
NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
Credit Level

TITLE: Strathmartine Athletics Club

Instructions to Candidates

1. This project is part of your assessment for Accounting and Finance.

The solution to the project **must** be your own work.

You are allowed to look at books and at work you have done before. You may also ask your teacher questions. However, the more of the project you are able to do correctly on your own, the greater your chance of a better award.

2. You **must not** take any project work or material out of school.
3. The project should take approximately 15 hours.
4. Your solution to the project **must** be in ink.
5. The tasks marked * **must** be done on a computer. Take a printout of the completed work, mark it clearly with your name and school and attach it securely in your other solutions. If you wish, you may do all of the tasks on the computer.
6. The tasks marked * **must** be attempted and evidence provided. If evidence is not provided, **no grade** may be awarded to the project and **no overall grade** may be awarded for Accounting and Finance.
7. It is important that your work is neat and tidy.

Candidates are reminded that work undertaken outwith the examination room which is submitted in fulfilment of the requirements of the examination must be the sole work of the candidate concerned. Where it is established that work submitted by a candidate has been done in whole or in part by another person, SQA may cancel the candidate's presentation in any or all of the subjects of presentation.

Background

You are a member of the Strathmartine Athletics Club. It meets at the Strathmartine Leisure Centre all year round.

The Treasurer has left the area and you have taken on this role.

Membership Details

62 adult members at £16 per annum
38 junior members at £8 per annum

You are given the list of assets and liabilities on 1 October 2009.

Equipment	£6,000·00
Provision for Depreciation – Equipment	£900·00
Stock of Tuck Shop	£72·00
Creditors for Tuck Shop	£48·00
Hire of Strathmartine Leisure Centre due	£100·00
Subscriptions (2 adults) paid in advance	£32·00
Insurance prepaid	£90·00
Bank	£855·00

Task 1

From the list of balances given above prepare the Club's Balance Sheet as at 1 October 2009.

You are given a summary of cash received and paid between 1 October 2009 and 31 August 2010.

Adult Subscriptions — received 58 adult memberships to date
Junior Subscriptions — received 37 junior memberships to date
Tuck Shop Sales — £4,308.00
Tuck Shop Purchases — £3,840.00
Raffle Receipts — £1,500.00
Raffle Prizes — £284.00
Donations Received — £80.00
Competition Entrance Fees Received — £164.00
Competition Expenses — £62.00
Equipment — £2,235.00
Honorarium — £150.00
Advertising — £94.00
Fees paid to Coaches — £762.00
Insurance — £810.00
Grant — £1,200.00
Hire of Strathmartine Leisure Centre — £900.00
Loan Received — £1,500.00

Task 2*

Using your computer, open the spreadsheet file “CREDIT1”.

Enter the above figures in the appropriate Analysis Sheets—Receipts or Payments—on 1 September 2010.

Updating the Analysis Sheets

Task 3*

Using the documents on pages 5–7, record the information for September 2010 in the appropriate Analysis Sheets.

Dundee Savings Bank

Pay-in Acknowledgement
30 September 2010

Subscriptions for next year
(3 adults - £16 each)

£ 48.00

Teller's Date Stamp
 and Initials



Dundee Savings Bank

Pay-in Acknowledgement
8 September 2010

Raffle Receipts

£ 450.00

Teller's Date Stamp
 and Initials




Dundee Savings Bank

Pay-in Acknowledgement
15 September 2010

Donations

£ 30.00

Teller's Date Stamp
 and Initials




Dundee Savings Bank

Pay-in Acknowledgement
16 September 2010

Open Day Receipts

£ 642.00

Teller's Date Stamp
 and Initials



Dundee Savings Bank	
Cheque Counterfoil	
<u>29 September 2010</u>	
<u>Strathmartine Advertiser</u>	
<u>Advertising</u>	
£ <u>32.00</u>	
004230	

Dundee Savings Bank	
Cheque Counterfoil	
<u>8 September 2010</u>	
<u>Lamming Wholesalers</u>	
<u>Tuck Shop Purchases</u>	
£ <u>319.00</u>	
004226	

Dundee Savings Bank	
Cheque Counterfoil	
<u>11 September 2010</u>	
<u>Scott Smith</u>	
<u>Coaching Fee</u>	
£ <u>230.00</u>	
004227	

Dundee Savings Bank	
Cheque Counterfoil	
<u>18 September 2010</u>	
<u>Isbister Gift Emporium</u>	
<u>Raffle Prizes</u>	
£ <u>516.00</u>	
004228	


Dundee Savings Bank	
Cheque Counterfoil	
<u>2 September 2010</u>	
<u>Nesting Sports Suppliers</u>	
<u>High Jump Equipment</u>	
£ <u>1,265.00</u>	
004225	

Dundee Savings Bank	
Cheque Counterfoil	
<u>22 September 2010</u>	
<u>Strathmartine Leisure Centre</u>	
<u>Hire</u>	
£ <u>400.00</u>	
004229	

Dundee Savings Bank	
Cheque Counterfoil	
<u>29 September 2010</u>	
<u>Secretary - Janet Chalmers</u>	
<u>Honorarium</u>	
£ <u>150.00</u>	
004231	

MEMORANDUM

To: Treasurer
From: Jordan MacDonald
Date: 30 September 2010
Subject: Tuck Shop Sales

ONE STOP BANK plc
Pay-in Acknowledgement
30 September 2010
Tuck Shop Sales
£ 382.00
Teller's Date Stamp
and Initials


Find attached the pay-in slip for Tuck Shop Sales for the month of September.

