

**CHOITHRAM SCHOOL MANIKBAGH INDORE**  
**CLASS XII Session: 2018-19**

SUBJECT: Accountancy  
Scheduled Date: 14/09/2018

ASSIGNMENT No. 2  
Submission Date.:19/09/2018

| Q.no                     | Questions   | Mark          |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
|--------------------------|---|---------------|-------------|------------|-----------------|--|--------|-----------|-----------------------|-------|----------|------|-------|------------------|--------|-----------|----------|---------|----------|--------------|--------|-------|--------|-----------|--------|---------|---|---------------|----------|--|
| <b>Very Short Answer</b> |   |               |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 1.                       | Cash column in the Cash Book cannot have a negative balance i.e. payments cannot be more than cash balance in hand. Why ?   | 1             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 2.                       | Subsidiary Books are also called as Special Journals or the Books of Original Entry. Write subdivisions of Subsidiary Books.  | 1             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 3.                       | “Trial Balance is only a prima facie evidence of the arithmetical accuracy of records.” Do you agree with this statement? Give reasons.   | 1             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| <b>Very Short Answer</b> |   |               |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 4.                       | Cash Book – A Subsidiary Book and a Principal Book. Comment.  | 2             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 5.                       | Prepare a Trial Balance from the following items as on 31/3/2018 and calculate capital:   | 2             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
|                          | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ledger a/c</th> <th style="width: 25%;">Amt. (Rs.)</th> <th style="width: 25%;">Ledger a/c</th> <th style="width: 25%;">Amt. (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Bank overdraft</td> <td style="text-align: right;">85,000</td> <td>Purchases</td> <td style="text-align: right;">4,45,000</td> </tr> <tr> <td>Sales</td> <td style="text-align: right;">8,10,000</td> <td>Cash</td> <td style="text-align: right;">8,500</td> </tr> <tr> <td>Purchases Return</td> <td style="text-align: right;">22,500</td> <td>Creditors</td> <td style="text-align: right;">2,15,000</td> </tr> <tr> <td>Debtors</td> <td style="text-align: right;">4,00,000</td> <td>Sales Return</td> <td style="text-align: right;">15,750</td> </tr> <tr> <td>Wages</td> <td style="text-align: right;">96,000</td> <td>Equipment</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Capital</td> <td style="text-align: center;">?</td> <td>Opening Stock</td> <td style="text-align: right;">3,00,500</td> </tr> </tbody> </table> | Ledger a/c    | Amt. (Rs.)  | Ledger a/c | Amt. (Rs.)      | Bank overdraft                                       | 85,000 | Purchases | 4,45,000              | Sales | 8,10,000 | Cash | 8,500 | Purchases Return | 22,500 | Creditors | 2,15,000 | Debtors | 4,00,000 | Sales Return | 15,750 | Wages | 96,000 | Equipment | 25,000 | Capital | ? | Opening Stock | 3,00,500 |  |
| Ledger a/c               | Amt. (Rs.)  | Ledger a/c    | Amt. (Rs.)  |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Bank overdraft           | 85,000  | Purchases     | 4,45,000    |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Sales                    | 8,10,000  | Cash          | 8,500       |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Purchases Return         | 22,500  | Creditors     | 2,15,000    |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Debtors                  | 4,00,000  | Sales Return  | 15,750      |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Wages                    | 96,000  | Equipment     | 25,000      |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Capital                  | ?   | Opening Stock | 3,00,500    |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 6.                       | Name the document :-<br>a) It is a document for having deposits made in the Bank.<br>b) Written document drawn upon a specified banker and payable on demand.<br>c) It is prepared by the seller of goods on credit.<br>d) Prepared by seller of goods for cash.  | 2             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 7.                       | Prepare the voucher in the books of Mangla Agencies, Faridabad, Haryana:-<br>Purchased goods from M/s Era, New Delhi vide Bill No. 800, paid IGST @ 12%   | 2             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| <b>Short Answer</b>      |   |               |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 8.                       | <b>From the following information, write up a Simple Petty Cash Book for the first week of April 2018 :</b>   | 3             |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
|                          | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 65%;">Particulars</th> <th style="width: 20%;">Rs.</th> </tr> </thead> <tbody> <tr> <td>2018<br/>April 1</td> <td>Received Rs. 4,000 from Chief Cashier for Petty Cash</td> <td></td> </tr> <tr> <td>April 2</td> <td>Bought Postage stamps</td> <td style="text-align: right;">200</td> </tr> </tbody> </table>  | Date          | Particulars | Rs.        | 2018<br>April 1 | Received Rs. 4,000 from Chief Cashier for Petty Cash |        | April 2   | Bought Postage stamps | 200   |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| Date                     | Particulars   | Rs.           |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| 2018<br>April 1          | Received Rs. 4,000 from Chief Cashier for Petty Cash  |               |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |
| April 2                  | Bought Postage stamps   | 200           |             |            |                 |  |        |           |                       |       |          |      |       |                  |        |           |          |         |          |              |        |       |        |           |        |         |   |               |          |  |

