
NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
Foundation Level

TITLE: Great Choice Sports 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. Before you begin work on your project, please check that you have a Candidate's Workbook.
4. The project should take approximately 15 hours.
5. Try the answers to the tasks on paper first, before recording them in your Workbook. The answers in your Workbook must be in ink.
6. The task 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 Workbook. If you wish, you may do all of the tasks on the computer.
7. The task 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.
8. 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 Treasurer of the Great Choice Sports Club.

Start of the Month

The assets and liabilities of the Great Choice Sports Club on 1 September 2010 are as follows:

Sports Equipment	£1,200
Computers and Laptops	£1,300
Bank	£500
Snooker Tables	£200
Accumulated Fund	£3,200

Task 1

On Page 2 of your Workbook:

Prepare the opening Balance Sheet as at 1 September 2010.

Subscriptions

The annual subscriptions are now due to be paid by members. There are also new members and you have been given the following information:

6 new junior members have joined
2 new concession members have joined
4 new adult members have joined

New adult members pay a £20 joining fee. There is no joining fee for juniors or concessions.

Task 2

On page 3 of your Workbook:

- (a) Enter the above subscription details for new members.
- (b) Enter the joining fees for the adult members.
- (c) Calculate the totals in the table.

Task 3*

Using your computer, open the file "FOUND1".

Record the total money received from all members for Subscriptions and Joining Fees from the Task 2 Record Sheet in the **Receipts Summary Sheet**.

You have written a cheque to pay for new stopwatches.

H arbour B ank
Cheque Counterfoil
8 September 2010
Track Time Supplies (Equipment)
£ 70.00
000122

Task 4*

Using your computer, open the file "FOUND1".

Record the cheque details in the **Payments Summary Sheet**.

The Club runs a tuck shop and the following invoice was received from Scottish Energy Drinks.

Invoice No 2445



SCOTTISH ENERGY DRINKS

34 Highway Lane
Edinburgh

2 September 2010

Tel No 0131 445 1234
drinks@yalloo.co.uk

To: Great Choice Sports Club
The Park
Gosford
EH31 4MM

Quantity	Description	Unit Price	Total
		£	£
1 box	Fruit Splash	7.00	7.00
4 boxes	Electric Blue Drink	6.00	24.00
2 crates	Mixed Drinks	9.00	18.00
	TOTAL NOW DUE		£49.00

Task 5*

(a) On page 4 of your Workbook:

Prepare the cheque for the amount due to Scottish Energy Drinks. Date the cheque 12 September 2010 and sign it with your own name.

(b) Using your computer, open the file "FOUND1".

Record the cheque details in the **Payments Summary Sheet**.

Autumn Track Event

The Club hosted a Junior Track Event Competition in September.

Expenses were as follows:

Hire Charge for Track	£40
Certificates for Winners	£15
Gift Token for Judges	£10
Printing of Event Programme	£15

On the 19 September you wrote a cheque (000126) for £80 and handed it to the Committee Member responsible for the expenses.

Task 6*

Using your computer, open the file “FOUND1”.

Record the details of these expenses in the **Payments Summary Sheet** under Week 3, showing each individual expense.

The money received from the Track Event is banked. You sort out the money as follows:

£20 notes –	£200
£10 notes –	£40
£1 coins –	£150
50p coins –	£100

A cheque from the Community Council for £50 was received as a donation.

Task 7*

(a) On page 4 of your Workbook:

Complete the bank pay-in slip with the money received from the event. Date it 24 September 2010 and sign it with your own name.

(b) Using your computer, open the file “FOUND1”.

- Record the total cash received from the track event in the **Receipts Summary Sheet** under Week 3.
- Record the donation in the **Receipts Summary Sheet** under Week 3.

Club Training Sessions

Members pay fees to the club when they train. This money was banked on 26 September 2010.

H arbour B ank	
Pay-in Acknowledgement	
Date:	<u>26/9/2010</u>
Great Choice Sports Club	
Training fees from members	
	<u>£292</u>
Teller's Date Stamp and Initials	
A/C No	34565432

Task 8*

Using your computer, open the file "FOUND1".

Record the pay-in details into the **Receipts Summary Sheet**.

Fundraising

There have been different fund raising events this month and you have been given the following details.

