

ACCOUNTS (858)

Aims:

1. To provide an understanding of the principles of accounts and practice in recording transactions and interpreting individual as well as company accounts.
2. To develop an understanding of the form and classification of financial statements as a means of communicating financial information.

CLASS XI

There will be **two** papers in the subject.

Paper I - Theory: 3 hours80 marks

Paper II- Project Work20 marks

PAPER - I (THEORY) – 80 Marks

There will be one paper of 3 hours duration of 80 marks divided into two parts.

Part I (20 marks) will be compulsory and will consist of short answer questions, testing knowledge, application and skills relating to elementary/fundamental aspects of the entire syllabus.

Part II (60 marks): Candidates will be required to answer **five** questions out of **eight** from this section. Each question shall carry 12 marks.

1. Basic Accounting Concepts

Background of accounting and accountancy: knowledge and understanding of IFRS (International Financial Reporting Standards); GAAP (Generally Accepted Accounting Principles), types of accounts; basic terms used in accounting, Accounting Standards and Accounting Equation.

- (a) Evolution of accounting; difference between bookkeeping, accounting and accountancy; functions, characteristics, objectives, advantages and limitations of accounting; users of accounting information; subfields of accounting - meaning of financial accounting, cost accounting and management accounting.
- (b) IFRS: Introduction to IFRS.
- (c) GAAP: Going concern, Accounting Entity, Money Measurement, Accounting Period, Complete Disclosure, Revenue Recognition, Verifiable Objective, Matching Principle, Historical Cost, Accrual Concept, Dual Aspect Concept, Materiality, Consistency, Prudence and Timeliness.

(d) Accounting Standards: Concept and objectives.

(e) Basic Terms: Event, Transaction, Vouchers, Debtors, Creditors, Purchases, Sales, Assets (intangible, tangible, fixed, current, liquid and fictitious), Liabilities (internal and external – current, fixed and contingent), Goods traded in, Stock (raw material, work in progress and finished goods), Profit, Loss, Expense, Revenue, Income, Drawings and Capital.

(f) Basis of accounting – cash basis, accrual basis and hybrid basis.

(g) Accounting equation – Meaning and usefulness (Numericals not required).

2. Journal, Ledger and Trial Balance

(i) Journal: recording of entries in journal with narration.

(a) Classification of Accounts.

(b) Double Entry System.

(c) Rules of journalizing – traditional classification or modern approach.

(d) Meaning of journal.

(e) Format of journal.

(f) Simple and compound journal entries (with specimens to practice).

(g) Advantages of using a journal.

(ii) Ledger: posting from journal to respective ledgers.

(a) Meaning of ledger.

(b) Format of a ledger.

(c) Mechanics of posting.

(d) Balancing of various ledger accounts.

(e) Practical problems on journal and ledger.

(iii) *Sub-division of journal - cash book [including simple cash book and double column cash book (cash and bank). Petty cash book (including simple, analytical and imprest system), sales day book, purchases day book, sales return day book, purchases return day book, bills receivable book, bills payable book and Journal proper.*

Mechanics of posting from special subsidiary books.

(iv) Trial balance.

(a) *Meaning, objectives, advantages and limitations of a trial balance.*

(b) *Preparation of the trial balance from given ledger account balances.*

(c) *Redrafting of a trial balance.*

3. Bank Reconciliation Statement

Bank reconciliation statement.

(a) *Meaning and need for bank reconciliation statement.*

(b) *Preparation of a bank reconciliation statement from the given cash book balance or pass book balance or both.*

(c) *Preparation of a bank reconciliation statement from the extract of the cash book as well as the pass book relating to the same month.*

4. Depreciation, Provisions and Reserves

(i) Depreciation.

Depreciation - meaning, need, causes, objectives and characteristics.

(ii) Methods of charging depreciation (Straight Line and Written Down Value method).

Method of recording depreciation – charging to asset account, creating provision for depreciation / accumulated depreciation, treatment of disposal of fixed assets.

(iii) Problems relating to purchase and sale of assets incorporating the application of depreciation under the two stated methods.

Self explanatory.

NOTE: *Questions on change of method from SLM to WDV and vice-versa are not required.*

5. Bills of Exchange

(i) Introduction to Negotiable Instruments: explanation of basic terms.

Meaning of negotiable instruments; Bills of exchange, promissory note (including specimen and distinction), cheque, advantages and disadvantages of Bills of Exchange, explanation of basic terms - drawer, drawee, payee, endorser, endorsee, bill on demand / bill on sight, bill after date, bill after sight, tenure of the bill, days of grace, due date, endorsement and discounting of bills, bill sent for collection, dishonour of a bill, noting charges, notary public, renewal of a bill, retirement of a bill and insolvency of the drawee/acceptor.

(ii) Practical problems on the above in the books of drawer, drawee, endorsee and bank.

Self explanatory.

