

ACCOUNTANCY (ACCT)

CLASS - XI

Full Marks 100

Part A: Financial Accounting-I

1. Introduction to Accounting

(5 marks/7 periods)

- **Accounting-** Meaning, objectives, Types of accounting information, advantages and limitations. Users of Accounting information and their needs. Qualitative characteristics of accounting information, Basis of accounting – Cash basis, accrual basis and hybrid basis, Types of accounting: Financial, cost and management.
- **Basic Accounting terms:** Business transaction, Event, Account, Capital, drawings, Liability, Asset (current and non-current) Receipts (capital & revenue), Expenditure (capital, revenue & Deferred revenue), Expense, Income, Profits, Losses, Purchases, Sales, Stock, Debtors, Bills Receivables, Creditors, Bills Payables, Goods, Cost, Vouchers, Discount, gain (trade, cash, received & allowed).

2. Theory Base of Accounting

(6 marks/7 periods)

- **Fundamental accounting assumptions:** Going concern, Consistency, accrual.
- **Accounting Principles:** Accounting entity, Money Measurement, Accounting Period, full Disclosure, Materiality, Prudence, Cost Concept, and Dual Aspect, revenue recognition, matching, full disclosure.
- **Indian Accounting Standards:** Concept & objective. Brief introduction to International financial reporting standards (IFRS).

3. Recording of Transactions & Preparation of Trial Balance

(16 marks/20 periods)

- **Accounting Equation:** Meaning, Analysis of transactions using Accounting Equation.
- **Double Entry system**
- **Rules of Debit and Credit:** For Assets, Liabilities, Capital Revenue and Expenses.

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- **Evidence of transactions-** Sources documents (invoice, cash memo, pay in slip, cheque). Preparation of vouchers – cash (Debit & Credit), Non Cash (Transfer).
- **Books of original Entry:** Meaning, Format and Recording there in.
- **Cash book:** Simple, cash book with bank column, Petty cash book.
- **Special purpose books:** Purchases book, Sales book, Purchases Returns Book, Sales Returns book, Bills Receivable Book, Bills Payable book and Journal Proper.
- **Bank Reconciliation Statement:** Meaning, Need and Preparation.
- **Ledger:** Meaning, Utility, Format, Posting from Journal, Cash Book and other Special Purpose Books, Balancing of Accounts.
- **Trial Balance:** Meaning, Objectives and Preparation.

4. Rectification of Errors

(7 marks/7 periods)

- **Type and Location of Errors:** Errors not affecting trial balance and Errors affecting trial balance.
- **Rectification of errors**
- **Suspense account:** Meaning, preparation and treatment of suspense account balance in final statements.

5. Depreciation, Provisions and Reserves

(8 marks/10 periods)

- **Depreciation:** Meaning, Need and Factors affecting depreciation.
- **Methods of computation of depreciation:** straight Line Methods, Written Down Value Method (exchange change in method).
- **Accounting Treatment of Depreciation:** By charging to asset account, by creating provision for depreciation/ accumulated depreciation account.
- **Provisions and Reserves:** Meaning, Objective and Difference between Provisions and Reserves.
- **Types of Reserves:** Revenue Reserve, Capital Reserve, General Reserve, Specific reserves, secret reserves.

6. Accounting for Bills of Exchange

(8 marks/10 periods)

- **Bills of Exchange and Promissory Note:** Definition, features, parties, specimen and distinction.
- **Important Terms:** terms of bill, due date, days of Grace, date of maturity, bill at sight, bill after date, discounting of bill, endorsement of bill, bill sent for collection, dishonor of bill, noting of bill, retirement and renewal of a bill.
- **Accounting treatment**

7. Financial Statements (12 marks/13 periods)

- **Financial statements:** objective and importance.
- **Trading and profit and loss account:** Gross profit, operating profit and net profit.
- **Balance sheet:** Need, grouping, marshalling of assets and liabilities.
- **Adjustments in Preparation of Financial Statements:** With respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, Bad debts, Provision for doubtful debts, provision for discount on debtors, manager's commission, abnormal loss, goods taken for personal use, goods distributed as free sample.
- Preparation of Trading and profit and loss account and Balance sheet of sole proprietorship concerns.

