

# Model Assignment

## Issued September 2011

OCR Administration (Business Professional)

### UNIT 11 (LEVEL 2) - FINANCIAL TRANSACTIONS

**Please note:**

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow learners to meet all the assessment criteria and provide them with sufficient opportunity to demonstrate achievement across the unit.

This unit has a credit value of 3 on the Qualifications and Credit Framework (QCF). The scheme codes for the OCR Administration (Business Professional) qualifications towards which successful completion of this unit assessment may contribute are:

OCR Scheme code	Qualification Title	Qualification Accreditation Number (QAN)
03952	OCR Level 1 Award in Administration (Business Professional)	500/6124/0
03953	OCR Level 1 Certificate in Administration (Business Professional)	500/6122/7
03954	OCR Level 1 Diploma in Administration (Business Professional)	500/6123/9
03955	OCR Level 2 Award in Administration (Business Professional)	500/6124/0
03956	OCR Level 2 Certificate in Administration (Business Professional)	500/6563/4
03957	OCR Level 2 Diploma in Administration (Business Professional)	500/6125/2
03958	OCR Level 3 Award in Administration (Business Professional)	500/6483/6
03959	OCR Level 3 Certificate in Administration (Business Professional)	500/6484/8
03963	OCR Level 3 Diploma in Administration (Business Professional)	500/6485/X

**The QCA Accreditation Number for this unit is: R/502/4712**

This OCR model assignment remains live for the life of these qualifications.

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**G352 11-09**

# Model Assignment: Tutor Information

OCR Administration (Business Professional)

## UNIT 11 (LEVEL 2) - FINANCIAL TRANSACTIONS

### Introduction to the Tasks

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The tasks have been designed to enable learners to demonstrate their skills, knowledge and understanding of professional administration in the business world. The tasks have been set in a simulated company, Sunbeam Care Homes, and some ideas around source data and expectations are indicated in these Notes for Tutors. However, OCR are aware that learners will be working with a wide range of electronic and paper based financial systems. Therefore, tutors are responsible for providing learners with relevant source data in a format that is appropriate for them to work with and which is compatible with systems with which they are familiar.

The tasks could easily be adapted to be set within a real office environment using real data.

The tasks must take place over a sufficient period of time for at least 30 items of varying expenditure to have been analysed across at least six headings. The petty cash account must have been balanced at least three times.

The tasks have been designed so that all of the assessment criteria in Unit 11 are addressed.

**These guidance notes must be used in conjunction with the unit specification and Centre Handbook.**

## Scope of permitted Model Assignment modification

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The model assignment is self-contained in its present form. The set of tasks form a coherent whole addressing all the Assessment Criteria [AC].

**No changes to the Assessment Criteria are permitted.** However, the model assignment can be changed in terms of the introductory scenario, which can be contextualised or amended. The scenario must still be set within a business context and must have a clear business purpose/objective.

The following would remain broadly the same, providing a common structure for the range of model assignments produced:

- individual learners' evidence for practical activities
- controls for task taking
- links to other unit assignments, learning and work experience

**If modifications are made to the model assignment it is up to the centre to ensure that all assessment criteria are adequately covered.**

## Checklist of types of evidence

When completing this model assignment it may be possible to generate evidence for completing a task in a variety of formats. This list is not exhaustive and will depend on the approach taken to complete the task or model assignment. In some cases the task will require a specific format for the outcome and this will be clearly marked in the table with these items in bold.

