GROUP - A CORE
PAPER - VII

HOTEL ACCOUNTING

Subject Code:

(SEMESTER - III)
(For the students admitted during 2004 - 2005 onwards)

UNIT - I
Fundamentals of Book-keeping - Accounting concepts & conventions - Journal
Ledger - Subsidiary books.

UNIT - II
Preparation of Trail Balance - preparation of final accounts - Trading and Profit &
Loss Accounts - Balance sheet with simple adjustments.

UNIT - III
Bank reconciliation statement: Meaning, preparations, causes for difference,
presentation.

UNIT - IV
Classification of departments of hotels based on revenue.
Hotel Accounting methods - Ledger - Revenue generation of various departments.
Internal Audit and Statutory Audit: An introduction to Internal and Statutory audit,
Distinction between internal audit and statutory audit, Implementation and review of
internal audit.

UNIT - V
Cost Accounting - Meaning - Definition - Preparation of cost sheet - Stock levels -
EOQ - Method of pricing of stock issue.
Accounting Machines & their importance in catering business.

Note: The theory and problems must be given equal preference in the question paper.

REFERENCE TEXT:
2. Elements of Hotel Accountancy – Rawat G.S.