

SCHEME OF WORK
ACCOUNTS
FORM 5 year 2
TERM 1

Week	Week Ending	Topics
1		Partnerships Accounts: Explain the need for expansion of sole trader to partnerships; Explain the nature of a partnership; Explain the importance of a partnership agreement; Write up capital account for each partner, fixed capital, current capital a/c
2		Write up an appropriation a/c's with relevant items; interest on drawings, interest on capital, salary and any bonuses: show share of profits
3		Compile and Explain the need for partner's current accounts; Differentiate between debit and credit balances in current a/c's
4		Distinguish between fixed and fluctuating capital accounts
5		Manufacturing Accounts: differentiate between indirect and direct costs; fixed and variable costs; appropriate costs between manufacturing and profit and loss activities
6		Make adjustments for stocks of raw materials, work in progress, expenses paid in advance and accruals; calculate cost of production
7		Limited Accounts: The final accounts of limited companies in simple form; distinguish between charges against profits and the appropriation of profits
8		Differentiate between the following classes of shares: ordinary, preference, cumulative preference; Distinguish between authorized and issued share capital: display the capital section of a balance sheet
9		Differentiate the changes in the capital structure of the company compare to that of other forms of business: (consult the syllabus for this topic)
10		Calculate dividends on various classes of shares and interest on loan capital; set out an appropriation account in acceptable form
11		Revision for Examinations
12		EXAMINATIONS
13		EXAMINATIONS
14		Review of Examinations
15		Teachers Only

TERM 2

Week	Week Ending	Topics
1		Explain the nature of and distinguish between reserves and provisions: set out the fixed asset section of a balance sheet
2		Disposal of fixed assets and use of disposal accounts; display the current assets and liabilities in order to show working capital in the balance sheet (amount falling due within/after a year)
3		Departmental accounts: Demonstrate the advantages of the vertical format of the balance sheet: construct departmental and branch accounts.
4		Consignment Account: Define consignment. The nature of consignment accounts; consignor's records
5		Consignment Account: Construct the sales receipt showing the Expense of the agent;
6		Consignment Account: Define the term consignee; identify items in the consignee account.
7		Interpretations of Accounts: General financial Accounting: Double entry bookkeeping principles: limitations of accounts prepared and GAAP (concepts and conventions)
8		Suspense accounts and Revision; Other revisions (Ratios)
9		<u>Mock Examination</u>
10		General financial Accounting: Double entry bookkeeping principles: limitations of accounts prepared and GAAP (concepts and conventions)
11		The importance of accounts as records of transactions and as aids to the efficient management of a business or non-trading organization
12		Suspense accounts and Revision
		<u>TERM 3</u>
1		Revision and Testing
2		Revision of Single entry and incomplete records
3		Procedures for preparing trading account, profit and loss account and balance sheet from incomplete records.
4		Revision of receipts and payments accounts, income and expenditure accounts of non-trading organizations
5		Revision of partnerships
6		Revision of company accounts
7		Revision for examinations
8		EXAMINATIONS
9		EXAMINATIONS
10		Review of Examinations
11		Teachers Only