



CS EXECUTIVE CHART BOOK QUICK REVISION GUIDE

CORPORATE ACCOUNTING AND FINANCIAL MANAGEMENT



Module 1

- Summarised Tabular Chart** Format for revising the subject matter in an easy-to-learn format
- Point-wise Summaries** of each chapter are provided in a nutshell
- Full-coverage of the New Syllabus** for CS-Executive exams

Contents

Corporate Accounting	1-39
1. Introduction of Accounting.....	3-5
2. Introduction to Corporate Accounting.....	6-12
3. Accounting Standards (AS).....	13-18
4. Accounting for Share Capital	19-22
5. Accounting for Debentures.....	23-27
6. Related Aspects of Company Accounts.....	28-29
7. Consolidation of Accounts.....	30-32
8. Financial Statement Analysis.....	33-34
9. Cash Flows	35-37
10. Forecasting Financial Statements	38-39
Financial Management	41-80
1. Introduction (Financial Management).....	43-44
2. Time Value of Money	45
3. Capital Budgeting	46-50
4. Cost of Capital	51-53
5. Capital Structure	54-58
6. Dividend Decisions.....	59-62
7. Working Capital Management.....	63-69
8. Security Analysis	70-76
9. Operational Approach to Financial Decision.....	77-80

ATTRIBUTES OF ACCOUNTING

It is an Art.

Interpreting the results of operation

Recording of term of money

Financial character

Recording, classifying and summarizing

ATTRIBUTES OF ACCOUNTING

- Accounting is an Art:** Accounting is considered an art because it helps us figure out our financial goals by studying and understanding financial information. It requires special skills, knowledge, and judgment.
- It involves recording, classifying and summarizing:** Recording means writing down transactions as they happen. Classifying is grouping similar transactions together. Summarizing involves making reports and statements from the classified data, like profit and loss accounts and balance sheets.
- It records transactions in terms of money:** All transactions are written down using money as the common measure. This helps to understand the business's financial situation better.
- It records only those transactions and events which are of financial character:** If something doesn't involve money, it won't be recorded in accounting.
- It is the art of interpreting the results of operations:** To figure out how well a business is doing financially, how much progress it's made, and how it's doing overall.

BOOK-KEEPING

Book-keeping involves:

- ❖ Collection of basic financial information
- ❖ Identification of events and transactions with financial character, i.e., economic transactions.

Difference between Book-Keeping and Accounting

Book-Keeping	Accounting
Output of book-keeping is an input for accounting.	The output of accounting helps take holders makes informed decisions.
The goal of bookkeeping is to keep a systematic record of financial transactions and events in the order they happen.	The purpose of accounting is to determine how a business is performing and to report its financial health.
Book-keeping is the foundation of accounting.	Accounting is considered as a language of business.
Book-keeping is carried out by the junior staff.	Skilled senior staff analyse and interpret accounting data.

SINGLE ENTRY SYSTEM

Single-entry book keeping uses one-sided entries for financial records, while double-entry book keeping records both aspects of every transaction.

DOUBLE ENTRY SYSTEM

Double-entry book keeping uses two-sided entries to record financial information. Each entry in an account has a corresponding entry in an other account. This system has two sides called debit and credit. It was Luca Pacioli, an Italian mathematician, who first published a comprehensive guide to the principles of the double-entry system in 1494.

Features of Double Entry System:

- Every transaction involves two aspects:** one party giving a benefit and the other receiving it.
- In every transaction, there are two parts:** debit and credit. One account gets debited, and the other gets credited.

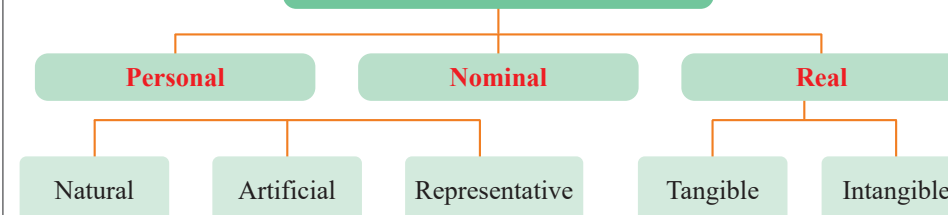
Advantages of Double Entry System:

- It prevents and minimizes error. Moreover, frauds can be detected early.
- Errors can be checked and rectified easily.

Limitations of Double Entry System:

- The system does not disclose all the errors committed in the books of accounts.
- It is costly as it involves maintenance of numbers of books of accounts.

