

# B.Com-IV Sem-Co-operation - Specialization

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## CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

### Question Banks

1. A ..... institution is a voluntary association of independent economic units, organized, capitalized and run by, and for its members, providing and/or marketing goods and services on cost-to-cost basis to their members.
  - a) Cooperative
  - b) Private
  - c) Public
  - d) All of these
2. .... movement can be an important instrument in furthering the socialist progress.
  - a) Cooperative
  - b) Privatization
  - c) Both a & b
  - d) None of the above
3. .... is, “a form of organisation wherein persons voluntarily associate together as human beings on a basis of equality for the promotion of economic interest of themselves”.
  - a) Cooperation
  - b) joint stock companies
  - c) cartels
  - d) trusts
4. .... is nothing but “self-help made effective by organisation.”
  - a) Cooperation
  - b) joint stock companies
  - c) cartels
  - d) trusts
5. A..... has been defined as an “economic and social organisation of the working people, serving not only interest of the members, but also social progress,” which promotes

safeguards and realizes the interests and aspirations of the working people”.

- a) Cooperative organisation
- b) Private organisation
- c) Public organisation
- d) All of these

6. In the words of ....., cooperation is, “a form of organisation wherein persons voluntarily associate together as human beings on a basis of equality for the promotion of economic interest of themselves”

- a) H. Calvert
- b) Herrick
- c) Horrace Plunkett
- d) Robert Owen

7. According to .....Herrick, it is “the act of poor persons voluntarily united for utilizing reciprocally their own forces, resources or both, under their mutual management to their common profit or loss”.

- a) Herrick
- b) Horrace Plunkett
- c) Robert Owen
- d) H. Calvert

8. In the words of Horrace Plunkett, it is nothing but “self-help made effective by organisation.”

- a) Horrace Plunkett
- b) Robert Owen
- c) H. Calvert
- d) Herrick

9. ....eliminates the employers and provides independence to the workers.

- a) Cooperation
- b) Joint stock companies
- c) Private firms
- d) None of the above

10. A .....society is a union of weak and needy individuals who have equal rights

and has one vote irrespective of the number of shares held by him.

- a) Cooperative
- b) Charitable
- c) Both a & b
- d) None of these

11. ....determines where the organization is going and how it will get there.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

12. .... sets organizational objectives and goals, forecasts the environment in which objectives must be accomplished, and determines the approach by which objectives and goals are to be accomplished.

- a) Planning

- b) Organizing
- c) Directing/Motivating
- d) Controlling

13.....is used to determine a policy and the procedures for putting it into effect.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

14. ....helps a manager shape the future of the organization rather than being caught in an endless trap of reacting only to current crises or problems.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

15. ....is concerned with determining the specific activities needed to accomplish the planned objectives and goals.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

16. ....is concerned with grouping the activities into a logical pattern, framework, or structure.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

17. ....is concerned with assigning the activities to specific positions and people; and providing means for coordinating the efforts of individuals and groups.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

18. Organizing is a bridge connecting the planned objectives to specific projects for accomplishing these objectives.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

19. ....through motivation concerns the people side of the organization.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

20. Managers must have leadership skills and be effective communicators for .....function.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

21. In ....., management monitors the progress of planned activities. If progress is lagging, necessary adjustments are made.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

22. .... is the checkup part of a manager's job.

- a) Planning
- b) Organizing
- c) Directing/Motivating
- d) Controlling

23. In the ..... the board of directors reports to membership, reviewing the past business year and the year's financial statements.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

24. In the ..... the board seeks approval of its recommendations for surplus allocation.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

25. In the ..... the Business plan and budgets for the coming year are presented for discussion and approval.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

26. In the ..... an auditor is appointed.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

27. In the ..... membership elects a new board.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

28. In the ..... the manager(s) reports to the board, which in turn provides direction to the manager(s).

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

29. The key function of.....is for the board to hold those in charge of making decisions on behalf of the cooperative society accountable for the outcomes of those decisions.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

30. The.....would also include evaluating the organizational structure used to take decisions by the managers.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

31. In the .....the board evaluates the cooperative society's financial position to determine whether or not the budgeted objectives are being met and what actions should be taken to improve the situation.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

32. In the .....the board makes or changes policies as required, or recommends a policy to the membership if only the membership has the authority in a particular area.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

33. In the .....the Board members discuss long-term goals and strategy and ensure that a good planning process is in place to guide the cooperative society in the coming year(s).

