

HERAMB COACHING CLASSES**XI/Book Keeping/27.12.17****Marks:30****Duration:1Hour**

Q.1. Prepare a Columnar Petty Cash Book from the following details:

(10)

1993	Particulars	Rs.
Aug 1	Received from Head Cashier	750
2	Purchased Stationery	100
4	Paid to office Cleaner	25
6	Paid for Telegram	35
9	Paid for Telephones	45
8	Purchased Office Equipments	65
11	Paid for sweeping charges	15
12	Paid return train fare to Mr. Ashok	18
13	Purchased Packing materials	22
14	Paid for Advertisement	60
16	Paid to Anuradha on account	60
18	Received from Padmini	100
20	Purchased table & chair	175
22	Paid repairing charges	35
24	Paid for Postage	15
26	Paid tips to office boy	25
29	Refreshment and tea to Customers and Staff	35

Q.2. Write up Anil's Columnar Petty Cash Book maintained on imprest system for fortnight ending 15th May 1994**(10)**

Date	Particulars	Rs.
1	Received cash from cashier	200
2	Paid for Travelling expenses	25
3	Paid for office expenses	15
4	Paid for postage and telegrams	15
5	Paid for advertisement to Mumbai Mirror (Advertisement a/c Column is not maintained)	35
6	Purchased and paid for table	25
8	Bought stationery for office	15
10	Advance paid to clerk (Advance a/c Column is not maintained)	25
15	Paid for conveyance expenses	10

Q.3. Jagat maintains his Columnar Petty Cash Book on Imprest System. The Imprest amount is Rs.900

(10)

2001 April 1	Cash in hand with Petty Cashier Rs.200
4	Paid Rs.25 for donation
5	Paid for computer floppy Rs.50
6	Paid Rs.15 for duster and clips
7	Paid carriage Rs.35
9	Paid wages Rs.50
13	Paid Rs.10 for Cartage
15	Paid for advertisement Rs.45
17	Paid Rs.5 to window cleaner
19	Paid for Photostat copies Rs.9
20	Paid for duster & lime Rs.45
21	Paid for postman Rs.5 Diwali gift
23	Paid for hand bill Rs.25
25	Electric bill paid Rs.75
27	Paid Tanga fare Rs.14 to Sanjay
28	Purchased new clock for Rs.30
29	Rs.30 paid to Ganesh for repairs to typewriters
30	Refreshment at Hotel Woodland with customer Rs.75