TYPES OF ACCOUNTS



Golden rules of Accounting

Personal Account

Debit the receiver or who owes business
Credit the giver or the business owner

Real Account

Debit what comes into business
Credit what goes out of business

Nominal Account

Debit all expenses or losses
Credit all income or gains

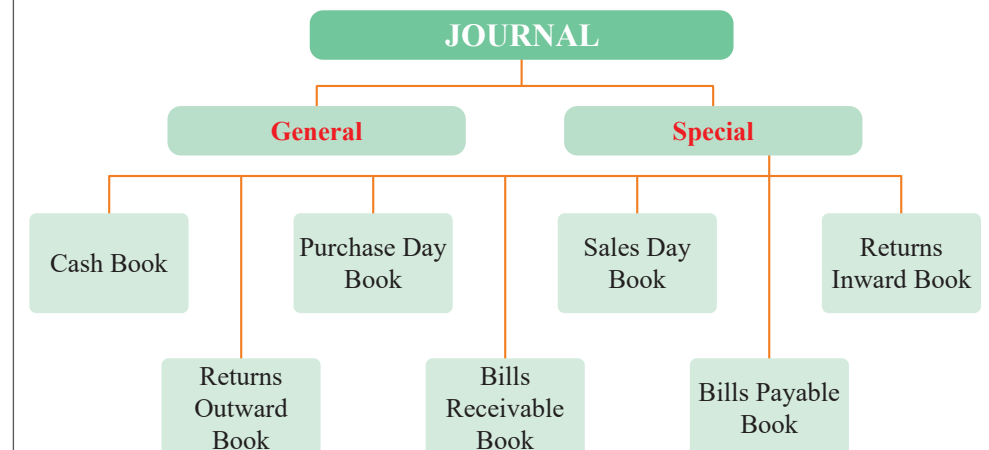
JOURNAL

A journal, also known as the Book of Prime Entry or Book of Original Entry, records transactions in the order they occur. The act of recording transactions in a journal is called "journalizing", and each entry in this book is called a "journal entry."

Advantages of Journal

The following are the advantages of a journal:

- Chronological Record:** Transactions are recorded as they occur, providing detailed day-to-day information.
- Minimizing the possibility of errors:** Recording and analysing transactions in both debit and credit aspects help determine their nature and impact on the business's financial position.
- Narration:** It means explanation of the recorded transactions.
- Helps to finalize the accounts:** The journal is used to post entries to the ledger and create the Trial Balance. The Trial Balance is essential for preparing the final accounts.



TOPICS TO BE COVERED

- ❖ Introduction
- ❖ Records of accounts to be maintained by a company
- ❖ Financial statements
- ❖ Preparation and presentation of financial statements
- ❖ Schedule III of the companies act, 2013
- ❖ Presentation of balance sheet
- ❖ Part I – form of balance sheet
- ❖ **Disclosure requirement:** schedules forming part of financial statements
- ❖ Part II – form of statement of profit and loss
- ❖ General instructions for preparation of statement of profit and loss
- ❖ What is XBRL (Extensible Business Reporting Language)?
- ❖ What are the features of XBRL?
- ❖ What are the advantages of XBRL?

INTRODUCTION

Sole proprietorships and partnerships aren't legally required to prepare final accounts. However, companies must follow statutory obligations outlined in the Companies Act. Sections 128 to 138 of the Act, along with Schedules II and III, became effective on April 1, 2014. Relevant rules were also notified. These provisions, schedules, and rules apply to financial years starting on or after April 1, 2014.

RECORDS OF ACCOUNTS TO BE MAINTAINED BY A COMPANY

Section 128 of the Companies Act, 2013 mandates that every company must maintain books of account, financial statements, and relevant documents at its registered office. These records should accurately reflect the company's financial status, including any branch offices, and detail all transactions. They must be kept using accrual accounting and the double entry system. However, the board of directors can choose to keep these records at a different location in India, in which case they must inform the Registrar within seven days.

Conditions Regarding Maintenance and Inspection of Certain Financial Information by Directors

The summarised returns of the books of account of the company kept and maintained outside India shall be sent to the registered office at quarterly intervals, which shall be kept and maintained at the registered office of the company and kept open to directors for inspection.

Where any other financial information maintained outside the country is required by a director, the director shall furnish a request to the company setting out the full details of the financial information sought, the period for which such information is sought.

The company shall produce such financial information to the director within fifteen days of the date of receipt of the written request.

The financial information shall be sought for by the director himself and not by or through his power of attorney holder or agent or representative.

FINANCIAL STATEMENTS

Balance Sheet as the end of the financial year;

Profit and loss account, or in case of a company carrying on any activity not for profit, an income and expenditure account for the financial year;

Cash Flow Statement for the financial year; and

Any explanatory not annexed to, or forming part of, any document referred to in sub-clause (i) to sub-clause (iv).

Preparation and Presentation of Financial Statements

- The items contained in such financial statements shall be in accordance with the accounting standards.
- Nothing contained in this sub-section shall apply to any insurance or banking company or any company engaged in the generation or supply of electricity, or to any other class of company for which a form of financial statement has been specified in or under the Act governing such class of company.
- The financial statements shall not be treated as not disclosing a true and fair view of the state of affairs of the company, merely by reason of the fact that they do not disclose
 - in the case of an insurance company, any matters which are not required to be disclosed by the Insurance Act, 1938, or the Insurance Regulatory and Development Authority Act, 1999;
 - in the case of a banking company, any matters which are not required to be disclosed by the Banking Regulation Act, 1949;
 - in the case of a company engaged in the generation or supply of electricity, any matters which are not required to be disclosed by the Electricity Act, 2003;
 - in the case of a company governed by any other law for the time being in force, any matters which are not required to be disclosed by that law
- At every annual general meeting of a company, the Board of Directors of the company shall lay before all members financial statements for the financial year.

