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**PRI/04/14**

**2014**

*Time : 3 hours*

*Full Marks : 100*

*Candidates are required to give their answers in their own words as far as practicable.*

*The figures in the margin indicate full marks.*

*Answer from both the Groups as directed.*

**Group – A**

**(Objective Type Questions)**

1. Select the correct option for the following objective type questions :  $2 \times 10 = 20$

(a) A Pass Book is a copy of :

- (i) Cash Book relating to Cash Column
- (ii) Cash Book relating to Bank Column

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**(Turn over)**

(iii) A customer's account in the Bank's Book

(iv) None of these

(b) Petty Cash Book is maintained to record :

(i) Petty Cash Receipts

(ii) Petty Cash Payments

(iii) Both (i) and (ii)

(iv) None of these

(c) Bank Reconciliation Statement is prepared

by :

(i) Customers of Banks

(ii) Income Tax Officer

(iii) Bank

(iv) None of these

(d) Head of Gram Panchayat is called :

(i) Pradhan

(ii) Chaukidar

(iii) BDO

(iv) SDO

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Contd.

(e) Preparation of Three Column Cash Book

we find :

(i) Cash

(ii) Bank

(iii) Discount

(iv) All of these

(f) Basic Unit of Panchayati Raj is :

(i) Panchayat Samiti

(ii) Zila Parishad

(iii) Gram Parishad

(iv) None of these

(g) Discount appearing on the credit side of the

Three Column Cash Book is :

(i) Discount Paid

(ii) Discount Received

(iii) Both of these

(iv) None of these

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(h) Cash discount is allowed on :

- (i) Purchase
- (ii) Prompt payment
- (iii) Sales
- (iv) None of these

(i) The Balance of Petty Cash Book is :

- (i) An Expenses
- (ii) An Asset
- (iii) A Liability
- (iv) None of these

(j) Arvind Mahila College is an example of :

- (i) Nominal Account
- (ii) Real Account
- (iii) Personal Account
- (iv) None of these

**Group – B**

**(Long-answer Type Questions)**

Answer any four questions of the following :

20×4 = 80

1. What is Petty Cash Book ? What are the advantages of Petty Cash Book ?

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Contd.

2. Explain, in detail, about the following methods :

- (a) HIFO
- (b) FIFO
- (c) LIFO

3. What is Bank Reconciliation Statement ? Why does difference arise in the Balance of Pass Book and Cash Book ?

4. What is Three Column Cash Book ? How transaction entered in it ?

5. What do you mean by Subsidiary Book ? Explain briefly any five Subsidiary Books.

6. What are the different kinds of Cash Book ? Give a brief account of each.

7. From the following informations, prepare a Bank Reconciliation Statement as on 31st March, 2012 :

Cash book Balance Dr. Rs. 5,000

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(a) The following cheques were issued but not yet presented for payments :

- (i) Cheques in favour of Mr. X for Rs. 500 dated 29th March, 2012.
- (ii) Cheques in favour of Mr. Y for Rs. 1,000 dated 31st March, 2012.

(b) Two cheques worth Rs. 1,200 and Rs. 1,000 were paid into Bank, but cleared and credited on 5th April, 2012.

(c) The bank has, as standing instructions paid insurance premium for Rs. 500 on 28th March, 2012 but the Bank intimations was received on 5th April, 2012.

(d) Amount directly deposited into Bank by a customer Rs. 4,000.

(e) Bank charged Rs. 100 as Bank Commission on 30th March, 2012.

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Contd.

8. What are the powers and duties of Zila Parishad.

9. What are the powers and duties of Panchayat Samiti ?

10. Describe Basic Accounting Principles in details.



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