YEAR 10 ACCOUNTING

SRI KDU International School SUBANG JAYA

PROGRAMME OF STUDY - TERM 1

INTRODUCTION TO ACCOUNTING

- Understand and explain the difference between book-keeping and accounting
- State the purposes of measuring business profit and loss
- Explain the role of accounting in providing information for monitoring progress and decision-making.

THE DOUBLE ENTRY SYSTEM OF BOOK-KEEPING – PART A

- Outline the double entry system of book-keeping
- Process accounting data using the double entry system
- Prepare ledger accounts
- Post transactions to the ledger accounts
- Balance ledger accounts as required and make transfers to financial statements
- Interpret ledger accounts and their balances

THE TRIAL BALANCE

- Understand that a trial balance is a statement of ledger balances on a particular date
- Outline the uses and limitations of a trial balance
- Prepare a trial balance from a given list of balances and amend a trial balance which contains errors
- Identify and explain those errors which do not affect the trial balance: commission, compensating,complete reversal, omission, original entry, principle.

THE DOUBLE ENTRY SYSTEM OF BOOK-KEEPING – PART B

- Recognise the division of the ledger into the sales ledger, the purchases ledger and the nominal (general)Ledger
- Enter transactions and process accounting data in the cash book
- Understand and record the cash discounts
- Understand that the cash book can be treated as a book of prime entry and also a ledger account for cash and bank.
- Record payments and receipts made using a range of payments records.

PETTY CASH BOOK

- Explain why a business maintains petty cash book
- Explain and apply the imprest system of petty cash book
- Prepare a petty cash book from a given list of transaction and post transaction from the petty cash book to the ledger.