National 5 coursework assessment task

Qualifications Scotland
Teisteanasan Alba

National 5 Accounting
Assignment — Premier Scarves
Assessment task

Valid for session 2025–26 only.

We provide this assessment to centres in the strictest of confidence. You must keep it in a secure place until it is used, and until the end of the assessment period.

This edition: February 2026 (version 1.0)

Instructions for candidates

This assessment applies to the assignment for National 5 Accounting.

This assignment has 50 marks out of a total of 180 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- preparing and presenting a range of straightforward accounting statements
- selecting straightforward accounting information to determine business revenues, costs and profits
- using ICT to produce and communicate straightforward accounting information in a range of contexts
- preparing a range of accounting information
- using accounting techniques, in familiar contexts, to facilitate decision making

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

In this assessment, you must work through a series of tasks:

- which assess the skills, knowledge and understanding listed above
- in one 2-hour block (excluding printing time) — all printing must be completed on the same day as the assignment

You will have access to:

- a personal computer or laptop, with no access to the internet
- a spreadsheet file supplied by Qualifications Scotland to complete the assignment

You must:

- not add or delete any rows or columns in the spreadsheet file
- ensure that the entire formula is visible in your printouts
- make sure you include your name, Scottish Candidate Number (SCN) and task number clearly on every printout you submit. This can either be keyed-in or handwritten.

Assessment task

You work as a trainee accountant at Birkhill and Moffat, a firm of accountants based in Perth.

You have been asked to complete some accounting tasks for a regular client, Premier Scarves.

You need to complete all tasks using the spreadsheet file **Premier**, which has been made available to you. Complete them in the order presented.

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

Printouts in formula view **must** show row and column headings, and gridlines.

Please make sure you include your name, Scottish Candidate Number (SCN) and task number on every printout you submit. This can be keyed-in or handwritten.

Use the following table to make sure you have all the printouts required.

	Task	Printouts	Marks available	Completed (✓)
1	Ledger Accounts	♦ value view	16	
2	Cash Budget	♦ value view ♦ formula view	10 5	
3	Ratio Calculations	♦ value view ♦ formula view	13 3	
4	Ratio Analysis	♦ value view	3	
	Total marks		**50**	

Task 1

Use the documents and information on pages 4-6, to update the selected ledger accounts of Premier Scarves contained in the worksheet **Ledger**.

You will need to add additional accounts to the worksheet.

There are no formulae marks in this task, so you can key-in numbers.

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

No: 1241

Invoice

Haberdasher United
Dryburgh Industrial Estate
DUNDEE
DD3 8RT

Tel: 07801265499

To: Premier Scarves
990 Tulloch Way
PERTH
PH2 8DQ

Date: 5 March 2026

Quantity	Description	Unit Price £	Cost £
100	Luxury thread - assorted colours	2.50	250.00
800	50g Double knit wool - assorted colours	4.00	3,200.00
			3,450.00
	Less Trade Discount		172.50
	NET GOODS VALUE		3,277.50
	Add VAT		655.50
	TOTAL		3,933.00

No: 765

Credit Note

Haberdasher United
Dryburgh Industrial Estate
DUNDEE
DD3 8RT

Tel: 07801265499

To: Premier Scarves
990 Tulloch Way
PERTH
PH2 8DQ

Date: 10 March 2026

Quantity	Description	Unit Price £	Cost £
10	Luxury thread - damaged	2.50	25.00
			25.00
	Less Trade Discount		1.25
	NET GOODS VALUE		23.75
	Add VAT		4.75
	TOTAL		28.50

SUMMARY OF BANK ACCOUNT TRANSACTIONS
Week Beginning 9 March 2026

Account name: Premier Scarves **Account number: 00162145**			
Date	**Details**	**In (£)**	**Out (£)**
11/03/26	CAIRNROY ROVERS (Payment received from a customer on account by bank transfer)	500.00	
12/03/26	PUBLISHING (Payment made for printing brochures by bank transfer. This figure is **inclusive** of VAT.)		396.00

To:	finance@premierscarves.e-net.com
From:	aajones.solicitors@gmail.com
Date:	18 March 2026
Subject:	Bankruptcy

Hello

I regret to inform you that my client, Better Bags, has gone bankrupt and cannot pay the amount they owe in full.