- Where a company has one or more subsidiaries, it shall, in addition to financial statements provided under Sub-section (2), prepares a consolidated financial statement of the company and of all the subsidiaries in the same form and manner as that of its own which shall also be laid before the annual general meeting of the company along with the laying of its financial statement under Sub-section (2).
- The company shall also attach along with its financial statement, a separate statement containing the salient features of the financial statement of its subsidiary or subsidiaries. According to the rules, the statement shall contain the salient features of the financial statement of a company's subsidiary or subsidiaries, associate company and joint venture.

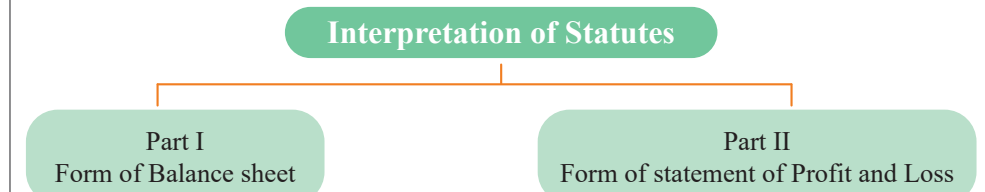
Schedule III of the Companies Act, 2013

According to Section 129 of the Companies Act, 2013, all the companies registered under this Act will have to present its financial statements in Schedule III of the Companies Act.

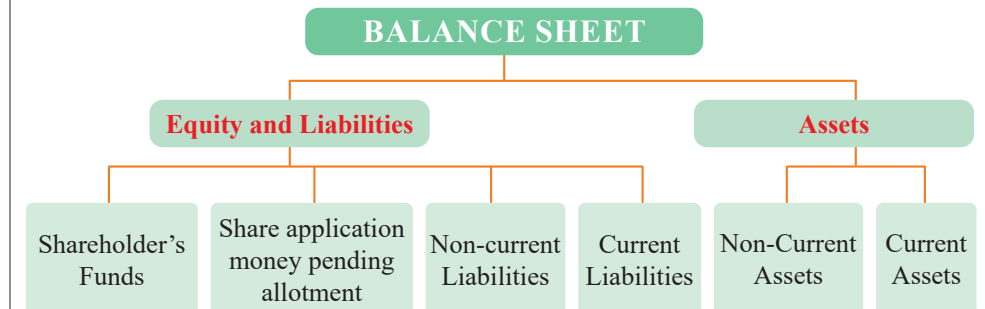
It has several new features like:

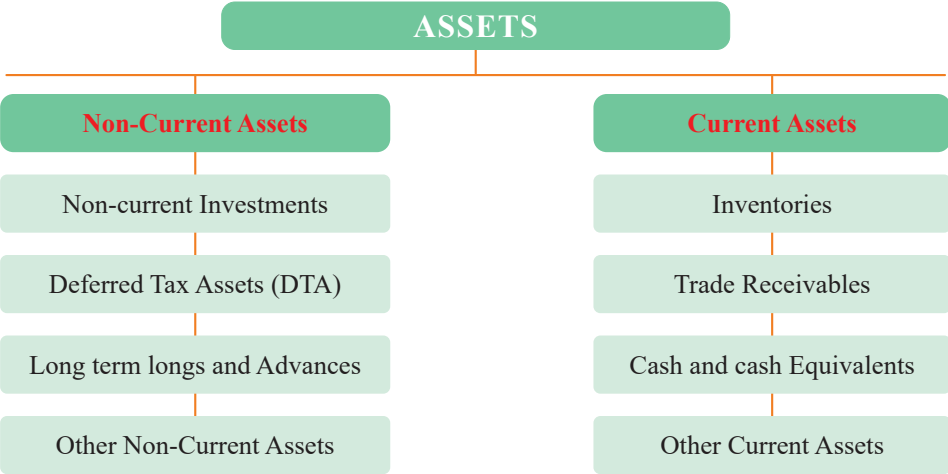
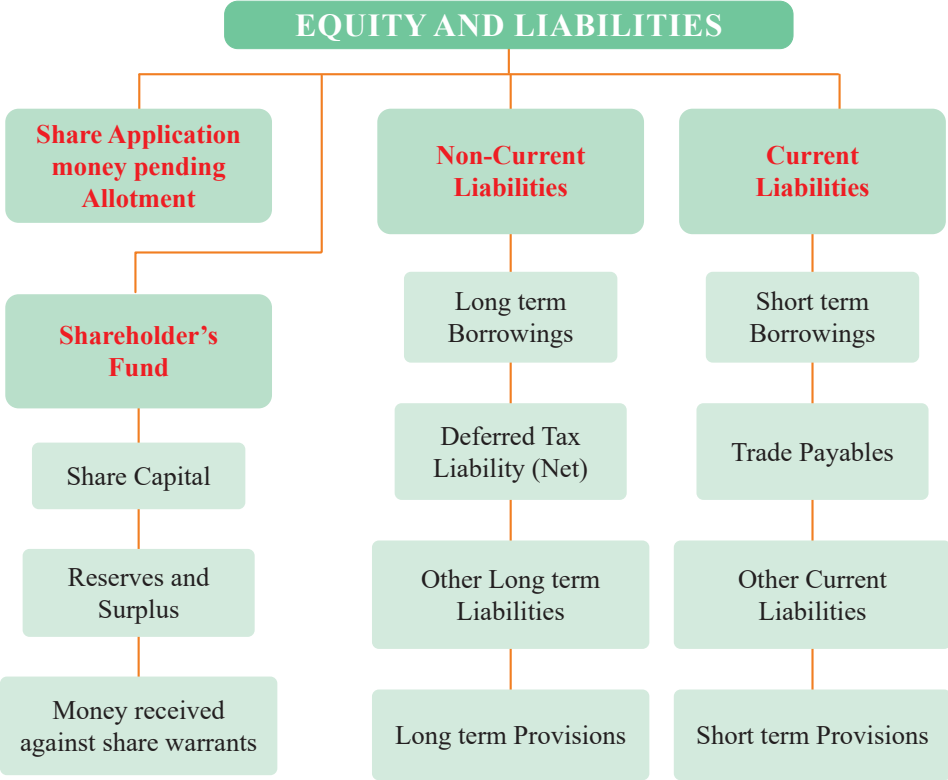
- A vertical format for presentation of Balance Sheet with classification of Balance Sheet items into current and non-current categories.
- A vertical format of Statement of Profit and Loss with classification of expenses based on nature.
- Elimination of the concept of "Schedules" and such information is now to be furnished in terms of "Notes to Accounts".
- Debit Balance of Statement of Profit & Loss A/c will be disclosed under the head, Reserves & Surplus as the negative figure.
- No change in the format of cash flow statement as per revised schedule and therefore its preparation continues to be as per AS-3 i.e. cash flow statement.

