



National  
Qualifications  
SPECIMEN ONLY

**SQ01/N5/01**

**Accounting**

Date — Not applicable

Duration — 1 hour and 30 minutes

**Total marks — 100**

**SECTION 1 — 60 marks**

Attempt BOTH questions.

**SECTION 2 — 40 marks**

Attempt ALL questions.

**Before attempting the questions you must check that your answer booklet is for the same subject and level as this question paper.**

On the answer booklet, you must clearly identify the question number you are attempting.

All working should be shown fully, and clearly labelled.

Use **blue** or **black** ink.

**You may use a calculator.**

Before leaving the examination room you must give your answer booklet and any answer template to the Invigilator. If you do not, you may lose all the marks for this paper.



\* S Q 0 1 N 5 0 1 \*

**SECTION 1 — 60 marks**  
**Attempt BOTH questions**

1. (a) **Using the Document Pack and ledger template provided, make the necessary entries in the ledger accounts of Olympia Sports.**
- Olympia Sports currently has a bank overdraft of £60·00. **25**
- (b) (i) Identify the document that Olympia Sports will send to ALL credit customers at the end of each month. **1**
- (ii) Describe the purpose of this document. **1**
- (c) The owner of Olympia Sports wishes to expand the business.
- Other than borrowing funds:**
- (i) identify one source of finance available to a sole trader;
- (ii) state one advantage of your chosen source;
- (iii) state one disadvantage of your chosen source. **3**
- Total marks      30**

2. Brian Anwar plans to start up in business on 1 April Year 1 with £30,000 in his business bank account.

The following estimates relate to the first 3 months of his business from April to June.

Sales (in units)		
APRIL	MAY	JUNE
3,000	5,000	4,000

- (1) The selling price per unit for credit sales will be £30.
- (2) Cash sales will receive a discount of 10% on the selling price.
- (3) 60% of total monthly sales will be paid by cash and 40% will be sold on one month's credit.
- (4) Interest received will be £1,000 in the month of May.
- (5) Production in April will be 6,000 units and will rise by 1,000 units every month.
- (6) Material costs will be £7 per unit — these will be purchased in the same month as production and paid one month later.
- (7) Labour costs will be £5 per unit and will be paid in the same month as production.
- (8) Variable overheads will total £3 per unit, payable the month after production.
- (9) Fixed overheads will be £4,000 per month.
- (10) A van will be purchased in April for £20,000 — this will be paid in four equal instalments starting in June.
- (11) Rent payable will be £800 per month, increasing by 25% in June.

**Candidates must show all working.**

- |  |           |
|--|-----------|
| (a) Prepare a Cash Budget for the 3 months April to June showing clearly opening and closing bank balances for each month. | <b>27</b> |
| (b) Describe 3 ways Brian could deal with any cash shortfalls.   | <b>3</b>  |

<b>Total marks</b>	<b>30</b>
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## SECTION 2 — 40 marks

Attempt ALL questions

3. A potential customer has asked WoodKraft to quote for a job. The following information is available.

**JOB 88A**

Direct materials:

30 metres of Material X @ £15 per metre

25 metres of Material Y @ £20 per metre

Direct labour:

Employee A — 30 hours

Employee B — 40 hours

Labour is paid at a basic rate of £12 per hour.

Hours worked in excess of 35 hours per employee are paid at double time.

Direct expenses: £250

Mark-up is 40%.

VAT at 20% should be charged.

**Prepare** a quote which WoodKraft will issue to the customer for Job 88A.**10**

4. Finlaysons operates a factory with three cost centres — X, Y, and the Canteen. The following information is available for the cost centres.

	X	Y	CANTEEN	TOTAL
Indirect wages (£)	30,000	50,000	20,250	100,250
Value of machinery (£)	60,000	140,000		200,000
No. of employees	20	28	12	60
Floor area (sq m)	25,000	50,000	5,000	80,000

The following information relates to the estimated costs for Year 1.