NOTE: *Accommodation Bill is not required.*

6. Final Accounts and Concept of Trading, Profit and Loss account and Balance Sheet (with and without adjustments), Marshalling of Balance Sheet

(i) Capital and revenue expenditure/income.

(a) *Meaning and difference between capital expenditure and revenue expenditure with examples.*

(b) *Meaning and difference between capital income and revenue income with examples.*

(c) *Meaning and difference between capital profit and revenue profit with examples.*

(d) *Meaning and difference between capital loss and revenue loss with examples.*

(e) *Meaning of deferred revenue expenditure with examples.*

(ii) Provisions and Reserves.

Meaning, importance; difference between provisions and reserves; types of reserves - revenue reserve, capital reserve, general reserve, specific reserve and secret reserve.

(iii) Trading, Profit and Loss Account and Balance Sheet of a sole trader, (Horizontal Format) without adjustments.

Meaning object, importance and preparation of Trading, Profit and Loss Account and Balance Sheet of sole trader.

- (iv) Preparation of Trading Account, Profit and Loss Account and Balance Sheet with necessary adjustments.

Adjustments relating to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation and bad debts, provision for doubtful debts, provision for discount on debtors, creditors and manager's commission, goods distributed as free samples and goods taken by the owner for personal use, abnormal loss, interest on capital and drawings.

- (v) Marshalling of a Balance Sheet: Order of permanence and order of liquidity.

Self explanatory.

7. Accounts from incomplete records

- (i) Single entry and difference with double entry.
(a) *Meaning, characteristics and limitations.*
(b) *Difference between Statement of Affairs and Balance Sheet.*
- (ii) Ascertainment of profit/loss by statement of affairs method including application.

Self explanatory.

- (iii) Conversion of Single entry into double entry.

Preparation of Trading and Profit & Loss Account and Balance Sheet (with reference to missing figures in total debtors account, total creditors account, Bills Receivable account, Bills Payable account).

NOTE: *Single entry system as applied to partnership firms is not required.*

8. Non Trading Organisation

- (i) Non trading organization: meaning, objectives, necessity and treatment of specific items.
Self explanatory.
- (ii) Different books maintained and differences between them.
(a) *Receipts and Payments Accounts: meaning, features, differences between Receipts and Payments Account and Cash Book.*
(b) *Income and Expenditure Accounts: meaning, features, difference, between Income and Expenditure account and Profit and Loss account.*
(c) *Balance Sheets and its role.*

- (iii) Preparation of Income and Expenditure Account and Closing Balance Sheet.

Preparation of Income and Expenditure Account and Balance Sheet when Receipts and Payments Account and other information is given.

NOTE: *Preparation of a Receipt and Payments Account only or an Income and Expenditure Account with a Balance Sheet from incomplete records need not be covered.*

9. Rectification of Errors

Errors and types of errors: errors of omission; errors of commission; errors of principle; compensating errors.

- (a) *Errors disclosed by the trial balance.*
(b) *Errors not disclosed by the trial balance.*
(c) *Rectification of errors after the preparation of trial balance and use of suspense account.*
(d) *Rectification of Errors after the preparation of Final Accounts.*

10. Introduction to the use of Computers in Accounting

- **Introduction to Computerised Accounting System:** Components of CAS, Features, Grouping of Accounts. Advantages and Limitations of CAS, Accounting Information System.
Self explanatory.
- Application of computers in Accounting (Only theory) — Automation of accounting process, designing accounting reports (MIS reports) – Chart of accounts – Assets/liabilities/ income/ expenses/ capital, customer and supplier masters, type of transaction: cash, bank, sale, purchase, journal vouchers; general ledger/trial balance, balance sheet, profit and loss, data exchange with other information systems.
- Comparison of accounting processes in manual and computerized accounting.

Introduction to Computerised Accounting systems - Basic understanding and advantages and disadvantages of ready to use, customized, tailor-made accounting systems (E.g.: Tally, VISHESH or any other accounting system).

PAPER II – PROJECT WORK – 20 Marks

Candidates will be expected to have completed **two** projects from any topic covered in Theory.

Mark allocation for **each** Project [10 marks]:

| | |
|--------------------------------|---------|
| Overall format | 1 mark |
| Content | 4 marks |
| Findings | 2 marks |
| Viva-voce based on the Project | 3 marks |

A list of suggested Projects is given below:

- Preparation of Journal, Ledger, Trial balance and Financial Statements of a trading organization on the basis of a case study.
 - Develop a case study of a sole trader starting business with a certain amount of capital.
He could have got the amount from his past savings or by borrowing from a bank by mortgaging his personal assets or by winning a lottery or any other source.
 - Write in detail, his transactions during the year- his purchases - cash and credit, sales-cash and credit, expenses, purchase of fixed assets and depreciation charged on them, any outstanding expenses, prepaid expenses, accrued income, drawing bills of exchange, accepting bills payable, etc.
 - From this case study developed (which should have at least 15 transactions), pass the journal entries, post them into the ledger, prepare a Trial Balance and the Trading and Profit and Loss Account and Balance Sheet.
 - The various expenses for comparison purposes, could be depicted in the form of bar diagrams, pie charts, etc.
- Preparation of the accounts of a Not-for-Profit-Organisation on the basis of a case study.
 - Develop a case study of an NPO by beginning with the primary motive of establishing it, that is, why have you decided to open a club or a library or a hospital, etc.
 - Write in detail about the sources of capital fund, subscriptions, donations, other receipts and payments of your NPO.
 - From this case study developed (which should have at least 15 transactions), prepare the

NPO's Receipts and Payment Account, its Income and Expenditure Account and its Balance Sheet.