Presentation of Balance Sheet



Part I - Form of Balance Sheet





PART I – FORM OF BALANCE SHEET

Name of the Company:.....

Balance Sheet as at

	Particulars	Note No.	Figure as at the end of Current Reporting Period (Rs.)	Figures as at the end of the Previous Reporting Period (Rs.)
I.	EQUITY AND LIABILITIES			
(1)	Shareholders' Funds			
	(a) Share Capital			
	(b) Reserves & Surplus			

	(c) Money Received against Share Warrants			
(2)	Share Application money pending allotment			
(3)	Non-Current Liabilities			
	(a) Long-Term Borrowings			
	(b) Deferred Tax liabilities (Net)			
	(c) Other Long-Term Liabilities			
	(d) Long-Term Provisions			
(4)	Current Liabilities			
	(a) Short-Term Borrowings			
	(b) Trade Payables			
	(A) Total outstanding dues of micro enterprises and small enterprises and			
	(B) Total outstanding dues of creditor other than micro enterprises and small enterprises.			
	(c) Other Current Liabilities			
	(d) Short-Term Provisions			
	TOTAL			
II.	ASSETS			
(1)	Non-Current Assets			
	(a) Property, plant and equipment and Intangible assets			
	(i) Property, Plant and Equipment			
	(ii) Intangible Assets			
	(iii) Capital work-in-progress			
	(iv) Intangible assets under Development			
	(b) Non-current Investments			
	(c) Deferred Tax Assets (DTA) (Net)			
	(d) Long-term Loans & Advances			
	(e) Other Non-Current Assets			
(2)	Current Assets			
	(a) Current Investments			
	(b) Inventories			
	(c) Trade Receivables			
	(d) Cash & Cash Equipments			

	(e) Short-Term Loans & Advances			
	(f) Other Current Assets			
	Total			

DISCLOSURE REQUIREMENT: SCHEDULES FORMING PART OF FINANCIAL STATEMENTS

(A) for "equity and liabilities" items

(1) Shareholders' funds

(a) Share Capital

Schedule III Disclosure Requirement	Points to be considered
General	Schedule III deals only with presentation and disclosure requirements. Accounting classification into Debt and Equity components is governed by the applicable Accounting Standard.
For each Class of Share Capital (different classes of Preference Shares to be treated separately):	
(a) Authorized Capital	It is the maximum number and face/par value, of each class of shares that a corporate entity may issue in accordance with its instrument of incorporation.
(b) Number of Shares Issued, Subscribed and Fully Paid, and Subscribed but not Fully Paid	"Subscribed Share Capital" is the part of issued shares that investors buy and receive from the company, including bonus shares. "Paid-up Share Capital" is the amount of subscribed shares for which payment, in cash or other forms, has been received. This includes bonus shares and shares issued for non-cash consideration by the company.
(c) Face/Par Value per Share	Face Value/Par Value as per Capital Clause in Memorandum of Association should be disclosed.
(d) Reconciliation of No. of Shares	For the Amount of Share Capital; For comparative previous period; Create distinct statements for Equity and Preference Shares, broken down and displayed for each share class.
(e) Rights, Preferences and Restrictions attaching to shares including restrictions on the distribution of Dividends and the Repayment of Capital	For Equity Share Capital, such rights / preferences / restrictions may be with voting rights, or with differential voting rights as to dividend, voting or otherwise as per Companies (Issue of Share Capital with Differential Voting Rights) Rules, 2001. For Preference Shares, the rights include dividend and/ or capital related rights. Further, Preference Shares can be cumulative, non-cumulative, redeemable, convertible, non- convertible, etc.

