COST SHEET

[Company / Business Name]

Product: [Product name] Period: [April 2026 – March 2027]

Units produced and sold	**1000**
Profit margin (% on cost of sales)	**20%**

Particulars	Total cost	Cost per unit
Direct materials		
Opening stock of raw materials	5,000.00	5.00
Add: Purchases of raw materials	40,000.00	40.00
Add: Carriage / freight inward	1,000.00	1.00
Less: Closing stock of raw materials	(6,000.00)	(6.00)
Materials consumed	**40,000.00**	**40.00**
Direct labour (productive wages)	15,000.00	15.00
Direct expenses (royalty, hire of special tools)	3,000.00	3.00
PRIME COST	**58,000.00**	**58.00**
Factory / works overheads		
Factory rent and rates	4,000.00	4.00
Power and fuel	2,500.00	2.50
Depreciation of plant and machinery	2,000.00	2.00
Indirect wages and supervision	4,500.00	4.50
Add: Opening work-in-progress	2,000.00	2.00
Less: Closing work-in-progress	(2,500.00)	(2.50)
WORKS / FACTORY COST	**70,500.00**	**70.50**
Office and administration overheads		
Office salaries	4,000.00	4.00
Office rent, electricity and phone	1,500.00	1.50
Depreciation of office equipment and other admin	1,000.00	1.00
COST OF PRODUCTION	**77,000.00**	**77.00**
Add: Opening stock of finished goods	3,000.00	3.00
Less: Closing stock of finished goods	(4,000.00)	(4.00)
COST OF GOODS SOLD	**76,000.00**	**76.00**
Selling and distribution overheads		
Advertising and sales promotion	2,000.00	2.00
Salesmen salaries and commission	1,500.00	1.50
Delivery / carriage outward	1,000.00	1.00
COST OF SALES (TOTAL COST)	**80,500.00**	**80.50**
Profit	**16,100.00**	**16.10**
SALES	**96,600.00**	**96.60**

Type figures in the yellow cells and set the units and profit margin at the top. Every cost level, the profit, the sales value and the cost per unit update automatically. Closing stocks and WIP are entered as negatives.

Prepared by: _____ Approved by: _____