

Small Charity Support

Supporting Small Charities & Voluntary Organisations

Registered Charitable Incorporated Organisation, No:1161963

An Accounts Spreadsheet for “Small” Charities

3 – Data Entry & Analysis

Small Charity Support defines “*small*” charities as the 75% of charities which are “*primarily run ‘hands-on’ by their trustees and other volunteers, usually with minimal or no paid professional administrative and/or financial support staff*”. Such “small” charities typically have annual incomes less than £100,000.

This Volume shows how to: **a**: enter transactions data as they arise; **b**: reconcile transactions with bank statements; **c**: analyse transactions and produce budget and other management reports; **d**: monitor cash flow;

For information on: **a**: the underlying principles of how the spreadsheet is designed to work;
b: how it compares with other financial management software;
c: why current reporting standards are not Fit-for-Purpose (*particularly for small charities*), see Vol.1;

For information on how to set up the spreadsheet for first use, see, Vol.2

For information on end-of-financial-year/period operations to re-set the spreadsheet for the next financial period, see Vol.4

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An Accounts Spreadsheet for “Small” Charities

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The Golden Rules

Throughout this leaflet the following “golden rules” apply
Ignore them and the spreadsheet will not function accurately – or at all.

1: If a cell already contains a formula, DON’T replace it with anything else.

**2: If a cell contains simple text or a numeric value (or is blank)
DON’T replace it with a formula**

3: When using “Copy & Paste”, always use “Paste-Special-Value”

1. Entering Financial Transactions (*Bookkeeping*)

Once the Categories & BudgetReport worksheets have been set up you can start entering your day-to-day financial transactions into the appropriate accounts (ie: Bank, Cash, PayPal & Deposit) worksheets.

You will not normally need to go back to the Categories worksheet unless:

- ◆ you need to make changes (including additions and deletions) to the categories;
- ◆ you need to make changes to the annual budget and cash-flow.
*Note that the spreadsheet is designed on the principle that “regular tinkering” with the budget to take account of variances as they arise IS A BAD THING which undermines (if not actually invalidates) any meaningful monitoring and management of the charity’s financial “health”.
It is self-deception (and deception of others) for the Trustees to think (and claim) that they have brought the charity’s financial period in “on budget” if they have constantly “adapted” the budget “to take account of changing situations” throughout the financial period.*

1.1. Accruals and R&P Recording & Reporting

The Small Charity Support Accounts Spreadsheet works differently from more conventional software in that it doesn’t attempt to replicate double-entry bookkeeping. Instead it takes advantage of modern relational database technology and uses #-tagging (as widely used in social media software) to identify and select data with relevant characteristics (ie: #-tags).

All transactions are #-tagged with TWO dates:

- 1) the **accrual date** that the transaction was agreed or committed (for cash-flow management and “Accruals” reporting). *In commercial accounting this is usually the “tax point” date;*
- 2) the **cash date** that “the money changed hands” (for cash-flow management and “R&P” reporting). *For transactions through the charity’s bank account this is the date that the payment appeared in the bank statement;*

In many cases the two dates will be the same. Whilst having to enter the same date twice may seem a bit of a “boring waste of time” to some, consideration needs to be given to the financial management advantages of maintaining a two-date system vs the disadvantages.

This is described in more detail later.

1.2. The Accounts (Bank, Cash, PayPal, Deposit)

The Accounts Spreadsheet has 4 accounts worksheet in which financial transactions can be recorded. They are initially named Bank, Cash, PayPal & Deposit to reflect the common requirements of small charities. But all 4 worksheets function in the same way and so can be used (and renamed, if desired) in different ways to meet the specific requirements of individual charities. eg: a charity which did not operate a Petty Cash account but had 2 deposit accounts could rename the Cash worksheet as Deposit-1 and the other Deposit worksheet as Deposit-2.

This section therefore describes the day-to-day use of all 4 worksheets by reference to just the Bank worksheet. But you will probably find it more helpful if you also download the [Better Living Charity example spreadsheet](#) from the Small Charity Support website to see, and experiment with, the spreadsheet working in practice with real data.

The illustration on the following page shows “screen-grabs” of three areas from the Bank worksheet in the “Example” spreadsheet for a fictional “Better Living” charity.

- 1) The top area from the worksheet shows the column headings, transactions brought forward unpaid from the previous year in rows 4-12, and some of the early transactions for the current year in rows 13-18.
- 2) Rows 19-203 have been hidden for convenience.
- 3) The middle area of the example worksheet – rows 204-211 – shows, at row 210, the last of the transactions so far entered for the year. Any additional transactions would be entered into the first available blank row(s) (ie: row 211 et seq.) and subsequently sorted into order as required;
- 4) Rows 212-3000 are hidden for convenience;

5) The bottom area shows the lowest of the 3000 rows for transactions data entry in the Example Bank worksheet.

Note: All four accounts worksheets in the spreadsheet are initially configured for up to 3000 transactions. Those limits can be increased if required (see guidance leaflet 2 - Setting Up). But decreasing them is NOT recommended – it serves no noticeable purpose in terms of improving the speed of operation of the worksheets and creates the risk of introducing unintended errors.

Better Living {Example}										Bank Transactions, FYE: 31-Dec-22			Balance at 30-Dec-22	Reconciled Balance	Unreconciled Transactions
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Ci	Balance							
31-Dec-21						Brought Forward		5,702.32							
05-Dec-21		P9-Purchase of Fixed Assets		PC World	Computer & Printer	-1,299.00	1	4,403.32							
12-Dec-21		R1-Gift Aid		HMRC		845.00	2	5,248.32							
18-Dec-21		R4G-Miscellaneous		Barry Driver	Purchase of Good Eating Recipe I	33.20	1	5,281.52							
19-Dec-21		P2-Volunteer Costs		GoodFood		-200.00	1	5,081.52							
19-Dec-21		P2-Volunteer Costs		Trinity Ch		-100.00	1	4,981.52							
22-Dec-21		P4-Office Costs		OfficeSafe		-240.00	1	4,741.52							
27-Dec-21		P4-S		A.Dunswick	Contract fee	-771.64	1	3,969.88							
27-Dec-21		P4-S		P.Jameson	Contract fee	-725.50	1	3,244.38							
28-Dec-21		P3-SaH-Staff Costs	Safe At Home	J Pugh	Contract fee	-962.88	1	2,281.50							
01-Jan-22	AdvExp	P2-Networking		Friends' House	Deposit, Venue, Feb Conf	-400.00	1	1,881.50							
01-Jan-22	AdvExp	P8-Payments In Advance		Friends' House	Advance Deposit, Venue, Feb Cor	400.00	1	2,281.50							
01-Jan-22	AdvRec	R4G-ConfRegistrations		Various	Advance Registrations, Feb Conf	200.00	1	2,481.50							
01-Jan-22	AdvRec	R8-Receipts in Advance		Various	Registrations, Feb Conf	-200.00	1	2,281.50							
02-Jan-22		R4-Internet Services		Various	website	-9.00	1	2,272.50							
02-Jan-22		R1-Donations				100.00	1	2,372.50							
Rows 19-203 hidden															
204	20-Dec-22	Payroll-g	P3-SaH-Staff Costs	Safe At Home	R Badgwick	Gross salary	-1,046.66	12	4,143.95						
205	20-Dec-22	Payroll-n	Agency-HMRC		R Badgwick	Employee PAYE&NIC deduction	94.00	12	4,237.95						
206	20-Dec-22	Payroll-n	Agency-NEST		R Badgwick	Employee pension contribution	17.67	12	4,255.62						
207	29-Dec-22		P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-984.92		3,270.70						
208	30-Dec-22	HMRC	Agency-HMRC		Payment to HMRC	Employee's PAYE+NIC Payments	-282.00		2,988.70						
209	30-Dec-22	NEST	Agency-NEST		Payment to NEST	Employee's Payments	-53.01		2,935.69						
210	30-Dec-22	NEST	P3-SaH-Staff Costs	Safe At Home	Payment to NEST	Employer's contribution	-53.01		2,882.68						
211															
Rows 211-3000 hidden															
3001															
3002															
3003															
3004	End of Transactions														
3005															

Important Note:

Because of the ways that the formulae in this worksheet operate, inserting, removing or moving cells/rows (eg: using “cut & paste” or “click & drag”) **WILL** result in misaligned cell references in the formulae and, therefore, incorrect results in the worksheet.

Such ways of moving data around the spreadsheet **MUST** therefore **NOT** be used.

For more detailed information on how to amend, cancel, sort or modify the order of transactions once they have been entered see Section-2 Inserting, Amending & Deleting Transactions and Section-4 Moving & Sorting Transactions.

a) Range Names Used in the Four Accounts Worksheets

The Accounts Spreadsheet makes extensive use of Range Names to identify both individual cells and groups of cells within the spreadsheet.

This makes understanding formulae easier and also minimises risks of references to cells or ranges of cells becoming invalid when making changes to the layout of the Spreadsheet. However, not all cells and columns have Range-Names associated with them.

Each of the four accounts worksheets in the Blank spreadsheet uses a variety of range-names to facilitate data management and analysis/aggregation. The range-names are prefixed by Acc1, Acc2, Acc3 & Acc4 in the accounts worksheets initially named Bank, Cash, PayPal, Deposit and the prefixes are shown in cell J3 of each worksheet). The following illustrations all are taken from the Bank account worksheet in the Example spreadsheet. The range-names therefore all commence with **Acc1** (eg: Acc1Trans, which refers to all the transactions data in columns A-H). But the illustrations apply equally to the other 3 accounts worksheets.

b) Setting the Opening Balance

Before starting to enter data into the transactions worksheets you should enter manually into cell I3 the relevant accounts' Brought Forward balances from the previous financial period (these will be zero if you are setting up a new charity). This should be the amount shown as the last balance on the bank statement (or equivalent cash record) at close on the last day of the previous financial year.

c) Data Entry – The Columns in the Worksheet

Column A – Accrual Date

In this column enter the date that the transaction was legally agreed – *ie*: the “accrual” date in accountancy jargon – NOT the date on which the payment was actually made.

