**LESSON PLAN FOR WEEK 4 ENDING 3rd FEBRUARY, 2023**

Subject Business Studies

Topic: Forms of Trial Balance

Sub Topic: Book keeping Documents

Date: 31st January, n 2nd February, 2023

Duration: 70minutes

Period: 12.30 - 1.00pm, 11.50am -12.30pm

Class: J.S.S. 3

Number in Class: 13

Average Age: 13

Sex: Mixed

**Learning Objectives**: By the end of the class, students should be able to;

I Identify the forms of trial balance.

Ii. Draw the forms of trial balance.

Iii. Explain the meaning of trial balance.

Iv. State the functions of trial balance.

V. Extract balances from ledgers to form trial balance.

**Rationale/Importance**: To enable pupils know the meaning of trial balance, identify the forms of trial balance, state the functions of trial balance and extract balances from ledgers to form trial balance.

**Previous Knowledge:** Pupils have been taught Meaning of modesty, attributes of modesty effects of living modestly and the link between modesty and extravagances.

**Instructional Resources:** Pupils mind were drawn to samples of transactions in their textbook and examples worked in the class..

**Reference Materials:** WABP Junoir Secondary Business Studies 3 by Egbe T. Ehiametalor et al. And metropolitan Business Studies for Junoir Secondary school Book 3 by Anjorin Olajumoke Adeola.

|  |  |  |  |
| --- | --- | --- | --- |
| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENT’S ACTIVITIES** | **LEARNING POINT** |
| Introduction | Asks pupils to differentiate modesty and extravagances. | Pupils responds to the questions | To review previous topic and arouse pupils interest. |
| Step 1 | Asks pupils what they understand by a trial balance | Responds partially to the question | To know the meaning of a trial balance. |
| Step 2 | Asks pupil to state the functions of a trial balance. | Participate in the discussion | For proper understanding of the topic |
| Step 3 | Asks scholars the forms of trial balance | Responds according to their level of understanding | To encourage critical thinking. |
| Summary | Summarizes lesson with the key points;  Meaning of Trial Balance:  Is the proof of the equality of debits and credits entries in the ledger.  The trial balance is a list of names of the account and the balances in each account as at a given moment of time with debit and credit balances.  Trial balance is also the trading, profit and loss account and the balance sheet.  This account forms the trial balance and it canbe drawn in t shape, after preparing the cash book, then it can be posted to the ledger.  **USES OF A TRIAL BALANCE;**   1. IT is used to test the arithimetical accuracy of leger entries. 2. It provides a convient transcript of the ledger records as a basis for making adjustments and closing entries.   **ERRORS THAT AFFECTS THE TRIAL BALANCE**   1. **Error of Omission:** where in the full transaction of omitted from the books of account e.g sold goods to Mr z for N100 not entered in the sales book. 2. **Error of Commission**: this error occurs when we enter the correct amount into a wrong person’s account. 3. **Error of Principle**:This type of error takes place where an item is entered in wrong heading or class of accounts. 4. **Error of compensation**: Errors that cancel the effects of each other e.g overstating an amount. 5. **Error of Original** **Entry:** Entering wrong original figure or amount in account.   **Example 1 ; Find below;** | Copy down lesson in their note books | For reference point while studying. |
| Evaluation | Asks scholars to explain how the ledgers tables were extracted | Responds positively to the question | For proper understanding of the topic |
| Conclusion | Rounds off lesson by checking the work done by the scholars. | Identify their mistakes and do the needful. | For better recognition of the concept. |
| Assignment | Write down questions for scholars, see below | Copy down in their note book, solve and submit for marking | To encourage onward study at home. |

April 1; Sam chukwu started business with cash 125,000.00

April 2; Bought goods with cash 78,000.00

April 3; bought furnitures and fittings 26,000.00

April 6: Sold goods in cash 78,000.00

April 14: Cash purchases 39,600.00

April 18: Gave a loan to J.Musa 20,000.00

April 25; cash sales to date 63,250.00

April 29; paid wages in cash 15,000.00

April 29; paid sundry expenses 18,300.00

April 30, j.musa repaid part of the loan 7,000.00

April 30; cash sales to date 47,500.00

Since all transactions is in cash a cash book will be opened first

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Particulars | F | Amount | Date | Particulars | F | Amount |
| April 1 | Capital | 1 | 125,000.00 | April 2 | purchases | 2 | 78,000.00 |
| April 6 | sales | 4 | 42,000.00 | April 3 | Furniture/fit | 3 | 26,000.00 |
| April 25 | sales | 7 | 63,250.00 | April 14 | purchases | 5 | 39,600.00 |
| April 30 | 1. musa |  | 7,000.00 | April 18 | 1. Musa | 6 | 20,000.00 |
| April 30 | sales |  | 47,500.00 | April 29 | wages | 8 | 15,000.00 |
|  |  |  |  | April 29 | Sundry exp |  | 18,300.00 |
|  |  |  |  | April 30 | Balance c/d |  | 87,850.00 |
|  |  |  | **284,750.00** |  |  |  | **284,750.00** |

Then the ledger entries;

**Capital Alc**

|  |  |
| --- | --- |
|  | April 1 cash 125,000.00 |

**Sales A/c**

|  |  |
| --- | --- |
| April 30 Balancec/d 152,750.00 | April 6 Cash 42,000.00 |
|  | April 25 cash 63,250.00 |
|  | April 30 cash 47,500.00 |
| **152,750.00** | **152,750.00** |
|  | **May 1 balance b/d 152,750.00** |

**Purchase A/c**

|  |  |
| --- | --- |
| April 2 cash 78,000.00 | April 30 balance c/d 117,600.00 |
| April 14 cash 39,600.00 |  |
| **117,600.00** | **117,600.00** |
| **May 1 balance b/d 117,600.00** |  |

**Wages A/c**

|  |  |
| --- | --- |
| April 29 cash 15,000.00 |  |

**Sundry Expenses**

|  |  |
| --- | --- |
| April 29 cash 18,300.00 |  |

**Furniture/fittings**

|  |  |
| --- | --- |
| April 3 cash 26,000.00 |  |

1. **Musa**

|  |  |
| --- | --- |
| April 18 cash 20,000.00 | April 30 cash 7,000.00 |
|  | April 30 Balance c/d 13,000.00 |
| 20,000.00 | 20,000.00 |
| May 1 Balance c/d 13,000.00 |  |

**Trial Balance of Sam Chukwudi as at 30th April, 2013**

|  |  |
| --- | --- |
| Purchases 117,600.00 | Capital 125,000.00 |
| Wages 15,000.00 | Sales 152,750.00 |
| Sundry expenses 18,300.00 |  |
| Furniture/fitting 26,000.00 |  |
| j.musa 13,000.00 |  |
| Cash 87,850.00 |  |
| **277,750.00** | **277,750.00** |

**ASSIGNMENT**

Mr. M. Alabi started business with cash of N83,600.00 on June 1st, write up the cash book from the particulars given below, open the necessary ledger accounts and balance them on 31st June and extract a trial balance.

June 2; Cash purchases 278,300.00

June 2; Carriage 95,000.00

June 8; Cash sales 52,500.00

June 9; Paid for advertising 25,000.00

June 10; R. Hanatu paid cash into account 61,000.00

June 12; Loaned B. Mayaki 64,500.00

June 17; cash sales 65,000.00

June 21; Purchases 115,000.00

June 28; paid wages 30,000.00

June 30; cash sales 72,000.00.



3rd February,2023

Deputy Head Instructor Admin

NB: Approved!