- The various expenses, for comparison purposes, could be depicted in the form of bar diagrams, pie charts, etc.
- Prepare a Bank Reconciliation Statement and Amended Cash Book from the information given in your Cash Book and Bank Statement (Pass Book).
 - Complete the labels.
 - Prepare a Spreadsheet as per the following format:

| Revenue | Jan. | Feb. | March | April |
|------------------|------|------|-------|-------|
| Outdoor Sales | | | | |
| Indoor Sales | | | | |
| Total Sales | | | | |
| | | | | |
| Expenses | | | | |
| Salaries | | | | |
| Rent & Utilities | | | | |
| Others | | | | |
| Total Expenses | | | | |
| | | | | |
| Net profit | | | | |

- Fill the Sales and Expenses for the months in lakhs and calculate the Total Sales and Total Expenses.
- Calculate the Net Profit using the excel formulas by subtracting the expenses from revenue.
- Highlight all the numbers and prepare a Bar Chart showing the Indoor and Outdoor Sales for the months.
- Save your work on the desktop as **Label_Project**.
- Print a hard copy of your work and close the file.

CLASS XII

There will be **two** papers in the subject.

Paper I - Theory: 3 hours80 marks

Paper II- Project Work20 marks

PAPER - I (THEORY) – 80 Marks

There will be one paper of 3 hours duration of 80 marks divided into three Sections A, B and C.

It will be **compulsory** for all candidates to attempt **Section A**.

Section A (60 Marks) will consist of **two** parts, **Part I** and **Part II** and have a total of **eight** questions.

Part I (20 Marks): will consist of **Question 1 (compulsory)**. This question will include short answer questions, testing knowledge, application and skills relating to elementary/fundamental aspects of the entire syllabus. **Question 1** will be based on **Section A** of the syllabus.

Part II (40 Marks): Candidates will be required to answer **four** questions out of **seven** from this part. Each question shall carry 10 marks. **Part II** will also be based on **Section A** of the syllabus.

Section B/ C (20 marks): Candidates will have a choice of attempting questions **either** from **Section B** or **Section C**. Candidates will be required to answer **two** questions out of **three** from the section of their choice. Each question shall carry 10 marks.

SECTION A

1. Joint Venture

Joint Venture: objectives; necessity and methods of accounting (recording of transactions in the books of one Co-venturer, recording of transactions in the books of all Co-venturers, recording of transactions in separate set of books).

Joint Venture: meaning, features, objectives and problems under the three methods of accounting.

(a) Recording of transactions in the books of one Co-venturer only.

(b) Recording of respective transactions in the books of all Co-venturers (memorandum method).

(c) Recording of transactions in separate set of books.

NOTE:

Valuation of closing stock in Joint Venture including abnormal and normal losses are included.

Interim settlement of accounts, interest calculation, incomplete ventures on the date of final settlement of accounts, Joint Ventures for underwriting shares and conversion of consignment into joint venture are excluded from the syllabus.

2. Partnership Accounts

A. Fundamentals of Partnership

(i) Definition, meaning and features of a Partnership.

Self explanatory.

(ii) Provisions of The Indian Partnership Act, 1932, with respect to books of accounts.

(a) *Meaning and importance.*

(b) *Rules applicable in the absence of a partnership deed.*

(iii) Preparation of Profit and Loss Appropriation Account and Capital Accounts.

(a) *Profit and Loss Appropriation Account.*

(b) *Partners' capital accounts: fixed and fluctuating.*

Interest on capital, interest on drawings, salary, commission to partners and managers, transfer to reserves, division of profit among partners, guarantee of profits and past adjustments (Relating to interest on capital, interest on drawing, salary and Profit Sharing Ratio).

(iv) Goodwill - concept and mode of valuation.

(a) *Meaning, nature and features of Goodwill.*

(b) *Factors affecting the value of goodwill.*

(c) *Mode of Valuation.*

• *Average profit method.*

– *Simple average.*

– *Weighted average method.*

• *Super profit method.*

• *Capitalization method.*

– *Capitalization of average profit.*

– *Capitalization of super profit.*

NOTE 1: *Capital Employed/Net assets are Total assets (excluding goodwill if existing in the balance sheets and fictitious assets) less outside liabilities.*

NOTE 2:

- Interest on partner's loan to be taken as a charge against profits.
- Interest on loan should be credited to a separate loan account.
- Rent paid to a partner is a charge against profit and is to be credited to partners' current account in case of fixed capital system or to partners' capital account when capitals are fluctuating.
- Manager's commission and Partners commission to be calculated on corrected Net Profit of the Profit and Loss account if question is silent.
- Interest is to be charged or allowed on current account only when specifically instructed.
- Admission of manager as a Partner is excluded.

