



National
Qualifications

Accounting Assignment Assessment task

This is the assessment task for the assignment Component of National 5 Accounting Course assessment.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

<p>Valid for session 2013/14 only</p>
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Introduction

This is the assessment task for National 5 Accounting assignment.

This assignment is worth 50 marks out of the total of 150 marks for the Course assessment. The Course will be graded A-D.

Marks for all Course Components are added up to give a total Course assessment mark which is then used as the basis for grading decisions.

This is one of two Components of Course assessment. The other Component is a question paper.

This document gives Marking Instructions for assessors for the assignment Component of this Course and instructions for candidates.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

The assessment instructions for candidates are provided in Appendix 1 and must be detached and given to the candidate.

The assessment task will be set and externally marked by SQA and conducted in centres under the conditions specified by SQA.

Equality and inclusion

This Course assessment has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled candidates and/or those with additional support needs, please follow the link to the assessment arrangements web page: www.sqa.org.uk/sqa/14977.html

Guidance on inclusive approaches to delivery and assessment in this Course is provided in the *Course Support Notes*.

Instructions for teachers

Teachers are reminded that information providing instructions for the conduct of coursework, an overview of the assessment task, evidence to be gathered and general marking instructions can be found on the SQA website's page for National 5 Accounting, in the Assessment Support section under Coursework Information.

Teachers are asked to ensure that all tasks submitted show the candidate's name, centre and task number clearly displayed on each printout. Row and column headings and gridlines should be shown on each printout.

Each task should have 2 printouts submitted: a Value view printout and a Formula view printout. If formulae are not visible in full in a Formula view printout, this may result in the candidate losing marks.

All tasks should be completed through the use of formulae (where appropriate) and teachers should ensure that candidates are familiar with the spreadsheet requirements outlined in the Course Assessment Specification.



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Appendix 1

Accounting Assignment

Dudhope Designs

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Instructions for candidates

This assessment applies to the assignment for National 5 Accounting.

This assignment is worth 50 marks out of the total of 150 marks for the Course assessment. The Course will be graded A-D.

It assesses the following skills, knowledge and understanding:

- ◆ making appropriate use of spreadsheets to complete the assignment
- ◆ entering data with accuracy
- ◆ selecting and using appropriate formulae, formatting and printing functions to present information
- ◆ accurately completing all accounting work related to the context of the assignment

Your assessor will let you know how the assessment will be carried out and any required conditions for doing it.

Assignment task

You are the Accountant at Dudhope Designs, a firm specialising in the production of bespoke items of furniture for commercial customers.

Job 1036 is nearing completion. You have been assigned a series of tasks by the General Manager, Jimmy MacDonald, to calculate the selling price to be charged to the customer. These tasks should be completed using the spreadsheet file **Job 1036** that has been made available for you.

Please ensure that you include the following information on every printout: your name, centre name and task number.

All tasks should be completed in the order presented.

Printouts in formula view **must** clearly show all formulae. You may lose marks if full formulae are not visible.

Printouts in formula view **must be** printed showing row and column headings and gridlines.

National 5 Accounting Assignment: Dudhope Designs

Task		Printouts	Marks Available	Completed (✓)
1	Stock Record Card	<ul style="list-style-type: none"> • Value View • Formula View 	11 2	
2	Labour Calculation	<ul style="list-style-type: none"> • Value View • Formula View 	8 4	
3	Overhead Analysis	<ul style="list-style-type: none"> • Value View • Formula View 	9 3	
4	Job Cost Statement	<ul style="list-style-type: none"> • Value View • Formula View 	10 3	
		TOTAL	50	

Task 1

Dudhope Designs uses the FIFO (First In, First Out) method of valuing stock issues to production.

Prepare a stock record card for Material X120 using the information below. You should use the worksheet **Materials** contained in the spreadsheet file **Job 1036**. Use appropriate spreadsheet formulae to complete the stock record card.

2 March	Purchased 500 metres @ £5 per metre
3 March	150 metres issued to Job 1035
4 March	350 metres issued to Job 1036
6 March	Purchased 500 metres @ £5.20 per metre
7 March	450 metres issued to Job 1036

Print the worksheet materials in **Value view** and **Formula view** (showing row and column headings and gridlines).

13 Marks

Task 2

The following data is available for Job 1036.

- In the Cutting Department 2 employees each spent 5 hours working on Job 1036. The work should have taken a total of 16 hours to complete - employees were paid a bonus of 50% of the basic hourly rate for each hour saved.
- In the Assembling Department 2 employees each spent 12 hours on Job 1036 and one employee worked for 5 hours.
- In the Finishing Department 3 employees each worked 8 basic hours on Job 1036. Two of the employees worked 6 hours of overtime each, paid at time and a third.

The following basic hourly rates are paid:

	£
Cutting Department	10
Assembling Department	12
Finishing Department	15

Using the worksheet **Labour**, which can be found in the spreadsheet file **Job 1036**, **calculate** the Total Labour cost for Job 1036. You should calculate the following figures for each department, where relevant, and the Total Labour cost using appropriate spreadsheet formulae.

- Basic Wage
- Bonus
- Overtime

Print the completed worksheet Labour in **Value view** and **Formula view** (showing row and column headings and gridlines).

12 Marks

Task 3

Dudhope Designs consists of 3 production cost centres - Cutting, Assembling and Finishing - and one service cost centre. Estimated overhead expenditure for 2014 was as follows:

<u>Overheads</u>	<u>Total Cost</u>
Rent and Rates	£21,600
Heat and Light	£18,000
Depreciation of Machinery	£6,000
Indirect Labour	£48,000

The following information relates to the cost centres:

	Cutting	Assembling	Finishing	Service	TOTAL
Floor Area (sq m)	3,000	4,000	5,000	4,000	16,000
No of employees	6	8	6	4	24
Value of Machinery	£20,000	£25,000	£0	£15,000	£60,000
Indirect Labour	£6,000	£8,000	£10,000	£24,000	£48,000

Using the worksheet Overheads, you are required to:

- Complete** the Overhead Analysis Sheet to show the overheads to be apportioned to each of the cost centres. Use appropriate spreadsheet formulae.
- Re-apportion** the total overheads of the Service cost centre to the production cost centres on the basis of number of employees. Use appropriate spreadsheet formulae.
- Calculate** the Total Production Overheads for each Production Cost Centre using appropriate spreadsheet formulae.
- Print** the worksheet Overheads in **Value view** and **Formula view** (showing row and column headings and gridlines).

12 Marks

Task 4

You are now required to **prepare** a Job Cost Statement for Job 1036 to calculate the final selling price. Use the worksheet **Job Cost Statement** contained in the spreadsheet file **Job 1036**.

In addition to the figures already calculated for Job 1036, the following information is available.

- 1 Additional materials were used to complete the job - £1,532.
- 2 Overheads are to be calculated on the basis of each basic labour hour worked on the job as follows:
 - Cutting Department - £4 per basic labour hour
 - Assembling Department - £6 per basic labour hour
 - Finishing Department - £6.50 per basic labour hour
- 3 Profit of 30% of the Total Job Cost is to be accounted for.
- 4 VAT at the rate of 20% is to be included.

Print the worksheet Job Cost Statement in **Value view** and **Formula view** (showing row and column headings and gridlines).

13 Marks

[END OF ASSIGNMENT]

Administrative information

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History of changes

Version	Description of change	Authorised by	Date

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