Open Day Expenses – Windows Internet Explorer

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt

From: m.sutherland@akl.com Sent: 29 September 2010

Subject: Open Day Expenses

Arial 12 B I U A

Here are the details of the open day expenses, which were paid by me. I will give you the receipts later.

J B Catering	£535.00
Smith & Co	£52.00
Robertson Bros	£86.00

Morton Sutherland
Chairperson

Sent Morton a cheque,
number 4232, for Open Day
Expenses on 30 September 2010.

The Bank Statement Arrives

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> <h1 style="margin: 0;">DSB</h1> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> </div> <div style="text-align: center;"> <p>Dundee Savings Bank</p> <p>53 Kingsway</p> <p>Dundee</p> <p>DD2 8FT</p> </div> <div style="text-align: center;"> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> <h1 style="margin: 0;">DSB</h1> <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> </div> </div>	
<p>Account No: 00764530</p> <p>Customer: Treasurer Strathmartine Athletics Club Dunns Crescent DUNDEE DD4 8YH</p>	<p>Branch Code: 41-40-37</p> <p>Date: 30 September 2010</p>

Date	Particulars	Payments	Receipts	Balance
2010		£	£	£
1 September	Balance			1,694.00
6 September	4225	1,265.00		429.00
8 September	Deposit		450.00	879.00
15 September	Deposit		30.00	909.00
16 September	Deposit		642.00	1,551.00
17 September	4227	230.00		1,321.00
20 September	BACS — Dundee Council Grant		500.00	1,821.00
21 September	DD — Loan Interest	60.00		1,761.00
24 September	4226	319.00		1,442.00
26 September	4228	516.00		926.00
30 September	4229	400.00		526.00
30 September	Bank Interest for August	13.00		513.00
	TOTAL	£2,803.00	£1,622.00	

On examining the Bank Statement you realise that there are items not yet entered in your Analysis Sheets.

Task 4

- (a) Update your Analysis Sheets using the Bank Statement provided.
- (b) Print out both Analysis Sheets
- (c) Prepare a Receipts and Payments Account for the year ended 30 September 2010 to show the cash position of the Club.
- (d) Prepare a Bank Reconciliation Statement to reconcile the Bank Statement balance and Receipts and Payments Account balance.

Financial Statements for Members

NOTES

Depreciation of Equipment is to be 15% per annum on the cost of Equipment at the **year end**.

Closing Stock of the Tuck Shop is £96·00.

Insurance of £720 was paid for the year on 1 December 2009.

Subscriptions:

- ◆ 2 adult members and 1 junior member have not paid their subscriptions for this year but they still wish to be members of the club;
- ◆ some adult members have paid subscriptions in advance for next year.

Honorarium still due to Treasurer £50·00.

Task 5

Using all the information available to you:

- (a) calculate the subscriptions for each category to be entered in the Income and Expenditure Account;
- (b) prepare the Tuck Shop Trading Account;
- (c) prepare Income Statements showing the profit or loss made on the Raffle, Competitions and Open Day;
- (d) prepare an Income and Expenditure Account for the year ended 30 September 2010.

Task 6

Prepare a Balance Sheet for the year ended 30 September 2010.

Tuck Shop Analysis

Your friend, who is treasurer of the Eccles Trotters Athletics Club, told you that their Tuck Shop made a 15% Gross Profit on Sales. He also said that they restocked the Tuck Shop once a month (12 times a year). You decide to check the Strathmartine Athletics Club's Tuck Shop ratios.

Task 7

- (a) Calculate the necessary ratios for the Strathmartine Athletics Club's Tuck Shop (to 2 decimal places).
- (b) Show your findings using the layout below giving a possible reason for the Strathmartine Athletics Club's ratios being different.

Ratio	Eccles Trotters Athletics Club	Strathmartine Athletics Club	Reason for Difference

The Annual General Meeting Report

The Chairperson has told you that you have to report on the finances at the Annual General Meeting. The previous Treasurer has given you the following list of topics.

The change in the cash position.

The Income Statements — stating if fundraisers should be continued.

The Tuck Shop.

The Income and Expenditure Account — with suggestions for improvement.

The Balance Sheet.

Task 8

Prepare a Treasurer's Report for the Annual General Meeting commenting on each of the topics above.

Future Plans

The Committee have permission to put **one** vending machine into the Strathmartine Leisure Centre. The Committee want the vending machine to cover its costs within the first year.

You have done some research and you have found the following:

Cost of buying vending machine:

Cold drinks	£1,810.00
Hot drinks	£950.00
Yearly Electricity usage — cold drinks	£176.00
Yearly Electricity usage — hot drinks	£120.00
Maintenance costs for each machine per annum	£250.00
Cost price per bottle of cold drink	£0.60
Disposable cup for hot drink	£0.05
Vending packs for hot drinks	£15.00 for 100 drinks
Selling price per bottle of cold drink	£1.00
Selling price per hot drink	£0.50

Our market research shows that at least 80 cold drinks and 90 hot drinks would be bought each week.