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

34. In the .....the board approves new members or terminates a person's membership.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

35. In the .....consultation and decision-making about daily activities takes place between members and management.

- a) Annual General Meeting

- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

36. In .....who participates, will vary from co-operative to co-operative depending upon the organizational structures that have been approved by the membership and/or the board of directors.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

37. An .....convenes once a year on a date fixed by the bylaws of the cooperative but, not later than three months after the end of the financial year.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

38. The ..... takes place only once.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) Inaugural general meeting

39. The .....will approve the financial, social, and development plans for the following year.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

40. The.....will elect the managerial units of the cooperative and the control committee for the following year.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

41. The .....will fix the authorized maximum amount of debts that the cooperative society may contract with any credit supply organization.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

42. The.....meeting will be called only when amendments to the bylaw is required.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) Extraordinary General Meeting

43. The..... meeting will be called only when the cooperative is to be dissolved.
- Annual General Meeting
  - Board of Directors meeting
  - Operational meetings
  - Extraordinary General Meeting
44. In the .....,decisions thereof require a special majority of all the members present at the meeting.
- Annual General Meeting
  - Board of Directors meeting
  - Operational meetings
  - Extraordinary General Meeting
45. .... may be called at any time during the year whenever necessary.
- Annual General Meeting
  - Board of Directors meeting
  - Operational meetings
  - Special or Ordinary General Meetings
- 46.....may be summoned at the insistence of the management committee, the audit or the control committee, the registrar of cooperatives, or at the request of at least ten percent (10%) of all the members of the cooperative.
- Special or Ordinary General Meetings
  - Annual General Meeting
  - Board of Directors meeting
  - Operational meetings
47. A quorum for a meeting should be one person more than .....of all members of the cooperative.
- 10%
  - 30%
  - 50%
  - 60%
48. If there is no quorum the meeting will be postponed to no earlier than ..... hour later, and no more than one month later.
- One
  - Two
  - Three
  - Four
49. Where it is possible written notice must be sent to all members at their official addresses at least .....prior to annual and extraordinary general meetings
- One month
  - Two months
  - Three months
  - One week
50. Arrange the following in proper order.
- Step 4 Select the best alternative.
  - Identifying/clarifying the decision to be made.
  - Step 6 Evaluating the decision
  - Step 3 Gathering/processing information and Analyze the alternatives

5. Step 5 Making/implementing the decision

6. 2 Identifying possible decision options.

a) 6,2,4,1,5,3

b) 4,2,6,1,5,3

c) 1,2,3,4,5,6

d) 2,6,4,1,5,3

51. While evaluating the alternative decisions, a Manager has to check whether it can be done?

That is the .....

a) Feasibility

b) Effectiveness

c) Consequences

d) All the above

52. While evaluating the alternative decisions, a Manager has to check how well does it resolve the

problem? That is the .....

a) Feasibility

b) Effectiveness

c) Consequences

d) All the above

53. While evaluating the alternative decisions, a Manager has to check what will be its costs (financial and nonfinancial) to the organization? That is the .....

a) Feasibility

b) Effectiveness

c) Consequences

d) All the above

54. A committee on cooperative education and training was formed in 1935 under the Chairmanship .....

a) Sir Malcom Darling

b) Sir Frederick Nicolson

c) Edward Maclagan

d) Swaminathan Committee

55. This Committee is considered as the first committee which recommended for a planned programme as a systematic approach on co-operative education and training.

a) Sir Malcom Darling

b) Sir Frederick Nicolson

c) Edward Maclagan

d) Swaminathan Committee

56. .... was established as per the recommendations of Swaminathan Committee of 1973 on 1<sup>st</sup> July 1976 with its headquarters in New Delhi.

a) National Council for Cooperative Training

b) National Council for Education,

c) University Grants Commission (UGC),

d) Agricultural Universities

57. A national level cooperative union The ..... was organized in 1949 by amalgamating the

All India Cooperative Institutes Association of 1928 and Indian Provincial Banks Association

of 1949.

- a) National Council for Cooperative Training
- b) National Council for Education
- c) National Cooperative Union of India
- d) The National Centre for Cooperative Education

58. NCCT stands for.....

- a) National Centre for Cooperative Training
- b) National Council for Co-operative Training
- c) National Council for Central Trade
- d) National Center for Cooperative Trade

59. NCUI stands for.....

- a) National Cooperative Union of India
- b) National Cooperation Under India
- c) National Centre Under India
- d) National Council Under India

60. ....has a 3 tier system of cooperative training consisting of, VAMNICOM

at the apex level, Institute of Cooperative Management (ICM)/co-operative training colleges at the middle level and subordinate training centres or Junior Training Centres at lower level.

