National 5
Coursework
Assessment Task

National 5 Accounting Assignment

Assessment task

Coursework Finalised Marking Instructions

General marking principles

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.

(a) Marks for each candidate response must **always** be assigned in line with these general marking principles and the specific marking instructions for this assessment.

(b) 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.

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

(d) **Printouts**
Candidates are clearly directed, within the instructions, as to the printing requirements. If the formulae printout is missing, no formula marks can be awarded. If value view printout is missing, markers should award as many marks as possible based on the formulae view printout.

Absolute cell references are not required. Named cells are acceptable. Each time a formula is truncated, the mark cannot be awarded.

If formulae marks are grouped and the candidate has not made an attempt at some component part – still award the formulae mark providing the formulae that have been attempted are correct.

(e) **Formatting**
Accept if candidates have changed formatting to different decimal places.

(f) **Extra Cells Added**
Candidates may have inserted data in extra cells in order to help them construct formulae. This is acceptable providing the extra data is using cell references. If the extra data has not used cell references, then do not award formula marks each time. Markers should pay close attention as to how formulae are constructed if the candidate has inserted extra cells.

(g) **Treatment of errors**
Guidance on the treatment of errors, for example extraneous items, arithmetic errors and consequential errors, is provided in the specific marking instructions.

(h) **Consequential errors**
Consequential errors are taken account of and candidates receive credit for following the correct accounting processes and spreadsheet formulae.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Data**	Task 1 - value view											
2			**Kilograms**	**Price (£)**									
3		3 March - Purchased	900	1.06									
4		4 March - Issued	350										
5		5 March - Purchased	500	1.12									
6		6 March - Issued	700										
7		7 March - Returned	50										
8		8 March - Issued	400										
9													
10	**INVENTORY RECORD CARD - Onions**												
11													
12			Receipts			Issues			Balance				
13	Date	Details	Units (kg)	CPU (£)	Value (£)	Units (kg)	CPU (£)	Value (£)	Units (kg)	CPU (£)	Value (£)		
14	1 March	Opening Balance							200	1.02	204		
15													
16													
17	3 March	Received from Supplier	900	1.06	954				200	1.02	204		
18									900	1.06	954	**(1)**	
19											1158		
20	4 March	Issues to Production				200	1.02	204					
21						150	1.06	159	750	1.06	795	*	
22								**(1)**					
23	5 March	Received from Supplier	500	1.12	560				750	1.06	795		
24									500	1.12	560		
25			**(1) for both receipts**								1355	**(1)**	
26	6 March	Issues to Production				700	1.06	742	50	1.06	53		
27									500	1.12	560		
28								**(1)**			613	**(1)**	
29	7 March	Returns to Supplier				50	1.12	56	50	1.06	53		
30									450	1.12	504		
31								**(1)**			557	**(1)**	
32	8 March	Issues to Production				50	1.06	53					
33						350	1.12	392	100	1.12	112	***(1) for both**	
34								**(1)**					
35													
36										**Total = 10 marks**			

Task 1 - Additional Guidance

- Watch for consequentiality throughout.
- If Balance has 2 separate inventories, it needs to show a total value of both inventories to gain the Balance mark. If candidate repeats this, treat as consequential. (Do not award (DNA) maximum of 1 mark).
- Where 2 separate inventories and total value are shown but individual totals are not – accept, eg 3 March only has £1158 in balance.
- Issues do not need totals.
- If Issues are entered in Receipts, DNA mark each time.
- If done as LIFO, DNA the 4 Issue marks.
- If done as AVCO, DNA the 5 Balance marks.
- If Balance column done as running balance – mark balances box as per solution.
- If candidate has gone wrong, Value in the Balance Box MUST BE Units x CPU.
  (There are differing ways to get to the Value in the Balance which give differing answers. In this instance, mark the box as stand-alone).
- For 8 March Issues, although question requires an issue of 400kg, DNA in Issues column if this figure is higher than the 7 March balance. However, if candidate does this and Balance goes into negative due to earlier error - treat as consequential in Balance column. If candidate issues all the balance available on 7 March to take balance of 8 March to 0, then accept as consequential in both the Issues and Balance columns.
- If 7 March is treated as a receipt, the balance may contain 2 or 3 groups of inventories (candidate may have added 50 onto 450, or shown the 50 on a third line). Both are acceptable.

