



National 5
Coursework
Assessment Task



National 5 Accounting Assignment Assessment task

This assignment is worth 50 marks.

You have 2 hours to complete this assessment, excluding printing time.

All printing must be completed either during or immediately after the assessment.

In this assessment, you have to work through a series of tasks.

You must use the e-file supplied by SQA to complete the tasks using spreadsheet software.
You must not insert or delete any rows or columns in the spreadsheet file.

You must ensure that the entire formula is visible in your printouts.

You will be provided with an e-file **Tentsmuir** to use during this assessment.

Make sure you display your name, Scottish Candidate Number and task clearly on each printout you submit.

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You have recently been employed as a trainee accountant and one of your first clients, Tentsmuir Drinks, has asked you carry out a number of financial and management accounting tasks.

Tentsmuir Drinks is owned by Tom Morris. It manufactures Swilkin, a craft soft drink produced in a range of different flavours, which is sold to retailers and bars across the UK.

Complete each task in the order shown, using the spreadsheet file **Tentsmuir**.

Apply VAT at 20%, where appropriate.

Note: remember to display your name, Scottish Candidate Number and task clearly on each printout you submit.

You should use the following table to make sure you have all the printouts required.


Task		Printouts	Marks available	Completed (✓)
1	Ledger Accounts	◆ Value view	21	
2	Break-even Analysis	◆ Value view	10	
		◆ Formula view	5	
3	Job Costing	◆ Value view	10	
		◆ Formula view	4	
Total marks			50	

Task 1

Use the documents and information on pages 4–8 to update the selected ledger accounts of Tentsmuir Drinks contained in the worksheet **Ledger**.

You may need to add additional accounts to the worksheet.

Print **one** copy of the completed worksheet **Ledger** in value view.

		Invoice		No: 1912	
		Kinburn Fruits Kinburn Farm ARBROATH DD11 9SD		Tel: 01789 870091	
To:		Tentsmuir Drinks TAYPORT FIFE DD6 5RV		Date: 6 February 2020	
Quantity	Description	Unit Price £	Cost £		
40	Blackcurrants (kg)	8.00	320.00		
100	Pears (kg)	2.40	240.00		
60	Peaches (kg)	3.60	216.00		
			776.00		
Less Trade Discount			38.80		
Net Goods Value			737.20		
Add VAT			147.44		
TOTAL			884.64		



CRAFT SOFT DRINKS

Copy Invoice

No: 967

Tentsmuir Drinks
TAYPORT
FIFE
DD6 5RV

Tel: 01382 523524

To: Glendoick Cafe
GLENDOICK
PERTHSHIRE
PH2 7NS

Date: 10 February 2020

Quantity	Description	Unit Price £	Cost £
5	Swilkin Pear Soft Drink (case)	10.00	50.00
5	Swilkin Mixed Fruit Soft Drink (case)	10.00	50.00
	Net Goods Value		100.00
	Add VAT		20.00
	TOTAL		120.00



No: 160
Credit Note

Kinburn Fruits
Kinburn Farm
ARBROATH
DD11 9SD

Tel: 01789 870091

To: Tentsmuir Drinks
TAYPORT
FIFE
DD6 5RV

Date: 16 February 2020

Quantity	Description	Unit Price £	Cost £
3	Blackcurrants (kg)	8.00	24.00
2	Peaches (kg)	3.60	7.20
			31.20
	Less Trade Discount		1.56
	Net Goods Value		29.64
	Add VAT		5.92
	TOTAL		35.56

SUMMARY OF BANK ACCOUNT TRANSACTIONS

Week beginning 17 February 2020

Account Name: Tentsmuir Drinks			
Account Number: 00314116			
Date	Details	In (£)	Out (£)
18/02/20	ATM WITHDRAWAL (Note 1)		200.00
21/02/20	GLENDICK CAFE (Note 2)	190.00	
23/02/20	TESCO PAY AT PUMP (Note 3)		60.00

Notes:

- 1 18 February Money withdrawn by Tom Morris for personal use.
- 2 21 February Payment received on account by bank transfer.
- 3 23 February Payment made for petrol for a business vehicle using the business debit card (inclusive of VAT).

Fife Legal Services

Auchmuty Lane
GLENROTHES
KY6 7HB

Tel: 01592 815150



KM/SF

25 February 2020

Mr Tom Morris
Tentsmuir Drinks
TAYPORT
FIFE
DD6 5RV

Dear Mr Morris

BANKRUPTCY OF BROUGHTY BREWHOUSE

I am writing to regretfully inform you that our client, Broughty Brewhouse, has been officially declared bankrupt. As a result, I have settled their account with you by enclosing a cheque. This represents a payment of £0.20 per pound due to you.

Yours sincerely

K McGregor

Katie McGregor
Partner

Enc

Task 2

Swilkin Craft Soft Drinks are sold to retailers and bars in cases of 12 bottles.

Tom would like you to carry out a brief break-even analysis for April 2020. He has provided you with all the required data in the worksheet **Break-even**.

- (a) Use a formula to calculate the total **variable cost per case** in cell E11.
- (b) Use a formula to calculate the total **contribution per case** in cell E13.
- (c) Complete the table using appropriate formulae to calculate the following at each level of production (number of cases):
 - ◆ Sales Revenue
 - ◆ Total Variable Costs
 - ◆ Total Fixed Costs
 - ◆ Total Costs
 - ◆ Amount of Profit/Loss
- (d) Use appropriate formulae to calculate for April:
 - (i) the number of cases of soft drinks required to be produced and sold to break-even
 - (ii) the margin of safety in sales value at 3,500 cases
 - (iii) the profit/loss at 5,000 cases
 - (iv) the number of cases required to be produced and sold to make a profit of £9,000

Print one copy of the completed worksheet **Break-even** in value view **and** one copy in formula view.

Task 3

Tentsmuir Drinks has received an enquiry from an existing customer for 1,500 cases of a new limited-edition soft drink. This new order will result in the following:

- ♦ the cost of packaging (per case) will be reduced by 30%
- ♦ overtime will be required to prepare 100 cases, so that the order will be completed on time – these cases should be charged at double the labour rate per case
- ♦ all other costs will remain the same
- ♦ VAT is at 20%

Using the worksheet **Job Quote**, prepare a Job Cost Statement to calculate the cost and selling price of the order. You should make links to appropriate cells contained in the worksheet **Break-even**.

Print one copy of the completed worksheet **Job Quote** in value view **and** one copy in formula view.

Discounts Applied

- Up to 1,200 cases ordered – discount of 2.5% of total job cost.
- More than 1,200 cases ordered – discount of 5% of total job cost.

A profit mark-up of 25% is to be applied to all job quotes.

[END OF ASSIGNMENT]

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