<b>Task activity</b>	<b>Examples of evidence – specifically required items in bold</b>	<b>Assessment Criteria coverage</b>
<b>Task 1</b> Administering a petty cash system	<ul style="list-style-type: none"> <li>• <b>Completed checklist</b></li> </ul>	<b>Assessment Criteria</b> <ul style="list-style-type: none"> <li>• 1.1</li> <li>• 1.2</li> <li>• 1.3</li> <li>• 1.4</li> </ul>
<b>Task 2</b> Dealing with petty cash	<ul style="list-style-type: none"> <li>• <b>Witness Statement</b></li> <li>• <b>Petty cash analysis book / print out of spreadsheet</b></li> </ul>	<b>Assessment Criteria</b> <ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.2</li> <li>• 2.3</li> </ul>
<b>Task 3</b> Processing payments from customers	<ul style="list-style-type: none"> <li>• <b>Copies of account book / print out of spreadsheet</b></li> </ul>	<b>Assessment Criterion</b> <ul style="list-style-type: none"> <li>• 3.1</li> </ul>
<b>Task 4</b> Processing payments	<ul style="list-style-type: none"> <li>• <b>Completed instruction sheet</b></li> </ul>	<b>Assessment Criteria</b> <ul style="list-style-type: none"> <li>• 3.1</li> <li>• 3.2</li> </ul>

# Witness Statement – Task 2

This form is to be used to testify or corroborate what has actually been observed.

Witnesses are people who can comment on work/performance/activities and can be:

- A qualified tutor/assessor
- Someone who has competence in the subject and a knowledge of the evidence requirements of the qualification.

AC 2.1, 2.2 & 2.3	Task 2 – Dealing with petty cash
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LEARNER NAME	
CENTRE NUMBER	
Date/s of activity	

## ASSESSOR FEEDBACK

Assessment Criterion 2.1 Perform petty cash transactions	
Assessor comments	
Assessment Criterion 2.2 Identify petty cash discrepancies	
Assessor comments	

<b>Assessment Criterion 2.3</b> <b>Resolve petty cash discrepancies</b>	
<b>Assessor comments</b>	

<b>GENERAL COMMENTS</b>

**I confirm that the learner above has achieved each of the Assessment Criteria listed whilst performing the tasks above.**

**Signed (Witness):** \_\_\_\_\_

**Name and position** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Model Assignment: Learner Information

OCR Administration (Business Professional)

## UNIT 11 (LEVEL 2) - FINANCIAL TRANSACTIONS

Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the unit.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I use other people's work?*

A No. The work that you produce must be your own and you may be asked to sign a declaration confirming this. You should never copy the work of other learners or allow other learners to copy your work. Any information that you use from other sources, e.g. books, newspapers, professional journals or the Internet must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, e.g. hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s) and agreed with your tutor. For some work, e.g. presentations, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet will usually be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is has your name and the unit title clearly marked and that it is in the correct order for assessment.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment objectives in the qualification specification. The work will then be sent to an OCR Moderator to ensure that assessors from all centres are marking correctly. You have not passed this unit until this is confirmed by OCR.

Q *Will my work be returned?*

A Submitted work will not be returned so please ensure you keep copies of everything you produce.



# Scenario

## Sunbeam Care Ltd

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Sunbeam Care Ltd is a relatively new private company which specialises in running care homes for the elderly. You work as an administration assistant within one of the care homes. Your line manager is Eileen Martin, the administration manager.

Each care home has to invoice its individual customers/clients or local authorities (which place clients in the care of Sunbeam Care Ltd) on a monthly basis.

Part of your job is receiving and recording the payments made by clients and local authorities. Eileen has, however, recently spoken to you about also taking on the responsibility of dealing with the petty cash as another member of staff is about to leave.

# Tasks

## Introduction

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In order to achieve this unit you are required to administer a petty cash system over a period of time and manage customer accounts.

## Task 1: Administering a Petty Cash System

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### Assessment Criteria 1.1, 1.2, 1.3 and 1.4

When Eileen was discussing with you the handling of the petty cash system becoming part of your duties, she said that all Sunbeam Care Ltd employees who deal with petty cash must first complete a company knowledge checklist.

#### Your task is to:

- complete the petty cash checklist below

### SUNBEAM CARE HOMES

**All staff involved in administering the petty cash system should complete this knowledge checklist and have it approved by their supervisor BEFORE taking over responsibility for the system.**

1. What is the purpose of petty cash?
2. Explain three essential principles/procedures for maintaining our petty cash system.
3. Describe two ways in which we could keep our petty cash funds secure.
4. Why should you balance the petty cash records on a regular basis?