	A	B	C	D	E	F	G	H	I	J	K
1	**Data**	Task 1 - formula view									
2			**Kilograms**	**Price (£)**							
3		3 March - Purchased	900	1.06							
4		4 March - Issued	350								
5		5 March - Purchased	500	1.12							
6		6 March - Issued	700								
7		7 March - Returned	50								
8		8 March - Issued	400								
9											
10	**INVENTORY RECORD CARD - Onions**										
11											
12			Receipts			Issues			Balance		
13	Date	Details	Units (kg)	CPU (£)	Value (£)	Units (kg)	CPU (£)	Value (£)	Units (kg)	CPU (£)	Value (£)
14	1 March	Opening Balance							200	1.02	=I14*J14
15											
16											
17	3 March	Received from Supplier	=C3	=D3	=C17*D17				=I14	=J14	=K14
18									=C17	=D17	=E17
19											=SUM(K17:K18)
20	4 March	Issues to Production				=I17	=J17	=K17			
21						=C4-I17	=J18	=F21*G21	=I18-F21	=J18	=I21*J21
22											
23	5 March	Received from Supplier	=C5	=D5	=C23*D23				=I21	=J21	=K21
24									=C23	=D23	=E23
25											=SUM(K23:K24)
26	6 March	Issues to Production				=C6	=J23	=F26*G26	=I23-F26	=J23	=I26*J26
27									=I24	=J24	=K24
28											=SUM(K26:K27)
29	7 March	Returns to Supplier				=C7	=D23	=F29*G29	=I26	=J26	=K26
30									=I27-F29	=G29	=I30*J30
31											=SUM(K29:K30)
32	8 March	Issues to Production				=I29	=J29	=K29			
33						=C8-I29	=J30	=F33*G33	=I30-F33	=J30	=I33*J33
34											
35											
36					**1 mark**			**1 mark**			**1 mark**
37											
38	**1 mark is awarded for formulae in each of the 3 sections.**										
39	**The value in the balance column can be calculated in a variety of ways - award marks as long as cell-referenced formulae are used.**										
40											

	A	B	C	D	E	F	G
1	**Total Units Produced**	5,000					
2							
3	**Preparation Department Data**						
4	Basic Wage Rate	£12.00					
5	No of Staff	6	employees				
6	Hours Worked	9	hours each				
7							
8	**Baking Department Data**						
9	Basic Wage Rate	£0.20	per unit				
10	Expected Production	50	units per hour				
11	Actual Hours Worked	80	hours				
12	Bonus	£10.00	per hour saved				
13							
14	**Packaging Department Data**						
15	Basic Wage Rate	£10.50	per hour				
16	Overtime Hours Worked	10	hours				
17	Overtime Rate	1.5	times basic rate				
18	Total Hours Worked	40	hours (including overtime)				
21	**LABOUR CALCULATION - Job HH17**						
23	**PREPARATION DEPARTMENT**						
25	Total Hours Worked	54	(1)				
26	Total Labour Cost - Preparation			£648.00	(1)		
29	**BAKING DEPARTMENT**						
31	Basic Labour Cost		£1,000.00	(1)			
33	Total Time Allowed (hours)	100	(1)				
34	Total Hours Worked	80	} (1)				
35	Time Saved (hours)	20					
36	Total Bonus Paid		£200.00	(1)			
38	Total Labour Cost - Baking			£1,200.00	(1)		
41	**PACKAGING DEPARTMENT**						
43	Basic Labour Cost		£315.00	(1)			
44	Overtime Cost		£157.50	(1)			
46	Total Labour Cost - Packaging			£472.50	(1)		
49	**TOTAL LABOUR COST FOR JOB HH17**			£2,320.50	(1)		
51					**Total = 11 marks**		
53	• **Total Hours Worked in Baking must be 80.**						
55	• **Ignore any extra information below Total Labour Cost in either Value or Formula View.**						

