



BSBTEC302

ASSESSOR GUIDE

Design and produce spreadsheets

Assessment 4 of 5

Project

Assessment Details

Task overview: Business Budget

For this task, you must plan, design, produce and finalise a business budget in a spreadsheet.

Additional resources and supporting documents

To complete this assessment, you will need:

- Access to your learning materials.
- Access to a computer, Internet, spreadsheet, and email software.
- CBSA Financial Data (Jul, Aug, Sep) – (provided below)
- [BSBTEC302_02_Email Template CBSA](#) – (located on LMS)
- Digital device user information.

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.



Assessment Instructions

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- Digital device user information.

Task instructions: Business Budget

For this task, you must plan, design, produce and finalise a business budget in a spreadsheet.

To commence, read the following email and its attachment, then complete the following tasks.



To: Erin Bright (e.bright@cbsa.com.au)
From: Gavin Stead (gavin.stead@cbsa.com.au)
Date/time: Friday 10:05 a.m.
Subject: Budget (Jul, Aug, Sep)
Attachment: CBSA Financial Data (Jul, Aug, Sep)

Good morning Erin,

I am writing to you as I would like to request your administrative assistance to help draft our budget for Jul, Aug, Sep. This information must be presented clearly, concisely, and logically as the management team will use it for decision-making purposes.

I am keen to get your input concerning the planning and design of the spreadsheet document. However, all information must be presented in tabular form (columns and rows), and I'd like the data presented in the following order:

- revenue items
- total revenue
- Cost of Goods Sold
- Total Cost of Goods Sold (COGS)
- expense items
- total expenses.

To create the budget spreadsheet, ensure you download and adhere to our BD002 CBSA Style Guide concerning the logo, font, and colour themes. Also, see the attached CBSA – Financial Data for Jul, Aug, Sep, as this is the data that must be entered into the spreadsheet.

The financial data includes budgeted figures as well as actual figures. I will need you to calculate the difference between these two figures. Therefore, ensure you add a column titled 'variance' as this is the difference between budgeted and actual figures.

I will also need you to calculate the totals indicated above (total revenue, total cost of goods sold and total expenses).

Regarding the actual figures, I require you to perform the following calculation regarding Profit or Loss. Please make provisions for the calculation and data in the spreadsheet. The formulae I require you to input and use are as follows:

- Total Revenue less COGS equals Gross Profit
- Gross Profit less all other operating Expenses equals either Profit or Loss.

Considering the above requirements, I advise that you create three worksheets as follows:

- Worksheet 1 – Budgeted Figures
- Worksheet 2 – Actual Figures along with Profit or Loss calculations
- Worksheet 3 – Budgeted Figures as compared to Actual Figures (Variance).

Present all financial information using a suitable software application such as MS Excel, which is compatible with our resources and relevant policies and procedures.

Once you have completed the spreadsheet, please save it as CBSA Budget v1 and email it to me as I would like to review it as soon as possible.

Thank you for your assistance with this important project, and I look forward to hearing from you soon.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Attachment: Financial Data (Jul, Aug, Sep)

FINANCIAL DATA			
Budgeted Figures			
Revenue – Budgeted			
	Jul	Aug	Sep
IT Services	\$331,000.00	\$331,000.00	\$331,000.00
Financial Services	\$430,000.00	\$430,000.00	\$430,000.00
Business Services	\$660,000.00	\$660,000.00	\$660,000.00
HR Services	\$280,000.00	\$280,000.00	\$280,000.00
Training services	\$60,000.00	\$60,000.00	\$60,000.00
Total Budgeted Revenue			
Cost of Goods Sold			
Purchases	\$10,500.00	\$10,500.00	\$10,500.00
Total Budgeted Cost of Goods Sold			
Expenses – Budgeted			

