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ICT

Level 2

Challenge: Not A Penny More

Solutions

Task 1

You are working as a self-employed plumber.

You need to design and create an invoice that you can give to your customers. The invoice should describe the items that you have used or supplied along with your labour costs. An invoice is a document that asks the customer to pay for what you have done or supplied.

It should contain:

- your business name and address (P 4 Plumbing, 4 Westoe Court, Ollerton, Nottinghamshire, N43 UTP, 0115 4356785)
- VAT registration number - 0893454322
- the invoice date and an invoice number
- a breakdown of costs
- a subtotal without VAT
- VAT added (17.5%)
- an overall total including VAT

Use an ICT Package to create an invoice that includes the following information:

- Customer: G. Jones, 1, Park Avenue, Buxton, Nottinghamshire, N43 2AG
- Invoice number: 143
- Parts: 1 x Water tank @ £156.00 and 3 x copper pipes @£5.30 each
- Labour: Emergency callout fee of £50.00 and 5 hours labour @ £25.00 an hour



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Task 2

You need to submit your expenses claim to your accountant so that you get back the travel and other expenses that you incurred while working last month.

Feedback

Your spreadsheet could look something like this.

	A	B	C	D	E	F	G	H
1	Expenses form - all contractors							
2	Personal Details							
3	First Name							
4	Last name							
5	Date	Details of claim	Business Mileage	Hotel	Food expenses			
6								
7								
8								
9								
10								
11		Total business miles						
12		Rate per mile						
13	Sub-Totals			£0.40	£0.00	£0.00		
14								
15								
16								
17	CLAIMANT							
18	Signature _____		Approved					
19	Date		Date					



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Feedback

- 1 → This is important for the company to keep track of the expenses for an individual.
- 2 → Adding the date of the claim allows the contractor to track and confirm jobs completed.
- 3 → Listing the jobs being claimed for is important for the contractor to ensure that they are paying out for the correct jobs.
- 4 → You can claim for business mileage which will cover the general wear and tear of your vehicle if you use your own car for work. This is normally 40p per mile but can differ from company to company.
- 5 → It is important to list all hotel expenses and include receipts or confirmations with your claim.
- 6 → Food can sometimes be claimed back on your overnight business trips. Again you should always include receipts where possible.
- 7 → The formula for the subtotal would need to include the total number of miles multiplied by the rate per mile

Firstly the formula for the business miles total **=SUM(C6:C10)**

Then the formula for the business miles multiplied by 40p **= C11*0.40**

The total cell should be formatted as currency, the miles cells should be number only.

- 8 → The formula for the hotel expenses would be **=SUM(D6:D10)**

Remember these cells should be formatted as currency cells.

- 9 → The formula for the food expenses would be **=SUM(E6:E10)**

Remember these cells should be formatted as currency cells

- 10 → The formula for the total of your claim would be the sum of all the subtotals. **=SUM(C13:E13)**

With this spreadsheet set up, you can add extra lines and details for additional jobs.

It is advisable to have somewhere at the bottom for you to sign that the claim is correct and for the person you are claiming from to sign and approve the claim.



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Task 3

You have to send in your claim for the month. Using the spreadsheet you have created add these details to work out how much you are owed.

Job 1

1st June 09
Emergency callout Matfen
Business mileage - 80
No Hotel
No food expenses

Job 2

4th - 8th June 09
Site Work in Dewsbury
Business mileage - 260 miles
4 nights @ £40.00
Food - £35.00

Job 3

14th June 09
Callout in Stamford
Business mileage - 60 miles
No Hotel
No food

Job 4

15th - 17th June 09
Site Work in Dewsbury
Business mileage - 240 miles
2 nights @ £40.00
Food - £20.00

The business miles total is:

£ 256.00

The accommodation total is:

£ 240.00

The food total is:

£ 55.00

The total to claim is:

£ 551.00



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Feedback

Your spreadsheet could look something like this.

	A	B	C	D	E	F	G	H	
1	Expenses form - all contractors								
2	Personal Details								
3	First Name								
4	Last name								
5	Date	Details of claim	Business Mileage	Hotel	Food expenses				
6	01/06/2009	Matfen Emergency Callout	80	£0.00	£0.00				
7	4 -8 June 09	Site Work Dewsbury	260	£160.00	£35.00				
8	14-Jun-09	Stamford Callout	60	£0.00	£0.00				
9	15 - 17 June 09	Site Work Dewsbury	240	£80.00	£20.00				
10									
11	Total business miles		640						
12	Rate per mile		£0.40						
13	Sub-Totals		£256.00	£240.00	£55.00				
14									
15						TOTAL CLAIM	£551.00		
16									
17	CLAIMANT								
18	Signature _____		Approved						
19	Date		Date						

Accuracy is very important when you are preparing documents such as expense forms. Once you have created an expense form that works, you'll be able to use it many times by just adding different details and numbers.