	A	B	C	D	E	F
1	**Total Units Produced**	5000				
2						
3	**Preparation Department Data**					
4	Basic Wage Rate	12				
5	No of Staff	6	employees			
6	Hours Worked	9	hours each			
7						
8	**Baking Department Data**					
9	Basic Wage Rate	0.2	per unit			
10	Expected Production	50	units per hour			
11	Actual Hours Worked	80	hours			
12	Bonus	10	per hour saved			
13						
14	**Packaging Department Data**					
15	Basic Wage Rate	10.5	per hour			
16	Overtime Hours Worked	10	hours			
17	Overtime Rate	1.5	times basic rate			
18	Total Hours Worked	40	hours (including overtime)			
19						
20						
21	**LABOUR CALCULATION - Job HH1**					
22						
23	**PREPARATION DEPARTMENT**					
24						
25	Total Hours Worked	=B5*B6				
26	Total Labour Cost - Preparation			=B25*B4		
27						
28						
29	**BAKING DEPARTMENT**					
30						
31	Basic Labour Cost		=B9*B1			
32						
33	Total Time Allowed (hours)	=B1/B10				
34	Total Hours Worked	=B11				
35	Time Saved (hours)	=B33-B34				
36	Total Bonus Paid		=B35*B12			
37						
38	Total Labour Cost - Baking			=C31+C36		
39						
40						
41	**PACKAGING DEPARTMENT**					
42						
43	Basic Labour Cost		=B15*(B18-B16)			
44	Overtime Cost		=B16*B15*B17			
45						
46	Total Labour Cost - Packaging			=C43+C44		
47						
48						
49	**TOTAL LABOUR COST FOR JOB HH**			=D46+D38+D26		
50						
51						
52			F1	F2		Total = 2 marks

DEPARTMENTAL INFORMATION		Preparation	Baking	Packaging	Service	Total
	Floor Area (sq m)	4,000	7,000	8,000	6,000	25,000
	Number of Employees	30	18	12	20	80
	Indirect Materials	£7,200	£4,800	£1,240	£6,720	£19,960
	Value of Non-Current Assets	£25,000	£100,000	£50,000	£75,000	£250,000

OVERHEAD ANALYSIS SHEET

				PRODUCTION DEPARTMENTS				
Overhead	**Total**	**Basis of Apportionment**	**Rate**	**Preparation**	**Baking**	**Packaging**	**Service**	
Indirect Materials	£19,960	Allocated		£7,200	£4,800	£1,240	£6,720	**(1)**
Rent and Rates	£84,000	Floor Area (sq m)	£3.36	£13,440	£23,520	£26,880	£20,160	**(1)**
Employee Supervision	£90,000	Number of Employees	£1,125	£33,750	£20,250	£13,500	£22,500	**(1)**
Heat and Light	£42,000	Floor Area (sq m)	£1.68	£6,720	£11,760	£13,440	£10,080	**(1)**
Depreciation of Non-Current Assets	£60,000	Value of Non-Current Assets	£0.24	£6,000	£24,000	£12,000	£18,000	**(1)**
TOTAL OVERHEADS				£67,110	£84,330	£67,060	£77,460	*
Re-apportionment of Service	£77,460	Number of Employees	£1,291	£38,730	£23,238	£15,492		**(2)**
TOTAL PRODUCTION OVERHEADS				£105,840	£107,568	£82,552		*** (1) for both**

