

Type the following in double line spacing with a margin of ten degrees:-

Most people like to wake up to the newspaper-the morning cup of coffee or tea seems to acquire a certain flavour only if the paper is spread out in front of them. Newspaper distributors often face the wrath of irate customers if the paper boy is late even by five minutes. The scene where everybody wants apart of the paper as soon as it arrives, the child tries to pry sections from their father is not an unusual one in most homes. What makes people go to their doors the first thing each morning in search of the coveted newspaper? In a single word news everybody wants to get to know it, nobody wants to be left out of it and there is this definite urge in most people to also be the first to hear it. A reporter's job is consequently a very important one and the person carries on his or her shoulders the awesome responsibility of having to be authentic about any news item covered. Persons working in the print media are called journalists, columnists or correspondents. Their main function is to write factual, informative and interesting articles for newspapers, magazines and other print markets. Individuals may opt to be general reporters or specialise in fields such as sports, news, current events, family matters, health, politics, law and order, education, foreign affairs, fashion, theatre, the arts, consumer affairs, business or investigative reporting. Once a reporter is assigned a story he or she must gather information and this is usually accomplished through interviewing, investigating leads and news tips, talking to people on the scene and reviewing pre-existing documents. It is essential that individuals make sure their information is accurate.

After all the facts have been gathered, the reporter develops an angle and focus to the story to write the article. It may have to be rewritten a number of times to polish it.

It is then typed and given to the editor for review. Most larger newspapers and magazines now use computers which makes this process much easier for the reporter. All fact-gathering interviewing and writing must be done in a timely fashion as publications work under deadlines. Additional responsibilities may include taking photographs, writing captions and headlines, or editing wire service copy and press releases.

The working conditions for reporters can be uncomfortable and tiring. They should also be able to work under pressure of deadlines. A reporter may have to travel to a site in order to report a news-happening and sometimes this can even be a little threatening if the reporter is involved in a tense political situation, riots, war or some other similar situation. They must get used to working in crowds without losing their cool and also be able to work in a conditions of weather. Individuals aspiring to be reporters have to possess excellent communication and writing skills. They should be relentless in their pursuit for information and should have excellent persuasive skills for coaxing information from people especially if they are inhibited or scared. Reporters should have a built-in antenna for scouting newsworthy items and once they have been able to elicit information, they should be able to express themselves clearly and concisely. They should be able to work long hours under pressure. Reporters should have a knack of dealing with people and situations and also Be unbiased in their approach to a news item.

PART - B

SHORT NOTE ON THE SUBJECT TOPICS

1. STATISTICAL MATTER

A Tabular Statement giving particulars of certain things or achievement
The Particulars generally occupying the first column and the figures
occupying the other COLUMNS.

2. BALANCE SHEET

(I). Assets and Liabilities;

A Statement showing the Assets and Liabilities of a business concern at
the end of a financial period duly certified by the Auditors

(ii). Profit and Loss Account:

A Statement prepared by a trading concern at the end of each trading
period to ascertain the profit gained or loss sustained during the
Trading year.

(iii). Statement of Income and Expenditure:

A Statement prepared by non-trading concernssuch as Hospitals,
Clubs, Schools, etc., At the end of each financial year

3. DISPLAY

(i) Advertisement

Generally displayed by business concerns for introducing their
products or for increasing their sales, to gain publicity in the case
of film shows and other types of entertainments, to convey
important information to the public, etc.,

(ii) Invitation

A format, inviting persons to attend an arranged function such as
marriage, meeting etc.,.

(iii) Notice

Sent by Limited Companies and Registered Associations etc.,
To their members auction notices, legal notices, warrant notices etc.,
Published in newspapers.

(iv) Programme

To convey to the invites is the sequences of events, the time and places of any arranged function.

4. OFFICIAL LETTERS / GOVERNMENT ORDERS

(i) Demi Official Letter

A letter written by a Government or quasi-Government officer to another Officer by name with a request to give immediate or personal attention to a matter

(ii) Government Order

An order issued by the Government under the powers delegated by the Governor.

(iii) Official Notification.

An official notification is issued by the Government to the concerned Departments, under sections.

(iv) Official Proceedings.

Issued by a Government authority making appointments and transfers, granting of leave, increments, etc., To subordinates; conferring of benefits on a member of the public like the grant of scholarship to a student, order of refund of court fees paid by a litigant etc.

