

Cir41/AJS/HOD/AY2018-19/Feb2019

17<sup>th</sup> February 2019

**Sub: Special Classes**

Dear Parents,

We are pleased to inform you that students of grade 9 B Commerce stream will be having special classes from 2.30 P.M. to 3.30 P.M. for enhancing their learning.

The enhancement is required for enhancing the following aspects.

Date	Day	Topics
18 <sup>th</sup> Feb, 2019	Monday	Books of prime entry introduction Objective : To differentiate between different books of prime entry and their use
19 <sup>th</sup> Feb, 2019	Tuesday	Sales Journal and Returns Journal Objective : To formulate a sales journal and sales returns journal –To draft a trade receivables account to show the impact of transactions on the trade receivables balance
25 <sup>th</sup> Feb, 2019	Monday	Purchase Journal and Returns Journal Objective : To formulate a purchase journal and purchase returns journal –To draft a trade payables account to show the impact of transactions on the trade payables balance
3 <sup>rd</sup> March, 2019	Sunday	General journal : Objective : To record journal entries with narrative
4 <sup>th</sup> March, 2019	Monday	Income statement Objective : To formulate an income statement of a sole trader to calculate profit/loss for the year
5 <sup>th</sup> March, 2019	Tuesday	Income statement of service business and Identification of Revenue and capital accounts Objective : To formulate an income statement of a service business To identify revenue and capital expenditure and income and their impact on financial statements

**Please note the following:**

- Transportation will be provided for the regular school bus users.  
Submit the confirmation slip on 18<sup>th</sup> February, 2019(Monday)

Thank you.

**AJB Administration**

.....**Please fill in the consent slip and send back along with your child**.....

<b>CONSENT SLIP</b>	
I, _____ Parent of _____ studying in Grade _____ Section _____ do hereby give my written consent and allows my child to attend the <b>Special classes</b> of Commerce Department starting on 18 <sup>th</sup> February 2019 from 2:30 – 3:30 pm. Date: _____ Mobile No.: _____ Signature: _____ Child's Bus No.: _____	