

INTERMEDIATE LEVEL

FINANCIAL ACCOUNTING

Objectives:

1. To develop knowledge and understand the underlying principles and concepts relating to financial accounting.
2. Preparation of financial statements and related supporting documents.

Contents:

- Accounting concepts and principles
- Effect of business transactions
- Double entry accounting systems
- Books of original entry/types of ledger
- Balancing off accounts and pre-adjusted Trial Balance
- Bank reconciliation statement – errors/ timing and permanent difference
- Other entries
 - Accruals and prepayments
 - Depreciation and disposals of assets
 - Provision for bad and doubtful debts
 - Inventory valuation
 - Adjusted Trial balance
- Control accounts - Debtors and Creditors control account
- Correction of errors - journalizing / suspense accounts and adjusting financial statements
- The Framework of accounting/Objectives of Financial reporting
- Introduction to computerized accounting systems
- Preparations of financial statements for:
 - Sole Traders
 - Incomplete records
 - Clubs and societies
 - Partnerships
- Manufacturing companies - manufacturing accounts
- Sole trader and Partnership conversion to Limited Liability Company
- Characteristics of a company
- Company formation, prospectus and published accounts
 - Accounting treatment for classes of shares
 - Issue of shares/bonus right issues
 - Reserves. Retained profits, dividend and taxation
 - Share splits, share buyback, earnings per share
 - Types of debentures, issue , redemptions of debentures
 - Preparation and presentation of financial statements and
 - Director's and auditor's report
- Company reconstructions – internal and external reconstruction and capital reduction
- Joint ventures – nature and accounting treatment for simple joint ventures
- Branch accounts – separate and combined financial statement for head office and branch
- Analyzing and evaluation of financial statements
 - Cash flow statement
 - Ratios
 - Capital requirements