

সপ্তম অধ্যায় : কার্যপত্র

সুজনশীল রচনামূলক

১. নব্বইম আশ্রয় প্রদানসহ এর ২০১৭ সালের ৩১ ডিসেম্বর তারিখের রেওয়ামিল নিম্নে দেওয়া হলো :

বিবরণ	ডেবিট টাকা	ক্রেডিট টাকা
বাক্যে জমা	১৩,০০০	
বেতন খরচ	১৬,০০০	
প্রাপ্য হিসাব	১৮,০০০	
সেবা আয়		১৮,০০০
অগ্রিম ভাড়া	৮,০০০	
মূলধন		৩৯,০০০
উত্তোলন	২,০০০	
	৫৭,০০০	৫৭,০০০

সমস্যা : ১. বেতন বকেয়া হয়েছে ৪,০০০ টাকা। ২. অনাদায়ী সেবা আয়ের পরিমাণ ২,০০০ টাকা, যা হিসাবকৃত হয়নি। ৩. অগ্রিম ভাড়ায় ৩,০০০ টাকা এখানে মেয়ান উল্লিখিত হয়নি। ৪. মূলধনের ওপর ১০% হারে সুদ ধার্য করতে হবে।

(নটাইডমেন্ট কলেক্ট, চাকর)

- (ক) সমাপনী প্রাপ্য হিসাবের পরিমাণ নির্ণয় করো। ২
(খ) প্রয়োজনীয় সমস্যা, জাবেনা দাখিলা দাও (ব্যাখ্যা ছাড়া) ৪
(গ) ৮ ঘর বিশিষ্ট কার্যপত্র তৈরি করো। ৪

২. আনিকা এক্সটার্নাইজের ২০১৮ সালের ৩১ ডিসেম্বর তারিখের রেওয়ামিল নিম্নে প্রদত্ত হলো :

আনিকা এক্সটার্নাইজ

রেওয়ামিল

ডিসেম্বর ৩১, ২০১৮

হিসাবের নাম	ডেবিট টাকা	ক্রেডিট টাকা
হাতে নগদ	১০,৮০০	
সাপ্রাইজ	৩,৮০০	
অগ্রিম বিমা	৫,০০০	
সরঞ্জাম	৩০,০০০	
পুঞ্জীকৃত অবচয়-সরঞ্জাম		৫,০০০
ক্রমের বিল		৫,০০০
মূলধন		৩০,৮০০
প্রাপ্য হিসাব	৫,৬০০	
সেবা আয়		৪০,০০০
উত্তোলন	৪,০০০	
বেতন (৪/৫)	১৬,০০০	
উপযোগ খরচ	৬,০০০	
	৮০,৮০০	৮০,৮০০

অন্যান্য তথ্য : ১. অগ্রিম বিমার মেয়ান উল্লিখিত হয়েছে ২,০০০ টাকা। ২. বছর শেষে সাপ্রাইজের পরিমাণ ৫০০ টাকা। ৩. গ্রাহকদের সেবা প্রদান বাবদ ৩,০০০ টাকার বিল পাওয়া যায়নি। ৪. সরকারের ওপর ১০% অবচয় ধার্য করতে হবে। ৫. প্রাপ্য হিসাবের ওপর ৫% অনাদায়ী পাওনা সক্রিয়তার ব্যবস্থা করতে হবে।

(চাইটমেন্ট কলেক্ট, চাকর)

- (ক) মোট বেতন খরচের পরিমাণ নির্ণয় করো। ২
(খ) উপরোক্ত তথ্যাবলি থেকে একটি ১০ কলাম বিশিষ্ট কার্যপত্র প্রস্তুত করো। ৪
(গ) সমাপনী জাবেনা দাখিলা দাও। ৪

৩. ২০১৭ সালের সমাপ্ত বছরের মেসার্স রেওয়ামিল ট্রিডার্স-এর তথ্যাবলি নিম্নরূপ :