(f) Shares held in the Company held by its Holding Company or its ultimate Holding Company including Shares held by Subsidiaries or Associates of the Holding Company or the ultimate Holding Company in aggregate	Disclose number of Shares held by the entire chain of Subsidiaries and Associates starting from the Holding Company and ending right up to the Ultimate Holding Company. All such disclosures should be made separately representing for each class of Shares, (for both Equity and Preference Shares).
(g) List of Shareholders holding more than 5% shares as on the Balance Sheet Date	Date for computing the 5% limit should be taken as the Balance Sheet date. So, if during the year, any Shareholder held more than 5% Equity Shares but does not hold as much at the Balance Sheet date, disclosure is not required. Companies should disclose the Shareholding for each class of Shares, both within Equity and Preference Shares. So, such% should be computed separately for each class of Shares.
(h) Shares Reserved for issue under Options and Contracts/ commitments for the sale of Shares/ Disinvestment, including the Terms and Amounts	<ul style="list-style-type: none">❖ Shares under Options generally arise under Promoters or Collaboration Agreements, Loan Agreements or Debenture Deeds (including Convertible Debentures), agreement to convert Preference Shares into Equity Shares, ESOPs or Contracts for supply of Capital Goods, etc.❖ Disclosure is required for the Number of Shares, Amounts and Other Terms for Shares so reserved. Such options are in respect of Unissued Portion of Share Capital.
(i) For the period of 5 years immediately preceding the date as at which the Balance Sheet is prepared Aggregate Number & Class of Shares allotted as Fully Paid up Pursuant to Contract(s) without payment being received in Cash Aggregate No. and Class of Shares allotted as fully Paid up by way of Bonus Shares Aggregate Number & Class of Shares bought back	Disclose only if such event has occurred during a period of 5 years immediately preceding the Current Year Balance Sheet date. The aggregate number of shares allotted or bought back If the company is in operation for a period of less than 5 years, then disclosure should cover all such earlier financial years.
(j) Terms of any Securities Convertible into Equity / Preference Shares issued along with the earliest date of conversion in descending order starting from the farthest such date	In case of Compulsorily Convertible Securities, where conversion is done in fixed tranches, all the dates of conversion have to be considered.

(k) Calls Unpaid (showing aggregate value of Calls Unpaid by Directors and Officers)	Unpaid Amount towards Shares subscribed by the Subscribers of Memorandum of Association should be considered as ‘Subscribed and paid-Up Capital’ in the Balance Sheet and the Debts due from the Subscribers should be appropriately disclosed as an Asset in the Balance Sheet			
(l) Forfeited Shares (amount originally paid up)				
(m) Shareholding of Promoter	Share held by promoter at the end of year			% change during the years
	Sr. No.	Promoters Name	No. of Shares	% of Total Shares
	Total			

(b) Reserves & Surplus

Schedule III Disclosure Requirement	Points
Reserves and Surplus shall be classified as- (a) Capital Reserves	<ul style="list-style-type: none">❖ Capital Reserve is a reserve of a Corporate Enterprise which is not available for distribution as Dividend.❖ Profit on Re-issue of Forfeited shares is basically profit of a Capital Nature and, hence, it should be credited to Capital Reserve.
(b) Capital Redemption Reserve	Capital Redemption Reserve (CRR) is required to be created u/s 55 and 68 (for redemption of Preference Share Capital and buyback of Equity Share Capital), subject to conditions specified in the respective Sections.
(c) Securities Premium	
(d) Debenture Redemption Reserve	Debenture Redemption Reserve (DRR) is required to be created u/s 71 and maintained until such Debentures are redeemed. On redemption of the Debentures, the amounts no longer necessary to be retained in this Account should be transferred to the General Reserve
(e) Revaluation Reserve	Revaluation Reserve is a Reserve created on the revaluation of Assets or Net Assets of an Enterprise represented by the surplus of the estimated Replacement Cost or estimated market values over the Book Values thereof
(f) Share Options Outstanding Account	As per ICAI Guidance Note on ESOP, Share Options Outstanding should be shown as separate line item. Under Schedule III, this line item should be shown separately under Reserves & Surplus.
(g) Other Reserves (specify the nature & purpose of each Reserve and the amount in respect thereof)	This includes any other Statutory Reserves, e.g. Tonnage Tax reserve to be created under the Income Tax Act, 1961.

(h) Surplus, i.e., balance in Statement of P&L disclosing allocations & appropriations, such as, Dividend, Bonus Shares and Transfer to/ from Reserves, etc.	
(Additions & Deductions since last Balance Sheet to be shown under each of specified heads	Appropriations to the Profit for the year (including carried forward balance) is to be presented under the main head ‘Reserves and Surplus’. Under Schedule III, the Statement of P&L will no longer reflect any appropriations, like Dividends transferred to Reserves, Bonus Shares, etc.

(c) Money received against share warrants

Schedule III Disclosure Requirement	Points
To be shown as a separate line item on the face of Balance Sheet	In case of Listed Companies, Share warrants are issued to Promoters & others in terms of the Guidelines for Preferential Issues, viz. SEBI (Issue of Capital and Disclosure Requirements), Guidelines, 2009. Effectively, Share Warrants are amounts which would ultimately form a part of the Shareholder’s Funds. Since Shares are yet to be allotted against the same, these are not reflected as a part of Share Capital, but as a separate line- item

(2) Share application money pending allotment

Schedule III Disclosure Requirement	Points
To be shown as a separate line item on the face of Balance Sheet	Excess application money over authorized capital goes under “Other Current Liabilities.” “Share Application Money Pending Allotment” excludes refundable or non-compliant amounts, listed separately under “Other Current Liabilities.” Prepaid calls also fall under “Other Current Liabilities,”along with accruing interest.

