

ANNUAL SYLLABUS
SESSION-2023-2024
CLASS-XI
SUBJECT: ACCOUNTANCY (Code-055)

CONTENTS	
PART A FINANCIAL ACCOUNTING-1	
UNIT 1: THEORETICAL FRAMEWORK	
Introduction to Accounting	
<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)	
Theory Base of Accounting	
<ul style="list-style-type: none">• Fundamental accounting assumptions: GAAP: Concept• Basic accounting concept: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity• System of Accounting. Basis of Accounting: cash basis and accrual basis• Accounting Standards: Applicability of Accounting Standards (AS) and Indian Accounting Standards (IndAS)	
Goods and Services Tax (GST): Characteristics and Advantages.	
UNIT-2 ACCOUNTING PROCESS	
Recording of Business Transactions	
<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- Journal• Special Purpose books:• Cash Book: Simple, cash book with bank column and petty cashbook• Purchases book• Sales book• Purchases return book• Sales return book• Journal proper	
Note: Including trade discount, freight and cartage expenses for simple GST calculation	
<ul style="list-style-type: none">• Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts	
Bank Reconciliation Statement:	
<ul style="list-style-type: none">• Need and preparation, Bank Reconciliation Statement	
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.

Incomplete Records

Features, Reasons and limitations

Ascertainment of Profit/Loss by Statement of Affairs method(excluding conversion method)

- **PROJECT WORK (As per CBSE guidelines)**
- **Complete the Annual Syllabus by 31st January 2024**
- **ANNUAL EXAM**
- **Complete Syllabus will be covered in Annual Exam**

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Accountancy (Code No.055)

Course

Structure

Class-XI

(2023-24)

Theory: 80 Marks

Time: 3 Hours

Project: 20 Marks

Units		Periods	Marks
Part A: Financial Accounting-1			
	Unit-1: Theoretical Framework	25	12
	Unit-2: Accounting Process	115	44
Part B: Financial Accounting-II			
	Unit-3: Financial Statements of Sole Proprietorship	60	24
Part C: Project Work		20	20