

**ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (Subject Code 254)  
CLASS-X (2025-26)**

Objective: The main objective of this paper is to enable the students to understand the fundamental principles and develop skills of preparing and maintaining simple books of accounts from given details.

**One Paper**

**3 Hours**

**70 Marks**

Unit	Contents	Marks
1	Capital and Revenue	8
2	Depreciation	12
3	Bank Reconciliation Statement	14
4	Bills of Exchange	10
5	Final Accounts	14
6	Accounting from Incomplete Records	12
	<b>Total</b>	<b>70</b>
	<b>Project</b>	<b>30</b>

**Unit 1: Capital and Revenue**

**08 Marks**

Content	Learning Outcomes
Capital and revenue : Capital and revenue receipts, capital and revenue expenditure and deferred revenue expenditure	The learners would be able to : <ul style="list-style-type: none"> <li>● Recapitulate the meaning of the terms 'Capital' and 'Revenue'</li> <li>● Appreciate the difference between capital and revenue receipts and capital and revenue expenditure</li> <li>● Acquire the knowledge about deferred revenue Expenditure</li> </ul>

**Unit 2: Depreciation**

**12 Marks**

Content	Learning Outcomes
Depreciation : Need and methods of charging depreciation-straight line and Diminishing balance method (no change in the method)	The learners would be able to : <ul style="list-style-type: none"> <li>● Explain the necessity of providing depreciation on fixed assets</li> <li>● Develop the skill of using the different methods i.e. straight line and diminishing balance for computing depreciation</li> <li>● Prepare fixed assets accounting using straight line and diminishing balance method of charging depreciation</li> </ul>

**Unit 3: Bank Reconciliation Statement**

**14 Marks**

Content	Learning Outcomes
Bank Reconciliation Statement : Meaning Preparation of BRS with the given cash book / pass book balance	The learners would be able to : <ul style="list-style-type: none"> <li>● Understand the concept of bank reconciliation statement</li> <li>● Appreciate the need of preparing bank reconciliation statement</li> <li>● Develop understanding of preparing bank reconciliation Statement</li> </ul>



**Unit 4: Bills of Exchange****10 Marks**

Content	Learning Outcomes
Bill of Exchange : Nature and use of Bills of Exchange, Terms used in Bills of Exchange. Simple transactions related to bills of exchange (No dishonour, retiring & renewal of the bill)	The learners would be able to : <ul style="list-style-type: none"> <li>● Acquire the knowledge of using bills of exchange for financing business transactions</li> <li>● Understand the need of Bills of exchange in business</li> <li>● State the meaning of different terms used in bills of exchange and their implication in accounting</li> <li>● Develop in the skill of journalising simple bill transactions in the book of creditor and debtor</li> </ul>

**Unit 5: Final Accounts****14 Marks**

Content	Learning Outcomes
Final Accounts : Preparation of Trading and Profit & loss Account and Balance Sheet of Sole trader. Adjustment for closing stock only. [amount of closing stock to be given]	The learners would be able to : <ul style="list-style-type: none"> <li>● State the meaning of financial statements &amp; the purpose they serve for a sole proprietor.</li> <li>● Develop the skill of preparing Trading Account and calculating gross profit.</li> <li>● Develop the skill of preparing Profit &amp; Loss Account and calculating the net profit</li> <li>● Explain the need for preparing 'Balance Sheet'.</li> <li>● Understand the techniques of preparing the 'Balance Sheet'.</li> <li>● Develop the understanding to the simple adjustment for closing stock</li> </ul>

**Unit 6: Accounting from Incomplete Records****12 Marks**

Content	Learning Outcomes
Accounting from Incomplete Records : Meaning; preparation of statement of Profit, statement of affairs. [statement of affairs method only]	The learners would be able to : <ul style="list-style-type: none"> <li>● State the meaning of incomplete records</li> <li>● Understand the uses and limitations of incomplete records</li> <li>● Develop the skill of computation of profit / loss by preparing Statement of Profit</li> <li>● Develop the skill of preparing 'Statement of Affairs' and ascertain the position of the business on a particular date.</li> </ul>

**Project Work****Project – I****15 Marks**

Identify 20 items and classify them as capital and revenue receipts, capital and revenue expenditure and deferred revenue expenditure  
(OR any other topic related to the course content)

**Project –II****15 Marks**

Make a statement of affairs for incomplete records of a small shop.  
(OR any other topic related to the course content)