Task 9

- (a) Using the above information find the break-even point for:
- (i) cold drinks and
 - (ii) hot drinks.
- (b) Recommend which vending machine the Committee should buy. Give a reason for your answer.

[END OF PROJECT]

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**SOLUTIONS AND SUGGESTED
MARKING SCHEME**

**The contents of this document MUST NOT be divulged
to any candidate.**

Task 1

Balance Sheet as at 1 October 2009				
	Cost	Depreciation	Net Book Value	
	£	£	£	
Fixed Assets				
Equipment	6,000.00	900.00	5,100.00	
Current Assets				
Tuck Shop Stock		72.00		
Bank		855.00		
Insurance prepaid		90.00		
		1,017.00		
less Current Liabilities				
Subs in advance	32.00			
Creditors for Tuck Shop	48.00			
Hire of Strathmartine Leisure Centre due	100.00			
		180.00		
			837.00	
			5,937.00	
Financed by:				
Accumulated Fund			5,937.00	

(16)

RECEIPTS ANALYSIS SHEET												
Date	Details	Total	Subs Adult	Subs Junior	Tuck Shop Sales	Raffle Receipts	Donations	Competition Entrance Fees	Grant	Loan	Open Day Receipts	Task
Sep-01	Balances	9,976.00	928.00	296.00	4,308.00	1,500.00	80.00	164.00	1,200.00	1,500.00		2
Sep-08	Raffle Receipts	450.00				450.00						3
Sep-15	Donations	30.00					30.00					3
Sep-16	Open Day Receipts	642.00									642.00	3
Sep-30	Subscriptions	48.00	48.00									3
Sep-30	Tuck Shop Sales	382.00			382.00							3
Sep-30	Grant	500.00							500.00			4a
		12,028.00	976.00	296.00	4,690.00	1,950.00	110.00	164.00	1,700.00	1,500.00	642.00	

PAYMENTS ANALYSIS SHEET															
Date	Details	Cheque No	Total	Tuck Shop Purchases	Raffle Prizes	Competition Expenses	Equipment	Honorarium	Advertising	Fees Paid to Coaches	Insurance	Hire of Strathmartine Leisure Centre	Open Day Expenses	Loan Interest	Bank Interest
Sep-01	Balances		9,137.00	3,840.00	284.00	62.00	2,235.00	150.00	94.00	762.00	810.00	900.00			
Sep-02	Equipment	4225	1,265.00				1,265.00								
Sep-08	Tuck Shop Purchases	4226	319.00	319.00											
Sep-11	Coaching Fee	4227	230.00							230.00					
Sep-18	Raffle Prizes	4228	516.00		516.00										
Sep-22	Hire of Strathmartine Leisure Centre	4229	400.00									400.00			
Sep-29	Advertising	4230	32.00						32.00						
Sep-29	Honorarium	4231	150.00					150.00							
Sep-30	Open Day Expenses	4232	673.00										673.00		
Sep-30	Loan Interest	DD	60.00											60.00	
Sep-30	Bank Interest		13.00												13.00
			12,795.00	4,159.00	800.00	62.00	3,500.00	300.00	126.00	992.00	810.00	1,300.00	673.00	60.00	13.00

9
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Task 4(b)

Receipts and Payments Account		
for year ended 30 September 2010 1		
	£	£
Opening Balance		855.00
RECEIPTS		
Subscriptions — Adults	976.00	1
Subscriptions — Juniors	296.00	1
Tuck Shop Sales	4,690.00	1
Raffle Receipts	1,950.00	1
Donations	110.00	1
Competition Entrance Fees	164.00	1
Grant	1,700.00	1
Loan	1,500.00	1
Open Day Receipts	642.00	1
		12,028.00
		12,883.00
PAYMENTS		
Tuck Shop Purchases	4,159.00	1
Raffle Prizes	800.00	1
Competition Expenses	62.00	1
Equipment	3,500.00	1
Honorarium	300.00	1
Advertising	126.00	1
Fees Paid to Coaches	992.00	1
Insurance	810.00	1
Hire of Strathmartine Leisure Centre	1,300.00	1
Open Day Expenses	673.00	1
Loan Interest	60.00	1
Bank Interest	13.00	1
		12,795.00
Closing Balance		£88.00

(27)

Task 4(c)

Bank Reconciliation Statement as at 30 September 2010			
	£	£	
Balance as per Bank Statement		513.00	1
Less cheques not presented:			
6730 — Advertising	1	32.00	
6731 — Honorarium	1	150.00	
6732 — Open Day Expenses	1	673.00	
		855.00	1
		-342.00	1
Add deposits not credited:			
Tuck Shop Sales	1	382.00	
Subs in advance	1	48.00	
		430.00	1
Bank Balance as per Receipts and Payments Account		£88.00	1
			(11)
OR			
Bank Reconciliation Statement as at 30 September 2010			
	£	£	
Balance as per Receipts and Payments Account		88.00	1
Add cheques not presented:			
6730 — Advertising	1	32.00	
6731 — Honorarium	1	150.00	
6732 — Open Day Expenses	1	673.00	
		855.00	1
		943.00	1
Less deposits not credited:			
Tuck Shop Sales	1	382.00	
Subs in advance	1	48.00	
		430.00	1
Balance as per Bank Statement		£513.00	1
			(11)

