
NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
General Level

TITLE: The Taekwondo Martial Arts 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 of the project work or material out of school.
3. Before you begin any work on your project, please check you have a Candidate's Worksheet.
4. The project should take approximately 15 hours.
5. Your solution to the project **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 other solutions. 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. Remember to enclose your computer printouts with your other solutions.
9. 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 took over as Treasurer of the Taekwondo Martial Arts Club at the end of August 2010. The following is a list of assets and liabilities at the start of the financial year on 1 October 2009.

	£
Bank Balance	1,250
Club Lockers	250
Loan from Taekwondo Federation	755
Taekwondo Equipment	650
Stock of Training Handbooks	150

Task 1

Using the above information, prepare the Balance Sheet of the Club as at 1 October 2009.

Calculate the Accumulated Fund.

The Club's Finances

The Club's financial year runs from 1 October 2009 to 30 September 2010. You receive all the Club's information and this will allow you to complete the financial records for the year. All expenditure is paid for by cheque and any cash is banked immediately.

Task 2*

Using your computer, open the file "GENERAL1".

Using the following documents, record the transactions on the appropriate Analysis Sheet for September 2010.

Aberdon Savings Bank

Pay-in Acknowledgement
12 September 2010

Sale of Training Handbooks

£ 80.00

Teller's Date Stamp
and Initials

ASB
-12 Sept 10-
MAC

Aberdon Savings Bank

Pay-in Acknowledgement
17 September 2010

Donation

£ 55.00

Teller's Date Stamp
and Initials

ASB
-17 Sept 10-
MAC

Aberdon Savings Bank

Pay-in Acknowledgement
23 September 2010

Sponsorship

£ 250.00

Teller's Date Stamp
and Initials

ASB
-23 Sept 10-
MAC

Aberdon Savings Bank

Pay-in Acknowledgement
29 September 2010

Fundraising Event

£ 400.00

Teller's Date Stamp
and Initials

ASB
-29 Sept 10-
MAC

Aberdon Savings Bank

Cheque Counterfoil

1 September 20 10

Coaching

£ 300.00

766812

Aberdon Savings Bank

Cheque Counterfoil

1 September 20 10

Taekwondo Federation
(Loan Repayment)

£ 600.00

766813

Aberdon Savings Bank

Cheque Counterfoil

7 September 20 10

Purchases of Training
Handbooks

£ 68.00

766814

Aberdon Savings Bank

Cheque Counterfoil

10 September 20 10

Secretary's Honorarium

£ 50.00

766815

Aberdon Savings Bank

Cheque Counterfoil

17 September 20 10

Bruce the Printer
(Stationery)

£ 25.00

766816

Aberdon Savings Bank

Cheque Counterfoil

20 September 20 10

St Leonards Hotel
(Fund Raising)

£ 75.00

766817

Aberdon Savings Bank

Cheque Counterfoil

23 September 20 10

Rent

£ 150.00

766818

Aberdon Savings Bank

Cheque Counterfoil

25 September 20 10

Taekwondo4U.org

(Advertising)

£ 20.00

766819

Club Training Sessions

Members pay training fees when they train and this money is banked.

FEES

Junior Members	£0.50
Concessions	£0.70
Adult Members	£1.00

The training attendance figures are as follows:

	Day-time Sessions			Evening Sessions		
	Junior	Concession	Adult	Junior	Concession	Adult
Week 1	20	10	5	16	10	30
Week 2	40	10	20	12	10	20
Week 3	30	10	15	14	10	25
Week 4	20	10	8	18	10	28

Task 3

Using the Worksheet:

- (a) (i) calculate the Weekly Training Sessions Takings for each type of membership. (Week 1 has been done your you);
- (ii) calculate the Weekly totals and then the Monthly Total.
- (b) The Total Fees for the month have already been banked.

Using your computer, record them in the receipts Summary Sheet.

You receive the following Bank Statement for September 2010 and notice an item for £500 which is a donation to the Club from Eastside Kickers. The deposit on 12 September had been entered in the Receipts Analysis Sheet incorrectly.

