs.	60,000		(4)

29. Following are the extracts from the Trial Balance of a firm, as on 31st March 2010:

<u>Name of Account</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
	(Rs.)	(Rs.)
Sundry Debtors	20,500	
Bad Debts	3,000	

Additional Information:

(i) After preparing the Trial Balance, it is learnt that there would be further bad debts amounting to Rs.5,000.

(ii) Create 10% provision for doubtful debts.

Show the relevant accounts (including final accounts) (6)

30. The following are the balances extracted from the books of Ramlal as on 31st March, 2010. Prepare his Trading and Profit & Loss Account for the period and Balance sheet as on that date:

	<u>Dr (Rs.)</u>	<u>Cr (Rs.)</u>
Opening Stock	12,000	
Purchases	40,000	
Sales		86,000
Discount		400
Sales Return	6,000	
Buildings	50,000	
Debtors	16,000	

Salaries	2,400	
Office Expenses	1,200	
Wages	10,000	
Purchase Returns		4,000
Interest		800
Travelling Expenses	400	
Fire Insurance Premium	800	
Machinery	20,000	
Carriage on Purchases	700	
Commission	400	
Cash in hand	2,300	
Rent and Taxes	1,800	
Capital		62,000
Creditors		10,800
	<u>1,64,000</u>	<u>1,64,000</u>

Adjustments:

- (i) Closing stock was valued at Rs. 16,000
- (ii) Wages of Rs. 2,000 and Salaries Rs. 1200 are outstanding.
- (iii) Depreciate buildings by 5% and Machinery by 10%.
- (iv) Prepaid Insurance Rs. 200. (6)

31. Ram & Sons provide you the following information as on 31st March, 2010:

	Rs.
(i) Balance as per Cash Book	200
(ii) Cheques deposited but not yet collected by bank	1,500
(iii) Cheques issued but not yet presented	2,500
(iv) Bank charges debited in Pass Book only	200
(v) Interest allowed in Pass Book only	100
(vi) Direct payment by a customer into the bank but not recorded in the Cash Book	700

Prepare Bank Reconciliation Statement.

32. On comparing the Cash Book with Pass Book, the following discrepancies were noted:
- (a) Out of Rs. 20,500 paid in cash and by cheques into the bank on 27th March, 2010, cheques amounting to Rs. 7,500 were collected on 7th April.
 - (b) Cheques and cash amounting to Rs. 4,800 were deposited in bank on 26th March but credit was given for Rs. 3,800 only.
 - (c) Out of cheques amounting to Rs. 7,800 drawn on 26th March, a cheque for Rs. 2,500 was encashed on 3rd April.
 - (d) A cheque for Rs. 1,000 entered in Cash Book but omitted to be sent to the bank for collection.
 - (e) A cheque for Rs. 600 deposited into bank but omitted to be recorded in Cash Book.
- Prepare a Bank Reconciliation Statement as on 31st March, 2010, if the Balance as per Cash Book on 31st March 2010 was Rs. 39,770. (6)