

Question 2

Time: 35 minutes

Create Table 1 below, using a spreadsheet programme. Show ALL vertical lines, but show horizontal lines ONLY where indicated. Use double line spacing throughout the document.

TABLE 1

*Spaced Caps & bold* → BUDGET PROJECTION FOR JANUARY 2005 *Insert # at head of columns*

Budget Items	Details	Debtors	Creditors	Fixed Assets	Raw Materials	Depreciation	Bank
	balances brought forward	4000	3000	8250	4000	5000	7250
Sales	Projected Sales	8000					
	Estimated Income	<del>8000</del> <del>-6000</del>					
Materials Expenses	Projected Purchases				7000		
	Estimated Payments				-5000		
Selling and Distribution	Projected Payments						-2000
	Depreciation (Fix tures, etc.)					-1500	
Factory Expenses	Projected Payments						-5000
	Depreciation (Plant)					2500	
Labour Expenses	Projected Payments						-7500
		6000	3000	8250	6000	6000	-21750

(25 marks)

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