
# Accounting
# Assignment
# Marking Instructions

**General Marking Principles for National 5 Accounting Assignment**

*This information is provided to help you understand the general principles you must apply when marking candidate responses in this assignment. These principles must be read in conjunction with the detailed marking instructions, which identify the key features required in candidate responses.*

Marks for each candidate response must always be assigned in line with these General Marking Principles and the Detailed Marking Instructions for this assessment.

Marking should always be positive. This means that, for each candidate response, marks are accumulated for the demonstration of relevant skills, knowledge and understanding: they are not deducted from a maximum on the basis of errors or omissions.

Candidates will be awarded marks for showing workings and demonstrating that accounting processes have been followed, even when incorrect figures are presented.

**Treatment of errors**

Guidance on the treatment of errors such as extraneous items, arithmetic errors and consequential errors will be provided in the Detailed Marking Instructions.

**Printouts**

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout is missing, markers should award as many marks as possible on an alternative printout.

**Layouts**

Layouts in the Detailed Marking Instructions are provided for illustrative purposes only. Candidates should not be penalised for using appropriate alternative layouts.

**Consequential errors**

Consequential errors will be taken account of and candidates will receive credit for following the correct accounting processes and spreadsheet formula.

**Truncated formulae**

**If formulae truncated rendering it not fit for purpose, then formula mark cannot be awarded.**

# Detailed Marking Instructions

Task 1 - **Value Printout**

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **STOCK RECORD CARD** | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | **Material X120** | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | Receipts | | | Issues | | | Balance | | |
| 6 | Date | Details | Units (m) | CPU (£) | Value (£) | Units (m) | CPU (£) | Value (£) | Units (m) | CPU (£) | Value (£) |
| 7 | 1 March | Opening Balance | | | | | | | 250 | 4.80 | **1,200** |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | 2 March | Received from Supplier | 500 | 5.00 | 2,500 | | | | 250 | 4.80 | 1,200 |
| 11 | | | | | | | | | 500 | 5.00 | 2,500 |
| 12 | | | | | | | | | | | **3,700** |
| 13 | 3 March | Issues to Job 1035 | | | | 150 | 4.80 | 720 | (1) 100 | 4.80 | 480 |
| 14 | | | | | | | | | 500 | 5.00 | 2,500 |
| 15 | | | | | | | | | | | **2,980** |
| 16 | 4 March | Issues to Job 1036 | | | | 100 | 4.80 | 480 | (1) 250 | 5.00 | **1,250** |
| 17 | | | | | | 250 | 5.00 | 1,250 | (1) | | |
| 18 | | | | | | | | | | | |
| 19 | 6 March | Received from Supplier | 500 | 5.20 | 2,600 | | | | 250 | 5.00 | 1,250 |
| 20 | | | | | | | | | 500 | 5.20 | 2,600 |
| 21 | | | | | | | | | | | **3,850** |
| 22 | 7 March | Issues to Job 1036 | | | | 250 | 5.00 | 1,250 | (1) 300 | 5.20 | **1,560** |
| 23 | | | | | | 200 | 5.20 | 1,040 | (1) | | |
| 24 | | | | | | | | | | | |

**(0)**

(1) for all box correct

(1) for all box correct

(1) for all box correct

(1) for all box correct

(1) for all box correct

**1** mark for all correct receipts

Mark awarded in Issues column for entire line correct. CPU needs to be shown each time – otherwise lose award.

***Total 11 marks***

Task 1 - **Value Printout**

Notes

WATCH CONSEQUENTIALITY THROUGHOUT QUESTION (Even if candidate has correct closing balance of £1,560 – there may still be errors)

The Balance column can be shown in a variety of ways. Taking the balance on 2 March as an example:

Accept

| | | |
|---|---|---|
| 250 | 4.80 | 1,200 |
| 500 | 5.00 | 2,500 |
| | | |

| | | |
|---|---|---|
| 250 | 4.80 | |
| 500 | 5.00 | |
| | | 3,700 |

| | | |
|---|---|---|
| 250 | 4.80 | 3,700 |
| 500 | 5.00 | |
| | | |

If no CPU in Balance column, lose mark first time but accept as consequential thereafter

| | | |
|---|---|---|
| 750 | | 3,700 |
| | | |
| | | |

| | | |
|---|---|---|
| 250 | | 1,200 |
| 500 | | 2,500 |
| | | |

If the Balance column has at least one CPU figure (other than opening balance), then mark each box individually