OVERHEAD	BASIS OF APPORTIONMENT	COST
Indirect wages	Allocated	£100,250
Supervision	No of employees	£30,000
Rent	Floor area (sq m)	£60,000

- (a) **Prepare** an Overhead Analysis Sheet for Finlaysons to show the total estimated overhead apportioned to each cost centre. 7
- (b) **Re-apportion** the Canteen costs between the other two cost centres based on indirect wages. 3

**Total marks** 10

5. After the Final Accounts were prepared, the following errors were discovered.
- (i) A misplaced invoice for the sale of goods £200 and VAT of £40 was discovered.
  - (ii) Purchase Returns were under-added by £25.
  - (iii) An advertising campaign costing £800 had still to be paid.
  - (iv) The sale of goods to A. Green had been correctly recorded in the Sales and VAT accounts but debited to B. Green.
  - (v) Discount Allowed of £50 had been recorded as Discount Received.
  - (vi) Insurance of £329 had been entered into the accounts as £239.
- (a) **Calculate** the effect on Net Profit after these errors have been corrected. Use the following layout.

Error	Increase/decrease	Amount	
1			
2			
3			
4			
5			
6			<b>8</b>

- (b) Other than correcting errors in the accounts, identify 2 responsibilities of the Financial Accountant. 2
- Total marks 10**

6. Marge Spence is in business making and selling luxury hand cream. The following information is available.

Variable cost per unit	£10
Selling price per unit	£18
Fixed costs	£2,400
Break-even point in units	300

Marge has sold 675 units, making a profit of £3,000.

- (a) **Calculate** the change in break-even point in units if the selling price is reduced to £15. 4
- (b) If Marge does decide to reduce her selling price to £15 per unit, calculate the number of units she would have to sell to maintain a profit of £3,000. 3
- (c) Next year Marge estimates that fixed costs will rise by £400 and variable costs will be unchanged at £10 per unit. If Marge keeps her selling price at £15, calculate her new break-even point in units. 3

**Total marks** 10

[END OF SPECIMEN QUESTION PAPER]



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**SQ01/N5/11**

**Accounting**

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## Document Pack for Specimen Question Paper

This Document Pack should be used to complete Question 1 (a) in Section 1 of this Specimen Question Paper.



\* S Q 0 0 N 5 1 1 \*



**Question 1 (a)**

Use the following documents to complete the ledger accounts of Olympia Sports, a sports goods supplier, in your answer booklet.

## COPY INVOICE

**Olympia Sports**  
102 Sylvania Way  
Clydebank  
G81 8TQ

**Tel:** 0141 952 1376  
**E Mail:** olympiasports@serveufree.co.uk  
**VAT No:** 723987  
**Date:** 15 July

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**To:**  
**M O'Halleron**  
Castleview Street  
Partick  
G52 6YT

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
5	Pairs Abibas Trainers	35.00	175.00
4	Nykon Tracksuits	31.25	125.00
			300.00
Less: Trade Discount (10%)			30.00
<b>Net Goods Value</b>			270.00
Add: VAT (20%)			54.00
<b>TOTAL</b>			<b>£324.00</b>

# INVOICE

**Office Solutions**  
166 Dumbarton Road  
Clydebank  
G81 TY1

**Tel:** 0141 952 1376  
**E Mail:** offsols@isu.co.uk  
**VAT No:** 932871  
**Date:** 16 July

---

**To:**  
**Olympia Sports**  
102 Sylvania Way  
Clydebank  
G81 8TQ

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
1	Impel Office Computer	1,200.00	1,200.00
			1,200.00
		Less: Trade Discount (10%)	180.00
		<b>Net Goods Value</b>	1,020.00
		Add: VAT (20%)	204.00
		<b>TOTAL</b>	<b>£1,224.00</b>

## COPY CREDIT NOTE

Olympia Sports  
102 Sylvania Way  
Clydebank  
G81 8TQ

Tel: 0141 952 1376  
E Mail: olympiasports@serveufree.co.uk  
VAT No: 723987  
Date: 20 July

To:

M O'Halleron  
Castleview Street  
Partick  
G52 6YT

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
1	Pairs Abibas Trainers	35.00	35.00
			35.00
	Less: Trade Discount (10%)		3.50
	<b>Net Goods Value</b>		31.50
	Add: VAT (20%)		6.30
	<b>TOTAL</b>		<b>£37.80</b>

**J Brown**  
Solicitors  
34 Union Street  
GLASGOW  
G1 6PS

25 July

Olympia Sports  
102 Sylvania Way  
Clydebank  
G81 8TQ

Dear Sir

I regret to inform you that my client, M O'Halleron, was officially declared bankrupt today. I have settled the account, paying **£0.50 per pound owed**. Please find a cheque enclosed for this amount.