ABBREVIATIONS & SYMBOLS

		LEFT	RIGHT
1.	Balance Sheet	Liabilities	Assets
2.	Balance Sheet	Capital and Liabilities	Property and Assets
3.	Income & Expenditure Account	Expenditure	Income
4.	Profit and Loss Account	Loss	Profit
5.	Receipts and Payments Account	Receipts	Payment
6.	Revenue Account	"To"	"By"
A/C	: Account	B.P.	: Bills Payable
Authd.	: Authorised	B.R.	: Bills Receivable
Addns.	: Additions	Bal. fr.d	: Balance from
Accd.	: Accrued	Br. Govt.	: British Government
Acctt.	: Accountant	B/f.	: Brought forward
Amt.	: Amount	B/d.	: Brought down
Addl.	: Additional	Bk. of Eng.	: Bank of England
Annl	: Annual	Bindg.	: Binding
Accrdg.	: According	Bus.	: Business
At F.D.	: At Fixed Deposit	C.A.	: Chief Accountant
Advt.	: Advertisement		: Chartered Accountant
App. A/C	: Appropriation	Cap.	: Capital
	Account	Curr.	: Current
Accdg.	: According	Commn.	: Commission
Addl.	: Additional	Chartd.	: Chartered
Adj.	: Adjustment	Constn.	: Construction
A.G.	: Accountant General	Cum.	: Cumulative
Allee.	: Allowance	C/f.	: Carried forward
Agst.	: Against	C/d.	: Carried down
A.O.	: Accounts Officer	Cash at C.A.	: Cash at Current
Appln.	: Application		Account
Assn.	: Association	Cash at S.B.A/c	: Cash at Savings
Asst	: Assistant		Bank Account
Attn.	: Attention	C.S.	: Chief Superintendent
Bd.	: Board		Chief Secretary
Bk.	: Book, Bank, Block	C/o.	: Carried over
B/s.	: Balance Sheet	C.C. Bk.	: Co-operative
Bal. or Bcc.	: Balance		Central Bank
Bldgs.	: Buildings	Contgcy.	: Contingency
Depn.	: Depreciation	Ind. Bk.	: Indian Bank

Dis	: Discount	Ins.	: Insurance
Dev.	: Development	Instn.	: Institution
Dedn	: Deduction	Ind.	: India or Indian
Deb.	: Debenture	Int Div	: Interim Dividend
Div	: Dividend	Infrn.	: Information
Disbursmts	: Disbursements	Invst	: Investment
Decl'd	: Declared	Int	: Interest
Dep A/c	: Deposit Account	Issd	: Issued
Dr.	: Debtor or Director	Liby	: Library
Dn	: Division of Down	Lia. or Liaby	: Liability
Disconcn	: Disconnection	Mg. of Mang	: Managing
Decen.	: Decision	Misc.	: Miscellaneous
Dept.	: Department	Maintce.	: Maintenance
Dy	: Deputy	MD	: Managing Director
D's	: Dear Sir (s)	N.P	: Net Profit
Expr.	: Expenditure	N.L.	: Net Loss
Endts.	: Endorsements	Natl. Sav.	: National Savings
Engr.	: Engineer	Nom. Cap.	: Nominal Capital
Edu.	: Educational	Notfn.	: Notification
E.g.	: Example	O.D.	: Overdraft
Estd	: Established	Obtng.	: Obtaining
Expln.	: Explanation	Obsvn	: Observation
Exps.	: Expenses	Orgn.	: Organisation
Excdg	: Exceeding	Objn.	: Objection
Eqty.	: Equity	P & L	: Profit and Loss
Fd Dep	: Fixed Deposit	Prtng.	: Printing
F/fly	: Faithfully	Premm.	: Premium
Follg.	: Following	Provdnt. Fd.	: Provident Fund
G.P.	: Gross Profit	P.F.	: Provident Fund
G.L.	: Gross Loss	Provns.	: Provisions
Gl.	: General	Pendg.	: Pending
Govt.	: Government	Prely.	: Preliminary
Govr	: Governor	Possn.	: Possession
H.O.	: Head Office	P.O.	: Postal Order
H.M.	: Head Master	P.T.O.	: Please Turn Over
H.Q.	: Head Quarters	Publn.	: Publication
H.R.A.	: House Rent Allowances	Ptn	: Printing
Qln.	: Qualification	Subscrbd	: Subscribed
Qtn	: Quotation	Socy	: Society

Reqd.	Required	Tradg.	Trading
Red.X	Red Cross	T/w	Typewriter
Remn.	Remuneration	Tech.	Technical
Regn.	Registration	Tempy.	Temporary
Rly.	Railway	U.C.	Upper case
Stt.	Statement	Unexpd.	Unexpected
S.Crs.	Sundry Creditors	Underwrtg.	Underwriting
S.Drs.	Sundry Debtors	w.e.f.	with effect from
Sty.	Stationary	w.r.t	with reference to
Subscripn.	Subscription	W.k.	Week / Work
Spl/ spe	Special	W.h.	Which
Secy.	Secretary		

PROOF CORRECTION SYMBOLS

UC	Upper Case	Run on	Proceed without break
Lc	Lower Case		
Cap.	Capital		Leave space
Caps.	Capitals		Joint together
All Caps.	All Capitals		
N.P.	Next Para New Paras	/	Interest
F.P.	Fresh Para		
P.// [Parts	Rom. fig	Roman Figure (ii)
o	Circle	In wrds(Words)	In Figures (2)
Oces.	Circumstances	Letter or word	In Words (Five)
Ote.	Circulate	Underlined	Use capital as
Trs. (Trans)	Transpose	Twice Italics	the case may be.
	(Change)		
stet	Let it stand	Single	All Capitals with underline
Ø	Delete	Quotation	Foot (5')
	(Omit it)		apostrophe (Ram's)
Madurai	Initial capital		Omission of a letter (l'll)
∴	Therefore	Double	Inch (5'6")
∴	Because	Quotation	Ditto (")
/	The		

PUNCTURATION FOR FIGURES:

9,34,53,050.90	-----	Ordinary
93,453,050,90	-----	Millions , (Population, Tonnes)
9,345,30,50.90	-----	Hundreds
9,345,30,50.90	-----	Thousands
9,34,530,50.90	-----	Lakhs
9,34,53,050.90	-----	Crores