FINANCIAL DATA			
Budgeted Figures			
Office Lease	\$33,333.00	\$33,333.00	\$33,333.00
Travel Expenses	\$30,000.00	\$30,000.00	\$30,000.00
Insurance	\$5,350.00	\$5,350.00	\$5,350.00
Wages and Salaries	\$930,000.00	\$930,000.00	\$930,000.00
Running Expenses	\$2,250.00	\$2,250.00	\$2,250.00
Utilities	\$2,800.00	\$2,800.00	\$2,800.00
Total Budgeted Expenses			
Actual Figures			
Revenue – Actual			
	Jul	Aug	Sep
IT Services	\$330,000.00	\$400,000.00	\$335,000.00
Financial Services	\$740,000.00	\$447,800.00	\$138,000.00
Business Services	\$773,000.00	\$632,050.00	\$570,500.00
HR Services	\$280,000.00	\$289,000.00	\$284,000.00
Training services	\$40,000.00	\$60,000.00	\$42,000.00
Total Budgeted Revenue			
Actual Cost of Goods Sold			
Purchases	\$10,001.22	\$9,932.44	\$9,465.34
Total Budgeted Cost of Goods Sold			
Expenses – Actual			
Office Lease	\$33,333.34	\$33,333.33	\$33,333.33
Travel Expenses	\$35,850.00	\$21,000.00	\$51,700.00
Insurance	\$4,000.00	\$5,000.00	\$6,750.00
Wages and Salaries	\$890,000.00	\$918,000.00	\$1,020,500.00
Running Expenses	\$2,200.00	\$3.00	\$2,350.00
Utilities	\$2,800.00	\$2,800.00	\$2,800.00
Total Budgeted Expenses			

Steps

You must plan, design, produce and finalise a BSBTEC302 SD AT4 Business Budget CBSA V1.0 CBSA.

To complete this task, you must undertake the following steps:

1. Carefully read the email from Gavin Stead and then access the attachment, the organisation's procedures and templates, as follows:
 - Email Attachment 1– CBSA Financial Data
 - BD002 CBSA Style Guide. Located on Intranet
 - TM001 Email Template. Located on Intranet.

Note: the above email and documents will provide you with the necessary planning and design information and financial data.

2. Be sure to adhere to the CBSA Style Guide about organisational requirements as follows:
 - logo
 - colour palette
 - typography.
3. Use CBSA's Financial Data (Jul, Aug, Sep) to design and develop the business budget. You must present the data in the following format as specified by Gavin Stead:
 - revenue items
 - total revenue
 - Cost of Goods Sold
 - Total Cost of Goods Sold
 - expense items
 - total expenses.

Note: Gavin Stead has recommended that you produce the budget across the following three worksheets as follows:

- Worksheet 1 – Budgeted Figures
 - Worksheet 2 – Actual Figures along with Profit or Loss calculations
 - Worksheet 3 – Budgeted Figures as compared to Actual Figures (Variance).
4. Ensure you consider the audience requirements concerning the spreadsheet document's layout and style. In this case, the audience will use the budget document for business decision-making purposes. Therefore, make sure all financial data and headings are accurate and legible.
 5. Design the spreadsheet in a suitable format for review, including the ability to create and modify data. Must include formulae as follows:
 - Calculated totals: total revenue, the total cost of goods sold and total expenses.
 - Concerning Actual figures, perform the following calculation regarding Profit or Loss.
 - Total Revenue less COGS equals Gross Profit
 - Gross Profit less all other operating Expenses equals either Profit or Loss.
 - The calculated difference between budgeted figures and actual figures. Therefore, you must create a column titled 'variance' to capture this information concerning all revenue and expense items.
 6. Research typical spreadsheet presentation methods that can be used to enhance the budget presentation. Then, implement three such presentation methods in your final budget spreadsheet. For example, the use of 'white space' or shading alternate rows for improved readability, etc.
 7. Use suitable technology to produce the business budget, i.e., computer/laptop, keyboard, mouse, spreadsheet processing and email software. For example, MS Excel and MS Outlook.
 8. Use spreadsheet application functions to ensure consistency of design and layout as per organisational tasks. For example, AutoSum, Styles, Conditional Formatting, Logo Watermark, background image, etc.