Yours faithfully

*J Brown*

J Brown  
Solicitor

Enc

# INVOICE

**Clothes Warehouse**  
17 Wallace Street  
Greenock  
PA15 1MN

Tel: 01475 765 316  
E Mail: sales@clotheswarehouse.com  
VAT No: 923457  
Date: 27 July

To:  
**Olympia Sports**  
102 Sylvania Way  
Clydebank  
G81 8TQ

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
15	Football Training Tops	12.00	180.00
			180.00
	Less: Trade Discount (10%)		18.00
	<b>Net Goods Value</b>		162.00
	Add: VAT (20%)		32.40
	<b>TOTAL</b>		<b>£194.40</b>

28/07

Please transfer £50  
from the bank into  
(petty) cash

Thanks!

FOR OFFICIAL USE



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Mark

SQ01/N5/21

# Accounting Ledger Account Template

Date — Not applicable



Fill in these boxes and read what is printed below.

Full name of centre

Town

Forename(s)

Surname

Number of seat

Date of birth

Day

Month

Year

Scottish candidate number

This template should be used to complete Question 1 (a) in Section 1 of this Specimen Question Paper and should be handed in to the Invigilator at the end of the examination.



Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p



\* S Q 0 1 N 5 2 1 0 2 \*

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p



\* S Q 0 1 N 5 2 1 0 3 \*



Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

Account Name							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p

[END OF LEDGER ACCOUNT TEMPLATE]



\* S Q 0 1 N 5 2 1 0 4 \*



National  
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**SQ01/N5/01**

**Accounting**

## Marking Instructions

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These Marking Instructions have been provided to show how SQA would mark this Specimen Question Paper.

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## Part One: General Marking Principles for National 5 Accounting

*This information is provided to help you understand the general principles you must apply when marking candidate responses to questions in this Paper. These principles must be read in conjunction with the specific Marking Instructions for each question. The marking schemes are written to assist in determining the 'minimal acceptable answer' rather than listing every possible correct and incorrect answer.*

- (a) Marks for each candidate response must always be assigned in line with these general marking principles and the specific Marking Instructions for the relevant question.
- (b) Marking should always be positive, ie marks should be awarded for what is correct and not deducted for errors or omissions.
- (c) Consequentiality subsequent to a calculative error must be followed through, with credit being given for any errors in subsequent calculations or working.
- (d) Scored out or erased working which has not been replaced should be marked where still legible. However, if the scored out or erased working has been replaced, only the work which has not been scored out should be marked.
- (e) For questions that ask candidates to 'Describe...', candidates must make a number of accurate relevant factual points of knowledge, up to the total mark allocation for the question. These should be key points. The points do not need to be in any particular order.

Part Two: Marking Instructions for each question

Question		Expected response								Max mark	Additional guidance
1	a	Account Name <i>BANK</i>								25	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul> <p>PLUS additional marks for the following:</p> <ul style="list-style-type: none"> <li>1 mark for all dates correct</li> <li>2 marks if all account names are correct, 1 mark if at least half account names are correct, 0 marks if less than half of the account names are correct</li> <li>2 marks if all nomenclature is correct, 1 mark if at least half nomenclature is correct, 0 marks if less than half of the nomenclature is correct</li> </ul>
		<b>Date</b>	<b>Details</b>	<b>DR</b>		<b>CR</b>		<b>Balance</b>			
				<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>		
		01/07	Balance (1)			60	00	60	00 CR		
		25/07	M O'Halleron (1)	143	10			83	10 DR		
		28/07	(Petty) Cash (1)			50	00	33	10 DR		
		Account Name <i>SALES</i>									
		<b>Date</b>	<b>Details</b>	<b>DR</b>		<b>CR</b>		<b>Balance</b>			
				<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>		
		15/07	M O'Halleron (1)			270	00	270	00 CR		
		Account Name <i>VAT</i>									
		<b>Date</b>	<b>Details</b>	<b>DR</b>		<b>CR</b>		<b>Balance</b>			
				<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>	<b>£</b>	<b>p</b>		
		15/07	M O'Halleron (1)			54	00	54	00 CR		
		16/07	Equipment (1)	204	00			150	00 DR		
20/07	M O'Halleron (1)	6	30			156	30 DR				
27/07	Clothes Warehouse (1)	32	40			188	70 DR				

