

NATIONAL  
QUALIFICATIONS  
2010

**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	1–2, 3b and 4–13	3a	14	15	16	17	18	19
MARKS AVAILABLE FOR TASK(S)	53	8	6	24	29	29	23	25
ACTUAL MARKS FOR TASK(S)								
MARKS AVAILABLE FOR AREA	91				58		48	
ACTUAL MARKS FOR AREA								

**The above grid is for teacher's use.**

**TASKS 1–2, 3b, 4–13**

Account Name <u>PREMISES</u> No <u>1</u>					
2009		Dr	Cr	Balance	

Account Name <u>STOCK</u> No <u>2</u>					
2009		Dr	Cr	Balance	

Account Name <u>RATES</u> No <u>3</u>					
2009		Dr	Cr	Balance	

Account Name <u>INSURANCE</u> No <u>4</u>					
2009		Dr	Cr	Balance	



Account Name <u>WAGES</u> No <u>8</u>				
2009		Dr	Cr	Balance

Account Name <u>WATER 4 U SUPPLIES</u> No <u>9</u>				
2009		Dr	Cr	Balance

Account Name <u>QUALITY FRUIT DELIVERIES</u> No <u>10</u>				
2009		Dr	Cr	Balance

Account Name <u>SALES</u> No <u>11</u>				
2009		Dr	Cr	Balance

Account Name <u>AMBERGLOW LTD</u> No <u>12</u>				
2009		Dr	Cr	Balance

Account Name <u>PURCHASES</u> No <u>13</u>				
2009		Dr	Cr	Balance

Account Name <u>ORDINARY SHARE CAPITAL</u> No <u>14</u>				
2009		Dr	Cr	Balance

Account Name <u>5% PREFERENCE SHARE CAPITAL</u> No <u>15</u>				
2009		Dr	Cr	Balance

Account Name <u>UNAPPROPRIATED PROFITS</u> No <u>16</u>				
2009		Dr	Cr	Balance





Account Name <u>DISCOUNT RECEIVED</u> No <u>20</u>				
2009		Dr	Cr	Balance

Account Name <u>OFFICE RECRUITMENT</u> No <u>21</u>				
2009		Dr	Cr	Balance

Account Name <u>PURCHASES RETURNS</u> No <u>22</u>				
2009		Dr	Cr	Balance



**TASK 3a**

 <b>Cheque Counterfoil</b> Date _____ _____ _____ _____ £ _____ 003431	 45 Solar Park Drive, Edinburgh _____ 20 _____ <b>Pay</b> _____ or order _____ _____ £ <input type="text"/> _____ 003431      28-32-45      ~2170862~	28-32-45
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**Task 14**

**Bank Reconciliation Statement as at** \_\_\_\_\_

	£	£
<b>Balance as per Bank Statement</b>		[ ]
<b>Less</b> Cheques not presented:		
_____		[ ]
		-----
		[ ]
<b>Add</b> Amounts not Credited:		
_____		[ ]
		-----
<b>Balance as per updated Bank Account</b>		£ [ ] =====



**TASK 16**

**Trading, Profit and Loss and Appropriation Accounts**

	£	£	£
Sales			
<b>less Cost of Sales</b>			
Opening Stock			
Purchases			
<b>less Returns</b>			
<b>less Closing Stock</b>			
<b>GROSS PROFIT</b>			
Discount Received			
<b>less Expenses</b>			
<b>less Prepaid</b>			
<b>Depreciation</b>			
<b>NET PROFIT</b>			
<b>add Unappropriated Profit</b>			
Preference Dividend Due			
Proposed Ordinary Dividend			



**TASK 18a**

**(i) Gross Profit Ratio**

$$\frac{\text{Gross Profit}}{\text{Net Sales}} \times 100 = \frac{\text{[ ]}}{\text{[ ]}} \times 100 = \text{[ ] \%}$$

**(ii) Net Profit Ratio**

$$\frac{\text{Net Profit}}{\text{Net Sales}} \times 100 = \frac{\text{[ ]}}{\text{[ ]}} \times 100 = \text{[ ] \%}$$

**(iii) Average Stock**

$$\frac{\text{Opening Stock} + \text{Closing Stock}}{2} = \frac{\text{[ ]} + \text{[ ]}}{2} = \text{£ [ ]}$$

**(iv) Rate of Stock Turnover**

$$\frac{\text{Cost of Sales}}{\text{Average Stock}} = \frac{\text{[ ]}}{\text{[ ]}} = \text{[ ]}$$

**(v) Current Ratio**

$$\begin{aligned} \text{Current Assets} : \text{Current Liabilities} &= \text{[ ]} : \text{[ ]} \\ &= \text{[ ]} : \text{[ ]} \end{aligned}$$

## **TASK 18b**

I have completed the Ratio Analysis for Keep Well plc and I can report that the Gross Profit Percentage is [REDACTED] and the Net Profit Percentage is [REDACTED]. If this Net Profit Percentage is to be increased in the future then expenses will have to be increased/decreased\*.

The Rate of Stock Turnover is [REDACTED]. If the average firm has a rate of 15 times a year then Keep Well plc is doing better/worse\* than the average firm.

The Current Ratio is [REDACTED]. The ideal ratio is 2:1/3:1\*. This means that Keep Well plc's ratio is better/worse\* than the ideal ratio.

**\* Delete as appropriate**

**TASK 19a**

**Attach the print out of your Cash Budget to this page.**



**TASK 19b**

The opening balance in January is

The closing balance in March is

Therefore, cash has increased/decreased\* by

For this reason I would recommend/not recommend\* that we go ahead with this special offer.

**\* Delete as appropriate**

**[BLANK PAGE]**