

# CBSE Question Paper – 2010

## SECRETARIAL PRACTICE AND ACCOUNTING

### (Theory) Paper II

### Class – XII

Time allowed: 3 hour

Maximum Marks: 60

Instructions: Attempt all questions.

1. Give four qualities of a Private Secretary. 2
2. Give any two important duties of a Personal Secretary to the Managing Director of a company. 2
3. Mention four main activities of daily routine of a Club Secretary. 2
4. Identify and illustrate the two areas of secretarial work of the Secretary of a Public School. 2
5. What are the objectives of preparing minutes of the proceedings of a Meeting? 2
6. What is meant by Bank Column Cash Book? 2
7. What are the duties of a Private Secretary as a Liaison Officer? 2

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**Other Educational Websites:**

[ICSEGuess.com](http://ICSEGuess.com) | [NIOSGuess.com](http://NIOSGuess.com) | [IGNOUGuess.com](http://IGNOUGuess.com) | [IITGuess.com](http://IITGuess.com) | [MagicSense.com](http://MagicSense.com) | [AIPMTGuess.com](http://AIPMTGuess.com) | [AIEEEGuess.com](http://AIEEEGuess.com) | [IndiaGuess.com](http://IndiaGuess.com)

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8. What are the secretarial responsibilities involving Accountancy work of a Club? 3
9. What is a General Meeting? Give the names of different types of such Meetings. 3
10. What is meant by a 'credit note'? Give a specimen of a 'credit note'. 3
11. What type of relationship should exist between private Secretary and other Employees in the organization? Explain. 4
12. Explain in brief the responsibilities of a Private Secretary : 4
- (i) As an guardian of his office
- (ii) In administration matters of his office
13. Explain the position of a Charitable Hospital's Secretary along with his duties. 4
14. Give any four suggestions with brief explanation for proper handling of Telephone calls. 4
15. Explain any two of the following : 4
- (i) Quorum
- (ii) Agenda
- (iii) Voting by poll

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**Other Educational Websites:**

(iv) Casting – vote

16. What is meant by Imp rest system of Petty Cash Book? What are its Advantages?

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17. What physical facilities are required for convening and conducting meeting? Explain.

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OR

Distinguish between a Motion and Resolution. How are resolutions passed? Explain.

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18. Prepare a Bank Column Cash Book from the following transactions:  
December,  
2009

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|    |                                 | <u>Rs.</u> |
|----|---------------------------------|------------|
| 1  | Balance of cash in hand         | 50,000     |
| 1  | Credit Balance of Bank          | 10,000     |
| 2  | Wages paid to the employees     | 15,000     |
| 10 | Cash sales of goods             | 75,000     |
| 12 | Cash deposited into Bank        | 1, 00,000  |
| 20 | Goods purchased & cheque issued | 50,000     |

**Other Educational Websites:**

OR

Prepare a Bank Reconciliation Statement of Mr. X from the following information's:

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|   | <u>Rs.</u> |
|---|------------|
| (i) Balance as per Cash Book on 31.1.2010                                     | 1,25,000   |
| (ii) On 27.1.2010 cheques issued but not Presented for payment till 31.1.2010 | 6,000      |
| (i) Chaques deposited on 28.1.2010 but not yet collected                      | 9,000      |
| (ii) Bank had paid Insurance Premium  | 5,000      |
| (iii) Bank charged for their services   | 300        |
| (iv) Direct deposited by a customer on 26.1.2010                              | 8,000      |
| (v) Interest on Investments collected by Bank                                 | 2,000      |

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