

**BACHELOR OF BUSINESS ADMINISTRATION – BBA**  
**BBA1DSC02 - FUNDAMENTALS OF ACCOUNTING**

**Duration: 2.00 Hours**

**Total Marks: 60**

**MODEL QUESTION PAPER**

**SECTION – A**

**(Conceptual Questions)**

1. Answer any Five of the following questions. Each question carries Two Marks (5 x 2 = 10)
- a. Give the meaning of Book Keeping.
  - b. What do you mean by “Tally Software”
  - c. What do you mean by Contra Entries? Give an example
  - d. Mention the rules of different types of Accounts.
  - e. Give the meaning of ‘Trading Account’
  - f. Give four features of Tally.
  - g. What is “Ledger”?

**SECTION – B**

**(Application Questions)**

Answer any Four of the following question. Each question carries Five Marks (4 x 5 = 20)

- 2. Briefly explain the Objectives of Accounting.
- 3. Enter the following transactions in to respective Subsidiary Books.

**Jan 2021**

1 <sup>st</sup> Purchased goods from Puneet, Delhi	900
2 <sup>nd</sup> Sold goods to Sanjay, Bombay	1000
4 <sup>th</sup> Sold goods to Vinod, Madras	2,000
10 <sup>th</sup> Bought goods form Vicky, Bangalore	1,500
14 <sup>th</sup> Bought goods form Ravees, Hyderabad	3,000
19 <sup>th</sup> Sanjay returned goods	200
21 <sup>st</sup> Returned goods to Puneeth	200
25 <sup>th</sup> Returned goods to Vicky	500
28 <sup>th</sup> Sold goods to Ganesh, Bangalore worth 5,000 Subject to trade discount of 10%	
29 <sup>th</sup> Vinod returned goods	300

4. From the following Balances, prepare Trading Account for the year ending 31<sup>st</sup> March 2021 and hence ascertain Gross Profit or Gross Loss.

Stock at the beginning	20,000
Purchases	60,000
Sales	90,000
Wages	5,000
Salaries	10,000
Carriage Inwards	500
Power	500
Return Inward	1,000
Return Outward	1,000
Stock at the end of the period	21,000

5. Journalise the following Transactions in the books of Global Traders.

- (a) Started Business with cash Rs.1,00,000 and stock Rs.50,000
- (b) Deposited into Bank Rs.80,000
- (c) Purchased goods and paid by cheque Rs.40,000
- (d) Sold goods to Nishanth Rs.50,000
- (e) Purchased goods from Amar Rs.1,00,000
- (f) Paid Carriage Rs.20,000
- (g) Received cash from Nishanth Rs.30,000
- (h) Paid to Amar by Cheque Rs. 50,000

6. Explain briefly the Advantages of Tally.

### SECTION – C

#### (Analysis and Understanding Questions)

Answer any Two of the following question. Each question carries Twelve Marks (2 x 12 = 24)

7. From the following balances extracted from the books of M/s Raghavendra Traders as on 31-03- 2021, Prepare a Trial Balance.

Particulars	Amount
Capital A/c	35,000
Drawings A/c	2,400
Bills Receivable A/c	8,200
Plant and Machinery	19,600
Advertisement	1,200
Commission received	360
Wages	11,600
Discount allowed	160
Carriage inwards	340

Returns inwards	930
Postage and telegrams	375
Salaries	7,500
Rent, Rates and taxes	250
Printing and stationery	325
Bad debts	150
Purchases	50,600
Sales	84,870
Sales tax	1,875
Sundry debtors	24,200
Sundry Creditors	15,300
Stock (01-04-2020)	7,965
Trade expenses	190
Rent	1,650
Insurance	400
Cash in hand	180
Bank overdraft	5,760
Type writer	1,200

8. From the following transactions, prepare Three Column Cash book.

**2021 January**

1<sup>st</sup> Cash in hand Rs.5,375 and at Bank Rs.15,500

2<sup>nd</sup> Cash Sales Rs.6,500

5<sup>th</sup> Paid into Bank Rs.7,000

6<sup>th</sup> Received a cheque for Rs.700 from Suresh

8<sup>th</sup> Paid into Bank Suresh's cheque

10<sup>th</sup> Paid Anuradha by cheque Rs.980 and discount allowed by her Rs.20

12<sup>th</sup> Cash purchases Rs.2,500

14<sup>th</sup> Withdraw from bank for office use Rs.5,000

15<sup>th</sup> Received a cheque for Rs.950 from Lakshman allowed him discount Rs.50

18<sup>th</sup> Cash Sales Rs.7,500

19<sup>th</sup> Paid into Bank Laxman's cheque along with a cash of Rs.4,000

21<sup>st</sup> Cash paid for stationery Rs.120

23<sup>rd</sup> Paid commission to Rakesh by cheque Rs.5,000

25<sup>th</sup> Received a cheque for Rs.1,000 from Chandra Mohan and remitted the same into Bank.

27<sup>th</sup> Laxman's cheque returned dishonored

28<sup>th</sup> Draw a cheque for Rs.800 for personal use.

31<sup>st</sup> Paid salaries by cheque Rs.2,000

9. From the Trial Balance of Mr. Varun Prepare the Final Accounts for the year ending 31<sup>st</sup> March 2021.

Particulars	Debit (Rs.)	Credit (Rs.)
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Drawings and Capital	6,820	93,230
Purchases and Sales	83,290	1,26,177
Debtors and Creditors	47,800	22,680
Returns	7,422	3,172
Wages	9,915	-
Manufacturing expenses	2,500	-
Stock on 1-4-2020	21,725	-
Factory fuel and power	542	-
Office Salaries	3,745	-
Factory Lighting	392	-
Carriage outward	960	-
Plant and Machinery	55,000	-
Furniture	1,720	-
Bills Payable	-	6,422
Travelling expenses	925	-
Cash in hand	2,493	-
Rent and Taxes	1,765	-
Office expenses	2,778	-
Discount allowed	422	-
Insurance	570	-
Carriage Inwards	897	-
<b>Total</b>	<b>2,51,681</b>	<b>2,51,681</b>

**Adjustments:**

- (a) Stock on 31-03-2021 was Rs.16,580
- (b) Insurance prepaid Rs.70
- (c) Wages outstanding Rs.800, outstanding salaries Rs.350 and Rent outstanding Rs.150
- (d) Depreciate Plant and Machinery at 5% and Furniture at 10%.
- (e) Reserve 2 ½% of debtors for Bad Debts.

**SECTION – D**

**(Skill Development Questions)**

Answer any One of the following question. Each question carries Six Marks (1 x 6 = 6)

10. List out the Accounting Concepts and Conventions in brief.
  11. Prepare a Bank Reconciliation Statement with imaginary figures.
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