

SPREADSHEET APPLICATIONS & ANALYSIS (05)

Regional—2004

240 Points Possible = Total Points Received: _____

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.*
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile thereof (handwritten, photocopied, or keyed) are allowed in the testing area.*
- 3. Electronic devices will be monitored according to ACT standards.*

30 minutes of orientation/warm-up/wrap-up
90 minutes for testing/production
120 minutes total time allotted

Do **NOT** open test booklet until instructed to do so.

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program regional competition.

Contestant No.: <hr style="width: 80%; margin: 0 auto;"/> <i>Attach to printouts.</i>

Financial Review Worksheet

- Titles (main & column) on worksheet
- Input data
- Text formatted correctly
- Numbers formatted correctly (check for parentheses on 2004 Net Loss)
- Insert clip art
- Printed landscape, no truncation
- Formula page printed landscape, all on one page

	Points Possible:	Score:	
	12	_____	
	28	_____	
	10	_____	
	15	_____	
	10	_____	
	10	_____	
	15	_____	
	100	Subtotal:	_____

Worksheet Calculation

- Gross Income Calculated
- Cost of Goods Sold Calculated
- Labor Costs Calculated
- Remaining Expenses Calculated
- Total Expenses Calculated
- Net Profit/Loss Calculated
- % of Gross Income Calculated

	10	_____	
	10	_____	
	10	_____	
	20	_____	
	10	_____	
	10	_____	
	10	_____	
	80	Subtotal:	_____

Chart

- Pie chart (not another type)
- Title on Chart
- Legend shown
- Percentages shown

	20	_____	
	10	_____	
	15	_____	
	15	_____	
	60	Subtotal:	_____

	240	Total:	_____
--	------------	---------------	-------

JOB 1:

As an employee at Professional Business Associates' Financial Services Department, you have been asked to complete a financial projection for A-1 Lumber Company.

- Place your contestant number in cell A1.
- In cell B3 enter the title **Professional Business Associates Financial Services**. (Center title across cells B3:H3, Arial 14 pt., bold font.)
- In cell B5 enter **Financial Review for A-1 Lumber Company**. Center title across cells B5:H5, Arial 12 pt., bold font.
- In cells C8:H8 enter years. Format Arial 12 pt., bold, and right justified.
- Use Arial 12 pt. for all remaining entries. Text should be left justified. Numbers should be right justified and use comma separation.
- In cell C7 enter **Actual**. Center the text.
- In cell D7 enter **Projected**. Center across cells D7:H7.
- Fill in the remaining data as shown below. Format as shown.

	Actual	Projected				
	2003	2004	2005	2006	2007	2008
INCOME						
Sales	450,398					
Interest	1,200					
Gross Income						
Cost of Goods Sold	213,074					
EXPENSES						
Labor	98,730					
Electricity	9,105					
Telephone	3,590					
Postage	2,378					
Insurance	14,400					
Advertising	46,390					
Office Supplies	14,903					
Transportation	34,071					
Total Expenses						
Net Profit/(Loss)						
<i>% of Gross Income</i>						

- Select a clip art image relating to the data. In the search for clips box use “**financial or money**” as a topic or choose your own related topic. Place the image next to the **Professional Business Associates Financial Services** in cells A3:A7. If your computer does not have clip art, place a textbox in A3:A7 and enter the words “**no clip art available.**”

Income:

- The company is projecting sales to increase at 8% each year
- Interest income will remain at \$1,200 every year.
- Use the sum function to calculate **Gross Income** for years 2003 through 2008.
- Cost of goods sold in 2004 will be 52% of sales.
- Cost of goods sold in 2005 through 2008 will be 45% of sales.

