

CONTEXT – WebDesPix Ltd (WDP)

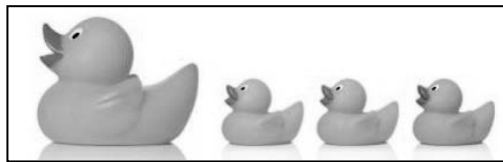
In 1999, three students (Tom, Dee and Ali) in the final year of their Computer Studies degrees at Bristol University decided to start a business designing websites. The business was called WebDesPix (WDP). On the advice of Tom's father, John, WDP was a private limited company. John is still involved with the company as non-executive Chair and attends a monthly board meeting, travelling from Suffolk to Bristol. The company has always been located in Bristol. Tom says, "We could have run the company from anywhere in England but, as we were all from different parts of the country, it was easier to locate where we had studied".

The initial capital of £8 000 was raised from the three families. Ali left the company after two years and was bought out by Tom and Dee, who each now own 50% of the shares. They are planning to give John shares in the company. It is company policy to re-invest profits. The company has never had a bank loan but uses an overdraft facility.

The objectives of WDP for 2009 were to:

- consolidate following two years of sustained growth (15% on turnover per annum)
- market all products on-line
- increase use of e-commerce in its own website and those it designs for other companies
- continue trading in a competitive market where anybody can set up as a web designer.

Web design is still the core business of the company but new services include electronic newsletters, domain registrations, hosting and search engine optimisation. The company offers three standard web design packages: Budget at £800, Professional at £1 000 and Executive at £1 500. Each package provides a number of web pages, e-mail facilities and the costs of hosting the site. WDP will give a quotation to clients who require non-standard packages. The majority of clients are in the South West of England but 25% of the company's income is from clients in the South East. WDP uses branding, shown below, with the tag line, 'Like ducks to water.'



The company is labour-intensive with relatively small overheads. WDP builds and upgrades its own computers. Tom is responsible for sales and finance, and Dee for design and health & safety. All other areas of the business are shared between them. There are seven full-time employees: two sales assistants, two computer coders, two search engine optimisers and a design assistant. All of these salaried positions require highly-qualified (a degree in IT) and skilled people who train new employees as required. Vacancies are advertised on the company website and at regular networking meetings with other businesses in the Bristol area. Tom and Dee interview all applicants personally. There is a three-month probationary period for all new employees.

There are two part-time employees: a Personal Assistant (PA) for Tom and a bookkeeper. The part-time employees present monthly invoices for their services. Full-time employees receive a monthly bonus based on turnover; free health insurance after six months' employment; a free lunch each Friday and the use of a Wii during their breaks. Office hours are five days a week from 0900 to 1730. The two sales assistants receive, in addition to their salary, a commission of 12½% on their sales. No employee works from home.

The main form of communication is by e-mail. Fax is now rarely used. There is occasional use of video-conferencing. The company website displays examples of its web design work. Tom says, "Networking meetings and word-of-mouth are very important and bring us most of our clients." All financial documents are raised by the Sage Accounting package and the PA uses Word, Excel, PowerPoint, Access and Outlook.



Answer ALL questions.

1. WDP uses a spreadsheet to calculate the salary of its employees. The spreadsheet headings look like this:

Name	Salary	Commission	Gross Pay	Deductions	Net Pay
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Instructions:

- All columns with currency in them must be right-justified, include a £ sign against each entry and be formatted to 2 decimal places.
- 'Name' column must be left-justified.
- The title of the spreadsheet is: Sales Assistants' Pay – April 2010.

- (a) (i) Using appropriate software and the details above, create the spreadsheet entering the following information.

- C Roberts is paid a salary of £1 666.00, commission of £417.00 with deductions of £502.35.
- L Yang is paid a salary of £1 846.50, commission of £361.50 with deductions of £541.11.

- (ii) Complete the Gross and Net Pay for each sales assistant.

Print out a copy of the spreadsheet. The copy should be clearly marked with the question number, centre number, your name and candidate number.

- (iii) The commission for C Roberts has been incorrectly entered and should be £407.00. Amend the spreadsheet.

Print out a copy of the spreadsheet. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(11)

The information in the spreadsheet is used by WDP to complete a payslip for each employee at the end of every month.

