

Title	Prepare budgets and monitor business performance against budgets for a business entity		
Level	5	Credits	10

Purpose	<p>A person credited with this standard is able to prepare budgets and monitor business performance against budgets for a business entity, in accordance with the requirements of the entity.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the Accounting strand of the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459].</p>
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Classification	Accounting > Accounting - Middle Level
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Available grade	Achieved
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Guidance Information

Assessment must be conducted in the context of a real or realistic business entity, and in light of the requirements of that entity. A *business entity* can be an organisation, or a commercial or other enterprise, not necessarily for profit, and can be a discretely managed business unit within a larger organisation.

The requirements of the entity refers to how the entity is organised, how it operates, and how it meets its objectives. The requirements must include meeting the requirements of all relevant legislation and will address such areas as the entity's:

purpose and goals/objectives,

future development,

external operating environment,

internal processes, accountabilities, and relationships.

The requirements of the entity provide evidence for this unit standard.

The entity/entities and their requirements must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome, and to meet the descriptors for level 5 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.

Outcomes and performance criteria

Outcome 1

Prepare budgets and monitor business performance against budgets for a business entity.

Range budgets must include – sales budget, production budget, income statement (statement of financial performance), statement of financial position (balance sheet), cash budget.

Performance criteria

1.1 The purpose of budgets for a business entity is explained in terms of planning, control, and behaviour, in accordance with the requirements of the entity.

1.2 Budgets are prepared for a business entity, in accordance with the requirements of the entity.

1.3 Business performance against budgets is monitored and communicated to stakeholders, in accordance with the requirements of the entity.

Range communication – written and oral, with both internal and external stakeholders to the entity.

Replacement information	This unit standard replaced unit standard 11620 and unit standard 25941.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 May 2016	31 December 2023
Review	2	22 October 2020	31 December 2023

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.