

Management Accounting: Costing

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EMPLOYEE'S WEEKLY TIME SHEET

Employee:			Cost/Profit/Investment Centre:			
Employee number:			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	Profit centre £	Profit centre £	Support centre £	Support centre £	Support centre £	Totals £
Totals							
Re-apportion support centre							
Re-apportion support centre							
Re-apportion support centre							
Total overheads to production centres							

PROCESS COSTING ACCOUNTS

Dr	Process Account						Cr
	Quantity	Unit cost £	Total cost £		Quantity	Unit cost £	Total cost £

Dr	Abnormal Gain/Loss* Account	Cr
	£	£

* delete as required

Dr	Normal Loss 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				
Profit from operations				

REPORT

To:

From:

Date: