**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 Book  Double 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 |
| 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** |
| 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 |
| 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** |