

## Task 6

You are a trainee in the accounting function and you work for both the financial accounting and management accounting functions. You work from 9:00am until 5:00pm and are required to have lunch between 12:00 noon and 1:00pm.

The following tables show your work schedules for the financial and management accounting functions and detail the days when specific jobs have to be completed and the length of time, in hours, each job takes you to complete. The financial accounting function works on a monthly cycle of work whereas the management accounting function works on a weekly cycle of work. For the financial accounting function, work is required by the end of the day identified in the work schedule.

**Financial accounting function work schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Bank reconciliation (2 hours)			Bank monies (2 hours)	Trade receivable review (3 hours)
Week 2		Petty cash top up (2 hours)	Supplier payments (3 hours)	Bank monies (2 hours)	
Week 3	Bank reconciliation (2 hours)	Accruals and prepayments (2 hours)		Bank monies (2 hours)	Trade receivable review (3 hours)
Week 4	Wages analysis (3 hours)		Non-current assets (1 hour)	Bank monies (2 hours)	



## Management accounting function work schedule

Task	Task to be completed by:		Task duration
	Day	Time	
Budget run	Friday	09:00	4 hours
Expenses analysis	Tuesday	14:00	2 hours
Departmental reports	Monday	12:00	2 hours
Inventory review	Friday	10:00	1 hour
Variance report	Every day	14:00	1 hour
Departmental charges	Wednesday	12:00	2 hours

In addition to this information, the whole accounting function has an hour-long meeting at 10:00am on Mondays. Today is Friday in week three of the month.

Complete the To Do List below for next MONDAY by assigning each task to the correct position.

Please note that each task box is one hour in duration, therefore if a task takes more than one hour to complete you will be able to use the task box more than once.

MONDAY To Do List	Time
Department Reports	09:00 – 10:00
Accounting Function Meeting	10:00 – 11:00
Departmental charges	11:00 – 12:00
Lunch	12:00 – 13:00
Variance Report	13:00 – 14:00
Wages Analysis	14:00 – 15:00
Wages Analysis	15:00 – 16:00
Wages Analysis	16:00 – 17:00