Coffee Morning — held during week 1

Sales **£120** – Banked

Expenses **£50** – Cheque No 000123 paid out 9 September 2010

Car Wash — held during week 2

50 cars washed @ £1 – Banked

Materials cost £10 – Cheque No 000125 paid out 18 September 2010

Raffle — held during week 4

120 tickets sold @ £1 each – Banked

Prizes were donated

Star Prize cost £20 – Cheque No 000127 paid out 29 September 2010

Task 9*

Using your computer, open the file “FOUND1”.

- (a) Record the amount taken at each event in the **Receipts Summary Sheet**.
- (b) Record the amount of the cheques paid out to cover the expenses for each fundraiser in the **Payments Summary Sheet**.

The Bank Statement arrives.

Harbour Bank



99 Quayside Place
Leith
EH14 5MT



Branch Code: 22-24-26
Account No: 34565432

Great Choice Sports Club
The Park
Gosford
EH31 4MM

Date: 30 September 2010

Date		Dr	Cr	Balance
2010		£	£	£
September 1	Balance		500.00	500.00
September 5	Deposit		3,840.00	4,340.00
September 5	Deposit		80.00	4,420.00
September 10	Deposit		129.00	4,549.00
September 11	000123	50.00		4,499.00
September 15	Deposit		12.00	4,511.00
September 18	Deposit		50.00	4,561.00
September 19	000122	70.00		4,491.00
September 21	000125	10.00		4,481.00
September 24	Deposit		540.00	5,021.00
September 25	Deposit		40.00	5,061.00
September 26	000126	80.00		4,981.00
September 26	Deposit		292.00	5,273.00
September 27	Fitfirst Badges SO	50.00		5,223.00
September 28	Deposit		35.00	5,258.00
September 29	Deposit		120.00	5,378.00
September 29	000127	20.00		5,358.00
September 30	Insurance DD	300.00		5,058.00

SO – Standing Order DD – Direct Debit

Looking at the Bank Statement you notice that the Direct Debit for Sports Insurance as well as the Standing Order to Fitfirst Badges have not been entered in the club accounts.

Task 10*

Using your computer, open the file “FOUND1”.

Record the details of the Standing Order and the Direct Debit in the **Payments Summary Sheet** on 30 September 2010.

Task 11*

Using your computer open the file “FOUND1”.

- (a) Print a copy of your **Receipts Summary Sheet** and attach it to page 5 of your Workbook.
- (b) Print a copy of your **Payments Summary Sheet** and attach it to page 6 of your Workbook.

Task 12

On page 7 of your Workbook:

Use the information in your Summary Sheets to prepare the **Receipts and Payments Account** for the month ended 30 September 2010.

Well done!

You notice that the cheque paid to Scottish Energy Drinks is not yet shown on the Bank Statement.

Task 13

On page 8 of your Workbook:

Complete the Bank Reconciliation Statement taking into account the cheque written to Scottish Energy Drinks.

Financial Statement for Members

You need to prepare the accounts for the month of September.

Task 14

Using the information in your Receipts and Payments Account calculate the Profit or Loss from each fundraiser on page 9 of your Workbook.

Task 15

On page 10 of your Workbook:

Using the information from your Receipts and Payments Account and the Profit Statements prepared in Task 14, complete the Income and Expenditure Account for the month ended 30 September 2010.

Treasurer's Report required

The Club Members are having a meeting within the next few weeks and you have been asked to find some information.

Task 16

On page 11 of your Workbook:

Complete the Report to Members.

Supporting Great Britain at the 2012 Olympics

The Club is organising a trip to London to see the Olympic Games. To enable the trip to go ahead £5,000 must be raised by the members.

Fundraising Events will be organised during the months of October–December 2010 and 2011.

You have estimated the following costs and revenues for October–December 2010.

Fundraiser	October	November	December
Sponsorship	£400	£500	£600
Donations	£200	£200	£200
Silent Auction Ticket Sales	£250	£300	£200
Silent Auction Expenses	£50	£50	£50
Raffle Ticket Sales	£100	£100	£100
Raffle Expenses	£20	£20	£20
Tablet and Toffee Sales	£100	£160	£160
Tablet and Toffee Expenses	£30	£50	£50

It is agreed that a target of £3,000 should be raised by the end of December 2010. You must now consider all the above facts and inform the committee if enough money can be raised in time.