Total = 8 marks

Additional Guidance

- Candidates do not need to have completed Basis of Apportionment or Rate columns, therefore do not penalise incorrect information in these columns in Value View.
- If the number 1 appears in the rate column for Indirect Materials - Ignore in both Value and Formula View.
- For the re-apportionment of Service Dept, if one error - award 1 mark. If two errors - award 0 marks.
- If Service Dept has re-apportionment figure, DNA 1 of the 2 re-apportionment marks but do not penalise inclusion in Final Total.
- If re-apportionment split correct but candidate shows £77,460 in final line - DNA Subtotal/Total mark.
- If no re-apportionment done (and thus no final total) award mark for subtotal as being final total (accept if Service Dept not subtotalled/totalled).

NOTE - Employee Supervision rate was set to 0 decimal places. If wrong basis used - decimal places will not show in printout.

	A	B	C	D	E	F	G	H	I
1									
2	**DEPARTMENTAL INFORMATION**				**Preparation**	**Baking**	**Packaging**	**Service**	**Total**
3		Floor Area (sq m)			4000	7000	8000	6000	=SUM(E3:H3)
4		Number of Employees			30	18	12	20	=SUM(E4:H4)
5		Indirect Materials			7200	4800	1240	6720	=SUM(E5:H5)
6		Value of Non-Current Assets			25000	100000	50000	75000	=SUM(E6:H6)
7									
8									
9	**OVERHEAD ANALYSIS SHEET**								
10									
11					**PRODUCTION DEPARTMENTS**				
12	**Overhead**	**Total**	**Basis of Apportionment**	**Rate**	**Preparation**	**Baking**	**Packaging**	**Service**	
13	Indirect Materials	=I5	Allocated		=E5	=F5	=G5	=H5	F3
14	Rent and Rates	84000	Floor Area (sq m)	=B14/I3	=$D$14*E3	=$D$14*F3	=$D$14*G3	=$D$14*H3	F1
15	Employee Supervision	90000	Number of Employees	=B15/I4	=$D$15*E4	=$D$15*F4	=$D$15*G4	=$D$15*H4	F1
16	Heat and Light	42000	Floor Area (sq m)	=B16/I3	=$D$16*E3	=$D$16*F3	=$D$16*G3	=$D$16*H3	F1
17	Depreciation of Non-Current Assets	60000	Value of Non-Current Assets	=B17/I6	=$D$17*E6	=$D$17*F6	=$D$17*G6	=$D$17*H6	F1
18	TOTAL OVERHEADS				=SUM(E13:E17)	=SUM(F13:F17)	=SUM(G13:G17)	=SUM(H13:H17)	F3
19	Re-apportionment of Service	=H18	Number of Employees	=H18/(I4-H4)	=$D$19*E4	=$D$19*F4	=$D$19*G4		F2
20	TOTAL PRODUCTION OVERHEADS				=E18+E19	=F18+F19	=G18+G19		F3
21									
22	**Additional Guidance**								**Total = 3 marks**
23									
24	• If candidate has not re-apportioned - DNA F2 mark.								
25									
26	• Although candidates do not need to have completed Rate column, if numbers used in formula in Rate column - DNA formula award/(s). (Except for Indirect Materials)								
27									
28	• Ignore a typed 0 in the Service Dept re-apportionment and a typed 1 in the Rate column for Indirect Materials.								
29									
30	• Candidates do not need to use cell B19. However, if they do it must be cell referenced. If not - DNA F2 mark.								

