



# ALLONS PUBLIC SCHOOL, BEMETARA (C.G.)

## Summer Vacation Assignment ( 2024-25)

### CLASS- XI COMMERCE

Subject	Subject Teacher's name	Home Assignment / Project work
ENGLISH	Mr. Abhra Sarkar	<p>1. You are Harish/Harshita of 12, Seva Nagar, Pune. You want to sell your flat as you are shifting to another city for work. Draft a suitable advertisement in not more than 50 words to be published in The Pune Times under the classified columns.</p> <p>2. You are a member of the social awareness team of your school and you have to participate in an awareness drive regarding the importance of water. Prepare a poster highlighting the importance and ways of rainwater harvesting that can be implemented by the residents of the area.</p> <p>3. You are Ali/Alia, Head girl / Head boy of your school. You are deeply disturbed by the rising cases of aggressive behaviour of students in your school. You decide to speak during the morning assembly about it. Write a speech on 'Indiscipline in Schools'. (150 – 200 words).</p> <p>4. You are Mukul / Mahima of Allons Public School. Your school has organized a debate on "Social Media and It's Effects" and you will be participating in your school. Prepare your views against or in favour of the motion. (120 – 150 words)</p> <p>5. "Academic excellence is the only requirement for a successful career." Write a debate either for or against the motion. (120 – 150 words)</p>
ACCOUNTANCY	Mr. Sandip Banarjee	<p>Chapter – 1 (Accounting – An Introduction)</p> <p><b>Meaning of Accounting.</b> Accounting, most simply, can be defined as the practice of systematically recording, reporting and analysing the financial transactions conducted by a business.</p> <p><i>“Accounting is the art of recording, classifying and summarising the monetary transactions of a business in a significant manner and interpreting the results thereof.”</i></p> <p><b>Recording- Journal (Prime Book)</b> <b>Classifying- ledger posting</b> <b>Summarising- Trial Balance</b></p> <p><b>Characteristics of Accounting.</b> Following are the main features/ characteristics of accounting –</p> <p>(i) <b>Science as well as an Art.</b> Any organised branch of knowledge governed by a particular set of principles is termed as science. On the other hand, an art is a superior skill that can be learnt by study, practice, observation and involves application of knowledge comprising of some accepted theories rules. Thus, accounting is both a science as well as an art since it is a specialised body of knowledge and requires a particular talent and acumen in correctly identifying, recording, classifying and summarising financial transactions.</p> <p>(ii) <b>Records only Financial Transactions.</b> Only those transactions or events that can be measured in terms of money are recorded in the books of accounts. For example, sale of 14 pieces goods @ Rs. 100 per piece. But those transactions which cannot be measured in money not a part of accounting. For</p>

example, 2000 pieces products sold. Here no rate of price is not given so it cannot be measured in money.

**(iii) Captures Value of Transactions in Monetary Terms.** Accounting measures and records transactions in units of money. If such a practice is not followed, it would be very difficult to assess and weigh different transactions and find out the value of each. Thus, all resources, properties, possessions, debt, etc., are recorded in monetary terms.

**(iv) Service Activity.** Accounting is a service that is done with a purpose to provide relevant information about an organisation to various users. Primary use of such information is to assist in decision-making.

**Objectives of Accounting.** Following are main objectives of accounting –

**(i) Maintaining Records of Business Transactions.** The main objective of accounting is to maintain records of business transactions. Such as, recording in journal or subsidiary books then posing into Ledgers and to make a verifiable and for more accuracy to remove any chances of fraud preparing Trial Balance.

**(ii) Finding Out the Profit or Loss of the Business.** The second most important objective of accounting is to find out the profit generated or loss suffered by the business by preparing Trading Account and Profit & Loss Account or Statement of Profit & Loss (in case of company business) at the end of the accounting period.