Account Name <i>M O'Halleron</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
15/07	Sales & VAT (1)	324	00			324	00 DR
20/07	Sales Return & VAT (1)			37	80	286	20 DR
25/07	Bank (2)			143	10	143	10 DR
25/07	Bad Debts (1)			143	10		

Account Name <i>EQUIPMENT/COMPUTER</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
16/07	Office Solutions (1)	1,020	00			1,020	00 DR

Account Name <i>OFFICE SOLUTIONS</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
16/07	Equipment & VAT (1)			1,224	00	1,224	00 DR

Account Name <i>SALES RETURNS</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
20/07	M O'Halleron (1)	31	50			31	50 DR

Account Name <i>BAD DEBTS</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
25/07	M O'Halleron (1)	143	10			143	10 DR

Account Name <i>(PETTY) CASH</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
28/07	Bank (1)	50	00			50	00 DR

Account Name <i>PURCHASES</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
27/07	Clothes Warehouse (1)	162	00			162	00 DR

Account Name <i>CLOTHES WAREHOUSE</i>							
Date	Details	DR		CR		Balance	
		£	p	£	p	£	p
27/07	Purchases and VAT (1)			194	40	194	40 CR

1	b	i	Statement (of account)	1	One mark for identifying the correct document
1	b	ii	Shows all transactions during the month Shows the amount owed/due for payment at end of month	1	One mark for any correct description