DATA			
		VAT Rate	20%
		Profit Rate	40%
Materials			
4th March	100	kgs (the first 100kgs issued)	
6th March	15%	of the total issues on that date	
Additional ingredients	£1,525.00		
Cost of Packaging	£83.20		
Overhead Rates			
Preparation	£2.00	per direct labour hour (basic)	
Baking	£1.50	per direct labour hour (basic)	
Packaging	£3.00	per direct labour hour (basic)	

JOB COST STATEMENT - HH17

	£	£	
MATERIALS			
Onions - 4th March	102.00	(1)	
Onions - 6th March	111.30	(1)	
Additional Ingredients	1,525.00	*	
Packaging	83.20	*	
Total Material Cost		1,821.50	* (1) *for both entries and 3 subtotals
LABOUR			
Preparation Department	648.00		
Baking Department	1,200.00	(1)	
Packaging Department	472.50		
Total Labour Cost		2,320.50	*
OVERHEADS			
Preparation Department	108.00		
Baking Department	120.00	(1)	
Packaging Department	90.00	(2)	
Total Overhead Cost		318.00	*
TOTAL COST		4,460.00	‡
Profit		1,784.00	(1)
		6,244.00	‡
VAT		1,248.80	(1)
SELLING PRICE		7,492.80	‡ (1) ‡ for all 3 subtotals/totals

10 Marks

Additional Guidance

- If candidate has applied VAT and Mark-Up to each subtotal - accept for 1 mark each.
  (In this instance - it doesn't matter if VAT is before Profit in the formula)
  Final Selling Price may also be awarded if candidate shows this seperately.
- If candidate has used kg or percentage figure when calculating Onions, DNA awards but accept subtotal with or without these figures.
  (Common figures are £1608.20, £1,723.20, £1813.20)
- Accept labour subtotal as either, subtotal copied from Labour worksheet OR a subtotal calculated in Job Cost worksheet
- Watch for consequentiality on Preparation and Baking Overheads. For Baking OH - accept candidate using either basic hours given or the basic hours they worked out.
- For Packaging Department Overhead, accept £120 for 1 mark. Any other figure - 0 marks.
- If Total Cost label missing/wrong (eg Prime Cost) - Ignore
- If Profit and VAT not labelled, DNA 1 of the 2 marks.
- If Profit or VAT subtracted - DNA subtotal/final total mark
- If VAT before Profit - DNA the VAT mark.
- If final total not labelled Selling Price/Sales Value/Cost to Customer etc - DNA award
- Ignore any extra data below final Selling Price.

	A	B	C	D
1	Task 4 - value view			
2	**DATA**		***VAT Rate***	0.2
3			***Profit Rate***	0.4
4	**Materials**			
5	4th March	100	kgs (the first 100kgs issued)	
6	6th March	0.15	of the total issues on that date	
7	Additional ingredients	1525		
8	Cost of Packaging	83.2		
9				
10	**Overhead Rates**			
11	Preparation	2	per direct labour hour (basic)	
12	Baking	1.5	per direct labour hour (basic)	
13	Packaging	3	per direct labour hour (basic)	
14				
15				
16	**JOB COST STATEMENT - HH17**			
17		**£**	**£**	
18	MATERIALS			
19	Onions - 4th March	=B5*Inventory!G20		
20	Onions - 6th March	=Inventory!H26*'Job Cost Statement'!B6		
21	Additional Ingredients	=B7		
22	Packaging	=B8		
23	Total Material Cost		=SUM(B19:B22)	
24				F1
25	LABOUR			
26	Preparation Department	=Labour!D26		
27	Baking Department	=Labour!D38		
28	Packaging Department	=Labour!D46		
29	Total Labour Cost		=SUM(B26:B28)	
30				
31	OVERHEADS			
32	Preparation Department	=Labour!B25*'Job Cost Statement'!B11		
33	Baking Department	=Labour!B34*'Job Cost Statement'!B12		F2
34	Packaging Department	=(Labour!B18-Labour!B16)*'Job Cost Statement'!B13		
35	Total Overhead Cost		=SUM(B32:B34)	
36	TOTAL COST		=SUM(C23:C35)	
37	Profit		=C36*D3	
38			=C36+C37	F3
39	VAT		=C38*D2	
40	SELLING PRICE		=C38+C39	

[END OF MARKING INSTRUCTIONS]