9. As you enter data into the spreadsheet, consistently check and amend data as needed to ensure consistency of design and layout as per the Style Guide and the task requirements as outlined in the email from Gavin Stead.
10. Use help functions as needed to overcome any issues concerning document design and function, etc.
11. Review the final business budget spreadsheet to ensure that style and layout are consistent and that all data is legible and accurate before the presentation (via email) to Gavin Stead.
12. Once the budget spreadsheet is finished. Save the document to your PC or laptop using the following file name:
 - CBSA Budget v1
13. Compose an email to Gavin Stead – Managing Director (assessor), and attach the budget spreadsheet. Use the Email Template provided on the LMS for this purpose. Your email must include:
 - A brief description summarising the purpose of the email
 - Business Budget attached and correct file name, i.e., CBSA Budget v1.
 - Your name and position title, i.e., Erin Bright (Administrative Officer) CBSA.

Submission Instructions

Submit your assessment via the LMS.

Assessor instructions Business Budget

Purpose of task

This task allows the student to demonstrate the third instance of planning, designing, producing and finalising a spreadsheet using a suitable spreadsheet application.

Students are allowed to enter and test formulas and apply software functions to ensure consistency of design and layout.

Guidance to the assessor about the task

There is no due submission date for this task. However, students may submit this task when they are ready.

The assessment commences with an email from Gavin Stead (Managing Director) of CBSA concerning the need to create a business budget. Gavin Stead has elected the assistance of Erin Bright (Administrative Officer) from CBSA (student) to plan, design, develop and finalise the budget. Please find the email to familiarise yourself with the required background knowledge.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

Marking criteria Business Budget

Assessment Checklist

Students must have completed all tasks within this assessment before submitting. This includes:

The following documents		
1	Email to Gavin Stead (Managing Director) CBSA.	<input type="checkbox"/>
2	Business Budget Spreadsheet (Jul, Aug, Sep)	<input type="checkbox"/>

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to [BSBTEC302_04_Business Budget CBSA_AG.xlsx](#) for benchmarks in the following areas.

- Basic style requirements
- Basic presentation (style, data, layout) requirements