5. Explain why you should check all petty cash claims for accuracy.
6. What could happen if you do not maintain security when dealing with the payment of petty cash?
7. How would you reconcile your written records with the actual cash?
8. What would you do if there was a discrepancy?

Your evidence will be the completed checklist.

## Task 2: Dealing with petty cash

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### Assessment Criteria 2.1, 2.2 and 2.3

Sunbeam Care Ltd operates a monthly petty cash system within each of its care homes. An initial float of £400 was provided for each care home and the money spent each month is reimbursed at the start of the following month. The cash in hand balance as at 30 June was £157.93.

The petty cash needs to be analysed and balanced as at the end of July, August and September.

### Your task is to:

- authorise each petty cash voucher
- use the petty cash vouchers (Appendix 1) for the months of July, August and September and the petty cash analysis sheets (Appendix 2) to complete the petty cash analysis for each of the three months
- bring down the balance at the end of each month
- restore the imprest/float as at the start of the following month.

Your evidence will be:

- an accurately completed petty cash analysis book or spreadsheet, including:
  - ✓ evidence over a three month period
  - ✓ indication of balance at the start and end of each month
  - ✓ accurate restoration of float/imprest.

There should be no inaccuracies in the cash analysis book or spreadsheet as this scheme seeks to emulate the real work environment and accurate financial records are essential.

- a completed Witness Statement.

### Task 3: Receiving payments from customers

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#### Assessment Criterion: 3.1

Your job role also includes handling payments made by the customers/clients of Sunbeam Care Ltd – the residents of the care homes. The system used by Sunbeam Care Ltd is to record each payment received against the invoice previously sent to the individual client or local authority. All payments received are banked by Eileen Martin on a daily basis.

This morning you have received the following payments either by cheque or by notification of BACS payments. One of the clients has also paid in cash.

- Mr Overbeek – Invoice No P37985 for £785.30 – Cheque for £785.30
- Mrs Johnson – Invoice No P37951 for £1595.76 – Cheque for £1595.76
- Miss Waters – Invoice No P37968 for £1046.10 – Cheque for £1406.10
- Westshire District Council – Invoice No P37815 for £5090.00 – BACS for £4962.75 (less 2.5% prompt payment discount)
- Deeside District Council – Invoice No P37853 for £9460.00 – BACS for £9460.00
- Miss Huang – Invoice No 38002 for £651.96 – Cash payment of £651.96.

**Your task is to:**

- appropriately record each of these payments received from customers. There should be no inaccuracies in the cash analysis book or spreadsheet as this scheme seeks to emulate the real work environment and accurate financial records are essential.

Your evidence will be a copy of the account book or recording spreadsheet used.

## Task 4: Processing payments

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### Assessment Criteria: 3.1 and 3.2

You are about to go on leave for two weeks and a relatively inexperienced member of staff (Kevin Ball) is to record payments received from customers and payments made to customers in your absence.

#### Your task is to:

- create an information sheet which you can give to Kevin to use whilst you are away on leave.

The instruction sheet must include the following:

- ✓ the reasons why Sunbeam Care Ltd needs to accurately record all payments received from customers
- ✓ how Sunbeam Care Ltd processes such payments received from customers
- ✓ how Sunbeam Care Ltd processes such payments paid to customers
- ✓ the reasons why Sunbeam Care Ltd needs to accurately record all payments made to customers
- ✓ state how the instructions comply with organisational policies.

Your evidence will be the instruction sheet. A set of bullet points is only acceptable where the points are expanded to provide further explanation.

