

Format of Cost Sheet for the period ending

Elements of Cost		Total Cost	Cost / Unit
Direct materials	xxx		
(i.e, opening stock of direct materials)			
Add: Purchase of DM	xxx		
Add: Carriage inwards	<u>xxx</u>		
	xxx	xxx	xxx
Less: closing stock of DM	xxx	xxx	xxx
Add: Direct wages		xxx	xxx
Add: Direct expenses		<u>xxx</u>	<u>xxx</u>
		xxxx	xxxx
	<u>Prime cost</u>		
Add: Factory or work overheads		xxx	xxx
Less: Scrap of sale or value of defective work		xxx	xxx
Add: Opening WIP		xxx	xxx
Less: Closing WIP		<u>xxx</u>	<u>xxx</u>
	<u>Factory / Work Cost</u>	xxxx	xxxx
Add: Administrative overheads		<u>xxx</u>	<u>xxx</u>
	<u>Cost of production</u>	xxxx	xxxx
Add: OS of FG		xxx	xxx
Less: COS of FG		<u>xxx</u>	<u>xxx</u>
	<u>Cost of Goods sold</u>	xxxx	xxxx
Add: Selling and distribution overheads		<u>xxx</u>	<u>xxx</u>
	<u>Cost of sale / Total cost</u>	xxxx	xxxx
Add: Profit		<u>xxx</u>	<u>xxx</u>
	<u>Sales or Selling price</u>	xxxx	xxxx