Aberdon Savings Bank

Account No: 1060051081

Branch Code: 06-01-54

Customer: Taekwondo Martial Arts Club
King Street
INVERBERVIE
DD10 1LU

Date: 30 September 2010

Date	Particulars	Payments	Receipts	Balance
2010		£	£	£
Sept 01	Opening Balance			3,675.00
Sept 02	766812	300.00		3,375.00
Sept 03	766813	600.00		2,775.00
Sept 09	766814	68.00		2,707.00
Sept 12	766815	50.00		2,657.00
Sept 12	Deposit – Sale of Handbooks		70.00	2,727.00
Sept 19	766816	25.00		2,702.00
Sept 19	Deposit – Donation		55.00	2,757.00
Sept 22	766817	75.00		2,682.00
Sept 23	766818	150.00		2,532.00
Sept 25	Deposit – Sponsorship		250.00	2,782.00
Sept 29	Deposit – Training Fees		292.00	3,074.00
Sept 30	Deposit – Eastside Kickers		500.00	3,574.00

Recent transactions may not be shown on this statement.

Abbreviations: DD – Direct Debit SO – Standing Order DR – Overdraft

Task 4*

Using your computer, open the file “GENERAL1”.

- (a) Update the Receipts Analysis Sheet with the £500 Donation.
- (b) Correct the error in the Receipts Analysis Sheet.
- (c) Print out both the Receipts and Payments Analysis Sheets.

Task 5

Using the Receipts and Payments Analysis Sheets, prepare the Receipts and Payments Account for the year ended 30 September 2010.

Task 6

Prepare a Bank Reconciliation Statement to reconcile the Bank Statement and Receipts and Payments Account balance.



Remember that individual amounts can be found in the Analysis Sheets you have already printed.

Financial Statements for the Members

The Committee wishes to know if the Club makes a profit or loss selling the Training Handbooks.

The stock of Training Handbooks at the end of September is valued at £210.

You receive the invoice below for purchase of Training Handbooks which has still to be paid.

Invoice No: 676		
<h1>INVOICE</h1>		
	<h2>TAEKWONDO LEADERS</h2> <p>University Drive OXFORD OX6 8NA</p>	
To: Taekwondo Martial Arts Club King Street INVERBERVIE DD10 1LU	Date: 25 September 2010	
Quantity	Description	Total
50	Training Handbooks	£ 470.00
	TOTAL	470.00

Task 7

Prepare the Training Handbook Trading Account for the year ended 30 September 2010.

It is necessary to prepare statements to present to the Members at the Annual General Meeting.

Task 8

- (a) Prepare 2 Profit Statements—one for the Raffle and one for the Fundraising;
- (b) Prepare the Income and Expenditure Account for the year ended 30 September 2010.

NOTES:

- Depreciate the Taekwondo Equipment by 10%.
- Rent of £150 is prepaid for next year.
- Raffle expenses of £85 have still to be paid.

Task 9

Prepare the Balance Sheet as at 30 September 2010.

Task 10

Prepare the Treasurer's Report for the year ended 30 September 2010, commenting on the following:

- (a) the change in the Club's bank position;
- (b) the sale of Training Handbooks;
- (c) the fundraising activities;
- (d) the Income and Expenditure Account;
- (e) the Accumulated Fund.

Planning Ahead

Next year the Club will run a Tag Team Tournament.

The Fixed Costs are as follows:

	£
Hiring of hall for the day	500
First Aiders	300
Safety Certificate	250
Other Expenses	150

Variable Cost per 2 member team:

	£
Club Sweatshirts	25
Instructions and Entry Form	5
Insurance	10

Revenue

The Tag Entry Fee will be £80 per team.

Task 11

Using the information given above, prepare a Tag Team Tournament Table showing an analysis of the Fixed Costs, Variable Costs, Total Costs and Total Revenue at:

0, 10, 20, 30, 40 and 50 teams.

Task 12

- (a) Using all the appropriate information available, prepare a Break-even Chart for the Tag Team Tournament which should be clearly labelled.
- (b) From your Break-even Chart:
 - (i) state the minimum number of teams required if the tournament is not to run at a loss;
 - (ii) state how much profit or loss is made if 10 or 40 teams enter.
- (c) Already 32 teams have shown an interest. Advise the committee whether the Tournament should go ahead.

