

## ACCOUNTANCY

**Time allowed: 3 hours**

**Maximum Marks: 80**

**General Instructions:**

1. This question paper comprises **two** Parts – **A** and **B**. There are **32** questions in the question paper. All questions are compulsory.
2. **Part A** is **compulsory** for all candidates.
3. **Part B** has two options i.e. (1) Analysis of Financial Statements and (2) Computerised Accounting. You have to attempt only one of the given options.
4. Question nos. **1** to **13** and **23** to **29** are very short answer type questions carrying 1 mark each.
5. Question nos. **14** and **30** are short answer type–I questions carrying 3 marks each.
6. Question nos. **15** to **18** and **31** are short answer type–II questions carrying 4 marks each.
7. Question nos. **19**, **20** and **32** are long answer type–I questions carrying 6 marks each.
8. Question nos. **21** and **22** are long answer type–II questions carrying 8 marks each.
9. There is no overall choice. However, an internal choice has been provided in 2 questions of three marks, **2** questions of four marks and **2** questions of eight marks.

Part - A (Accounting for Not-For-Profit-Organisation, Partnership Firm and Companies)		
1	Interest on Loan	1
2	Capital Receipt	1
3	Maximum Capital	1
4	Subscription Received	1
5	Bank A/c Dr. To Realisation A/c	1
6	₹3,00,000 (15,000 x 20)	1
7	False. In the absence of partnership deed, none of the partners are entitled to salary.	1
8	Riya and Richa will share the revaluation profit. Revaluation profit is distributed between old partners in old ratio.	1
9	Purchase consideration will be settled by issuing 2,000 debentures. (2,50,000 / 125)	1
10	a. Partners' Capital Account b. Partners' Current Account	1
11	Loss on realisation	1



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**Profit and Loss Appropriation A/c  
for the year ended 31st March 2020**

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Dr.		Cr.	
Particulars	Amount (₹)	Particulars	Amount (₹)
Interest on Capital A/c:		Profit and Loss A/c	1,25,000
Varun           75,000			
Vikas <u>50,000</u>	1,25,000		
	<b>1,25,000</b>		<b>1,25,000</b>

**Working Notes:**

Calculation of Interest on Capital

$$\begin{aligned} \text{On Varun's Capital} &= ₹9,00,000 \times 10/100 \\ &= ₹90,000 \end{aligned}$$

$$\begin{aligned} \text{On Vikas's Capital} &= ₹6,00,000 \times 10/100 \\ &= ₹60,000 \end{aligned}$$

$$\begin{aligned} \text{Total Interest} &= ₹90,000 + ₹60,000 \\ &= ₹1,50,000 \end{aligned}$$

Note: The interest on capital will be considered as an appropriation of profit. It means it is allowed to the extent of profit available in capital ratio and not allowed in case of a loss..

**Or**

$$\begin{aligned} \text{Capital employed} &= \text{Total assets} - \text{External liabilities} \\ &= ₹12,00,000 - ₹2,40,000 \\ &= ₹9,60,000 \end{aligned}$$

$$\begin{aligned} \text{Normal profit} &= \text{Capital employed} \times \text{Normal rate of return} \\ &= ₹9,60,000 \times 15\% \\ &= ₹1,44,000 \end{aligned}$$

$$\begin{aligned} \text{Super profit} &= \text{Average profit} - \text{Normal profit} \\ &= ₹2,34,000 - ₹1,44,000 \\ &= ₹90,000 \end{aligned}$$

i. Calculation of goodwill by capitalisation of super profit method:

$$\begin{aligned} \text{Goodwill} &= \text{Super profit} / \text{Normal rate of return} \times 100 \\ &= \frac{90,000}{15} \times 100 \\ &= ₹6,00,000 \end{aligned}$$

- ii. Calculation of goodwill by super profit method:  
 Goodwill = Super profit x No. of years' purchase  
 = ₹90,000 x 4  
 = ₹3,60,000

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**In the books of Mrinal Ltd.  
Journal**

