**The Hunger Project**

**Written Test for the Position of “Finance Officer”**

Date: 30th July 2021

Full Marks-100

Time: 2 hours

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| **Question 1: Prepare a Receipt & Payment, Statement of Comprehensive Income and Statement of Financial Position from the following trial balance:** (Marks 30) |  |
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| As on 30th  June, 2021 |  |
| Head of Expenditure |  DR (TK)  | CR. (TK) |
| Construction of Sami paka Building |  1,335,032  |  |
| Staff salary  |  938,747  |  |
| Fuel & Maintenance for Motorcycle  |  20,000  |  |
| Printing, stationary , printer toner |  20,000  |  |
| Staff workshop  |  155,094  |  |
| Advance Office Rent |  36,668  |  |
| Closing Balance : Cash in Hand |  182  |  |
| Closing Balance: Cash at Bank |  825,489  |  |
| Grant received from Donor |  3,781,000  | 3781000 |
| Bank interest |  3,846  |  |
| Computer and Equipment | 1,42,500 |  |
| Telephone/ mobile/ email/ internet |  37,000  |  |
| Furniture (Chair) | 57,538 |  |
| Local Conveyance |  32,904  |  |
| Office rent  |  150,000  |  |
| Utility |  12,000  |  |
| Repair & Maintenance  |  21,692  |  |
| Total | 37,84,846 | 37,84,846 |

Adjustment:

1. Staff salary for the month of June Taka 50,000 was not paid.
2. Charge depreciation @ 10% on fixed assets.
3. Provision for Audit fee Tk 1,00,000

Answer:

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**Question 2: Prepare a bank reconciliation statement on the following information:** (Marks 15)

a) Balance as per Bank Statements is Taka. 60,000

b) 3 cheques were Issued Tk 10,000, Tk. 15,000 and Tk. 12,000 but the amount of Tk. 15,000 was not debited.

C) 5 Cheques were deposited into bank but not clear yet Taka. 50,000

d) Bank Charge Taka 250 & Bank interest Taka 1,000 was not booked

Answer:

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**Question 3: Pass journal entry on the following information:** ( Marks 15)

1. Furniture purchase amount of Tk. 10,000 by the cheque dated 05.06.2021
2. Advance was given to Mr. Babul of Tk. 15,000 dated 10.06.2021
3. Mr. Babul submitted bill Programmatic cost Tk.10000 & Administrative cost Tk.5000 against the advance dated 17.06.2021
4. Depreciation on Furniture Tk.1,000 dated 30.06.2021
5. 30.06.2020 Payment of Tk. 50,000 to the consultation for consultancy Fee, please pass a journal after Tax, VAT deduction.

Answer:

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**Question 4: Office Rent monthly Taka 50,000 please calculate Vat & Income tax amount and rete which to be deducted at source.** ( Marks 5)

Answer:

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**Question 5: Write short note: (a) Trial Balance, (b) Goodwill, (c) Bad Debt, (d) Net Worth and (e) Budget & budgetary control (Marks 15)**

**Question 6: What is provision? When we need to make provision? (Marks 10)**

Answer:

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**Question 7: Suppose you organization is going to organize a two-days long residential workshop of 30 members in a hotel, considering that please write a letter to the Hotel Manager to book for the venue and food & lodge. ( Marks 10)**

Answer:

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