IMMACULATE CONCEPTION HIGH SCHOOL
SYLLABUS
PRINCIPLES OF ACCOUNTS
GRADE 11

TERM 1

SECTION 1

CONTROL SYSTEMS

CONTENT

1. The need for control systems.
2. Common control systems
3. Types of errors.
4. Uses of the suspense account.
5. Correction of errors via journal entries.
6. Suspense accounts.
7. The effect of errors on the Trading and Profit and Loss account and the Balance Sheet.
8. Uses of control accounts.
9. Sources of information for entries in control accounts.
10. Sales Ledger Control Accounts, Purchases Ledger Control Accounts.
11. Meaning (significance) of the balances on Control Accounts.

SECTION 2

INCOMPLETE RECORDS

CONTENT

1. The meaning and limitation of single entry recording.

2. Preparation of opening and closing statement of affairs from incomplete records.

3. Calculation of missing amounts such as sales, purchases, expenses, depreciation and drawings.

4. The use of mark-up, margin and stock turnover to find missing amounts, such as, purchases, sales and gross profit.

5. Preparation of Trading and Profit and Loss Account and Balance Sheet from incomplete records.

END OF TERM

TERM 2

SECTION 1

ACCOUNTING FOR PARTNERSHIPS

CONTENT

1. Definition of partnership; comparison of a partnership with sole-traders and corporations; types of partners.

2. Features of partnership – voluntary association, mutual agency, unlimited liability.

3. Reasons for formation of partnership, for example, increased capital, diverse skills.

4. Features of partnership agreement, including share of profits, interest on capital and drawings, salaries.

5. The capital account of partners – cash and non-cash resources; types of capital account – Fixed and fluctuating capital accounts and their implications.

6. Methods of sharing profit/loss: capital ratio, fixed percentage, equally.

7. The preparation of the appropriation account.

8. The current account prepared with items posted from the appropriation account; columnar form and single accounts.

9. The significance of the debit and credit balances brought down on the current accounts.

10. The treatment of current account balances on the balance sheet; (emphasis on capital section).

11. The calculation and interpretation of accounting ratios.

SECTION 2

ACCOUNTING FOR CORPORATIONS (LIMITED LIABILITY COMPANIES)

CONTENT

1. Nature of limited liability companies; public and private.

2. Advantages and disadvantages of limited liability companies.

3. Methods of raising capital – equity (preference and ordinary shares), debt (debentures, bank loans).

4. Issue of shares and debentures.

5. Types of shares; rights and privileges of owners of each type of share.

6. Elements of shareholders' equity; share capital, reserves.

7. Calculation of dividend payments.

SECTION 3

ACCOUNTING FOR NON-TRADING (NON-PROFIT) ORGANIZATIONS

CONTENT

1. Non-trading and Non-profit organizations, for example, clubs and societies.

2. Accounting procedures for trading and non-trading organizations.

3. Preparation of receipts and payments A/c.

4. Preparation of income generating accounts; subscription A/c; bar/trading A/c; dance A/c.

5. Distinction between capital expenditure and revenue expenditure.

6. Preparation of Income and Expenditure Account treating transfer from income generating accounts (deficit/surplus)

7. Preparation of Balance Sheets including calculation of accumulated fund; treatment deficit or surplus on accumulated fund.

END OF TERM 2

TERM 3

SECTION 1

MANUFACTURING ACCOUNTS

CONTENT

1. Elements of cost: direct materials, direct labour and factory overheads.

2. Preparation of manufacturing account

3. Calculation of unit cost of items produced.

4. Preparation of Trading, Profit and Loss Account and Balance Sheet of a manufacturer.

SECTION 2

PAYROLL ACCOUNTING

CONTENT

1. Use of time cards, time books, electronic clock-in cards, employee earnings records.

2. Calculation of gross earnings (wages) from employee records.

3. Preparation of payroll and wage documents from time cards, computer records.

4. Calculation of statutory deductions and non-statutory deductions, for example, income tax, social security and mortgage.

5. Statutory and non-statutory deductions.

END