- a) National Council for Cooperative Training
- b) National Council for Education
- c) National Cooperative Union of India
- d) The National Centre for Cooperative Education

61. The President of NCUI shall be the Chairman of .....

- a) NCCT
- b) NCCE
- c) NCE
- d) All the above

62. The Chief Executive of NCUI shall be the Director General of .....

- a) NCCE
- b) NCE
- c) NCCT
- d) ICM

63. The .....is in overall charge of planning and coordination in the entire training programme on cooperation in the country.

- a) NCCE
- b) NCE
- c) NCCT
- d) ICM

64. NCCT has .....at the apex level.

- a) VAMNICOM
- b) Institute of Cooperative Management (ICM)/co-operative training colleges
- c) Junior Training Centres
- d) None of these

65. NCCT has .....at the middle level.

- a) VAMNICOM

- b) Institute of Cooperative Management (ICM)/co-operative training colleges
  - c) Junior Training Centres
  - d) None of these
66. NCCT has .....at the lower level.
- a) Institute of Cooperative Management (ICM)/co-operative training colleges
  - b) Junior Training Centres
  - c) VAMNICOM
  - d) None of these
67. ....committee suggested that Education and training programme should be separated.
- a) Sir Malcom Darling
  - b) Sir Frederick Nicolson
  - c) Edward Maclagan
  - d) Swaminathan Committee
68. In 1956 a centre was started in New Delhi as a subsidiary to NCUI for providing education and training to the trainers or teachers of cooperation known as .....
- a) National Council for Cooperative Training
  - b) National Council for Education
  - c) National Cooperative Union of India
  - d) The National Centre for Cooperative Education
69. ....is publishing two monthly magazines by name “The Cooperator” and “The Indian Cooperative Review”.
- a) National Council for Cooperative Training
  - b) National Council for Education
  - c) National Cooperative Union of India
  - d) The National Centre for Cooperative Education
70. ....was a combination of three erstwhile cooperative institutes namely Cochin Cooperative Institute of 1930, North Malabar Cooperative Union of 1932 and Travancore Cooperative Institute of 1947.
- a) Kerala State Cooperative Union
  - b) National Council for Cooperative Training
  - c) National Council for Education
  - d) National Cooperative Union of India
71. What is NCUI to India is the ..... to Kerala.
- a) Kerala State Cooperative Union
  - b) National Council for Cooperative Training
  - c) National Council for Education
  - d) National Cooperative Union of India
72. The name of the magazine published by Kerala State Cooperative Union is.....
- a) “The Cooperative Journal”
  - b) “The Cooperator”
  - c) “The Indian Cooperative Review”.
  - d) All the above.
73. National Cooperative Union of India is publishing two monthly magazines by name

- .....
- a) "The Cooperator" and "The Indian Cooperative Review"  
 b) "The Indian Cooperative Review" and The Cooperative Journal"  
 c) "The Cooperator" and The Cooperative Journal"  
 d) "The Indian National Cooperative Review" and The National Cooperative Journal"
74. The name of the magazine published by.....is "The Cooperative Journal"  
 a) Kerala State Cooperative Union  
 b) National Council for Cooperative Training  
 c) National Council for Education  
 d) National Cooperative Union of India
- 75..... is a Post Graduate Diploma Course in cooperation of 11 months duration including two months practical training.  
 a) H.D.C  
 b) J.D.C  
 c) C.D.C  
 d) P.D.C
76. The minimum qualification for education to the HDC course is a .....  
 a) University Degree.  
 b) Post Graduation  
 c) +2 pass  
 d) 10 pass.
77. H.D.C is a .....in cooperation of 11 months duration including two months practical training.  
 a) Under Graduate Diploma Course  
 b) Post Graduate Diploma Course  
 c) Doctorate  
 d) None of the above
78. The minimum qualification for education to the .....course is a University Degree.  
 a) H.D.C  
 b) J.D.C  
 c) P.D.C  
 d) None of the above
79. .... is the art of recording all the business transactions in the books of account and is mainly related to books of original entry as well as the ledger.  
 a) Bookkeeping  
 b) Accountancy  
 c) Auditing  
 d) All of the above
- 80..... is mainly concerned with the summary and analysis of the record furnished by Bookkeeping.  
 a) Accountancy  
 b) Auditing  
 c) Cost Accounting  
 d) All of the above