PRINTERS' PROOF CORRECTION METHOD

Method of directing correction (Symbols and/or abbreviations)		Explanation /Expansion	Solution
Rama's	's	Apostrophe	Rama's
XII	Arab.	Arabic numerals	12
India	Cap	Capital Letter	India
India	Caps	Capital Letters	INDIA
Indian Economy	All caps	All Cap. Letters	INDIANECONOMY
in the book leaf	book	Caret Mark	in the book leaf
inmost	Close up	Close up	inmost
fulfil	Del	Delete	fulfil
St.	/O	Fullstop	St. (Saint)
As I go	/,	Comma	As I go,
I saw	/;	Semicolon	I saw;
Co-operative	-	Hyphen	Co-operative
Purchase LESS Returns	C, L	Indent	Purchase LESS Returns
twenty five	In figs.	In figures	25
23	In wds.	In words	twentythree
my Alma Mater	Ital.	Italic Letters	my <u>Alma Mater</u>
inasmuch as	#	Leave Space	inasmuch as
one man	Less Space	Less Space	One man
in the market	Let it stand	Let it stand	in the market
Book	l.c	Lower Case	book
The book was sent by post. // It was fine to read. // C P	P. N.P. F.P	Paragraph Next Paragraph Fresh Paragraph	The book was sent by post. It was fine to read.
The book was sent by post. & It was fine to read.	Run on	No Paragraph	The book was sent by post. It was fine to read.
"Navy"	" "	Quotation	"Navy"
XXII	Rom.	Roman numerals	XXII or xxii
seperate	sp.	Spelling	separate
5 2	Trns.	Transpose	2 5
52	Trns.	Transpose	25
book the in	Trns.	Transpose in order	in the book
India	U.C., U.C	Upper Case	India
I wish * go to @ City * to @ Mumbai		Search, find & insert * Asterisk @ Symbol for 'at'	I wish to go to Mumbai City

ABBREVIATIONS

Accd.	Accrued
Advt.	Advertisement
Appro.	Appropriate
Bce.	Balance
Bldgs.	Buildings
B.d. or b/d.	Brought down
B.D. debts	Bad and doubtful debts
B.P.	Bills Payable
B.R.	Bills Receivable
B.S. or B/S.	Balance Sheet
C.A.	Current Account
	Chartered Accountant
Co's	Company's
C.o. or C/o	Carried over
Commn.	Commission
Deb.	Debenture
Depn.	Depreciation
Dev.	Development
d/d.	doubtful debts
dis.	discount
Div.	Dividend
Divl.	Divisional
explns.	explanations
expre.	expenditure
F.D.	Fixed Deposit
Fix.	Fixtures
Gl.	General
Inc.	Income
Ins.	Insurance
Int.	Interest
informn.	information
Machy.	Machinery
Misc.	Miscellaneous
N.L.	Net Loss
N.P.	Net Profit
opn.	opinion
obtd.	obtained
ordy.	ordinary
Pref.	Preference
Prg.	Printing
Prg. & Sty.	Printing and Stationery
P. & L. A/c.	Profit and Loss Account
P.F.	Provident Fund
P. & T. charges	Postage and Telegram charges
	Posts and Telegraphs
P. & T. Dept.	Department
recds.	records
reqd.	required
Res.	Reserve
S.B. A/C.	Savings Bank Account
Sy. Crs.	Sundry Creditors
Sy. Drs.	Sundry Debtors
Issued Cap.	Issued Capital
Subs. Cap.	Subscribed Capital
Vrs.	Vouchers
W.r.t.	With reference to

FREQUENTLY OCCURRING WORDS

Authorised Capital
 Subscribed Capital
 Share Capital
 Nominal Capital
 Issued Capital
 Called and Paid up Capital
 Issued and Subscribed Capital
 Fixed Assets
 Current Account
 Fixed Deposit Account
 Savings Bank Account
 Ordinary Shares
 preference Shares
 Caution Deposit
 Security Deposit
 Secured Loan
 Unsecured loan
 Appropriation
 Bills payable
 Bills Receivable
 Brought Forward
 Closing stock
 Cash on hand
 Cash at Bank
 Current Liabilities & Provisions
 Depreciation
 Debenture
 Dividends
 Excess of Income over Expenditure
 Freehold land
 Freehold premises
 Fixtures and Fittings
 fluctuations
 Goodwill
 gratuity
 Interest accrued
 Insurance premium
 Insurance prepaid
 Loose tools
 Land and Buildings
 Net Profit
 Net Loss
 Plant and Machinery
 Profit and Loss Account
 Profit and Loss Appropriation Account
 Provident Fund
 Bank overdraft
 Postage and Telegram
 Preliminary expenses
 Reserves and Surpluses
 Reserve for bad and doubtful debts
 remuneration
 Rent, Rate and Taxes
 Stock - in - Trade
 Works - in - Progress
 Sinking Fund
 Subsidies and donations
 Salaries, wages, bonus, etc.
 Sundry Debtors
 Sundry Creditors
 Income over expenditure
 Securities at par
 anticipated expenses