|                    | <table border="1"> <tr> <td>April 4</td> <td>Paid bus fare</td> <td>120</td> </tr> <tr> <td>April 5</td> <td>Purchased stationery for office use**</td> <td>100</td> </tr> <tr> <td>April 6</td> <td>Paid for milk and sugar for office tea</td> <td>0</td> </tr> <tr> <td>April 7</td> <td>Paid to window cleaner</td> <td>600</td> </tr> <tr> <td></td> <td></td> <td>80</td> </tr> </table>   | April 4       | Paid bus fare                          | 120        | April 5   | Purchased stationery for office use** | 100   | April 6       | Paid for milk and sugar for office tea  | 0             | April 7  | Paid to window cleaner | 600   |         |        | 80    |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|--------------------|--|---------------|--|------------|---|---------------------------------------|---|---------------|---|---------------|--|------------------------|---|---------|--------|-------|----------|-----------|--------|---------|--------|--------------|--------|--|--|--|--|--|--|---|
| April 4            | Paid bus fare  | 120           |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| April 5            | Purchased stationery for office use**  | 100           |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| April 6            | Paid for milk and sugar for office tea   | 0             |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| April 7            | Paid to window cleaner   | 600           |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|                    |  | 80            |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|                    | <b>** marked transactions are subject to levy CGST and SGST @ 6% each</b>  |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| 9.                 | <table border="1"> <thead> <tr> <th>2010</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td>Jan 3</td> <td>Bought from B. Electric Co. Dwarka Delhi on credit<br/>100 CFLBulbs @ Rs. 150 each<br/>50 fans @ Rs. 400 each<br/>30 Electric Geyser -Bajaj @ Rs. 2000 each<br/>Trade Discount 10% <b>CGST and SGST @ 6% each</b></td> </tr> <tr> <td>Jan 9</td> <td>Purchased from Anmol Traders, Karol Bag, New Delhi on credit<br/>10 celling fans – @ 1000 each<br/>10 Micro ovens – @ Rs.5000 each<br/>Trade Discount 15% <b>CGST and SGST @ 6% each</b></td> </tr> <tr> <td>Jan 16</td> <td>Bought goods from R Electric Co. Chandni Chowk, Delhi on credit (Invoice No. 252)<br/>20 CFL Bulbs @ Rs.150 each<br/>10 Table fans @ Rs. 500 each<br/>Less : Trade Discount 15% <b>CGST and SGST @ 6% each</b></td> </tr> <tr> <td>Jan 22</td> <td>Bought from Prakash Lamps, Delhi for cash (Memo No. 715)<br/>10 Table fans – Orient @ Rs. 600 each <b>CGST and SGST @ 6% each</b></td> </tr> <tr> <td>Jan.29</td> <td>Bought from LALA Furniture, Hisar on credit (Invoice No. 2315)<br/>20 Stools @ 200 each<br/>10 Chairs @ Rs. 400 each.<br/><b>CGST and SGST @ 6% each</b></td> </tr> </tbody> </table> | 2010          | Particulars                            | Jan 3      | Bought from B. Electric Co. Dwarka Delhi on credit<br>100 CFLBulbs @ Rs. 150 each<br>50 fans @ Rs. 400 each<br>30 Electric Geyser -Bajaj @ Rs. 2000 each<br>Trade Discount 10% <b>CGST and SGST @ 6% each</b> | Jan 9                                 | Purchased from Anmol Traders, Karol Bag, New Delhi on credit<br>10 celling fans – @ 1000 each<br>10 Micro ovens – @ Rs.5000 each<br>Trade Discount 15% <b>CGST and SGST @ 6% each</b> | Jan 16        | Bought goods from R Electric Co. Chandni Chowk, Delhi on credit (Invoice No. 252)<br>20 CFL Bulbs @ Rs.150 each<br>10 Table fans @ Rs. 500 each<br>Less : Trade Discount 15% <b>CGST and SGST @ 6% each</b> | Jan 22        | Bought from Prakash Lamps, Delhi for cash (Memo No. 715)<br>10 Table fans – Orient @ Rs. 600 each <b>CGST and SGST @ 6% each</b> | Jan.29                 | Bought from LALA Furniture, Hisar on credit (Invoice No. 2315)<br>20 Stools @ 200 each<br>10 Chairs @ Rs. 400 each.<br><b>CGST and SGST @ 6% each</b> | 3       |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| 2010               | Particulars  |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Jan 3              | Bought from B. Electric Co. Dwarka Delhi on credit<br>100 CFLBulbs @ Rs. 150 each<br>50 fans @ Rs. 400 each<br>30 Electric Geyser -Bajaj @ Rs. 2000 each<br>Trade Discount 10% <b>CGST and SGST @ 6% each</b>  |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
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| Jan 22             | Bought from Prakash Lamps, Delhi for cash (Memo No. 715)<br>10 Table fans – Orient @ Rs. 600 each <b>CGST and SGST @ 6% each</b>   |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Jan.29             | Bought from LALA Furniture, Hisar on credit (Invoice No. 2315)<br>20 Stools @ 200 each<br>10 Chairs @ Rs. 400 each.<br><b>CGST and SGST @ 6% each</b>  |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|                    | Enter the following transactions in the Purchases Book of Rozer Electronics Delhi.   |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| 10.                | <p>Prepare a correct trial balance from the following information :</p> <table border="1"> <thead> <tr> <th>Ledger a/c</th> <th>Amt. (Rs.)</th> <th>Ledger a/c</th> <th>Amt. (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Cost of goods sold</td> <td>1,50,000</td> <td>Opening Stock</td> <td>60,000</td> </tr> <tr> <td>Closing stock</td> <td>40,000</td> <td>Expenses</td> <td>20,000</td> </tr> <tr> <td>Debtors</td> <td>60,000</td> <td>Sales</td> <td>2,00,000</td> </tr> <tr> <td>Creditors</td> <td>30,000</td> <td>Capital</td> <td>90,000</td> </tr> <tr> <td>Fixed Assets</td> <td>50,000</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>   | Ledger a/c    | Amt. (Rs.)                             | Ledger a/c | Amt. (Rs.)  | Cost of goods sold                    | 1,50,000  | Opening Stock | 60,000  | Closing stock | 40,000   | Expenses               | 20,000  | Debtors | 60,000 | Sales | 2,00,000 | Creditors | 30,000 | Capital | 90,000 | Fixed Assets | 50,000 |  |  |  |  |  |  | 3 |
| Ledger a/c         | Amt. (Rs.)   | Ledger a/c    | Amt. (Rs.)                             |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Cost of goods sold | 1,50,000   | Opening Stock | 60,000                                 |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Closing stock      | 40,000   | Expenses      | 20,000                                 |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Debtors            | 60,000   | Sales         | 2,00,000                               |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Creditors          | 30,000   | Capital       | 90,000                                 |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| Fixed Assets       | 50,000   |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|                    |  |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
|                    | <b>Long answer</b>   |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| 11.                | <p>Prepare an analytical petty cash book on imprest system amount being Rs 7000 from the following transactions:</p> <table border="1"> <tr> <td>March 1</td> <td>Paid Postage Rs 300; Stationary Rs 400</td> </tr> </table>   | March 1       | Paid Postage Rs 300; Stationary Rs 400 | 5          |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |
| March 1            | Paid Postage Rs 300; Stationary Rs 400   |               |  |            |   |                                       |   |               |   |               |  |                        |   |         |        |       |          |           |        |         |        |              |        |  |  |  |  |  |  |   |

