

CHAPTER- SPECIAL PURPOSE BOOK-CASH BOOK

		GTSE	Self Evaluation Grades			
Sr.No.	Topic	Sub-Topic	Date			
1	Cash book	(i) Meaning				
2	Features of Cash Book	(i) Record only cash related transactions				
		(ii) Record in chronological order				
		(iii) Cash column cannot have credit balance				
		(iv) Similar to Journal				
		(vi) Journal and Ledger both				
		(vii) Subsidiary book and Principal Book				
3	Difference between Cash Account or Cash Book	(i) Meaning				
		(ii) Nature				
		(iii) Recording				
		(iv) Folio Nos.				
4	Types of Cash	(i) Single Column Cash Book				
		(ii) Double Column Cash Book				
		(iii) Triple Column Cash Book				
		(a) Contra Entry				
		(iv) Petty Cash Book				
5	Petty Cash book	(i) Meaning of petty cash book				
		(ii) Meaning of imprest petty cash				
		(iii) Features of Petty Cash Book				
		-Saving of time and Labour				
		-Reductions in the no of transactions				
		-Check on petty expenses				
		Signature of Student				
		Signature of Mentor/Teacher				
Key To Grades			This self Evaluation sheet has four date columns. Student shall fill grades to all topics in one date column in a sitting. By the fourth attempts, all grades should be 'A' for getting best marks in exams.			
Write 'A' if you know the concept fully (when you know 100%)						
Write 'B' if you need revision once (when you know between 75%-100%)						
Write 'C' if you know the concept partially (when you know about 50%)						
Write 'D' if you know the concept very little (when you know about 25%)						
Write 'E' if you don't know the concept at all (when you know 0%)						



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