

Sample assessment material - information for teachers

This assignment is provided as an example only. Consortia should produce their own assessments in line with the assessment section of the unit, based on their local delivery circumstances.

Overview

This assignment will involve learners planning and undertaking research on publicly available information on the financing and accounting methods of 42nd street.

Learners will be required to evaluate value for money of the current funding sources of the public service, identifying sources of income and expenditure. Using their evaluation learners will then be required to generate ideas on ways to improve value for money by reducing expenditure and then present a case for using alternative sources of funding.

Time

The assignment will take approximately 11 of the 90 guided learning hours available for this unit. The following is a guide to appropriate times for the assessment activities:

Finding information: 4 hour

Evaluating information: 4 hours

Preparation for presentation: 3 hours

Presentation of proposals: 10 minutes

Resources

Teachers must ensure learners are able to locate financial information for research. The internet is a good source of information however public services may also provide information if contacted directly.

Teachers will also need to ensure a suitable environment for the presentations to take place, including any equipment needed for visual or electronic displays.

Supervision

Learners must locate and select the relevant information required for the evaluation. Teachers are advised however to supervise the selection of information to ensure the learner will be able to achieve the assessment criteria.

Teachers must also supervise in the learner's generation of ideas and presentation of a case for using alternative funding sources. Any additional research other than that required for the assessment may be unsupervised.

Collaboration

Teamwork is not applicable for the assessment of this unit. Tasks must be completed and evidence produced on an individual basis.

Roles

For the purpose of this assignment the teacher will take on the role of the Chief Executive of the charity. Learners will then be required to present their case to a board of directors who could be represented by their peer group.

Sample assessment material – information for learners

Assignment overview

For this assignment you will analyse financial information from '42nd Street', a charity for young people. Using this information you will generate ideas for reducing the charity's expenditure to improve the value for money of existing funding sources before proposing alternative funding sources to boost the charity's income.

Time

The assignment will take approximately 11 of the 90 guided learning hours available for this unit. The following is a guide to appropriate times for the assessment activities:

Collecting data: 4 hours

Analysing information: 4 hours

Preparation for presentation: 3 hours

Presentation of proposals: 10 minutes

Roles

Your teacher will be playing the role of the Chief Executive of the charity, and they have asked you to present a case for using alternative funding sources based on an evaluation of existing financial information.

Assignment Brief

For over 25 years 42nd Street has been providing support services in the Manchester area for young people experiencing stress and mental health problems. With about one in ten young people experiencing some form of mental health problem in the UK the need for dedicated, high-quality support remains as pressing as ever.

As well as counselling and individual support, a wide range of youth work interventions are offered, including drop-ins, groups, self-help resources and a participation programme. Over 700 young people a year are referred to 42nd Street for specialist support.

The charity is seen to be an effective and worthwhile service, and has witnessed a steady rise in the number of young people requiring the charity's support in recent years. As a result the charity's board of directors have decided to start looking for ways to expand their services to provide wider access to all service users.

Task 1

The Chief Executive has suggested running an internal audit to promote accountability for the service expansion. The Chief Executive has therefore asked you to lead the charity's internal audit by evaluating sources of funding to decide on the best way to increase value for money without negatively affecting the quality of their service.

Learners must:

- a) Evaluate value for money of existing funding sources for 42nd Street
 - Locating and selection of relevant information
 - Analysis of financial information, identifying income and expenditure

- Evaluation of sources of income
- Evaluation of sources of expenditure
- Evaluation of value for money of 42nd street's funding sources

b) Generate ideas to improve value for money

- using relevant information and own knowledge
- explore a range of alternatives
- discuss ideas
- consider feasibility of the ideas
- consider affect on quality of service
- consider accountability of the organisation
- brainstorming
- mind mapping
- review ideas
- draw conclusions

Task 2

The Chief Executive has decided that, realistically, if 42nd street wanted to expand their services they are going to have to look for alternative sources of funding. Present a case to the Board of Directors for the use of alternative sources of funding to fund the service expansion.

