

Project Guidelines

A. Points to be kept in mind while preparing the Accountancy Project for Grade - 11

1. Always try to choose exciting accountancy project topics.
2. Always keep your project short and precise. Add content related to your project topic only.
3. Try to Add Diagrammatic/Graphic Presentation. Add Diagrams, Pie-Charts, Bar Charts, and Graphs (If possible)
4. If you have any doubts, ask your project guide for project guidelines.
5. Submit your project report on time.

B. Important points that should be included in the project.

1. Title of the project
2. The problem being discussed in the project.
3. The main reason for selecting this project topic
4. Literature Review
5. The objective of the project
6. Scope of the project
7. Limitations of the project
8. Working methodology of project
9. Acknowledgement
10. Preface
11. Contents of the project
12. Observations and findings
13. Conclusion
14. References (reference books, journals, magazines, websites, etc.)

C. Steps to be kept in mind while writing the project

1. Identifying the Project Statement
2. Setting the Project Objective and Scope of the Project
3. Defining the Project Tasks and Responsibilities (Creating the Work Flow Structure)
4. Monitoring the Project and Finding the Important Resources Required

D. Here is a sample project with important detailed points to be kept in mind while creating your project.

Accountancy Project - Class 11

PROJECT WORK (____ YEAR)

NAME OF THE SCHOOL : _____
NAME OF THE STUDENT : _____
CLASS : _____
CBSE ROLL NUMBER : _____
ACADEMIC YEAR : _____
TEACHER IN CHARGE : _____

ACKNOWLEDGEMENT

I would like to convey my sincere thanks to (teacher's name), my accountancy teacher, who always gave me valuable suggestions and guidance during the project. She/he has a source of inspiration and helped me understand and remember important details of the project. She/he gave me an amazing opportunity to do this wonderful project '(name of the project)'.

I also thank my parents and friends for their help and support in finalising this project within the limited time frame.

Place : _____
Date : _____

Name : _____
Signature : _____

CERTIFICATE BY GUIDE

This is to certify that _____ (name of the student) of class XI of _____ (name of the school), _____ (name of the state) has completed his/her project file under my guidance. He/she has taken proper care and shown the utmost sincerity in completing this project.

I certify that this project is up to my expectations and as per the guidelines issued by CBSE.

_____(Name of the faculty)
(Commerce Department)

(Signature)

