



BOOK-KEEPING & ACCOUNTANCY

STANDARD XI



The Constitution of India

Chapter IV A

Fundamental Duties

ARTICLE 51A

Fundamental Duties- It shall be the duty of every citizen of India—

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- (k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

The Coordination Committee formed by GR No. Abhyas - 2116/(Pra.Kra.43/16) SD - 4
Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on
20.06.2019 and it has been decided to implement it from the educational year 2019-20.

Book - Keeping and Accountancy

STANDARD ELEVEN



**Maharashtra State Bureau of Textbook Production
and Curriculum Research, Pune - 411 004**



H8J2K5

Download DIKSHA App on your smartphone. If you scan the Q.R.Code on this page of your textbook, you will be able to access full text. If you scan the Q.R.Code provided, you will be able to access audio-visual study material relevant to each lesson, provided as teaching and learning aids.

First Edition : 2019

Third Reprint : 2022

© Maharashtra State Bureau of Textbook Production
and Curriculum Research, Pune- 411 004.

Maharashtra State Bureau of Textbook Production and Curriculum Research reserves all rights relating to the book. No part of this book should be reproduced without the written permission of the Director, Maharashtra State Bureau of Textbook Production and curriculum Research, Pune.

Committee Members

Shri. Surendra Nirgude	(Chairman)
Dr. Mukund Tapkir	(Member)
Dr. Prashant Sathe	(Member)
Shri. Mohan Salvi	(Member)
Dr. Jyoti Gaikwad	(Member)
Shri. Mahesh Athawale	(Member)
Smt. Anantlaxmi Kailasan	(Member)
Shri. Narayan Patil	(Member)
Smt. Laxmi Pillai	(Member)
Smt. Mrinal Phadke	(Member)
Smt. Ujjwala Godbole	(Member-Secretary)

Study Group Members

Shri. Vilas Potdar	Shri. Anil Kapare
Dr. Narendra Pathak	Dr. Anagha Kale
Shri. Sanjeev More	Smt. Lakshmi R. Iyer
Shri. Abdul Rauf	Shri. Appasaheb Dorkar
Shri. Subhash More	Shri. B.S. Kumbhar
Shri. Ganesh Channa	Smt. Jyoti Bhore
Shri. Anil Kadam	Shri. Sanjay Pandikar

Co-ordinator

Ujjwala Shrikant Godbole

I/C Special Officer for Mathematics

Cover Design :

Shri. Sandeep Koli, Artist, Mumbai

Shri. Ganesh Channa, Artist, Solapur

Typesetting :

Rasi Graphics, Mumbai.

Production

Sachin Mehta

Chief Production Officer

Sanjay Kamble

Production Officer

Prashant Harne

Asst. Production Officer

Paper

70 GSM Cream wove

Print Order No.

Printer

Publisher

Vivek Uttam Gosavi, Controller

Maharashtra State Textbook Bureau, Prabhadevi Mumbai- 400 025



The Constitution of India

Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political ;
LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;
and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

NATIONAL ANTHEM

Jana-gana-mana-adhināyaka jaya hē
Bhārata-bhāgya-vidhātā,

Panjāba-Sindhu-Gujarāta-Marāthā
Drāvida-Utkala-Banga

Vindhya-Himāchala-Yamunā-Gangā
uchchala-jaladhi-taranga

Tava subha nāmē jāgē, tava subha āsisa māgē,
gāhē tava jaya-gāthā,

Jana-gana-mangala-dāyaka jaya hē
Bhārata-bhāgya-vidhātā,

Jaya hē, Jaya hē, Jaya hē,
Jaya jaya jaya, jaya hē.

PLEDGE

India is my country. All Indians
are my brothers and sisters.

I love my country, and I am proud
of its rich and varied heritage. I shall
always strive to be worthy of it.

I shall give my parents, teachers
and all elders respect, and treat
everyone with courtesy.

To my country and my people,
I pledge my devotion. In their
well-being and prosperity alone lies
my happiness.

PREFACE

It's great pleasure to introduce the Text Book of Book keeping & Accountancy as per revised syllabus for Std XI from the academic year 2019-20.

A student in the commerce stream studies various subjects, which covers business, management, finance, economics, costing, accounting etc. Book, keeping & Accountancy is one of the most important subjects in commerce, which deals exclusively with the accounting part of different business organizations.

As students are learning this subject first time in their academic career, due care has been taken to put the subject matter in a simple manner. As far as possible the content is designed in such a way that students will be able to understand the basic principles of Book-keeping & Accountancy. The contents are supported with charts, diagrams, tables etc. The exercise given at the end of each topic contains different types of questions to test conceptual clarity and accuracy. Students are given ample opportunity to solve practical problems which are based on application. Q.R. code is given on title which will help to get more knowledge and clarity about the contents.