## Appendix 1

Petty Cash Voucher		Voucher No 392	Date 03 July	
For what required		£	p	
Scissors		5	48	
Tea and coffee		10	86	
VAT		0	96	
<b>Total</b>		17	30	
<b>Signature</b>		<i>Louise Williams</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 393	Date 04 July	
For what required		£	P	
Postage - parcel		5	26	
<b>Total</b>		5	26	
<b>Signature</b>		<i>Terry Flood</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 394	Date 06 July	
For what required		£	p	
6 coffee cups		7	20	
Parcel post		3	76	
VAT		1	26	
<b>Total</b>		12	22	
<b>Signature</b>		<i>Terry Flood</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 395	Date 08 July	
For what required		£	p	
Envelopes		5	24	
Glue stick		1	62	
VAT		1	21	
<b>Total</b>		8	07	
<b>Signature</b>		<i>Lakis Andreas</i>		
<b>Authorised by</b>				

Petty Cash Voucher	Voucher No 396	Date 10 July	
For what required	£	p	
Computer mouse (including £2.98 VAT)	19	99	
<b>Total</b>	19	99	
<b>Signature</b>	<i>Roy Meade</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 397	Date 10 July	
For what required	£	p	
Parcel post	6	29	
Postage stamps	10	40	
Sugar	0	89	
<b>Total</b>	17	58	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 398	Date 12 July	
For what required	£	p	
Petrol	21	27	
Car sponge	2	50	
VAT	4	16	
<b>Total</b>	27	93	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 399	Date 15 July	
For what required	£	p	
Seat covers for delivery van (including £3.22 VAT)	24	99	
<b>Total</b>	24	99	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 400	Date 18 July	
For what required	£	p	
Self-stick notes	2	65	
Staples	1	08	
VAT	0	65	
<b>Total</b>	4	38	
<b>Signature</b>	<i>Lakis Andreas</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 401	Date 20 July	
For what required	£	p	
Newspapers	18	00	
<b>Total</b>	18	00	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 402	Date 22 July	
For what required	£	p	
Milk	11	66	
Postage stamps	19	50	
<b>Total</b>	31	16	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 403	Date 29 July	
For what required	£	p	
Extension power lead	3	27	
Padlock	8	16	
VAT	2	00	
<b>Total</b>	13	43	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			



Petty Cash Voucher	Voucher No 404	Date 03 August	
For what required	£	p	
Milk	5	30	
Tea and coffee	15	89	
<b>Total</b>	21	19	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 405	Date 06 August	
For what required	£	p	
Petrol (including £4.47 VAT)	30	00	
<b>Total</b>	30	00	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 406	Date 08 August	
For what required	£	p	
Postage stamps	12	68	
Parcel postage	5	37	
Parcel postage	4	65	
Glue	1	34	
VAT	0	23	
<b>Total</b>	24	27	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 407	Date 10 August	
For what required	£	p	
White paint	10	99	
Paint brush	1	99	
VAT	2	27	
<b>Total</b>	15	25	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher		Voucher No 408	Date 15 August	
For what required		£	p	
Milk		5	24	
Tea		4	26	
Chocolate biscuits		3	65	
VAT		0	69	
<b>Total</b>		13	84	
<b>Signature</b>		<i>Louise Williams</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 409	Date 18 August	
For what required		£	p	
Petrol		20	42	
VAT		3	58	
<b>Total</b>		24	00	
<b>Signature</b>		<i>Dean Brown</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 410	Date 20 August	
For what required		£	p	
Postage stamps		9	67	
Parcel post		5	84	
Recorded delivery postage		4	29	
<b>Total</b>		19	80	
<b>Signature</b>		<i>Terry Flood</i>		
<b>Authorised by</b>				

Petty Cash Voucher		Voucher No 411	Date 22 August	
For what required		£	p	
Newspapers		19	80	
Magazines		8	50	
<b>Total</b>		28	30	
<b>Signature</b>		<i>Sonia Ryecroft</i>		
<b>Authorised by</b>				