Part B: Financial Accounting-II

8. Financial Statements of not for profit Organizations (10 marks/10 periods)

- **Not for profit organizations:** Concept
- **Receipts and payments account:** Features.
- **Income and Expenditure account and Balance sheet:** Meaning and features. Preparation of income and expenditure account and balance sheet from the given receipt and payment account with additional information.

9. Accounts from Incomplete Records (10 marks/8 periods)

- **Incomplete records:** Meaning, uses and limitations.
- Ascertainment of profit/ loss by statement of Affairs Method.
- Preparation of Trading and profit and loss account and balance sheet (with missing figures in total debtors account, total creditors account, bills receivable a/c, bills payable a/c, cash book and opening statements of Affairs).

10. Computers in Accounting (8 marks/8 periods)

- **Introduction to computer Accounting System (CAS):** Components of CAS, features, grouping of accounts, using software of CAS, Advantages & Limitations of CAS, Accounting Information System.
- Application of computers in accounting – automation of accounting process, designing accounting reports, data exchange with other information systems.

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- Comparison of accounting processes in manual and computerized accounting highlighting advantages and limitations of automation.
- **Sourcing of accounting system:** Readymade, customized, tailor-made accounting system. Advantages and disadvantages of each option.

11. Project Work (Any one)

(10 marks/15 periods)

File – 02 marks

Written – 06 marks

Viva – 02 marks

1. Collection of Sources Documents, Preparation of vouchers, recording of transactions with help of vouchers.
2. Preparation of Bank Reconciliation Statement with the Help of given cash book and pass book.
3. Preparation of financial statements of NGOs
4. Visit 5 different small business establishments and comment on their accounting system.
5. Visit the Panchayat office and observe their accounting system.

ACCOUNTANCY (ACCT)**QUESTION PATTERN****Class XI****Time: 3 Hours****Marks: 100**

The weightage of the distribution of marks over different dimensions of the question paper shall be as follows:

Weightage to content/subject units

Sl. No	Content Unit	Marks
PART- A: Financial Accounting-I		
1	Introduction to Accounting	5
2	Theory Base of Accounting	6
3	Recording of Transactions & Preparation of Trial Balance	16
4	Rectification of Errors	7
5	Depreciation, Provisions and Reserves	8
6	Accounting for Bills of Exchange	8
7	Financial Statements	12
	TOTAL	62

PART- B: Financial Accounting-II		
8	Financial Statements of not for profit Organizations	10
9	Accounts from Incomplete Records	10
10	Computers in Accounting	8
	TOTAL	28

Project Work (10 marks)**File- 02 marks + Written- 06 marks + Viva – 02 marks**

ACCOUNTANCY (ACCT)

CLASS - XII

Full Marks 100

Financial Accounting-II

Alternatives are given as follows:

- a) Part A- 60 marks
- b) Part B – 20 marks or Part C - 20 marks
- d) Project Work - 20 marks

PART- A

1. Introduction to Partnership (10 marks/14 periods)

- **Meaning:** Partnership, partners, firms, partnership deed.
- Provisions of the Indian Partnership Act 1932 affecting accounts in the absence of Partnership Deed.
- Fixed v/s Fluctuating Capital Accounts, divisions of profit among partners, guarantee of profits, past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio), preparation of P & L.
- Appropriation Accounts.
- Goodwill: Nature, factors affecting and methods of valuation – average profit, super profit, and capitalization.

2. Reconstruction of Partnership (25 marks/30 periods)

- **Change in the profit sharing ratio among the existing partners:** Sacrificing ratio, gaining ratio, accounting for revaluation of assets and re-assessment of liabilities and distribution of reserves and accumulated profits.
- **Admission of a Partner:** Effect of admission of a partner on: change in the profit sharing ratio, treatment of goodwill (as per Accounting Standard 26), treatment for revaluation of assets and re-assessment of liabilities, treatment of reserves and accumulated profits, adjustment of capital account and preparation of balance sheet.
- **Retirement and Death of a Partner:** Effect of retirement / death of a partner- change in profit sharing ratio, treatment of goodwill, treatment for revaluation of

SYLLABUS

assets and re-assessment of liabilities, adjustment of accumulated profit and reserves. Calculation of decreased partner's share of profit till the date of death. Preparation of decreased partner's Executor's account and preparation of Balance sheet.