Task 17

- (a) Complete the Cash Budget on page 12 of your Workbook.
- (b) Complete the Report on page 12 of your Workbook for the next committee meeting to recommend whether the trip should go ahead.

[END OF PROJECT]

NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
Foundation Level

TITLE: Great Choice Sports Club

**SOLUTIONS AND SUGGESTED
MARKING SCHEME**

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

TASK 1

Great Choice Sports Club
Balance Sheet as at 1 September 2010

	£	£
Fixed Assets		
Sports Equipment 1		1,200.00 1
Computer and Laptops 1		1,300.00 1
Snooker Table 1		200.00 1
		<u>2,700.00 1</u>
Current Assets		
Bank 1	500.00 1	
Less Current Liabilities		
	0.00	500.00 1
		<u>£ 3,200.00 1</u>
Represented by:		
Accumulated Fund 1		<u>£ 3,200.00 1</u>

(13)

TASK 2

**Great Choice Sports Club
Subscriptions and Joining Fees Record Sheet**

	Subscriptions						Joining Fees	
	Junior member £20 per year		Concession member £40 per year		Adult member £60 per year		Total money received for Subscriptions	Money received for Joining Fees
	Number	£	Number	£	Number	£	£	
Current Members	40	800	20	800	30	1,800	3,400	
New Members	6	120	2	80	4	240	440	80
TOTALS	46	920	22	880	34	2,040	3,840	80

(16)

TASK 5a

Harbour Bank	Harbour Bank	HB	22-24-26
Cheque Counterfoil 1	99 Quayside Place, Leith, EH14 5MT		
Date <u>12 September 2010</u> 1	Pay <u>Scottish Energy Drinks</u> 1		<u>12 September</u> 20 <u>10</u> 1
<u>Scottish Energy Drinks</u>	<u>Forty nine pounds only</u> 1		or order
£ <u>49</u> 1			£ 49.00 1
	Signature		Signature 1
000124	000124	22-24-26	~34565432~

(8)

TASK 7a

Harbour Bank	Harbour Bank	HB	22-24-26
Pay-in Acknowledgement	99 Quayside Place, Leith, EH14 5MT		
Date <u>24/9/2010</u> 1	Pay-in Slip		
Track Event 1 Evening £490	Date <u>24 September 2010</u> 1		
Donation £50 1	Account Name: Great Choice Sports Club		
Amount £540 1	Pupil Signature <u>Candidate's name</u> 1		
Teller's Date	Account No: 34565432		
Stamp and Initials			

	£50				
	£20	200	00	1	
	£10	40	00	1	
	£5				
	£1	150	00	1	
	50p	100	00	1	
	20p				
	10p				
	TOTAL CASH	490	00	1	
	Cheques	50	00	1	
	TOTAL	£540	00	1	

(13)

	A	B	C	D	E	F	G	H	
1	Candidate's Name and School								
2									
3	Foundation Task 11a								
4									
5	Great Choice Sports Club								
6									
7	Receipts Summary Sheet for September 2010								
8									
9	Date	Subs	Joining Fees	Training Session Takings	Track Event Evening	Tuck Shop Takings	Other Receipts	Details	
10	Week 1								
11	05-Sep	£3,840.00	1					<i>Annual Subs</i>	task 3
12	05-Sep		£80.00	1				<i>Joining Fees</i>	task 3
13	08-Sep					£9.00			
14	09-Sep						1 £120.00	<i>Coffee Morning</i>	task 9
15									
16	Week 2								
17	15-Sep					£12.00			
18	18-Sep						1 £50.00	<i>Car Wash</i>	task 9
19									
20	Week 3								
21	24-Sep				£490.00	1		<i>Cash Proceeds</i>	task 7
22	24-Sep						1 £50.00	<i>Donation</i>	task 7
23	25-Sep					£40.00			
24									
25	Week 4								
26	26-Sep			£292.00	1				task 8
27	28-Sep					£35.00			
28	29-Sep						1 £120.00	<i>Raffle</i>	task 9
29	TOTALS	£3,840.00	£80.00	£292.00	£490.00	£96.00	£340.00		

8 + 2 Printout (11a)

(10)