Expenses:

- Labor in 2004 will increase 5% from 2003.
 - Labor will increase 2% per year in years 2005 - 2008.
 - Electricity, Advertising and Transportation will increase 10% per year in years 2004 – 2008.
 - Telephone, Postage, and Office Supplies will increase 5% per year in years 2004 – 2008.
 - Insurance will increase 15% per year in years 2004 – 2008.
 - Use the sum function to calculate **Total Expenses** for years 2003 through 2008.
 - Calculate **Net Profit/Loss** for years 2003 through 2008 (Gross Income – Cost of Goods Sold – Total Expenses). Be sure to format any loss to show in parentheses.
 - Calculate **% of Gross Income**. Be sure to format as a percent.
- ✓ Print the worksheet in landscape. (**DO NOT** have grids or row/column labels showing)
- ✓ Print the worksheet with formulas showing (fit to one page and printed landscape).

JOB 2:

Chart:

- Create a pie chart showing 2003 expenses and their percentage of total expenses.
- Title the chart **A-1 Lumber Company – 2003 Expenses (Contestant #)**.
- Place the legend to the right of the chart.
- Save and name the chart, Expenses, to a new sheet.

Print:

- ✓ Print the chart.



SPREADSHEET APPLICATIONS & ANALYSIS (05)

KEY

Regional—2004

Total Points (maximum 240) _____

Graders:

When grading computer-generated problems, refer to the Style and Reference Manual and Production Standards in the *Workplace Skills Assessment Program* Guidelines for further instructions.

Double-check and verify all scores!

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program regional competition.



	Points Possible:	Score:
Financial Review Worksheet		
Titles (main & column) on worksheet	12	_____
Input data	28	_____
Text formatted correctly	10	_____
Numbers formatted correctly (check for parentheses on 2004 Net Loss)	15	_____
Insert clip art	10	_____
Printed landscape, no truncation	10	_____
Formula page printed landscape, all on one page	15	_____
	100	Subtotal: _____
Worksheet Calculation		
Gross Income Calculated	10	_____
Cost of Goods Sold Calculated	10	_____
Labor Costs Calculated	10	_____
Remaining Expenses Calculated	20	_____
Total Expenses Calculated	10	_____
Net Profit/Loss Calculated	10	_____
% of Gross Income Calculated	10	_____
	80	Subtotal: _____
Chart		
Pie chart (not another type)	20	_____
Title on Chart	10	_____
Legend shown	15	_____
Percentages shown	15	_____
	60	Subtotal: _____
	240	Total: _____

Contestant #



Professional Business Associates Financial Services



Financial Review for A-1 Lumber Company

	Actual			Projected		
	2003	2004	2005	2006	2007	2008
INCOME						
Sales	450,398	486,430	525,344	567,372	612,762	661,782
Interest	1,200	1,200	1,200	1,200	1,200	1,200
Gross Income	451,598	487,630	526,544	568,572	613,962	662,982
Cost of Goods Sold	213,074	252,944	236,405	255,317	275,743	297,802
EXPENSES						
Labor	98,730	103,667	105,740	107,855	110,012	112,212
Electricity	9,105	10,016	11,017	12,119	13,331	14,664
Telephone	3,590	3,770	3,958	4,156	4,364	4,582
Postage	2,378	2,497	2,622	2,753	2,890	3,035
Insurance	14,400	16,560	19,044	21,901	25,186	28,964
Advertising	46,390	51,029	56,132	61,745	67,920	74,712
Office Supplies	14,903	15,648	16,431	17,252	18,115	19,020
Transportation	34,071	37,478	41,226	45,349	49,883	54,872
Total Expenses	223,567	240,664	256,169	273,128	291,700	312,060
Net Profit/(Loss)	14,957	(5,977)	33,970	40,126	46,519	53,121
<i>% of Gross Income</i>	<i>3.31%</i>	<i>-1.23%</i>	<i>6.45%</i>	<i>7.06%</i>	<i>7.58%</i>	<i>8.01%</i>