This book introduces the basic concepts of topic like meaning and objectives of Book Keeping, accounting terms, concepts and conventions, classification of accounts, rules of accounts, various source documents, Journal, Ledger upto preparation of Final Accounts. We have also introduced some new concepts and trends followed in actual practice in this book e.g. GST, NEFT, RTGS, Debit card, Credit card e.wallet etc. We have also included so many activities for the students to gain practical knowledge.

We are grateful to the subject committee members, study group members, translators, reviewers, quality reviewers and all those who have taken efforts in designing this textbook.

We hope the textbook will be well received by academicians and students.



(Dr. Sunil Magar)
Director

Pune

Date : 20 June 2019,

Indian Solar Year : 30 Jyeshtha 1941

Maharashtra State Bureau of Textbook
Production and Curriculum Research, Pune.

Book-keeping and Accountancy
Competency Statements
Standard XI

Unit No.	Topic	Competency Statements
1	Introduction to Book- Keeping and Accountancy	<ul style="list-style-type: none"> Students understand the meaning, features and the importance of accounting. Students understand basic accounting concepts & Terminologies Students can Analyse the role and benefits of book- keeping. Students will be able to know the latest accounting standards.
2	Meaning and Fundamental of Double Entry Book-Keeping	<ul style="list-style-type: none"> Students understand fundamental principles of Double Entry System. Students understand classification and types of Accounts. Students are able to apply the golden rules to prepare classification tables. Students can prepare a statement of analysis of transaction and accounting equations system.
3	Journal	<ul style="list-style-type: none"> Students are able to prepare accounting documents. Students can get ability to analyse the effects of each transaction. Students become familiar with the standard form and arrangement of Journal entries. Students can calculate GST on purchase of goods. Students can calculate GST on sale of goods. Students are able to pass Journal Entries correctly.
4	Ledger	<ul style="list-style-type: none"> Students are able to post recording from Books of original entry to Ledger. Students learn the balancing of various ledger accounts Students are able to prepare Trial Balance
5	Subsidiary Books	<ul style="list-style-type: none"> Students understand the meaning & need of Subsidiary Books. Students know the actual recording of transactions in special Journal. Students can classify cash & credit transactions. Students are able to prepare & balance different types of Cash Book. Students learn to give accounting treatment for banking transactions & contra entries. Students can prepare various Subsidiary Books.

6	Bank Reconciliation Statement	<ul style="list-style-type: none"> Students can prepare specimen of different Bank Documents. Students will understand the difference between Cash Book and Pass Book Students will know the reasons behind the differences in Cash Book balance and Pass Book balance Students can prepare Bank Reconciliation Statement competently
7	Depreciation	<ul style="list-style-type: none"> Students understand the Concept, Methods and Importance of Depreciation. Students understand the difference between Fixed Assets and Current Assets. Students are able to calculate the amount of Depreciation of different fixed assets. Students are able to differentiate the amount of depreciation by Straight Line Method and Written Down Value Method.
8	Rectification of Errors	<ul style="list-style-type: none"> Students will know the meaning and effects of Rectification of Errors. Students will know the different Types of Errors and there Examples Students are able to detect the errors and rectify them. Students will learn the meaning and need of Suspense A/c. Students know how to prepare Suspense A/c.
9	Final Accounts of a Proprietary Concern	<ul style="list-style-type: none"> Students understand the Meaning, Objectives and Importance of Final Accounts. Students are able to understand the effects of Adjustments Students use the skills in preparing Trading Accounts, Profit & Loss Account and Balance Sheet with competency.
10	Single Entry System	<ul style="list-style-type: none"> Students are able to understand the meaning and importance of Single Entry System. Students can distinguish between single entry & double entry system. Students are able to prepare Opening & Closing Statements of affairs & statement of Profit or Loss of sole trading concern competently.

Index

Sr. No.	Chapter Name	Page No.
1	Introduction to Book- Keeping and Accountancy	1 - 18
2	Meaning and Fundamentals of Double Entry Book-Keeping	19 - 43
3	Journal	44 - 88
4	Ledger	89 - 121
5	Subsidiary Books	122 - 177
6	Bank Reconciliation Statement	178 - 211
7	Depreciation	212 - 247
8	Rectification of Errors	248 - 270
9	Final Accounts of a Proprietary Concern	271 - 332
10	Single Entry System	333 - 362
11	Answer Key	363 - 380