B. Reconstitution of Partnership

I. Admission

- (i) Calculation of new profit sharing ratio, sacrificing ratio and gaining ratio.

Self Explanatory

- (ii) Accounting treatment of goodwill on admission of a partner.

Based on Accounting Standard –26 issued by the Institute of Chartered Accountants of India in the context of Intangible Assets.

- (a) Premium for goodwill paid privately.
- (b) Premium for goodwill paid (in cash or kind) and retained in the business.
- (c) Premium for goodwill paid and withdrawn by the old partners.
- (d) When the incoming partner cannot bring premium for goodwill in cash, adjustments are to be done through the current account.
- (e) Hidden goodwill.

- (f) When goodwill appears in the old Balance Sheet.

NOTE: Personal Goodwill and loan account raised when the incoming partner does not bring in cash for his share of goodwill are excluded from the syllabus.

- (iii) Preparation of Revaluation Account.

Preparation of a Revaluation Account where changes in the values of assets and liabilities are reflected in the new Balance Sheet after reconstitution of a partnership firm.

NOTE: Memorandum revaluation account is excluded from the syllabus.

- (iv) Accounting treatment of accumulated profits and losses.

General Reserve / Reserve Fund, Workmen Compensation Reserve/Fund, Investment Fluctuation Reserve/Fund, Contingency Reserve, Profit and Loss Account (Debit and Credit balance) and Advertisement Suspense Account/ Deferred Revenue Expenditure.

- (v) Adjustment of Capitals.

- (a) Adjustment of old partner's Capital Accounts on the basis of the new partner's capital.
- (b) Calculation of new partner's capital on the basis of old partner's adjusted capital.

II. Change in profit sharing ratio

- (i) Calculation of new profit sharing ratio, sacrificing and gaining ratio.

Self Explanatory.

- (ii) Accounting treatment of goodwill.

Self Explanatory.

- (iii) Accounting treatment of accumulated profits and losses

General Reserve / Reserve Fund, Workmen Compensation Reserve/Fund, Investment Fluctuation Reserve/Fund, Contingency Reserve,

Profit and Loss Account (Debit and Credit balance) and Advertisement Suspense Account/ Deferred Revenue Expenditure.

- (iv) Revaluation of assets and reassessment of liabilities.

Self explanatory.

NOTE: Admission of a partner during an accounting year, Joint Life Policy and Individual Life Policy are excluded from the syllabus.

III. Retirement and death of a partner

- (i) Calculation of new profit sharing ratio, gaining ratio and sacrificing ratio.

Self Explanatory.

- (ii) Adjustment with regard to goodwill including hidden goodwill.

Self Explanatory.

- (iii) Adjustment with regard to undistributed profits and losses.

Self Explanatory.

- (iv) Adjustment with regard to share of profits from the date of the last Balance Sheet to the date of retirement or death (on the basis of time or turnover).

Self Explanatory.

- (v) Preparation of Revaluation Account on retirement or death of a partner.

Self Explanatory.

- (vi) Adjustment of capitals.

(a) *Readjusting the adjusted capital of the continuing partners in the new profit sharing ratio.*

(b) *Adjusting the capitals of the continuing partners on the basis of the total capital of the new firm.*

(c) *When the continuing partners bring in cash to pay off the retiring partners.*

- (vii) Calculation and payment of amount due to retiring partner

Self Explanatory.

- (viii) Construction of loan account and executor's account.

Self Explanatory.

NOTE: Memorandum Revaluation Account, Joint Life Policy, Individual life policy and calculation of interest accrued but not due in the outgoing partners /executors account are excluded from the syllabus.

IV. Dissolution of a Partnership firm.

- (i) Meaning of dissolution, modes of settlement of accounts.

Self Explanatory

- (ii) Preparation of Realization Account.

Accounting treatment of realization expenses:

▪ *Paid by the firm –
Realization account Dr.
To cash account*

▪ *Paid by the partner on behalf of the firm –
Realization account Dr.
To partner's capital account*

▪ *The firm pays a fixed amount to the partner and the partner has to bear the expenses –*

(a) *Realization account Dr.*

To partner's capital account

(b) *If the amount is paid by the partner from firm's cash, then only -*

Partner's capital account Dr.

To cash account

(No entry (b) will be passed if the expenses are borne or paid by the partner out of his pocket)

- (iii) Treatment of undistributed profits and losses.

Self Explanatory.

- (iv) Preparation of Cash / Bank Account.

