# Management Accounting Techniques Photocopiable resources

These pages may be photocopied for student use.

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

## INVENTORY RECORD

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									

## EMPLOYEE'S WEEKLY TIME SHEET

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							

## ALLOCATION AND APPORTIONMENT TABLE

			V	Nork-in-prog	gress			
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
					СхD	B + E	A ÷ F	ExG
	£						£	£

## WORK-IN-PROGRESS CALCULATION

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

## PRODUCTION AND WASTAGE ACCOUNTS

Dr Abn	Abnormal Wastage Account		
	£	£	
_			

Dr	Normal Wastage Account		Cr
	£		£

BUDGET	REPORT
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	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:	