For transactions for the purchase of goods or services from an external supplier it will be the date that the order was placed with, or invoiced by the supplier. That will not necessarily be the date on which payment appeared in the charity's bank statements.

For transactions for the provision of goods or services to a beneficiary) it will be the date that the charity provided those goods/services or invoiced the recipient for them. That will not necessarily be the date that the payment was received by the charity.

This date is used by the spreadsheet to:

- a) monitor and manage outstanding transactions – money which is still owed to or by the charity (known as debtor & creditor control in accountancy jargon);
- b) monitor and manage the charity's cash-flow;
- c) match the reporting of the charity's financial activities with the reporting of the charity's operational activities in its periodic trustees' reports & financial statements, both internal and external (*eg*: Treasurer's regular reports to the Trustees and others involved in the financial management of the charity; the Trustees' Annual Report & Financial Statements to the Charity Commission);

Although not a requirement, it is usually helpful to keep transactions in Accruals date order as far as is possible (see Section 4, Moving & Sorting Transactions).

Note: The Accounts Spreadsheet uses the “Accrual” date in this column to ensure that transactions data are included or excluded appropriately, depending on whether the user wants reports to be produced on an Accruals basis or an R&P basis. *See also the later note on the use of Column-H (R'd).*

Transaction which were committed (accrued) before the current reporting period have their dates automatically highlighted in light orange to indicate that they will not be included in Accruals reports for the current financial period. But they will be included in R&P reports if the payments was made within the Budget Report period (see Section-6.1, *The BudgetReport Worksheet*).

Transactions which were committed after the Budget Report Date have their dates highlighted in orange to indicate that those transactions have NOT been included in that Budget Report.

Column B – Ref:

In this column enter an optional reference number for the transaction. For Bank transactions this typically this will be a cheque or deposit-slip number or for automated transactions (*eg*: BACS deposits or Direct Debit payments) the Ref might instead be a customer or invoice reference no.

For Cash transactions this will typically be a reference to the claim-form and/or point-of-sale receipt justifying the reimbursement

However, there are no specific restrictions – users may enter whatever reference number or text is most relevant to them, or leave the cell blank, provided that it is sufficient to satisfy the Independent Examiner that the charity's financial records (*ie*: including documentary evidence of financial transactions) meet the legally required standards.

Column C – Category

In this column you **MUST** enter a valid category name, as set up in the Categories worksheet..

If you leave the category blank the transaction will be ignored in most calculations, creating errors or inconsistencies.

When you click on a cell in this column, a drop-down list will appear with all of the valid Category names (taken from the Categories worksheet). Click on the tab and select the appropriate category name from the drop-down list.

Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	CD	Balance
04-Feb-22		P4-Meetings		A Lewis	Board meeting refreshments	-36.03	2	7,220.55
04-Feb-22		P4-TrusteesExpenses		V Olunt	Board meeting travel	-3.80	2	7,216.75
10-Feb-22		P4-Internet Services		InetHosts	website	-5.99	2	7,210.76
11-Feb-22		P3-BE-Project Costs			DBS Checks for Ruth and Sally	-103.60	2	7,107.16
12-Feb-22		P3-HealthMatters			Press pack launch catering	-135.00	2	6,972.16
12-Feb-22		P3-HM-Project Costs				60.00	2	7,032.16
13-Feb-22		P3-Rename or Hide			Registrations, Feb Conf	1,150.00	2	8,182.16
14-Feb-22		P3-Miscellaneous			Travel for event	-166.67	2	8,015.49
20-Feb-22		P4-SUPPORT COSTS			Gross salary	-1,048.66	2	6,968.83
20-Feb-22		P4-TrusteesExpenses			Employee PAYE&NIC deduction	94.00	2	7,062.83
20-Feb-22	Payroll-n	P4-Salaries			Employee pension contribution	17.67	2	7,080.50
20-Feb-22		P4-Office Costs				135.00	2	7,215.50
23-Feb-22		P4-Meetings			Rent Mar-May	-720.00	3	6,495.50
26-Feb-22		P4-Consumables			Contract fee	-645.40	3	5,850.10
27-Feb-22		P4-Internet Services			USB sticks	-1,110.94	3	4,739.16
27-Feb-22		P1-Membership		U Nemend		60.00	3	4,799.16
01-Mar-22		P2-Networking		Friends' House	Balance, Venue, Feb Conf	-800.00	3	3,999.16

If you try to enter something which is not in the list you will get an error message and will not be able to continue until either you type an appropriate entry or cancel;

Note: the aggregate sums for each category are accumulated by matching the entries in the cells in this column with the category name.

Because of the way that the formulae work, even the slightest discrepancy – eg: an extra space – can result in a match not being found. In that case the amount of the transaction will NOT be included in any of the summary aggregations.

It is therefore vital that you select ONLY a valid category from the drop-down list to be entered in the cells in this column – ie: resist the temptation to type the category manually, or copy/paste an entry from another part of the spreadsheet.

Column-D – Fund

This operates in a similar manner to the Categories column-C. When you click on the cell a drop-down list of all the valid Fund-tags (taken from the “Funds” worksheet) will appear from which you choose the relevant entry. You will not be able to move on if you try to enter a #-tag which is not in the “Funds” list.

However, unlike the Categories #-tag, the default entry is blank, signifying that the applicable Fund is the unrestricted General Fund.

If you do not require Fund Management facilities this column can be ignored (but must be left blank). If you wish, you can hide the column but IT MUST NOT BE DELETED.

Column E - Payee/Payer

In this column enter who the payment is being made to or being received from.

Note: You will find subsequent analysis of the data MUCH easier if you are very consistent in the way that you enter payees (and other data, too);

For example: if the first time you enter a payee you enter their full name, surname first (eg: SMITH, John) then always use **exactly** the same format each time for all names including the use of upper/lower case (ie: NOT: J.SMITH, SmithJ, or smith, john).

Column F – Comment

In this column enter any further relevant information about the transaction.

This is a free-text field (ie: there are no special constraints on what can be entered here) but, again, it is helpful to maintain consistency of style/format whenever possible.

Column G – Amount

In this column enter the amount of the transaction;

Receipts are entered as positive numbers (eg: 123.45 A preceding + is not required);

Payments are entered as negative number (eg: -123.45) and will be displayed in red automatically;

In either case it is not necessary/desirable to include a £ sign.

Column H – CD (Cash Date)

The number entered here is effectively the **cash date**, indicating the month of the charity’s financial year in which “the money changed hands” (usually the date in the bank statement or cash-book

record). *ie:* if the charity's financial year is September to August, payments in November would be indicated as month 3 and payments in August would be indicated as month 12.

In many cases the **cash date** (month) entered in Column-H (CD) will be the same as the month-number of the **accrual date** entered in Column-A,(Date).

This column for the month-number of the **cash date** provides a quick and easy way for the spreadsheet to "Filter" those transactions where the month-number is absent to:

a) monitor and manage outstanding transactions (those where money is currently still owed to or by the charity – debtor & creditor control);

b) monitor and manage the charity's cash-flow;

c) identify any outstanding assets and liabilities in its periodic trustees' reports & financial statements, both internal and external (*eg:* Treasurer's regular reports to the Trustees and others involved in the financial management of the charity; the Trustees' Annual Report & Financial Statements to the Charity Commission);

	A	B	C	D	E	F	G	H	I
1	Better Living {Example}					Bank Transactions, EYE: 31-Dec-22			
2	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	G.T.	Balance
181	23-Sep-22		P4-Independent Examiner		AN Accountant	Independent Examination	-250.00		10,605.39
186	13-Nov-22		P3-HM-Project Costs	Health Matters	J Pugh	travel expenses	-2.80		4,839.82
196	04-Dec-22		R1-Gift Aid		HMRC		975.00		9,633.61
197	12-Dec-22		R9-Sale of Shop Stock		Barry Driver	Purchase of Home Safety Manual	12.50		9,646.11
200	19-Dec-22		P2-Networking		GoodFood Caterers	Catering - Christmas Event	-450.00		4,930.61
201	19-Dec-22		P2-Networking		Trinity Church	Room hire - Christmas Event	-300.00		4,630.61
207	29-Dec-22		P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-984.92		3,270.70
208	30-Dec-22	HMRC	Agency-HMRC		Payment to HMRC	Employee's PAYE+NIC Payments	-282.00		2,988.70
209	30-Dec-22	NEST	Agency-NEST		Payment to NEST	Employee's Payments	-53.01		2,935.69
210	30-Dec-22	NEST	P3-SaH-Staff Costs	Safe At Home	Payment to NEST	Employer's contribution	-53.01		2,882.68
211									
212									

And, as noted earlier (on page 5): the cells at the top of columns J-L provide the worksheet with its own built-in mini-Balance-Sheet which updates automatically in "real time" as transactions data are entered. The uses of this mini-Balance-Sheet are described in greater detail in section 1.2.e) Reconciling the Accounts Worksheets.

The use of additional filtering on column-E (Payee/Payer) and/or column-C (Category) allows the user to monitor debtors and creditors down to individual payees/payers and/or particular types of transactions. For the simpler financial management of typical small charities that essentially eliminates the necessity for separate debtor and creditor ledgers or cash-books.

For further information on filtering, see section 5 Filtering Transactions below.

Note: The inclusion of both the Accrual date (column-A) and the Cash-date (column-H) in the Accounts Spreadsheet is clear "Proof of Concept" that accruals reporting and cash (R&P) reporting (*eg:* when producing charity Annual Accounts) **DO NOT** require different financial record-keeping systems. The one set of records can be used to produce reports on either basis simultaneously.

It also demonstrates that modern #-tag technology makes double-entry book keeping (based on traditional "ink on paper" technology) unnecessary.

Column I – Transactions Running Balance

Note: This is NOT a data entry column.

The values are calculated by formulae which must not be altered.

This column shows the account's **accrued** balance **NOT** the account's **cash** balance. It is the amount which would be the account if all prior receipts had been received and all prior payments made, **NOT** the amount actually in the account.

Moreover, when the account worksheet is recording the transactions coming into and going out of a bank account, the running transactions balance for a particular transaction in the spreadsheet will not always be the same as the running balance in the bank statement for the same transaction. That's because the order in which transactions are presented to the bank will often differ from the order in which they are added to the spreadsheet. That is particularly important if the transaction is for a significant amount – *eg:* a major grant, or significant payment to or from a client. In such situations the actual bank account can still go overdrawn even though the running bank balance in Column-I is showing the account to be always in credit.

These issues are described in greater detail in a following section, 1.2.e) Reconciling the Accounts Worksheets

d) Multi-Item Transactions:

Some transactions will be for multiple items which have to be assigned to different categories – eg: if you are paying a supplier with one cheque for several items or paying in receipts from several different sources.

In a spreadsheet it is not practical to group such multiple items together into a single transaction as would be possible in full relational database software. So each has to be entered separately. But it is possible – in fact, desirable – to use the same Reference #-tag (Column-B) for all the multi-items to identify them as a single transaction – eg: the same BACS reference or cheque number for payments, or deposit slip reference for receipts. If it is also necessary to keep a record of the relevant invoice numbers, that can be done using the Comment, Column-F.

Furthermore, when it comes to reconciling multi-item transactions, particularly those related to bank transactions, only the total amount of the transaction (ie: not the individual items) will appear in the bank statement. However, it is easy to check the total amount against the multi-transactions entered into the worksheet, as follows:

In the example worksheet for Bank transactions, the transactions at rows 68-69 represent a payment of £96.40 by single cheque, no:100612 to G.Logman for 2 travel expenses of £90.80 and £5.60 attributed to different projects and, therefore, to different categories.

Highlighting the 2 individual amounts in column F shows the total amount of the cheque in the status bar (if you have it turned on to display) at the bottom of the screen.

65	16-Mar-22		P3-SaH-Project Costs	Safe At Home	Tesco	Refreshments for press pack laun	-28.29	3	5,712.76	
66	18-Mar-22		P4-Office Costs		Post Office	Stamps & postage	-50.00	3	5,662.76	
67	19-Mar-22		R4R-SafeAtHome	Safe At Home	HomeSafety UK	Second tranche of grant	7,500.00	3	13,162.76	
68	19-Mar-22	100612	P3-BE-Project Costs	Better Eating	G Logman	travel expenses	-90.80	3	13,071.96	
69	19-Mar-22	100612	P3-HM-Project Costs	Health Matters	G Logman	travel expenses	-5.60	3	13,066.36	
70	19-Mar-22		P3-SaH-Project Costs	Safe At Home	L Dinlow	Reimbursement- Partners' welcon	-1,16.94	3	12,919.42	
71	19-Mar-22		P4-TrusteesExpenses		V.Olunt	Travel expenses	2.90	4	12,916.52	
72	20-Mar-22		Payroll-g	P3-BE-Staff Costs	Better Eating	R Badgwick	Gross salary	-1,046.66	3	11,869.86

Ready Accessibility: Investigate

Average: -48.20 Count: 2 Sum: -96.40

Although, for simplicity, this multi-item transactions consists of only 2 individual transactions, the process works equally well however many transactions are included in a single payment or receipt reported in a bank statement.

e) Reconciling the Accounts Worksheets

The Reconciliation Column-H (R'd) in all four worksheets provides a simple direct method of reconciling the transactions recorded in the worksheet with the corresponding source records for the accounts (eg: bank statements, on-line statements, cash-books). So reconciliations should be done regularly (eg: each time the bank produces a statement) for routine presentation to the Trustees and/or others involved in the financial management of the charity.

Reconciliation is important for two three reasons:

- ◆ it identifies any errors in either/both entries in the worksheets or in the source records;
- ◆ it identifies transactions which have not been completed as expected – eg: a cheque which has not been presented to the payee's bank; or an invoice issued to a customer/client has not yet been paid (ie: it is the basis for efficient and effective credit control);
- ◆ it confirms that the amount of cash actually in the bank account at any point in time corresponds with the amount expected to be in the bank account at that time (ie: it is the basis for efficient and effective cash-flow control).

As illustrated earlier, at the top each account worksheet is a group of cells in columns J-L which provide a “real-time” summary of the status of the account – ie: they get updated automatically and immediately each time a new transaction is entered or the worksheet is reconciled with other source records.

Balance (Cell J2): Shows the **expected** net amount in the account once all transactions have been presented and processed (the accrued total);

J	K	L
Balance at 30-Dec-22	Reconciled Balance	Unreconciled Transactions
2,882.68	4,270.92	-1,388.24
Acc1	Receipts	41,655.92
	Payments	-46,987.32
	Debtors	987.50
	Creditors	-2,375.74
	Trfrs In	14,000.00
	Trfrs Out	-10,100.00
	Brought Forward	
	Debtors	878.20
	Creditors	-4,299.02

Reconciled (Cell K2): Shows the current actual net amount in the account for those transactions (deposits & payments) which have been confirmed/reconciled with the transactions in the source statements (the cash/R&P total);

Unreconciled (Cell L2): Shows the net amount of outstanding transactions (deposits & payments) which have not yet been reconciled with the source statements;

Receipts (Cell L3): Shows the gross amount of all expected receipts (confirmed & unconfirmed);

Payments (Cell L4): Shows the gross amount of all payments made (confirmed & unconfirmed).

Debtors (Cell L5): Shows the gross amount of expected incoming receipts/deposits not yet confirmed by the bank statements as having been made;

Creditors (Cell L6): Shows the gross amount of outgoing payments not yet actually made;

Trfrs In (Cell L7): Shows the gross amount of incoming internal transfers (eg: to the Bank from the Cash or Deposit accounts);

Trfrs Out (Cell L8): Shows the gross amount of outgoing internal transfer (eg: from the Bank to the Cash or Deposit accounts);

Brought Forward (Cells L10 & L11). Show the debtor and creditor amounts brought forward from the previous financial period.

The reconciliation process is simple and intuitive:

- i) Check that the opening (brought forward) balance on the first day of the current source statement is the same as the Reconciled Balance (in cell L2 of the transaction worksheet). This confirms that the previous reconciliation was complete up to the closing date of the previous source statement;
- ii) Work through each individual entry in the account source statements in order from the earliest to the latest, to locate the corresponding transaction as recorded in the account worksheet and confirm that all the details of both records correspond;
- iii) If that is the case, confirm the reconciliation by entering the appropriate month-number or character – see section 1.2.c) for guidance on what is appropriate – into the CD cell (Column-H) for that transaction. Discrepancies should be resolved before moving on;
- iv) Where there is an entry in the bank statement without a corresponding entry in the Bank worksheet (eg: where there have been unsolicited on-line donations to the charity) that entry should be added into the first empty row in the Bank worksheet and marked as reconciled immediately (they can be sorted into order later).
Note: where there is a series of consecutive on-line donations which do not need to be identified individually (eg: because the donations are anonymous, or the donors do not need to be identified for Gift Aid Small Donations Scheme purposes) there is no reason why they cannot be entered gross as one single transaction. But note that the source statement showing the individual donations, suitably annotated, MUST be kept for production to HMRC in the event of any query about the GASDS claim.
- v) As you mark each transaction in the worksheet as reconciled with the source statement in this way the value in the “Reconciled” cell (L2) updates automatically and should show the same value as the running balance for the transaction in the source statement. This provides a very simple validation “in real time” that the transaction worksheet and the source statement are synchronised.

Note: this only works efficiently and effectively in that way if you go in order, record-by-record through the source/bank statement to check them against the transactions worksheet.

In practice, the order of transactions usually differs between the transactions worksheet and the bank statement. So if (as many people do) you instead go through the transactions worksheet record-by-record to mark them as reconciled (ie: have appeared in the bank statement) there is no guarantee that the running balance in the bank statement will correspond with the reconciled value in Cell-L2. Then, if you get to the end of the reconciliation and there is a discrepancy between the ending bank balance and the reconciled value in Cell-L2, you will have no indication of which transaction(s) caused the discrepancy.

It is also not a good idea to just leave entering transactions until they appear in the bank statement rather than when outgoing payments are made (ie: cheques written, BACS transfers are set up, Standing Orders or Direct Debits are due) or incoming payments are expected (eg: invoices sent out). If such transaction are not entered into the spreadsheet promptly the spreadsheet’s facilities to monitor unpaid transactions for credit/debtor and cash-flow control will not operate effectively, or at all.

f) Analysing the Transactions Data and Making Necessary Adjustments

More in-depth procedures for analysing the transactions data, including:

- ◆ Sorting the data into different orders (eg: by category, fund, payee, amount);
- ◆ Filtering the data to select only transactions with particular characteristics;
- ◆ Correcting errors;

are covered in detail later in Section-4 (Sorting) and Section-5 (Filtering)

g) Transferring Money between Accounts

Transferring reserve funds between current and deposit accounts, or topping up the money in the Cash of PayPal account or transferring excess cash in either account to the Bank account is the nearest that the Accounts Spreadsheet gets to “Double Entry Bookkeeping”.

This is shown in the illustration of the transfer transactions as recorded in the Bank, Cash & Deposit worksheets in the Example spreadsheet.

Note the use of a Filter on Column-H in the “Bank” account worksheet to show just only those transactions which are transfers between accounts.

Transfers between accounts worksheets are assigned a Categories #-tag of “_T-InterAcc Transfer” in **both** the “from” and the “to” accounts’ worksheets.

