

**ARMY PUBLIC SCHOOL GOPALPUR**  
**SPLIT-UP SYLLABUS**  
**SESSION 2020-21**  
**CLASS: XI SUBJECT: ACCOUNTANCY (055)**

S. N.	Month	NAME OF THE LESSONS	Periods Required (Tentative)
1	JUNE	<b>Introduction to Accounting</b>	<b>11</b>
2	JULY	<b>Theory Base of Accounting</b> <b>Recording of Business Transactions</b> <ul style="list-style-type: none"> <li>• Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.</li> <li>• Recording of Transactions: Books of Original Entry- <ul style="list-style-type: none"> <li>▪ Journal</li> <li>▪ Special Purpose books:</li> <li>▪ Cash Book: Simple, cash book with bank column and petty cashbook</li> <li>▪ Purchases book</li> <li>▪ Sales book</li> <li>▪ Purchases return book</li> <li>▪ Sales return book</li> </ul> </li> </ul> <b>Note: Including simple GST calculations</b>	<b>14</b>  <b>20</b>
3	AUGUST	<b>Recording of Business Transactions contd.</b> <ul style="list-style-type: none"> <li>• Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts</li> </ul> <b>Bank Reconciliation Statement</b>  <b>Depreciation, Provisions and Reserves</b>	<b>10</b>  <b>15</b>  <b>10</b>
4	SEPTEMBER	<b>Depreciation, Provisions and Reserves Contd.</b>  <b>Accounting for Bills of Exchange</b>	<b>10</b>  <b>20</b>

5	OCTOBER	<b>Trial balance and Rectification of Errors</b> <ul style="list-style-type: none"> <li>• Trial balance: objectives and preparation <b>(Scope: Trial balance with balance method only)</b></li> <li>• Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance.</li> <li>• Detection and rectification of errors; preparation of suspense account</li> </ul>	15
6	NOVEMBER	<b>Financial Statements</b> <ul style="list-style-type: none"> <li>• Receipts and Expenditure: Revenue receipts and capital receipts. Capital expenditure, Revenue expenditure and deferred expenditure</li> <li>• Objective and Importance.</li> <li>• Trading and Profit and Loss Account: Gross Profit, Operating profit and net profit. Preparation.</li> <li>• Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation.</li> <li>• 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.</li> </ul>	20
7	DECEMBER	<b>Financial Statements contd.</b> Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments. <b>Incomplete Records</b> Features, Reasons and Limitations. Ascertainment of profit/loss by statement of affairs method.	20      <b>07</b>
8	JANUARY	<b>Incomplete Records contd.</b> Difference between Accounts from incomplete records and Statement of Affairs. Preparation of Trading, Profit and Loss account and Balance Sheet. <b>Computers in Accounting</b>	18      <b>18</b>
9	FEBRUARY	<b>Revision and Project Work</b>	30
10	MARCH	<b>SESSION ENDING EXAMINATION</b>	