

School Production Costs

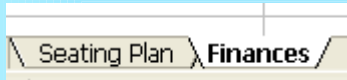
Part 2 of the Financial Model

Unit 9.3

Lessons 4-7

Costs

Costs for one performance (1)



Rename sheet 2 as Finances

	A	B
1	Costs	Day
2	Item	Thursday
3	Caretaker	£30.00
4	Lighting/Special effects	£50.00
5	Costume/Sets	£75.00
6	Performing rights	£75.00
7		

Begin to set out the costs using the memo from the head teacher

Add extra items and the cost here

You might add at least one more cost from the following;

- Refreshments
- Raffle
- Programs

Think of a sensible cost for any item you choose₂

Getting the currency symbol (2)

	A	B
1	Costs	Day
2	Item	Thursday
3	Caretaker	£30.00
4	Lighting/Special effects	£50.00
5	Costume/Sets	£75.00
6	Performing rights	£75.00
7		

1

Highlight the cells

Thursday
30
50
75
75
£???
£???

Select OK

2

Format Cells

Number Alignment Font Border Patterns Pro

Category: General Number **Currency** Accounting Date Time Percentage Fraction

Sample

Decimal places: 2

Symbol: £

Negative numbers:

3

Insert Format Tools Data Window Help

Cells... Ctrl+1

- Row
- Column
- Sheet
- AutoFormat...
- Conditional Formatting...

Using a formula to add (3)

	A	B
1	Costs	Day
2	Item	Thursday
3	Caretaker	£30.00
4	Lighting/Special effects	£50.00
5	Costume/Sets	£75.00
6	Performing rights	£75.00
7	Extra item	£???
8	Extra item	£???
9	Total	
10		

Example formula for adding up a set of numbers.

	A	B	C
1	Eggs	£0.50	
2	Bacon	£1.00	
3	Sausage	£1.00	
4	Beans	£0.75	
5	Total	=B1+B2+B3+B4	

OR

	A	B	C
1	Eggs	£0.50	
2	Bacon	£1.00	
3	Sausage	£1.00	
4	Beans	£0.75	
5	Total	=SUM(B1:B4)	

You need to put a formula in this cell to add all the costs.

Now you should format the table. E.g. Bold and underlining where appropriate

	A	B
1	Costs	Day
2	<u>Item</u>	<u>Thursday</u>
3	Caretaker	30
4	Lighting/Special effects	50
5	Costume/Sets	75
6	Performing rights	75
7	Extra item	£???
8	Extra item	£???
9	Total	
10		

Costs (4) – Level 5's & above

- Add Friday and Saturday costs
 - Make sure you use formulas where ever possible.
 - You will need to be able to multiply different cells together
 - Look at the example below

	A	B	C	D	E
1	Tuck shop sales				
2	Item	No sold	Price	Total	
3	Mars	7	£0.40	=B3*C3	
4	Snicker	5	£0.42		
5	Lollipop	8	£0.05		
6					

Costs (5) – Level 5's & above

- Advanced formatting
 - Select *Format / cells* and look for adding borders and colour
 - Go to alignment and consider use of Wrap text and merge cells
 - Only do this if you have completed everything

Costs (6) – Level 6's & above

- You could add further tables to breakdown the costs and possible income from your extra items, e.g. the cost & sale price of your refreshments, (tea, coffee, lemonade, crisps, chocolate).
- These could be linked to your main table so that any change of variable takes this into consideration.