Self Explanatory.

- (v) Preparation of memorandum balance sheet.

Self Explanatory.

NOTE:

- When an asset or a liability is taken to the realization account any corresponding/related fund or reserve is also transferred to realization account and not to capital account.
- When accounts are prepared on a fixed basis, partners current account balances are to be transferred to capital account. No adjustments are required to be passed through current account.
- Admission cum retirement, amalgamation of firms and conversion/sale to a company together with piecemeal distribution and insolvency of a partner / partners not required.
- Bank overdraft is not to be transferred to realization account but bank loan must be transferred to realization account.
- If question is silent about the payment of a liability, then it is has to be paid out in full.
- If the question is silent about the realization of an asset, its value is assumed to be nil.
- Loan given to a partner or taken from a partner will be passed through cash or bank account.

3. Joint Stock Company Accounts

A. Issue of Shares.

Problems on issue of shares.

- (a) Issue of shares at par, premium and discount under Companies Act, 1956.
- (b) Issue of shares for considerations other than cash:
 - To promoters (can be considered either through Goodwill account or Incorporation costs account).
 - To underwriters.
 - To vendors.
- (c) Calls in arrears, calls in advance and interest thereon including the preparation of ledger accounts.

- (d) Over and undersubscription (including prorata allotment).

NOTE: In prorata allotment when shares are issued at a premium, excess money received on application will first be adjusted towards the share capital. Any excess thereon will be utilized towards the securities premium.

When allotment or any call money is due, it is to be transferred to the calls in arrears account, on which interest if provided in the Articles of Association will be calculated.

- (e) Forfeiture and reissue of shares at par, premium or discount.

Self explanatory.

NOTE: Issue of bonus and rights shares, private placement of shares, sweat equity shares, employees stock option scheme, reservations for small individual participants and minimum tradable lots are not required.

B. Issue of Debentures

Problems on issue of debentures (at par, at premium and at discount.)

Problems on issue of debentures to include:

- (a) Issue of debentures at par, at premium and at discount under Companies Act.
- (b) Issue of debentures as collateral security for a loan.
- (c) Issue of debentures for considerations other than cash.
 - To promoters.
 - To underwriters.
 - To vendors
- (d) Accounting entries at the time of issue when debentures are redeemable at par and premium.
- (e) Interest on debentures.
- (f) Methods and accounting treatment of writing off discount and loss on issue of debentures.

NOTE:

Premium on the redemption of debentures to be recorded under the sub-head 'Provisions'.

Redemption of debentures with or without sinking funds is excluded.

C. Final Accounts of Companies

Application of Schedule VI Part I and II of Companies Act, 1956.

Schedule VI Part I under Companies Act - Preparation of a company Balance Sheet. (Horizontal Form).

Schedule VI Part II under Companies Act - preparation of a company Profit & Loss Account and Profit & Loss Appropriation Account.

Preparation of Final Accounts of a company from a trial balance with or without adjustments.

NOTE:

Managerial remuneration and taxation are not required.

Debit balance of profit and loss account are to be shown in the asset side of balance sheet to the extent not written off

Calls in advance is to be taken as a current liability.

SECTION B

4. Financial Statement Analysis

Comparative Statements and Common Size Statements.

Meaning, significance and limitations of Comparative Statements and Common Size Statements.

Preparation of comparative balance sheet and income statement (inter-firm and intra-firm) relating to two different periods showing absolute change and percentage change.

Common size balance sheet to be prepared as a percentage of total assets and total liabilities.

Common size income statement to be prepared as a percentage of net sales.

5. Cash Flow Statement (Only for Non-Financing Companies)

(i) Meaning, importance and preparation of a Cash Flow Statement.

NOTE: *Based on Accounting Standard – 3 (revised) issued by the Institute of Chartered Accountants of India.*

(ii) Calculation of net cash flows from operating activities based on Indirect Method only.

Preparation of a Cash Flow Statement from two consecutive years' Balance Sheet with or without adjustments.

NOTE: *Any adjustment or an item in the Balance Sheet relating to issue of bonus shares, Foreign Currency Cash Flows; Extraordinary items; Investment in Subsidiaries, Associates and Joint Ventures; Acquisitions and Disposals of Subsidiaries and other Business Units; and Non Cash Transactions are not required. Redemption of preference shares and debentures with or without sinking funds and refund of tax are excluded.*

(iii) Preparation of Cash Flow Statement on basis of operating, investing and financing activities.