As a result, I have settled their account with you by enclosing a cheque which represents a payment of £0.35 per pound due to you.

Regards

Gabrielle Taylor
A.A. Jones Solicitors

Task 2

Using the information below and the worksheet **Budget**, prepare a Cash Budget for April and May.

You should use appropriate spreadsheet formulae to calculate the required figures. You **must** cell reference all figures in this task.

Print the completed worksheet **Budget** in **value view** and **formula view**.

1.	The cash balance on 1 April will be the closing Bank (Cash Equivalents) ledger balance of March.
2.	The standard selling price is £15.00 per unit.
3.	30% of monthly sales are made on a cash basis to online customers. Online cash customers pay 100% of the standard selling price of £15.00.
4.	70% of monthly sales are made on one month's credit to retail outlets and football clubs. All credit sales receive a 20% discount on the standard selling price.
5.	Material costs of £2.50 per unit will be paid for in the month following production.
6.	Labour costs per unit of £4.00 per unit will be paid for in the month of production.
7.	Variable overhead costs of £1.25 per unit will be paid for in the month before production.
8.	Fixed costs of £5,000 per month will rise by 10% beginning in May.
9.	New machinery, costing £18,000, will be purchased in April. A 20% deposit will be paid in April, with the remaining balance paid in 3 equal monthly instalments beginning in May.

[BLANK PAGE]

Task 3

You need to calculate some accounting ratios for Premier Scarves, so they can analyse the performance of their business in 2025.

The financial information provided in the worksheet **Ratios** has been taken from the accounts of Premier Scarves for the year ended 31 December 2025.

Use appropriate spreadsheet formulae to calculate the following figures/accounting ratios. A formulae sheet is provided on the next page.

You must cell reference all figures, however, you can key-in the following numbers when constructing formulae:

- when multiplying by 100
- when dividing by 2
- when using 365 days

(i) Gross Profit Ratio
(ii) Profit for the Year Ratio
(iii) Cost of Sales
(iv) Average Inventory
(v) Rate of Inventory Turnover
(vi) Current Ratio
(vii) Purchases
(viii) Trade Payables Payment Period
(ix) Trade Receivables Collection Period

NOTES

1. 80% of sales were made on credit
2. 60% of purchases were made on credit

Print the completed worksheet **Ratios** in **value view** and **formula view**.

Ratio formulae sheet

Ratio	Formula
Profitability ratios:	
Return on Equity Employed	Profit for the Year / Opening equity x 100 = ____%
Gross Profit Ratio	Gross Profit / Sales revenue x 100 = ____%
Profit for the Year Ratio	Profit for the Year / Sales Revenue x 100 = ____%
Liquidity ratios:	
Current Ratio	Current Assets : Current Liabilities Answer should be expressed as a ratio, eg 2.35:1
Acid Test Ratio	Current Assets – Closing Inventory : Current Liabilities Answer should be expressed as a ratio, eg 1.27:1
Efficiency ratios:	
Rate of Inventory Turnover	Cost of Sales / Average Inventory = ____times
Expenses Ratio	Expenses / Sales Revenue x 100 = ____%
Trade Payables Payment Period	Average Trade Payables / Credit Purchases x 365 = ____days **NB** — Where only one figure is given for trade payables, this will be taken as the average.
Trade Receivables Collection Period	Average Trade Receivables / Credit Sales x 365 = ____days **NB** — Where only one figure is given for trade receivables, this will be taken as the average.
Non-current Asset Turnover	Sales Revenue / Non-current Assets at Net Book Value Answers should be expressed as a ratio, eg 0.75:1

Task 4

The following ratios were calculated for Premier Scarves for 2024.

- Current Ratio — 1.5:1
- Profit for the Year Ratio — 18%
- Trade Receivables Collection Period — 28 days

Complete the worksheet **Analysis** by:

(a) inserting the relevant figures for 2025

(b) suggesting one possible reason for the difference in each ratio.
You must give a different reason for each ratio.

There are no formulae marks in this task, so you can key-in numbers.

Print the completed worksheet **Analysis** in **value view**.

Copyright acknowledgements

Administrative information

Published: February 2026 (version 1.0)

History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by practitioners in Qualifications Scotland approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from Qualification Scotland's designated secure website by authorised personnel.