

VEER NARMAD SOUTH GUJARAT UNIVERSITY

POST GRADUATE DIPLOMA IN CO-OPERATIVE MANAGEMENT

PAPER-V

Co – Operative Management Accounting and Audit

Weightage to each topic will be equal.

Practical problems will carry 50% weightage

Objectives of the paper is to develop theoretical and practical understanding of the Co – Operative Management Accounting and Audit.

1. Introduction to elements of Accounting – principles of double entry – Journal cash book, ledger, subsidiary books of accounts and other basic records.
2. Preparation of Final Accounts – Preparation of Trial Balance, receipt and disbursement Statement – Income Expenditure Account, Profit and Loss Account, Adjustment entries and Balance – sheet.
3. Accounting errors and rectification entries.
4. Preparation of bank reconciliation statement.
5. Introduction to Cost accounting, Elements of cost and classification of costs – Preparation of cost sheets – Process costing – Marginal cost technique.
6. Management Accounting – Meaning scope and its application in Co-operatives Budgets and Budgetary Control.
7. Audit – Meaning and Types.
8. Audit of Co –operative Society and submission of its report to Director.
9. Audit programmes - distinctive features of audit of various types of Co – operative – norms of audit classification with reference to (a) Marketing and processing societies and (b) Consumer's Co –operatives.
10. Follow up, compliance and rectification of Audit report.
11. Preparation of Annual Accounts & Audit Report of Co-operative Bank as per provisions of Banking Regulation Act. 1948 and Gujarat State Co- op. Act.

Recommended Reading

1. Accountancy by Shukla Grewal
2. Management Accounts - Khan & Jain, Tata McGraw Hills.
3. Principles and Practice of Cost Accounting - R. K. Prasad. Book Syndicate Pvt. Ltd., Calcutta.
4. Lectures on Costing by Swaminathan.
5. Auditing by B.N. Tandon (Sultan Chand Publication).
6. Accounting by R.L. Gupta
7. Management Accountancy by S.N. Maheshwari.