- To view required formulae
- Suggested presentation requirements.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1	<p>The student of organisational task data (financial) and specific spreadsheet instructions per the following documents. Note that this is evident as the student produced a spreadsheet per the intended purpose and organisational/task requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Email Attachment 1 – CBSA Financial Data.</i> <input type="checkbox"/> <i>BD002 CBSA Style Guide. Located on Intranet.</i> <input type="checkbox"/> <i>TM001 Email Template. Located on Intranet.</i> <p>Note: the above email and documents will provide students with the necessary planning and design information and financial data.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2	<p>The student Adhered to CBSA Style Guide about organisational requirements, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Logo. For example, CBSA's logo as per Style Guide.</i> <input type="checkbox"/> <i>Colour Palette. For example, the five primary colours as indicated in the style Guide.</i> <input type="checkbox"/> <i>Typography. For example: Calibri 11pt font. Text aligned left. Headings centred.</i> <p>Assessor, please refer to BSBTEC302 SD AT4 Business Budget CBSA V1.0 basic style requirements.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3	<p>The student Used CBSA's Financial Data (Jul, Aug, Sep) to design and develop the business budget. Students must present the data in the following format as specified by Gavin Stead: Must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Revenue items.</i> <input type="checkbox"/> <i>Total revenue.</i> <input type="checkbox"/> <i>Cost of Goods Sold.</i> <input type="checkbox"/> <i>Total Cost of Goods Sold.</i> <input type="checkbox"/> <i>Expense items</i> <input type="checkbox"/> <i>Total Expenses.</i> <p>Note: Gavin Stead has recommended that students produce the budget across the following three worksheets as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Worksheet 1 – Budgeted Figures.</i> <input type="checkbox"/> <i>Worksheet 2 – Actual Figures along with Profit or Loss calculations.</i> <input type="checkbox"/> <i>Worksheet 3 – Budgeted Figures as compared to Actual Figures (Variance).</i> <p>Assessor, please refer to BSBTEC302 SD AT4 Business Budget CBSA V1.0 basic presentation (style, data, layout) requirements.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4	<p>The student Considered audience requirements concerning layout. In this case, the audience will use the budget document for business decision-making purposes. For example, the student ensured all financial data and headings were accurate and legible.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
5	<p>The student Designed the spreadsheet in a suitable format for review, including the ability to create and modify data. Students must include formulae as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Calculated totals: total revenue, the total cost of goods sold and total expenses. For example, use of AutoSum/addition to calculate totals.</i> <input type="checkbox"/> <i>Concerning Actual figures, perform the following calculation regarding Profit or Loss:</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Total Revenue less COGS equals Gross Profit. For example, the use of a subtraction calculation.</i> <input type="checkbox"/> <i>Gross Profit less all other operating Expenses equals either Profit or Loss. For example, the use of a subtraction calculation.</i> <input type="checkbox"/> <i>Calculated the difference between budgeted figures and actual figures. Therefore, the student must create a column titled 'variance' to capture this information concerning all revenue and expense items. For example, the use of a subtraction calculation.</i> <p>Assessor, please refer to Business Budget to view the required formulae.</p>		
6	<p>The student Researched typical spreadsheet presentation methods that can be used to enhance the budget presentation and then implemented at least three such presentation methods in their final budget spreadsheet. For example, it is evident that the student completed research as the student implemented at least such presentation methods, for example, the use of 'white space', shading alternate rows for improved readability, use of borders, removal of grid lines, etc.</p> <p>Assessor, please refer to BSBTEC302 SD AT4 Business Budget CBSA V1.0 suggested presentation requirements.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
7	<p>The student selected technology suitable for producing the business budget, i.e., computer/laptop, keyboard, mouse, spreadsheet processing and email software (MS Excel and MS Outlook). Such as using MS Excel or google sheets I to enter financial data into columns and rows and perform calculations. For example, this is evident as the student prepared the budget using a suitable application such as MS Excel and implemented several features of the application into budget preparation (refer to points six and eight).</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
8	<p>The student spreadsheet application functions to ensure consistency of design and layout as per organisational tasks. For example, AutoSum, Formatting Cells to currency (\$), Styles, Conditional Formatting, Logo Watermark, or background image, etc.</p> <p>Assessor, please refer to Business Budget provided to view the suggested spreadsheet application functions to be utilised.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
9	<p>Entered data into the spreadsheet, checking and amending as needed to ensure that they maintained consistency of design and layout as per the Style Guide and the task requirements as outlined in the email from Gavin Stead.</p> <p>Assessor, please: refer to Business Budget as provided for suggested responses.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
10	<p>The student help functions as needed to overcome any issues concerning document design and function, etc. For example, the student has produced an accurate spreadsheet that meets organisational task requirements. In addition, it is evident that any issues concerning formulae or design have been addressed by the student before the final presentation (submission to Gavin Stead).</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
11	<p>Reviewed the final business budget spreadsheet to ensure that style and layout were consistent, and that all data was legible and accurate before the presentation (via email) to Gavin Stead. For example, it is evident that the student has reviewed the spreadsheet as they have produced a final budget spreadsheet document that is consistent concerning task requirements, i.e., inputs (financial data), outputs (calculations) and presentation.</p> <p>Assessor, please refer to Business Budget as provided for suggested responses.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

12	<p>Saved the document to their PC or laptop once complete using the following file name: CBSA Budget v1. For example, this is evident as the file has been emailed to Gavin Stead (assessor) along with the correct file name, and the file is complete/free from any data loss. Refer to point 13 below.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
13	<p>Emailed Gavin Stead – Managing Director CBSA (assessor), as per provided template. Must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>A brief description summarising the purpose of the email. For example: 'I am writing to advise that I have completed the CBSA business budget as requested. Please find the budget for Jul, Aug and Sep attached'.</i> <input type="checkbox"/> <i>Business Budget attached and correct file name provided, i.e., CBSA Budget v1. For example, the budget spreadsheet is attached, and the correct file name is evident.</i> <input type="checkbox"/> <i>Name and position title. For example, Erin Bright (Administrative Officer) CBSA.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS

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