The following items are to be taken when calculating net cash flows from financing activities:

- *Issue or redemption of shares and debentures at par, at a premium or at a discount.*
- *Interest and dividend paid on debentures, shares and public deposits.*
- *Cash proceeds from public deposits.*
- *Any loan (long term, medium term or short term) whether taken or repaid.*
- *Share issue expenses paid.*

The following items are to be taken when calculating net cash flows from investing activities:

- *Cash purchase of fixed assets.*
- *Cash sale of fixed assets.*
- *Purchase of shares or debentures or long term investments of other companies.*
- *Interest and dividend received on shares or debentures or long term investments of other companies.*
- *Sale of shares or debentures or long term investments of other companies.*

The following items are to be taken for cash and cash equivalents:

- Cash
- Bank
- Short term investments
- Marketable securities
- Bank overdraft
- Cash credit

NOTE: Adjustments relating to provision for taxation, proposed dividend, interim dividend, amortization of intangible assets, profit or loss on sale of fixed assets including provision for depreciation on them, Profit or loss on sale of investment.

To calculate cash flow from operating activities the Adjusted Profit and Loss Account is not acceptable as per AS-3.

6. Ratio Analysis

Meaning, advantages and limitations of ratio analysis.

- (i) Problems on ratio analysis (excluding interpretation, analysis, comparisons, conclusions and the preparation of Trading, Profit & Loss Account and Balance Sheet).

(a) *Liquidity Ratio: Current Ratio and Quick Ratio.*

1. Current ratio

$$= \frac{\text{Current assets}}{\text{Current liabilities}}$$

2. Quick/Liquid/Acid test ratio

$$= \frac{\text{All current assets} - \text{stock} - \text{prepaid expenses}}{\text{All current liabilities} - \text{bank overdraft}}$$

(b) *Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio, Interest Coverage Ratio.*

1. Debt-equity ratio

$$= \frac{\text{Long term debts}}{\text{Shareholders' fund}}$$

2. Total assets to debt ratio

$$= \frac{\text{Total Assets} - \text{Fictitious Assets}}{\text{Long term debts}}$$

3. Proprietary ratio

$$= \frac{\text{Shareholders' Fund}}{\text{Total Assets} - \text{Fictitious Assets}}$$

[NOTE: Shareholders' fund is equal to Equity share capital + Preference share capital + Reserves and Surplus – Fictitious assets.]

4. Interest coverage ratio =

$$\frac{\text{Net profit before interest and taxes}}{\text{Interest}}$$

(c) *Activity Ratios: Stock turnover ratio, debtors turnover ratio, creditors turnover ratio, working capital turnover ratio*

1. Debtors turnover ratio

$$= \frac{\text{Net credit sales}}{\text{Average debtors} + \text{Average bills receivable}} = \text{number of times}$$

2. Creditors turnover ratio

$$= \frac{\text{Net credit purchases}}{\text{Average creditors} + \text{Average bills payable}} = \text{number of times}$$

3. Working Capital turnover ratio

$$= \frac{\text{Net sales}}{\text{Working Capital}} = \text{number of times}$$

4. Stock turnover ratio

$$= \frac{\text{Cost of goods sold}}{\text{Average stock}} = \text{number of times}$$

(d) *Profitability Ratios: Gross profit ratio, operating ratio, operating profit ratio, net profit ratio.*

1. Gross profit ratio

$$= \frac{\text{Gross Profit}}{\text{Net Sales}} \times 100$$

2. Net profit ratio

$$= \frac{\text{Net Profit}}{\text{Net Sales}} \times 100$$

3. Operating ratio

$$= \frac{\text{Cost of goods sold} + \text{operating expenses}}{\text{Net Sales}} \times 100$$

4. Operating profit ratio =

$$\frac{\text{Operating Profit}}{\text{Net sales}} \times 100$$

5. Earning per share =

$$\frac{\text{PAT} - \text{Preference Dividend}}{\text{number of equity shares}}$$

NOTE:

Net = Gross – returns

$$\text{Average} = \frac{\text{opening} + \text{closing}}{2}$$

Working capital = current assets – current liabilities.

Loose tools and spare parts are not to be taken in the calculation of Current Ratio.

Current assets = cash in hand, cash at bank, marketable securities, short-term investments, sundry debtors, bills receivable, accrued income, prepaid expenses, stock in trade.

Current liabilities = Sundry creditor, bills payable, liability for taxes, outstanding expenses, income received in advance, provision for taxation, proposed dividend, bank overdraft, short term loan.

Long term debts = Secured loans + Unsecured loans.

Cost of Goods sold = opening stock plus net purchases plus direct expenses minus closing stock.

OR

Cost of Goods sold = Net sales minus gross profit.

Operating ratio = 100 – operating profit ratio.

Operating profit = Gross profit minus Administrative expenses minus selling and Distribution expenses.

OR

Operating profit = Net profit plus non-operating expenses minus non-operating incomes.

NOTE: Current Ratio includes Net Debtors (Gross Debtors – Provision for doubtful debts) while Debtors Turnover Ratio includes Gross Debtors.

SECTION C

7. Accounting Application of Electronic Spread Sheet

(i) Concept of Electronic Spreadsheet.

Meaning, utility, merits and demerits of Electronic spreadsheets.

(ii) Features offered by Electronic Spreadsheet.