4

Date	Particulars	L.F	Debit (₹)	Credit (₹)
(i)	Equity Share Capital A/c      Dr. Securities Premium A/c      Dr. To Calls-in-arrears A/c To Shares Forfeiture A/c (Shares forfeited)		7,500 1,500	6,500 2,500
(ii)	Bank A/c      Dr. Shares Forfeiture A/c      Dr. To Equity Share Capital A/c (Forfeited shares reissued)		5,700 300	6,000
(iii)	Shares Forfeiture A/c      Dr. To Capital Reserve A/c (Gain on reissue transferred to capital reserve)		1,200	1,200

**Working note:**

**1. For forfeiture of 500 shares:**

Particulars	Amount Received (₹)	Amount Not Received (₹)
Share Capital	500 x 5 = 2,500	500 x 10 = 5,000
Securities Premium	—	500 x 3 = 1,500
<b>Total</b>	<b>2,500</b>	<b>6,500</b>

**2. Amount to be transferred to capital reserve:**

Amount forfeited on reissued shares      = (2,500 / 500) x 300  
 = ₹1,500  
 (-) Amount utilised at the time of reissue      = ₹300  
 = ₹1,200

17	<p><b>Journal</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 50%;">Particulars</th> <th style="width: 10%;">L.F.</th> <th style="width: 15%;">Debit (₹)</th> <th style="width: 15%;">Credit (₹)</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Realisation A/c Dr. To Bank A/c (Bank loan paid)</td> <td></td> <td style="text-align: right;">34,000</td> <td style="text-align: right;">34,000</td> </tr> <tr> <td>b.</td> <td>Manish's Capital A/c Dr. To Realisation A/c (Furniture taken over by Manish)</td> <td></td> <td style="text-align: right;">58,000</td> <td style="text-align: right;">58,000</td> </tr> <tr> <td>c.</td> <td>Realisation A/c Dr. To Anup's Capital A/c (A creditor paid by Anup)</td> <td></td> <td style="text-align: right;">14,000</td> <td style="text-align: right;">14,000</td> </tr> <tr> <td>d.</td> <td>Bank A/c Dr. To Realisation A/c (Realised by the sale of computer)</td> <td></td> <td style="text-align: right;">6,000</td> <td style="text-align: right;">6,000</td> </tr> <tr> <td>e.</td> <td>Realisation A/c Dr. To Manish's Capital A/c (Realisation expenses paid by Manish)</td> <td></td> <td style="text-align: right;">5,500</td> <td style="text-align: right;">5,500</td> </tr> </tbody> </table>	Date	Particulars	L.F.	Debit (₹)	Credit (₹)	a.	Realisation A/c Dr. To Bank A/c (Bank loan paid)		34,000	34,000	b.	Manish's Capital A/c Dr. To Realisation A/c (Furniture taken over by Manish)		58,000	58,000	c.	Realisation A/c Dr. To Anup's Capital A/c (A creditor paid by Anup)		14,000	14,000	d.	Bank A/c Dr. To Realisation A/c (Realised by the sale of computer)		6,000	6,000	e.	Realisation A/c Dr. To Manish's Capital A/c (Realisation expenses paid by Manish)		5,500	5,500	4
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18	<p>i. When Debentures issued at a premium of 5%, redeemable at par</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 50%;">Particulars</th> <th style="width: 10%;">L.F.</th> <th style="width: 15%;">Debit (₹)</th> <th style="width: 15%;">Credit (₹)</th> </tr> </thead> <tbody> <tr> <td></td> <td>Bank A/c (15,000 x 105) Dr. To 7% Debenture Application &amp; Allotment A/c (Application money received at a premium of 5%)</td> <td></td> <td style="text-align: right;">15,75,000</td> <td style="text-align: right;">15,75,000</td> </tr> <tr> <td></td> <td>7% Debenture Application &amp; Allotment A/c Dr. To 7% Debentures A/c To Securities Premium A/c (15,000 x 5) (Debentures allotted to applicants and application money received transferred to debentures account)</td> <td></td> <td style="text-align: right;">15,75,000</td> <td style="text-align: right;">15,00,000 75,000</td> </tr> </tbody> </table>	Date	Particulars	L.F.	Debit (₹)	Credit (₹)		Bank A/c (15,000 x 105) Dr. To 7% Debenture Application & Allotment A/c (Application money received at a premium of 5%)		15,75,000	15,75,000		7% Debenture Application & Allotment A/c Dr. To 7% Debentures A/c To Securities Premium A/c (15,000 x 5) (Debentures allotted to applicants and application money received transferred to debentures account)		15,75,000	15,00,000 75,000	4															
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ii. When Debentures issued at a discount of 5%, redeemable at par

Date	Particulars	L.F.	Debit (₹)	Credit (₹)
	Bank A/c (15,000 x 95) <span style="float:right">Dr.</span> To 7% Debenture Application & Allotment A/c (Application money received at a discount of 5%)		14,25,000	14,25,000
	7% Debenture Application & Allotment A/c <span style="float:right">Dr.</span> Discount on Issue of Debentures A/c (15,000 x 5) Dr. To 7% Debentures A/c (15,000 x 100) (Debentures allotted to applicants and application money received transferred to debentures account)		14,25,000 75,000	15,00,000

**Note:** Loss on issue of Debentures are not written-off because in how many years debentures are redeemable is not given.

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**White Club, Bangalore  
Receipts and Payments Account  
for the year ended 31st March, 2020**

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Dr.		Cr.	
Receipts	Amount (₹)	Payments	Amount (₹)
Balance b/d	44,000	Ground Maintenance Fees	10,000
Subscription	3,00,000	Salaries	25,000
Admission Fees	29,000	Dramatics Expenses	8,000
Life Membership Fees	8,000	Newspaper Purchased	1,100
Donation Received	7,500	Municipal Taxes	1,050
Tournament Fees	30,000	Charity Given	4,000
Sale of Old Newspapers	500	14% Investments	50,000
Sale of Old Bats	800	11% Tournament Fund Investments	20,000
Sale of Old Furniture	4,000	Tournament Expenses	1,700
Proceeds from Sale of Dramatics Tickets	13,500	Bats and Balls Purchased	15,000
Interest on 14% Investments	3,500	Printing and Stationery Purchased	6,500
Interest on 11% Tournament Fund	1,650	Furniture Purchased	19,000
Subscription Received from Governor's Party	88,000	Balance c/d ( <b>Bal. Fig.</b> )	3,69,100
	<b>5,30,450</b>		<b>5,30,450</b>

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**Dr. Revaluation A/c Cr.**

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Particulars	Amount (₹)	Particulars	Amount (₹)
Workmen Compensation Claim	8,000	Provision for Doubtful Debts	2,000
Investments	11,000	Loss on Revaluation A/c	
		Arjun           6,800	
		Anmol          6,800	
		Azad <u>3,400</u>	17,000
	<b>19,000</b>		<b>19,000</b>

Dr. Partner's Capital A/c				Cr.			
Particulars	Anmol	Arjun	Azad	Particulars	Anmol	Arjun	Azad
Revaluation A/c	6,800	6,800	3,400	Balance b/d	84,000	50,000	30,000
Profit and Loss A/c	8,000	8,000	4,000	Anmol's Capital A/c	-	16,000	-
Goodwill A/c	12,000	12,000	6,000	Azad's Capital A/c		8,000	
Arjun's Capital A/c	16,000	-	8,000				
Cash A/c	-	15,000	-				
Arjun's Loan A/c	-	32,200	-				
Balance c/d	41,200		8,600				
	<b>84,000</b>	<b>74,000</b>	<b>30,000</b>		<b>84,000</b>	<b>74,000</b>	<b>30,000</b>

Value of firm's goodwill = ₹60,000

**Goodwill Distribution Table**

Particulars	Anmol	Arjun	Azad	Total
I. Before retirement (4:4:2)	24,000	24,000	12,000	60,000
II. After Retirement (4 : 2)	40,000	-	20,000	60,000
III. (Gain)/ Loss (I-II)	(16,000)	24,000	(8,000)	-





Dr.		Bank Account		Cr.	
Particulars	Amount (₹)	Particulars	Amount (₹)		
Balance b/d	4,500	Realisation A/c			
Realisation A/c (Assets realised)	2,56,900	Creditors	67,500		
		Bank loan	50,000		
		Expense	1,700		
		A's Capital A/c (Final payment)	70,960		
		B's Capital A/c (Final payment)	71,240		
	2,61,400				2,61,400

