**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2016-17

Name of the department: Commerce Department Subject: Accountancy -XI

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| Month | No.of weeks  (teaching) | Topic /Lesson discussed in each week | | | |
| 1-week | 2-week | 3-week | 4-week |
| July  &  August | 4 Weeks & 3 Days | **Ledger**   * Ledger posting (Application based questions)   **Cash Book**  Simple Cash Book  Double column cash book   * Cash book with bank column | * Cash book with bank column (contd.) * Petty cash book | Other Books   * Purchases book * Purchases returns book * Sales book * Sales returns book * Journal proper | **Bank Reconciliation Statement**   * Need and preparation * Sums in BRS |
| September | 3 Weeks &  1 Day | * Bank Reconciliation Statement (contd.,) * BRS with Corrected cash book | **Depreciation**   * Concept, need and factors affecting depreciation * Methods of calculating depreciation * Straight line method * Written down value method * Accounting treatment of depreciation   by charging asset account | **Assessment 2** | **Assessment 2** |
| October | 4 Weeks | * Provision for depreciation account/accumulated depreciation account * Treatment of disposal of asset   method  **Provisions and Reserves**   * Concept, objectives and difference between provisions and reserves * Types of reserves | **Accounting for Bills of Exchange**   * Bills of exchange and promissory note – definition, features, parties , specimen and distinction | Accounting for Bills of Exchange (contd.,)   * Important terms * Accounting treatment of bill transactions | Accounting for Bills of Exchange (contd.,)   * Accounting treatment of bill transactions * Comprehensive sums   **Rectification of errors**   * Introduction * Errors – types, errors of omission, commission, principles and compensating, their effect on trial balance. |
| November | 4 Weeks | Rectification of errors (contd.,)   * Detection and rectification of errors * Preparation of suspense account | Rectification of errors  (contd.,)   * Detection and rectification of errors * Preparation of suspense account   **Financial statements of sole proprietorship**   * Financial statements – objective and importance | Financial statements of sole proprietorship (contd.,)   * Profit and loss account - gross profit, operating profit and net profit * Balance sheet – need , grouping and marshaling of assets and liabilities | Financial statements of sole proprietorship (contd.,)   * Adjustments in the preparation of financial statements * Closing stock * Outstanding expenses * Prepaid expenses * Accrued income * Income received in advance. |
| December | 3 Weeks | Financial statements of sole proprietorship (contd.,)   * Adjustments in the preparation of financial statements * Depreciation * Bad debts * Provision for doubtful debts * **Project work** | ASSESSMENT II | ASSESSMENT II | **Winter Break** |
| January | 3 Weeks | **Winter Break** | **Winter Break** | Financial statements of sole proprietorship (contd.,)   * Provision for discount on debtors * Managers commission * Abnormal loss * Goods taken for personal use * Goods distributed as free samples * Preparation of trading and profit and loss account and balance sheet of sole properitorship   **Financial statements of Not-for-Profit Organisations**   * Not-for-profit organisations: concept * Subscription/ income/ consumeable items | Financial statements of Not-for-Profit Organisations (contd.,   * Income and expenditure account: * Features   Preparation of income and expenditure account  Preparation of income and expenditure account and balance sheet from the given receipts and payments accounts with additional information.  **Accounts from Incomplete records**   * Use and limitations * Ascertainment of profit or loss by statement of affairs method   **Financial Statement and analysis** |
| February | 3 Weeks | **Revision/**  **Project Evaluation** | **Revision** | **Assessment 3** | **Assessment 3** |