	A	B	C	D	E	F
1	Candidate's Name and School					
2						
3	Foundation Task 11b					
4						
5	Great Choice Sports Club					
6						
7	Payments Summary Sheet for September 2010					
8						
9	Date	Equipment	Tuck Shop Expenses	Track Event Evening	Other Payments	Details
10	Week 1					
11	08-Sep	1 £70.00				Track Time Supplies
12	09-Sep				1 £50.00	Coffee Morning
13						
14						
15	Week 2					
16	12-Sep		1 £49.00			Scottish Energy
17	18-Sep				1 £10.00	Car Wash Expenses
18						
19						
20	Week 3					
21	19-Sep			1 £40.00		Track Hire
22				1 £15.00		Certificates
23				1 £10.00		Gift Token
24				1 £15.00		Printing
25						
26						
27	Week 4					
28	29-Sep				1 £20.00	Raffle Expenses
29	30-Sep				1 £50.00	Fitfirst Badges S/O
30	30-Sep				1 £300.00	Insurance D/D
31	TOTALS	£70.00	£49.00	£80.00	£430.00	

11 + 2 Printout

(13)

TASK 12

Great Choice Sports Club Receipts and Payments Account for month ended 30 September 2010

	£		£
Opening Balance			500.00 1
Add Receipts			
Subscriptions	3,840.00 1		
Joining Fees	80.00 1		
Training Sessions	292.00 1		
Track Event Proceeds	490.00 1		
Donation—Community Council	50.00 1		
Tuck Shop Takings	96.00 1		
Coffee Morning	120.00 1		
Car Wash	50.00 1		
Raffle	120.00 1		5,138.00 1
			<u>5,638.00 1</u>
Less Payments			
Equipment	70.00 1		
Coffee Morning	50.00 1		
Tuck Shop Expenses	49.00 1		
CarWash Expenses	10.00 1		
Track Event	80.00 1		
Raffle Expenses	20.00 1		
Fitfirst Badges	50.00 1		
Sports Insurance	300.00 1		629.00 1
Closing Bank Balance			<u>£ 5,009.00 1</u>

(22)

TASK 13

Great Choice Sports Club

Bank Reconciliation Statement as at 30 September 2010

	£	
Balance as per Bank Statement	5,058.00	1
Less Unpresented Cheque		
Scottish Energy Drinks	49.00	1
Balance as per Receipts and Payments Account	£ 5,009.00	1
		(3)

TASK 14

Profit Statement for Coffee Morning, Week 1

	£	
Receipts	120.00	1
less Expenses	50.00	1
Profit/Loss*	70.00	1

Profit Statement for Car Wash, Week 3

	£	
Receipts	50.00	1
less Expenses	10.00	1
Profit/Loss*	40.00	1

Profit Statement for Raffle, Week 4

	£	
Receipts	120.00	1
less Expenses	20.00	1
Profit/Loss*	100.00	1

Profit Statement for Tuck Shop

	£	
Receipts	96.00	1
less Expenses	49.00	1
Profit/Loss*	47.00	1

Profit Statement for Track Event

	£	
Receipts	490.00	1
less Expenses	80.00	1
Profit/Loss*	410.00	1

* Delete as appropriate

TASK 15

**Great Choice Sports Club
Income & Expenditure Account
for month ended 30 September 2010**

	£		£
Income			
Subscriptions	3,840.00	1	
Joining Fees	80.00	1	
Training Sessions	292.00	1	
Profit on Car Wash	40.00	1	
Profit on Track Event Evening	410.00	1	
Donation	50.00	1	
Profit on Coffee Morning	70.00	1	
Profit on Raffle	100.00	1	
Profit on Tuck Shop	47.00	1	4,929.00 1
<hr/>			
Less Expenditure			
Fitfirst Badges	50.00	1	
Sports Insurance	300.00	1	350.00 1
Surplus/Deficit*		1	£ 4,579.00 1
			<u><u> </u></u>
			(15)

*Delete as appropriate

TASK 16

Report to Members

At the beginning of September, the club had £500¹ in the Bank. At the end of the month the Receipts and Payments Accounts shows a balance of £5,009¹. This is an increase/~~decrease~~¹ of £4,509¹. This change in funds is due mainly to Subscriptions of £3,840¹ being paid by members for the year.

This month the club has attracted 12¹ new members and £80¹ was received from the adult members as Joining Fees.

The Club has made a Surplus/~~Deficit~~¹ of £4,579¹ which means that the Club is doing well/~~not doing well~~¹.