**(iii) Portraying the Financial Position of the Business.** Another objective of accounting is to portray the financial position of the firm in terms of assets (or resources owned) and Liabilities (or claims/ debt taken against resources). For this purpose, a Balance Sheet is prepared at the end of each accounting period.

**(iv) Providing Accounting Information.** Accounting provides information to various internal and external users of accounting information.

**Users of Information.** The financial information generated by a business enterprise is used by several parties to make significant decisions. Such parties can be classified into two categories: **Internal** and **external**.

**Internal Users** are those are within the organisation such as, the owners, management, employees, etc. And

**External Users** are those that are outside the organisations include Investors (Shareholders), Creditors, Debenture holders, Lenders, SEBI, Stock Exchange, Customers, etc.

**Functions Of Accounting.** The main functions of accounting are:

**(i) Identification of Financial Transactions and Events.** It involves identifying the financial events before recording the business transactions.

**(ii) Measurement of Transactions in Monetary Terms.** Each transaction is measured in money. The transactions can not be measured in money, not taken into account.

**(iii) Recording.** After identifying the financial events and measured in money the transactions are re corded first in the books called journal and subsidiary books.

**(iv) Classifying.** After recording the next step is classifying into same nature or group of account. It is called ledger posting.

**(v) Summarising.** After classifying the transactions the next step is summarising by preparing Trial Balance. It is prepared with the help of balances of ledger account. It reflects the accuracy of journal and ledger accounts. It helps to prepare final accounts, i.e. Trading and Profit & Loss Account and Balance Sheet.

**(vi) Communicating.** The next function or accounting is communicating the accounting information to its user. Say, owners, management, suppliers, customers, investors etc.

**(vii) Analysing and Interpreting.** One of the accounting functions is to analyse and interpret the financial transactions so that meaningful information can be derived from the same. Interested user can analyse and interpret the financial information about the profitability, creditability and financial position of the firm.

**(viii) Assisting.** Accounting helps the management in decision making regarding various organisational aspects.

**(ix) Complying with Legal Requirements.** Accounting complies with various legal and statutory requirements as laid down by the law to provide an essential base to carry out business.

**Role of Accounting.** Different roles of accounting are as under:

**(i) As a Tool.** Accounting is viewed as a potent tool to measure, classify, summarise, analyse and report the various financial transactions.

**(ii) As a Language.** Accounting is the medium through which various enterprises communicate by exchanging information.

**(iii) As a Historical Record.** Accounting is viewed as a chronological record of financial transactions of an organisation at actual amounts involved.

**(iv) As Current Economic Reality.** It is viewed as the means of determining the true income of an entity namely the change of wealth over time.

**(v) As an Information System.** It is viewed as a process that links an information source (the accountant) to a set of receivers (users) by means of a channel of communication.

**(vi) As a Commodity.** Specialised information is viewed as a service which is in demand in society, with accountants being willing to and capable of providing it.

**Advantages/ Importance/ Need of Accounting.** Following are some of the advantages of accounting:

- (i) Assists in maintaining a complete record of business transactions.
- (ii) Provides meaningful information about the financial activities of the business to the internal as well as external users.
- (iii) Gives information regarding the net results of business conducted, i.e., profit generated or loss incurred at the period end.
- (iv) Offers useful information for making economic decisions.
- (v) Facilitates comparative study of current year's profit, sales, expenses, etc., with that of the previous years.
- (vi) Supplies useful information to judge the management's ability and utilise enterprise's resources effectively in achieving primary goals of the enterprise.
- (vii) Provides users with factual and interpretive information about transactions and other events which are useful for predicting, comparing and evaluating the enterprise's earning power.
- (viii) Helps in complying with certain legal formalities like filing of income tax and sales tax returns, since only through properly maintained accounts, the assessment of taxes is facilitated.
- (ix) Aids determination of purchase price in case of sale of business through accounting records.
- (x) Serves as an evidence in legal proceedings.

**Limitations Of Accounting.** Following are some of the limitations of accounting:

**(i) Historical Nature.** Accounting is historical in nature. It records the original values of assets and liabilities and does not reflect their current market value.