Task 1

**Formula Printout**

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | STOCK RE | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | Material | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | Receipts | | | Issues | | | Balance | | |
| 6 | Date | Details | Units (m) | CPU (£) | Value (£) | Units (m) | CPU (£) | Value (£) | Units (m) | CPU (£) | Value (£) |
| 7 | 1 March | Opening Balance | | | | | | | 250 | 4.8 | =I7*J7 |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | 2 March | Received from Supplier | 500 | 5 | =C10*D10 | (1) | | | 250 | 4.8 | =I10*J10 |
| 11 | | | | | | | | | 500 | 5 | =I11*J11 |
| 12 | | | | | | | | | | | =K10+K11 |
| 13 | 3 March | Issues to Job 1035 | | | | 150 | 4.8 | =F13*G13 | 100 | 4.8 | =I13*J13 |
| 14 | | | | | | | | | 500 | 5 | =I14*J14 |
| 15 | | | | | | | | | | | =K13+K14 |
| 16 | 4 March | Issues to Job 1036 | | | | 100 | 4.8 | =F16*G16 | 250 | 5 | =I16*J16 |
| 17 | | | | | | 250 | 5 | =F17*G17 | | | |
| 18 | | | | | | | | | | | |
| 19 | 6 March | Received from Supplier | 500 | 5.2 | =C19*D19 | | | | 250 | 5 | =I19*J19 |
| 20 | | | | | | | | | 500 | 5.2 | =I20*J20 |
| 21 | | | | | | | | | | | =K19+K20 |
| 22 | 7 March | Issues to Job 1036 | | | | 250 | 5 | =F22*G22 | 300 | 5.2 | =I22*J22 |
| 23 | | | | | | 200 | 5.2 | =F23*G23 | | | |
| 24 | | | | | | | | | | | |

**(1)**

| | |
|---|---|
| 1 mark for **any** correct formula in Value column, 1 mark for all other Value formulae<br>Note – the Value in the Balance column can be calculated in a variety of ways. Providing there is a cell-referenced formula, award mark. *No need for formulae to be used to calculate Units and CPU figures.* | Total<br>2 marks |



Total for Task 1 – 13 marks

Task 2

**Value Printout**

**LABOUR CALCULATION**

**Job 1036**

| Department | Basic Wage | | Bonus | | Overtime | | Total Labour Cost | |
|---|---|---|---|---|---|---|---|---|
| Cutting | £100 | *(1)* | £30 | *(2)* | | | £130 | |
| Assembling | £348 | *(1)* | | | | | £348 | |
| Finishing | £360 | *(1)* | | | £240 | *(2)* | £600 | |
| TOTAL | [redacted] | | | | | | £1,078 | *(1) - for final total* |

| **Wage Rates** | |
|---|---|
| *Cutting* | £10 |
| *Assembling* | £12 |
| *Finishing* | £15 |

***Total – 8 marks***

Task 2

**Formula Printout**

**LABOUR CALCULATION**

**Job 1036**

| | (1) | (1) | (1) | (1) |
|---|---|---|---|---|
| **Department** | **Basic Wage** | **Bonus** | **Overtime** | **Total Wage Paid** |
| Cutting | =(2*5)*B13 | =(16-10)*(B13*50%) | | =SUM(B6:D6) |
| Assembling | =((2*12)+5)*B14 | | | =SUM(B7:D7) |
| Finishing | =(3*8)*B15 | | =(6*2)*(B15/3+B15) | =SUM(B8:D8) |
| TOTAL | [redacted] | | | =SUM(E6:E8) |

| | |
|---|---|
| 1 mark for any correct formula to calculate basic wage<br>***Must use cell reference to link to wage rates*** | 1 mark |
| 1 mark for correct formula to calculate bonus<br>***Must use cell reference to link to wage rates*** | 1 mark |
| 1 mark for correct formula to calculate overtime<br>***Must use cell reference to link to wage rates*** | 1 mark |
| 1 mark for Total Wage Paid column<br>***Must be a total of Basic, Bonus and Overtime for all 3 departments*** | 1 mark |

***Total – 4 marks***

*NOTE:*

When candidates are calculating hours, they do not need to display all component parts in the formula – they can use mental arithmetic shortcuts. For example, Assembling Basic Wage may have the formula =29*B14. This is acceptable as cell reference to wage table was used.