The outgoing amount in the origin worksheet is shown as negative and the incoming amount in the recipient worksheet as positive.

Better Living (Example)							Bank Transactions, FYE: 31-Dec-22		
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	C.F.	Balance	
02-Apr-22	BACS	_T-InterAcc Transfer		To HiSave Deposit A/c		-10,000.00	T	3,901.66	
15-Apr-22		_T-InterAcc Transfer		Transfer to Petty Cash		-100.00	T	5,671.11	
01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15	
01-Dec-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	8,658.61	

Better Living (Example)							Cash Transactions, FYE: 31-Dec-22		
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	C.F.	Balance	
31-Dec-21						Brought Forward		37.77	
12-Jan-22		P3-SaH-Project Costs	Safe At Home	Sainburys	Safe At Home campaign meeting	-4.35	1	33.42	
12-Jan-22		P3-SaH-Project Costs	Safe At Home	Tesco	Safe At Home campaign meeting	-4.55	1	28.87	
15-Apr-22		_Transfer From Bank		Transfer from Bank		100.00	T	128.87	

Better Living (Example)							Deposit Account, FYE: 31-Dec-22		
Accrue Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	C.N.	Balance	
31-Dec-21						Brought Forward		12,000.00	
02-Apr-22	BACS	_T-InterAcc Transfer		Transfer from Bank		10,000.00	T	22,000.00	
01-Sep-22		_T-InterAcc Transfer		Transfer to Bank		-7,000.00	T	15,000.00	
01-Dec-22		_T-InterAcc Transfer		Transfer to Bank		-7,000.00	T	8,000.00	
29-Dec-22		R2O-Interest on Accounts		Annual interest		51.50	12	8,051.50	

In all cases the transfers

must be “reconciled” with the letter T in Column-H (R’d). Such transfers then automatically cancel each other out when aggregating the net cash assets of the charity and do not get interpreted as additional receipts or payments in other analyses (eg: the end-of-year Annual Accounts report).

2. Inserting, Amending & Deleting Transactions

2.1. Inserting a New Transaction Out of Sequence.

New transactions **MUST ALWAYS** be entered into the first empty transaction row after the existing transactions. **NEVER ATTEMPT TO INSERT A NEW ROW** at the relevant point in the worksheet instead. That will create misalignments in the formulae and consequent errors in the calculations. That is so even when it would cause the new transaction(s) to be out of sequence with previously entered transaction (eg: if the date(s) of the new transaction(s) are earlier than the dates of transactions already entered).

After completing entry of the new transaction it can then be re-located it to the correct place by using the “Sort” procedure (see section 4 Moving & Sorting Transactions below).

2.2. Amending an Existing Transaction

If the data in an existing transaction are incorrect, simply over-type them with the correct values.

Any consequent changes in the running balance (Column-I) or the summary data (eg: in the Budget, Cash-Flow, Annual and other reports) will be made immediately and automatically.

If the amendment is to the date of the transaction and it is desired to relocate the transaction to the correct date-order, use “Sort” (see section 4 Moving & Sorting Transactions below).

2.3. Deleting an Existing Transaction

If a previously entered transaction is found to be completely incorrect and no longer required **DO NOT ATTEMPT TO REMOVE IT BY DELETING THE ENTIRE ROW** as this will create misalignments in the formulae and consequent errors in the calculations.

Instead, highlight just the transaction data cells in columns A to H (BUT NOT THE RUNNING BANK BALANCE IN COLUMN-I) and delete their contents using the [Delete] key.

This will leave that row intact, but the cells empty. In some cases this may also cause the error #VALUE to appear in the subsequent running balance figure, Column-I. However, this error will be cleared when the now empty cells are relocated to the end of the transactions records by following the "Sort" procedure as described in section 4 below.

2.4. Cancelling an Existing Transaction

Where a cheque or invoice is written in error and cancelled without ever being issued, some book-keepers/treasurers/accountants/examiners still like that to be entered into the transactions record for reference purposes and to show that the cheque/invoice is not missing, outstanding, un-presented or un-paid.

That can be done by creating a transaction with: the Accrual-date (Column-A) as the date created; the cheque/invoice number as the reference number; the Comment (Column-F) prefaced as "Cancelled"; the amount as 0.00; and Reconciled (Column-H) set to the month-number of the Accrual-date. Such parameters will ensure that the cancelled cheque/invoice is "visible" in the transactions records but does not otherwise affect the accounts as the transaction amount is zero.

2.5. Abandoned Payments

It sometimes happens that a reimbursement of expenses is claimed but the recipient decides not accept it but instead to leave their reimbursed expenses as a donation. It is suggested that, rather than cancelling the transaction, a counter-balancing transaction for the same amount (with the same date & reference number for linking purposes) is entered as a donation. This results in a net transaction amount of zero (*ie*: no change in the bank balance) and a record of both the expenditure and the donation.

Better Living {Example}						Bank Transactions, FYE: 31-Dec-22			
	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance
58	01-Mar-22		P2-Networking		Friends' House	Balance, Venue, Feb Conf	-800.00	3	3,999.16
59	02-Mar-22		P4-Internet Services		InetHosts	website	-9.00	2	3,990.16
60	03-Mar-22	100610	P4-TrusteesExpenses		V.Olunt	Travel expenses - CHQ CANCEL	-8.70	3	3,981.46
61	03-Mar-22	100610	R1-Donations		V.Olunt	Travel expenses returned as dona	8.70	3	3,990.16
62	03-Mar-22	SaH Book	P3-SaH-Project Costs	Safe At Home	Happy Printers	Printing of SaH Booklet	-440.00	3	3,550.16

Whilst this might, at first sight, seem a bit meaningless (as there is no net change in the bank balance) it actually has several key advantages:

- ◆ It allows the charity to keep a record which demonstrates the **true** cost of running the charity rather than figures which are significant under-estimates because of legitimate expenses claims being waived;
- ◆ It allows the charity to demonstrate in financial terms the generosity of its supporters;
- ◆ It explains why some cheque numbers never appear in the bank statements.

HOWEVER NOTE:

Donations-in-kind (*eg*: unclaimed travel expenses, or unclaimed reimbursement of items purchased for the charity) are **NOT** eligible for Gift Aid (which only applies to monetary donations).

HMRC rules on such donations-in-kind are explicit and strictly enforced. They are NOT eligible for Gift Aid. If someone wishes to "waive" their reimbursement as a donation in order that the charity can claim Gift Aid on them, they MUST FIRST claim the reimbursement and THEN VOLUNTARILY return the reimbursement as a monetary donation.

HMRC requires that, in order to be eligible for Gift Aid, "real money (*eg*: cheques, or BACS transfers, or even bank promissory notes are "real money") must have changed hands". *ie*: there must be documentary evidence (ideally in the form of bank statements) that the expenses payment actually left the charity's account and the donation actually left the donor's account.

This, ostensibly, is to provide a clear record of the expenses having been legitimately claimed, reimbursed and then given as a donation (*ie*: were not a gift-in-kind).

In Small Charity Support's opinion, in some cases separating the reimbursement of an "expense" and it's subsequent re-donation as a Gift-Aided gift could actually makes it easier, rather than harder, to conceal the mis-claiming and subsequent donation of "expenses" as a way of illegitimately exploiting Gift Aid (a fact that seems to have been overlooked by HMRC).

But, nevertheless, HMRC's rules are the law and charities ignore them at their peril !

Small Charity Support is hoping to persuade HMRC to reconsider its position on the claiming of expenses and then giving them back as a Gift-Aided donation. But resolution of the issue is not likely to occur in the immediate future.

In the meantime, the Small Charity Support website has an example expenses claim form which enables claimants to defer payment of expenses till the end of the financial year. At that time the charity makes a single reimbursement of all the expenses claimed by that person during the year. And if the person then wants to re-donate some or all of that reimbursement back to the charity they can do so completely in compliance with HMRC rules.

3. Inserting Additional Transaction Rows

The latest version of the spreadsheet comes with ca.3000 rows for transactions in each of the 4 accounts worksheets (initially named: Bank, Cash, PayPal, Deposit). To insert additional transaction rows into each of the four accounts worksheets the following instructions must be followed carefully.

It is recognised that there are various ways of performing the same operation in both MS-Excel and LibreOffice-Calc. **But not all maintain the integrity of the many formulae throughout the accounts spreadsheet and consequently can result in the spreadsheet malfunctioning.**

The following method works successfully and protect the integrity of the formulae in both MS-Excel and LibreOffice-Calc with only minor variations between where indicated,

You use other methods at your own risk!

You MUST perform this operation while there are still a number of unused (blank) rows in the worksheet. And there must be at least 1 currently unused row above where the additional rows are to be inserted. So don't wait till all the existing rows are full !

In the following illustrations, just 5 additional rows will be inserted between rows 3001 & 3002 – *ie*: ABOVE the last row (3003) in the current data range. But the procedure can be used to insert any number of additional rows.

Note: for the purposes of this illustration the border between the two rows where the additional rows are to be inserted has been marked as bold for clarification. But that is optional.