An understanding of basic features of electronic spreadsheets such as: Creating worksheet, entering data into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet. Opening and moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with single and multiple workbooks - copying, renaming, moving, adding and deleting, copying entries and moving between workbooks. Formatting of worksheet- Auto format, changing - alignment, character styles, column width, date format, borders and colours. Previewing and Printing worksheet - Page setting, Print titles, Adjusting margins, Page break, headers and footers. Formulas – summation, subtraction, division, multiplication, average and percentage. Functions: date, if-then- else, freezing panes.

(iii) Application of spreadsheets in generating the following accounting information:

1. Payroll

Components of payroll – Basic, HRA, DA and TA, CCA, deduction for PF and income tax.

2. Data Presentation

Graphs and charts- using wizards, various charts type, formatting grid lines and legends, previewing & printing charts
Database - creation, sorting, query and filtering a database.

8. Database Management System (DBMS)

(i) Concept and Features of DBMS.

Types and features of DBMS system – SQL and ORACLE.

(ii) DBMS in Business Application.

Database design, tables, fields, relationships, forms reports and indexing.

The following examples of DBMS in business application:

- *Accounting Information*
- *Debtors and Creditors*
- *Bank Reconciliation Statement*
- *Asset Accounting*

PAPER II – PROJECT WORK – 20 Marks

Candidates will be expected to have completed **two** projects from any topic covered in Theory.

The project work will be assessed by the teacher and a Visiting Examiner appointed locally and approved by the Council.

Mark allocation for **each** Project [10 marks]:

| | |
|--------------------------------|---------|
| Overall format | 1 mark |
| Content | 4 marks |
| Findings | 2 marks |
| Viva-voce based on the Project | 3 marks |

A list of suggested Projects is given below:

1. Preparation of Journal, Ledger, Trial balance and Financial Statements of a partnership form of business on the basis of a case study.
 - Develop a case study showing how two or more friends decide to come together and start a business with a certain amount of capital.
 - Prepare their Partnership Deed.
 - Write in detail, their transactions during the year: purchases - cash and credit, sales - cash and credit, expenses, purchase of fixed assets and depreciation charged on them, any outstanding expenses, prepaid expenses, accrued income, drawing bills of exchange, accepting bills payable etc.
 - From this case study developed (which should have at least 15 transactions), pass the journal

entries, post them into the ledger, prepare a Trial Balance and the Trading and Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet.

- The various expenses, for comparison purposes, could be depicted in the form of bar diagrams, pie charts, etc.
 - Calculate relevant accounting ratios- giving their formulae, computation and significance (all this could be part of the viva-voce).
 - The ratios could also be shown graphically and/ or pictorially (bar diagrams, pie charts) and if possible, could be compared with the ratios of the industry.
2. Preparation of a Cash Flow Statement with the help of imaginary Balance Sheets of a company for two consecutive years could be taken along with at least five additional information (depreciation, purchase/ sale of fixed assets, Dividend paid/ proposed, Tax paid/ proposed).
 - The results of the operating, investing and financing activities could be shown graphically and/ or pictorially (bar diagrams, pie charts).
 3. Preparation of Common Size and Comparative Income Statement and Balance Sheet of a company by taking into account its audited financial results of two quarters of an accounting year.
 - The comparison has to be made in the form of Common Size and Comparative Income Statement and Balance Sheet.
 - The comparison could also be shown graphically and/ or pictorially (bar diagrams, pie charts).
 4. Taking the audited/ unaudited financial results of any leading company, its liquidity, solvency, turnover and profitability ratios of two years should be calculated and the comparison of the ratios of both the years should be shown graphically and/ or pictorially (bar diagrams, pie charts).
 5. Employee Salary Sheet:
 - (i) Design a spreadsheet using the following fields:
 Employee’s Name: String Variable of maximum size of 40 characters
 Date of Joining: Date in English U.K. format

Basic Salary: upto 2 places after decimal

Calculate their net salary using the Employee's data. [Feed in random data for 20 to 25 employees]

Some of the instructions are given below:

(ii) Important Instructions:

Dearness Allowance (DA) is paid @ 45% of Basic Salary.

House Rent Allowance (HRA) is paid @ 15% of (Basic Salary + DA)

City Compensatory Allowance (CCA) is paid @ 8.3% of (Basic Salary + DA + HRA)

Provident Fund (PF) is deducted @ 12% of (Basic Salary + DA)

Income Tax (IT) is deducted @ 10% of (Basic Salary + DA + HRA + CCA)

Net Salary is summation of Basic Salary + DA + HRA + CCA less PF and IT

(iii) Save your worksheet on the desktop as **Employee_Salary**.

(iv) Print a Hard Copy of your work and close the file.

6. Revenue and Commission Statement

Prepare a Spreadsheet for a certain Company which pays a commission based upon books sold.