Task 5(a)				
Adult Subscriptions				
Subscriptions received		976.00	1	
less subs in advance this year (3 × 16)		48.00	1	
		928.00		
plus subs in arrears this year (2 × 16)		32.00	1	
		960.00		
plus subs in advance last year (2 × 16)		32.00	1	
		992.00	1	
Junior Subscriptions				
Subscriptions received		296.00	1	
plus subs in arrears this year (1 × 8)		8.00	1	
		304.00	1	
				(8)
Task 5(b)				
Tuck Shop Trading Account				
	£	£	£	
Sales			4,690.00	1
less Cost of Sales				
Opening Stock		72.00	1	
plus Purchases	4,159.00	1		
less Creditors for last year	48.00	1		
		4,111.00		
		4,183.00		
less Closing Stock		96.00	1	
			4,087.00	1
Profit on Tuck Shop			£603.00	1
				(7)
Task 5(c)				
Income Statement—Raffle				
Receipts from Raffles	1,950.00	1		
less Raffle Prizes	800.00	1		
Profit on Raffle	£1,150.00	1		
Income Statement—Competitions				
Competition Entrance Fees	164.00	1		
less Competition Expenses	62.00	1		
Profit on Competitions	£102.00	1		
Income Statement—Open Day				
Receipts from Open Day	642.00	1		
less Open Day Expenses	673.00	1		
Loss on Open Day	£31.00	1		(9)

Task 5(d)

Income and Expenditure Account for year ended 30 September 2010 1			
	£	£	£
INCOME			
Subscriptions — Adult			992.00
Subscriptions — Junior			304.00
Profit on Tuck Shop			603.00
Profit on Raffles			1,150.00
Profit on Competitions			102.00
Donations			110.00
Grant			1,700.00
			<u>4,961.00</u>
EXPENDITURE			
Honorarium	300.00	1	
plus due this year	50.00	1	
			350.00
Advertising			126.00
Coaching Fees			992.00
Insurance	810.00	1	
plus insurance prepaid last year	90.00	1	
			900.00
less insurance prepaid this year (720/12 *2)	120.00	2	
			780.00
Hire of Strathmartine Leisure Centre	1,300.00	1	
less hires due last year	100.00	1	
			1,200.00
Loss on Open Day			31.00
Loan Interest			60.00
Bank Interest			13.00
Depreciation on Equipment (15% × 9,500)			1,425.00
			<u>4,977.00</u>
Deficit 1			<u>-£16.00</u>

(27)

Task 6

Balance Sheet as at 30 September 2010				
	Cost	Depreciation	Net Book Value	
	£	£	£	
Fixed Assets				
Equipment	9,500.00	2,325.00	7,175.00	
Current Assets				
Tuck Shop Stock		96.00		
Bank		88.00		
Subs in Arrears (32 + 8)		40.00		
Insurance prepaid		120.00		
		344.00		
less Current Liabilities				
Subs in advance	48.00			
Honorarium due	50.00			
		98.00		
			246.00	
			£7,421.00	
Financed by:				
Accumulated Fund			5,937.00	
less Deficit			-16.00	
			5,921.00	
Loan			1,500.00	
			£7,421.00	

(18)

Task 7

<p>Gross Profit Percentage</p>	$\frac{\text{Gross Profit}}{\text{Sales}} \times 100\%$ $\frac{603.00}{4,690.00} \times 100\% = \underline{\underline{12.86\%}}$			<p>3</p>	
<p>Average Stock</p>	$\frac{\text{Opening Stock} + \text{Closing Stock}}{2}$ $\frac{72 + 96}{2} = \underline{\underline{84}}$			<p>3</p>	
<p>Rate of Stock Turnover</p>	$\frac{\text{Cost of Sales}}{\text{Average Stock}}$ $\frac{4,087}{84} = \underline{\underline{48.65 \text{ times}}}$			<p>3</p>	
<p>Ratio</p>	<p>Eccles Athletics Club</p>	<p>Strathmartine Athletics Club</p>	<p>Reason for Difference</p>		
<p>Gross Profit Percentage</p>	<p>15.00% 1</p>	<p>12.86% 1</p>	<p>more expensive purchase price 1 lower selling price 1 no discount for bulk buying 1 any one</p>	<p>3</p>	
<p>Rate of Stock Turnover</p>	<p>12 times 1</p>	<p>48.65 times 1</p>	<p>no storage 1 buy supplies weekly not monthly 1 sell stock more quickly 1 much less stock held 1 any one</p>	<p>3</p>	
<p>The above are possible solutions only. alternative relevant suggestions given by candidates should be accepted and awarded marks accordingly.</p>					<p>(15)</p>

Task 8

TREASURER'S REPORT

Cash Position (1 max)

The cash position went from £855 to £88. **1**
Cash balance gone down by £767 this year. **1**

Income Statements (3 max)

