

**ST. MARY'S COLLEGE**

**FORM ...5**

**SUBJECT- Principles Of Accounts**

**Course Outline 2014-2015**

**Term 1**

	<b>Unit/Section</b>	<b>Topic</b>	<b>Modules</b>
Wk 1-2	06	End of Period Adjustments	Revision of end of year adjustments
			Depreciation
			Prepayments and accruals
			Provision for bad debts
			Drawing up final accounts using adjustments
Wk 3	05	Preparation and Analysis of Financial Statements	1) Ratios Balance sheet including all working capital calculations 2) Ratios for Income Statement  COMMON ASSESSMENT
Wk 4-8	07	Control systems  <b>SCHOOL ASSESSMENT WK6</b>	1) Control accounts 2) Bank Reconciliation Statements 3) Errors not shown by the Trial Balance 4) Suspense accounts 5) Statements of Revised Profit  COMMON ASSESSMENT
Wk 9-10	08	Incomplete records	1) Meaning and Limitations of single entry 2) Statement of Affairs  3) Prepare final accounts including using ratios COMMON ASSESSMENT
Wk 10-11	12	Non Trading organisations	1) Types of Non Trading organisations 2) Differences in accounting procedures and different names for similar accounts  3) Capital and Revenue Expenditure 4) Preparation of Final Accounts  COMMON ASSESSMENT
Wk 11-12	9	Partnerships	1) Features of a partnership

			2) Partnership agreement and act  3) Capital Accounts Fixed, current and fluctuating  4) Appropriation Accounts  5) Balance sheet extracts <b>COMMON ASSESSMENTS</b>
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## Term 2

Proposed Date/Week	Unit/Section	Topic	Modules
<b>Wk 1-2</b>	<b>13</b>	Manufacturing accounts	1) Classification of costs; Direct indirect, variable fixed, prime production overhead, manufacturing admin and S&D.
			2) Preparation of manufacturing accounts
			3) Unit cost calculation
			4) Preparation of Income Statement
			5) Balance sheet extract for inventory <b>COMMON ASSESSMENT</b>
Wk 3-4	10	Companies	1) Features of companies  2) Ways of raising finance in a company shares and debentures/bonds  3) Double entries for issuing of all types of capital  4) Comparisons of all types of capital, rights, returns, classification etc.  5) Types of dividends and calculation of each.  6) Appropriation accounts  7) Balance sheet extract for capital, current liabilities. <b>COMMON ASSESSMENT</b>
Wk 5-6	3	Petty Cash	1) Imprest system  2) Preparation of Petty cash Book and reimbursement of petty cash at beginning or ending of month.  3) Double entry for petty cash

Wk 7	14	Payroll  <b>CARNIVAL WEEK</b>	1) Source documents for payroll 2) Gross earnings and net earnings 3) Voluntary and statutory deductions  COMMON ASSESSMENT for PC and Payroll
Wk 8	11	Cooperatives	1) Features of a cooperative 2) Types of cooperatives  3) Ways of raising capital 4) Income statement and Appropriation account  5) Balance sheet extract  COMMON ASSESSMENT
WK 9		REVISION	Compare all business types with appropriation accounts and balance sheet extracts. Ratios Accounting conventions and principles.

### Term 3

Proposed Date/Week	Unit/Section	Topic	Modules
			<b>REVISION</b>