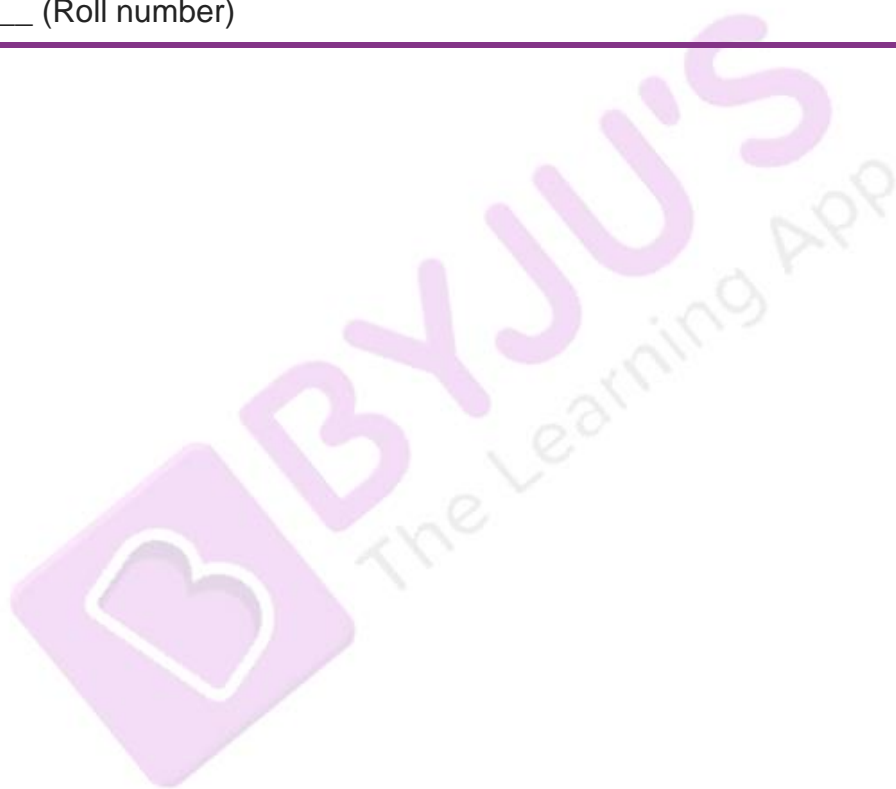
CERTIFICATE BY STUDENT

I _____ (name of the student), student of class XI of _____ (name of the school),
_____ (name of the state) hereby certify that the project was undertaken by me as per
the CBSE curriculum. I take it to be authentic and reliable.

_____ (Name of the student)

_____ (Signature)

_____ (Roll number)



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1.	Comprehensive Problems	
	(a) Amended Cash Book	
	(b) Reconcile Cash Book with Bank Statement	

PROJECT COMPREHENSIVE PROBLEM (Name of the project)

Comprehensive Problem:

Following is the Cash Book of Chaudhary & Co. (Bank Column only) and Bank Statement of HDFC Bank for the month of February, 2020.

You are required to prepare an Amended Cash Book and reconcile it with the Bank Statement.

Chaudhary & Co. Cash Book

Dr.					Cr.				
Date	Particulars	V. No.	L. F.	Amount (₹)	Date	Particulars	V. No.	L. F.	Amount (₹)
2020					2020				
July 1	Balance b/d			7,05,200	July 1	Cash A/c			20,000
July 3	Sunil			36,000	July 4	Furniture A/c			2,20,000
July 6	Shekhar & Co.			40,000	July 7	Dinesh A/c			33,260
July 10	Manish			25,600	July 9	Sunny Ltd.			24,000
July 16	Cash A/c			50,000	July 12	Insurance Prem. A/c			14,600
July 22	Ankur & Sons			26,600	July 15	Sharma & Sons			36,000
July 28	Mrinal & Sons			23,000	July 19	Mishra & Co.			6,800
					July 22	Telephone Exp. A/c			33,560
					July 25	Drawings A/c			6,800
					July 29	Moonlight A/c			22,800
					July 31	Balance c/d			4,88,580
				9,06,400					9,06,400
Aug. 1	Balance b/d			4,88,580					

Bank Statement

Current Account: Chaudhary & Co.
Account Number: 11005896754875
Date: 31st July, 2020

HDFC Bank

Date	Particulars	Debit (₹)	Credit (₹)	Balance (₹)
July 1	Balance			7,05,200 Cr.
July 1	Cash (710022)	20,000		6,85,200 Cr.
July 6	Clearing (Sunil)		36,000	7,21,200 Cr.
July 9	Furniture A/c (710023)	2,20,000		5,01,200 Cr.
July 11	Dividend		600	5,01,800 Cr.
July 12	Clearing (Shekhar & Co.)		40,000	5,41,800 Cr.
July 12	Dinesh A/c (710024)	33,260		5,08,540 Cr.
July 15	Max Insurance (710026)	14,600		4,93,940 Cr.
July 16	Cash		50,000	5,43,940 Cr.
July 18	Clearing (Manish)		25,600	5,69,540 Cr.
July 19	Clearing (Ankit)		20,000	5,89,540 Cr.
July 20	Sunny Ltd. (710025)	24,000		5,65,540 Cr.
July 22	Sharma & Sons (710027)	36,000		5,29,540 Cr.
July 25	Bank Charges	460		5,29,080 Cr.
July 26	Clearing (Ankur & Sons)		26,600	5,55,680 Cr.
July 27	MTNL (710029)	33,560		5,22,120 Cr.
July 30	LIC (710030)	6,800		5,15,320 Cr.

Solution:

Step:1 Check the items appearing in the Bank Statement and tick them with the Cash Book items.

Chaudhary & Co. Cash Book

Dr.
Cr.

