# Management Accounting Techniques Photocopiable resources

These pages may be photocopied for student use.

	п
INVANTARY FACARA	ч
inventory record	ч

- employee's weekly timesheet
- allocation and apportionment table
- work-in-progress calculation
- production and wastage accounts
- budget report
- report

page 2

page 3

page 4

page :

page 6

page 7

page 8

# INVENTORY RECORD

Date		Receipts		Issues			Balance		
	Quantity (units)	Cost per unit	Total Cost	Quantity (units)	Cost per unit	Total Cost	Quantity (units)	Cost per unit	Total Cost
		£	£		£	£		£	£

# **EMPLOYEE'S WEEKLY TIME SHEET**

Employee:	Employee:			Production/Investment Centre:					
Employee nu	mber:		Basic pay per hour:						
	Hours spent on production	Hours worked on indirect work	Notes	Basic pay	Overtime premium £	Total pay			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total									

# **ALLOCATION AND APPORTIONMENT TABLE**

Budgeted overheads	Basis of apportionment	Production centre	Production centre	Support centre	Support centre	Support centre	Totals
		£	£	£	£	£	£
Totals							
Reapportion support centre							
Reapportion support centre							
Reapportion support centre							
Total overheads to production centres							

## **WORK-IN-PROGRESS CALCULATION**

		Work-in-progress						
Cost element	Costs	Completed units	Units	% complete	Equivalent units	Total equivalent	Cost per unit	WIP value
	Α	В	С	D	E	units F	G	н
					CxD	B + E	A÷F	ExG
	£						£	£

# PRODUCTION AND WASTAGE ACCOUNTS

Dr			Productio	n Account			Cr
	Quantity	Unit cost	Total cost		Quantity	Unit cost	Total cost
	£	£	£		£	£	£

Dr Abnormal Wa	stage Account Cr
£	£

Dr	Normal Wastage Account		Cr
	£		£

# **BUDGET REPORT**

	Flexed budget	Actual	Variance	Favourable (F) or Adverse (A)
Volume sold				
	£000	£000	£000	
Sales revenue				
Less costs:				
Direct materials				
Direct labour				
Variable overheads				
Operating profit				

REPORT	
То:	
From:	
Date:	