Or

Dr.		Revaluation A/c		Cr.	
Particulars	Amount (₹)	Particulars	Amount (₹)		
Stock A/c	2,500	Premises A/c	15,000		
Provision for Legal Damages A/c	3,000	Furniture A/c	3,000		
Partners' Capital A/c:					
Dimple	5,000				
Divya	5,000				
Priyanka	<u>2,500</u>				
	12,500				
	<b>18,000</b>				<b>18,000</b>

Dr.		Partners' Capital A/c					
Particulars	Dimple	Divya	Priyanka	Particulars	Dimple	Divya	Priyanka
Dimple's Capital A/c	-	10,000	10,000	Balance b/d	92,000	60,000	40,000
Bank A/c	20,000	-	-	General	9,600	9,600	4,800
Dimple's Loan A/c	1,06,600	-	-	Reserve	5,000	5,000	2,500
Balance c/d	0	64,600	37,300	Revaluation A/c			
				Priyanka's Capital A/c	10,000	-	-
				Divya's Capital A/c	10,000	-	-
	<b>1,26,600</b>	<b>74,600</b>	<b>47,300</b>				
	<b>0</b>				<b>1,26,600</b>	<b>74,600</b>	<b>47,300</b>

Value of firm's goodwill = ₹50,000

**Goodwill Distribution Table**

Particulars	Dimple	Divya	Priyanka	Total
I. Before Retirement (2:2:1)	20,000	20,000	10,000	50,000
II. After Retirement (3 : 2)	-	30,000	20,000	50,000
III. (Gain)/ Loss (I-II)	20,000	(10,000)	(10,000)	-

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**Journal**

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Date	Particulars	L. F	Debit (₹)	Credit (₹)
	Bank A/c Dr. To Share Application A/c (Application money received)		30,00,000	30,00,000
	Share Application A/c Dr. To Share Capital A/c To Share Allotment A/c To Bank A/c (Application money adjusted)		30,00,000	18,00,000 6,00,000 6,00,000
	Bank A/c Dr. Calls-in-Arrears A/c Dr. To Share Allotment A/c To Securities Premium A/c (Allotment money and securities premium received)		23,96,000 4,000	12,00,000 12,00,000
	Share Allotment A/c Dr. To Share Capital A/c (Share allotment money transferred to share capital account)		18,00,000	18,00,000
			23,94,800	
	Bank A/c Dr. Calls-in-Arrears A/c (1,300 x 4) Dr. To Share First and Final Call A/c (Share first and final call money received)		5,200	24,00,000
			24,00,000	
	Share First and Final Call A/c Dr. To Share Capital A/c (Share first and final call account transferred to share capital account)			24,00,000
			13,000	
	Share Capital A/c (1,300 x 10) Dr. Securities Premium A/c Dr. To Share Forfeiture A/c To Calls-in-Arrears A/c (Shares forfeited)		1,600	5,400 9,200

Bank A/c	(1,300 x 8)	Dr.	10,400	
Shares Forfeiture A/c	(1,300 x 2)	Dr.	2,600	13,000
To Share Capital A/c	(1,300 x 10)			
(Forfeited shares reissued)				
			2,800	
Share Forfeiture A/c		Dr.		2,800
To Capital Reserve A/c				
(Share forfeiture transferred to capital reserve)				

**Working Note:**

i.

**Analysis Table**

Shares Issued	Shares Applied	Shares Allotted	Application Money Received	Application Money Due	Excess	
					Adjusted at Allotment	Refund
6,00,000	4,00,000	4,00,000	12,00,000	12,00,000	-	-
	4,00,000	2,00,000	12,00,000	6,00,000	6,00,000	-
	2,00,000	-	6,00,000	-	-	6,00,000
	<b>10,00,000</b>	<b>6,00,000</b>	<b>30,00,000</b>	<b>18,00,000</b>	<b>6,00,000</b>	<b>6,00,000</b>

ii. Calculation of amount received and not received

Particulars	Amount Received	Amount Not Received
Share Capital	$[(800 \times 3) + (500 \times 6)] = 5,400$	$[(800 \times 7) + (500 \times 4)] = 7,600$
Securities Premium	$500 \times 2 = 1,000$	$800 \times 2 = 1,600$
<b>Total</b>	<b>6,400</b>	<b>9,200</b>