81. Every society shall maintain .....for recording the proceedings of the general body.
- a) Minutes book
  - b) Note book
  - c) File
  - d) Record book
82. Every society shall maintain .....for recording the applications for membership containing the name and address of the applicant.
- a) Minutes book
  - b) Share Application Register
  - c) Admission Register
  - d) Note book
83. Every society shall maintain .....for recording the applications for membership,the number of shares applied for and in case of refusal, the date of communication of the decision refusing admission to the applicant.
- a) Minutes book
  - b) Share Application Register
  - c) Admission Register
  - d) Note book
84. .... is a Register, showing the name and address of each member, the date of admission, the shares taken by him and the amount of share capital, if any refunded to him together with the date of each such payment and refund.
- a) Nomination Register
  - b) Share Application Register
  - c) Admission Register
  - d) Minutes book
85. Every society shall maintain ..... , showing daily receipts and expenditure, and the balance at the end of each day.
- a) Day Book
  - b) Cash book
  - c) Receipt Book
  - d) General Ledger
86. Every society shall maintain ..... , containing all vouchers for contingent expenditure incurred by the society, numbered serially and filed chronologically
- a) Voucher File
  - b) Day Book
  - c) Cash book
  - d) Receipt Book
87. Every society shall maintain.....,showing deposits and other borrowings of all kinds.
- a) General Ledger
  - b) Ledger of Borrowing
  - c) Register of Monthly Receipts and Disbursement
  - d) None of the above
88. In the case of a society, the working capital of which exceeds twenty thousand rupees,

.....showing receipts and disbursements and the outstanding under various heads from day to day is maintained.

- a) General Ledger
- b) Ledger of Borrowing
- c) Register of Monthly Receipts and Disbursement
- d) None of the above

89. In the case of issuing loans, ....., showing the number and date of disbursement of each loan issued to members the amount of loan, the purpose for which it is granted and the date or dates of repayment, distinguishing principal and interest

- a) Loan Ledger
- b) Ledger of Borrowing
- c) Register of Monthly Receipts and Disbursement
- d) Suspense Account Register

90. Every society shall maintain ..... showing the indebtedness of each member to the society whether on account of loan taken directly by him or on account of loan which he stands as surety.

- a) Liability Register
- b) Loan Ledger
- c) Ledger of Borrowing
- d) Suspense Account Register

91. In the case of a society with unlimited liability, property statement of members showing the assets and liabilities of each individual member on the date of his admission with full details of the property including the survey number of the lands, is kept in .....

- a) Liability Register
- b) Loan Ledger
- c) Suspense Account Register
- d) Register of Declaration

92. Every co-operative society shall maintain accounts and book for the purpose of recording business transactions by it and close them every year on .....

- a) 31<sup>st</sup> December, by the 31<sup>st</sup> January
- b) 31<sup>st</sup> March, by the 30<sup>th</sup> April.
- c) 30<sup>th</sup> June, by the 31<sup>st</sup> July
- d) 30<sup>th</sup> September, by 31<sup>st</sup> October

93. Every balance sheet of a co-operative society shall give ..... view of the state of affairs of the society as at the end of the Co-operative year.

- a) A true and fair
- b) Actual
- c) Fair
- d) Overall

94. Every Co-operative society shall submit to the ..... annually within April each year a copy of each of the statements specified in the act.

- a) Auditor
- b) Directors
- c) Secretary
- d) Registrar

95. A statement which contains a classified summary or list of all closing balances of the General Ledger is known as the .....

- a) Profit and Loss account
- b) Balance Sheet
- c) Trial balance
- d) Receipts and Payments

96. If the totals of two sides of trial balances agree, normally it signifies the ..... of the accounts.

- a) Correctness
- b) Accuracy
- c) Arithmetical accuracy
- d) True and fair view

97. The odd one out in the following is.....

- a) Fuel, Oil Electricity and other power charges.
- b) Store and spare parts consumed.
- c) Direct or indirect labour.
- d) Cost of goods purchased

98. The odd one out in the following is.....

- a) Direct or indirect labour.
- b) Maintenance of factory, plant, machinery, tools, stores, etc.
- c) Insurance of Factory building, tools, machinery etc.
- d) Value of closing stock.

99. ....is not shown in Manufacturing Account.