1. STATISTICAL STATEMENT (Vertical)**MODEL**

STATE-WIDE DISTRIBUTION OF FINANCIAL ASSISTANCE
SANCTIONED AND DISBURSED BY THE INDUSTRIAL
DEVELOPMENT BANK OF INDIA

//

Sl.No.	State	1968 - 69		1969 -70	
		Amount Sanctioned	Amount disbursed	Amount Sanctioned	Amount disbursed
			// (Rupees in crore) //		
1.	Andra Pradesh	154.40	159.90	1,773.70	1,637.20
2.	Assam*	12.40	24.40
3.	Bihar	159.90	266.60	965.20	441.70
4.	Gujarat	328.80	301.80	3,724.60	3,148.90
5.	Haryana	58.10	53.60	262.10	249.80
6.	Kerala	133.00	68.30	440.00	342.30
7.	Madhya Pradesh	171.30	143.70	543.00	517.90
8.	Maharashtra	2,217.70	1,100.10	9,621.20	8,812.90
9.	Mysore	489.70	263.60	1,052.70	859.70
10.	Orissa	348.60	46.20	504.10	223.40
11.	Tamil Nadu and Pondicherry	118.50	114.50	1,111.70	1,134.90
	Total	4,180.00	2,518.30	20,001.70	17,393.10
* Particulars in respect of 1968 - 68 are not available.					

Question No.

Schedule of Assets of Vitoba Industries Limited || Cap.

Detail of Assets	Book Value Cost	Addition or Adjustment	Total Book Value Cost	Depreciation
	Rs.	Rs.	Rs.	Rs.
Land and Leaseholdg/ u.c. buildings	8,56,696	13,817	8,70,513	--
	2,86,195	(357402)	71207	35,740 Trs.
Machinery and Plant	1,11,648	207408	1116484	909076 Trs.
Machine Tools	360482	75400	435882	43588 stat
Water Supply Installations.	591784	45084	657533	657(35) Trs.
Fittings Electric	242264	65749	287348	28734 Trs.

Question No.

Statewise Mineral Production in India || Cap.

Name of State	Value of Production			
	in year 1961	in year 1966	in year 1969	in year 1972
	in	in	in	in
	Rs. Lakhs	Rs. Lakhs	Rs. Lakhs	Rs. Lakhs
Andhra Pradesh	8,92.16	15,16.73	16,74.29	22,19.16 Trs.
Bihar	9003.01	6558.99	9809.60	9914.19
Karnataka	301.06	2601.95	4065.54	46,58.07
Gujarat	863.70	890.84	989.19	1353.20 stat
Pradesh Madhya	6892.74	4030.07	5768.55	2021.08 Trs.

Amount of surcharge due and collected on stocks of rice and paddy held by wholesalers and retailers

Caps.

District	Rice		Paddy		
	Demand	Collection	Demand	Collection	
	(in rupees)				
ts. Godavari East	50,356	24,868	85,936	28,750	stat.
5/ Guntur	1,30,173	53,766	(45,496)	(95,537)	ts.
ts. Nellore	64,663	64,346	9,4(2)4	8,6219	8/
Malabar	4,45,385	3,84,223	15,169	11,39,077	22/
South Kanara	5,37,469	29,428	4,38,698	21,392	8/
ts. Krishna	1,49,488	57,223	4,38,003	78,936	
4/ Thanjavur	90,259	83,524	16,79,308	16,60,655	

Question No.

Progress Statement showing the weavers co-operative Production-Sales Society limited of the

Year	Details of Progress.				
	Share Capital Paid up	Total sales effected	Total wages Paid	Reserve fund	
	Rs.	Rs.	Rs.	Rs.	
1970-71	1,74,370	42,79,001	709,629	6,88,665	
1/ 1971-72	1,79,585	39,64,606	(8,48,984)	(6,98,720)	Trs.
6/ 1972-73	565,400	43,94,293	12,82,171	19,72,629	
1972-73	183,601	42,43,252	62,10,05	91,429	7/
Trs. 1973-74	276,420	68,32,770	90,95,23	98,2618	
1974-75	199,878	73,58,753	85,07,25	12,08,136	6/
1975-76	372,995	77,87,086	87,52,42	14,05,636	5/

All caps. Statistics relating to membership in Non-credit Societies in some states in/ Yr. 1959-60

Serial Number	States	Total No. of Members in			
		Sugar Factories	Weaver Societies	Other Industrial Societies	Housing Societies
Pradesh	1 Andhra	21,160	2,60,499	1,27,995	29,695
	2 Assam	28,319	6,835	4,086	2,424
Trs.	4 Gujarat	5,281	25,974	33,728	46,933
	3 Bihar	2,946	131,854	11,224	4,333
and Trs.	5 Jammu & Kashmir	-	1,520	3352	2,560
	6 (Nadu) Tamil	6,266	21,54,54	2,05,131	3,17,9

Question No. 14

capl || Number of railway wagons loaded with different commodities

Name of Commodity	During the first quarter of 1972		During the second quarter of 1972	
	Broad Gauge routes	Metre Gauge routes	Broad Gauge routes	Metre Gauge routes
stat Coal	7,36,070	29,532	7,12,427	28,014
8 Cement	86,487	55,214	76,644	59,671
ths. Iron and Steel	1,18,846	15,492	97,739	14,338
ths. Mineral (Gils)	2,55,755	25,016	2,38,888	22,372
ths. Mineral (Gres)	99,414	57,627	96,407	54,312
Gilseeds	57,318	19,415	61,728	14,933