হিসাবের নাম	ডেবিট টাকা	ক্রেডিট টাকা
মূলধন		৯০,০০০
উত্তোলন	১৩,০০০	
বেতন	১২,০০০	
বিবিধ বেনোদার	৭৫,০০০	
যন্ত্রপাতি	৫৫,০০০	
১০% বিনিয়োগ (৩১.০৩.১৭)	২৫,০০০	
সেবা আয়		৮০,০০০
বিবিধ পাওনাদার		২৪,০০০
বিনিয়োগের সুদ		১,০০০
নগদ তহবিল	১৫,০০০	
	১,৯৫,০০০	১,৯৫,০০০

সমস্যা : ১. মূলধনের ওপর ৫% সুদ ধার্য করতে হবে। ২. পাওনাদারের ওপর ৩% বক্সি সক্রিয়তার ব্যবস্থা করো। ৩. বিনিয়োগের ওপর ৯ মাসের সুদ চার্জ করতে হবে। ৪. অনুপারিত সেবা আয় ১০,০০০ টাকা সেবা আয়ের অন্তর্ভুক্ত রয়েছে।

- (ক) বকেয়া বিনিয়োগের সুদের পরিমাণ নির্ণয় করো। ২
(খ) উপরোক্ত সমস্যাগুলোর মধ্যে সমস্যা দাখিলা দাও। ৪
(গ) ৮ ঘর বিশিষ্ট একটি কার্যপত্র তৈরি করো। ৪

৪. গ্রীন ট্রিডার্স-এর ২০১৬ সালের ৩১ ডিসেম্বর তারিখের রেওয়ামিল নিম্নরূপ :

প্রাপ্তিসমূহ	টাকা	প্রদানসমূহ	টাকা
হাতে নগদ	৩৩,০০০	ক্রমের হিসাব	৫০,০০০
প্রাপ্য হিসাব	৭৪,০০০	মূলধন	২,৪০,০০০
বিজ্ঞাপন	১২,০০০	বিক্রয়	২,৩৪,০০০
মজুদ পণ্য (১.১.১৬)	২৪,০০০		
আসবাবপত্র	১,৭৫,০০০		
উত্তোলন	২৮,০০০		
ক্রয়	১,৩৫,০০০		
মজুরি খরচ	১০,০০০		
সাপ্রাইজ খরচ	৩৩,০০০		
	৫,২৪,০০০		৫,২৪,০০০

সমস্যা : ১. সমাপনী মজুদ পণ্য ৩৭,০০০ টাকা। ২. চলতি বছর বিজ্ঞাপনের ৫,০০০ টাকা অবসোপন করতে হবে। ৩. চলতি বছরের সাপ্রাইজ খরচ ২৬,৮০০ টাকা। ৪. অসম্পত্তি বিক্রয় ১২,০০০ টাকা। ৫. বিনা মূল্যে পণ্য বিতরণ ৩,৪০০ টাকা। ৬. আসবাবপত্রের অবচয় ৫%।

- (ক) ২ ও ৩নং এর সমস্যা দাখিলা দাও। ২
(খ) ১০ ঘরবিশিষ্ট কার্যপত্র প্রস্তুত করো। ৪
(গ) ডিসেম্বর ৩১, ২০১৬ সালের সমাপনী দাখিলা দাও। ৪

বহুনির্বাচনী প্রশ্ন ও উত্তর

১. বিপরীত দাখিলা কখন দেয়া হয়? (কি. কো. ১৭; ব. কো. ১৭; জ. কো. ১৭)
ক. হিসাব কালের প্রথম তারিখ
খ. সমস্যা দাখিলার পূর্বে
গ. হিসাব কালের শেষ তারিখ
ঘ. অর্থিক বিবরণী তৈরির পূর্বে
উত্তর : ক
২. কার্যপত্র তৈরির প্রধান উদ্দেশ্য কী? (কিএএস পাইল কলেক্ট, তেজগাঁও, চাকর)
ক. সমস্যাগুলোরকে নির্মূলভাবে লিপিবদ্ধ করা
খ. রেওয়ামিলের তথ্যতা যাচাই করা
গ. সঠিকভাবে অর্থিক বিবরণী প্রস্তুত করা
ঘ. সিদ্ধান্ত গ্রহণে সহায়তা করা
উত্তর : গ

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