Secondary Education Examination

Model Questions

Set A

Subject: **Office Practice and Accounting** F.M: 75

Time: 2 hrs. 15 minutes

Group A

Very short answer questions. **(5*1=5)**

1. Write the full form of GATT and SWIFT.
2. Write any two examples of A class financial institutions established in your district.
3. How is the net profit determined?
4. Write any two functions of office of auditor general.
5. Mention the name of any two parts of budget sheet.

Group B

Short answer questions.

6. Write any two similarities and any three differences between ordinary resolution and special resolution. (2+3=5)
7. What is filing? Mention any four needs of filing system. (1+4=5)
8. What is invoice? Write any four types of an invoice. (1+4=5)
9. Prepare a trial balance of Godavari Trade Link for the month of Ashad end 2078/079 from the following particulars: (5)

Stock (01-04-2078)	50,000	Bad debts	20,000
Capital	10,00,000	Sales	8,00,000
Purchase	4,00,000	Bankers	1,50,000
Receivables	60,000	Operating expenses	90,000
Discount on purchase	9,000	Bank balance	50,000

10. Prepare profit and loss account of kanyam tea industry for the fiscal year 2077/078 Ashad end from the given particular: (5)

Gross profit	4,00,000	Renewal charges	30,000
Allowances	1,50,000	Interest received	7,000
Discount to buyer	10,000	Carriage out	8,000
Interest on loan given	25,000	Bad debt recovered	10,000
Amortization of intangible assets	15,000	Dividend	5,000

11. Prepare a balance sheet of Sonu Trading Concern, Lalitpur as on 31st Ashad 2079 from the following balances. (5)

Particulars	Amount	Particulars	Amount
Capital	5,00,000	Fixed deposit	7,00,000
Cash in hand	50,000	Accrued income	40,000
Suppliers	3,70,000	Customers	4,10,000
Debenture	1,00,000	Net profit	2,30,000

12. Which accounting system is being used in government offices of Nepal? Mention any four objectives of this system. (1+4=5)
13. How is journal voucher of advance clearance, while expenditure is more than the amount of advance given is posted into bank cash book? Justify it with proper illustration. (5)

GROUP C

Long answer questions.

14. What is insurance? Write any two primary functions and any two secondary functions of insurance and describe any five types of life insurance. (1+2+2+5=10)
15. Prepare journal voucher (AGF No. 203) of district administration office Lalitpur from the following transactions. (10)
    i. 2071-10-01, issued payment order to DTCO Lalitpur for the payment of fuel for vehicle Rs. 50,000 to Shakti Oil Store, Lalitpur.
    ii. 2071-10-14, issued payment order to DTCO Lalitpur for providing advance to section officer Mrs. Nisha Acharya for travelling expenses Rs. 10,000 and Rs. 20,000 for purchasing dresses for staff.
    iii. 2071-10-22, the following petty expenses were reported by cashier, Mrs. Nikita for the clearance of advances of petty expenses.

Pencils, pens and files	Rs. 500	Internet charge	Rs. 2000
Refreshment expenses	Rs. 400	Telephone charge	Rs. 300

    iv. 2071-10-30, issued payment order to DTCO Lalitpur for the payment of total salary 5,00,000 and local allowances 50,000 after deducting provident fund 80,000, income tax 5,500, social security tax 2,000.
    v. 2071-10-30, the above deductions were deposited into concerned accounts on the same day.
16. From the following information, prepare a statement of expenditure for the month of Falgun. (10)

Budget Head	Annual Budget	Expenditure up to Magh	Balance of budget
Employee renumeration	48,000	26,000	18,000
Communication charges	6,000	2,500	2,500
Office related expenses	12,000	5,000	5,000
House rent	36,000	18,000	12,000
Furniture and fixture	24,000	10,000	---------

Additional Information:

i. Rs. 2,000 was cleared out of advance given for office related expenses for Rs. 5,000.
ii. Uncleared furniture and fixture advance Rs. 5,000.