U.C. Allocation of Funds on Social & Community Services and		2001-02				2002-03		U.C.
Sl. No.	Head of A/c	Revised Estimate	Budget Estimate	Revised Estimate	Budget Estimate	Revised Estimate	Budget Estimate	
		2000-01						
		↗ In Lakhs						
1	Education	235,45	253,12	267,08	296,16	296,16	296,16	hrs.
2	Art and Culture	314,027	323,58	343,76	357,16	357,16	357,16	hrs.
3	Welfare	880,42	993,13	983,72	994,78	994,78	994,78	hrs.
4	Medical	270,25	30,090	373,71	347,83	347,83	347,83	hrs.
6	Public Health	242,36	256,37	280,93	268,10	268,10	268,10	hrs.
5	drinking water	103,12	114,20	119,94	120,64	120,64	120,64	hrs.
7	Housing	137,59	174,56	266,28	306,54	306,54	306,54	hrs.
8	Tourism	178(59)	198,60	213,21	246,09	246,09	246,09	hrs.
9	Urban	35774	46441	59923	67871	67871	67871	hrs.

Q. No: 7

Progress as on 31st March 2002 regarding // caps.
New Scheme for Self-employment

	Number of Applications Scrutinised		Number of Applications Sanctioned		Amount (Rupees in Lakhs)
	Number	Amount (Rupees in Lakhs)	Number	Amount (Rupees in Lakhs)	
States					
Andhra Pradesh	29,36.00	52,39.00	14,781	25,401	trs
Bihar	36,766	X	14,280	22,70.64	Stet
Karnataka	27,667	30,45.00	13,091	19,60.00	trs
Kerala	30,967	32,99.00	12,307	21,10.00	
Madhya Pradesh	39,243	64,44.71	18,786	28,57.00	
Gujarat	19,585	30,14.70	10,497	15,38.88	
Punjab	15,856	30,89.32	9,047	16,89.60	
Rajasthan	3983.46	83,41.4	15,054	23,65.30	11
Uttar Pradesh	33,472	50,57.00	22,247	33,16.00	
Tamil Nadu	47,585	71,35.07	36,857	25,38.85	P
West Bengal	41,967	24,18.19	23,680	44,81.92	

2. BALANCE SHEETS

TYPICAL FORMS OF AUDITOR'S CERTIFICATE

I certify as a result of my audit that in my opinion the above accounts are properly drawn up so as to exhibit a true and fair view of the state of affairs of the board.

We have examined the above Balance Sheet with the books maintained at the Registered Office of the Corporation and we report that the Balance Sheet is in agreement with the above books.

We have audited the above Balance Sheet and we certify that it is in accordance with the books and vouchers produced and explanations offered.

We have examined the above Balance Sheet and have obtained all the information and explanation and we certify that the said Balance Sheet exhibit a true and correct state of the company's affairs as shown by the books of the company

We have examined the above Balance Sheet with the books, records and vouchers and have obtained all the information and explanations required and we hereby certify that the Balance sheet has been properly and correctly drawn up.

We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for purposes of our audit. In our opinion and according to the explanations given, the Balance Sheet gives a true and fair view of the state of the company's affairs for the year.

We have audited the accounts of the above company obtaining all the information and explanation required. In our opinion, the above Balance Sheet has been drawn up as per the Rules of the Company and represents the true and correct state of affairs of the Company.

We have audited the above Balance Sheet with reference to account books and vouchers obtaining all the information and explanation required and certify that the Balance Sheet is correctly drawn up.

We have audited the annexed Balance Sheet with the Books of the Company and certify that it represents a correct view of the Company's affairs as at 30th June 1971.

The Profit and Loss Account was examined by us and found to be in agreement with the books of the Company.

I have examined the Profit and Loss Account of the above bank for the year ended that date as above set fourth with the book of the Bank and in my opinion the accounts gives a true and fair view of the profit for the year ended.....

We have audited the above statement of Income and Expenditure and hereby certify that to the best of our information and according to the explanations given to us, the same gives the correct state of affairs of the above Institute as on.....

We hereby certify that we have examined the above Balance Sheet and have found the same is correct according to books and vouchers of the above company.

We have obtained all information and explanations which to the best of our knowledge and belief will necessary for the purpose of our audit. In our opinion the above gives a true and fair view of the laws.

2. (i) Assets and Liabilities:

MODEL

PANY LIMITED, GUDIYATHAM.
on 31st March 2003

PROPERTY AND ASSETS			
	Rs	P..	Rs.
Goodwill			1,00,000 00
Land and Building	4,05,000 00		
LESS Depreciaion	40,500 00		3,64,500 00
Furnidture and Fixtures	40,000 00		
LESS Depreciaion	3,000 00		37,000 00
Sundry Debtors			85,906 00
Bills Receivable			29,875 00
Cash in hand			10,000 00
Cash at Bank			1,71,000 00
Total			

REPORT

all the information and explanations we required. We hereby the
Company's affairs as shown by the books of the Company

BALAJI AND KUMAR
Chartered Accountants.

