

National Institute of Open Schooling
Senior Secondary Course: Accountancy
Lesson 7: Cash Book
Worksheet-7

1. 'Cash Book plays a significant role as it records large number of cash items of a business concern.' In light of this statement explain the meaning of Cash Book.
2. 'Cash Book records all transactions related to receipts and payments in terms of cash only.' With reference to this, explain the preparation of a Simple Cash Book in detail. Also draw the format of a Simple Cash Book.
3. Is it advisable to have a separate book to record bank transactions? Explain the alternative available.
4. Explain with the help of an example, the preparation of Bank Column Cash Book with respect to the following-
 - i. Opening balance
 - ii. Receipts of cheques
 - iii. Contra entries
 - iv. Endorsement of cheques
 - v. Bank charges
5. Roshan is not in favour of maintaining Petty Cash Book. Explain him the need and meaning of a Petty Cash Book. Also draw the format.
6. On your birthday, you got gifts in form of cash from your parents, grandparents and some of your relatives. In the meantime you got back some money that you have given as loan to your friend. You spent some money in buying toys, clothes, books and watching movies. Make a Cash Book and record all these items of receipts and payments.
7. Prepare a Cash Book for the month of June 2020 from the following particulars-

Date	Rs.
2020	
June 01 Cash in Hand	15,000
June 11 Purchased goods from Reena	4,500
June 14 Cash Sales	8,000
June 22 Cash paid to Vaibhav	1,500
June 25 Rent paid	4,000
June 29 Furniture purchased	1,200

8. Post the various cash book entries in the ledger accounts.

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9. Record the following transactions in the Bank Column Cash Book of M/s Fun Times for the month of July 2020

Date	Rs.
2020	
July 01 Bank Balance	55,000
July 01 Cash Balance	14,000
July 12 Purchased goods from Reena	4,500
July 17 Cash Sales	8,000
July 20 Cash paid to Vaibhav	1,500
July 24 Rent paid	4,000
July 29 Furniture purchased	1,200

10. Prepare Petty Cash Book on imprest system for the month of May 2020 from the following items :

2020	Rs.
May 02 Refreshments	200
May 07 Courier charges	75
May 11 Bus fare	35
May 15 Cartage	100
May 22 Postage	20
May 27 Photostat charges	290