

Management Accounting Techniques

Photocopiable resources

These pages may be photocopied for student use.

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EMPLOYEE'S WEEKLY TIME SHEET

Employee:			Production/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						

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
To: From: Date: