

CLASS-XII
ACCOUNTANCY-II
(COMMERCE GROUP& HUMANITIES GROUP)

Time: 3 Hrs

Theory: 80Marks

Project work/ Practical: 20 Marks

Total: 100 Marks

STRUCTURE OF QUESTION PAPER (THEORY)

1. The question paper will cover whole of the syllabus.
2. There are 3 sections in the question paper i.e. Section A, Section B and Section C. Section A is compulsory for all the students and students may choose only one section from Section B and Section C. Section A, Section B and Section C will be set from the Part-I and Part-II and Part- III of the syllabus respectively.
3. 16 Questions will be set in the question paper.
4. All units of the syllabus should be given adequate representation in the question paper.
5. There is no word, line or page limit for numerical questions.
6. The use of non-programmable simple calculator is allowed.

SECTION-A

7. **Question No. 1** consists of 12 sub parts (1a to 1l) carrying 1 mark each. Answer of each Part should be given in 1-15 words. Objective type questions may include questions with one word to one sentence answer/fill in the blank/true or false/multiple choice type questions.

Question No. 2 to 6 (Out of which 2 will be theoretical and 3 will be numerical) will carry 2 marks each. Answer of theoretical question should be given in 2-5 lines.

Question No. 7 consists of 5 sub parts (i, ii, iii, iv, v) out of which 3 will be numerical and 2 will be theoretical (Attempt any 4 questions out of Five) Each question will carry 4 marks. Answer of theoretical question should be given in 10-15 lines.

Question No.8 will be numerical with numerical question as internal choice. This question will be set from any of the first four unit (unit1, 2, 3, and 4) and will carry 6 marks. Internal choice question will not be set from the same unit.

Question No.9 will be numerical with numerical question as internal choice. This question will be set from any of the unit 5 and 6 and will carry 6 marks. Internal choice question will not be set from the same unit.

SECTION B AND C

8. **In Question No. 10** consists of 8 sub parts (8a to 8h) carrying 1 mark each. Answer of each Part should be given in 1-15 words. Objective type questions may include questions with one word to one sentence answer/fill in the blank/true or false/multiple choice type questions.

Question No. 11, 12, 13 and 14 (Out of which two will be theoretical and two numerical) will carry 2 marks each. Answer of theoretical question should be given in 2-5 lines.

Question No. 15 consists of 3 sub parts (i, ii, iii) out of which 2 will be numerical and one theoretical (Attempt any two questions out of three).

Each question will be 4 marks. Answer of theoretical question should be given in 10-15 lines.

Question No. 16 with internal choice between theoretical and numerical questions will be set out of units 7, 8, 9 and 10 and will carry 6 marks. Internal choice question will not be set from the same unit. Answer of theoretical question should be given in 3-4 pages of answer book.

Detail of questions set from each unit

Unit No.	Name of the unit	1mark questions	2 marks questions	4 marks question	6 marks questions
Section A (Part-I)					
1.	Financial Statements of not – for- profit Organizations	2	1	1	1 numerical question from units 1, 2, 3 and 4 with numerical question as internal choice not from same unit.
2.	Accounting for partnership Firms	2	1	1	
3.	Change in the profit sharing ratio	2	1	1	
4.	Admission of a partner	2	1		
5.	Retirement and Death of a Partner	2		1	1 numerical question from units 5 and 6 with numerical question as internal choice not from same unit.
6.	Dissolution of Partnership Firms	2	1	1	
Section B (Part-II)					
7.	Accounting for share capital	2	1	1	1 numerical question from units 7,8,9 and 10 with theoretical question as internal choice not from same unit.
8.	Accounting for debentures	2	1	1	
9.	Analysis of Financial Statements	2	1	1	
10.	Cash Flow Statements	2	1		
Or Section C (Part-III)					
7.	Overview of computerized accounting system	2	1	1	1 numerical question from units 7,8,9 and 10 with theoretical question as internal choice not from same unit.
8.	Using computerized accounting system	2	1	1	
9.	Accounting using DBMS	2	1	1	
10.	Accounting application of electronic spread sheet	2	1		

SYLLABUS (THEORY)

PART-I

UNIT 1: FINANCIAL STATEMENTS OF NOT-FOR-PROFIT ORGANIZATIONS.