[END OF OF PROJECT]

NATIONAL
QUALIFICATIONS
2011

ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
General Level

TITLE: The Taekwondo Martial Arts Club

**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 2010				1
FIXED ASSETS	Cost	Depreciation	Net Book Value	
	£	£	£	
Club Lockers	250.00	0.00	250.00	1
Taekwondo Equipment	650.00	0.00	650.00	1
			900.00	1
CURRENT ASSETS				
Stock		150.00	1	
Bank		1,250.00	1	
		1,400.00	1	
CURRENT LIABILITIES				
		0.00	1	
WORKING CAPITAL				
			1,400.00	1
			£2,300.00	1
FINANCED BY				
Accumulated Fund			1,545.00	1
Loan from Taekwondo Federation			755.00	1
			£2,300.00	1

(13)

A	B	C	D	E	F	G	H	
1	Tasks 2, 3 and 4							
2	Receipts Analysis Sheet — October 2009-September 2010							
3	MONTH	SUBSCRIPTIONS	FUND RAISING EVENTS	DONATIONS	SPONSORSHIP	HANDBOOK SALES	RAFFLE	TRAINING FEES
4	2009	£	£	£	£	£		
5	October					370		
6	November	250						
7	December		340					
8	2010							
9	January					480		
10	February	400					920	
11	March							
12	April		195					
13	May	450						
14	June			150				
15	July							
16	August	300						
17	September		400	55	250	Correction		292
18	September		500			70		
19	TOTAL	1,400	935	555	400	920	920	292

1 1 1 1 1 1 1 1 1

(14)

A	B	C	D	E	F	G	H	I	J	K	
1	Tasks 2, 3 and 4										
2	Payments Analysis Sheet — October 2009–September 2010										
3	MONTH	ELECTRICITY	STATIONERY/ POSTAGES	FUND RAISING EXPENSES	HONORARIUM	ADVERTISING EXPENSES	COACHING EXPENSES	HANDBOOK PURCHASES	LOAN REPAYMENT	RENT	RAFFLE EXPENSES
4	2009	£	£	£	£	£	£	£	£	£	£
5	October										
6	November			55							
7	December	120		20					400		
8	2010										
9	January						130				
10	February					300					
11	March										85
12	April		30								
13	May				75						
14	June	180									
15	July			35							
16	August										
17	September		25	75	50	20	300	68	600	150	1
18	TOTAL	300	55	165	70	95	600	198	600	550	85
		1	1	1	1	1	1	1	1	1	1

(18)

Task 3

The Taekwondo Martial Arts Club

Record of Training Fees paid by members for September 2010

	Day Sessions			Evening Sessions			Weekly Total
	Junior	Concession	Adult	Junior	Concession	Adult	£
Week 1	£ 10	£ 7	£ 5	£ 8	£ 7	£ 30	£ 67
Week 2	20 ¹	7 ¹	20 ¹	6 ¹	7 ¹	20 ¹	80 ¹
Week 3	15 ¹	7 ¹	15 ¹	7 ¹	7 ¹	25 ¹	76 ¹
Week 4	10 ¹	7 ¹	8 ¹	9 ¹	7 ¹	28 ¹	69 ¹
TOTAL FOR MONTH							292 ¹

(22)

Task 5

The Taekwondo Martial Arts Club			
Receipts and Payments Account for the year ended 30 September 2010 1			
	£	£	
Opening Balance			1,250.00 1
Receipts			
Subscriptions	1,400.00	1	
Fundraiser Events	935.00	1	
Donations	555.00	1	
Sponsorship	400.00	1	
Training Handbooks	920.00	1	
Raffle	920.00	1	
Training Fees	292.00	1	5,422.00 1
			6,672.00 1
Payments			
Electricity	300.00	1	
Stationery/Postage	55.00	1	
Fundraising Expenses	165.00	1	
Honorarium	70.00	1	
Advertising Expenses	95.00	1	
Coaching Expenses	600.00	1	
Training Handbooks	198.00	1	
Loan Repayments	600.00	1	
Rent	550.00	1	
Raffle Expenses	85.00	1	2,718.00 1
Closing Balance			<u>£3,954.00</u> 1

(23)

Task 6

Bank Reconciliation Statement as at 30 September 2010 1			
		£	
Balance as per Bank Statement		3,574.00	1
Add amounts not credited:			
Fundraising Event		400.00	1
		3,974.00	1
Less: cheques not presented:			
766819 Taekwondo4U.org		20.00	1
Balance as per Receipts and Payments Account		£3,954.00	1 (6)
OR			
Bank Reconciliation Statement as at 30 September 2010 1			
		£	
Balance as per Receipts and Payments Account		3,954.00	1
Add cheques not presented:			
766819 Taekwondo4U.org		20.00	1
		3,974.00	1
Less amounts not credited:			
Fundraising Event		400.00	1
Balance as per Bank Statement		£3,574.00	1 (6)

