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**BASOMC 152**

**Credit Based Second Semester B.A. Degree Examination, September 2022**  
**OFFICE PRACTICE AND MANAGEMENT**  
**Paper – II : Business Enterprises and Accountancy**  
**(Common to all Batches)**

Time : 3 Hours

Max. Marks : 120

**SECTION – A**

Answer the following questions.

**(5×6=30)**

1. State the differences between private enterprises and public enterprises.
2. Write note on 'Cooperative Housing Societies'.
3. Explain the types of cash book.
4. Distinguish between original cost method and diminishing value method of depreciation.
5. On 1-1-2016, a firm bought machinery for Rs. 45,000 and spends Rs. 1,000 for its installation. Its life time was estimated to be 10 years with a scrap value of Rs. 3,000. Calculate the amount of annual depreciation and also the rate of depreciation.

**SECTION – B**

Answer **any three** of the following questions.

**(3×10=30)**

6. Explain the characteristics and advantages of statutory corporations.
7. Define 'Cooperative Society'. Explain the characteristics of cooperative organizations.

**P.T.O.**



8. Enter the following transactions in a three column cash book and balance it as on 31<sup>st</sup> January 2017.

January 2017

- 1 Balance of cash in hand Rs. 25,000 and at Bank Rs. 35,000/-
  - 2 Paid into Bank with Rs. 10,000.
  - 6 Bought goods for Rs. 10,000 and paid by cheque.
  - 15 Sold goods for cash Rs. 3,000 and deposited the same into the Bank.
  - 22 Cash received from Mohan Rs. 950 allowing him a discount of Rs. 50.
  - 24 Paid Karthik by a cheque Rs. 470 receiving a discount of Rs. 30.
  - 26 Drew a cheque for office use Rs. 3,000.
  - 30 Drew cheque for salary Rs. 5,000.
9. A firm bought furniture on 1-1-2011, for Rs. 25,000. Additional furniture was purchased on 30-6-2012 for Rs.15,000 and for Rs. 8,000 on 1-4-2013. The firm writes off depreciation at 10% on the diminishing value method. Show the Furniture account and Depreciation account for 3 years ending 31<sup>st</sup> December 2013.

### SECTION – C

Answer **any three** of the following questions.

**(3×20=60)**

10. Explain the features and advantages of a departmental undertaking.
11. Explain the types of Cooperative credit societies.
12. Enter the following transactions in a two column cash book and balance the same as on 31<sup>st</sup> January 2017 and prepare a Bank Account.

2017

- January
- 01 Commenced business with Rs. 60,000/-
  - 04 Opened a Bank account with Rs. 30,000/-
  - 05 Bought goods for cash Rs. 12, 000/-
  - 07 Sold goods for cash Rs. 2,000/-
  - 08 Bought goods for Rs. 10,000/- and paid by cheque.
  - 09 Sold goods for Rs. 3,000/- and remitted the same into Bank.
  - 10 Drew cash for office use Rs. 8,000/-
  - 20 Received from Mahesh Rs. 1,580/- and allowed him discount Rs. 20/-
  - 22 Paid Das Rs. 980/- in full settlement of his account for Rs. 1,000/-
  - 25 Drew cheque for rent Rs. 1,200/-
  - 30 Paid salary Rs. 5,000/-
  - 31 Drew cheque for personal use Rs. 700/-
13. On 1-1-2010, Arjun purchased machinery for Rs. 48,000 and spent Rs. 2,000 for installation and Rs. 2,000 for transportation. On 30-06-2012, he sold a part of the machinery costing Rs. 8,000 for Rs. 5,200. On the same date he bought new machinery for Rs. 10,000. Depreciation was charged every year at 10% per annum on original cost method. Show the Machinery Account for 4 years.