* Delete as appropriate

(10)

TASK 17

Cash Budget for October–December 2010

	October £	November £	December £
Opening Balance	0.00	950.00	2,090.00
Cash In			
Sponsorship	400.00	500.00	600.00
Donations	200.00	200.00	200.00
Silent Auction Ticket Sales	250.00	300.00	200.00
Raffle Ticket Sales	100.00	100.00	100.00
Tablet and Toffee Sales	100.00	160.00	160.00
	<u>1,050.00</u>	<u>2,210.00</u>	<u>3,350.00</u>
Less Cash Out			
Silent Auction Expenses	50.00	50.00	50.00
Raffle Expenses	20.00	20.00	20.00
Tablet and Toffee Expenses	30.00	50.00	50.00
	<u>100.00</u>	<u>120.00</u>	<u>120.00</u>
Closing Balance	<u>950.00</u>	<u>2,090.00</u>	<u>3,230.00</u>

(36)

The Target set by the end of December 2010 is

£ 3,000.00

The Cash Budget shows that there will be

£ 3,230.00

1
I recommend/~~do not recommend~~* that the trip goes ahead.

1
This is because we have met/~~have not met~~* our target.

* Delete as appropriate

(4)

NATIONAL
QUALIFICATIONS
2011

**ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT**
Foundation Level
Candidate's Workbook

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	2-11	13	1	12	14	15	16	17a	17b
MARKS AVAILABLE FOR TASK(S)	60	3	13	22	15	15	10	36	4
ACTUAL MARKS FOR TASK(S)									
MARKS AVAILABLE FOR AREA	63		65				50		
ACTUAL MARKS FOR AREA									

The above grid is for teacher's use.

TASK 1

Great Choice Sports Club
Balance Sheet as at 1 September 2010


Fixed Assets	£	£
_____		<u> </u>
_____		<u> </u>
_____		<u> </u>
		<u> </u>
Current Assets		
_____	<u> </u>	
Less Current Liabilities		
_____	<u> </u>	<u> </u>
		£ <u> </u>
Represented by:		
_____		£ <u> </u>

TASK 2

**Great Choice Sports Club
Subscriptions and Joining Fees Record Sheet**

	Subscriptions						Joining Fees	
	Junior member £20 per year		Concession member £40 per year		Adult member £60 per year		Total money received for Subscriptions	Money received for Joining Fees
	Number	£	Number	£	Number	£	£	
Current Members	40	800	20	800	30	1,800	3,400	
New Members								
TOTALS								

TASK 5a

Harbour Bank	Harbour Bank		22-24-26
Cheque Counterfoil	99 Quayside Place, Leith, EH14 5MT		
Date _____	Pay _____		20 _____
_____	_____ or order		
_____			£
£ _____	Signature		
000124	000124	22-24-26	~34565432~

TASK 7a

Harbour Bank	Harbour Bank		22-24-26		
	99 Quayside Place, Leith, EH14 5MT				
Pay-in Acknowledgement	Pay-in Slip	£50	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Date _____	Date _____	£20	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
_____	Account Name: Great Choice Sports Club	£10	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
_____	Pupil Signature _____	£5	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Amount 	Account No: 34565432	£1	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Teller's Date Stamp and Initials		50p	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		20p	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		10p	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		TOTAL	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		CASH	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		Cheques	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
		TOTAL	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		

TASK 11a

Attach the printout of your Receipts Summary Sheet here.

TASK 11b

Attach the printout of your Payment Summary Sheet here.

TASK 12

**Great Choice Sports Club
Receipts and Payments Account
for month ended 30 September 2010**

	£	£
Opening Balance		[]
Add Receipts		
Subscriptions	[]	
Joining Fees	[]	
Training Sessions	[]	
Track Event Proceeds	[]	
Donation—Community Council	[]	
Tuck Shop Takings	[]	
Coffee Morning	[]	
Car Wash	[]	
Raffle	[]	[]
	<hr/>	<hr/>
Less Payments		[]
Equipment	[]	
Coffee Morning	[]	
Tuck Shop Expenses	[]	
Car Wash Expenses	[]	
Track Event	[]	
Raffle Expenses	[]	
Fitfirst Badges	[]	
Sports Insurance	[]	[]
Closing Bank Balance		£ []

