**INDIAN SCHOOL AL WADI AL KABIR**

 DEATAILED MONTHLY PLAN 2018-19

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 |
| August | 3 weeks & 4 days | **Journals**Comprehensive sums including **GST**(Contd.,)**Ledger*** Ledger posting
* Ledger posting (Application based questions)
 | **Cash Book**  Simple Cash BookDouble column cash book* Cash book with bank column
* Petty cash book
 | Other Books* Purchases book
* Purchases returns book
* Sales book
* Sales returns book
* Journal proper
* **GST calculations**

**Bank Reconciliation Statement*** Need and preparation
* Sums in BRS
 | **Bank Reconciliation Statement (contd.)*** BRS with Corrected cash book

**Depreciation*** Concept, need and factors affecting depreciation
* Straight line method
* Written down value method
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| September | 1 Week | Revision |  **ASSESSMENT 1** | **ASSESSMENT 1** | **Depreciation (contd.)*** Methods of calculating depreciation
 |
| October | 4 Weeks & 2 days | * Accounting treatment of depreciation

 by charging asset account* 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
* Comprehensive sums
 | **Rectification of errors*** Introduction
* Errors – types, errors of omission, commission, principles and compensating, their effect on trial balance.
* **Trial Balance with balance method only**
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| November | 3 Weeks | 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
* Adjustments in the preparation of financial statements
* Closing stock
* Outstanding expenses
* Prepaid expenses
* Accrued income
* Income received in advance.
 | Financial statements of sole proprietorship (contd.,)* Adjustments in the preparation of financial statements
* Depreciation
* Bad debts
* Provision for doubtful debts
* **Provision for discount on debtors**
* Goods taken for personal use
* Goods distributed as free samples
* **Interest on capital**
 | Financial statements of sole proprietorship (contd.,)* Managers commission
* Abnormal loss
* Preparation of trading and profit and loss account and balance sheet of sole proprietorship
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| December | 1 Week | * REVISION

 **Project work** | ASSESSMENT II | ASSESSMENT II | **Winter Break** |
| January | 3 Weeks& 2 Days  | **Winter Break****Accounts from Incomplete records*** Features, Reasons and Limitations
 | **Accounts from Incomplete records*** Difference between Accounts from incomplete records and statement of affairs
 | **Accounts from Incomplete records*** Ascertainment of profit or loss by statement of affairs method
* Preparation of Trading, Profit and Loss Account and Balance Sheet
 | **Accounts from Incomplete records*** Ascertainment of profit or loss by statement of affairs method

**Financial Statement and analysis** |
| February | 2 Weeks | **Financial Statement and analysis (Contd.,)****Project Evaluation** | **Revision** | **ASSESSMENT 3** | **ASSESSMENT 3** |