Task 7

Training Handbooks Trading Account } 1 for the year ending 30 September 2010 }			
		£	£
Sales			920.00
Less Cost of Sales			
Opening Stock	1 1	150.00	1
Add Purchases (198 + 470)		668.00	
		818.00	1
Less Closing Stock		210.00	1 608.00
Gross Profit			£312.00

(9)

Task 8

Raffle Profit Statement 1				Fundraiser Profit Statement 1				
	£	£			£			
Receipts			920.00	1	Receipts		935.00	1
Payments	85.00	1			Payments		165.00	1
Add: Due	85.00	1	170.00	1	PROFIT		£770.00	1
PROFIT			£750.00	1				(4)
				(6)				
The Taekwondo Martial Arts Club								} 1
Income and Expenditure Account for the year ending 30 September 2010								
					£	£		
INCOME								
Subscriptions					1,400.00	1		
Profit on Fundraiser					770.00	1		
Donations					555.00	1		
Sponsorship					400.00	1		
Profit on Training Handbooks					312.00	1		
Profit on Raffle					750.00	1		
Training Fees					292.00	1	4,479.00	1
Less Expenditure								
Electricity					300.00	1		
Stationery/Postage					55.00	1		
Honorarium					70.00	1		
Advertising Expenses					95.00	1		
Coaching Expenses					600.00	1		
Rent (550-150)					400.00			
Depreciation (650 × 10%)					65.00	2	1,585.00	1
Surplus							£2,894.00	1

(20)

Task 9

Balance Sheet as at 30 September 2010				1
FIXED ASSETS	Cost	Depreciation	Net Book Value	
	£	£	£	
Club Lockers	250.00	0.00	250.00	1
Taekwondo Equipment	650.00	1 65.00	1 585.00	1
			835.00	1
CURRENT ASSETS				
Stock		210.00	1	
Bank		3,954.00	1	
Rent Prepaid		150.00	1	
		4,314.00	1	
CURRENT LIABILITIES				
Raffle Expenses Accrued	85.00	1		
Creditor	470.00	1		
		555.00	1	
WORKING CAPITAL			3,759.00	1
			£4,594.00	1
FINANCED BY				
Accumulated Fund		1,545.00	1	
Add Surplus		2,894.00	1	
			4,439.00	1
Loan from Taekwondo Federation (755-600)			155.00	2
			£4,594.00	1

(21)

Task 10

- (a) The change in the Club's bank position over the year shows an increase by ¹ £2,704 from £1,250 to £3,954. The Club is in a reasonably healthy position. **1 (1 max)**
- (b) Due to a healthy Surplus from the Income and Expenditure Account the Club is at present financially secure. **1**
- (c) Fundraiser Profit £770 **1**
Raffle Profit £750 **1**
- (d) Training Handbooks Profit £312 **1**
- (e) The Accumulated Fund has increased by £2,894 from £1,545 to £4,439. ¹
The Accumulated Fund has made the Club financially secure. **1 (1 max)**
- (6)**