(3) Non-Current Liabilities

(A) long-term borrowings

Schedule III Disclosure Requirement	Points
Long-Term Borrowings shall be classified as (a) Bonds/Debentures
(b) Terms Loans (i) from Banks, and	Loans with repayment period beyond 36 months are usually known as “Term Loans”. So,Cash Credit, Overdraft and Call Money
(ii) from Other Parties,	Accounts/Deposits are not covered by the expression “Term Loans”.
(c) Deferred Liabilities, Payment	Deferred Payment Liabilities would include any Liability for which payment is to be made on deferred credit terms, e.g., Deferred Sales Tax Liability, Deferred Payment for Acquisition of fixed Assets,etc.

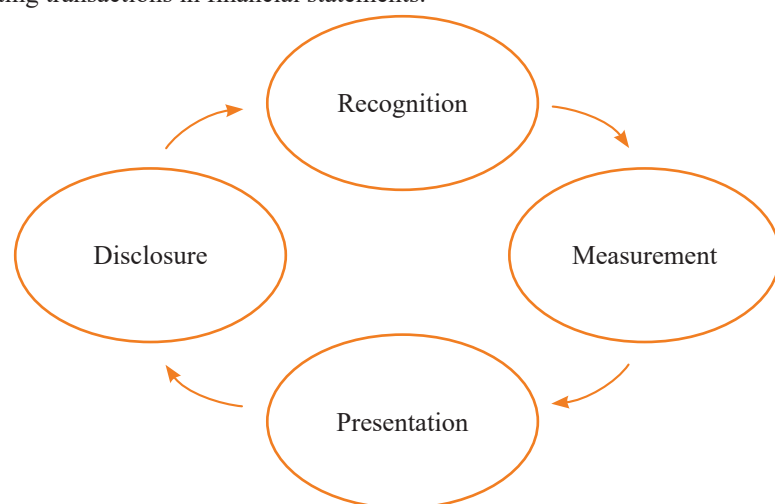


TOPICS TO BE COVERED

- ❖ Introduction - Accounting Standards
- ❖ Need of Accounting Standard
- ❖ List of Accounting Standards Issued by ICAI
- ❖ Applicability of Accounting Standards
- ❖ Overview of Accounting Standard
- ❖ International Financial Reporting Standards (IFRS) as Global Standards
- ❖ Convergence of Accounting Standard with IFRS in India
- ❖ List of IFRS
- ❖ IFRS vs IGAAP
- ❖ Comparison of Ind AS 1 with Existing Indian GAAP 1
- ❖ Comparison of Ind AS 2 with Existing Indian GAAP 2
- ❖ Comparison of Ind AS 8 with existing Indian GAAP 5
- ❖ Comparison of Ind AS 16 with existing Indian GAAP 10
- ❖ Comparison of Ind AS 19 with existing Indian GAAP 15
- ❖ Comparison of Ind AS 20 with existing Indian GAAP 12

INTRODUCTION - ACCOUNTING STANDARDS

Accounting Standards are official documents created by accounting experts or government bodies. They outline rules for recognizing, measuring, presenting, and disclosing accounting transactions in financial statements.



- (i) **Recognition of transactions and other events:** Recognition is adding an item to the Balance Sheet and Profit and Loss statement, describing it and assigning a monetary value. Accounting standards guide us on what to include in these statements.
- (ii) **Measurement of the transactions and other events:** Accounting standards also guide how to quantify transactions and events. For instance, AS 10 'Property, Plant

and Equipment' outlines the costs to consider for recognizing an asset, such as purchase price, taxes, duties, and direct costs for asset preparation.

- (iii) **Presentation of transactions and other events:** Accounting Standards also cover how transactions and events are presented in the Balance Sheet and Profit and Loss statement. For instance, AS 3 'Cash Flow Statements' specifies how operating, investing, and financing activities should be presented in the cash flow statement.
- (iv) **Disclosure of transactions and other events:** Accounting standards also address how transactions are disclosed in financial statements. For example, AS 10 requires separate disclosure of gross and net carrying amounts of Property, Plant, and Equipment, along with details of additions, disposals, acquisitions, and other movements.

NEED OF ACCOUNTING STANDARD

- (i) Improvement of credibility and reliability of financial statements
- (ii) Comparability of financial Statements made easy
- (iii) Benefits to the accountants and auditors
- (iv) Additional disclosures
- (v) Evaluation of the managerial ability
- (vi) Helpful to the Government

LIST OF ACCOUNTING STANDARDS ISSUED BY ICAI

AS 1	Disclosure of Accounting Policies
AS 2	Valuation of Inventories (Revised)
AS 3	Cash Flow Statements
AS 4	Contingencies and Events Occurring After Balance Sheet Date (Revised)
AS 5	Net profit or Loss for the period, Prior Period Items and Changes in Accounting Policies
AS 7	Construction Contracts
AS 9	Revenue Recognition
AS 10	Property, Plant and Equipment (Revised)
AS 11	The Effects of Changes in Foreign Exchange Rates
AS 12	Government Grants
AS 13	Accounting for Investments (Revised)
AS 14	Accounting for Amalgamations (Revised)
AS 15	Employee Benefits
AS 16	Borrowing Costs
AS 17	Segment Reporting
AS 18	Related Party Disclosures
AS 19	Leases
AS 20	Earnings per Share