The Raffle was very successful making a profit of £1,150. **1**
Should hold it again next year as it is very profitable. **1**
The Open Day made a loss of £31. **1**
Not hold it as it made a loss. **1** OR Hold it but cut expenses eg catering. **1**
The Competitions made a profit of £102. **1**
Should be made an annual event as it makes a profit. **1**

Tuck Shop (2 max)

Tuck Shop made a healthy profit of £603. **1**
The Tuck Shop makes a 12.86% Gross Profit ratio. **1** **1**
Could make a higher GP Ratio by finding a cheaper supplier or raising selling price of goods. **1**

Income and Expenditure Account (4 max)

The Club made a Deficit of £16. **1**
Next year

- ◇ Increasing subscription amount **1**
- ◇ Increase members **1**
- ◇ Continue successful fundraising events or hold other fundraising events **1**
- ◇ Cut out open day as it makes a loss **1**
- ◇ Try to make a profit from open day by cutting expenses **1**
- ◇ Find a cheaper venue —Strathmartine Leisure Centre costs £1200 per year **1**
- ◇ Decrease coaching fees **1**
- ◇ Have a loan to repay so need to reduce expenses **1**
- ◇ Try and get sponsorship from a local company **1**

Balance Sheet (2 max)

Equipment has a book value of £7,175. **1**
The Working Capital is healthy at £246. **1**
The Club is worth £5,921. **1**
They have to pay back a loan of £1,500. **1**

(12 max)

The above are possible solutions only. alternative relevant suggestions given by candidates should be accepted and awarded marks accordingly.

Tasks 9(a) and 9(b)

(a) (i)			(a) (ii)		
COLD DRINKS			HOT DRINKS		
Fixed Costs			Fixed Costs		
	£			£	
Vending Machine	1,810.00	1	Vending Machine	950.00	1
Electricity	176.00	1	Electricity	120.00	1
Maintenance	250.00	1	Maintenance	250.00	1
	<u>2,236.00</u>			<u>1,320.00</u>	
SP	1.00	1	SP		0.50 1
			-VC		
-VC	0.60	1	Disposable cup	0.05	1
Contribution	<u>0.40</u>	1	Vending supplies	0.15	1
					0.20
			Contribution		<u>0.30</u> 1
BEP	FC		BEP	FC	
	Cont			Cont	
	2,236.00	1		1,320.00	1
	0.40	1		0.30	1
	<u>5,590.00</u>	1		<u>4,400.00</u>	1
					(19)
(b)					
Number per week	80		Number per week	90	
Number per year	4,160		Number per year	4,680	
Do not buy the cold drink machine	1	OR	Buy the hot drink machine	1	
4,160 would be sold during the year			4,680 would be sold during the year		
needs 5,590 to break-even	1		needs 4,400 to break-even	1	
					(2)

NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
Credit Level
Candidate's Worksheet

Fill in these boxes and read what is printed below.

Full name of centre Centre Number

Forename(s) Surname

Date of Birth Scottish candidate number

Day Month Year

AREA	A		B					C		
TASK NUMBER	2, 3 & 4a	4c	1	4b	5a, 5b & 5c	5d	6	7	8	9
MARKS AVAILABLE FOR TASK(S)	33	11	16	27	24	27	18	15	12	21
ACTUAL MARKS FOR TASK(S)										
MARKS AVAILABLE FOR AREA	44		112					48		
ACTUAL MARKS FOR AREA										

The above grid is for teacher's use.

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ACCOUNTING AND FINANCE

STANDARD GRADE PROJECT 2011

FOUNDATION/GENERAL/CREDIT LEVELS

SPREADSHEET INSTRUCTIONS TO TEACHERS

TEACHER INSTRUCTIONS FOR SPREADSHEET TEMPLATES

- 1 Specimen templates for teacher preparation accompany these instructions. Teachers should key in all text in the appropriate cells as shown.
- 2 The width of the columns should be set at 12.5.
- 3 Columns should be formatted as follows:
 - Cells with **one zero** for number with **no decimal places**
 - cells with **0.00** and **formula** for number with **2 decimal places**.
- 4 Where the word “**data**” is indicated, **teachers** should key in the word to indicate where candidates should enter the data details.
- 5 Where the word “**formula**” is indicated, **teachers** should enter the appropriate formula for their system.
- 6 When you have set up the spreadsheet, and are quite certain that it matches the cell descriptions given, save the files to disc or network **using the following names**:
 - (a) **Foundation—“FOUND1”;**
 - (b) **General—“GENERAL1”;**
 - (c) **Credit—“CREDIT1”.**

	A	B	C	D	E	F	G	H
1	Foundation Tasks 3, 4, 5b, 6, 7b, 8, 9, 10 and 11							
2								
3	Candidate's Name							
4	Candidate's School							
5								
6								
7	Great Choice Sports Club							
8	Receipts Summary Sheet for September 2010							
9								
10	Date	Subscriptions	Joining Fees	Training Session Takings	Track Event Evening	Tuck Shop Takings	Other Receipts	Details
11		£	£	£	£	£	£	
12	Week 1							
13	05-Sep	0.00						<i>Annual Subs</i>
14	05-Sep		0.00					<i>Joining Fees</i>
15	08-Sep					9.00		
16	09-Sep						0.00	<i>Coffee Morning</i>
17								
18	Week 2							
19	15-Sep					12.00		
20	18-Sep						0.00	<i>Car Wash</i>
21								
22	Week 3							
23	24-Sep				0.00			<i>Cash Proceeds</i>
24	24-Sep						0.00	<i>Donation</i>
25	25-Sep					40.00		
26								
27	Week 4							
28	26-Sep			0.00				
29	28-Sep					35.00		
30	29-Sep						0.00	<i>Raffle</i>
31	TOTALS	formula	formula	formula	formula	formula	formula	