- (b) (i) Load the Word document **PAYSLIP**.
- (ii) Complete a payslip for L Yang, using details from the spreadsheet and the following information: National Insurance number AA267298A; Income Tax £341.11; National Insurance £200.00. The date on the payslip should be the last Friday in April 2010.

April 2010 Calendar

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Print out a copy of the payslip. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(4)

Q1

(Total 15 marks)



2. WDP uses the Home & Loan Bank plc branch at 25 Longden Street, St George's, Bristol, BS95 5AX. The following is an extract from a letter the company has received from the Bank Manager, Mr James Milford.

'Your overdraft facility is due for review by 16 July 2010. I would like to organise a meeting to discuss the arrangements with you. I would appreciate it if you could contact the bank to make an appointment. Convenient dates for me would be Wednesday 7 or Friday 9 July 2010, both at 3.00 pm.'

Tom Kerr, the Finance Director, has asked you to prepare a reply to the bank manager and has left you the following notes:

Ask him if there is a possibility of re-negotiating the overdraft to a 'committed' overdraft. Also tell him I would like to enquire about the option of changing to a monthly overdraft interest charge instead of being charged each quarter. Add that I understand that this would incur arrangement fees.

The letter must be fully blocked with open punctuation.

I am looking forward to meeting you on

*The bank's ref is: WDP/1654/JM
Our ref will be H&L ODF 2010/TK*

Thank him for his letter of 1 July and ask for an appointment on (choose the second date and add the time)

I am just jotting down the items that need to go into the letter. You need to arrange the paragraphs in the correct order.

- (a) Prepare a letterhead using the following information:
 WebDesPix Ltd,
 2 Rosemary Way, Gardens Business Park, St George's, Bristol, BS95 6AB.
 E-mail: webdespixltd@btopenworld.com, website: www.webdespixltd.co.uk;
 telephone: 0845 8003710.
- (b) Prepare a letter dated 2 July 2010, for signature by Tom Kerr, using the notes he has left you.

Print out a copy of the letter. The copy should be marked with the question number, centre number, your name and candidate number.

(Total 15 marks)

Q2

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3. Below is a telephone message that Linda has left asking you to prepare an itinerary for John Kerr.

TELEPHONE MESSAGE

John Kerr rang yesterday and left the following message.

- 1 He will travel by train from Colchester to London Liverpool Street and from London Paddington to Bristol Temple Meads on 22 July. He wants to arrive in time to make the 1400 to 1700 hrs WDP Board Meeting in Bristol. He will use taxis to transfer between the London stations. This will take 55 minutes.
- 2 He wants to leave Colchester between 0800 and 0815 hrs.
- 3 Book him a hire car to use while he is in Bristol. He wants to pick it up at Temple Meads and leave it there at 1330 on the Friday. Book him one night at the Mercure Holland House Hotel arriving on 22 July at 1215 and departing 23 July at 0930 hrs.
- 4 He has a two hour meeting on 23 July at the Sandy Golf Club beginning at 1000 and ending at 1200 hrs.
- 5 He needs to be back in Colchester by 1800 hrs on 23 July.
- 6 I have attached train times for you.

Thursday 22 July 2010			
Departure Station	COLCHESTER		
Arrival Station	LONDON – Liverpool Street		
	1	2	3
Departs	0749	0800	0837
Arrives	0850	0855	0933

Thursday 22 July 2010			
Departure Station	LONDON – Paddington		
Arrival Station	BRISTOL – Temple Meads		
	1	2	3
Departs	0948	1000	1030
Arrives	1106	1142	1215

Friday 23 July 2010			
Departure Station	BRISTOL – Temple Meads		
Arrival Station	LONDON – Paddington		
	1	2	
Departs	1300	1400	
Arrives	1442	1542	

Friday 23 July 2010			
Departure Station	LONDON – Liverpool Street		
Arrival Station	COLCHESTER		
	1		
Departs	1645		
Arrives	1739		



Leave
blank

Using suitable software and all the information opposite, prepare an itinerary for John Kerr that includes details of departures, arrivals and activities for the 22 July and 23 July 2010.

Print out a copy of the itinerary. The copy should be clearly marked with the question number, centre number, your name and candidate number.

Q3

(Total 15 marks)

TOTAL FOR PAPER: 45 MARKS

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