SCHEME OF WORK

Name of teacher:.............

Name of School:................................

Year: **.............**

TERM: **1 to 2**

Class/Stream: **FORM TWO**

Subject: **BOOK KEEPING**

Competence	General Objective	Month	Week	Main Topic	Sub-topic	Periods	Teaching Activities	Learning Activities	T/L Material	References	Assessment	Remarks

SCHEME OF WORK

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Year: **..............** TERM: **1 to 2**

Class/Stream: **FORM TWO** Subject: **BOOK KEEPING**

Students should be able to record transactions concern business.	The students should be able to distinguish various book keeping system concern fin	FEBRUARY JANUARY FEBRUARY	3rd 4th 1st 2nd 3rd 4th	Books of prime entry • Various books of original entry	• Function of books of prime entry • Various books of original entry	2 4 4 2	• Lead students to discuss the meaning of books of prime entry and their functions. • To discuss with pupils on: - Purchases day book with its ledger. - Sales day book with its ledger. • Lead students to discuss: - Purchases return day book with its ledger. - Sales return day book with its ledger - General ledger • Journal proper - Opening entries. - Closing entries.	• Pupils to discuss and be able to define books of prime entry and their functions. • Pupils to be able to prepare: - Purchases day book with its ledger. - Sales day book with its ledger. • To discuss - Purchase return day book with its ledger. - Sales return day book with its ledger. - General ledger. - Journal proper. • To record transaction of - Opening entries. - Closing entries.	• Cash book • Cheque • Invoice • Cash book • Cheque • invoice	• Book keeping book one • Book keeping book one • Book keeping book one	Given questions consigned with sales day book and solved in the class. Solve question for purchases day book.	

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	ancial matters and records.											
Competence	**General Objective**	**Month**	**Week**	**Main Topic**	**Sub-topic**	**Periods**	**Teaching Activities**	**Learning Activities**	**T/L Material**	**References**	**Assessment**	**Remarks**

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Students should be able to communicate eff	Students should be able to use terminologies of account with clarity for the purpose of effect	APRIL MARCH	1st 2nd 3rd	Petty cash book	Petty cash operation Imprest system	2 4	• Lead students to discuss definitions and operations of the petty cash book. • Lead students to discuss and conclude the application of imrprest through columnar expenditure.	• To define petty cash book and how its operate. • Lead students in discussion and able to identify meaning and application of imprest system.	• Petty cash book	• Book keeping book II	• Asking questions about - Imprest system. - Petty cashier. - Reimbursement.	
			4th	E X A	M I N		A T I O N	& M I D T E	R M B R	E A K		
		FEBRUARY	1st 2nd 3rd 4th	Bank reconciliation statement	Importances	2 2	• Lead students to come up with importances of • Guide students, to explain factors make disagree between cash book and bank statement balance. • Importance of preparing bank reconciliation statement. • Guide students to record transactions in the bank reconciliation. • Adjust the cash book.	• To define bank reconciliation statement. - Bank statement. - To mention factors make differences. - Importance of preparing bank reconciliation statement. • To record transactions in the bank reconciliation. • To adjust the cash book.	• School cash book • School bank statement. • Cash book. • Bank statement.	• Business account by Frank Wood. • Business accounting one by Frank Wood.	• Question to solve in the class.	

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iciency and control the business.	ive communication and control of business.											

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Competence	**General Objective**	**Month**	**Week**	**Main Topic**	**Sub-topic**	**Periods**	**Teaching Activities**	**Learning Activities**	**T/L Material**	**References**	**Assessment**	**Remarks**

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	Students should be able to differentiate effective various concepts and use business the terminologies of account with clarity for the purpose of effective com	JUNE MAY APRIL FEBRUARY	4th 1st 2nd 3rd 4th 1st 2nd	Bank reconciliation Government account **G E**	● Treatment ● Overdraft of bank reconciliation ● Government organization. **N E**		● Discuss with pupils on various formulae for Bank reconciliation statement. ● Guide students to record overdraft transaction. ● Adjust the cash book. ● Reconcile. ● To discuss with pupils the meaning of government accounts (various) (author) ● Lead students to discuss and mention accounting in connection to parliament treasury an ministry of work. ● Guide students to define terminologies concern with government accounting officers. **R R E**	● Pupils should be able to establish and use formulas for Bank reconciliation. ● To record overdraft of the book. ● To adjust the cash book ● To reconcile transaction. ● To define government accounting by various authors. ● Pupils should be able to connect parliament treasury and ministry of work finance. ● To define difference terminologies concern with government accounting. **V I S**	● Cash book. ● Bank statement. ● Wall chart to show government organization. **O N**	● Business accounting by Frank wood. ● Hand out for government accounting and Book keeping book 1 & 2	“ ● Solve questions about - Government accounting. - Ambit of vote. - Vote book	

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	munication and control of business.											