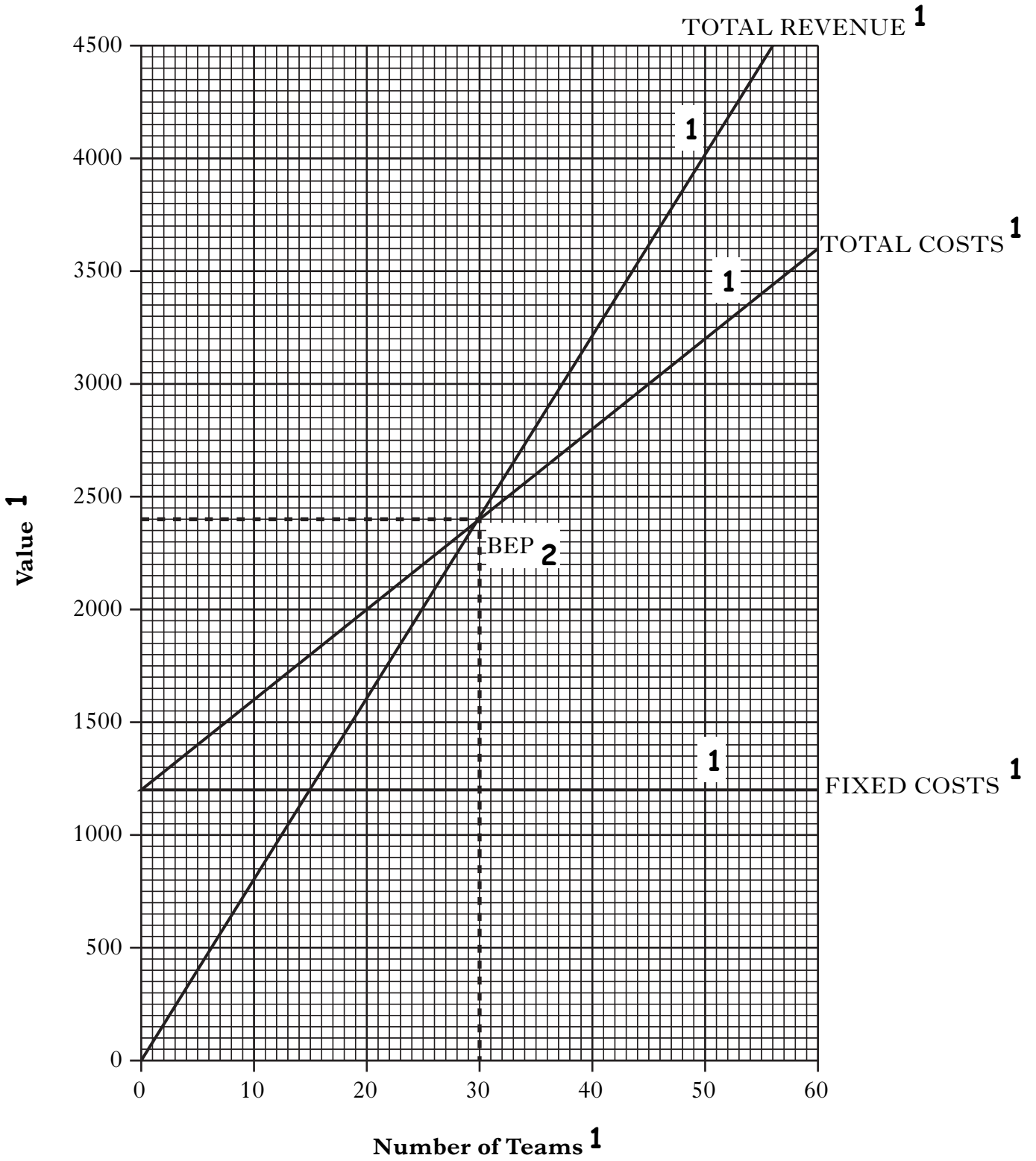
Task 11

Tag Team Tournament Table					
Number of Teams	Fixed Costs	Variable Costs	Total Costs	Total Revenue	
	£	£	£	£	
0	1,200.00	1 0.00	1,200.00	0.00	1
10	1,200.00	400.00	1,600.00	800.00	1
20	1,200.00	800.00	2,000.00	1,600.00	1
30	1,200.00	1,200.00	2,400.00	2,400.00	1
40	1,200.00	1,600.00	2,800.00	3,200.00	1
50	1,200.00	1 2,000.00	3,200.00	4,000.00	1

(8)

Task 12(a)

Tag Team Tournament Break-even Chart ¹



(11)

Task 12

(a) Break-even chart.

(b) (i) Minimum number of teams required if tournament is not to run at a loss is 30. **1**

(ii) 10 teams make a loss of £800 **1**
40 teams make a profit of £400 **1**

(c) If 32 teams take part then the Tournament should take place. **1**

(6)

NATIONAL
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ACCOUNTING AND FINANCE
STANDARD GRADE
PROJECT
General Level
Candidate's Worksheet Task 3

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 Scottish candidate number

AREA	A			B					C		
TASK NUMBER	2 & 4	3	6	1	5	7	8	9	10	11	12
MARKS AVAILABLE FOR TASK(S)	32	22	6	13	23	9	30	21	6	8	17
ACTUAL MARKS FOR TASK(S)											
MARKS AVAILABLE FOR AREA	60			96					31		
ACTUAL MARKS FOR AREA											

The above grid is for teacher's use.

Task 3

The Taekwondo Martial Arts Club

Record of Training Fees paid by members for September 2010

	Day Sessions			Evening Sessions			Weekly Total
	Junior	Concession	Adult	Junior	Concession	Adult	£
Week 1	£ 10	£ 7	£ 5	£ 8	£ 7	£ 30	£ 67
Week 2							
Week 3							
Week 4							
TOTAL FOR MONTH							

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																		
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.