

Course  
&  
Test Series

Self-Made Assignment - MS Word

Comment and Word Count In MS Word

Make double column cash book:

**Question 1:** Company ABC maintains a **Double Column Cash Book** (Cash and Bank). Record the following transactions for **June 2023** and balance the book accordingly at the end of the month.

- June 1: Opening balances - Cash ₹18,000; Bank ₹60,000
- June 5: Sold goods for ₹25,000 in cash
- June 10: Paid ₹14,500 for office supplies in cash
- June 15: Received ₹22,000 from a debtor; deposited ₹12,000 in the bank and retained ₹10,000 in cash
- June 20: Paid ₹18,000 for rent by cheque
- June 25: Purchased equipment worth ₹30,000; paid ₹12,000 in cash and ₹18,000 via bank transfer
- June 30: Withdrew ₹6,000 from bank for office petty cash

**Question 2:** Company XYZ maintains a **Double Column Cash Book** (Cash and Bank). Record the following transactions for **August 2024** and balance the book accordingly at the end of the month.

- Aug 1: Opening balances - Cash ₹12,000; Bank ₹40,000
- Aug 3: Sold goods for ₹15,000 (₹10,000 in cash and ₹5,000 directly deposited into the bank)
- Aug 6: Paid telephone bill ₹1,200 via bank
- Aug 9: Cash deposited into bank ₹3,500
- Aug 13: Received ₹7,000 from a customer, deposited ₹4,000 into bank and kept the rest in cash
- Aug 17: Paid wages ₹4,800 in cash
- Aug 22: Withdrew ₹2,500 from bank for office use
- Aug 25: Purchased computer for ₹20,000 (₹6,000 paid in cash, the rest by cheque)
- Aug 30: Paid rent ₹8,000 by cheque



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