Secondary Education Examination
Model Questions

Set B

Subject: **Office Practice and Accounting** F.M: 75
Time: 2 hrs. 15 minutes

Group A

Answer the following question in one sentence. **(5*1=5)**

1. When did Nepal get membership of WTO?
2. Write down any two differences between current account and saving account.
3. Which account if prepared before balance sheet?
4. Which office prepares accounting forms used in government offices of Nepal?
5. Write down AGF No. of bank cash book.

GROUP B

6. What is office procedure? Write any four considerations while drafting a report. (1+4=5)
7. What is numerical filing? Write any 4/4 advantages and disadvantages of filing. (1+4=5)
8. If you were a trader involved in foreign trade, how would you handle your trade? Write the process in sequential manner. (5)
9. Prepare a Trial balance of Suman and Co. from the following particulars for the year ended 2071. (5)

Purchase = 56,480/-	Return outward = 960/-
Creditors = 36,520/-	Bank Overdraft = 45,000/-
Sales = 70,000/-	Business premises = 86,500/-
Opening inventory = 41,000/-	Salary = 8,500/-
Doubtful debt = 10,000/-	Owner’s equity = 50,000/-

10. Prepare profit and loss A/C of ABC Co. Ltd for the fiscal year 2070/71 from the following transactions. (5)

Gross Loss = 35,000/-	Repair expenses = 45,000/-
Advertisement = 20,000/-	Bad debt recovered = 15,000/-
Interest on loan = 40,000/-	Loss on sale of machine = 40,000/-
Salary = 55,000/-	Depreciation = 15,000/-
Discount on sale = 80,000/-	Audit Fee = 10,000/-

11. Prepare a balance sheet of R and R store based on following particulars as on Ashad 2071. (5)

Capital = 8,00,000/-	Net Loss = 2,12,000/-
Debtors = 65,000/-	Creditors = 1,40,000/-
Prepaid expenses = 90,000/-	Land and building = 7,51,000/-
Bankers = 1,26,000/-	Bill payable = 52,000/-
Investment = 80,000/-	Reserve fund = 80,000/-

12. What is auditing? Write any two differences and any two similarities between internal audit and final audit. (1+2+2=5)
13. Write any five considerations to be taken into mind while preparing budget sheet. (5)

GROUP C

14. What is the name of central bank of Nepal? When was it established? Describe any eight functions carried out by it as the central bank of Nepal. (1+1+8=10)
15. Prepare Gaswara Voucher (AGF NO. 203) of District Health Office Lalitpur based on following transaction. (10)
    a. On 2071/10/02 paid electricity charge of Rs. 5,000/- and telephone charge of Rs. 2,500/-.
    b. 2071/10/12 Received a vehicle of Rs.2,89,000 from the central level office and recorded as budget release
    c. 2071/10/14 S.O Ram Hari Sharma submitted expenditure bill of Rs.55,000, accordingly his advance cleared by issuing payment order of Rs 5,000 to DTCO Lalitpur to clear his advance
    d. 2071/10/15 issued payment order to DTCO Lalitpur to caret petty cash fund of Rs. 15,000 in the responsibility of Accountant Mr. Hari Prasad Subedi.
    e. 2071/10/28 issued payment order to DTCO Lalitpur of Rs. 5,80,000/- to pay net salary of month after deducting provident fund Rs. 45,000/- income tax Rs. 37,000/- and personal loan Rs. 60,000/-.
16. The following particulars were extracted from the records of district administration office Lalitpur: (10)

Budget Head No.	Budget Head	Annual Budget	Expenditure up to Kartik	Expenditure up to Marga
21111	Employee remuneration	2,00,000	30,000	45,000
22112	Communication charges	4,000	300	900
21122	Food material	20,000	2,000	4,000
22311	Office related expenses	18,000	2,000	4,500
31123	Furniture and fixture	40,000	3,700	9,500
31122	Machinery & equipment	1,00,000	12,000	30,000

Additional Information:

1. Advance taken for machinery and equipment Rs 8,000 and cleared Rs.6,000
2. Uncleared advance on furniture and fixture Rs.2,000

Required:

Monthly expenditure report for the month of Marga.