- a) Factory lighting, water charges etc.
- b) Interest Paid and due
- c) Rent, rates and taxes of the factory premises.
- d) Salaries of the technical staff and officers including works manager, factory Superintendent etc.

100. Cost of goods purchased, Net sale proceeds, Value of closing stock are shown in.....

- a) Profit and Loss Account
- b) Trading Account
- c) Manufacturing Account
- d) Balance sheet

101. Interest earned, Miscellaneous income, Commission, Profit in non-credit business are shown on the credit side of .....

- a) Profit and Loss Account
- b) Trading Account
- c) Manufacturing Account
- d) Balance sheet

102. ....are the expenses paid on account of rent, rates and taxes, insurance premiums, subscriptions membership fee etc. for periods that extent beyond the date of the balance sheet.

- a) Prepaid expenses
- b) Interest receivable

- c) Deferred Revenue Expenditure
- d) Outstanding expenses

103. Expenses incurred but not paid, are called.....

- a) Prepaid expenses
- b) Interest receivable
- c) Deferred Revenue Expenditure
- d) Outstanding expenses

104. Interest accrued up to the date of balance sheet are known as .....

- a) Prepaid expenses
- b) Interest receivable
- c) Deferred Revenue Expenditure
- d) Outstanding expenses

105. When heavy expenditure is incurred and the benefits of which extend to periods beyond the date of the balance sheet, such expenditure should be equitably spread over the period during which the benefits of such expenditure would be available and are known as .....

- a) Prepaid expenses
- b) Interest receivable
- c) Deferred Revenue Expenditure
- d) Outstanding expenses

106. In the case of non trading societies such as Co-operative Education Societies, hospital, societies and similar other types of societies, which do not undertake trading activities, it is common to term the "Profit and Loss Account" as.....

- a) Revenue Account
- b) Income and Expenditure Account
- c) Profit statement
- d) Both (a) and (b)

107. Realisable Value of an asset is.....

- a) The estimated amount that the assets would fetch, if sold or disposed off.
- b) The amount that is estimated to replace the asset
- c) The amount that an asset costs, when purchased or acquired, less the provisions made for depreciation since its acquisition
- d) All of the above

108. The written down value or going concern value of an asset is.....

- a) The estimated amount that the assets would fetch, if sold or disposed off.
- b) The amount that is estimated to replace the asset
- c) The amount that an asset costs, when purchased or acquired, less the provisions made for depreciation since its acquisition
- d) All of the above

109. The replacement value of an asset is.....

- a) The estimated amount that the assets would fetch, if sold or disposed off.
- b) The amount that is estimated to replace the asset
- c) The amount that an asset costs, when purchased or acquired, less the provisions made for depreciation since its acquisition
- d) All of the above

110. Interest accrued on investment and loans, Stock in trade in case of trading concerns

are known as .....assets.

- a) Current
- b) Wasting
- c) Floating
- d) Both (a) and (c)

111. ....assets are those of a fixed nature and are gradually exhausted and used up in the course of working, such as a mine or quarry.

- a) Current
- b) Wasting
- c) Floating
- d) Both (a) and (c)

112. ....will be acquired only by co-operatives which undertake publication of books.

- a) Copy rights
- b) Trade marks
- c) Patents
- d) Good will

113. Registered debentures, stocks and shares, Government Securities, Inscribed stocks and Bearer bonds and share warrants are.....

- a) Current assets
- b) Floating assets
- c) Investments
- d) Fixed assets

114. Valuation of stock in trade is at .....

- a) cost
- b) market price
- c) cost or market price
- d) cost or market price whichever is lower

115. ....arises due to inefficiency, negligence, mischief or bad luck etc.

- a) Normal loss
- b) Abnormal loss
- c) Loss
- d) Cost

116. In manufacturing and processing societies by-products may be valued at their .....

- a) current ruling prices
- b) Cost
- c) Predetermined prices
- d) Average price

117. In farming societies producing crops with an annual cycle the basis of valuation of by products may be.....

- a) The selling price
- b) Cost
- c) Predetermined prices
- d) Average prices

118. ....are certain assets which represent capital expenditure which may not have

resulted in identifiable profit earning assets and which still remain to be written off.