**(ii) Only Monetary Transactions are recorded.** Non-monetary transactions are not accounted, no matter how important they are, i.e., management's reputation, employee morale, etc.

**(iii) Influenced by Personal Judgements.** Financial statements, apart from accounting conventions, generally also reflect the personal judgements of the accountant and management.

**(iv) Ignores Money Level Changes.** Price changes are not considered. Money value bound to change often from time to time. Accounting statements do not show the impact of inflation.

**(v) Realisable Values not Shown.** The accounting statements do not reflect the increase in net assets values that are not considered realised.

**(vi) Window Dressing.** Window dressing is the practice of manipulation of accounts to present a more favourable position of the business. Therefore, it is difficult to take correct decisions on the basis of such information.

**Accounting As A Source Of Information.** The information generated through the process of accounting has the following uses:

- (i) Facilitates making of economic decisions.
- (ii) Serves the needs of interested parties through reporting of financial statements.
- (iii) Predicts timing of uncertainty and also evaluates the amount of potential cash flows.
- (iv) Assesses management's ability to utilise resources effectively in meeting goals.
- (v) Offers scope for further analysis, interpretation, evaluation, prediction or estimation by disclosing underlying assumptions on the subject matter.
- (vi) Allows determination and analysis of activities that have an effect upon society at large.

**Qualitative Characteristics Of Accounting Information.** Qualitative characteristics are the attributes of accounting information which tend to enhance its understandability and usefulness. In order to assess whether accounting information is useful, it must possess the characteristics of reliability, relevance, under standability and comparability.

**(i) Reliability.** Reliability means the users must be able to depend on the information. The reliability of accounting information is determined by the degree of correspondence between what the information conveys about the transactions or events that have occurred, measured and displayed. A reliability information should be free from error and bias and faithfully represents what it is meant to represent. To ensure reliability, the information disclosed must be credible, verifiable by independent parties, use the same method of measuring and be neutral and faithful.

**(ii) Relevance.** To be relevant, information must be available in time, must help in prediction and feedback and must influence the decisions of users by:  
(a) helping them to form prediction about the outcomes of past, present or future events; and  
(b) confirming or correcting their past evaluations.

**(iii) Understandability.** Understandability means decision-makers must interpret accounting information in the same sense as it is prepared and conveyed to them. The qualities that distinguish between good and bad communication in a message are fundamental to the understandability of the message. A message is said to be effectively communicated when it is interpreted by the receiver of the message in the same sense in which the sender has sent. Accountants should present the comparable information in the most intelligible manner without sacrificing relevance and reliability.

**(iv) Comparability.** It is not sufficient that the financial information is relevant and reliable at a particular time, in a particular circumstance or for a particular reporting entity. But it is equally important that the users of the general purpose financial reports are able to compare various aspects of an entity over different time periods and with other entities. To be comparable, accounting reports must belong to a common period(s) and use a common unit of measurement and format of reporting.

**Branches of Accounting.** The various branches of accounting have appeared nowadays are as follows:

(i) **Financial Accounting.** In financial accounting, we record the business transactions in the books of accounts with the objective of ascertaining of profit or loss of the business at the end of the accounting period say, end of every year and also to know the financial position of the business.

(ii) **Cost Accounting.** Under this accounting, the raw materials, labour and other expenses incurred in the industrial production and business activities are recorded regularly so that production cost and per unit cost can be ascertained and unnecessary expenses can be checked out to control the costs.

(iii) **Management Accounting.** This branch of accounting supplies necessary information to the managers. On the basis of these information, the evaluation of policies is done and decisions for future are taken.

**Book-Keeping.** As the words denote, book-keeping is nothing but recording business transactions that are of a financial nature in a register or in a certain document that could be manual or automated. In Accountancy, 'book' refers to the books of accounts in which business transactions are recorded while 'keeping' means recording of business transactions in a proper manner in the books of accounts. Book-keeping is concerned with the recording of transactions which are often routine and clerical in nature.

