**ACCT20077: Practical and written assessment**

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| **Due date:** | Thursday of Week 8 [11:45pm [AEST] 7 September 2017] | **ASSESSMENT** |
| **Weighting:** | 20% | **Part B** |

**Objectives**

This assessment item relates to the course learning outcomes 1, 2, 3, and 4.

**Details**

The assignment must be completed as a *group* assignment. Your Lecturer at your campus will allocate you into groups of 2-3 members and allocate your group a group number. There is no specific writing style required such as a report or an essay for answering the questions.

Retain a copy of your assignment for your records.

**Academic Learning Centre (ALC)**

It is highly recommended to seek help and guidance from the ALC as early as possible, especially if English is not your first language. The ALC can help you with the written communication by checking your assignment for grammatical correctness and that your arguments are logical. They will also help you to ensure that you understand the questions and answer them by **applying** theoretical knowledge in answering the questions. You will not receive any marks if you make generic, theoretical, vague and stray claims and statements without applying them to the particular situation.

**Allocation of marks**

Please use the marking criteria sheet as a guideline for how marks will be allocated. **You will note that ten marks are allocated for referencing and formatting as it is expected that you do research in this assignment.** Please ensure that you use the correct referencing style (APA style) as stated in the Course Profile.

**Formatting**

Please keep in mind that marking is done in soft copy, hence allocating marks for the formatting. To obtain these marks, ensure you comply with the following:

* Font: Time New Roman, 12 point, 1.5 line spacing
* Document submitted onto Moodle must be in **Word** format, allowing the marker to use track-changes to provide comments and indicate where you received marks. Please do not submit a pdf document or copy from another source such as for example include screen shots of calculations done in excel. The track-changes function cannot be used to do the marking in these and hence only information created in **Word** will be marked.
* Page: portrait orientation
* Footer: Student IDs of all group members, page number and number of pages (i.e. s0123456, s2345678 & s5678910 page 1 of 3)
* Cover sheet is completed and attached as the **first page** of the assignment.

**Please note: five marks are allocated for complying with formatting and submission requirements.**

**Plagiarism**

Work submitted by a student that is the work of another person with no referencing or acknowledgement is considered to be plagiarism. If plagiarism is suspected, your assignment and results will be withheld and a Plagiarism Incident Report (PIR) lodged. You will then receive notification from the University with details of the necessary course of action.

**Submission requirements**

You must submit your assignment **Word** document electronically through the secure upload facility in the Moodle system. Please do not email your assignment to your lecturer or the Unit Coordinator. **Please ensure all details are complete in the Cover sheet and ensure that it is the FIRST page of your assignment**. Also ensure you include your group number and campus in the file name when you save the document, and ensure that you include the appropriate .doc or .docx at the end. For example, save your file name as: Group 1\_Melbourne Campus.docx, or if you are a distance student, your file name will include ‘distance’ and your student number as: Distance\_S012345.docx.

**Assignment questions**

You are required to examine the annual reports of both Harvey Norman Holdings Limited and JB HI-Fi Limited for 2016 and present your answers to the following questions in the form of an executive report which will cover quantitative performance elements in a logical cohesive format.

1. Outline the method used in presenting the statement of cash flows for each company. If the direct method is used, identify whether an appropriate reconciliation has been reported in the notes to the accounts.

**(7 Marks)**

1. Examine the information in relation to cash flow from operating activities, cash flow from investing activities and cash flow from financing activities retrieved from the Harvey Norman and JB HI-Fi financial reports and undertake a written **analysis** of the cash flow statement information given for Harvey Norman Holdings Limited and JB HI-Fi Limited. Include in this analysis the computations of measuring Working Capital Ratio, Cash Flow Adequacy Ratio (Liquidity), Debt to Total Assets Ratio, Debt Coverage Ratio (Solvency), and the Cash Flow to Sales Ratio (Profitability). Comment on your findings related to these ratios.

**(63 Marks)**

1. Based on the analysis, you are required to make conclusions and recommendation which will answer the following questions:
   1. Which business would you expect to be a better short-term credit risk.
   2. Do you think both companies have adequate cash resources?
   3. Assess both companies’ ability to survive in the longer term.
   4. Which company is better at generating cash from their sales revenue?

**(20 Marks)**

1. Referencing and formatting requirements:

**(10 Marks)**

Please refer to Cover Sheet for a more detailed marking guide

(WORD LIMIT IS 2,000 WORDS)

\*THE END\*