**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 BookDouble 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
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| 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.
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| 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.
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| 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 accountPreparation 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** |