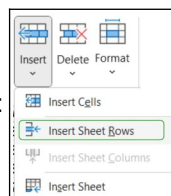
Better Living {Example}							Bank Transactions, FYE: 31-Dec-22			J	K	L
1	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance	Balance at 30-Dec-22	Reconciled Balance	Unreconciled Transactions
2995	01-Sep-22		_P4-Internet Services		Positive Ideas Co	website	-9.00	9	5,487.15	8,826.91	10,215.15	-1,388.24
2996	01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15			
2997	03-Sep-22		_P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15			
2998	05-Sep-22		_P4-TrusteesExpenses		V.Olunt	Strategic Plan meeting - travel	-2.80	9	12,479.35			
2999	15-Sep-22	CdCd	_P4-Meetings		Kitchin	Strategic Plan meeting	-20.97	9	12,458.38			
3000	19-Sep-22		_P5-IT Replacements		Computer Solutions	Replacement Laptop	-668.00	9	11,790.38			
3001												
3002												
3003												
3004	End of Transactions											
3005												

Highlight where the additional rows are to be inserted

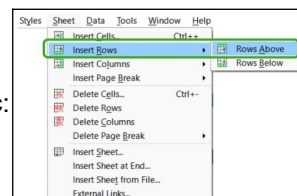
2	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance	8,826.91	10,215.15	-1,388.24
2995	01-Sep-22		_P4-Internet Services		Positive Ideas Co	website	-9.00	9	5,487.15	8,826.91	10,215.15	-1,388.24
2996	01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15			
2997	03-Sep-22		_P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15			
2998	05-Sep-22		_P4-TrusteesExpenses		V.Olunt	Strategic Plan meeting - travel	-2.80	9	12,479.35			
2999	15-Sep-22	CdCd	_P4-Meetings		Kitchin	Strategic Plan meeting	-20.97	9	12,458.38			
3000	19-Sep-22		_P5-IT Replacements		Computer Solutions	Replacement Laptop	-668.00	9	11,790.38			
3001												
3002												
3003												
3004	End of Transactions											
3005												
3006												
3007												

Insert the additional (blank) rows:

in MS-Excel:



in LibreOffice-Calc:



2	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Ci	Balance	8,826.91	10,215.15	-1,388.24	
2995	01-Sep-22		_P4-Internet Services		Positive Ideas Co	website	-9.00	9	5,487.15				
2996	01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15				
2997	03-Sep-22		_P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15				
2998	05-Sep-22		_P4-TrusteesExpenses		V.Olunt	Strategic Plan meeting - travel	-2.80	9	12,479.35				
2999	15-Sep-22	CdCd	_P4-Meetings		Kitchin	Strategic Plan meeting	-20.97	9	12,458.38				
3000	19-Sep-22		_P5-IT Replacements		Computer Solutions	Replacement Laptop	-668.00	9	11,790.38				
3001													
3002													
3003													
3004													
3005													
3006													
3007													
3008													
3009	End of Transactions												
3010													

Additional rows inserted

Highlight and copy the **entire** unused row above the newly inserted rows. You can use the Ctrl-C keyboard shortcut for this purpose.

2	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Ci	Balance	8,826.91	10,215.15	-1,388.24	
2995	01-Sep-22		_P4-Internet Services		Positive Ideas Co	website	-9.00	9	5,487.15				
2996	01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15				
2997	03-Sep-22		_P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15				
2998	05-Sep-22		_P4-TrusteesExpenses		V.Olunt	Strategic Plan meeting - travel	-2.80	9	12,479.35				
2999	15-Sep-22	CdCd	_P4-Meetings		Kitchin	Strategic Plan meeting	-20.97	9	12,458.38				
3000	19-Sep-22		_P5-IT Replacements		Computer Solutions	Replacement Laptop	-668.00	9	11,790.38				
3001													
3002													
3003													
3004													
3005													
3006													
3007													
3008													
3009	End of Transactions												
3010													

Copy {Ctrl-C} the entire row above the inserted, rows

Highlight **ALL** the newly inserted rows **AND** at least the first row immediately below them. Paste the copied row into ALL the highlighted rows. You can use the Ctrl-V keyboard shortcut for this purpose.

2	Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Ci	Balance	8,826.91	10,215.15	-1,388.24	
2995	01-Sep-22		_P4-Internet Services		Positive Ideas Co	website	-9.00	9	5,487.15				
2996	01-Sep-22		_T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	T	12,487.15				
2997	03-Sep-22		_P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15				
2998	05-Sep-22		_P4-TrusteesExpenses		V.Olunt	Strategic Plan meeting - travel	-2.80	9	12,479.35				
2999	15-Sep-22	CdCd	_P4-Meetings		Kitchin	Strategic Plan meeting	-20.97	9	12,458.38				
3000	19-Sep-22		_P5-IT Replacements		Computer Solutions	Replacement Laptop	-668.00	9	11,790.38				
3001													
3002													
3003													
3004													
3005													
3006													
3007													
3008													
3009	End of Transactions												
3010													

Select the inserted rows AND THE ROW BELOW and paste {Ctrl-V} the copied row into them

After completing the insertion of the new cells, check the The formulae in the running Balance (Column-I) to ensure that they are consistent. That is particularly important at the upper and lower boundaries between the original rows and the inserted rows (in this illustration, at rows 3001 & 3002 and at rows 3006 & 3007).

Important Note: This procedure is one of the very few within the entire accounts spreadsheet where it is appropriate to use full “Copy & Paste” (Ctrl-C & Ctrl-V) – ie: where the formulae and formatting of cells, as well as their text/numbers content, are copied from one location to another.

4. Moving & Sorting Transactions

4.1. Moving Transactions

NEVER attempt to change the order of transactions using “click & drag”. This creates misalignments in the formulae and consequent errors in the calculations. **Instead, use the “Sort” function.**

4.2. Sorting Transactions

Sorting transactions into (for example) date order is quick and easy **when you use the built-in Data/Sort function.** Although both MS-Excel and LibreOffice Calc perform Sorts in the same way,

the appearance of the commands is somewhat different, as illustrated in the examples on the following page.

A common sort is to put all transactions in descending date order (ie: Column-A, earliest at the top, latest at the bottom). But it is usual to include the transaction reference number and transaction category (Columns B & C) in the sort, too, so that related transactions are ordered together.

- In the top-left corner of the account transactions screen, click on the cell-identification box (immediately above column-A) and select the *AccnTrans* range-name appropriate to that worksheet, as identified in cell J2. The illustrations are taken from the "Bank" worksheet (Acc1) and so the relevant range-name is Acc1Trans. This will select the entire range of transactions in columns A-H.
- Click on Data/Sort in the main menu and then select the column(s) by which you want the transactions sorted in order of priority, eg: to sort first into date order select column-A to include Ref No as a secondary sort order, add column-B similarly to include the Category as a tertiary sort order, add column-C.
- Click on [OK] to complete the sort.

Microsoft Excel

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A green arrow points from the 'Data' tab to the 'Sort' button in the ribbon. Another green arrow points from the 'Sort' button to the 'Sort' dialog box. The dialog box shows 'Sort by' set to Column A, 'Then by' set to Column B, and 'Then by' set to Column C. The spreadsheet data is visible in the background, with columns A through H containing transaction details and columns J through L containing summary data.

Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance
31-Dec-21						Brought Forward		5,702.32
05-Dec-21		P9-Purchase of Fixed Assets		PC World	Computer & Printer	-1,299.00	1	4,403.32
12-Dec-21		R1-Gift Aid		HMRC		845.00	2	5,248.32
18-Dec-21		R4G-Miscellaneous		Barry Driver	Purchase of Good Eating Recipe I	33.20	1	5,281.52
19-Dec-21		P2-Volunteer Costs		GoodFood Caterers	Christmas Event - Catering	-200.00	1	5,081.52
19-Dec-21		P2-Volunteer Costs		Trinity Church	Christmas Event - Room hire	-100.00	1	4,981.52
22-Dec-21		P4-Office Costs		OfficeSafe	Rent	-240.00	1	4,741.52
27-Dec-21		P4-Salaries		A.Dunswick				4,741.52
27-Dec-21		P4-Salaries		P.Jameson				4,741.52
28-Dec-21		P3-SaH-Staff Costs	Safe At Home	J Pugh				4,741.52
01-Jan-22	AdvExp	P2-Networking		Friends' House				4,741.52
01-Jan-22	AdvExp	P8-Payments In Advance		Friends' House				4,741.52
01-Jan-22	AdvRec	R4G-ConfRegistrations		Various				4,741.52
01-Jan-22	AdvRec	R8-Receipts In Advance		Various				4,741.52
02-Jan-22		P4-Internet Services		InetHosts				4,741.52
02-Jan-22		R1-Donations		C Cooker				4,741.52
02-Jan-22		R1-Donations		S Meadows				4,741.52
05-Jan-22		R1-Membership		N Amerser				4,741.52
06-Jan-22		R4R-BetterEating	Better Eating	John Briggs Charitable Tr		105.00	1	5,387.50
07-Jan-22		R1-Donations		R Badgwick		60.00	1	5,447.50
07-Jan-22		R1-Donations		A Lewis				5,447.50
09-Jan-22		R1-Membership		O Pronsens				5,447.50
15-Jan-22		R1-Membership		J Trunker		80.00	1	5,527.50

LibreOffice-Calc

The screenshot shows the LibreOffice Calc interface with the 'Data' tab selected. A green arrow points from the 'Data' tab to the 'Sort' button in the ribbon. Another green arrow points from the 'Sort' button to the 'Sort' dialog box. The dialog box shows 'Sort Key 1' set to Column A, 'Sort Key 2' set to Column B, and 'Sort Key 3' set to Column C. The spreadsheet data is visible in the background, with columns A through H containing transaction details and columns J through L containing summary data.

Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	CD	Balance
31-Dec-21						Brought Forward		5,702.32
05-Dec-21		P9-Purchase of Fixed Assets		PC World	Computer & Printer	-1,299.00	1	4,403.32
12-Dec-21		R1-Gift Aid		HMRC		845.00	2	5,248.32
18-Dec-21		R4G-Miscellaneous		Barry Driver	Purchase of Good Eating Recipe I	33.20	1	5,281.52
19-Dec-21		P2-Volunte		GoodFood Caterers	Christmas Event - Catering	-200.00	1	5,081.52
19-Dec-21		P2-Volunte		Trinity Church	Christmas Event - Room hire	-100.00	1	4,981.52
22-Dec-21		P4-Office C		OfficeSafe	Rent	-240.00	1	4,741.52
27-Dec-21		P4-Salaries		A.Dunswick				4,741.52
27-Dec-21		P4-Salaries		P.Jameson				4,741.52
28-Dec-21		P3-SaH-Sti	Safe At Home	J Pugh				4,741.52
01-Jan-22	AdvExp	P2-Network		Friends' House				4,741.52
01-Jan-22	AdvExp	P8-Paymer		Friends' House				4,741.52
01-Jan-22	AdvRec	R4G-ConfRegistrations		Various				4,741.52
01-Jan-22	AdvRec	R8-Receipts In Advance		Various				4,741.52
02-Jan-22		P4-Internet Services		InetHosts				4,741.52
02-Jan-22		R1-Donations		C Cooker				4,741.52
02-Jan-22		R1-Donations		S Meadows				4,741.52
05-Jan-22		R1-Membership		N Amerser				4,741.52
06-Jan-22		R4R-BetterEating	Better Eating	John Briggs Charitable Tr		105.00	1	5,387.50
07-Jan-22		R1-Donations		R Badgwick		60.00	1	5,447.50
07-Jan-22		R1-Donations		A Lewis				5,447.50
09-Jan-22		R1-Membership		O Pronsens				5,447.50
15-Jan-22		R1-Membership		J Trunker		80.00	1	5,527.50

Note: If it is not required to sort on all three #-tags the second and third specification can be Deleted (MS-Excel) or left as “-undefined-“ (LibreOffice Calc).

Similarly, if it is desired to sort on more columns they can be added to the sort criteria.

The ease of sorting (and, subsequently, re-sorting) the charity’s financial transactions in a variety of way can be very useful for the day-to-day monitoring and management of the charity’s financial activities throughout the year. For example:

- ✓ sorting on Column-C (Category), followed by Column-A (Date), to bring together and review all the transactions relating to specific categories;
- ✓ sorting on Column-D (Payee), followed by Column-A (Date), to bring together and review all the transactions relating to individual payees/payers.

This can be particularly valuable for answering more detailed enquiries about income and expenditure than can be answered from the Budget Report, eg: enquiries about expenses reimbursements to individual trustees, or income/expenditure on service contracts with specific providers or commissioners.

And once the detailed enquiry has been answered, the transactions can then easily be re-sorted back into the usual order.

5. Filtering Transactions

The Accounts Spreadsheet uses the data filtering functionality in MS-Excel® and LibreOffice-Calc® (identified by the down-arrow button, ▼, at the top of columns A – H) to allow just selected transactions to be displayed.

Better Living {Example}						Bank Transactions, FYE: 31-Dec-22				Balance at 30-Dec-22
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance		
31-Dec-21						Brought Forward		5,702.32		
05-Dec-21		P9-Purchase of Fixed Assets		PC World	Computer & Printer	-1,299.00	1	4,403.32	Acc1	
12-Dec-21		R1-Gift Aid		HMRC		845.00	2	5,248.32		
18-Dec-21		R4G-Miscellaneous		Barry Driver	Purchase of Good Eating Recipe t	33.20	1	5,281.52		
19-Dec-21		P2-Volunteer Costs		GoodFood Caterers	Christmas Event - Catering	-200.00	1	5,081.52		
19-Dec-21		P2-Volunteer Costs		Trinity Church	Christmas Event - Room hire	-100.00	1	4,981.52		

Filtering provides considerable scope for detailed review and analysis of transactions by a variety of criteria, including the use of multiple criteria simultaneously. And in many cases the use of filtering means that complex reviews, analyses and reporting of transactions can be easily completed within the individual accounts worksheets themselves without the need to resort to extracting transactions records into separate records (eg: ledgers, cash-books, etc.).

5.1. Filtering On A Single Criterion.

Click on one of the appropriate drop-down buttons (eg: Category) and a list of all the various entries which have been made in that column to date appears.

Microsoft Excel

LibreOffice-Calc

Clear initial (default) selection of all categories

Select (tick) selection of required category

First uncheck the [Select All] box, then scroll down and click on the entry for which you wish to see just those transactions – in this illustration _P3-BE Project Costs. Click [OK].

In this example, all the transactions allocated to *P3-BE-Project Costs* are now selected and all other transactions are temporarily hidden.

IMPORTANT: Note that the values in the account running balance (Column-I)

remain the values that they have when all the transactions are displayed un-filtered. *ie:* they are NOT a running balance of just the filtered entries.

Better Living {Example}							Bank Transactions, FYE: 31-Dec-22		
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	CC	Balance	
29-Jan-22		P3-BE-Project Costs	Better Eating	Just Sandwiches	breakfast catering	-90.48	2	5,308.59	
29-Jan-22		P3-BE-Project Costs	Better Eating	G Logman	expenses	-25.47	2	5,283.12	
11-Feb-22		P3-BE-Project Costs	Better Eating	J Pugh	DBS Checks for Ruth and Sally	-103.60	2	7,107.16	
18-Feb-22		P3-BE-Project Costs	Better Eating	H Scott	Travel for event	-166.67	2	8,015.49	
19-Mar-22	100612	P3-BE-Project Costs	Better Eating	G Logman	travel expenses	-90.80	3	13,071.96	
13-Apr-22		P3-BE-Project Costs	Better Eating	SB Printers	Printing - Manifestos	-72.00	4	4,791.93	
13-Apr-22		P3-BE-Project Costs	Better Eating	SB Printers	Printing - business cards	-45.00	4	4,746.93	
22-Apr-22		P3-BE-Project Costs	Better Eating	J Pugh	travel to/from Progressio meeting	-5.10	5	4,731.02	
26-Aug-22		P3-BE-Project Costs	Better Eating	J Pugh	September conference meeting - 1	-2.80	8	7,130.29	
03-Sep-22		P3-BE-Project Costs	Better Eating	J Pugh	Meeting with Met Police - travel	-5.00	9	12,482.15	
24-Sep-22		P3-BE-Project Costs	Better Eating	Eaves	Campaign work	-2,958.75	9	7,646.64	
24-Sep-22		P3-BE-Project Costs	Better Eating	J Pugh	Travel expenses	-14.15	10	7,632.49	
08-Oct-22		P3-BE-Project Costs	Better Eating	Just Sandwiches	Partners' meeting	-167.52	4	6,331.41	

5.2. Filtering On Multiple Criteria.

To filter on multiple criteria in the same column, simply check all the required criteria in the drop-down list. Then click on [OK] to complete the filter.

To filter on multiple criteria in different columns, simply extend the filtering process for all the required columns.

5.3. Removing Filtering.

To remove filtering in a particular column, simply click on the filter button for that column and then select the "Clear Filter" or check the "Select All" box as appropriate.

5.4. Advanced Filtering

Both LibreOffice-Calc® and MS-Excel® provide Advanced Filtering functionality to allow more sophisticated filtering and analysis of data.

However, such functionality is beyond the scope of these instructions and should only be undertaken by Users who have the requisite level of expertise in spreadsheet management.

6. The Budget & Cash-Flow Worksheets

6.1. The BudgetReport Worksheet

The Budget worksheet produces a budget report summarising the charity's financial activity up to the Report Date (as selected in Cell G1).

The report can be retrospective (*ie:* to any previous month-end date selected from the drop-down list).

Transactions which occurred after the ReportDate are not included in the report and are identified in their respective accounts worksheet by their Accrual Date (Column-A) highlighted.

Better Living {Example}				Budget Report:			30-Sep-22	
RECEIPTS				Prev Yr Out-turn	This Yr Budget	Budget to 30-Sep-22	Jan-22	Feb-22
VOLUNTARY INCOME							Mar-22	Apr-22
3	4	5	6				May-22	Jun-22
	Membership			3,357	2,500	2,500	Jul-22	Aug-22
	Donations			5,933	3,000	2,250	Sep-22	Oct-22
	Gift Aid			1,873	900	900	Nov-22	Dec-22
	Miscellaneous			0	0	0		
				11,163	6,400	5,650		
INCOME GENERATION								
17	19	27	42					
	Fundraising			156	100	75	0	0
	Receipts from Services			0	0	0	0	0
				156	100	75	0	0
INVESTMENT INCOME								
43	44	45	46					
	Income from Investments			1,573	5,000	3,750	1,986	1,986
	Miscellaneous			0	0	0	0	0
				1,573	5,000	3,750	1,986	1,986
CHARITABLE INCOME								
GENERAL FUNDS								
	ConfRegistrations			0	0	0	1,350	1,350
				0	0	0	1,383	1,350
RESTRICTED FUNDS								
	SafeAtHome			8,000	11,250	11,250	11,832	11,832
	BetterEating			15,000	8,500	8,500	8,500	8,500
	HealthMatters			6,000	4,000	4,000	3,905	3,905

Better Living {Example}					
Date	Ref	Category	Fund	Payee/Payer	Accrual Date
25-Sep-22		P3-BE-Staff Costs	Better Eating	J Pugh	01-Oct-22
30-Sep-22	HMRC	_Agency-HMRC		Payment to HMRC	01-Oct-22
30-Sep-22	NEST	_Agency-NEST		Payment to NEST	01-Oct-22
30-Sep-22	NEST	P3-SaH-Staff Costs	Safe At Home	Payment to Safe At Home	01-Oct-22
30-Sep-22		P4-Office Costs		Post Office	01-Oct-22
01-Oct-22		P4-Internet Services		Positive Id	01-Oct-22
01-Oct-22		R1-Donations		The Law Soc	01-Oct-22
08-Oct-22		P3-BE-Project Costs	Better Eating	Just Sandw	08-Oct-22
08-Oct-22		P4-Meetings		J Pugh	08-Oct-22
08-Oct-22		R9-Sale of Investments		HiRise Inv	08-Oct-22

No data are entered into the BudgetReport worksheet, and the worksheet performs no calculations beyond producing the sub-totals.

