

Part I
Form of Balance Sheet

Name of the Company _____
 Balance Sheet as at _____. [Rupees
 in _____]

| Particulars | Not e No. | Figures as at the end of current reporting period | Figures as at the end of the previous reporting period |
|--|-----------------|---|---|
| 1 | 2 | 3 | 4 |
| I EQUITY AND LIABILITIES 1. Shareholders Funds: [a] Share Capital [b] Reserve and 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 [c] Other current liabilities. [d] Short -term provisions <p style="text-align: right;">TOTAL</p> | | | |
| II ASSETS 1. Non- Current Assets: [a] Fixed Assets: [i] Tangible assets [ii] Intangible assets [iii] Capital Work –in-progress [iv] Intangible assets under development [b] Non-current investments [c] Deferred tax assets [net] [d] Long-term loans and advances [e] Other non-current assets 2. CURRENT ASSETS: [a] Current Investments [b] Inventories [c] Trade receivables [d] Cash and Cash equivalents [e] Short-term loans and advances [f] Other current assets <p style="text-align: right;">TOTAL</p> | | | |

I. ITEMS APPEARING UNDER THE HEAD EQUITY AND LIABILITIES IN THE BALANCE SHEET

(1) Shareholders Funds

(a) Share Capital:

Note: Equity share capital and Preference share capital to be shown separately.

(b) Reserves and Surplus: The following items are shown under this head:

- (i) Capital Reserves;
- (ii) Capital Redemption Reserve;
- (iii) Securities Premium ;
- (iv) Debenture Redemption Reserve;
- (v) Revaluation Reserve (Accounting Treatment Not to be Evaluated);
- (vi) Share options Outstanding Account (Accounting Treatment Not to be evaluated);
- (vii) Other reserve (restricted to General Reserve only);
- (viii) Surplus i.e. balance in Statement of Profit & Loss[Add Cr. Bal / Less Dr. Bal]

The balance of 'Reserves and Surplus', after adjusting negative balance of surplus, if any, shall be shown under the head ' Reserves and Surplus' even if the resulting figure is in negative.

(c) Money received against share warrants (Accounting Treatment Not to be evaluated):

(2) Share application money pending allotment (Accounting Treatment Not to be evaluated)

(3) Non-current liabilities:

(a) Long Term borrowing

(Debentures / Bonds, Bank Loans, Long Term Loans , Mortgage Loans, Public Deposits etc.)

(b) Deferred Tax Liabilities (Net) (Accounting Treatment Not to be Evaluated).

(c) Other Long Term Liabilities (Accounting Treatment Not to be Evaluated).

Inter company owings from associates, subsidiaries or other companies, long term trade payable.

(d) Long Term provisions:

(Provision for Employee Benevolent Fund, P.F, Gratuity Fund, Provision for Warranties,
Provision for Pension Fund)

(4) Current Liabilities:

(a) Short-term Borrowings: Loans repayable on demand from banks and other parties; Bank overdrafts

(b) Trade Payables: Sundry Creditors , bills payable, Outstanding Expenses

(c) Other Current Liabilities: Unpaid dividends, Interest accrued and due/ not due on borrowings,

income received in advance, Interest on calls in advance.

(d) Short-term Provisions: (Provision for tax and Proposed dividend)

II. ITEMS APPEARING UNDER THE HEAD ASSETS IN THE BALANCE SHEET.

1. Non-Current Assets:

(a) Fixed Assets:

(i) Tangible Assets: (Land, Building, Plant and Equipment, Furniture & Fixture, Vehicles, Office Equipment, Live Stock).

(ii) Intangible Assets:

(a) Goodwill

(b) Brand / Trademarks

(c) Computer Software & Mining rights

(d) Masthead and Publishing titles.

(e) Copyrights, and patents and other intellectual property rights, services and operating rights. (f) Recipes, formulae, models, designs and prototypes

(h) Licenses and franchise

(iii) Capital work in Progress. (Accounting Treatment Not to be Evaluated)

(iv) Intangible Assets under Development – like patents, intellectual property rights, etc. which

are being developed by the company. (Accounting Treatment Not to be Evaluated).

(b) Non-Current Investments: Trade Investments and non-trade investment (if it is a long term)

(c) Deferred Tax Assets (Net). (Accounting Treatment Not to be Evaluated).