1	c	<p>Source – <b>Use own savings/increase capital</b>  Advantage – <b>No repayments required/all profits are kept by owner</b>  Disadvantage – <b>At risk of losing more money if business fails</b></p> <p>Source – <b>Obtain a grant</b>  Advantage – <b>No need to repay</b>  Disadvantage – <b>May not receive full amount required/Lots of paperwork/Not available quickly</b></p> <p>Source – <b>Form a partnership/limited company</b>  Advantage – <b>More capital/more expertise/shared responsibility</b>  Disadvantage – <b>Loss of sole control/Have to share profits</b></p>	3	<ul style="list-style-type: none"> <li>• One mark to be awarded for the named source</li> <li>• One mark to be awarded for the appropriate advantage of the named source</li> <li>• One mark to be awarded for the appropriate disadvantage of the named source</li> </ul> <p>Accept any other suitable response.</p>
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Question		Expected response	Max mark	Additional guidance																																																																								
2	a	<p><b>BRIAN ANWAR – CASH BUDGET FOR 3 MONTHS APRIL-JUNE YEAR 1</b></p> <table border="1"> <thead> <tr> <th></th> <th>APRIL</th> <th>MAY</th> <th>JUNE</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td>30,000 (1)</td> <td>43,800</td> <td>62,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Receipts</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cash Sales</td> <td>48,600 (4)</td> <td>81,000 (1)</td> <td>64,800 (1)</td> </tr> <tr> <td>Credit Sales</td> <td>(1)</td> <td>36,000 (3)</td> <td>60,000 (1)</td> </tr> <tr> <td>Interest received</td> <td></td> <td>1,000 (1)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Payments</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Materials</td> <td>(1)</td> <td>42,000 (1)</td> <td>49,000 (1)</td> </tr> <tr> <td>Labour</td> <td>30,000 (1)</td> <td>35,000</td> <td>40,000</td> </tr> <tr> <td>Variable Overheads</td> <td>(1)</td> <td>18,000 (1)</td> <td>21,000 (1)</td> </tr> <tr> <td>Fixed Overheads</td> <td>4,000</td> <td>4,000</td> <td>4,000 (1 line)</td> </tr> <tr> <td>Van</td> <td></td> <td></td> <td>5,000 (1)</td> </tr> <tr> <td>Rent payable</td> <td>800</td> <td>800</td> <td>1,000 (1)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Closing Balance</b></td> <td>43,800</td> <td>62,000</td> <td>66,800 (1)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		APRIL	MAY	JUNE	Opening Balance	30,000 (1)	43,800	62,000					<b>Receipts</b>				Cash Sales	48,600 (4)	81,000 (1)	64,800 (1)	Credit Sales	(1)	36,000 (3)	60,000 (1)	Interest received		1,000 (1)						<b>Payments</b>				Materials	(1)	42,000 (1)	49,000 (1)	Labour	30,000 (1)	35,000	40,000	Variable Overheads	(1)	18,000 (1)	21,000 (1)	Fixed Overheads	4,000	4,000	4,000 (1 line)	Van			5,000 (1)	Rent payable	800	800	1,000 (1)					<b>Closing Balance</b>	43,800	62,000	66,800 (1)					27	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul> <p>The following additional guidance should be applied to budget entries relating to credit sales, materials and variable overheads</p> <ul style="list-style-type: none"> <li>Marks should be awarded to candidates for correct calculations – eg if candidates do not delay receipt/payment by a month, they will lose the mark awarded to the blank entry but gain the marks for correct calculation (ignore any subsequent June figures)</li> </ul>
	APRIL	MAY	JUNE																																																																									
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		<p><b>Notes:</b></p> <p>Cash sales April – 3,000 [1] x (£30 [1] x 90% [1] x 60% [1])  Cash sales May – 5,000 [1] x (£30 x 90% x 60%)  Cash sales June – 4,000 [1] x (£30 x 90% x 60%)</p> <p>Credit sales May – 3,000 [1] x (£30 [1] x 40% [1])  Credit sales June – 5,000 [1] x (£30 x 40%)</p>		<p><i>Cash sales for May and June answers are consequential on the candidate's April cash sales calculation.</i></p> <p><i>Credit sales June – candidate's answer is consequential on the candidate's May credit sales calculation.</i></p>
2	b	<ul style="list-style-type: none"> <li>• Bank loan – a sum that must be paid back with interest</li> <li>• Overdraft – taking out more money than you have from the bank</li> <li>• Loan from family/friends – may not have to pay them back</li> <li>• Use personal savings – no interest to pay</li> <li>• Cut back on expenses – reduce labour costs</li> <li>• Debt factoring – selling your debt</li> <li>• Sale and leaseback – get instant cash and hire back your assets</li> <li>• Extended trade credit – getting longer to pay back debts you owe</li> <li>• Better credit control – chasing up money owed to you quicker</li> <li>• Selling <u>unused</u> fixed assets (this is sufficient description)</li> <li>• Increasing selling price (this is sufficient description)</li> </ul>	3	<p>Award one mark for each appropriate point.</p> <p>No marks for just naming alone, <b>an additional feature</b> must be included in candidate response.</p> <p>Accept any other suitable response.</p>

