

# Preliminary exercise<sup>1</sup>

Produce a balance sheet for the first five weeks after the launch of an off licence shop. Assume that you have a capital of 5000£ together with a bank loan and a start-up-grant of the same amount. The weekly rent for the shop is 800£. You have 40£ travel expenses per week and employ a person for 200£ per week. In the first week you buy equipment for 300£ and in the following weeks always for 50£. The cost for your van are 100£ per week. In the first week you buy goods for 4550£ and in the following weeks for 550£, 520£, 300£ and 200£. In the first week you sell goods for 1548£ and in the following weeks for 1789£, 1867£, 2199£ and 2312£.

When all entries are correct the total balance after five weeks should be 12395£.

The worksheet should have the following structure:

|                        | Week 1 | Week 2 | Week 3     | Week 4 | Week 5     |
|------------------------|--------|--------|------------|--------|------------|
| <b>Income</b>          |        |        |            |        |            |
| Opening Balance        |        |        | £10,607.00 |        |            |
| Bank Loan              |        |        |            |        |            |
| Start Up Grant         |        |        |            |        |            |
| Sales                  |        |        |            |        |            |
| <b>Total Income</b>    |        |        |            |        |            |
| <b>Outgoings</b>       |        |        |            |        |            |
| New goods              |        |        |            |        |            |
| Rent                   |        |        |            |        |            |
| Van                    |        |        |            |        |            |
| Personal               |        |        |            |        |            |
| Equipment              |        |        |            |        |            |
| Travel                 |        |        |            |        |            |
| <b>Total Outgoings</b> |        |        |            |        |            |
| <b>Total Balance</b>   |        |        |            |        | £12,395.00 |

Figure 1: Balance sheet.

Make sure you respect the following features:

- Merge the range D2:H3 into one cell to produce the title “Off Licence”. Shade the background of the title.
- Add the address of the shop, e.g. “Baker Street 221b, London W1”, as a comment to the title.

<sup>1</sup>The task sheets for the lab sessions can be downloaded from:  
<http://www.staff.city.ac.uk/~fring/ExcelVBA/index.html>

- c) Shade the row for the Total Income, Total Outgoings and Total Balance.
- d) Create a bold frames around the ranges A5:F22 and A5:A22.
- e) The cell entries should be of the currency style with a £-sign added to the numbers.
- f) Sums may be computed by using the  $\Sigma$ -sign from the tool bar (not covered in the lecture) or using formulae.
- g) Call your worksheet “Balance sheet” and keep only one sheet in the workbook.
- h) Call your workbook “Off Licence”.
- i) Use formulae to compute the sums of certain entries, e.g. in B22: “=B11-B22”, D7:“=C22”.