

DETAILED FORMAT OF COST SHEET

Particulars	Total cost (Rs)	Cost per unit (Rs)
Opening Stock of Direct / Raw Materials Add: Purchases Add: Carriage Inward or Freight Inward Add: Octroi, Customs Duty and other expenses on purchases Less: Closing Stock of Raw Materials Cost of Direct/ Raw Materials Consumed Direct or Productive Wages / Labour Direct or Chargeable Expenses Prime Cost		
Add: Works or Production or Works Overhead Indirect Materials Indirect / Unproductive Wages Leave Wages Overtime Premium Fuel and Power Coal Excise Duty Research & Development Factory rent and taxes Insurance Factory Lighting Supervision Works Stationery Canteen & Welfare Expenses Repairs Haulage Consumable Stores Works Expenses Depreciation of Plant & machinery Works salaries Gas & Water Lubricant Oil Supervisor's salary Drawing office salaries Technical Director's fees Laboratory expenses Property Tax Works Telephone Expenses Internal Transport expenses Cost of Rectification of Defective Work Less: sale of scrap Add: Opening Stock of Work – in – Progress		

Less: Closing Stock of Work – in – Progress Works Cost or Factory Cost or Production Cost		
Add: Office and Administration Overhead Office Salaries Director’s fees Office Rent & Rates Office Stationery and Printing Sundry Office Expenses Depreciation and Repairs of Office Equipment Depreciation of Office Furniture Subscription to Trade Journals Office Lighting Establishment Charges Director’s Traveling expenses Postage Counting House Salaries Legal Charges Audit Fees Cost of Production		
Add: Opening Stock of Finished Goods Less: Closing Stock of Finished Goods Cost of Goods Sold		
Add: Selling & Distribution Overheads Advertising Showroom Expenses Bad debts Bad Debts Written Off Salesmen’s salaries and expenses Packing Expenses Carriage Outward / Freight Outward Commission of Sales Agents Cost of Catalogues Expenses of Delivery Vans Collection Charges Travelling Expenses Cost of Tenders Warehouse Expenses Cost of mailing Literature Sales manager’s Salaries Sales office expenses Sales Depots Depreciation and Repairs of Delivery Vans Expenses of Sales Branches Cost of Sales or Total Cost Add: Profit Sales		

ITEMS EXCLUDED FROM COST

The following items are of financial nature and thus should not be included while preparing cost sheet:

1. Cash Discount
2. Interest paid
3. Preliminary expenses written off
4. Goodwill written off
5. Discount of issue of shares written off
6. Provision for Taxation
7. Provision for Bad Debts
8. Transfer to Reserves
9. Donations or Charity
10. Income Tax paid
11. Dividend paid
12. Profit or Loss on sale of fixed assets
13. Damages Payable at law.
14. Payment of sales tax.