Contestant #



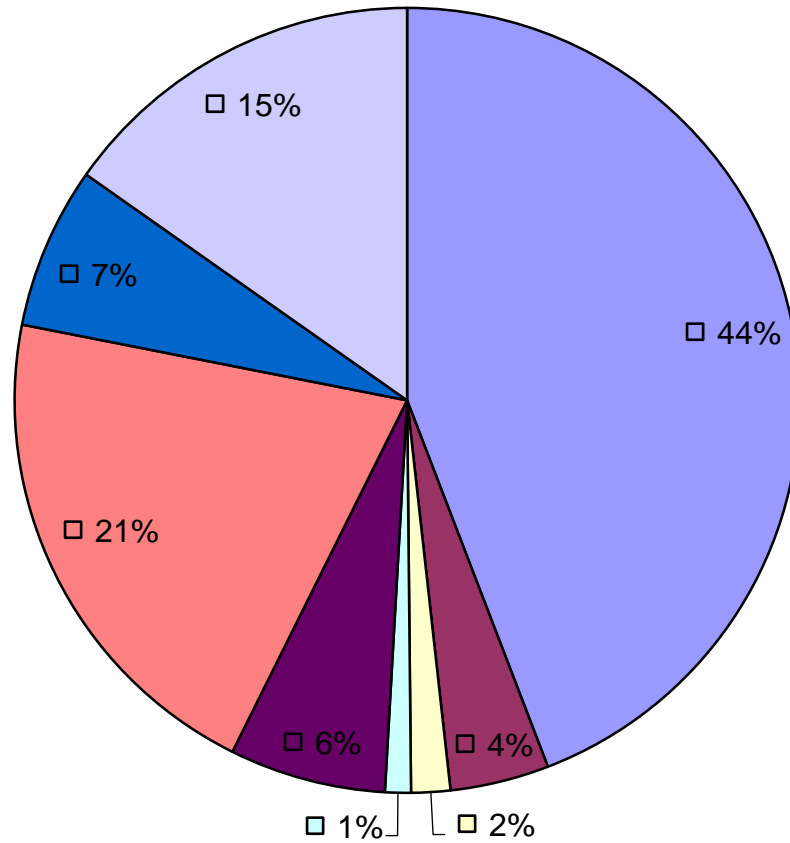
Professional Business Associates Financial Services



Financial Review for A-1 Lumber Company

	Actual			Projected		
	2003	2004	2005	2006	2007	2008
INCOME						
Sales	450398	=C11*1.08	=D11*1.08	=E11*1.08	=F11*1.08	=G11*1.08
Interest	1200	1200	1200	1200	1200	1200
Gross Income	=SUM(C11:C12)	=SUM(D11:D12)	=SUM(E11:E12)	=SUM(F11:F12)	=SUM(G11:G12)	=SUM(H11:H12)
Cost of Goods Sold	213074	=D11*0.52	=E11*0.45	=F11*0.45	=G11*0.45	=H11*0.45
EXPENSES						
Labor	98730	=C20*1.05	=D20*1.06	=E20*1.07	=F20*1.08	=G20*1.08
Electricity	9105	=C21*1.1	=D21*1.1	=E21*1.1	=F21*1.1	=G21*1.1
Telephone	3590	=C22*1.05	=D22*1.05	=E22*1.05	=F22*1.05	=G22*1.05
Postage	2378	=C23*1.05	=D23*1.05	=E23*1.05	=F23*1.05	=G23*1.05
Insurance	14400	=C24*1.15	=D24*1.15	=E24*1.15	=F24*1.15	=G24*1.15
Advertising	46390	=C25*1.1	=D25*1.1	=E25*1.1	=F25*1.1	=G25*1.1
Office Supplies	14903	=C26*1.05	=D26*1.05	=E26*1.05	=F26*1.05	=G26*1.05
Transportation	34071	=C27*1.1	=D27*1.1	=E27*1.1	=F27*1.1	=G27*1.1
Total Expenses	=SUM(C20:C27)	=SUM(D20:D27)	=SUM(E20:E27)	=SUM(F20:F27)	=SUM(G20:G27)	=SUM(H20:H27)
Net Profit/(Loss)	=C14-C16-C29	=D14-D16-D29	=E14-E16-E29	=F14-F16-F29	=G14-G16-G29	=H14-H16-H29
<i>% of Gross Income</i>	=C31/C14	=D31/D14	=E31/E14	=F31/F14	=G31/G14	=H31/H14

A-1 Lumber Company - 2003 Expenses



- Labor
- Electricity
- Telephone
- Postage
- Insurance
- Advertising
- Office Supplies
- Transportation