

**BTEC Business Level 3**

**Handbook**

**Transition tasks to be completed by Year 12 BTEC Level 3**

**BUSINESS ACCOUNTING: UNIT 5**

**Complete all tasks set.**

**Read the relevant sections from the handout given.**

**Learner Agreement**

As a dedicated student of BTEC Business Uxbridge High School, I promise to meet the expectations above. I understand that not doing so, will result in school sanctions, parent meetings, and most importantly, it will have a negative impact on my attainment.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BTEC L3 NATIONAL IN BUSINESS**

**UNIT 5**

**BUSINESS ACCOUNTING**

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| --- | --- |
| **Student’s Name** |  |
| **Assessor’s Name** |  |
| **Date assignment set** |  |
| **Hand in Date** |  |

# Assessment criteria covered within this Unit:

# P1, P2, P3, P4, P5, M1, M2, D1, D2.

# Criteria awarded in this Unit:

**P1, P2, P3, P4, P5, M1, M2, D1, D2.**

**Overall Grade Awarded:**

|  |  |
| --- | --- |
| **Unit grade** |  |
|  |  |
| **IV Grade** |  |

**Name of Assessor………………………… Name of Verifier……………………...**

**Signed…………………………………….. Signed………………………………….**

**Date………………………………………. Date…………………………………….**

**Unit 5 Business Accounting Assignment 1**

**SCENARIO:**

Engaging Enterprise is a local organisation that promotes enterprise in young people and offers help and support to new entrepreneurs. It has recently launched a new scheme called ACORN, a 12 week programme aimed at encouraging and helping

16–25-year-olds to set up in business.

You have been invited along as a guest speaker to give a presentation on the purpose of accounting. Your presentation should address the following questions.

* Why is it important to keep accurate financial records?
* How will these records help the entrepreneur?
* What is meant by revenue and expenditure?
* What types of capital and revenue expenditure can they expect to incur?
* What is the difference between revenue income and capital income?
* What types of revenue and capital expenditure can they expect to incur?

**TASK 1 (P1)**

Describe the purpose of accounts. (P1)

**TASK 2 (P2)**

Explain the difference between capital expenditure and revenue items of expenditure items of expenditure and income.

**Grading Tips for Criteria P1 & P2:**

1. ‘Purpose’ means why something is important and how it will help. In this section of your presentation try to focus on:
   * Why an entrepreneur would have to keep accurate financial records
   * How this would help them in setting up and running a business.

You must include why it is important to have historical data to be able to check on financial performance and position, as well as the planning aspect of accounting. Remember that whenever you use technical language, it is important you explain it in your own words. (P1)

2. To effectively explain the difference between capital and revenue

expenditure items of expenditure and income, you need to cover the

following categorisations:

* Capital income
* Revenue income
* Capital expenditure
* Revenue expenditure

You should make sure you give a clear definition of each item and support with examples appropriate to new entrepreneurs. At this stage you are not expected to calculate profit or to know the impact of the income and expenditure items on profit. (P2)