	A	B	C	D	E	F	G	H
1	Foundation Tasks 3, 4, 5b, 6, 7b, 8, 9, 10 and 11							
2								
3	Candidate's Name							
4	Candidate's School							
5								
6								
7	Great Choice Sports Club							
8	Receipts Summary Sheet for September 2010							
9								
10	Date	Subscriptions	Joining Fees	Training Session Takings	Track Event Evening	Tuck Shop Takings	Other Receipts	Details
11		£	£	£	£	£	£	
12	Week 1							
13	40061	0						Annual Subs
14	40061		0					Joining Fees
15	40064					9		Coffee Morning
16	40065						0	
17								
18	Week 2							
19	40071					12		
20	40074						0	Car Wash
21								
22	Week 3							
23	40080				0			Cash Proceeds
24	40080						0	Donation
25	40081					40		
26								
27	Week 4							
28	40082			0				
29	40084					35		
30	40085						0	Raffle
31	TOTALS	=SUM(B13:B33)	=SUM(C13:C33)	=SUM(D13:D33)	=SUM(E13:E33)	=SUM(F13:F33)	=SUM(G13:G33)	

	A	B	C	D	E	F
1	Foundation Tasks 3, 4, 5b, 6, 7b, 8, 9, 10 and 11					
2						
3	Candidate's Name					
4	Candidate's School					
5						
6						
7	Great Choice Sports Club					
8	Payments Summary Sheet for September 2010					
9						
10	Date	Equipment	Tuck Shop Expenses	Track Event Evening	Other Payments	Details
11		£	£	£	£	
12	Week 1					
13	08-Sep	0.00				Track Time Supplies
14	09-Sep				0.00	Coffee Morning
15						
16						
17	Week 2					
18	12-Sep		0.00			Scottish Energy
19	18-Sep				0.00	Car Wash Expenses
20						
21	Week 3					
22	19-Sep			0.00		Track Hire
23				0.00		Certificates
24				0.00		Gift Token
25				0.00		Printing
26						
27	Week 4					
28	29-Sep				0.00	Raffle Expenses
29	30-Sep				0.00	Fitfirst Badges S/O
30	30-Sep				0.00	Insurance D/D
31	TOTALS	formula	formula	formula	formula	

	A	B	C	D	E	F
1	Foundation Tasks 3, 4, 5b, 6, 7b, 8, 9, 10 and 11					
2						
3	Candidate's Name					
4	Candidate's School					
5						
6						
7	Great Choice Sports Club					
8	Payments Summary Sheet for September 2010					
9						
10	Date	Equipment	Tuck Shop Expenses	Track Event Evening	Other Payments	Details
11		£	£	£	£	
12	Week 1					
13	40064	0				Track Time Supplies
14	40065				0	Coffee Morning
15						
16						
17	Week 2					
18	40068		0			Scottish Energy
19	40074				0	Car Wash Expenses
20						
21	Week 3					
22	40075			0		Track Hire
23				0		Certificates
24				0		Gift Token
25				0		Printing
26						
27	Week 4					
28	40085				0	Raffle Expenses
29	40086				0	Fitfirst Badges S/O
30	40086				0	Insurance D/D
31	TOTALS	=SUM(B13:B30)	=SUM(C13:C30)	=SUM(D13:D30)	=SUM(E13:E30)	

	A	B	C	D	E	F	G	H
1	General Tasks 2, 3b and 4*							
2								
3	Candidate's Name							
4	Candidate's School							
5								
6								
7	Receipts Analysis Sheet — October 2009–September 2010							
8	MONTH	SUBSCRIPTIONS	FUNDRAISING EVENTS	DONATIONS	SPONSORSHIP	HANDBOOK SALES	RAFFLE	TRAINING FEES
9	2009	£	£	£	£	£	£	£
10	October					370.00		
11	November	250.00						
12	December		340.00					
13	2010							
14	January					480.00		
15	February	400.00					920.00	
16	March							
17	April		195.00					
18	May	450.00						
19	June				150.00			
20	July							
21	August	300.00						
22	September							
23								
24	TOTALS	formula	formula	formula	formula	formula	formula	formula

	A	B	C	D	E	F	G	H
1	General Tasks 2, 3b and 4*							
2								
3	Candidate's Name							
4	Candidate's School							
5								
6								
7	Receipts Analysis Sheet — October 2009–September 2010							
		SUBSCRIPTIONS	FUNDRAISING EVENTS	DONATIONS	SPONSORSHIP	HANDBOOK SALES	RAFFLE	TRAINING FEES
8	MONTH	£	£	£	£	£	£	£
9	2009							
10	October				370			
11	November	250						
12	December		340					
13	2010							
14	January					480		
15	February	400					920	
16	March							
17	April		195					
18	May	450						
19	June				150			
20	July							
21	August	300						
22	September							
23								
24	TOTALS	=SUM(B10:B23)	=SUM(C10:C23)	=SUM(D10:D23)	=SUM(E10:E23)	=SUM(F10:F23)	=SUM(G10:G23)	=SUM(H10:H23)

	A	B	C	D	E	F	G	H	I	J	K
1	General Tasks 2, 3b and 4*										
2											
3	Candidate's Name										
4	Candidate's School										
5											
6											
7	Payments Analysis Sheet — October 2009–September 2010										
8	MONTH	ELECTRICITY	STATIONERY/ POSTAGES	FUNDRAISING EXPENSES	HONORARIUM	ADVERTISING EXPENSES	COACHING EXPENSES	HANDBOOK PURCHASES	LOAN REPAYMENT	RENT	RAFFLE EXPENSES
9	2009	£	£	£	£	£	£	£	£	£	£
10	October			55.00							
11	November										
12	December	120.00			20.00					400.00	
13	2010										
14	January							130.00			
15	February						300.00				
16	March										85.00
17	April		30.00								
18	May					75.00					
19	June	180.00									
20	July			35.00							
21	August										
22	September										
23											
24	TOTALS	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula

A	B	C	D	E	F	G	H	I	J	K	
1	General Tasks 2, 3b and 4*										
2											
3	Candidate's Name										
4	Candidate's School										
5											
6											
7	Payments Analysis Sheet — October 2009–September 2010										
8	MONTH	ELECTRICITY	STATIONERY/ POSTAGES	FUNDRAISING EXPENSES	HONORARIUM	ADVERTISING EXPENSES	COACHING EXPENSES	HANDBOOK PURCHASES	LOAN REPAYMENT	RENT	RAFFLE EXPENSES
9	2009	¥	¥	¥	¥	¥	¥	¥	¥	¥	¥
10	October										
11	November			55							
12	December	120			20					400	
13	2010										
14	January						130				
15	February					300					
16	March										85
17	April	30									
18	May					75					
19	June	180									
20	July			35							
21	August										
22	September										
23											
24	TOTALS	=SUM(B10:B23)	=SUM(C10:C23)	=SUM(D10:D23)	=SUM(E10:E23)	=SUM(F10:F23)	=SUM(G10:G23)	=SUM(H10:H23)	=SUM(I10:I23)	=SUM(J10:J23)	=SUM(K10:K23)

	A	B	C	D	E	F	G	H	I	J	J	L
1		Credit Tasks 2, 3, 4a and 4b*										
2												
3		Candidate's Name										
4		Candidate's School										
5												
6												
7		RECEIPTS ANALYSIS SHEET										
8												
			ANALYSIS COLUMNS									
9	Date	Details	Total	Subscriptions Adult	Subscriptions Junior	Tuck Shop Sales	Raffle Receipts	Donations	Competition Entrance Fees	Grant	Loan	Open Day Receipts
10			£	£	£	£	£	£	£	£	£	£
11			formula									
12			formula									
13			formula									
14			formula									
15			formula									
16			formula									
17			formula									
18			formula									
19			formula									
20			formula									
21			formula									
22			formula									
23			formula									
24			formula	formula	formula	formula	formula	formula	formula	formula	formula	formula

A	B	C	D	E	F	G	H	I	J	K	L	
1	Credit Tasks 2, 3, 4a and 4b*											
2												
3	Candidate's Name											
4	Candidate's School											
5												
6												
7	RECEIPTS ANALYSIS SHEET											
8			ANALYSIS COLUMNS									
9	Date	Details	Total	Subscriptions Adult	Subscriptions Junior	Tuck Shop Sales	Raffle Receipts	Donations	Competition Entrance Fees	Grant	Loan	Open Day Receipts
10			£	£	£	£	£	£	£	£	£	£
11			=SUM(D7:L7)									
12			=SUM(D8:L8)									
13			=SUM(D9:L9)									
14			=SUM(D10:L10)									
15			=SUM(D11:L11)									
16			=SUM(D12:L12)									
17			=SUM(D13:L13)									
18			=SUM(D14:L14)									
19			=SUM(D15:L15)									
20			=SUM(D16:L16)									
21			=SUM(D17:L17)									
22			=SUM(D18:L18)									
23			=SUM(D19:L19)									
24			=SUM(C11:C23)	=SUM(D11:D23)	=SUM(E11:E23)	=SUM(F11:F23)	=SUM(G11:G23)	=SUM(H11:H23)	=SUM(I11:I23)	=SUM(J11:J23)	=SUM(K11:K23)	=SUM(L11:L23)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Credit Tasks 2, 3, 4a and 4b*															
2																
3	Candidate's Name															
4	Candidate's School															
5																
6																
7	PAYMENTS ANALYSIS SHEET															
8																
			ANALYSIS COLUMNS													
9	Date	Details	Cheque No	Total	Tuck Shop Purchases	Raffle Prizes	Competition Expenses	Equipment	Honorarium	Advertising	Fees Paid to Coaches	Insurance	Hire of Strathmartine Leisure Centre	Open Day Expenses	Loan Interest	Bank Interest
10				£	£	£	£	£	£	£	£	£	£	£	£	£
11				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
12				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
13				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
14				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
15				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
16				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
17				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
18				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
19				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
20				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
21				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
22				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
23				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
24				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
25				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
26				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula
27				formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula	formula