Petty Cash Voucher	Voucher No 412	Date 22 August	
For what required	£	p	
Milk	13	86	
Tea and coffee	10	27	
Chocolate biscuits	7	84	
VAT	1	37	
<b>Total</b>	33	34	
<b>Signature</b>	<i>Sonia Ryecroft</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 413	Date 22 August	
For what required	£	p	
Postages	5	34	
<b>Total</b>	5	34	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 414	Date 23 August	
For what required	£	p	
Petrol	12	76	
VAT	2	24	
<b>Total</b>	15	00	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 415	Date 28 August	
For what required	£	p	
Milk	3	67	
Coffee	5	49	
Chocolate biscuits	1	36	
VAT	0	24	
<b>Total</b>	10	76	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 416	Date 04 September	
For what required	£	p	
Large envelopes	7	76	
Small envelopes	4	34	
Self-adhesive labels	5	94	
VAT	3	16	
<b>Total</b>	21	20	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 417	Date 09 September	
For what required	£	p	
Postage stamps	12	45	
Parcel post	6	27	
Guaranteed delivery	5	44	
Glue stick	2	65	
VAT	0	46	
<b>Total</b>	27	27	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 418	Date 10 September	
For what required	£	p	
Cleaning materials	25	34	
Sugar and sweeteners	4	34	
VAT	4	43	
<b>Total</b>	34	11	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 419	Date 12 September	
For what required	£	p	
Newspapers	13	50	
Self-adhesive labels	4	32	
VAT	0	76	
<b>Total</b>	18	58	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 420	Date 15 September	
For what required	£	p	
Milk	7	90	
Tea and coffee	8	54	
Sugar	4	76	
Chocolate biscuits	8	34	
VAT	1	46	
<b>Total</b>	31	00	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 421	Date 15 September	
For what required	£	p	
Petrol (including £5.22 VAT)	35	00	
<b>Total</b>	35	00	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 422	Date 17 September	
For what required	£	p	
Postage stamps	15	00	
Guaranteed delivery	6	34	
<b>Total</b>	21	34	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 423	Date 17 September	
For what required	£	p	
Flowers (Gift for sick member of staff)	15	00	
Office flowers (including £5.96 VAT)	25	00	
<b>Total</b>	40	00	
<b>Signature</b>	<i>Sonia Ryecroft</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 424	Date 20 September	
For what required	£	p	
Self-adhesive labels	4	85	
Self-stick notes	3	28	
Staples	4	89	
Large envelopes	5	62	
VAT	3	26	
<b>Total</b>	21	90	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 425	Date 29 September	
For what required	£	p	
Petrol (including £4.02 VAT)	27	00	
Car cleaning materials (including £1.79 VAT)	12	00	
<b>Total</b>	39	00	
<b>Signature</b>	<i>Dean Brown</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 426	Date 29 September	
For what required	£	p	
Milk	12	38	
Tea and coffee	14	58	
Sugar	4	47	
Chocolate biscuits	10	82	
VAT	1	89	
<b>Total</b>	44	14	
<b>Signature</b>	<i>Louise Williams</i>		
<b>Authorised by</b>			

Petty Cash Voucher	Voucher No 427	Date 29 September	
For what required	£	p	
Newspapers	15	30	
<b>Total</b>	15	30	
<b>Signature</b>	<i>Terry Flood</i>		
<b>Authorised by</b>			



# Learner Evidence Checklist

OCR Administration (Business Professional)

## UNIT 11 (LEVEL 2) - FINANCIAL TRANSACTIONS

LEARNER NAME: \_\_\_\_\_

CENTRE NUMBER: \_\_\_\_\_

Task 1 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Completed checklist	

Task 2 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Witness Statement	
<input type="checkbox"/> Copies of pages from petty cash analysis book / print out of spreadsheet	

Task 3 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Copies of pages from account book / print out of spreadsheet	

Task 4 evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Completed instruction sheet	



**I confirm that the items listed above are attached. These have been assessed and provide sufficient evidence to demonstrate that the learner has achieved all of the assessment criteria for this unit.**

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

**Name and position** \_\_\_\_\_

**Date:** \_\_\_\_\_