

**PORTION FOR THE FIRST TERM EXAMINATION
JANUARY, 2021**

ACCOUNTING

Year 9

Definitions (Key terms)

Business entity concept and Money measurement concept

Accounting equation

Rules of debit and credit

Journal entries and Ledger accounts

Trial balance

Books of original entry / Day Books –

Sales (sales revenue) day book

Purchases day book

Returns inwards (sales returns) day book

Returns outwards (purchases returns) day book

Two column cash book

Year 10

All the Year 9 chapters.

Income statement and Statement of Financial Position, with yearend adjustments.

Other receivables & other payables ledger accounts, with accruals and prepayments.

Manufacturing account

Depreciation – asset account, provision for depreciation account and asset disposal account.

Year 11

All the Yr. 9 & Yr.10 chapters.

Types of Business organisations

Stake holders

Financial statements of sole traders with all adjustments

Partnership Accounts.

Errors, rectification and suspense accounts.

Irrecoverable debts and Allowance for doubtful debts.

Accounting Ratios

Year 11 GH

- 1) Double entry system of accounting: Journal entries, Ledger accounts and Trial balance.
- 2) Books of Original Entry:
 - Purchase Day Book
 - Revenue Journal
 - Returns Journal(both purchase returns and revenue returns)
 - Cash Book: Three column cash book
 - Petty cash book
 - Journal
- 3) Capital Expenditure and Revenue expenditure.
- 4) Bank Reconciliation Statement.
- 5) Correction of errors.
- 6) Manufacturing account
- 7) Financial Statements of a sole trader with adjustments
- 8) Ratios
- 9) Partnership Accounts
- 10) Different types of business Organisation.
- 11) Irrecoverable debts and Provision for doubtful/irrecoverable debts

Year 12

Accounting concepts

Capital and revenue

Control accounts

Allowance for doubtful debts

Rectification of errors

Financial statements of sole traders with adjustments

Depreciation

Over heads

Manufacturing accounts

Year 13

Company Financial Statements

Issue of Shares

Reserves, revaluation of assets and company related journal entries.

Amalgamation and Merger of Companies

Cash Flow Statement

Marginal Costing and Absorption Costing

Break even analysis

Investment Ratios