THE SUGHANTHAR TRADING COM
Balance Sheet as

CAPITAL AND LIABILITIES			
	Rs	P..	Rs.
AUHORISED CAPITAL			
Preference Shares	4,50,000 00		
Ordinary Shares	5,00,000 00		9,50,000 00
ISSUED CAPITAL			
Preference Shares	3,50,000 00		
Ordinary Shares	3,60,000 00		7,10,500 00
RESERVES AND SURPLUS			
General Reserve	30,000 00		
Profit and Loss Account	43,500 00		73,500 00
Sundry Creditors			14,281 00
Total			

AUDITOR'S

We have examined the above Balance Sheet and have obtained
certify that the said Balance Sheet exhibits a true and correct state of

Gudiyatham,
26th June 2003

Type the following Assets and Liabilities in two separate sheets and ruled up:

cap's || Sri Devi Trading Corporation, Hyderabad.
B/s as at 31st December 1965

cap's	Property & Assets	Rs. P.		Rs. P.	
	Goodwill at cost			4,000	00
u.c./	Plants and machinery	30,000	00		
	LESS Depreciation	3,000	00	27,000	00
	Stock in hand			1,50,000	00
	Sundry debtors			1,10,000	00 15
or	Cash <u>at bank</u> on hand			900	00
	P & L account nett. loss			51,000	00
	Total			3,44,850	00

Capital & Liabilities		Rs.	P.	Rs.	P.
cap	(Capital: Issued)				
	22,000 Shares of Rs. 10/- each	2,20,000	00		
cap	Less Shares calls in arrears	32,000	00		
of				1,88,000	00
	Reserve for bad debts			6,000	00
sta	Sundry Creditors				
re	on open account	1,50,000	00		
	Salaries and other				
	misc. expre.	850	00		
				1,50,850	00
3/	Total			8,44,850	00

Auditor's
report

I have audited / above b/s of the
Co., after obtaining all information and
explanations and I Certify th. it exhibits
a correct and true view of the
3 2 1
Company's State of affairs.

Sta. Hyderabad
1.6.1966.

V. Ramesh,
Chartered Accountant.

Type the following Assests and Labilities in two separate sheets and ruled up:

Cap8 Sri Gokula Krishna Textile Mills Ltd., Coimbatore

Balance Sheet [at/as] 31st Mar. 1984

Capital And Liabilities		11 All caps	
		Rs.	Rs.
Tns	SHARE CAPITAL		
	Equity shares	23,000	
	Preference	5,600	28,600
	Reserve Fund		(9/1), 560
-h	Long term Loans (Secured)		13,250
Cap8	Current Liabilities		
uc	(draft Over) fr. banks (Secured)		26,500
	Fixed Deposits fr. Public		25,790
	Sundry Crs.		50,000
lc	Provision for Taxes		7,275
	Total		1,70,975
PROPERTY AND ASSETS			
		Rs.	Rs.
	FIXED ASSETS		
	Gross Block	58,500	
uc	LESS depreciation	5,850	52,650
	Investments	5,780	
Cap8	Current Assets		
	Int. accrued	1,520	
	Inventories	30,620	
	Sundry Debtors	25,070	
Tns	Cash at Bank		10,000
lc	Cash in Hand		14,500
			31,830
5x	Loan and advances		
	Total		1,70,975

AUDITORS' CERTIFICATE

We have audited the above B/S and have obtained all the information required and explanations. We hereby certify th. / Said Bal. Sheet exhibits a fair true and view of / Coim Mills affairs as or

by the Shown Company as on 31st Mar. 1984.
Coimbatore,
16th Sep. 1984.

Rakesh & Ranjit, Caps
Auditors.

Type the following Assests and Labilities in two separate sheets and ruled up:

(B/s. as on 30th June 1974)

All Caps. || The Palayam Co-operative Bldg. Society Ltd.,
Nellikuppam.

Caps. Capital & Liabilities		Rs. P.	Rs. P.
Caps	Land & Deposits		
	Provident Fund	3,119 14	
	Govt. Loan	69,710 00	72,829 00 14h
	Share Capital		10,07,635 00 1h
	Int. on Government Loan	56,847 18	
	Creditors Sundry		67,705 25
	UNDISBURSED PROFITS		
d/	Dividend	1,060 00	10
	Common Good Fund	11,035 85	
	Dividend Equalisation Fund	683 55	12,719 40
	Res. f. overdue Interest		88,102 37
	Total		12,99,838 94

Property & Assets		Rs. P.	Rs. P.
All Caps.	Cash on hand		10,405 99
	" at State Co.op. Bank		1,01,193 47 1/3
	INVESTMENTS		
	Shares	7,50,000 00	
	Fixed Deposits	2,25,250 00	9,75,250 00
18h	Interest	21,480 00	
	OTHER ITEMS		
	Sundry Debtors	13,837 60	
Prs.	Value of Furniture	1,77,733 92	1,91,571 82 1/5
	Total		12,99,838 94

Auditors' Certificate

I have audited / a/c.s. o. / above Society f. the
ingl year ended 30th June 1974. I certify th. the a/c.s.
are in agreement w. the books of account.

w/ Gaddalore,
10th Oct. 1974.

R. Jacob,
Auditor. Caps.

Cap.