Or

**Books of SS Ltd.  
Journal**

Date	Particulars	L.F	Debit (₹)	Credit (₹)
2015 April 1	Bank A/c (12,000 x 100) Dr. To Debentures Application and Allotment A/c (Application money received)		12,00,000	12,00,000
April 1	Debenture Application and Allotment A/c Dr. To 10% Debentures A/c To Bank A/c (Application money transferred to debentures account and balance refunded)		12,00,000	10,00,000 2,00,000
April 1	Loss on issue of Debentures A/c Dr. To Premium on Redemption of Debentures A/c (Premium on redemption of debentures recognised)		1,00,000	1,00,000
2017 March 31	Profit & Loss A/c (10,00,000 x 25%) Dr. To Debenture Redemption Reserve A/c (Amount transferred to DRR)		2,50,000	2,50,000
April 1	Debenture Redemption Investment A/c Dr. To Bank A/c (Amount invested in debenture redemption investment)		1,50,000	1,50,000
2018 March 31	Bank A/c Dr. TDS Receivable A/c Dr. To Debenture Redemption Investment A/c To Interest A/c (Debenture redemption investment encashed and TDS deducted on interest)		1,62,150 1,350	1,50,000 13,500
March 31	10% Debentures A/c Dr. Premium on Redemption of Debentures A/c Dr. To Debentureholders' A/c (Amount transferred to debentureholders' account)		10,00,000 1,00,000	11,00,000
March 31	Debentureholders' A/c Dr. To Bank A/c (Amount paid to debentureholders)		11,00,000	11,00,000
March 31	Debenture Redemption Reserve A/c Dr. To General Reserve A/c (Amount from DRR transferred to general reserve after redemption of debentures)		2,50,000	2,50,000

PART - B (Analysis of Financial statements) OPTION - I		
23	<p>Current Ratio = <math>\frac{\text{Current Assets}}{\text{Current Liabilities}}</math></p> <p>= <math>\frac{50,000 + 10,000 + 18,000 + 15,000}{11,000 + 8,000}</math></p> <p>= <math>\frac{95,000}{19,000} = 5 : 1</math></p>	1
24	<p>Debt to equity ratio = <math>\frac{\text{External Debt}}{\text{Equity (Shareholders' Fund)}}</math></p> <ul style="list-style-type: none"> <li>• External Debts = Long-term Borrowings + Long-term Provisions</li> <li>• Equity = Share Capital + Reserve and Surplus</li> </ul>	1
25	Non-cash. Depreciation and amortisation are non-cash expenditures.	1
26	Employee Provident Fund. Employee provident fund is an employee benefit expense.	1
27	Non-operating	1
28	Prepaid Expenses	1
29	Average collection period indicates the number of days(or months) a company requires to collect its debt.	1
30	<p>Calculation of Debt to Equity Ratio:</p> <p>Debt to equity ratio = <math>\frac{\text{External Debt}}{\text{Equity}}</math></p> <p>Debt = Long-term Borrowings + Long-term Provisions</p> <p>= ₹24,00,000 + ₹8,00,000</p> <p>= ₹32,00,000</p> <p>Equity (Shareholders' Fund) = Equity Share Capital + General Reserve + Statement of Profit and Loss( Dr.)</p> <p>= ₹10,00,000 + ₹6,00,000 - ₹4,00,000</p> <p>= ₹12,00,000</p> <p>Debt to Equity Ratio = <math>\frac{₹32,00,000}{₹12,00,000}</math></p> <p>= 2.67 : 1</p> <p align="center"><b>Or</b></p> <p>Interest Coverage Ratio = <math>\frac{\text{Net Profit before Interest and Tax}}{\text{Interest on Long-term Debt}}</math></p> <p>= <math>\frac{₹17,33,333}{₹4,00,000}</math></p> <p>= 4.33 Times</p>	3

