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BASOMCN 201

Second Semester B.A. Degree Examination, September 2022

OFFICE PRACTICE AND MANAGEMENT

Business Forms and Accounting (DSCC)

(2021 – 22 Batch Onwards)

(NEP – 2020)

Time : 2 Hours

Max. Marks : 60

SECTION – A

Answer **any two** questions.

(2×5=10)

1. State any five merits of government companies.
2. What is meant by straight line method of depreciation ?
3. Mention the disadvantages of single-entry system of book-keeping.

SECTION – B

Answer **any two** questions.

(2×10=20)

4. A firm bought machinery for Rs. 42,000 on 1st June 2015 and its life was estimated to be 8 years. Its scrap value at the end of the period was estimated at Rs. 2,000.

Show the Machinery Account for the first four years writing off depreciation on the Fixed Installment System.

5. What is meant by Public Enterprises ? State its objectives.

P.T.O.



6. Mahesh keeps his books by Single-entry method. His position on 1-4-2020 and 31-3-2021 was as follows :

	1-4-2020	31-3-2021
	Rs.	Rs.
Cash in hand	500	300
Cash at bank	5,500	7,000
Bills receivable	1,500	1,000
Sundry debtors	9,000	8,000
Stock	8,000	12,000
Furniture	3,500	4,000
Machinery	12,000	14,000
Bills payable	2,000	5,000
Sundry creditors	15,000	16,000

During the year Mahesh introduced Rs. 4,000 as additional capital and withdrew Rs. 3,000 for his personal use.

From the above, prepare a statement showing the profit or loss made by Ramesh for the year ended 31-3-2021 after writing off 8% on debtors for doubtful debts.

SECTION – C

Answer **any two** questions.

(2×15=30)

7. What is meant by Departmental Undertakings ? Bring out its advantages and disadvantages.

8. On 1st Jan. 2018, Sameer Company purchased a machine for Rs. 50,000.

On 1st Jan. 2019 another machine was purchased for Rs. 30,000.

On 30th June 2020 the machine which was purchased on 1st Jan. 2019 was sold for Rs. 22,000. Depreciation was charged at 10% per annum on Diminishing Balance Method.

Show Machinery Account and Depreciation Account for four years.



9. Following particulars relate to Mr. Joshi, a trader, who keeps his books under single-entry system.

	1-7-2020	30-6-2021
	Rs.	Rs.
Cash in hand	2,000	3,000
Cash at Bank	5,000	7,200
Bills Receivable	800	1,800
Sundry Debtors	12,500	15,000
Stock	7,500	10,000
Bills Payable	1,750	2,750
Sundry Creditors	4,000	6,000
Furniture	2,000	2,000
Machinery	10,000	10,000
Investments	2,000	4,000

The additional capital introduced during the year amounted to Rs. 6,800. During the year he had withdrawn Rs. 2,000 for personal expenses and Rs. 1,000 for his daughter's marriage. Depreciate Furniture by 10% and Machinery by 6%. Create Reserve of 5% on Sundry Debtors for doubtful debts. Prepaid insurance Rs. 150 and outstanding legal expenses amounting Rs. 300 should be taken into account.

Ascertain profits or losses for the year ended 30th June 2021 and prepare the Revised Statement of Affairs as at that date.
