

Subsidiary Books III - Petty Cash Book-1

Model Exam Question paper - 1

11th Standard

Accountancy

Reg.No. :

--	--	--	--	--	--

I. Answer all the questions

Time : 00:30:00 Hrs

Total Marks : 15

Part-A

1 x 1 = 1

1) Petty cash may be used to pay

(a) Salaries to staff (b) Purchases of furniture and fittings (c) Expenses relating to post and telegrams

Part-B

3 x 2 = 6

2) What is petty cash book?

3) What purpose does an analytical petty cash book serve?

4) How to balance the Petty Cash Book?

Part-C

1 x 3 = 3

5) What are the advantages of petty cash book?

Part-D

1 x 5 = 5

6) Petty cash book is kept on Imprest system, the amount of imprest being Rs.1,000 and has seven analysis columns for Postage and Telegrams, Printing and Stationery, Travelling Expenses, Repairs, Carriage, Sundry Expenses and Personal Accounts. Enter the following transactions

2003			Rs.
March	1	Petty cash in hand	350
	1	Received cash to makeup imprest	650
	3	Paid for stationery	155
	5	Paid office expenses	78
	8	Bought stamps	50
	13	Paid for railway fare	256
	16	Paid to Shankar	100
	20	Paid for carriage	45
	25	Paid for printing charges	175
	27	Paid for telegram	65