**Working Note:**

- a. Calculation of Net Profit before Interest and Tax

Net Profit after Tax = ₹10,00,000

Let, Net Profit before Tax = ₹100

Tax Rate = 25%

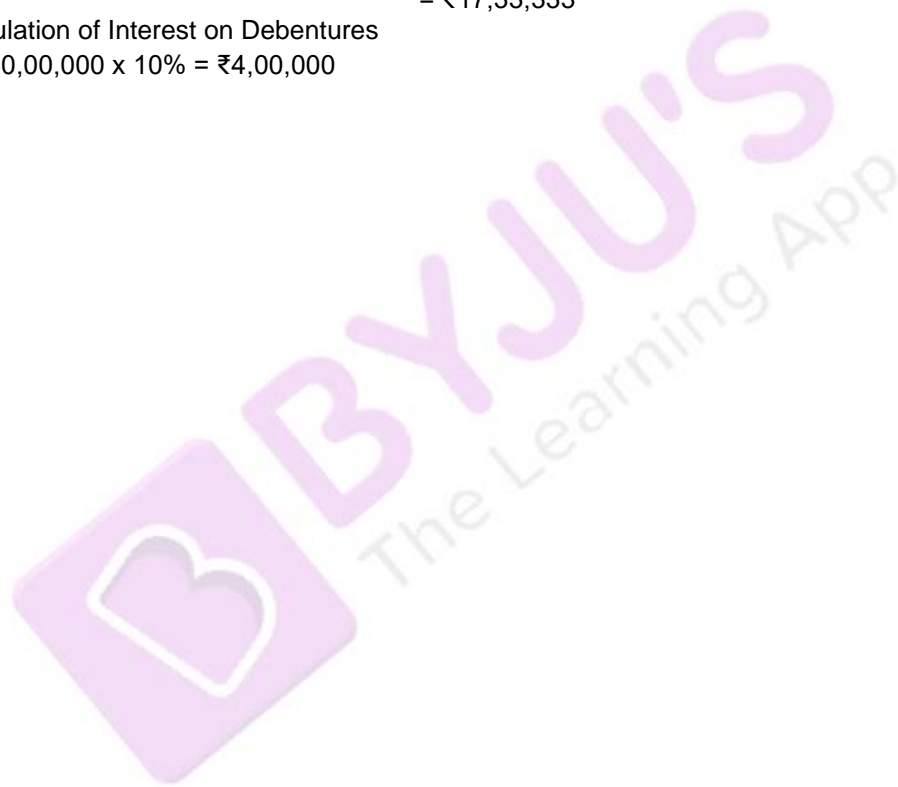
Net Profit after Tax = ₹75

$$\begin{aligned} \text{Net Profit before Tax} &= \frac{\text{₹10,00,000} \times \text{₹100}}{\text{₹75}} \\ &= \text{₹13,33,333} \end{aligned}$$

$$\begin{aligned} \text{Net Profit before Interest and Tax} &= \text{Net profit before tax} + \text{Interest on Debenture} \\ &= \text{₹13,33,333} + \text{₹4,00,000} \\ &= \text{₹17,33,333} \end{aligned}$$

- b. Calculation of Interest on Debentures

Rs. 40,00,000 x 10% = ₹4,00,000



**Comparative Statement of Profit and Loss**  
for the year ended 31<sup>st</sup> March, 2020

Particulars (1)	Note No. (2)	31 <sup>st</sup> March, 2019 (₹) (3)	31 <sup>st</sup> March, 2020 (₹)(₹) (4)	Absolute Change (₹) (₹) (5)	Percentage Change (%) (6)
		A	B	C = B - A	D = (C/ A) * 100
I. Revenue from operations		10,00,000	12,00,000	2,00,000	20.00
<b>II. Total Revenue</b>		<b>10,00,000</b>	<b>12,00,000</b>	<b>2,00,000</b>	<b>20.00</b>
III. Expenses:					
a. Employee Benefit Expense		5,00,000	4,80,000	20,000	4.00
b. Other Expense		50,000	48,000	2,000	4.00
<b>Total Expenses</b>		<b>5,50,000</b>	<b>5,28,000</b>	<b>22,000</b>	<b>4.00</b>
IV. Profit before Tax (II - III)		4,50,000	6,72,000	2,22,000	49.33
(-) Tax		(1,35,000)	(2,68,800)	1,33,800	99.11
<b>V. Profit after Tax</b>		<b>3,15,000</b>	<b>4,03,200</b>	<b>88,200</b>	<b>28.00</b>