The role of the BudgetReport is just to take the data collected in the Categories worksheet and turn then into a more appropriate format for regular presentation to the Trustees and others with an interest/role in the financial management of the charity.

The data in the Budget Report are updated automatically “in real time” as transactions are entered into the individual accounts worksheets. So the Report is always as up-to-date as the transactions which have been entered. And that means that up-to-date Budget Reports can always be produced with just a few mouse-clicks and without any special finance expertise. So Trustees (and anyone else with a legitimate interest – eg: major donors) can always be provided with Budget Reports, both at regular meetings and “on demand”.

The columns in the Report show, for each category in column-A:

Better Living {Example}		Budget Report:				30-Sep-22		
RECEIPTS	Prev Yr Out-turn	This Yr Budget	Budget to 30-Sep-22	R&P 30-Sep-22	Accruals 30-Sep-22			

- ◆ **{B} Prev.Yr Out-turn:** The final result at the end of the previous financial year
(Entered manually in the start-of-year set-up of the spreadsheet);
- ◆ **{D} This Yr.Budget:** The total budget for the current year;
- ◆ **{E} Budget to {date}:** The budget for the current year to the report date
(The aggregate of the amounts previously set in the relevant columns of the Categories worksheet - for this example the aggregate of the budget amounts to 30-Sep-22 in Categories columns F-N;

Better Living {Example}					Monthly Budget - FYE: 31-Dec-22											
	R&P To 31-Dec-22	Accruals To 31-Dec-22	Full Year Budget	Budget to 31-Dec-22	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
RECEIPTS																
R1-VOLUNTARY INCOME																
_R1-Membership	2,550.00	2,550.00	2,500.00	2,500.00	1,500.00	750.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
_R1-Donations	3,063.70	3,063.70	3,000.00	3,000.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
_R1-Gift Aid	845.00	975.00	900.00	900.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00

- ◆ **{G} Accruals {date}:** The expected (ie: Accrued) receipts/payments for the current year to the report date;
- ◆ **{I} R&P {date}:** The actual (ie: Cash) receipts/payments for the current year-to-date.

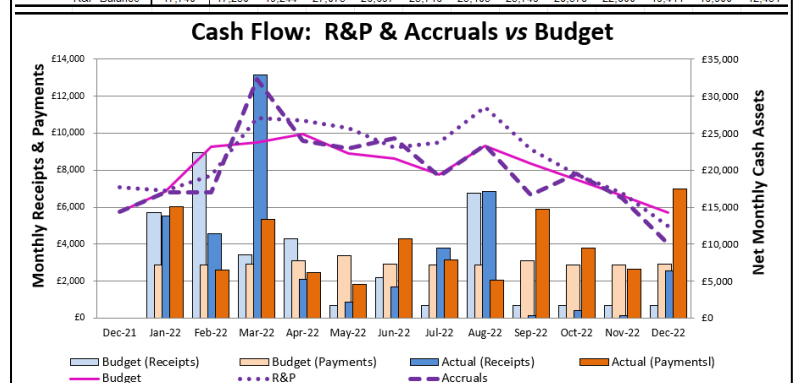
6.2. The Cash-Flow Worksheet

The illustration {right} is taken from the “Better Living Charity” example worksheet.

Like the Budget Report worksheet, the Cash-Flow worksheet:

- ✓ is produced automatically from the transactions data in the four accounts worksheets with no additional input required.
- ✓ is always up-to-date and available on demand “at the click of a button” – provided that the entry of transactions data is kept up-to-date;
- ✓ presents aggregated cash-flow vs budget information for Trustees in an easy-to-use format, both as a table and as a graph;
- ✓ simultaneously shows the charity’s cash flow as both Accruals and R&P data from the same financial transactions records.

Better Living {Example}: Cash Flow														
		Opening Dec-21	Cash Flow - FYE: 31-Dec-22											
		Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Budget	Receipts	5,692	8,942	3,442	4,292	692	2,192	692	6,742	692	692	692	692	692
	Payments	2,958	2,958	2,903	3,118	3,368	2,903	2,868	2,868	3,078	2,868	2,868	2,868	2,913
	Net	2,734	6,074	539	1,174	-2,676	-711	-2,176	3,874	-2,386	-2,176	-2,176	-2,176	-2,221
Accruals	Receipts	5,497	3,794	13,086	2,098	862	5,334	112	6,862	112	2,239	112	2,239	1,711
	Payments	2,799	3,983	3,974	1,903	2,796	3,273	2,460	2,800	6,750	3,596	2,546	8,194	
	Net	2,698	-189	9,112	195	-1,934	2,061	-2,349	4,062	-6,638	-1,356	-2,434	-6,483	
R&P	Receipts	5,530	4,579	13,146	2,098	862	1,672	3,774	6,862	112	412	112	2,551	
	Payments	6,020	2,585	5,317	2,474	1,843	4,282	3,130	2,033	5,890	3,800	2,623	6,999	
	Net	-490	1,994	7,829	-376	-982	-2,611	644	4,829	-5,778	-3,389	-2,512	-4,448	
Budget Balance		14,319	17,143	23,218	23,757	24,931	22,255	21,544	19,368	23,243	20,857	18,681	16,505	14,284
Accruals Balance		14,319	17,017	16,954	32,329	23,952	22,997	24,316	19,196	23,431	16,604	19,500	16,247	10,022
R&P Balance		17,740	17,250	19,244	27,073	26,697	25,716	23,105	23,749	28,578	22,800	19,411	16,900	12,451










Unlike the BudgetReport worksheet, the upper rows in the table in the Cash-Flow worksheet show the Budget Income & Expenditure, Accruals Income & Expenditure and R&P Receipts & Payments on an individual monthly basis, not a cumulative to date basis.

The lower rows in the table show the charity’s net assets on a cumulative basis as the financial year

progresses and include the total of the cash amounts entered as “Brought Forward” at the beginning of the financial year in Cells-I3 in the four individual accounts worksheets

On the Cash-Flow chart itself:

- ◆ Budgeted monthly receipts & payments are shown with lightly shaded blue  and orange  columns respectively;
- ◆ Actual monthly receipts & payments are shown with darkly shaded blue  and orange  columns respectively;
- ◆ The budgeted cumulative net cash (R&P) assets are shown as a solid line: 
- ◆ The actual cumulative net cash (R&P) assets are shown as a dotted line; 
- ◆ The accrued cumulative net assets are shown as a broken line: 

Note: The above example shows a chart completed to the end of the financial period. But while data are being entered throughout the year, the cumulative net cash assets after the current date (ie: where transactions data have not yet been entered) continue to be displayed as a horizontal line at the level of the last actual figure.

6.3. Dual Accruals & Receipts & Payments Reporting

A report comparing the charity’s financial status with the Budget on both an Accrued basis and a R&P/Cash basis simultaneously provide better flagging (ie: indications – but not conclusive evidence) of potential cash-flow issues than those based on just an Accruals or a R&P/Cash basis. For example:

- ✓ Where both the reported Accrued and the R&P/Cash levels are similar to the Budget, that implies that the charity’s finances are pretty much on target. However, that does not conclusively rule out the possibility that the charity has significant – but self balancing – outstanding creditors & debtors.
- ✓ Where the reported Accrued & R&P/Cash levels differ significantly from each other that implies a short-term cash flow issue. And that is particularly so where the Accrued levels are similar to Budget – indicating that, although the charity’s financial commitments are consistent with its budget, delays in making or receiving payments are distorting its current cash assets. This provides a useful warning of potential cash-flow difficulties – eg an inability to pay liabilities to debtors when due because income from creditors is overdue.
- ✓ And where the Accrual & R&P reports are similar, and both differ from the Budget, that implies a permanent deviation from the Budget. That could be either favourable (ie: income unexpectedly higher and/or expenditure lower than budgeted (ie: not simply due to short-term delays in payments). And if the deviation is significant – whether unfavourable or favourable – a review of the charity’s long-term plans and finances might be appropriate.

The dual/simultaneous reporting on both an Accruals and a R&P basis in the Small Charity Support accounts spreadsheet is a clear demonstration (“proof of concept”) that good and effective financial recording, reporting and management require transaction data and analyses which incorporate BOTH the “Accrual date” and the “Cash date” of transactions. For a more detailed justification of why Accruals and R&P financial reports are complementary – NOT alternative – reporting systems for good charity financial management see the Small Charity Support leaflet “Recording & Reporting your Charity’s Funds”.

7. Recurring Transactions

This worksheet can be used to hold sets of regularly recurring transactions (eg: monthly utilities/services bills or subscription payments) to facilitate data entry by avoiding the necessity to re-create the transactions on each occasion.

Better Living {Example} - Recurring Transactions								Month
As some of the cells in this Recurring Transaction Worksheet use formulae, it is ESSENTIAL to remove the formulae by using "Paste/Special/Values (Text/Numbers/Date&Time)" when inserting the data into transactions worksheets otherwise errors will occur when sorting transactions. DO NOT ALTER THE FORMULAE IN CELLS COLOURED PINK								7
Date	Ref	Category	Fund	Payee	Comment	Amount	Payment Date	
Regular Monthly Transactions								
01-Jul-22		_P4-Internet Services		InetHosts	website	-9.00	1	
20-Jul-22	Payroll-g	_P3-SaH-Staff Costs	Safe A	R Badgwick	Gross salary	-1,046.66	20	
20-Jul-22	Payroll-n	_Agency-HMRC		R Badgwick	Employee PAYE&NIC deduction	94.00	20	
20-Jul-22	Payroll-n	_Agency-NEST		R Badgwick	Employee pension contribution	17.67	20	
26-Jul-22		_P3-BE-Staff Costs	Better IJ	Pugh	Contract fee	-564.14	26	
29-Jul-22		_P4-Office Costs		Office Unlimited	Rent Jun-Aug	-720.00	29	

As individual charities’ needs will differ widely this worksheet is not intended to be prescriptive. Instead it is provided to provide some ideas on how charities (with appropriate spreadsheet programming experience) might adapt it to suit their own purposes.

