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PRI/04/13

2013

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)

Answer all questions.

1. Choose the correct answer of the following :

2×10 = 20

(a) Bank Reconciliation Statement is prepared by :

- (i) Customers of Bank
- (ii) Income Tax Officer
- (iii) Bank
- (iv) None of these

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(Turn over)

(b) If Bank Reconciliation Statement is prepared from Balance of Cash Book, we should find out the Balance of :

- (i) Cash Book
- (ii) Pass Book
- (iii) Cheque Book
- (iv) Pay-in-slip Book

(c) Single Cash Book is prepared to know the balance of :

- (i) Cash
- (ii) Book
- (iii) Bills Receivable
- (iv) Bills Payable

(d) Head of Gram Panchayat is called :

- (i) BDO
- (ii) Pradhan
- (iii) Chaukidar
- (iv) None of these

(e) Petty Cash Book rewards :

- (i) All Expences
- (ii) Petty Expences
- (iii) Capital Expences
- (iv) None of these

(f) Preparation of Three Column Cash Book

we find :

- (i) Cash
- (ii) Bank
- (iii) Discount
- (iv) All of these

(g) Basic Unit of Panchayati Raj is :

- (i) Gram Parishad
- (ii) Panchayati Samiti
- (iii) Zila Parishad
- (iv) None of these

Group – B

(Long-answer Type Questions)

Answer any four questions of the following :

20×4 = 80

2. What are the powers and duties of Gram Panchayat ?
3. What is Bank Reconciliation Statement ? How is it prepared ?
4. What is Inventory Management ? Discuss its methods of recording.
5. What is Petty Cash Book ? What are its advantages ?
6. What is Three Column Cash Book ? How did transaction enter in it ?
7. Prepare a Bank Reconciliation Statement from the following particulars as on the 31st Dec. 2012. :
 - (a) Credit balance as per Bank Column of the Cash Book ₹ 2,000.

(h) Which column of Cash Book has always debit balance ?

- (i) Bank
- (ii) Cash
- (iii) Discount
- (iv) None of these

(i) The rule of all debit and gains credit all losses and expences is pertaining to :

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

(j) Which one is not a part of Panchayati Raj Sadan ?

- (i) Gram Parishad
- (ii) Gram Sabha
- (iii) Zila Parishad
- (iv) Panchayat Samiti

- (b) Cheque issued to a Creditor but not presented for payment ₹ 500.
- (c) Cheque deposited in to Bank for collection but not collected ₹ 800.
- (d) Interest on overdraft charged by Bank Account ₹ 600.
- (e) A customer directly deposited into our Bank Account ₹ 500.
- (f) Bank paid electricity bills as per outstanding instructions ₹ 250.
- (g) Bank charges ₹ 50.
- (h) Receipt side of the Cash Book is overcasted by ₹ 800.

8. What is Subsidiary Book ? Explain its advantages.
9. What is Cash Book ? What are its different kinds ?
10. Explain, in details, about the following methods :
- (a) LIFO
 - (b) FIFO