Type the following Assests and Labilities in two separate sheets and ruled up:

30th June		
SRI RAMNAGAR HOUSE BUILDING SOCIETY, MADRAS		
Balance Sheet as on 31st December 1976		
ASSETS		
Reserve Fund	Rs. P.	Rs. P.
Prs. LOAN [By MEMBERS] DUE		8,275 02
Site and Fencing Loan	1,13,203 11	
Government Loan	17,818 09	
Interest overdue on loans	16,817 98	1,31,121 20 ¹⁹ ₁₉
h.c. Value of Furniture		1,407 88
" " Society's site		4,63,139 82
" " Library		8,135 98
Caps. Cash		
In Bank	256 86	6,352 62 ¹⁴ ₁₄
h.c. on hand	6,097 96	
h.c. 4,61,239 82		6,33,352 50
Total		
LIABILITIES		
Share Capital	Rs. P.	Rs. P.
Int. on Loan	16,726 77	25,255 00
h.c. Non-Reserve		50,297 51
Value of Site		4,61,239 82
Excess of Assets over Liabilities		10,869 99
Amenities		11,008 80 ¹⁷ ₁₇
RESERVE FUND		
Invested	8,275 02	
To be invested	6,660 13	14,936 15 ¹¹ ₁₁
Undisbursed amount		
Dividend	159 45	
Building Fund	3,119 80	
Common Good Fund	3,139 82	
Bad Debt Reserve	6,259 62	
Profits	31,199 70	43,878 39
		6,33,352 50 ¹² ₁₂

The ab. B/s. was audited by me. I hereby position
to the Society's
Madras,
10th Dec. 1976.

K. VARADHAN,
Auditor.

Type the following Assests and Labilities in two separate sheets and ruled up:

MATHI Cotton mills Limited, VELLORE // All caps.
Balance Sheet as on 31st March 1984.

Liabilities //		Caps.
	Rs.	Rs.
u.c. <u>Authorized Capital</u> 10% 2,50,000 Shares of Rs. 20 each		<u>25,00,000</u>
caps. <u>Subscribed Capital</u> stk <u>2,41,050</u> Shares of Rs. 10 each		24,10,500
caps. <u>Reserves & surplus</u> As per last B/S.	50,000	
ADD: Amount transferred from profit and Loss/L <u>L Account</u>	23,500	
		73,500
Bills payable		4,38,552
Sundry Creditors.		7,41,080
Total		36,36,832

Assets		Exp
	Rs.	Rs.
Goodwill		1,00,000
cap. Land and Buildings.		
Stat. AS per last B/s.	5,05,000	
LESS: Depreciation	50,500	4,54,500
FURNITURE AND FIXTURES		
AS per last B/s.	50,000	
LESS: Depreciation	5,000	45,000
S/L ^{1/2} Sundry Debtors		3,43,000
(Bing) Receivable		2,43,525
Cash in hand		12,250
Cash at Bank		24,37,650
Total		36,36,832

Auditors' Report

Audited

we have [✓] the above Balance Sheet and found (to it) be correct.

vellore
1986 19th July, 1987

MATHI AND SELVI
Chartered Accountants.

2. (ii) Statement of Income and Expenditure

MODEL

PARIEDUDCATIONAL Statement of Income and Expenditure

42° EXPENDIDTURE			
	Rs	P..	Rs.
To Staff Salaries	12,800		
ADD Outstanding	1,200		14,000
" Printing and stationery			650
" Texes and Insurance			1,100
" General Expenses			2,425
DEPRECIATION			
" Library Books	2,355		
" Buildings	1,625		3,980
" Excess of Income over Expenditure			22,800
61° Total			44,800

74° AUDITOR'S

We have nduly audited the above Statement of Income and agreement with the jbooks of account of the Society and gives

THIRUPATHUR,
24th May 2008

SOCIETY, THIRUPATHUR for the year ending 31 March 2008

34° INCOME			
	Rs	P..	Rs.
By Enteramce Fees			4,600
" Subscription Received	18,000		
ADD Subscriptions due	2,400		
LESS Received in advance	20,400		
" Hire for Society's Hall	350		20,050
" Interest from Investments	7,400		
ADD Insterest secured	350		7,750
" Rent from sub-letting of Building			3,600
53° Total			44,800

REPORT

Expendidture and I hereby certify that the same is in correct and fair view of its affairs.

58° K.A.PARTHIBAN
Auditor.

Type the following Statement of Income & Expenditure in two separate sheets and ruled up:-

THE INDIAN CHAMBER OF COMMERCE, NEW DELHI
Income and Expenditure A/c for 1 yr. ended 31 Dec. 1986

31st Dec

		Expend.			
mean/	To	Establish/Charges	Rs. P.	Rs. P.	
Alloca		Salaries & Allowances	1,79,548 45		
		← (Bonus	17,930 45	1,97,478 90	
Tax	"	Postage & Telegrams		41,75 902	Tax
	"	Electricity Charges		35,617 80	51
	"	Expenses for Journals	27,143 85		Tax
Cap	"	Debtenture Issue Expenses			
		Subscribed by Indian Bank	817 50		
		" " Bank of Baroda	502 45	1,319 95	
		Total		3,03,463 30	
Cap		Income	Rs. P.	Rs. P.	
Cap	By	Membership Subscription			
		Resident Members	1,24,965 00		
		Non resident "	9,425 00		
		Affiliated Bodies	6,600 00	1,40,990 00	91
from	"	Rent and Recoveries		18,921 90	
tenants	"	Interest 1,556 25			
Cap	"	Other Receipts			
		Subscription to Import & Export Circulars	5,200 00		Tax
		Miscellaneous	421 15	5621 15	
	"	Excess of Expenditure over Income		1,36,374 00	
		(Total		3,03,463 30	

AUDITORS CERTIFICATE)

We have audited / above Inc. & Expend. A/c with /
stat books of a/c of / Institution and certify that it gives a
le True & fair view of / a/c's. fair

New Delhi,
2nd Aug. 1987.