|    |   |  |
|----|---|--|
| 5  | Paid for Printing Rs 400, Repair Rs 50                        |  |
| 8  | Paid travelling expenses Rs 500; Refreshment Rs 40            |  |
| 12 | Paid call charger Rs 250, Printing Rs 400                     |  |
| 15 | Paid for bus fare Rs 200, Staple pin Rs 200, Stamp paid Rs 25 |  |
| 19 | Paid for Postage Rs 200, Tonga fare Rs 100                    |  |
| 22 | Paid for Cartage Rs 200, Soap Rs 200                          |  |
| 24 | Paid coolie Rs 150.   |  |
| 25 | Paid for Newspaper Rs 150, Chowkidar Rs 400                   |  |

12.

**From the following information prepare a Double column cash book.**

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|                     |   |               |
|---------------------|---|---------------|
| 2018<br>September 1 | Cash in hand  | 75,000        |
| September 2         | Bank overdraft  | 35,000        |
| September 3         | Wages paid  | 2,000         |
| September 5         | Cash Sales **<br>Allowed cash discount                          | 70,000<br>944 |
| September 7         | Cash Deposited into Bank  | 40,000        |
| September 10        | Goods purchased and paid by cheque **<br>Received cash discount | 20,000<br>472 |
| September 15        | Rent paid **  | 5,000         |
| September 18        | Drew from bank for personal Use                                 | 4,000         |
| September 20        | Salary paid   | 10,000        |

**\*\* marked transactions are subject to levy of CGST AND SGST @ 6% EACH.  
ANS:94,856 Cash Balance; Bank Balance 20,928( Cr.)**