(d) Long-term Loans and Advances – only Capital Advances and Security Deposits.

(e) Other non-current assets:-

Preliminary Expenses

Discount on Issue of shares/ debentures

Underwriting Commission

Deferred revenue expenses.

2. Current Assets

(a) Current Investments –

(Investments in Equity Instrument, Preference shares, Government Securities, Debentures, Mutual Funds etc.) (for short duration)

(b) Inventories : Inventories include the following:

(i) Raw Material

(ii) Work-in-progress

(iii) Finished Goods

(iv) Stock in trade

(v) Stores and Spares

(vi) Loose tools.

(c) Trade Receivables: Debtors and Bills receivables.

(d) Cash and cash equivalents – as discussed in the salient features of Schedule-VI in General Instructions:-

(a) Balance with banks

(b) Cheques, drafts on hand.

(c) Cash on hand

(d) Deposit with Banks.(savings, current, F.D Accounts)

(e) Short-term Loans and Advances(any short term loans /advances given to employees)

(f) Other Current Assets (Restricted to prepaid expenses, accrued incomes and advance tax only)

3. Contingent Liabilities and Capital Commitments (Not to be Evaluated)

(a) Contingent Liabilities – Those liabilities which may or may not arise because they are dependent

on a happening in future. It is not recorded in the books of accounts but is disclosed in the Notes

to Accounts for the information of the users. (Claims against the company not acknowledged as

debts, Guarantees, Other money for which the company is contingently liable).

(b) Capital commitments - A future liability for capital expenditure in respect of which contracts have

been made. (Uncalled liability on shares and other investments partly paid etc.)

Additional notes to the question paper setter:

1. Either Statement of Profit and Loss or Balance Sheet must be set for 12 marks;
2. Problem may have 16 of $\frac{1}{2}$ mark each and 3 notes with one mark each and one mark for totaling.
3. Problem must be given in the form of a Trial Balance without Adjustments
4. Do not include items not to be evaluated.

Part II

Form of Statement of Profit and Loss

Name of the Company _____.

Profit and Loss Statement for the year Ended _____ [Rupees in _____]

| Particulars | Note No | Figures as at the end of current reporting period | Figures as at the end of previous reporting period |
|---|---------|---|--|
| 1 | 2 | 3 | 4 |
| I Revenue from operations | | | |
| II Other income | | | |
| III Total revenue (I+II) | | | |
| IV Expenses | | | |
| (a) Cost of materials consumed | | | |
| (b) Purchases of stock-in-trade | | | |
| (c) Changes in inventories of finished goods, work-in-progress and stock-in-trade | | | |
| (d) Employee benefits expense | | | |
| (e) Finance costs | | | |
| (f) Depreciation and amortization expense | | | |
| (g) Other expenses | | | |
| Total expenses | | | |
| V Profit/Loss before exceptional and extraordinary items and tax(III-IV) | | | |
| VI Exceptional items | | | |
| VII Profit/Loss before extraordinary items And tax(V-VI) | | | |
| VIII Extraordinary items | | | |
| IX Profit/Loss before tax(VII-VIII) | | | |
| X Tax expense: | | | |
| (1) Current tax | | | |
| (2) Deferred tax | | | |
| XI Profit/Loss for the period from continuing operations(IX-X-XIV) | | | |
| XII Profit/Loss from discontinuing operations | | | |
| XIII Tax expense of discontinuing operations | | | |
| XIV Profit/Loss from discontinuing operations (after tax)(XII-XIII) | | | |
| XV Profit/Loss for the year(XI+XIV) | | | |
| XVI Earnings per equity share: | | | |
| (1) Basic | | | |
| (2) Diluted | | | |

Part II

Form of Statement of Profit and Loss

Name of the Company _____.