- a) Fixed Assets
- b) Intangible Assets
- c) Fictitious Assets
- d) Floating Assets

119. The word 'Auditor' is derived from the Latin word .....meaning to hear.

- a) Audire
- b) Audio
- c) perceive
- d) to listen

120. The main object of audit today is to .....

- a) Find out whether the accounts of a particular concern exhibits a true and fair view of the financial State of affairs.
- b) To detect errors, fraud etc
- c) Both (a) and (b)
- d) None of the above

121. .... is a written record of queries made, replies furnished there against, correspondence entered into, observations made at the time of checking etc.

- a) audit note book
- b) Working papers
- c) Audit program
- d) Both (a) and (b)

122. are lists of audit procedures to be performed by audit staff in order to obtain sufficient appropriate evidence.

- a) Audit program
- b) Working papers
- c) audit note book
- d) Both (a) and (b)

123. .... is a detailed plan of the auditing work to be performed, specifying the item in the financial statements and allocating tentative time required.

- a) audit programme
- b) Working papers
- c) audit note book
- d) Both (a) and (b)

124. ....provides a guide in arranging and distributing the work and in checking against the possibility of omissions.

- a) audit programme
- b)Working papers
- c) audit note book
- d) Both (a) and (b)

125. .... are those papers which contain essential facts about the accounts so that the auditors may not have again to go over the accounts.

- a) Working papers
- b) audit note book
- c) audit programme
- d) Both (a) and (b)

126. A ..... is documentary evidence in support of a transaction in the Books of account

- a) Bill
- b) Voucher
- c) File
- d) Ledger

127. The act of establishing the accuracy and authenticity of entries in the account books is called .....

- a) Checking
- b) Vouching
- c) Balancing
- d)

128. The Society which requires no help from official and non-official staff for its working (excepting annual audit) comes under.....

- a) 'B' Class
- b) 'A' Class
- c) 'C' Class
- d) 'D' Class

129. An.....Society does not want any supervision from the Union or Central Banks.

- a) 'B' Class
- b) 'A' Class
- c) 'C' Class
- d) 'D' Class

130. Societies the overdues of which exceed 40% and which are moribund are to be classified as .....

- a) A
- b) B
- c) C
- d) D

131. The overdues in a..... Class Society should not be above 25%.

- a) A
- b) B
- c) C
- d) D

132. The overdues in a 'B' Class Society should not be above.....

- a) 10%
- b) 30%
- c) 25%
- d) 50%

133. In ..... Central Banks, the arrears under principal should not exceed 20% of demand and arrears under interest should not exceed 5% of the demand.

- a) 'B' Class
- b) 'A' Class
- c) 'C' Class
- d) 'D' Class

134. In ..... Central Banks, the arrears under principal may exceed 20% but should not exceed 40% of the demand. There may be interest overdues but it should not exceed 10% of the demand.

- a) 'B' Class
- b) 'A' Class
- c) 'C' Class
- d) 'D' Class

135. In .....Central Banks, the overdues under principal exceed 60% of the demand and under interest exceed 15% of the demand.

- a) 'B' Class
- b) 'A' Class
- c) 'C' Class
- d) 'D' Class

### ANSWERS

- 1 A 21 D 41 A 61 A 81 A 101 A
- 2 A 22 D 42 D 62 C 82 B 102 A
- 3 A 23 A 43 D 63 C 83 B 103 D
- 4 A 24 A 44 D 64 A 84 C 104 B
- 5 A 25 A 45 D 65 B 85 B 105 C
- 6 A 26 A 46 A 66 B 86 A 106 D
- 7 A 27 A 47 C 67 D 87 B 107 A
- 8 A 28 B 48 A 68 D 88 A 108 C
- 9 A 29 B 49 A 69 C 89 A 109 B
- 10 A 30 B 50 D 70 A 90 A 110 D
- 11 A 31 B 51 A 71 A 91 D 111 B
- 12 A 32 B 52 B 72 A 92 B 112 A
- 13 A 33 B 53 C 73 A 93 A 113 C
- 14 A 34 B 54 A 74 D 94 D 114 D
- 15 B 35 B 55 A 75 A 95 C 115 B
- 16 B 36 B 56 A 76 A 96 C 116 A
- 17 B 37 A 57 C 77 B 97 D 117 A
- 18 B 38 D 58 B 78 A 98 D 118 C
- 19 C 39 A 59 A 79 A 99 B 119 A
- 20 C 40 A 60 A 80 A 100 B 120 A
- 121 A
- 122 A
- 123 A
- 124 A
- 125 A
- 126 B
- 127 B
- 128 B
- 129 B

130 D  
131 B  
132 C  
133 B  
134 A  
135 D