

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
MGU B.Voc Practical Examination 2026
THIRD SEMESTER
MG3SDCBTX202 ACCOUNTING FOR INVENTORY AND PAYROLL
(2025 ADMISSION ONWARDS)

Duration: 1 hour

Maximum Marks: 35

Part A

Answer all questions
Each question carries 10 marks

1. Prepare a salary sheet using Payroll as Masters + Your Name.

Name	Basic Pay	Allowances	commission	Gross Salary	Deductions	Net Salary
JOHN	14000					
JOY	12000					
WINS	18000					
MAHESH	20000					
FRANK	24000					
STEWART	28000					
HAVIZ	30000					
Totals						

- D. Allowances are 20% of basic pay
- Commission is 10% of basic pay
- Travelling Allowance is 800
- C.C.A. is to be paid @300
- Canteen Deduction - 1000; GIS Deduction 10% of Basic Salary.
- Tax Deductions are 10% of gross salary
- Net salary = gross salary – deductions
- JOHN, JOY, BRANCH OFFICE employees, Designation – Sweeper.
- WINS, MAHESH, FRANK BRANCH OFFICE are employees, Designation – Clerical Staff.
- STEWART, HAVIZ HEAD OFFICE employee, Designation Probationary Officer.

2. Prepare payroll for the month of January 2020.

EMP ID	NAME	BASIC PAY	D.A	H.R. A	T.A	C.C.A	CATN DED	GIS DED
1	ARUN (Grade I)	5000	500	500	800	300	1000	500
2	VARUN (Grade I)	8000	800	800	800	300	1000	800
3	TARUN (Grade II)	10000	1000	1000	800	300	1000	1000
4	SHAHINA Grade II	15000	1500	2000	1000	500	1000	1500
5	DHIYA Grade III	25000	2500	4000	1000	500	1000	2500

Grade I is Sweeper
Grade II is Clerical Officer
Grade III is probationary officer

(10×2=20)

Part B

Answer all questions,
The question carries 15 marks

3. Prepare a payroll statement

Prepare a payroll statement of the employees in NAME + MAX store for the month of April by following instructions 1. Use different worksheets for parameters and payroll data. Intuitively use the following sample format for the preparation of payroll statement.

Name	In charge	Designation	Basic salary	DA	Bonus	TA	HTA
Anu	Retail store	Grade 1	15000	10% B. salary	500	800	1500

Tinu	Retail store	Grade 2	17000	10% B. salary	500	800	1500
Sunu	Departmental store	Grade 1	18000	10% B. salary	500	800	1500
Nisha	Departmental store	Grade 2	20000	10% B. salary	1000	800	1500
Trisha	Departmental store	Manager	22000	10% B. salary	1000	800	1500

3. Compute House Rent Allowance (HRA) as 30% of basic salary

4. Tax Payable 10% of Basic salary.

5. Canteen Deduction 1000 for all employees

6. Employers Provident Fund 10% of Basic Salary

7. GIS 1000 for each employee

8. Overtime Allowance 1000 per hour

All employees worked for 5 hours as overtime.

(1×15=15)