

No. of Printed Pages : 5

BPOI-002/102

**Diploma in BPO Finance and Accounting
(DBPOFA)**

Term-End Examination

June, 2024

**BPOI-002/102 : FUNDAMENTALS OF
ACCOUNTING**

Time : 3 Hours

Maximum Marks : 100

Note :

1. There are three sections.
2. All sections are compulsory.
3. Please read instructions carefully given in each section.

Section-A

1. (a) Fill in the blanks : $1 \times 5 = 5$
 - (i) An asset is recorded in books of account at
 - (ii) Payment made by cheque should be credited to

P.T.O.

[2]

BPOI-002/102

- (iii) When a cheque is returned dishonoured, it is recorded on the side of the cash book in bank column.
 - (iv) Sales journal records all sale of goods.
 - (v) is committed when some fundamental principle of accountancy is violated while recording a transaction.
2. State whether the following statements are true or false :
 - (i) An expenditure incurred on acquisition of a fixed asset is a capital expenditure.
 - (ii) Stock is valued at cost or market price whichever is lower.
 - (iii) Dividend equalization reserve is a form of capital reserve.
 - (iv) Paid up capital can exceed called-up capital.
 - (v) Auditors report is attached to the Balance Sheet.

Section-B

Note : Attempt any *three* questions.

2. What do you mean by Financial Schedule ? Briefly explain its need.

10

[3] BPOI-002/102

3. Enumerate the various categories of share capital ?
10
4. Explain the types of Reserves with the help of examples.
10
5. Write short notes on :
- (a) Single column Cash Book 5
- (b) Petty Cash Book 5

Section-C

Note : Attempt *any three* questions including Question No. 6 which is compulsory.

6. Pass journal entries to rectify the following errors :
 $2 \times 10 = 20$
- (a) Goods costing Rs. 1,000 have been purchased on credit from Mohan but no entry has been made in the books although the goods were taken into stock.
- (b) Goods amounting to Rs. 4,000 have been sold on credit, but no entry has been made in the books.
- (c) No entry has been made for purchase return of Rs. 200.

[4] BPOI-002/102

- (d) No entry has been made for sales return of Rs. 450.
- (e) Goods purchased from Ramesh Chandra on credit for Rs. 5,000 was recorded in the purchase book as Rs. 500.
- (f) Sales of Rs. 600 to Arun were recorded as Rs. 60 in the sales book.
- (g) Goods purchased on credit from Pawan for Rs. 400 were recorded as Rs. 4000 in purchase book.
- (h) An amount of Rs. 2,500 spent for the extension of machinery has been debited to wages account.
- (i) Rs. 100 paid as cartage for the newly purchased furniture posted to Cartage A/c.
- (j) A builders bill for Rs. 5,000 for erection of a small cycle shed was debited to Repairs Account.
7. (a) What is Balance Sheet ? Discuss the objectives of preparing Balance Sheet. 5 + 5 = 10
- (b) Differentiate between Profit & Loss Account and Balance Sheet ? 10
8. Explain the uses and limitations of financial statements.

[5]

BPOI-002/102

9. Distinguish between :
- (i) Direct Expenses and Indirect Expenses.
 - (ii) Gross Profit and Net Profit.
 - (iii) Cost of Goods sold and cost of Goods processed.
 - (iv) Capital Receipt and Revenue Receipt.
10. What is meant by Share Capital ? 10 + 10 = 20
- (a) Enumerate the various categories of share capital.
 - (b) Distinguish between share and debenture.
