

**REVISED SYLLABUS OF THE SUBJECT ACCOUNTANCY
FOR HIGHER SECONDARY SECOND YEAR
IMPLEMENTED FROM THE YEAR 2022**

ACCOUNTANCY
SYLLABUS FOR HIGHER SECONDARY SECOND YEAR COURSE.

Theory: 80 marks

Time: Three Hours.

Project: 20 Marks

Unitwise Distribution of Marks & Periods:

Part A: Accounting for Not- for- Profit Organisations and Partnership Firms (40 Marks)

Unit	Topics	Marks.	Periods.
Unit-I	Accounting for Not-for-Profit Organisation.	08	20
Unit-II	Accounting for Partnership: Basic Concepts.	10	20
Unit-III	Reconstitution of Partnership Firm- Admission of a Partner.	08	25
Unit-IV	Reconstitution of Partnership Firm- Retirement/Death of a Partner.	08	20
Unit-V	Dissolution of Partnership Firm	06	15
Total (Part A)		40	100

EITHER

Part B: Company Accounts and Analysis of Financial Statements (40 Marks)

Unit	Topics	Marks.	Periods.
Unit-I	Accounting for Share Capital	10	30
Unit-II	Issue and Redemption of Debentures	08	20
Unit-III	Financial Statement of a Company.	08	15
Unit-IV	Analysis of Financial Statements.	06	15
Unit-V	Accounting Ratios.	04	10
Unit - VI	Cash Flows Statement.	04	10
Total (Part B)		40	100

OR

Part C: Computerised Accounting System.

Unit No.	Topics	Marks.	Periods.
Unit-I	Overview of Computerised Accounting System.	08	20
Unit-II	Using Computerised Accounting System.	12	30
Unit-III	Accounting Using Database Management System.	12	30
Unit-IV	Accounting Application of electronic Spreadsheet	08	20
Total (Part C)		40	100
Part D	Project Work	20	
Total {Part A+(Part B or Part C)+Part D}		100	200

Unit wise Distribution of Course Contents:-

Part –A: Accounting for Not- for- Profit Organisations and Partnership Firms

(40 Marks)

Unit-I: Accounting for Not-for-Profit Organisations:

Marks: 08

- ❖ Meaning, characteristics and accounting records of Not- for- profit organisations.
- ❖ Receipt and Payment Account: Meaning and Preparation.
- ❖ Income and Expenditure Account: Meaning, special terms used in Not-for-profit Organisations, treatment of some peculiar items in Income and Expenditure Account. Concept of Fund Based and Non-Fund Based Accounting, Preparation of Income and Expenditure Account and Balance Sheet from a Receipt and Payment Account and additional information and from a given Trial Balance. Incidental Trading Activities by a Not- for- profit organisation.

Unit-II: Accounting for Partnership: Basic Concepts.

Marks: 10

- ❖ Basic Concepts, Characteristics of Partnership, Partnership Deed, Contents of Partnership Deed.
- ❖ Maintenance of Capital Accounts of Partners: Fixed and Fluctuating Capital, Distribution of Profit among partners, Interest on Capital, Drawings, Interest on drawings, Interest on partner's loan to a firm, salary/commission to a partner, Guarantee of Profit to a partner, Past adjustments.
- ❖ Preparation of Final Accounts of Partnership Firm.

Unit-III: Reconstitution of Partnership Firm – Admission of a Partner:

Marks-08

- ❖ Modes of Reconstruction of Partnership Firm.
- ❖ Admission of a New Partner: Matters relating to admission of a New Partner, New Profit Sharing Ratio, Sacrificing Ratio.
- ❖ Goodwill: Nature, needs, factors affecting and methods of valuation, Average profit, Super Profit and Capitalisation Methods. Accounting treatment of goodwill on admission of a partner.
- ❖ Treatment of Accumulated Profits and Losses, Revaluation of assets and Re-assessment of liabilities.
- ❖ Adjustment of Capitals, Change in Profit Sharing Ratio among the existing partners.

Unit-IV: Reconstitution of Partnership Firm- Retirement/ Death of a Partner:

Marks-08

- ❖ Ascertaining the amount due to Retiring/Deceased Partner.
- ❖ Matters requiring attention at the time of retirement: New Profit Sharing Ratio, Gaining Ratio, Treatment of Goodwill, Revaluation of assets and Re-assessment of liabilities, Adjustment of Accumulated Profits/ Reserves and Losses.
- ❖ Disposal of Amount due to Retiring Partner.
- ❖ Adjustment of Partner's capital.
- ❖ Death of a Partner: Calculation of profit for the current period. Treatment of Joint Life Policy and Individual Life policy in case of death of a partner.

Unit-V: Dissolution of Partnership Firm:

Marks-06

- ❖ Meaning, Dissolution of Partnership, Dissolution of a Firm.
- ❖ Settlement of Accounts: Preparation of Realisation Accounts and other related accounts (excluding Piece meal distribution, insolvency of a partner and sale to a company).

EITHER

Part –B: Company Accounts and Analysis of Financial Statements

(40 Marks)

Unit-I: Accounting for Share Capital:

Marks: 10

- ❖ Company: Meaning and definitions, features and types.
- ❖ Share Capital: Meaning, classification, Nature and class of shares, Accounting for Issue and allotment of Equity and preference shares, Oversubscription-proportionate allotments, under subscription, Calls in Arrears, Calls in Advance, Issue of share at Par, at a Premium and at a Discount. Issue of shares for consideration other than cash. Accounting for forfeiture of shares and Re-issue of forfeited shares.

