

Model Question Paper  
Class : 10<sup>th</sup>  
Subject : Elements of Book Keeping and Accountancy

Time : 3 Hours

MM : 80

General Instructions :

1. Attempt all questions.
2. Attempt all parts of question and section together.
3. Neat Presentation is must.

Question No 1. Choose the correct option.

1x16=16

- (i) Cash Book Records
  - (a) Cash Transactions
  - (b) Credit Transactions
  - (c) Both (a) & (b)
  - (d) None of these
- (ii) Petty Cash Book is maintained by
  - (a) Head Cashier
  - (b) Petty Cashier
  - (c) Accountant
  - (d) Chartered Accountant
- (iii) Cash Book Includes
  - (a) Simple Column Cash Book
  - (b) Two Column Cash Book
  - (c) Petty Cash Book
  - (d) All of these
- (iv) Bank Reconciliation Statement is :
  - (a) An Account
  - (b) A Subsidiary Book
  - (c) A List
  - (d) A Statement
- (v) Debit Balance of Pass Book is :
  - (a) Negative
  - (b) Positive
  - (c) May be Positive or Negative
  - (d) None of these
- (vi) Cash Book is kept by customer and Pass Book is kept by :
  - (a) Bank
  - (b) Customer
  - (c) Both (a) & (b)
  - (d) None of these
- (vii) If the effect of one error committed cancels out the effect of some other error it will be the error of :
  - (a) Omission
  - (b) Commission
  - (c) Principle
  - (d) Compensating
- (viii) Error of omission may be :
  - (a) Error of full Omission
  - (b) Error of Partial Omission
  - (c) Both (a) & (b)
  - (d) None of these
- (ix) Crediting the account of Ram instead of the account of Ramu is an error of :
  - (a) Error of Omission
  - (b) Error of Commission
  - (c) Compensating Error
  - (d) Error of Principle
- (x) Depreciation Means :
  - (a) Increase in the Value of Asset
  - (b) Decrease in the Value of Asset
  - (c) No Change in the Value of Asset
  - (d) Neither increase nor decrease in the value of Asset
- (xi) Depreciation is always charged on the \_\_\_\_\_ value of the Fixed Asset.
  - (a) Opening Balance
  - (b) Reduced
  - (c) Average
  - (d) Both (b) & (c)

- (xii) In Bills of Exchange the number of parties are :  
 (a) Two (b) Three  
 (c) Four (d) Five
- (xiii) Bills of Exchange can be :  
 (a) Trade Bill (b) Accommodation Bill  
 (c) Both (a) & (b) (d) Treasury Bill
- (xiv) If a bill of exchange is written on 1<sup>st</sup> April 2020 for two months then the due date of the bill will be :  
 (a) 4<sup>th</sup> July 2020 (b) 1<sup>st</sup> June 2020  
 (c) 4<sup>th</sup> June 2020 (d) None of these
- (xv) Trading Account reveals :  
 (a) Gross Profit (b) Net Profit  
 (c) Operating Profit (d) Both (b) & (c)
- (xvi) The difference between opening stock and closing stock can be :  
 (a) Negative (b) Positive  
 (c) Zero (d) All of these

Question No 2. What is cash Book ?	2
Question No 3. State the different types of Cash Books.	2
Question No 4. What is meant by Error of Principle ?	2
Question No 5. What is Balance Sheet ?	2
Question No 6. Give two differences between Trading Account and Profit & Loss Account.	2
Question No 7. (i) Define Bills of Exchange	3
(ii) State two features of Bills of exchange.	
Question No 8. What do you understand by Error of Omission ?	3
Question No 9. What is Depreciation ? State two objectives of providing depreciation.	3
Question No 10. What do you understand by dishonor of bill of exchange ?	3
Question No 11. Prepare Trading Account for the year ending 31 <sup>st</sup> March, 2024.	3

Opening Stock	-	20000
Purchases	-	80000
Sales	-	220000
Wages	-	10000
Manufacturing Expenses	-	5000
Closing Stock	-	15000

Question No 12.Prepare Profit & Loss Account for the year ending 31 <sup>st</sup> March, 2023.			5
Gross Profit	-	125000	
Salaries Paid	-	16000	
Interest Paid	-	4000	
Advertisement Expenses	-	5000	
Rent Paid	-	1000	
Commission Received	-	15000	
Bad Debts	-	2000	

Question No 13.Prepare Single Column Cash Book from the following transactions.

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Date	Transactions	Amount(₹)
June, 2024		
1	Cash in Hand	200000
4	Sold goods for cash	40000
6	Paid Salaries	30000
8	Cash Purchases	10000
9	Purchased goods from Hari Om	16000
15	Sold goods to Manmohan	24000
20	Paid to Hari Om	6000
21	Received from Manmohan	20000
25	Cash Sales	35000
30	Paid Rent	12000

Question No 14.Prepare Bank Reconciliation Statement from the following transactions :

Balance as per Cash Book  
 Cheque issued but not presented  
 Cheque deposited but not cleared  
 Bank charges  
 Interest allowed by Bank  
 Insurance premium paid by Bank on  
 Behalf of customer

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OR

What is Bank Reconciliation Statement ? State four causes of difference between balance of Cash Book and Pass Book.

Question No 15.Rajat, Ashish and Abhay are three friends. They start their individual businesses of sale and purchase of goods.

6x1=6

On 15<sup>th</sup> March, 2020 Rajat purchases goods worth ₹1000 from Ashish. Rajat is not in a position to pay the amount. Rajat requests Ashish to allow him a credit period of two months. Ashish agrees and Ashish draws a bill of ₹1000 on Rajat for two months. Rajat accepts the bill and returns it to Ashish. Ashish endorses the bill to Abhay because he has to pay the Abhay ₹1000. On the due date the bill is honored and Abhay gets the required amount. Give journal entries in the books of all the parties.

Question No 16.Rectify the following errors :

2x3=6

- (i) Wages ₹10000 paid for the installation of the machinery debited to wages account.
- (ii) Cash ₹2000 received from Payal has been recorded as received from Palak.
- (iii) Sales Book is over cast by ₹3000.

OR

- (i) What do you understand by rectification of errors ?
- (ii) What do you understand by errors of commission ?

3x2=6

Question No 17. Ram, a trader, purchased a truck for ₹200000. The truck was purchased on 1st July 2019 depreciation was charged @ 10% pa on diminishing balance method. On 1<sup>st</sup> October, 2021, the truck met an accident and insurance company admitted a claim of 79000. The claim was received by cheque on 1<sup>st</sup> October, 2021. You are required to prepare truck account assuming books are closed on 31<sup>st</sup> December every year.

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OR

- |      |  |   |
|------|--|---|
| (i)  | State two causes of depreciation.  | 4 |
| (ii) | Give two differences between straight line method and diminishing balance method of charging depreciation. | 4 |

ELEMENTS OF BOOK KEEPING AND ACCOUNTANCY  
CLASS : 10<sup>TH</sup>

Difficulty Level

Level	MCQ	Very Short	Short	Long
Easy	i, iii, vii, viii, x, xii, xiv, xv	2	7, 8	11, 13
Moderate	iv, v, vi, xiii	3, 6	9	14, 16, 17
Difficult	ii, ix, xi, xvi	4, 5	10	12, 15

Percentage

Easy	41%
Moderate	31%
Difficult	28%