- Meaning, Basic Concepts
- Receipts and Payments Account : Features and Preparation.
- Income and Expenditure Account : Features, Preparation of income and Expenditure account and Balance Sheet from the given Receipt and Payments Account with additional information.

UNIT 2 : ACCOUNTING FOR PARTNERSHIP FIRMS

- Partnership : Features, Partnership Deed (Meaning, Contents and Importance).
- Provisions of the Indian Partnership Act 1932 in the absence of partnership deed.
- Final Accounts of Partnership: Fixed v/s Fluctuating Capital accounts, Division of Profit among Partners (excluding guarantee and past adjustments). Preparation of Profit and Loss Appropriation Account.
- Goodwill: Meaning, Nature, Factors affecting and Methods of Valuation-Average Profits, Super Profits and Capitalization.

Note : Interest on partner's loan is to be treated as charge against profits.

Goodwill to be adjusted through partners capital/current account or by raising and writing of goodwill (AS 26).

ACCOUNTING FOR PARTNERSHIP FIRMS-RECONSTITUTION

UNIT 3: CHANGE IN THE PROFIT-SHARING RATIO :

- Change in Profit Sharing Ratio among the existing Partners-Sacrificing Ratio and Gaining Ratio.
- Accounting for Revaluation of Assets and re-assessment of Liabilities and treatment of reserves and Accumulated Profits.
- Preparation of revaluation account and balance sheet.

UNIT 4 : ADMISSION OF A PARTNER :

- Admission of a Partner:- Effect of Admission of Partner, Change in Profit Sharing Ratio, Accounting Treatment of Goodwill (as per accounting standard 26). Revaluation of Assets and re-assessment of Liabilities, Treatment of Reserves and Accumulated profits, Adjustment of Capital Accounts and Preparation of balance sheet.

UNIT 5 : RETIREMENT AND DEATH OF A PARTNER :

- Effect of Retirement/Death of a Partner on change in Profit Sharing Ratio, Treatment of Goodwill (As per AS 26),
- Treatment of Revaluation of Assets and re-assessment of liabilities,
- Adjustment of Accumulated Profits and Reserves. Adjustment of capitals accounts and preparation of balance sheet.
- Preparation of loan account of retiring partner. Calculation of deceased partner's share of profit till the date of death.

UNIT 6 : DISSOLUTION OF PARTNERSHIP FIRMS

- Dissolution of partnership firm: Meaning Dissolution of Partnership and partnership Firm,
- Types of dissolution of firm,
- Settlement of Accounts : Preparation of Realisation Account, Capital Accounts of partners and Cash/Bank Account (excluding Piecemeal Distribution, Sale to a Company and Insolvency of a Partners).

Note : (i) The realized value of each asset must be given at the time of dissolution. (ii) In case, realisation expenses are borne by a partner, clear indication should be given regarding the payment thereof.

NOTE: Students may choose only one Part from Part II and Part III.

PART -II

UNIT-7: ACCOUNTING FOR SHARE CAPITAL

- Share and Share Capital : Meaning, Nature and Types
- Accounting for Share Capital : Issue and Allotment of Equity and Preference Shares, Public subscription of shares - over subscription (prorata adjustment of excess application money) and under subscription share.

- Issue of shares at Par and at Premium, Calls in Advance and Calls in Arrears (excluding interest), Issue of Shares for Consideration other than cash.
- Accounting Treatment of Forfeiture and Re-issue of Forfeited Shares.

UNIT 8 : ACCOUNTING FOR DEBENTURES :

- Debentures: Meaning, Types of Debentures, Issue at Par, Premium and at a Discount,
- Issue of Debentures for Consideration other than cash, Debenture Issues as Collateral Security –concept, interest on debentures. Writing of discount/loss on issue of debentures.
- Redemption of Debentures:-Methods, Lump sum Draw of lots.
- Creation of Debenture Redemption Reserve.

Note : Related sections of the Companies Act, 2013 will apply.

UNIT 9: ANALYSIS OF FINANCIAL STATEMENTS

- Financial Statement of Company: Statement of Profit and loss and Balance Sheet in the prescribed form with major heading and sub heading (As per schedule III to the Companies Act, 2013).

