

**ANNUAL SYLLABUS
SESSION-2022-2023
CLASS-XI
SUBJECT: ACCOUNTANCY (Code-055)**

CONTENTS
<p>PART A FINANCIAL ACCOUNTING-1</p> <p>UNIT 1: THEORETICAL FRAMEWORK</p> <p>Introduction to Accounting</p> <ul style="list-style-type: none">Accounting- concept, meaning, as a source of information, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.Basic Accounting Terms- Entity, Business Transaction, Capital, Drawings. Liabilities (Non Current and Current). Assets (Non Current, Current); Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount) <p>Theory Base of Accounting</p> <ul style="list-style-type: none">Fundamental accounting assumptions: GAAP: ConceptBasic accounting concept: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and ObjectivitySystem of Accounting. Basis of Accounting: cash basis and accrual basisAccounting Standards: Applicability in IndASGoods and Services Tax (GST): Characteristics and Advantages. <p>UNIT-2 ACCOUNTING PROCESS</p> <p>Recording of Business Transactions</p> <ul style="list-style-type: none">Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.Recording of Transactions: Books of Original Entry- JournalSpecial Purpose books:Cash Book: Simple, cash book with bank column and petty cashbookPurchases bookSales bookPurchases return bookSales return bookJournal proper <p>Note: Including trade discount, freight and cartage expenses for simple GST calculation</p> <ul style="list-style-type: none">Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts <p>Bank Reconciliation Statement:</p> <ul style="list-style-type: none">Need and preparation, Bank Reconciliation Statement
<ul style="list-style-type: none">Completion of the Mid-Term Syllabus by 30th September 2022MID TERM EXAMINATION
CONTENTS
Discussion of Mid - Term Question Paper

Depreciation, Provisions and Reserves

- Depreciation: Meaning, Features, Need, Causes, factors
- Other similar terms: Depletion and Amortization
- Methods of Depreciation:
 - i. Straight Line Method (SLM)
 - ii. Written Down Value Method (WDV)
- **Note: Excluding change of method**
- Difference between SLM and WDV; Advantages of SLM and WDV
- Methods of recording depreciation
 - i. Charging to asset account
 - ii. Creating provision for depreciation/accumulated depreciation account
 - iii. Treatment for disposal of asset
- Provisions and Reserves: Difference between Provisions and Reserves
- Types of Reserves:
 - i. Revenue reserve
 - ii. Capital reserve
 - iii. General reserve
 - iv. Specific reserve
 - v. Secret Reserve
- Difference between capital and revenue reserve

Trial balance and Rectification of Errors

- Trial balance: objectives, meaning and preparation (Scope: Trial balance with balance method only)
- Errors: classification-errors of omission, commission, principles, and compensating; their effect on Trial Balance.
- Detection and rectification of errors;
 - (i) Errors which do not affect trial balance
 - (ii) Errors which affect trial balance
- Preparation of suspense account.

PART-B: FINANCIAL ACCOUNTING-II

UNIT-3: FINANCIAL STATEMENTS OF SOLE PROPRIETORSHIP

Financial Statements

Meaning, objectives and importance; Revenue and Capital receipts. Revenue and Capital expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and net profit. Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. 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, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.

- **PROJECT WORK (As per CBSE guidelines)**
- **Complete the Annual Syllabus by 31st January 2023**
- **ANNUAL EXAMINATION**

NOTE: WHOLE SYLLABUS WILL BE COVERED IN ANNUAL EXAMINATION.