Or

**Common size Balance Sheet  
as at 31.03.2020**

Particulars  (1)	Note No.  (2)	Absolute Amount		Percentage of Balance Sheet Total	
		Previous Year Amount (₹) (3)	Current Year Amount (₹) (4)	Previous Year (%) (5)	Current Year (%) (6)
<b>EQUITY AND LIABILITIES</b>					
1. Shareholders' Fund					
a. Share Capital		5,00,000	7,00,000	2,00,000	40.00
b. Reserves and Surplus		3,00,000	4,50,000	1,50,000	50.00
2. Non-current Liabilities		3,50,000	5,25,000	1,75,000	50.00
3. Current Liabilities		2,00,000	3,25,000	1,25,000	62.50
<b>TOTAL</b>		<b>13,50,000</b>	<b>20,00,000</b>	<b>6,50,000</b>	<b>48.15</b>
<b>ASSETS</b>					
1. Non-current Assets		7,00,000	9,50,000	2,50,000	35.71
2. Current Assets		6,50,000	10,50,000	4,00,000	61.54
<b>TOTAL</b>		<b>13,50,000</b>	<b>20,00,000</b>	<b>6,50,000</b>	<b>48.15</b>



**Cash Flow Statement  
for the year ended 31<sup>st</sup> March, 2020**

Particulars	Amount (₹)	Amount (₹)
<b>I. CASH FLOW FROM OPERATING ACTIVITIES</b>		
Net profit before tax and extraordinary items		16,000
Operating profit before working capital changes		16,000
<b>Changes in Working Capital:</b>		
Add: Decrease in Stock-in-trade	8,000	
Decrease in Trade Receivables	8,000	
Less: Decrease in Creditors	(16,000)	-
Net Cash Flow from Operating Activities before Tax		16,000
<b>II. CASH FLOW FROM INVESTING ACTIVITIES</b>		
Purchase of Fixed Assets	(12,000)	
Net Cash Used in Investing Activity		(12,000)
<b>III. CASH FLOW FROM FINANCING ACTIVITIES</b>		
Issue of Share Capital	12,000	
Dividend Paid	(12,000)	-
<b>IV. Net Increase in Cash and Cash Equivalent</b>		4,000
Add: Cash and Cash Equivalent in the Beginning of the Year		44,000
<b>V. Cash and Cash Equivalent at the End of the Year</b>		48,000

**Working Notes:**

**i. Calculation of net profit before tax:**

Net profit as per statement of profit and loss (24,000 - 20,000)	4,000
(+) Interim dividend	<u>12,000</u>
	<u>16,000</u>

Part – B (Computerised Accounting) OPTION - II		
23	The Encryption of data	1
24	Cash payment	1
25	Accounts receivable subsidiary ledger	1
26	False, Redo command allows you to reverse an Undo command.	1
27	Name Box	1
28	Data labels	1
29	Structured Query Language	1
30	<p>MS Access can be used to develop application software and is generally used by data architects, software developers and power users.</p> <p>Following are the major uses of MS Access:</p> <ul style="list-style-type: none"> <li>(a) Manage accounts and bills</li> <li>(b) Store data in the form of tables and edit or customise them later as per the requirement of the user</li> <li>(c) It can be used to make our websites</li> </ul>	3
31	<ul style="list-style-type: none"> <li>(a) Graph: A graph is a pictorial representation of data. Graphs are usually 2-dimensional. Sometimes 3-dimensional graphs are also used. A graph may be either a single line graph or a multi-line graph.</li> <li>(b) Database Management System: Database Management System (DBMS) provides a variety of software tools for organising, processing and querying data in a flexible manner. MS-Access, Oracle, SQL Server, IBM-DB2 are examples of DBMS software.</li> </ul>	4
32	<ul style="list-style-type: none"> <li>• The VLOOKUP function, which stands for vertical lookup, helps us to find specific information in large data tables such as an inventory list of parts or a large employee contact list.</li> <li>• The VLOOKUP function searches and matches first the required value from the column of a range of cells, and then returns a value from any cell on the same row of the range.</li> </ul> <p>The syntax is: VLOOKUP (lookup_value, table_array, col_index_num, range_lookup) where</p> <ul style="list-style-type: none"> <li>• Lookup_value - The value to search in the first column of the table. Lookup_value can be a value or a reference.</li> <li>• Table_array - Two or more columns of data. Use a reference to a range or a range name.</li> <li>• Col_index_num – The column number in table_array from which the matching value must be returned.</li> <li>• Range_lookup – A logical value that specifies whether we want VLOOKUP to find an exact match or an approximate match.</li> </ul>	6