This worksheet is not directly referenced by any other worksheet. The information in it is only ever transferred to other worksheets manually.
 If not required the worksheet can safely be ignored or hidden.

7.1. Transferring Recurring Transactions

It is ESSENTIAL that, when transferring recurring transactions to the relevant transactions worksheet, you NEVER use “ordinary” Copy & Paste, ALL (eg: Ctrl-C & Ctrl-V), but always Copy & Paste Values.

The copied transactions are pasted into the first empty rows below the existing data and then relocated as appropriate by using the Sort procedure described previously in section 4.2

In Microsoft Excel

Category	Fund	Payee/Payer	Comment	Amount	C	Balance
_Agency-NEST		R Badgwick	Employee pension contribution	17.67	12	4,255.62
_P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-984.92		3,270.70
_Agency-HMRC		Payment to HMRC	Employee's PAYE+NIC Payments	-282.00		2,988.70
_Agency-NEST		Payment to NEST	Employee's Payments	-53.01		2,935.69
_P3-SaH-Staff Costs	Safe At Home	Payment to NEST	Employer's contribution	-53.01		2,882.68
_P4-Internet Services		InetHosts	website	-9.00		
_P3-SaH-Staff Costs	Safe At Home	R Badgwick	Gross salary	-1,046.66		
_Agency-HMRC		R Badgwick	Employee PAYE&NIC deduction	94.00		
20-Jul-22 Payroll-n	_Agency-NEST	R Badgwick	Employee pension contribution	17.67		
26-Jul-22	_P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee		-564.14
29-Jul-22	_P4-Office Costs	Office Unlimited	Rent Jun-Aug			-720.00

In LibreOffice Calc

Comment	Amount	C	Balance
Contract fee	-984.92		3,270.70
Employee's PAYE+NIC Payments	-282.00		2,988.70
Employee's Payments	-53.01		2,935.69
Employer's contribution	-53.01		2,882.68

NOTE:

This illustration demonstrates that although it is occasionally possible to use formulae when creating records of transactions, they MUST NEVER BE INCLUDED when those transaction records are copied or moved to other locations in the accounts spreadsheet.

ie: simple “Copy & Paste ALL (Ctrl-C + Ctrl-V) must NEVER be used.

Transferring the formulae in Column-A to the accounts worksheets (rather than the values created by those formulae) will cause no end of difficulties, some of which may not be immediately obvious.

7.2. Individual Transactions Information

Rows 7-12 in the above illustration show how regularly recurring (eg: monthly) transactions can be pre-set in this “Recurring” worksheet. But the worksheet can be adapted for other less frequent and/or less regular transactions.

a) “Static” Information

Columns B – G (Reference; Fund; Category; Payee/Payer; Comment; Amount) contain the “static” transaction information which doesn’t normally change from month-to-month.

Note: that the two #-tag columns, C-Categories and D-Funds, are formatted with drop-down lists in the same way as the corresponding destination columns in the accounts worksheets.

Column-J (other than cell J2) contains the date within each month that the corresponding transaction normally occurs. eg:-a utilities bill normally paid on 15th of each month would have the number 15 entered in Column-J

b) “Dynamic” Information

Cell J2: This cell holds the month number within the financial period for which the recurring transactions are to be created. eg: November is month 3 for a charity where the financial year is the 12 months from September (month 1) to August (month 12).

Column-A: The cells in Column-A contain the formulae to re-calculate the current month transaction dates automatically using the month-number (as previously entered in Cell-J2) and the day-numbers as set up in the corresponding cells in Column-J.

Once the month-number has been set, and any other manual adjustments made, all the rows can be copied & pasted (as values only) together into the appropriate transactions worksheet.

8. Assets & Investments Worksheets

The Assets worksheet and Investments worksheet are included in the Accounts Spreadsheet to illustrate how the data on Assets and Investments required for full Accruals reporting can easily be recorded and reported for the internal financial management of the charity.

Charities which are required to produce full FRS-102 & SORP Accruals financial reports will need to consult with their financial advisor/auditor/independent examiner on how best to incorporate the data into their Annual Accounts.

8.1. Assets Worksheets

The Assets worksheet records/reports the notional cash value charity’s “material” assets at the Report Date selected in the BudgetReport worksheet. The primary purpose of this worksheet is to allow the Trustees, and others responsible for running the charity in an efficient, and economical way to monitor the cost-effectiveness of the way that the charity’s resources are being used.

For example: is the cost of purchasing and maintaining the mini-bus (including its notional loss of value with time – ie: depreciation) justified by being:

- (a) less than the costs of hiring a mini-bus on an *ad hoc* basis;
- (b) covered by the grants, donation and other income associated with the charitable activities for which the mini-bus is used?

	A	B	C	D	E	H	I	J	K
1	DEPRECIATION OF ASSETS, PERIOD 01-Jan-22 TO 31-Dec-22								
2	<i>Asset</i>	<i>Date Purchased</i>	<i>Fund</i>	<i>Useable Life (yrs)</i>	<i>Cost £</i>	<i>Value at 31-Dec-21</i>	<i>Depr'n in Period £</i>	<i>Value at 31-Dec-22</i>	<i>Purchases in Period</i>
3	SUMMARY - Total for all assets				49,461	21,129	7,531	14,798	1200
4	Office Furniture	18-Aug-16		7	10,000	2,326	1,428	899	
5	Computer & Scanner	07-Mar-17		3	962	0	0	0	
6	Computers & Printers	23-May-19		3	12,000	1,552	1,552	0	
7	Mini-bus	31-Dec-19		6	24,000	15,984	3,997	11,986	
8	Computer & Printer	05-Dec-21		3	1,299	1,267	433	834	
9	Notice Boards	01-Jul-22		5	1,200	---	121	1,079	
10						0	0	0	

The worksheet is very easy to use and required virtually no “maintenance”. The relevant data are entered into the spreadsheet as “material” assets are purchased. Thereafter no further action is required while the charity retains the asset in use. The formulae in the worksheet update all the data

automatically in response to changes in the charity's financial reporting date, as set in the Budget worksheet.

Note: This worksheet calculates depreciation on the common simple “straight line” basis. Charities which require a more sophisticated calculation of depreciation will need to consult a professional financial and/or spreadsheet advisor.

The only subsequent action required is the removal from the worksheet of assets which the charity no longer required/used and have been disposed.

That is equally simply done by deleting the basic input data for that item (ie: deleting the **contents** of the cells in columns A-E) and then re-organising the rows by re-sorting the data in the range named “Assets” (NOT by deleting rows, or by using click and drag).

For charities which wish to report their assets in their Receipt & Payments Annual Report, all the data suggested (albeit as “optional”) by the Charity Commission’s model templates (see Appendix) are maintained up-to-date in columns A, B, E & J of the worksheet.

Charities which have more than a small number of reportable assets may wish to use the worksheet’s filtering capabilities (see section 6) to aggregate the data of similar assets (or add their own custom reports if they have the necessary spreadsheet skills).

The “optional” and rather ill-defined nature of the financial data for Assets suggested by the Charity Commission for inclusion in Receipts & Payments reports rather begs the question “why bother?!”

But for charities which wish to include the basic Accruals-based “funny money” depreciation of tangible assets in their Annual Reports (eg: because their donors require it), the worksheet also contains (in columns C, D, H & I) all the additional information required.

Charities which wish to report the even more esoteric “funny money” elements of assets (eg: impairment, revaluation) will need to seek professional advice.

(Note: Columns F&G in this worksheet are hidden because they contain intermediate calculations which do not need to be reported, or even seen. They **MUST NOT be altered, moved or deleted).**

8.2. Investments Worksheet

The Assets worksheet is included just to illustrate of the kind of information that would be required for small charities which have commercial investments (ie: stocks, share, bonds) as a significant source of income.

	A	B	C D E			F G		H I		J K L M			
			At 01-Jan-22			Additions in Year		Disposals in Year		At 31-Dec-22			
	Investment	Fund	Quantity Held	Open Unit Value £	Carrying Value £	Quantity Bought	Amount Paid	Quantity Sold	Amount Realised	Quantity Held	Close Unit Value £	Carrying Value £	Net Gain or -Loss £
4	Listed (At market value)												
5	Sellmore Superstores		8,000	2,140	17,120	2,500	4,208	0	0	10,500	1,855	19,478	-1,850
6	EcoRenew Energy		11,207	0,980	10,984	0	0	3,052	3,662	8,155	1,021	8,330	1,007
7	GetFit Bicycles		2,896	3,900	11,294	0	0	448	1,828	2,448	4,200	10,282	815
8			0	0,000	0	0	0	0	0	0	0,000	0	0
14			0	0,000	0	0	0	0	0	0	0,000	0	0
15	Totals:				39,399		4,208		5,490			38,089	-28

Where those investments generate “real money” income into the charity (eg: from dividends, interest or profits from trading on the stock market) that is recorded in the usual way via the “Bank” worksheet.

The illustration shows the kind of **basic** aggregate information on the charity’s holdings of investments which would be needed by a small charity producing financial reports on an Accruals basis.

The Charity’s investments manager who is managing the investments on a day-to-day basis should be able to provide the relevant transactions data (date, number of share bought or sold, market value at the time, management commission) throughout the reporting period for inclusion in the table.

Charities producing Receipts & Payments financial reports which wished to complete the suggested (ie: optional) elements of the Charity Commission’s R&P reporting format for investments would only need the data in columns-A (name of investment) and, optionally, column-L (value at the date of the report). The other element of the Charity Commission’s R&P investment report (ie: the original cost of investment) is not included in this example.

Charities with more complex investments will need to seek independent professional advice.