Prepare a revenue and commission statement based upon the following information:

| Name of Salesperson | Number of Soft Cover Books sold | Number of Hard Cover Books sold |
|---------------------|---------------------------------|---------------------------------|
| Suresh Mehta | 1546 | 360 |
| Gladstone David | 1788 | 315 |
| Manish Arora | 1340 | 294 |
| Manmeet Singh | 990 | 450 |
| Vineet Saighal | 1105 | 689 |

Assumption:

Price of Hard Cover Books: @Rs. 34.45 per Book

Price of Soft Cover Books: @ Rs. 22.05 per Book

Commission on Hard Cover Books: 9.0%

Commission on Soft Cover Books: 12%

Prepare a spreadsheet showing your calculation to determine:

(i) Revenue (Hard Cover Books and Soft Cover Books)

(ii) Total Revenue

(iii) Commission (Hard Cover Books and Soft Cover Books)

(iv) Total Commission

(v) Create a Chart (any style) showing the above information.

Open the original page (with lines and shading) as well as a formula page. (The entire formula must be shown)

Use “=round(.0)” where applicable so that all columns add correctly.

7. Spreadsheet on Outstanding Report

Prepare and Present a Spreadsheet for a list of outstanding notes receivable each month. The information for a particular month is as follows:

Use the following financial information:

| Face Value | Interest Rate | Other details |
|------------|---------------|----------------------------|
| 0 | 10.8% | Late Penalty: 11% |
| 500 | 9.2% | Report date: July 30, 2011 |
| 1000 | 8.96% | Days / Year: 365 |

| Note Number | Face Value | Period Days | Issue Date |
|-------------|------------|-------------|------------|
| 1 | Rs. 525 | 90 | 7/2/2011 |
| 2 | Rs. 612 | 60 | 14/3/2011 |
| 3 | Rs. 210 | 45 | 19/5/2011 |
| 4 | Rs. 800 | 120 | 10/6/2011 |
| 5 | Rs. 1469 | 30 | 24/6/2011 |

Show the Interest rate, Days outstanding, Interest earned, Late penalty and Total due.

Use appropriate Lines and Shading to make the report interesting and easy to read. Use two places after the decimals where appropriate.

Prepare a chart to show the above information.

8. Database Management

(i) Create a Database with at least 10 records with each record having the following fields:

Employees Details: PAN Number, Name, Address and Phone Number

(ii) Sort the names in alphabetical order.

(iii) The Employee database has another table called Loan Details that stores the details of loan taken by various employees. Create a

query that gives a list of employees names along with loan details.

The loan details table has following fields:

Loan Amount, Loan Date, Interest Rate, Amount Paid and Amount Balance.

- (iv) Create a Report as per the format given below:

Employee Loan Details:

| Emp. No. | Emp. Name | Loan Amount | Loan Date | Amount Paid | Balance Amount |
|----------|-----------|-------------|-----------|-------------|----------------|
|----------|-----------|-------------|-----------|-------------|----------------|

Decide tables, relationships etc. on your own.

9. Database Management:

- (i) Create an Accounts Table by following the steps given below:
- Click on the new button and highlight Design View in the dialog box that appears.
 - Click the OK button and the Table Design View will appear.
 - Fill in the Field Name, Data Type and Description for each column/field in the Account Table.

| Field Name | Data Type | Description |
|-------------|-----------|--|
| CustomerID | Number | The Unique Identifier for a Customer |
| AccountNo | Number | The Unique Identifier for a Bank Account |
| AccountType | Text | The type of account (Checking, Saving etc.) |
| DateOpened | Date | The date the account was opened |
| Balance | Number | The current balance (money) in this account. |

- (ii) Define a Primary Key for the Accounts table. Click on the AccountNumber field with the right mouse button and choose Primary Key from the pop-up menu.

- (iii) Save the new Accounts Table.

10. Selection Grade Card

- (i) Make a Spreadsheet of a Selection Grading Chart using the following details:

| Candidate's Name: | String type |
|-------------------|--------------|
| Test 1: | Integer type |
| Test 2: | Integer type |
| Test 3: | Integer type |
| Test 4: | Integer type |

The Worksheet format is as follows:

| S.N. | Name of the Candidate | Test-1 (Max 25 Mks) | Test-2 (Max 25 Mks) | Test-3 (Max 25 Mks) | Test-4 (Max 25 Mks) |
|------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| 1 | Alfred Gomes | 24 | 22 | 18 | 23 |
| 2 | Shankar Pandey | 17 | 20 | 17 | 20 |
| 3 | Ali Hassan Raza | 22 | 19 | 20 | 14 |
| 4 | P. Subba Rao | 20 | 19 | 19 | 17 |
| 5 | Sushanto Mukerjee | 19 | 21 | 24 | 22 |

- (ii) Compute the percentage for each candidate's total. Show the total score and the percentage for each candidate.
- (iii) Create a Header for the Chart. Include your name.
- (iv) Save your work on the desktop as **Merit_Project**.
- (v) Print a hard copy of your work and close the file.

NOTE: No question paper for Practical work will be set by the Council.