Question	Expected response	Max mark	Additional guidance																																																
3	<p><b>JOB COST STATEMENT FOR JOB 88A</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: right;">£</th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td><b>Direct materials:</b></td> <td></td> <td></td> </tr> <tr> <td>X (30 m x £15)</td> <td style="text-align: right;">450 (1)</td> <td></td> </tr> <tr> <td>Y (25 m x £20)</td> <td style="text-align: right;"><u>500 (1)</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">950</td> </tr> <tr> <td><b>Direct labour:</b></td> <td></td> <td></td> </tr> <tr> <td>Employee A (30 x £12)</td> <td style="text-align: right;">360 (1)</td> <td></td> </tr> <tr> <td>Employee B (35 x £12)</td> <td style="text-align: right;">420 (1)</td> <td></td> </tr> <tr> <td>Overtime (5 x £24)</td> <td style="text-align: right;"><u>120 (2)</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">900</td> </tr> <tr> <td><b>Direct expenses</b></td> <td></td> <td style="text-align: right;"><u>250 (1)</u></td> </tr> <tr> <td>Total Cost</td> <td></td> <td style="text-align: right;">2,100</td> </tr> <tr> <td>Mark-up (40% x£2,100)</td> <td></td> <td style="text-align: right;"><u>840 (1)</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">2,940</td> </tr> <tr> <td>VAT (20% x£2,940)</td> <td></td> <td style="text-align: right;"><u>588 (1)</u></td> </tr> <tr> <td>Selling Price</td> <td></td> <td style="text-align: right;"><u>3,528 (1)</u> for the whole line including the selling price label</td> </tr> </tbody> </table> <p><b>Notes:</b> Overtime 5 hours (1) x (£12 x2) (1)</p>		£	£	<b>Direct materials:</b>			X (30 m x £15)	450 (1)		Y (25 m x £20)	<u>500 (1)</u>				950	<b>Direct labour:</b>			Employee A (30 x £12)	360 (1)		Employee B (35 x £12)	420 (1)		Overtime (5 x £24)	<u>120 (2)</u>				900	<b>Direct expenses</b>		<u>250 (1)</u>	Total Cost		2,100	Mark-up (40% x£2,100)		<u>840 (1)</u>			2,940	VAT (20% x£2,940)		<u>588 (1)</u>	Selling Price		<u>3,528 (1)</u> for the whole line including the selling price label	10	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul> <p>As this quote is being issued to the customer, the mark can only be awarded for the selling price total if there is a corresponding label.</p>
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4		<b>Overhead</b>	<b>Basis</b>	<b>Total</b>	<b>X</b>		<b>Y</b>		<b>Canteen</b>		10	<ul style="list-style-type: none"> <li>Award the mark indicated beside each correct entry</li> </ul>
	Indirect wages	Allocated	100,250	30,000		50,000		20,250	(1) for line			
	Rent	Floor area (sq m)	60,000	18,750	(1)	37,500	(1)	3,750	(1)			
	Supervision	No of employees	30,000	10,000	(1)	14,000	(1)	6,000	(1)			
		<b>Department Totals</b>	190,250	58,750		101,500		30,000				
	Re-apportion Canteen	Indirect wages		11,250	(1)	18,750	(1)					
		<b>Total Departmental Overheads</b>	190,250	70,000		120,250						
									(1) mark for all totals correct			

Question		Expected response	Max mark	Additional guidance														
5	a	<table border="1"> <thead> <tr> <th>ERROR</th> <th>INCREASE/DECREASE?</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Increase 200 (1)</td> </tr> <tr> <td>(ii)</td> <td>Increase 25 (1)</td> </tr> <tr> <td>(iii)</td> <td>Decrease 800 (1)</td> </tr> <tr> <td>(iv)</td> <td>No effect (1)</td> </tr> <tr> <td>(v)</td> <td>Decrease (1) 100 (1)</td> </tr> <tr> <td>(vi)</td> <td>Decrease (1) 90 (1)</td> </tr> </tbody> </table>	ERROR	INCREASE/DECREASE?	(i)	Increase 200 (1)	(ii)	Increase 25 (1)	(iii)	Decrease 800 (1)	(iv)	No effect (1)	(v)	Decrease (1) 100 (1)	(vi)	Decrease (1) 90 (1)	8	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul>
ERROR	INCREASE/DECREASE?																	
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5	b	<ul style="list-style-type: none"> <li>Recording transactions in ledger accounts/maintaining financial records</li> <li>Preparing final accounts</li> <li>Calculating tax liability</li> <li>Checking for fraud</li> <li>Ensuring concepts and conventions are applied</li> <li>Ensuring accounts are prepared in line with the requirements of legislation</li> <li>Stewardship of the organisation</li> </ul>	2	<ul style="list-style-type: none"> <li>1 mark each for any 2 responsibilities</li> </ul>														

Question		Expected response	Max mark	Additional guidance
6	a	$15 - 10 = 5$ (1) $2,400 / 5 = 480$ (1) $480 - 300 = 180$ (1) Increase (1)	4	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul>
6	b	$(3,000 + 2,400)$ (1) / $5$ (1) = 1,080 units (1) OR $3,000/5 = 600$ (1) + $480$ (1) = 1,080 units (1)	3	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul>
6	c	$(2,400 + 400)$ (1) / $5$ (1) = 560 units (1)	3	<ul style="list-style-type: none"> <li>Award the mark indicated in the brackets beside each correct entry</li> </ul>

[END OF SPECIMEN MARKING INSTRUCTIONS]