3. Accounting for shares Capital (20 marks/20 periods)

- **Share and share capital:** Meaning, Nature and Types
- **Accounting for share capital:** Issue and Allotment of equity shares. Private placement of shares. Public Subscription of shares – over subscription and under subscription of shares. Issue at par and Premium, call in advance and arrears, Issue of shares for consideration other than cash.
- Accounting treatment of forfeiture and re-issue.
- Disclosure of share capital in Company's Balance sheet (Vertical form)

4. Accounting for Debentures (5 marks/6 periods)

- **Debentures:** Meaning, Issue of debentures at par and at premium. Issue of debentures for consideration other than cash. Debentures as collateral security. Interest on Debentures.

PART- B

5. Analysis of Financial Statements (12 marks/20 periods)

- **Financial statements of a company:** Balance sheet of a company in the prescribed form with major headings and sub headings (as per schedule VI to the Companies Act 1956)
- **Financial Statement analysis:** Meaning, objectives and Limitations.
- **Tools for Financial Statement Analysis:** comparative statements, common size statements, cash flow analysis, ratio analysis.
- **Accounting Ratios:** Meaning, objectives and classification of ratios.
- **Liquidity ratios:** Current ratio and quick ratio.
- **Solvency Ratios:** Debt to equity ratio, total assets to debt ratio, proprietary ratio, interest coverage ratio.
- **Activity Ratios:** Stock turnover ratio, debtors turnover ratio, creditors turnover ratio, working capital turnover ratio.
- **Profitability Ratios:** Gross profit ratio, operating ratio, operating profit ratio, net profit ratio.

6. Cash Flow Statement**(8 marks/10 periods)**

- Meaning, objective and preparation (as per Accounting Standard 3, without adjustment). (Indirect Method)

PART- C**Application of Computers in financial Accounting (20 marks / 25 periods)****Electronic Spread Sheet**

- Concept, data entry text Management and cell formatting, data formatting, output reports, preparation of reports, using pivot table, common errors in spread sheet.
(4 marks/6 periods)
- Use of spread sheet in Business Application: Payroll accounting, assets accounting.
(6 marks/12 periods)
- Graphs and charts for Business: Data graphs and charts, preparation of graphs and charts using excel, advantages of using graphs and charts.
(4 marks/6 periods)
- Data Base Management System for Accounting
(6 marks/6 periods)
 - Defining database requirements, identification of data to be stored in tables, structural of data.
 - Creating data tables for accounting, using queries, forms and reports for generating accounting information with the help of Microsoft Access Software.

PART- D**Project Work (20 marks / 25 periods)****File – 04 marks****Written – 12 marks****Viva – 04 marks**

- **Comprehensive Problem:** From the given set of transactions preparation of vouchers, books of accounts, trial balance and financial statements of a proprietorship firm or a partnership firm.
- **Analysis:** Analysis of given data using analytical tools such as ratio analysis and cash flow.

ACCOUNTANCY (ACCT)**QUESTION PATTERN****Class XII****Time: 3 Hours****Marks: 100**

The weightage of the distribution of marks over different dimensions of the question paper shall be as follows:

Weightage to content/subject units

Sl. No	Content Unit	Marks
PART- A		
1	Introduction to Partnership	10
2	Reconstruction of Partnership	25
3	Accounting for shares Capital	20
4	Accounting for Debentures	5
	TOTAL	60

PART- B		
5 (B)	Analysis of Financial Statements	12
6 (B)	Cash Flow Statement	8
	TOTAL	20

OR

PART- C		
5 (C)	Concept, data entry	4
	Use of spread sheet	6
	Graphs and charts	4
6 (C)	Data Base Management System for Accounting	6
	TOTAL	20
	Grand Total (A + B) OR (A + C)	80

Project Work (20 marks)**File - 04 marks + Written - 12 marks + Viva – 04 marks**