VISHWANATH AND GOPINATH,
Chartered Accountants.

Type the following Statement of Income & Expenditure in two separate sheets and ruled up:-

THE YUVA BHARATH SPORTS LEAGUE, PATNA

Ine. & Expre. A/c. for / year ended 30th Dec. 1992

capl		Expenditure			
		Rs.	P.	Rs.	P.
To	Salaries wages and allowances			25,500	50
or	" Bar expenses			16,250	50
	" Billiards	74,050	50	30,500	00
or	" crickets			21,109	00 1/50
or	" <u>Telegrams and Telephone</u>			21,000	75
	" <u>Printing and Stationery</u>			21,298	25 1/8
expenses	" Sundry receipts			11,200	00
	" Ins. premia			2,500	00
capl	" <u>Depre.</u>				
	<u>Land and Buildings</u>	33,790	00		15
or	Furnitures	10,119	50	43,909	00 16 1/100
	" Excess of inc. over expenditure			13,240	00
Total				2,50,660	00

INCOME

		Rs.	p.	
By	Subscriptions fr. members			
st	" Entrance fees	1,30,000	00	
u.c.	" Bar receipts	25,500	00	15
"	" Int. on Securities	30,750	25	
		1,35,975	75	ts
"	Tennis fees	400	00	
"	Cricket fees	400	00	
"	Billiards fees	200	00	
"	Profit on sale of investments	20,000	00	
"	Commission and Brokerage	35,000	00	
"	Misc. Receipts	6,500	00	
for	" Rent for use of grounds	500	00	
	Total	2,50,660	00	

AUDITORS' CERTIFICATE

we have duly audited the above ~~above~~ above Statement of Income and Expenditure and we certify hereby th. / same is in agreement w. the bks. of account of / above Sports League.

Patna,

31st March 1993.

PREM AND SEKAR

Ch. Accountants

Type the following Statement of Income & Expenditure in two separate sheets and ruled up:-

All caps // Tamil Nadu Minerals Limited, MADRAS
Statement of Int. Exp. A/c. for / yr. ended 31st March 1987 1/2

EXPENDITURE

	Rg.	P.	Rg.	P.
To EMPLOYEES COSTS				
Bx pro vident and workers Salaries Wages & Bonus	85,867	77		
Contribution to Fund	41,51,191	28		
Staff welfare Expenses	2,04,510	39		
			44,15,69	44 1/4
stat " Other Costs			(85,44,333)	09 1/2
" Interest				
Interest to Govt.	1,80,328	75		
on/ Interest to Bank	71,483	47		
" Depreciation			2,51,812	22
" Chief Minister's Public Relief fund			11,17,341	69 3/4
v.c. " Contribution to Tamil Nadu Rural Reconstruction Assn.			2,00,000	00
on/ " Profit before Tax			9,15,346	63 1/8
Total			1,17,51,403	07

INCOME			
	R.S.	P.	
cap. By Sales			
<u>others</u>	84,1935	45	92%
to. <u>Export</u>	23,23,441	90	1%
			98,16,377 35
v.e. " Other Income			
Interest	26,562	35	
Misc. Receipt	27,546	34	
			2,54,108 69
" Increase in the			
<u>finished of</u>			
v.e. <u>stock goods</u>			18,80,917 03
			1,17,51,403 07
Total.			

cap:

Auditors' Certificate

we have examined the above Accounts and obtained / new information. we are satisfied th. the above Statement gives a Correct picture of / State of affairs of the concern.

Masraas,
8/ 5th Aug. 1992.

pandit and / kannan/cap
Chartered Accountants.

Type the following Statement of Income & Expenditure in two separate sheets and ruled up:-

Mani Warehousing Corporation, Calcutta //		All Caps	
Stk. of Inc. & Expre. for / year ended 31st Mar. 1981			
Expenditure			
	Rs.	Rs.	
To Interest		2,59,653	lrs.
" Establishment Charges	30,04,000		
Ops. Less Amt. transferred to Capital Works	1,64,048	28,40,011	l2
lrs. " Rent, Taxes and Rates		11,86,118	
Caps. " Depn.	6,18,815		lrs.
Dead Stock	1,95,758		
Godown and Warehouses	1,27,015	9,41,588	
Weightbridges		55,435	
u.c. " Audit fees		12,43,292	
" Misc. Expenses		76,250	l6
lrs. " Contingencies for Provns		61,24,353	lrs.
" Carried down Net Profits		90,64,101	u.c.
Total			
INCOME			
	Rs.	Rs.	
By Warehousing Charges		84,19,933	l4
lrs. " Bank on Interest Deposits		1,67,136	lrs.
" Supervision Charges		2,71,306	Stk
u.c. " Rent receipts fr. Staff		21,408	l7
Caps. " Other Inc.	46,193		
Weightbridges Receipts	1,08,099	1,54,292	
Furni/ Exonigation Receipts			
Total		90,64,101	

Auditor's Certificate //

I have examined the above ~~Stk~~ Statement all of Income and Expenditure and obtained the necy. information and explanations and I reflects/certify th. it l the correct Position of the Corporatn.

lrs. 3rd July 1981.
Calcutta,

K. Subramanyam, l1 Caps.
Chartered Accountant.