Date	Particulars	V. No.	L. F.	Amount (₹)	Date	Particulars	V. No.	L. F.	Amount (₹)
2020					2020				
July 1	Balance b/d			7,05,200	July 1	Cash A/c			20,000✓
July 3	Sunil			36,000✓	July 4	Furniture A/c			2,20,000✓
July 6	Shekhar & Co.			40,000✓	July 7	Dinesh A/c			33,260✓
July 10	Manish			25,600✓	July 9	Sunny Ltd.			24,000✓
July 16	Cash A/c			50,000✓	July 12	Insurance Prem. A/c			14,600✓
July 22	Ankur & Sons			26,600✓	July 15	Sharma & Sons			36,000✓
July 28	Mrinal & Sons			23,000	July 19	Mishra & Co.			6,800
					July 22	Telephone Exp. A/c			33,560✓
					July 25	Drawings A/c			6,800✓
					July 29	Moonlight A/c			22,800
					July 31	Balance c/d			4,88,580
				9,06,400					9,06,400
Aug. 1	Balance b/d			4,88,580					

Bank Statement

Current Account: Chaudhary & Co.
Account Number: 11005896754875
Date: 31st July, 2020

HDFC Bank

Date	Particulars	Debit (₹)	Credit (₹)	Balance (₹)
July 1	Balance			7,05,200 Cr.
July 1	Cash (710022)	20,000✓		6,85,200 Cr.
July 6	Clearing (Sunil)		36,000✓	7,21,200 Cr.
July 9	Furniture A/c (710023)	2,20,000✓		5,01,200 Cr.
July 11	Dividend		600	5,01,800 Cr.
July 12	Clearing (Shekhar & Co.)		40,000✓	5,41,800 Cr.
July 12	Dinesh A/c (710024)	33,260✓		5,08,540 Cr.
July 15	Max Insurance (710026)	14,600✓		4,93,940 Cr.
July 16	Cash		50,000✓	5,43,940 Cr.
July 18	Clearing (Manish)		25,600✓	5,69,540 Cr.
July 19	Clearing (Ankit)		20,000	5,89,540 Cr.
July 20	Sunny Ltd. (710025)	24,000✓		5,65,540 Cr.
July 22	Sharma & Sons (710027)	36,000✓		5,29,540 Cr.
July 25	Bank Charges	460		5,29,080 Cr.
July 26	Clearing (Ankur & Sons)		26,600✓	5,55,680 Cr.
July 27	MTNL (710029)			5,22,120 Cr.
July 30	LIC (710030)	33,560✓		5,15,320 Cr.
		6,800✓		

Step: 2 Prepare the Amended Cash Book: Items that are unmarked in the Bank Statement are those items that are not recorded in the Cash Book. These are as follows:

July 11 Dividend Received	₹600
July 19 Direct Deposited by Ankit	₹20,000
July 25 Bank Charges	₹460

Amended Cash Book

Dr.			Cr.		
Date	Particulars	Amount (₹)	Date	Particulars	Amount (₹)
2020 July 31	Balance b/d	4,88,580	2020 July 31	Bank charges A/c	460
July 31	Dividend A/c	600	July 31	Balance c/d	5,08,720
July 31	Ankit A/c (Direct deposited)	20,000			
		5,09,180			5,09,180

Step: 3 Identify the items appearing in the Cash Book but not in the Bank Statement. These are:

July 19 Cheque Issued to Mishra & Co. (710028)	₹ 6,800
July 28 Cheque received from Mrinal & Sons	₹23,000
July 29 Cheque issued to Moonlight (710031)	₹22,800

Step: 4 Prepare Bank Reconciliation Statement using the Balance of Amended Cash Book.

BANK RECONCILIATION STATEMENT as on 31st July, 2020

Particulars	Plus Items (₹)	Minus Items (₹)
Balance as per Amended Cash Book	5,08,720	
Cheque issued but not presented for payment		
Mishra & Co. 6,800		
Moonlight <u>22,800</u>	29,600	
Cheque deposited but not cleared Mrinal & Sons.		23,000
Balance as per Pass Book		5,15,320
	5,38,320	5,38,320