



DCBB102/DCAM102

Reg. No.

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I Semester B.B.A./B.B.A. (Aviation) Degree Examination, April - 2023

**BUSINESS ADMINISTRATION**

**Fundamentals of Accounting**

**(NEP Semester Scheme)**

**Paper : 1.2**

**Time : 2½ Hours**

**Maximum Marks : 60**

**Instructions to Candidates:**

Answer should be written in English only.

**SECTION - A**

**I. Answer any FIVE of the following each carries 2 marks.**

**(5×2=10)**

1. a) What are the golden rules of accounting?
- b) State two limitations of trial balance.
- c) State the branches of accounting.
- d) What is narration?
- e) State the basis of accounting.
- f) What is bank Reconciliation Statement.
- g) Mention four subsidiary books.

**SECTION - B**

**II. Answer any FOUR of the following each carries 5 marks.**

**(4×5=20)**

2. From the following information prepare trial balance for the year ending 31<sup>st</sup> March 2022.

**[P.T.O.]**



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Particulars

Amount (Rs.)

Purchases	1,76,000
Return outwards	10,000
Sales	2,00,000
Return inwards	20,000
Discount allowed	10,000
Discount received	30,000
Carriage inward	10,000
Carriage outward	10,000
Wages	20,000
Depreciation	20,000
Outstanding expenses	30,000
Prepaid expenses	4,000



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3. Prepare Personal Account of Varun from the following transactions in the books of Guru for the year 2022 January.

1<sup>st</sup> Debit balance of Varun 20,100

5<sup>th</sup> Bought from Varun 3,000

7<sup>th</sup> Cheque issued to Varun 3,600

9<sup>th</sup> Sold to Varun 7,000

12<sup>th</sup> Guru sold goods to Varun 3,200

14<sup>th</sup> Varun sold goods to Guru 1,800

20<sup>th</sup> Received cheque from Varun 3,600

24<sup>th</sup> Varun claimed an allowance of 600 for damaged goods.

28<sup>th</sup> Varun received goods returned by Guru 900.

4. Write a note on concepts of Accounting.

[P.T.O.]





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5. Enter the following transaction in simple cash book for the Month ending

31<sup>st</sup> March 2022 :

March	Rs.
1 <sup>st</sup> Commenced business with cash	50,000
3 <sup>rd</sup> Bought goods for cash	28,000
6 <sup>th</sup> Received cash from Arun	2,000
8 <sup>th</sup> Paid cash to Sanjay	2,900
11 <sup>th</sup> Paid salaries	5,000
15 <sup>th</sup> Received cash from Rajesh	950
17 <sup>th</sup> Paid into bank	10,000
19 <sup>th</sup> Cash sales	4,400
26 <sup>th</sup> Purchased stationary	250
31 <sup>st</sup> Paid cash to Suresh	3,900

6. Journalise the following transaction for the month of August 2022.

2022 August

- 1<sup>st</sup> : Maruthi commenced business with Rs. 19,000.  
2<sup>nd</sup> : Sold goods for cash 35,000  
5<sup>th</sup> : Cash purchases 25,000  
8<sup>th</sup> : Cash paid into bank 42,000  
12<sup>th</sup> : Purchased goods from Narayan 25,000  
15<sup>th</sup> : Sold goods to Naresh 12,000  
19<sup>th</sup> : Paid salary 5000, wages 2,000 by cheque  
21<sup>st</sup> : Withdraw goods for personal use 6,000.



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## SECTION - C

III. Answer any TWO of the following each carries Twelve marks. (2×12=24)

7. Record the following transaction for the month ended May 2022 in three column cash book and balance it.

Date	Particulars	Amount (Rs.)
2022 May		
1 <sup>st</sup>	Cash balance	30,000
	Bank balance	20,000
3 <sup>rd</sup>	Paid insurance premium by cheque	8,400
8 <sup>th</sup>	Cash sales	44,000
	Cash discount	1500
9 <sup>th</sup>	Payment for purchases	42,000
	Cash discount	1400
9 <sup>th</sup>	Cash deposited into bank	30,000
10 <sup>th</sup>	Telephone bills paid by cheque	4600
14 <sup>th</sup>	Withdrawn from bank for personal use	12,000
16 <sup>th</sup>	Withdrawn from bank for office use	29,000
20 <sup>th</sup>	Received cheque and deposited into bank	21,400
23 <sup>rd</sup>	Received cash from a customer	13,700
23 <sup>rd</sup>	Allowed him discount	300
25 <sup>th</sup>	Stationary purchased for cash	3,600
	Cartage paid in cash	700
25 <sup>th</sup>	Cheque received from customer	9,000
28 <sup>th</sup>	Cheque deposited in bank	9,000
31 <sup>st</sup>	Rent paid by cheque	8,000
31 <sup>st</sup>	Paid wages in cash	6,000
31 <sup>st</sup>	Paid cash for postage	440

[P.T.O.]





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8. From the following trial balance, prepare the trading and profit and loss account and balance sheet as at 31<sup>st</sup> March 2022.

Particulars	Debit (Rs.)	Credit (Rs.)
Nayak's capital	-	40,000
Nayak's drawings	8,000	-
Machinery	20,000	-
Buildings	32,000	-
Debtors	10,000	-
Trade expenses	300	-
Stock on 1-4-2021	8,000	-
Salary	4,000	-
Rent for 11 months	2,200	-
Bad debts	500	-
Discount	460	560
Returns	760	1600
Sales	-	78,000
Purchases	40,000	-
Commission	-	260
Furniture	2,000	-
Reserve for doubtful debts	-	800
Wages	7,000	-
Carriage	500	-
Overdraft	-	3,000
Creditors	-	12,000
Cash	500	-
	<u>1,36,220</u>	<u>1,36,220</u>

**Adjustments :**

- Charge interest on capital and Allow in on drawings at 5% and 4% respectively.
- Depreciation on machinery and furniture at 10% and 5% respectively.
- Salary is prepaid to the extent of Rs.100.
- One month rent is outstanding.
- Interest on overdraft outstanding Rs. 450.
- Reserve 6% on sundry debtors for doubtful debts.
- Value of closing stock Rs. 25,000.



9. Prepare Bank reconciliation statement as on 31<sup>st</sup> December 2022.

Bank balance as per cash book 80000 cheque issued Rs. 10000 but not presented for the payment.

Cheque received and deposited in December 2022 but collected in January 2023 Rs. 12,000.

Direct deposit made by the customer Rs. 8000 in December 2022 entered only in passbook.

Cheque deposited 20000 out of which 12000 collected by the bank.

Telephone bill 5000, electric bill 3000 paid by the bank entered in passbook only.

Interest 3000, dividend 6000 collected by the bank entered only in passbook.

#### SECTION - D

- IV. Answer any ONE of the following carries 6 marks.

(1×6=6)

10. Prepare simple petty cash book with imaginary figures.
11. Prepare imaginary purchase book.
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