The Overtime calculation should be £240. If the answer is different because they have not used 1.3333(recurring) – award 1 mark providing the hours are correct.

If formula calculation for overtime is done by same method as solution above, the cell reference **must be used twice** to gain formula mark.

For bonus and overtime calculations, the formula needs to be checked for component parts

1 error – award 1 mark

>1 error – award 0 marks

If the bonus is multiplied by 2 this counts as one component error.

There are instances where components are all correct but the wrong answer is a result of incorrect formula. Candidates will have an answer of £70 or -£34 for bonus. In this instance award 2 marks in value view and do not award formula mark.

Task 3

**Value Printout**

| **OVERHEAD ANALYSIS STATEMENT** | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | Basis of Apportionment | PRODUCTION COST CENTRES | | | |
| Overhead | Total | | Cutting | Assembly | Finishing | Service Cost Centre |
| Indirect Labour | £48,000 | Allocated | £6,000 | £8,000 | £10,000 | £24,000 |
| Rent and Rates | £21,600 | Floor Area | £4,050 | (1) £5,400 | £6,750 | £5,400 (1) |
| Heat and Light | £18,000 | Floor Area | £3,375 | (1) £4,500 | £5,625 | £4,500 (1) |
| Depreciation of Machinery | £6,000 | Value of Machinery | £2,000 | (1) £2,500 | £0 | £1,500 (1) |
| | | | £15,425 | £20,400 | £22,375 | £35,400 |
| Re-apportionment of Service | £35,400 | No of Employees | £10,620 | (1) £14,160 | £10,620 | (1) |
| TOTAL OVERHEADS | | | £26,045 | £34,560 | £32,995 | (1) |

| | |
|---|---|
| 1 mark for correct figure for rent and rates (cutting department) – includes correct choice of basis of apportionment<br>1 mark for all other rent and rates calculations being correct | 2 marks |
| 1 mark for correct figure for heat and light (cutting department) – includes correct choice of basis of apportionment<br>1 mark for all other heat and light calculations being correct | 2 marks |
| 1 mark for correct figure for dep of machinery (cutting department) – includes correct choice of basis of apportionment<br>1 mark for all other depreciation of machinery calculations being correct | 2 marks |
| 1 mark for first correct re-apportionment of service cost centre (could be consequential)<br>1 mark for all others correct | 2 marks |
| 1 mark for correct figures for Total Overheads | 1 mark |

***Total – 9 marks***

Task 3

**Value Printout**

If candidates have inserted extra columns (e.g. for rate) - accept. If candidates have used basis of apportionment column for rate – accept.

It is anticipated that most candidates will be awarded 2 or 0 for the reapportionment of the service department. However, in the following circumstances – award 1 mark

- Where candidate has used 24 employees for re-apportionment
- Where candidate has re-apportioned the service department back to itself
- Award 0 marks where candidate has done both of the above

Task 3

**Formula Printout**

| | A | B | C | D | E | F | G | |
|---|---|---|---|---|---|---|---|---|
| 1 | **OVERHEAD ANALYSIS STATEMENT** | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | Basis of | PRODUCTION COST CENTRES | | | | |
| 4 | Overhead | Total | Apportionment | Cutting | Assembly | Finishing | Service Cost Centre | |
| 5 | Indirect Labour | 48000 | Allocated | 6000 | 8000 | 10000 | 24000 | |
| 6 | Rent and Rates | 21600 | Floor Area | =(B17/$F$17)*$B$6 | =(C17/$F$17)*$B$6 | =(D17/$F$17)*$B$6 | =(E17/$F$17)*$B$6 | **(1)** |
| 7 | Heat and Light | 18000 | Floor Area | =(B17/$F$17)*$B$7 | =(C17/$F$17)*$B$7 | =(D17/$F$17)*$B$7 | =(E17/$F$17)*$B$7 | |
| 8 | Depreciation of Machinery | 6000 | Value of Machinery | =(B19/$F$19)*$B$8 | =(C19/$F$19)*$B$8 | =(D19/$F$19)*$B$8 | =(E19/$F$19)*$B$8 | **(1)** |
| 9 | | | | =SUM(D5:D8) | =SUM(E5:E8) | =SUM(F5:F8) | =SUM(G5:G8) | |
| 10 | Re-apportionment of Service | =G9 | No of Employees | =(B18/($F$18-$E$18))*$B$10 | =(C18/($F$18-$E$18))*$B$10 | =(D18/($F$18-$E$18))*$B$10 | | **(1)** |
| 11 | TOTAL OVERHEADS | | | =D9+D10 | =E9+E10 | =F9+F10 | | |

