

PRESENTATION ON COST SHEET'S PERFORMA

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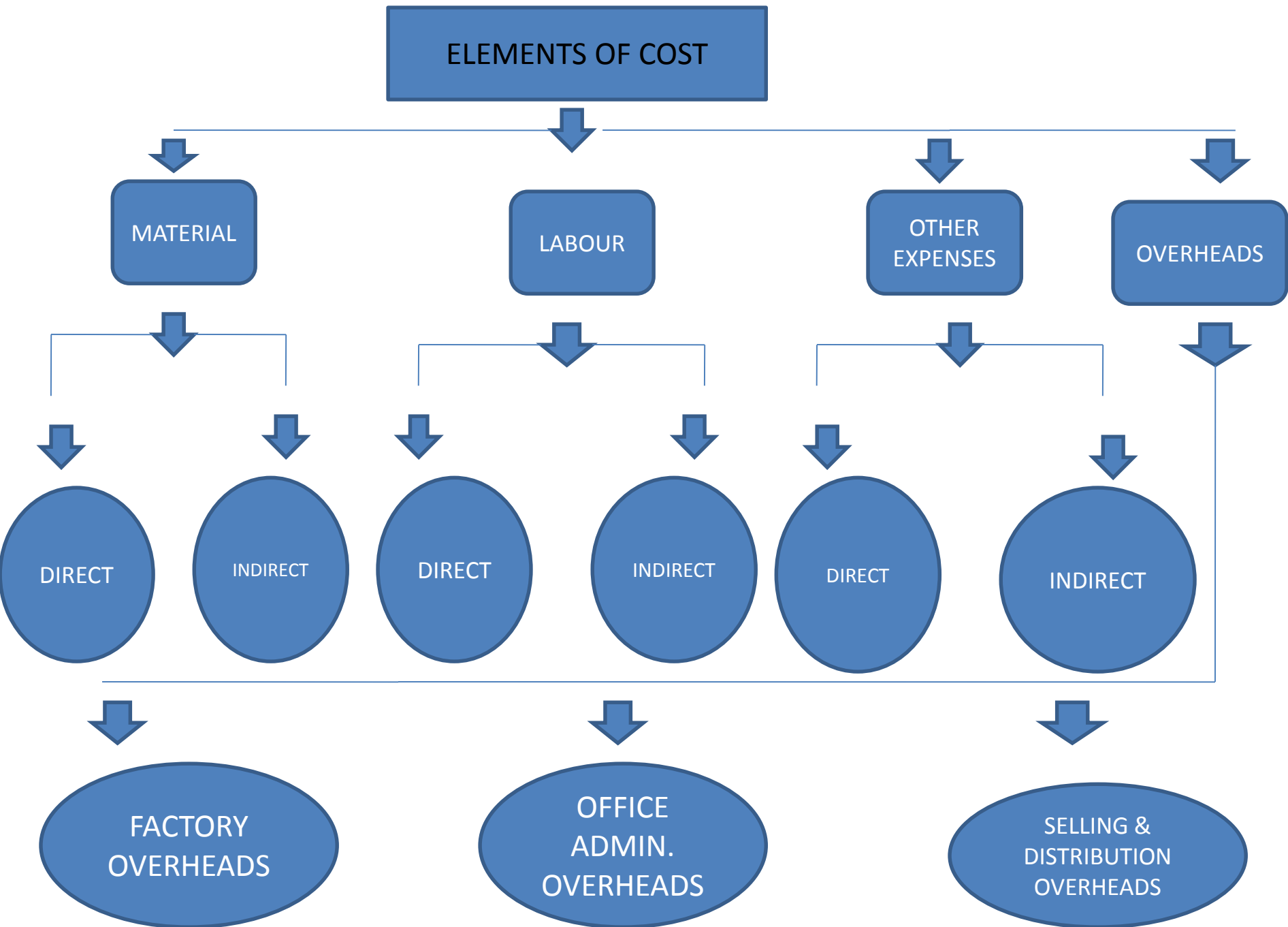


WHAT IS COST SHEET?

COST SHEET IS A STATEMENT DESIGNED TO SHOW THE OUTPUT OF A PARTICULAR ACCOUNTING PERIOD ALONGWITH BREAK-UP OF COSTS. IT IS A DETAILED STATEMENT OF ELEMENTS OF COST INCURRED IN PRODUCTION,ARRANGED IN A LOGICAL ORDER UNDER DIFFERENT HEADS SUCH AS MATRIALS,LABOUR AND OVERHEADS,PREPARED AT SHORT INTERVALS OF TIME.

DEFINITION

A DOCUMENT THAT REFLECTS THE COST OF THE ITEMS AND SERVICES REQUIRED BY A PARTICULAR PROJECT OR DEPARTMENT FOR THE PERFORMANCE OF ITS BUSINESS PURPOSES.