Unit-II: Issue and Redemption of Debentures:

Marks-08

- ❖ Debentures: Meaning and Types
- ❖ Accounting for Issue of Debentures: Issue of debenture at Par, at a Premium, at a discount, Oversubscription, Issue of Debentures for consideration other than cash, Issue of debentures as a Collateral Security.
- ❖ Terms of Issue of Debentures.
- ❖ Accounting for Interest on Debentures, writing off Discount/Loss on Issue of Debentures.
- ❖ Redemption of Debentures: by payment in Lump-Sum, purchase in Open market, by conversion, Sinking Fund Method.

- Unit-III: Financial Statement of a Company: Marks-08
- ❖ Financial Statement: Meaning, Nature, Objectives, Types, Uses and Importance, Limitations.
 - ❖ Income Statement: Form and Contents.
 - ❖ Balance Sheet: Form and Contents.
- Unit-IV: Analysis of Financial Statements: Marks-06
- ❖ Meaning , Significance, Objectives, Tools of Financial Statement Analysis, Comparative Statement, Common Size Statements, Trend Analysis, Limitations of Analysis of Financial statements.
- Unit-V: Accounting Ratios: Marks-04
- ❖ Meaning of Accounting Ratios.
 - ❖ Ratio Analysis: Objectives, Advantages, Limitations and Types- Liquidity Ratios, Solvency Ratios, Activity (Turnover) Ratios and Profitability Ratios.
- Unit-VI: Cash Flow Statements: Marks-04
- ❖ Meaning, Nature and Objectives of Cash Flow Statements.
 - ❖ Preparation of Cash Flow Statements (as per Accounting Standard issued by ICAI)

OR

Part-C: Computerised Accounting System (40 Marks)

- Unit-I: Overview of Computerised Accounting System: Marks-08
- ❖ Concept and Types of Computerised Accounting System (CAS)
 - ❖ Features of a Computerised Accounting System.
 - ❖ Structure of a Computerised Accounting system.
- Unit-II: Using Computerised Accounting System: Marks-12
- ❖ Steps in Installation of CAS. Preparation of Chart of Accounts. Codification and Hierarchy of account heads.
 - ❖ Data Entry, Data Validation and Data Verification.
 - ❖ Adjusting Entries. Preparation of Financial statements. Closing entries and Opening Entries. Security features generally available in CAS (Students are expected to understand and practise the entire accounting process)
- Unit-III: Accounting Using Database Management System (DBMS): Marks-12
- ❖ Concept of DBMS.
 - ❖ Objectives of DBMS: Tables, Queries, Forms, Reports.
 - ❖ Creating data tables for accounting.
 - ❖ Using Queries, Forms and Reports for generating accounting information. Application of DBMS in generating accounting information such as shareholders records, sales reports, customers profile, suppliers profile, pay roll, employee's profile, petty cash register.
- Unit-IV: Accounting Applications of Electronic Spreadsheets: Marks-08
- ❖ Concept of an Electronic Spreadsheet (ES).
 - ❖ Features offered by Electronic Spreadsheet(ES)
 - ❖ Application of Electronic Spreadsheet in generating accounting information, preparing depreciation schedule, loan repayment schedule, pay- roll accounting and other such applications.

ACCOUNTANCY
PROJECT WORK FOR HIGHER SECONDARY SECOND YEAR COURSE.

Project Work -	20 Marks.
➤ Project Preparation	15 Marks
➤ Project VIVA VOCE	05Marks

Format for Project Work of the subject Accountancy (H.S. Second Year)

Cover Page:-

1. Title of the Project.
2. Information of the student
(Name, Roll No, Registration No, Year)
3. Name of the Supervisor/Guide.
4. Name of the Institution.
5. Year.

Second Page: - Acknowledgement.

Third Page: - Declaration by the students.

Forth Page: - Certificate from Supervisor/Guide.
Certificate from Head of the Institution/Department.

Fifth Page :- Contents/Index.
Main text of the project
References /Bibliography.

PROJECT DESIGN For H.S. Second Year.

- Step-I: - Visit the selected organisation/ institution/ trading or non-trading concern or professional entity.
- Step-II: - Collect the required accounting or financial data/ information for the project work.
- Step-III:- Collect the required source documents
- Step-IV:- Select and prepare any one of the following.
- (i) Accounting for non-trading concerned.
 - a) Receipt and Payment account.
 - b) Income and Expenditure account.
 - c) Balance Sheet.
 - (ii) Collect Annual Reports: Analyse and interpret (any one of the following):
 - a) Comparative Income/ Position Statement.
 - b) Common Size Income/ Position Statement.
 - c) Ratio Analysis.
 - d) Any other topic related to financial statement of an organisation
 - (iii) Accounting for Partnership Firm:
 - a) Trading and Profit & Loss Account.
 - b) Profit & loss Appropriation Account.
 - c) Capital Account.
 - d) Balance Sheet.

- (iv) Using Computerised Accounting System, Prepare Electronic Spreadsheet with accounting data.
- (v) Any other suitable topic related to content of the syllabus.

Instructions for **“Main Text of the Project”**

Main text of the project should be framed as follows-

Chapter-I:- Introduction: introduction, objectives of the study, methodology and limitations.

Chapter-II:- Profile of the Organization.

Chapter-III:- Analysis and interpretation of data.

Chapter-IV:- Conclusion.