| | |
|---|---|
| 1 mark for correct apportionment formulae for Rent and Rates and Heat and Light | 1 mark |
| 1 mark for correct apportionment formulae for Depreciation | 1 mark |
| 1 mark for correct formulae for re-apportionment of service cost centre overheads | 1 mark |

No need for candidates to use absolute cell references.

Candidates do not have to use cell references to calculate the number of employees when re-apportioning the service department.

***Total – 3 marks***

Task 4

**Value Printout**

| **JOB COST STATEMENT** | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | **£** | | **£** | |
| MATERIALS | | | | | |
| 4 March (480+1,250)<br>7 March (1,250+1,040) | | 1,730<br>2,290 | ***(1)***<br>***(1)*** | | |
| Additional Materials | | 1,532 | ***(1)*** | 5,552 | |
| | | | | | |
| LABOUR (130+348+600) | | | | 1,078 | ***(1)*** |
| | | | | | |
| OVERHEADS | | | | | |
| Cutting | | 40 | ***(1)*** | | |
| Assembling | | 174 | ***(1)*** | | |
| Finishing | | 156 | ***(1)*** | 370 | |
| | | | | | |
| TOTAL COST | | | | 7,000 | |
| | | | | | |
| PROFIT | | | | 2,100 | ***(1)*** |
| | | | | 9,100 | |
| VAT | | | | 1,820 | ***(1)*** |
| | | | | | |
| SELLING PRICE | | | | 10,920 | ***(1)*** |