ELEMENTS OF COST

MATERIAL

LABOUR

OTHER EXPENSES

OVERHEADS

DIRECT

INDIRECT

DIRECT

INDIRECT

DIRECT

INDIRECT

FACTORY OVERHEADS

OFFICE ADMIN. OVERHEADS

SELLING & DISTRIBUTION OVERHEADS



PERFORMA OF COST SHEET

PARTICULARS	TOTAL COST(Rs.)	COST PER UNIT(Rs.)
OPENING STOCK OF RAW MATERIAL	---	
ADD:- PURCHASE OF RAW MATERIAL		
PURCHASE EXPENSES		
CARRIAG INWARDS		
OCTROI & CUSTOM DUTY		
FRIEGHT ON PURCHASE OF MATERIAL		
LESS:- PURCHASE RETURNS		
ABNORMAL LOSS OF RAW MATERIAL		
CLOSING STOCK OF RAW MATERIAL		
COST OF DIRCT MATRIAL CONSUMED		
ADD:- DIRECT WAGES/LABOUR		
DIRECT EXPENSES		
ROYALTY		
DIRECT COST/PRIME COST	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
ADD:- WORK OF FACTORY OVERHEADS		
INDIRECT MATERIAL		
INDIRECT WAGES		
LEAVE WAGS		
BONUS TO WORKERS		
OVERTIME WAGES		
FUEL AND POWER		
RENT AND TAXES		

PARTICULAR	TOTAL COST(Rs.)	COST PER UNIT(Rs.)
INSURANCE		
FACTORY LIGHTING		
SUPERVISOR SALARY		
WORKS STATIONARY		
CANTEEN AND WELFARE EXPENSES		
REPAIR'S EXPENSES		
WORKERS SALARIES		
DEPRICIATION OF P&M		
WORKS EXPENSES		
GAS & WATER		
TECHNICAL DIRECTORS FEES		
LABORATORY EXPENSES		
WORKS TRANSPORT EXPENSES		
WORKS TELEPHONE EXPENSES		
LOOSE TOOLS WRITTEN OFF		
WATER SUPPLY(FACTORY)		
GENERAL MANAGER'S- REMUNERATION(FACTORY)		
INDIRECT EXPENSES		
FACTORY COST INCURRED		

PARTICULARS	TOTAL COST(Rs.)	COST PER UNIT(Rs.)
ADD:-OPENING STOCK OF WORK-IN-PROGRESS		
LESS:-CLOSING STOCK OF WORK-IN-PROGRESS		
LESS:- SALE OF WASTE(SCRAP) WORK COST		
ADD:- OFFICE AND ADMINISTRATIVE OVERHEADS	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
OFFICE SALARIES		
DIRECTORS FEES		
OFFICE RATES & RENTS		
OFFICE SATIONARY AND PRINTING		
SUNDARY OFFICE EXPENSES		
DEPRICIATION ON OFFICE FURNITURE		
OFFICE LIGHTINGS		
ESTABLISHMENT CHARGES		
DIRETORS TRAVELLING EXPENSES		
CONSULTANTS FEES		
CONTRIBUTION TO PROVIDENT FUNDS		
POSTAGE EXPENSES		
LEGAL CHARGES		
AUDIT FEES		
BANK CHARGES		

PARTICULARS	TOTAL COST(Rs.)	COST PER UNIT(Rs.)
BANK COMMISSION		
DEPRICIATION & REPAIRS OF OFFICE EQUIPMENTS		
BONUS TO STAFF		
LIGHETING & HEATING OF ADMIN. BUILDING		
OFFICE INSURANCE		
GENERAL MANAGER'S REMUNERATION(OFFICE)		
TELEPHONE & TELEGRAM		
INVTIGATION & EXPERIMETAL CHARGES		
WAGES OF CLERKS		
MICSCCELLANEOUS FIXED CHARGES		
SECRETARIES & ACCOUNTANTS SALARIES		
COST OF PRODUCTION	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
ADD:- OPENING STOCK OF FINISHED GOODS		
LESS:- CLOSING STOCK OF FINISHED GOODS		
COST OF GOODS SOLD	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
ADD:- SELLING AND DISTRIBUTION OVERHEADS		
ADVERTISING EXPENSES		
SHOW ROOM EXPENSES		
SALESMAN'S SALARIES & EXPENSES		
PACKING EXPENSES		
CARRAIGE OUTWARDS		
COMMISSION OF SALES AGENTS		

PARTICULARS	TOTAL COST(Rs.)	COST PER UNITS(Rs.)
COST OF CATALOGUES		
EXPENSES OF DELIVERY VAN		
COLLECTION OF CHARGES		
TRAVELLING EXPENSES OF SALESMANS		
COST OF TENDERS		
WAREHOUSE EXPENSES		
SALES MANAGER'S SALARIES		
INSURANCE OF SHOWROOM		
SALES DIRECTOR'S FEES		
SALES OFFICE EXPENSES		
RENT OF SALES OFFICE		
REPAIR/DEPRICIATION OF DELIVERY VAN		
EXPENSES OF SALES BRANCH ESTABLISHMENTS		
BRANCH OFFICE EXPENSES		
DEPRICIATION OF SALES OFFICE APPLIANCES		
BAD DEBTS		
COST OF PARTICIPATION IN INDUSTRIAL FAIRS		
COST OF FREE GIFTS		
COST OF FREE AFTER SALE SERVICES		
EXPENSES ON LOADIND AND UNLOADING		
SALARY OF DELIVERY MAN		
CUSTOM DUTIES		

PARTICULARS	TOTAL COST(Rs.)	COST PER UNIT (Rs.)
TOTAL COST	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
PROFIT/LOSS(SALES- TOTAL COST)	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>
SALES	<u>XXXXXXXXXX</u>	<u>XXXXXXXXXX</u>