“Book-keeping is the art of recording and classifying the monetary transactions of a business in a significant manner.”

**Accountancy.** Accountancy refers to the systematic and organised branch of knowledge or the discipline of accounting. In other words, it is the art of accounting. “The practice and art of the science of accounting is known as accountancy.”

**Distinction between Book-Keeping and Accounting.**

Basis	Book-Keeping	Accounting
1. <b>Meaning</b>	A process through record of financial transactions is made and maintained.	A process of studying the recorded financial transactions, interpreting results thereof and communicating the interpreted data to the interested parties.
2. <b>Function</b>	In identify, measure, record and classify financial transactions of business.	To examine recorded transactions in order to find out their accuracy.
3. <b>Objective</b>	To develop and maintain an organised record of financial transactions.	To ascertain net results and financial position of the business.
4. <b>Relation</b>	Basis for accounting.	Capitalises on book-keeping.
5. <b>Stage</b>	Primary stage.	Secondary stage.
6. <b>Nature</b>	Routine and clerical.	Analytical and interpretative.
7. <b>Scope of Work</b>	Make postings in ledger and determine totals of journal and ledger balances.	Ascertain accuracy of ledger postings and prepare trial balance, trading and profit and loss account and the balance sheet and later rectify errors if made.

**HOTS (Higher Order Thinking Skills) – Questions.**

1. A company suffered a loss of Rs. 15,000 due to fire in the month of June. State whether this event will be recorded in the books of accounts or not.
2. Formation of labour union is not recorded in books of accounts. Why?
3. Is the basic objective of book-keeping to maintain systematic records or to ascertain net results of operations of financial transactions?
4. Which type of accounting information shows the financial position of the company?
5. Rohit Traders supplies raw materials to Shivam constructions on credit. Why will be Rohit Traders interested in the accounting information of Shivam constructions?

		<p>6. A business organisation is planning to expand its marketing department. Will it be recorded into the books?</p> <p>7. What is the first step of accounting process?</p> <p>8. Why are investors and potential investors interested in financial statements of a company?</p> <p>9. Illustrate two examples of transactions that are not recorded in accounting.</p> <p>10. Can production loss due to machine break-down be recorded in the books of accounts?</p> <p>11. Plant and Machinery are shown at ₹15,00,000 (at original cost) in the Balance Sheet of the business enterprise, owned by Mr. Raghav. But the market value of plant and machinery is ₹30,00,000 as at that Balance Sheet date. Mr. Raghav wants to show the plant and machinery at market value in the books of accounts. Can he do so?</p> <p>12. Name the external user of accounting information from whom the firm purchases goods on credit.</p>
<b>ECONOMICS</b>	<b>Mr. K. K. Mohanty</b>	Write Distinction between Microeconomics and Macroeconomics and Difference between Positive and Normative Economics in your Economics Fair Copy .
<b>BUSINESS STUDIES</b>	<b>Ms. Talina Chakraborty</b>	Chapter 1 Exercise Questions and Answers Book - Punam Gandhi
<b>IP</b>	<b>Mr. Umesh Kale</b>	<p>1. Block diagram of a Computer System – make a chart or ppt.</p> <p style="text-align: center;">OR</p> <p>1. Types of Printers – make a chart or ppt. 2. Write short notes or ppt on Input devices of a computer system.</p> <p style="text-align: center;">OR</p> <p>2. Write short notes or ppt on Output devices of a computer system.</p>
<b>PE</b>	<b>Mr. Arun Kumar Pal</b>	<p>1. Read, learn and prepare the various career opportunities in physical education</p> <p>2. Read, learn and prepare presentation on ASTANGA YOGA with its elements and explanations at different stages.</p> <p>3. Write an articles on the development of sports in India after independence</p>

**Class Teacher**

**Coordinator**

**Principal**