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P			
1	Credit Tasks 2, 3, 4a and 4b*																	
2	Candidate's Name																	
3	Candidate's School																	
4	Candidate's School																	
5																		
6																		
7	PAYMENTS ANALYSIS SHEET																	
8																		
ANALYSIS COLUMNS																		
9	Date	Details	Cheque No	Total	£	Tuck Shop Purchases	Raffle prizes	Competition Expenses	Equipment	Honorarium	Advertising	Fees Paid to Coaches	Insurance	Hire of Strathmartine Leisure Centre	Open Day Expenses	Loan Interest	Bank Interest	
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
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21																		
22																		
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25																		
26																		
27																		

FOR OFFICIAL USE

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INTERNAL ASSESSMENT

Flyleaf

NATIONAL
QUALIFICATIONS
2011

**ACCOUNTING AND FINANCE
STANDARD GRADE**

Project

Fill in these boxes and read what is printed below.

Full name of centre

Centre Number

--	--	--	--	--	--	--	--

Forename(s)

Surname

Date of birth

Day Month Year

--	--	--	--	--	--

Scottish Candidate Number

--	--	--	--	--	--	--	--	--	--	--	--

Final Grade for
Practical Abilities*

--

(See B4 inside)

A Determination of Weighted Mark

- 1 Enter the candidate's mark for each Area of the Project.
- 2 Enter the total mark available for **each** Area (A, B and C) of the Project undertaken. (One Project only for each candidate.)
- 3 Show the application of the weighting to each Area (candidate's mark as a **proportion** of the total mark available times the weighting).
- 4 Enter the weighted mark for each Area and the total weighted mark for Project.

	Candidate's Mark	Total Mark Available	Candidate's mark as a proportion of total mark available	Weighting	Weighted Mark
Foundation Level					
Area A	63	x 40
Area B	65	x 40
Area C	50	x 20
					=====
					=====
General Level					
Area A	60	x 30
Area B	96	x 50
Area C	31	x 20
					=====
					=====
Credit Level					
Area A	44	x 20
Area B	112	x 50
Area C	48	x 30
					=====
					=====

B Determination of Provisional and Final Grades

1 Enter weighted **mark**
(transferred from one of Projects above)

2 Enter provisional **grade**
(derived from weighted mark—
see Arrangements para 5 4 3)

3 Enter the **Final Grade**
(where different from provisional grade
an explanation must appear in the
Teacher's Comments section below)

Teacher's Comments (where appropriate)

(This section must **ONLY** be completed where the final grade has been affected by assistance given by the teacher.
Information on the degree and instances of assistance must be provided.)

4 The **Final Grade** for Practical Abilities should be entered in the appropriate box on the front page.

National Qualifications 2011
Standard Grade Accounting and Finance - Practical Abilities
Instructions to Teachers on the Project

1 General

Please study carefully paragraph 5 4 *Internal Assessment of Practical Abilities* of the Arrangements in Accounting and Finance document issued in 1990.

2 Instructions to Candidates

You should issue a project, at the appropriate Level, to each candidate and instruct the candidates to:

- a check the contents of the project;
- b enter details of their Centre, Name, Date of Birth and Scottish Candidate Number on the front cover of the **Internal Assessment Flyleaf**.

You should remind the candidates that:

- c the project **must** be their own work. If it is established that the work of another candidate has been submitted as their own, the Scottish Qualifications Authority may cancel awards in all their subjects;
- d requests for teacher assistance, if excessive, may reduce the grade awarded for the work. (Teachers should distinguish between clarification and assistance - see paragraph 5 4 2 of the Arrangements);
- e no work or material may be taken out of the centre.

3 Weightings for Projects

		<i>Weighting</i>
A	Foundation Level Project	
	Area A Source Documents to Trial Balance Tasks 2 – 11 and 13	4
	Area B Financial Statements Tasks 1, 12, 14 and 15	4
	Area C Analysis, Interpretation and Decision Making Tasks 16 and 17	2

		<i>Weighting</i>
B	General Level Project	
Area A	Source Documents to Trial Balance Tasks 2 – 4 and 6	3
Area B	Financial Statements Tasks 1, 5 and 7 – 9	5
Area C	Analysis, Interpretation and Decision Making Tasks 10 – 12	2
C	Credit Level Project	
Area A	Source Documents to Trial Balance Tasks 2, 3, 4a and 4c	2
Area B	Financial Statements Tasks 1, 4b, 5 and 6	5
Area C	Analysis, Interpretation and Decision Making Tasks 7 – 9	3

4 Assessment

You should:

- Assess each project and record the marks on the **Internal Assessment Flyleaf** for each candidate concerned in accordance with paragraph 5 4 3 of the Arrangements.
- Enter the final grade for each candidate in the appropriate box on the front page of the **Internal Assessment Flyleaf**.
- Retain these forms and the projects.

Forms to record and submit the final grades to SQA will be issued to centres in Spring 2010. Centres will be informed of the timescales for submission when dates have been finalised.