AS 21	Consolidated Financial Statements (Revised)
AS 22	Accounting for Taxes on Income
AS 23	Accounting for Investments in Associates
AS 24	Discontinuing Operations
AS 25	Interim Financial Reporting
AS 26	Intangible Assets
AS 27	Financial Reporting of Interests in Joint Ventures
AS 28	Impairment of Assets
AS 29	Provisions, Contingent Liabilities and Contingent Assets (Revised)

APPLICABILITY OF ACCOUNTING STANDARDS

- (a) Sole proprietorship concerns/individuals
- (b) Partnership firms
- (c) Societies
- (d) Trusts
- (e) Hindu Undivided families
- (f) Association of Persons (AOP)
- (g) Body of individuals (BOI)
- (h) Co-operative societies
- (i) Companies and LLPs

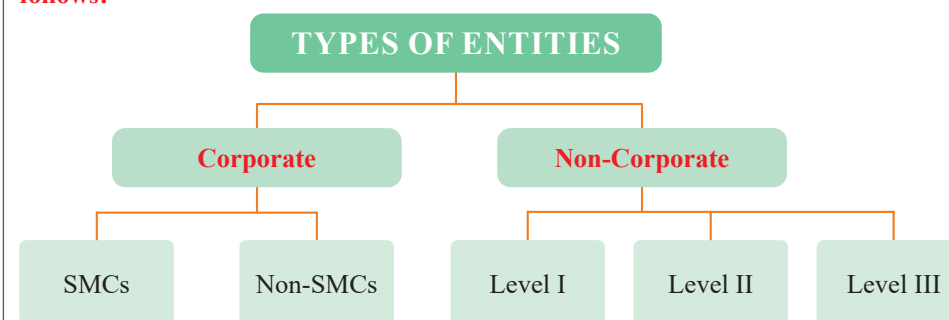
Accounting Standard and Auditors

Auditors must ensure adherence to Accounting Standards mandated by the Central Government. Section 143(3)(e) of the Companies Act, 2013 requires auditors to report if financial statements comply with Accounting Standards under section 133 of the Companies Act, 2013.