Profit and Loss Statement for the year Ended _____ [Rupees in _____]

| Particulars | Note No | Figures as at the end of current reporting period | Figures as at the end of previous reporting period |
|---|---------|---|--|
| 1 | 2 | 3 | 4 |
| I Revenue from operations | | | |
| II Other income | | | |
| III Total revenue (I+II) | | | |
| IV Expenses | | | |
| (a) Cost of materials consumed | | | |
| (b) Purchases of stock-in-trade | | | |
| (c) Changes in inventories of finished goods, work-in-progress and stock-in-trade | | | |
| (d) Employee benefits expense | | | |
| (e) Financial Cost. | | | |
| (f) Depreciation and amortization expense | | | |
| (g) Other expenses | | | |
| Total expenses | | | |
| V Profit/Loss before Tax (III-IV) | | | |
| VI (-) Tax | | | |
| VII Profit/Loss after tax (V-VI) | | | |

STATEMENT OF PROFIT AND LOSS

Name of the Company.....

Profit and Loss Statement of for the year ended:.....

i. Revenue from Operations

Total Sales

Less Sales Returns

Less Excise Duty

ii. Other Income

All Incomes [other than sales]

iii. Total Revenue (i+ii)

iv. Expenses

[a] Cost of Materials Consumed

[If given specifically in the question. No need to calculate, if not given]

[b] Purchases of Stock-in-Trade

[Purchases]

[c] Changes in inventories of Finished Goods Work-in-Progress and Stock- in-Trade

Add Opening Stock

Less Closing Stock

[d] Employees Benefits Expenses

Salaries, wages, Canteen Expenses, all their employee welfare expenses, PF contribution of the employer.

[e] Finance Costs

Interest on borrowings

[f] Depreciation and Amortization Expenses

[Depreciation on Fixed tangible assets and Amortization on Intangible assets]

[g] Other Expenses

[All other revenue expenses and loss by theft / fire etc.

Total Expenses [a + b+ c + d + e + f + g]

v. Profit Before Tax [III – iv]

vi. Tax Expenses

vii. Profit After Tax

TOOLS FOR FINANCIAL STATEMENTS ANALYSIS

1. Comparative Financial Statements.

Format of Comparative Balance Sheet as at/on _____ 2013 and 2014

| Particulars | Note No | 2012-13 ₹ | 2013-14 ₹ | Absolute change (Increase/ Decrease) | Percentage (Increase/ Decrease) |
|-----------------------------------|---------|--------------|--------------|--|---------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | A | B | C=(B-A) | (C/A)X100 |
| I. EQUITY AND LIABILITIES. | | | | | |
| 1. Shareholders funds:- | | | | | |
| (a) Share capital | | ---- | ---- | ---- | ---- |
| (b) Reserves and Surplus | | ---- | ---- | ---- | ---- |
| 2. Non- Current Liabilities:- | | | | | |
| (a) Long Term borrowings | | ---- | ---- | ---- | ---- |
| (b) Long Term provisions | | ---- | ---- | ---- | ---- |
| 3. Current Liabilities:- | | | | | |
| (a) Short Term borrowings | | ---- | ---- | ---- | ---- |
| (b) Trade Payables | | ---- | ---- | ---- | ---- |
| (c) Other current liabilities | | ---- | ---- | ---- | ---- |
| (d) Short Term provisions | | ---- | ---- | ---- | ---- |
| Total | | ---- | ---- | ---- | ---- |
| II. ASSETS | | | | | |
| 1. Non-Current Assets:- | | | | | |
| (a) Fixed Asset | | ---- | ---- | ---- | ---- |
| (i) Tangible Assets | | ---- | ---- | ---- | ---- |
| (ii) Intangible Assets | | ---- | ---- | ---- | ---- |
| (b) Non-Current Investments | | ---- | ---- | ---- | ---- |
| (c) Long Term Loans & advances | | ---- | ---- | ---- | ---- |
| 2. Current Assets | | | | | |
| (a) Current Investments | | ---- | ---- | ---- | ---- |
| (b) Inventories | | ---- | ---- | ---- | ---- |
| (c) Trade receivables | | ---- | ---- | ---- | ---- |
| (d) Cash and cash equivalents | | ---- | ---- | ---- | ---- |
| (e) Short-Term loans & advances | | ---- | ---- | ---- | ---- |
| (f) Other current assets | | ---- | ---- | ---- | ---- |
| Total | | ---- | ---- | ---- | ---- |