Your presentation must:

- Justify reasons for adopting alternative funding
- Discount other approaches
- Justify choice of alternative sources

Financial Information

The information below is an example of what the learners could use to support their case for alternative funding. For the actual assessment learners are expected to locate and select the appropriate information themselves with limited supervision from the teacher.

Income £919,137 i



Voluntary	£893.1k
Trading to raise funds	£15.1k
Investment	£10.7k
Charitable activities	£0.0k
Other	£0.0k
Total	£919.1k

Investment gains £0 i

Spending £902,359 i



Generating voluntary income	£0.0k
Trading to raise funds	£0.0k
Investment management	£0.0k
Charitable activities	£877.1k
Governance	£25.3k
Other	£0.0k
Total	£902.4k

Assets, liabilities & people i



Own use assets	£16.7k
Long term investments	£0.0k
Other assets	£215.1k
Total liabilities	£-13.0k

Employees	32
Volunteers	0

Charitable spending i



Spending on income generation and governance	£25.3k
Charitable spending	£877.1k
Retained	£16.8k

All information collected from <http://www.charity-commission.gov.uk>

42nd STREET
STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account)
For the year ended 31 March 2008

	Note	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	882,520	10,581	893,101	868,563
Activities for generating funds	3	-	15,116	15,116	8,456
Investment income	4	-	<u>10,700</u>	<u>10,700</u>	<u>9,963</u>
		882,520	36,397	918,917	886,982
Other incoming resources	5	-	220	220	-
TOTAL INCOMING RESOURCES		882,520	36,617	919,137	886,982
RESOURCES EXPENDED					
Charitable activities	6	877,066	-	877,066	970,679
Governance costs	7	<u>25,293</u>	-	<u>25,293</u>	<u>24,753</u>
TOTAL RESOURCES EXPENDED		<u>902,359</u>	-	<u>902,359</u>	<u>995,432</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(19,839)	36,617	16,778	(108,450)
Transfers	16	<u>53,073</u>	<u>(53,073)</u>	-	-
NET MOVEMENT IN FUNDS		<u>33,234</u>	<u>(16,456)</u>	<u>16,778</u>	(108,450)
TOTAL FUNDS AT 1 APRIL 2007		<u>106,810</u>	<u>95,217</u>	<u>202,027</u>	310,477
TOTAL FUNDS AT 31 MARCH 2008		<u>140,044</u>	<u>78,761</u>	<u>218,805</u>	<u>202,027</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All activities relate to continuing activities.

The notes on pages 16 to 26 form part of these financial statements.

42nd STREET
BALANCE SHEET
As at 31 March 2008

	Note	£	2008 £	£	2007 £
FIXED ASSETS					
Tangible fixed assets	10		16,665		14,506
CURRENT ASSETS					
Stocks		10,989		448	
Debtors	11	52,989		44,870	
Cash at bank and in hand		<u>151,150</u>		<u>183,736</u>	
		215,128		229,054	
CREDITORS: amounts falling due within one year	12	<u>(7,135)</u>		<u>(8,900)</u>	
			<u>207,993</u>		<u>220,154</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			224,658		234,660
CREDITORS: amounts falling due after more than one year	13		(5,853)		(2,293)
PROVISION FOR LIABILITIES AND CHARGES					
Other provisions	14		-		<u>(30,340)</u>
NET ASSETS	17		<u>218,805</u>		<u>202,027</u>
CHARITY FUNDS					
Restricted Funds	16		140,044		106,810
Unrestricted - Designated Funds	16		78,761		95,217
Unrestricted - General Funds	16		-		-
			<u>218,805</u>		<u>202,027</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 8th September 2008 and signed on their behalf by:

J.H. Shiers

The notes on pages 16 to 25 form part of these financial statements.