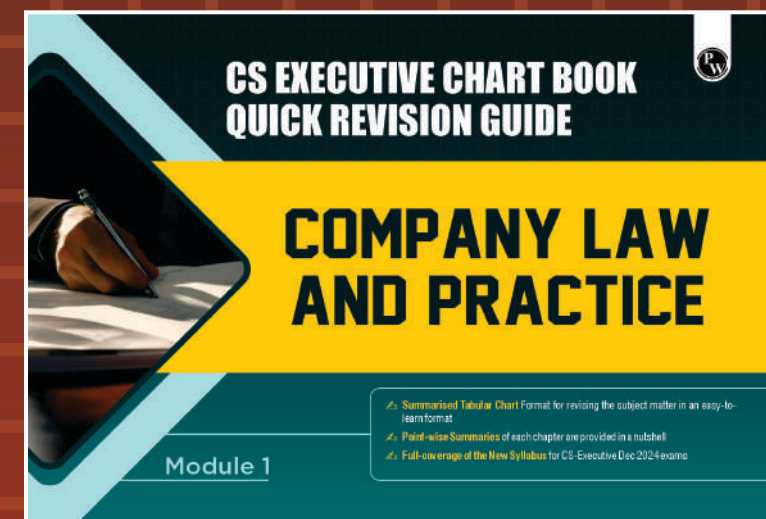
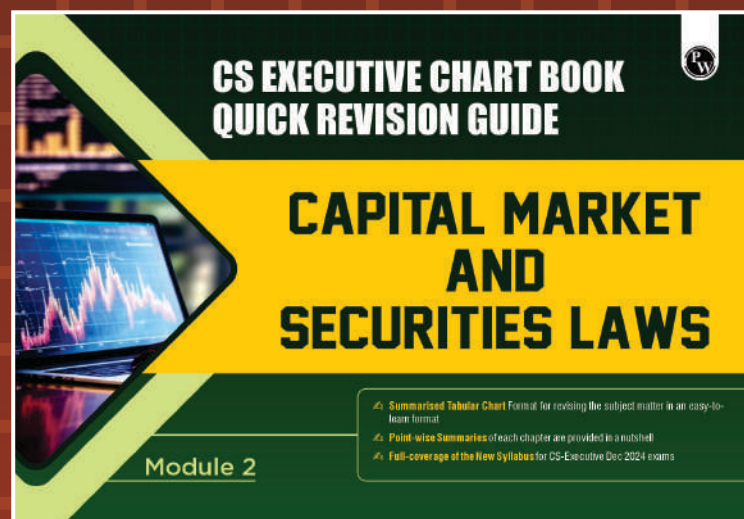
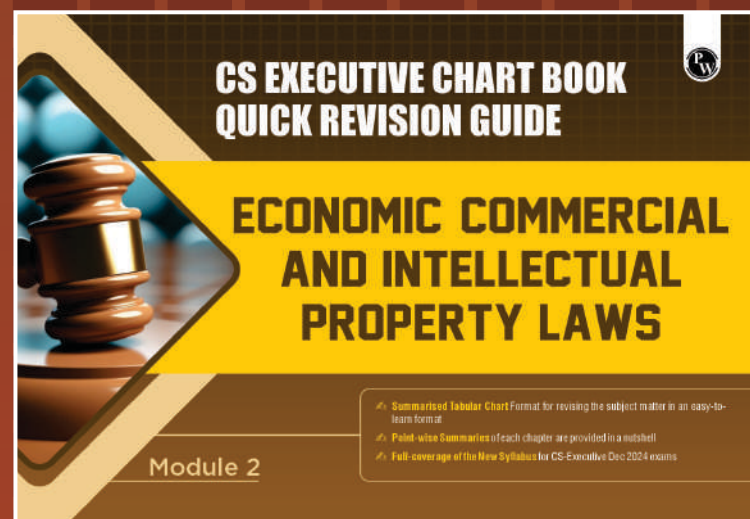
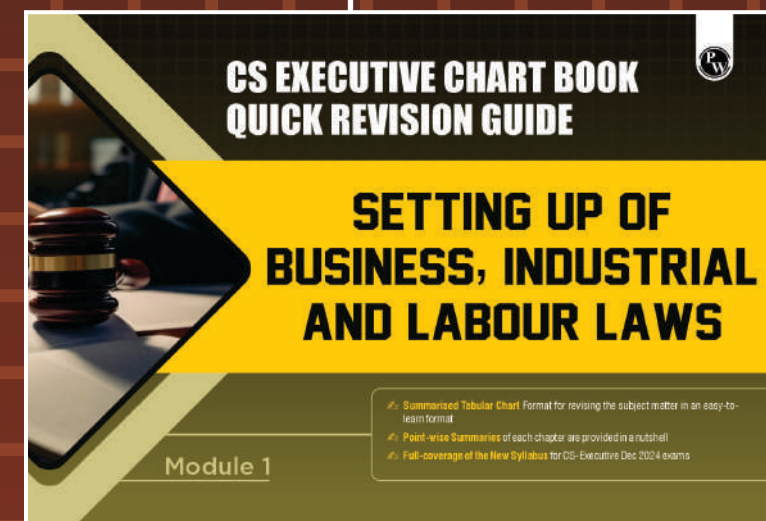
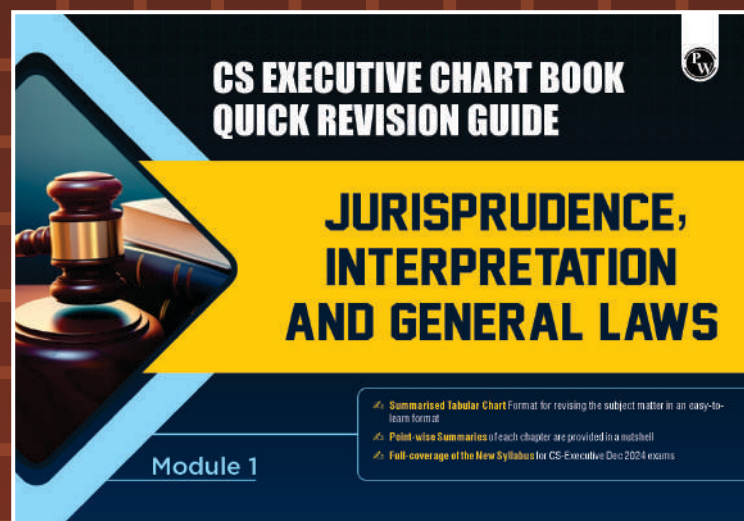
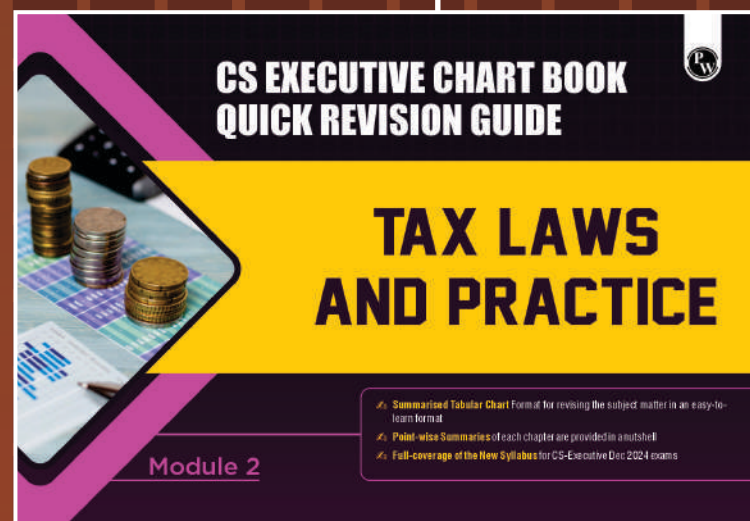
Accounting Standard and Board's Report

Section 134(5)(a) of the Companies Act, 2013 mandates that the Directors' Responsibility Statement must confirm adherence to applicable Accounting Standards in preparing annual accounts and provide explanations for any significant deviations.

For the purpose of applicability of Accounting Standard, entities are grouped as follows:



COMPLETE YOUR PREPARATION



₹ 389/-

**PHYSICS
WALLAH
PUBLICATION**

To Buy PW
Books



SCAN ME!

To share
Feedback



SCAN ME!

ISBN 978-93-6897-726-1



4e1938be-20d6-4fea-9dde-0803ff105ac2