2. Format of Comparative Statement of Profit and Loss

Comparative Statement of Profit and Loss for the years ended 31st March, 2013 and 2014

| Particulars | Note No | 2012-13 ₹ | 2013-14 ₹ | Absolute change (Increase/ Decrease) | Percentage (Increase/ Decrease) |
|--|---------|--------------|--------------|--|---------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | A | B | C=(B-A) | (C/A)X100 |
| i. Revenue from Operations | | ----- | ----- | ----- | ----- |
| ii. Other Incomes | | ----- | ----- | ----- | ----- |
| iii. Total Revenues (i+ii) | | ----- | ----- | ----- | ----- |
| iv. Expenses:- | | | | | |
| Cost of Materials consumed | | ---- | ---- | ---- | ---- |
| Purchase of Stock- in-Trade | | ---- | ---- | ---- | ---- |
| Changes in Inventories of Finished goods | | ---- | ---- | ---- | ---- |
| Work-in-Progress | | ---- | ---- | ---- | ---- |
| Stock-in-Trade | | ---- | ---- | ---- | ---- |
| Employees Benefits Exp, Finance Costs | | ---- | ---- | ---- | ---- |
| Depreciation and Amortization | | ---- | ---- | ---- | ---- |
| Other Expenses | | ---- | ---- | ---- | ---- |
| Total Expenses | | | | | |
| v. Profit before Tax (iii-iv) | | ---- | ---- | ---- | ---- |
| vi. Tax | | ---- | ---- | ---- | ---- |
| vii. Profit after Tax (v-vi) | | ---- | ---- | ---- | ---- |

3. Format of Common – Size Balance Sheet

Common – Size Balance sheet as at 31st March, 2014

| Particulars | Note No | Absolute amount | Percentage of Balance Sheet Total |
|-----------------------------------|---------|-----------------|-----------------------------------|
| | | 2013-14 | 2013-14 |
| I. Equity and Liabilities | | | |
| 1. Shareholders Funds | | | |
| (a) Share Capital | | ---- | ---- |
| (b) Reserve and Surplus | | ---- | ---- |
| 2. Non-Current Liabilities | | | |
| (a) Long –Term borrowings | | ---- | ---- |
| (b) Long – Term Provisions | | ---- | ---- |
| 3. Current Liabilities | | | |
| (a) Short-term borrowings | | ---- | ---- |
| (b) Trade Payable | | ---- | ---- |
| (c) Other current liabilities | | ---- | ---- |
| (d) Short-term provisions | | ---- | ---- |
| Total | | ---- | 100 |
| II. Assets | | | |
| 1. Non- Current Assets | | | |
| (a) Fixed Assets | | | |
| i. Tangible Assets | | ---- | ---- |
| ii. Intangible Assets | | ---- | ---- |
| (b) Non-Current investments | | ---- | ---- |
| (c) Long -term loans and advances | | ---- | ---- |
| 2. Current Assets | | | |
| (a) Current Investments | | ---- | ---- |
| (b) Inventories | | ---- | ---- |
| (c) Trade receivable | | ---- | ---- |
| (d) Cash and cash equivalent | | ---- | ---- |
| (e) Short-Term loans and advances | | ---- | ---- |
| (f) Other current assets | | ---- | ---- |
| Total | | ---- | 100 |

4.Format of Common – Size Statement of Profit and Loss

Common Size Statement of Profit and Loss for the Year ended 31st March, 2014.

| Particulars | Note No. | Absolute amount | Percentage of Revenue from Operations |
|------------------------------------|----------|-----------------|---------------------------------------|
| | | 2013-2014 | 2013-14 |
| I. Revenue from Operations | | ---- | 100 |
| II. Other Incomes | | ---- | ---- |
| III. Total Revenue (I+II) | | ---- | ---- |
| IV. Expenses:- | | | |
| Cost of Materials Consumed | | ---- | ---- |
| Purchases of Stock-in Trade | | ---- | ---- |
| Changes in Inventories of | | | |
| Finished Goods | | ---- | ---- |
| Work-in-Progress | | ---- | ---- |
| Stock-in-Trade | | ---- | ---- |
| Employees Benefits Expenses | | ---- | ---- |
| Finance Costs | | ---- | ---- |
| Depreciation and Amortization Exp. | | ---- | ---- |
| Other Expenses | | ---- | ---- |
| Total Expenses | | ---- | ---- |
| V. Profit before Tax (iii-iv) | | ---- | ---- |
| VI. Tax | | ---- | ---- |
| VII. Profit after tax (v-vi) | | ---- | ---- |