Note : Exceptional items, extraordinary items and profit/loss from discontinued operations are excluded.

- Financial Statement Analysis:- Meaning, Objectives, Importance, and Limitations.
- Tools for Financial Statements Analysis:- Comparative Statements, Common Size Statement.
- Accounting Ratio:- Meaning, Objectives, Types and Computation.
 - (a) Liquidity Ratio:- Current Ratio, Liquidity Ratio.
 - (b) Solvency Ratio:- Debt to Equity Ratio, Total Assets to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio.
 - (c) Activity Ratio: Inventory Turnover, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio and Working Capital Turnover Ratio.
 - (d) Profitability Ratio:- Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.

Note: Net profit ratio is to be calculated on the basis of profit before and after tax.

UNIT 10: CASH FLOW STATEMENT

- Cash Flow Statement: Meaning, Objectives and Preparation (As per AS-3 Revised) (Indirect Method only),
- Adjustments related to Depreciation and amortisation, profit or loss on sale of assets including investments, Dividend (final and interim) and Tax
- Bank overdraft and cash credit to be treated as short term borrowings.
- Current investments to be taken as Marketable securities unless otherwise specified.

Note: Previous years' Proposed dividend to be given effect, as per prescribed in AS-4, Events occurring after the balance sheet date. Current years' proposed dividend will be accounted for in the next year after it is declare by the shareholders.

OR

PART-III

COMPUTERISED ACCOUNTING SYSTEM

UNIT 7: OVERVIEW OF COMPUTERIZED ACCOUNTING SYSTEM

1. Concepts and Types of Computerized Accounting System(CAS)
2. Features of a Computerized Accounting System
3. Structure of a Computerized Accounting System

UNIT 8: USING COMPUTERIZED ACCOUNTING SYSTEM

1. Steps in installation of CAS, preparation of chart of accounts, codification and hierarchy of account heads.
2. Data Entry, Data Validation and Data Verification.
3. Adjustment Entries, Preparation of Financial Statements, Closing Entries and Opening Entries.
4. Security of CAS and security features generally available in CAS (Students are expected to understand and practice the entire accounting process using an accounting package). TALLY ERP-9 (Educational Version)

UNIT 9: ACCOUNTING USING DATA BASE MANAGEMENT SYSTEM (DBMS)

1. Concepts of DBMS.
2. Objective in DBMS: Tables, Queries, Forms, Reports.
3. Creating Data Tables for Accounting
4. Using queries, forms and reports for generating accounting information, Applications of DBMS in generating accounting information such as shareholders records, sale reports, customers profile, suppliers profile payroll, employees' profile and petty cash register.

UNIT 10: ACCOUNTING APPLICATION OF ELECTRONIC SPREAD SHEET

1. Concept of an Electronic Spread Sheet (ES).
2. Features offered by Electronic Spread Sheet.
3. Applications of Electronic Spread Sheet in generating Accounting Information, Preparing Depreciation Schedule, Loan Repayment Schedule, Payroll Accounting and other such applications.

Practical work

Practical work is for those students who choose Part-II of the syllabus.

Time: 1 ½ Hours

Max Marks 20

1. The syllabus of project work is same as prescribed for the theory paper i.e. Part I and Part II.
2. Project Note book will consist of at least one comprehensive project and some short answer questions based on the prescribed syllabus.

3. Division of Marks:

1	Project Note Book	3 marks
2	Total five questions of 3 marks each will be set. The students are required to attempt any three	(3×3)=9 marks
3	Viva Voce	3 marks

Division of Marks for internal assessment

1	Book Bank	2 marks
2	Average of Periodic Tests	3 marks

Practical

Practical is for those students who choose Part-III of the syllabus.

Time: 1 ½ Hours

Max Marks : 15

1. The syllabus of project work is same as prescribed for the theory paper of part-III.
2. Practical Note book will consist of the entire practical performed in the computer laboratory based on the prescribed syllabus.
3. Division of Marks:

1	Practical Note Book	3 marks
2	The students are required to perform any three practical out of the given Five of 3 marks each.	(3×3)=9 marks
3	Viva Voce	3 marks

Division of Marks for internal assessment

1	Book Bank	2 marks
2	Average of Periodic Tests	3 marks