***Total – 10 marks***

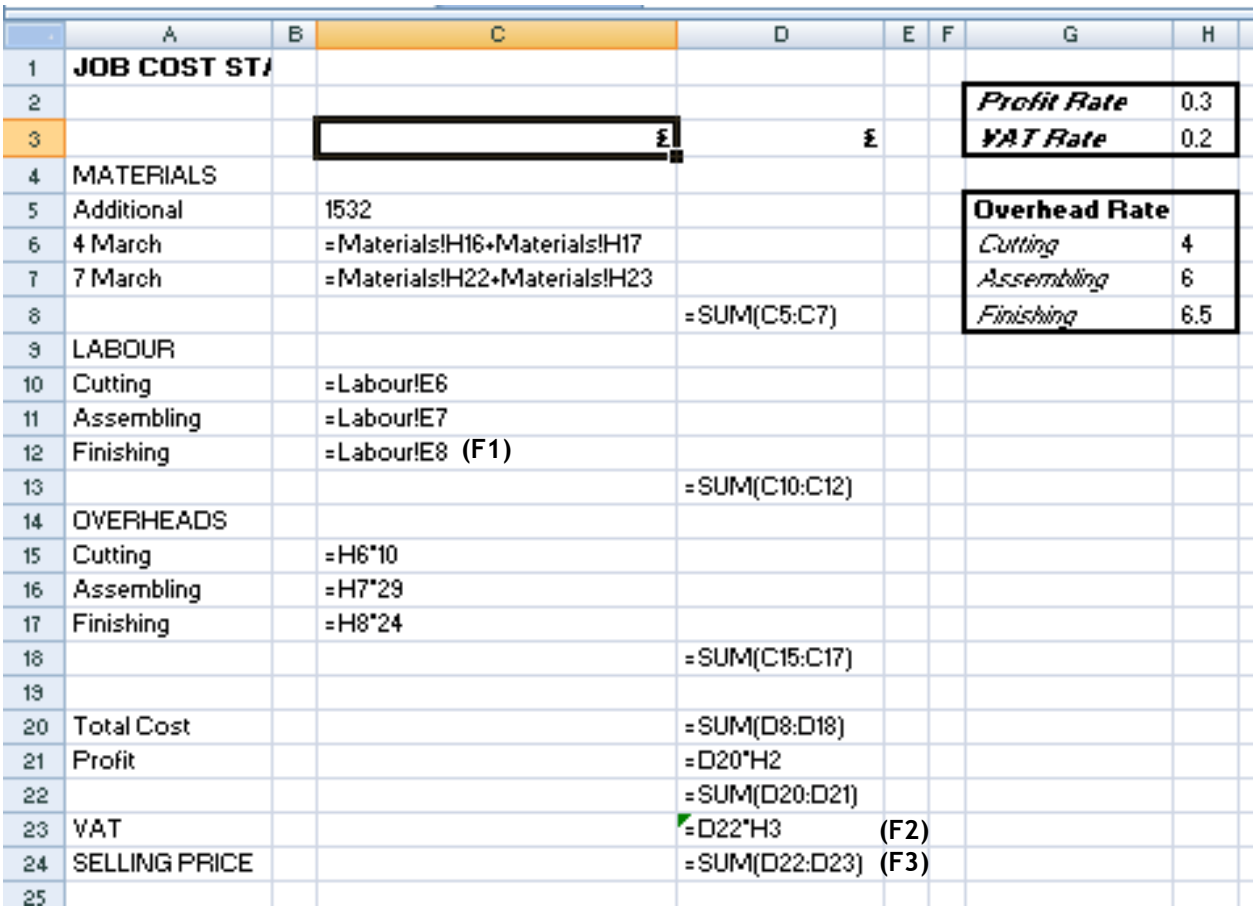
Notes

WATCH CONSEQUENTIALITY THROUGHOUT QUESTION

If VAT calculated before profit, lose VAT award and mark profit consequentially

Task 4

**Formula Printout**



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | JOB COST ST/ | | | | | | | |
| 2 | | | | | | | *Profit Rate* | 0.3 |
| 3 | | | £ | £ | | | *VAT Rate* | 0.2 |
| 4 | MATERIALS | | | | | | | |
| 5 | Additional | | 1532 | | | | **Overhead Rate** | |
| 6 | 4 March | | =Materials!H16+Materials!H17 | | | | *Cutting* | 4 |
| 7 | 7 March | | =Materials!H22+Materials!H23 | | | | *Assembling* | 6 |
| 8 | | | | =SUM(C5:C7) | | | *Finishing* | 6.5 |
| 9 | LABOUR | | | | | | | |
| 10 | Cutting | | =Labour!E6 | | | | | |
| 11 | Assembling | | =Labour!E7 | | | | | |
| 12 | Finishing | | =Labour!E8 **(F1)** | | | | | |
| 13 | | | | =SUM(C10:C12) | | | | |
| 14 | OVERHEADS | | | | | | | |
| 15 | Cutting | | =H6*10 | | | | | |
| 16 | Assembling | | =H7*29 | | | | | |
| 17 | Finishing | | =H8*24 | | | | | |
| 18 | | | | =SUM(C15:C17) | | | | |
| 19 | | | | | | | | |
| 20 | Total Cost | | | =SUM(D8:D18) | | | | |
| 21 | Profit | | | =D20*H2 | | | | |
| 22 | | | | =SUM(D20:D21) | | | | |
| 23 | VAT | | | =D22*H3 **(F2)** | | | | |
| 24 | SELLING PRICE | | | =SUM(D22:D23) **(F3)** | | | | |
| 25 | | | | | | | | |

| | | |
|---|---|---|
| F1 | 1 mark for links to other worksheets for calculation of Materials (4 March and 7 March) and Labour | 1 mark |
| F2 | 1 mark for multiplication formulae (Overheads, Profit and VAT). Must use appropriate cell references as shown | 1 mark |
| F3 | 1 mark for all correct subtotals/totals that candidates have used (if total cost formula does not contain all 3 elements of cost – do not award) | 1 mark |

*Total - **3 marks***