TASK 13

Great Choice Sports Club

Bank Reconciliation Statement as at 30 September 2010

	£
Balance as per Bank Statement	<input type="text"/>
Less Unpresented Cheque	
Scottish Energy Drinks	<input type="text"/>
Balance as per Receipts and Payments Account	<u>£ <input type="text"/></u>

TASK 14

Profit Statement for Coffee Morning, Week 1

	£
Receipts	<input type="text"/>
less Expenses	<input type="text"/>
Profit/Loss*	<input type="text"/>

Profit Statement for Car Wash, Week 3

	£
Receipts	<input type="text"/>
less Expenses	<input type="text"/>
Profit/Loss*	<input type="text"/>

Profit Statement for Raffle, Week 4

	£
Receipts	<input type="text"/>
less Expenses	<input type="text"/>
Profit/Loss*	<input type="text"/>

Profit Statement for Tuck Shop

	£
Receipts	<input type="text"/>
less Expenses	<input type="text"/>
Profit/Loss*	<input type="text"/>

Profit Statement for Track Event

	£
Receipts	<input type="text"/>
less Expenses	<input type="text"/>
Profit/Loss*	<input type="text"/>

* Delete as appropriate

TASK 15

**Great Choice Sports Club
Income & Expenditure Account
for month ended 30 September 2010**

	£	£
Income		
Subscriptions		
Joining Fees		
Training Sessions		
Profit on Car Wash		
Profit on Track Event Evening		
Donation		
Profit on Coffee Morning		
Profit on Raffle		
Profit on Tuck Shop	 <hr/>	
Less Expenditure		
Fitfirst Badges		
Sports Insurance	 <hr/>	 <hr/>
Surplus/Deficit*		£  <hr/> <hr/>

*Delete as appropriate

TASK 16

Report to Members

At the beginning of September, the club had £ [redacted] in the Bank. At the end of the month the Receipts and Payments Accounts shows a balance of £ [redacted].

This is an increase/decrease* of £ [redacted]. This change in funds is due mainly to Subscriptions of £ [redacted] being paid by members for the year.

This month the club has attracted [redacted] new members and £ [redacted] was received from the adult members as Joining Fees.

The Club has made a Surplus/Deficit* of £ [redacted] which means that the Club is doing well/not doing well*.

*** Delete as appropriate**

TASK 17

Cash Budget for October–December 2010

	October £	November £	December £
Opening Balance			
Cash In			
Sponsorship			
Donations			
Silent Auction Ticket Sales			
Raffle Ticket Sales			
Tablet and Toffee Sales			
Less Cash Out			
Silent Auction Expenses			
Raffle Expenses			
Tablet and Toffee Expenses			
Closing Balance			

The Target set by the end of December 2010 is

£

The Cash Budget shows that there will be

£

I recommend/do not recommend* that the trip goes ahead.

This is because we have met/have not met* our target.

* Delete as appropriate

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							
		SUBSCRIPTIONS	FUNDRAISING EVENTS	DONATIONS	SPONSORSHIP	HANDBOOK SALES	RAFFLE	TRAINING FEES
8	MONTH							
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																		
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				=SUM(E11:N11)														
11				=SUM(E12:N12)														
12				=SUM(E13:N13)														
13				=SUM(E14:N14)														
14				=SUM(E15:N15)														
15				=SUM(E16:N16)														
16				=SUM(E17:N17)														
17				=SUM(E18:N18)														
18				=SUM(E19:N19)														
19				=SUM(E20:N20)														
20				=SUM(E21:N21)														
21				=SUM(E22:N22)														
22				=SUM(E23:N23)														
23				=SUM(E24:N24)														
24				=SUM(E25:N25)														
25				=SUM(E26:N26)														
26				=SUM(D11:D26)	=SUM(E11:E26)	=SUM(F11:F26)	=SUM(G11:G26)	=SUM(H11:H26)	=SUM(I11:I26)	=SUM(J11:J26)	=SUM(K11:K26)	=SUM(L11:L26)	=SUM(M11:M26)	=SUM(N11:N26)	=SUM(O11:O26)	=SUM(P11:P26)		
27																		

FOR OFFICIAL USE

0010	ST
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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
			Total Weighted Mark		=====
General Level					
Area A	60	x 30
Area B	96	x 50
Area C	31	x 20
			Total Weighted Mark		=====
Credit Level					
Area A	44	x 20
Area B	112	x 50
Area C	48	x 30
			Total Weighted Mark		=====

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.