



ICT

Level 2

Challenge: Not A Penny More

Introduction

Name:

Date:

In this challenge, you run your own plumbing business and need to:

- design an invoice to send to a customer
- create a spreadsheet to help to keep track of your expenses
- find out the total claimed using your spreadsheet

Once you have completed the challenge, compare your answers with those on the 'Solutions' sheet.

Equipment

It would be useful to have the access to:

- a pen or pencil, a highlighter pen and an eraser
- a computer system with a spreadsheet package installed

If you find it helpful, use the 'Your notes' area for any notes you need to make.

Learning

In this challenge, you will be practicing the functional skills of:

Functional ICT Level 2

- Use ICT 2.1 - use ICT to effectively plan work
- Develop & present 1.3 - enter, develop and format text to maximise clarity
- Develop & present 1.6 - enter, develop, organise numerical information that is fit for purpose
- Develop & present 1.7 - format numerical information appropriately
- Develop & present 3.1 - work accurately and proof read using appropriate software
- Develop & present 3.2 - produce information using accepted layouts and conventions

Functional Maths Level 1

- Solve problems requiring calculations using money
- Understand outcomes, check calculations and explain results
- Add and subtract decimals up to two decimal places

Related learning

Maths Level 2 challenge 'Gardeners' World' uses work and wages as a central theme.



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Glossary

Invoice or bill

A document requesting payment in return for goods or services supplied

VAT

Value Added Tax. It is a tax set by the Government that most businesses have to add to any bill or invoice. Different VAT rates apply to different items

breakdown

The different categories on an invoice such as parts, labour and travel

expenses

The money spent in the process of carrying out a job for someone else such as fuel, hotels and meals

subtotal

The sum of part of a group of figures



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Task 1 of 3

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 (15%)
- 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

Your notes



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Task 2 of 3

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.

Create a spreadsheet which includes all these details:

- your name
- dates and details of the jobs (work done) for a customer
- business mileage - the miles you travelled to get to the customer
- hotel expenses - hotels bills that you had to pay if you stayed overnight
- food expenses - cost of any food that you had to buy while working on a job

Your spreadsheet must:

- calculate the total for all the business miles that you have travelled and calculate the amount you are claiming back (Note: you claim 40p per mile for your business mileage).
- calculate the subtotals for hotel expenses, business miles and food expenses
- calculate the total amount that you need to claim back for all of the expenses that you incurred last month while working.

Your notes



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Task 3 of 3

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:

£

The accommodation total is:

£

The food total is:

£

The total to claim is:

£