

# Small Charity Support

Supporting Small Charities & Voluntary Organisations

Registered Charitable Incorporated Organisation, No:1161963

## An Accounts Spreadsheet for “Small” Charities

### 4 – *End-of-Year Operations*

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 use the spreadsheet to operations to re-set the spreadsheet for the next financial period.

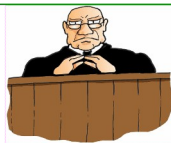
For information on: **a:** the underlying principles of how the spreadsheet is designed to work; **b:** how it compares with other financial management software; **c:** why current reporting standards are not Fit-for-Purpose (*particularly for small charities*), see Vol.1;

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

For information on the daily/weekly/monthly use of the spreadsheet for regular data entry. financial analysis, cash-flow monitoring, internal and external reporting see, Vol.3

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# An Accounts Spreadsheet for “Small” Charities

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## 1. 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”**

## 2. Producing the Annual Accounts

Small Charity Support's approach is that a charity's financial recording and reporting systems should be determined by the charity's internal requirement for timely, easily available, appropriate and good quality financial management data and reports with the production of external financial reports being an incidental benefit. **Not the other way round !**

*As explained in Leaflet 1 – Introduction*

That approach is implemented in practice by Small Charity Support's account spreadsheet.

### In Receipts & Payments Format

Receipts & Payments for the Financial Year Ended 31-Dec-22				
	Current Financial Year, Jan'22-Dec'22			Last Year
	Unres'trd Funds £	Restricted Funds £	Total £	Total £
<b>A1 - RECEIPTS</b>				
Voluntary Income	6,459		6,459	11,163
Income Generation	52		52	156
Investments Income	1,986		1,986	1,573
Charitable Income	1,383	24,238	25,621	29,000
Other Receipts	160		160	0
	10,040	24,238	34,278	41,892
<b>A2 - ASSETS &amp; INVESTMENTS</b>				
Sale of Investments	5,490		5,490	0
Sale of Assets	0		0	0
	5,490	0	5,490	0
<b>TOTAL RECEIPTS</b>	<b>15,530</b>	<b>24,238</b>	<b>39,767</b>	<b>41,892</b>
<b>A3 - PAYMENTS</b>				
Generating Funds	-350		-350	-325
Charitable Activities	-1,715	-28,955	-30,670	-37,413
Support Costs	-7,565		-7,565	-6,632
Other Payments	-100		-100	0
	-9,729	-28,955	-38,685	-44,370
<b>A4 - ASSETS &amp; INVESTMENTS</b>				
Purchase of Investments	-4,208		-4,208	0
Purchase of Assets	-2,499		-2,499	0
	-6,707	0	-6,707	0
<b>TOTAL PAYMENTS</b>	<b>-16,436</b>	<b>-28,955</b>	<b>-45,391</b>	<b>-44,370</b>
<b>Net of Receipts-Payments</b>	<b>-906</b>	<b>-4,717</b>	<b>-5,624</b>	<b>-2,478</b>
<b>A5 - TRANSFERS (Between Funds)</b>	-183	183	0	0
<b>NET AFTER TRANSFERS</b>	<b>-1,089</b>	<b>-4,534</b>	<b>-5,624</b>	<b>-2,478</b>
<b>Cash Funds Last Yr End</b>	10,089	7,651	17,740	20,218
<b>A6 - CASH FUNDS THIS YR END</b>	<b>9,000</b>	<b>3,116</b>	<b>12,116</b>	<b>20,247</b>
Agency Funds (HMRC & NEST)	335		335	0
<b>Total Cash Carried Forward</b>	<b>9,335</b>	<b>3,116</b>	<b>12,451</b>	<b>17,740</b>

Statement of Asset & Liabilities as at 31-Dec-22				
	Current Financial Year,			Last Year
	General Funds £	Restricted Funds £	Total £	Total £
<b>B1 - Cash Assets</b>				
General Fund	8,708		8,708	9,589
Net Payments in Advance	-140		-140	-200
<b>Designated Funds</b>				
IT Replacements	232		232	500
Transport	200		200	200
<b>Total Unrestricted Funds</b>	<b>9,000</b>		<b>9,000</b>	<b>10,089</b>
<b>Restricted Funds</b>				
Safe At Home		982	982	1,998
Better Eating		985	985	5,385
Health Matters		1,149	1,149	268
<b>Total Restricted Funds</b>		<b>3,116</b>	<b>3,116</b>	<b>7,651</b>
<b>Current Charitable Cash Assets</b>			<b>12,116</b>	<b>17,740</b>
<b>Money Held as Agent (eg: HMRC, NEST)</b>			335	0
<b>Total Current Cash Assets</b>			<b>12,451</b>	<b>17,740</b>
<b>B2 - Money Owed to the Charity (Other Monetary Assets)</b>				
Gift Aid claim			0	0
Other			988	878
<b>B5 - Money Owed by the Charity (Liabilities)</b>				
Independent Examination Fee			-250	0
Other			-1,791	-4,299
			<b>-2,041</b>	<b>-4,299</b>
<b>Charitable Cash Assets (Net of Liabilities)</b>			<b>11,063</b>	<b>14,319</b>
<b>B3 - Investment assets</b>				
	38,089		38,089	39,399
<b>B4 - Assets retained for charity's own use.</b>				
Fixed Assets			14,798	21,129
Stocks of Goods for Sale			431	0
<b>Total Current Funds</b>			<b>65,770</b>	<b>78,268</b>
<b>Total Funds (net of liabilities)</b>			<b>64,381</b>	<b>74,847</b>

Consequently, the year-end operation of producing the charity's Annual Accounts for submission to the Charity Commission consists of little more than copying the appropriate report ( Receipts & Payments or Accrual – as illustrated above) for attaching to the Trustees' Annual Report.

### In Accruals Format

Statement of Financial Activity, Financial Year Ended 31-Dec-22				
	Current Financial Year,			Last Year
	Unres'trd £	Restricted £	Total £	Total £
<b>INCOMING RESOURCES</b>				
Donations & legacies	6,589		6,589	11,163
Charitable activities	1,350	24,238	25,588	29,000
Other trading activities	52		52	52
Investments	1,986		1,986	1,573
Separate material items of interest	0		0	
Other	160	0	160	0
<b>TOTAL INCOME</b>	<b>10,137</b>	<b>24,238</b>	<b>34,375</b>	<b>41,788</b>
<b>RESOURCES EXPENDED</b>				
Raising funds	-350	0	-350	-325
Charitable activities	-2,165	-29,033	-31,198	-37,413
Support costs	-6,178		-6,178	-14,462
Separate material items of interest	0		0	
Other	-7,531	0	-7,531	0
<b>TOTAL EXPENDITURE</b>	<b>-16,223</b>	<b>-29,033</b>	<b>-45,256</b>	<b>-52,200</b>
<b>Net income-expenditure</b>	<b>-6,086</b>	<b>-4,795</b>	<b>-10,882</b>	<b>-10,412</b>
<i>before gains/losses on investments</i>				
<b>Net gains/losses on investments</b>	<b>-28</b>	<b>0</b>	<b>-28</b>	<b>0</b>
<b>NET INCOME-EXPENDITURE</b>	<b>-6,114</b>	<b>-4,795</b>	<b>-10,909</b>	<b>-10,412</b>
<b>Extraordinary Items</b>	<i>Generally not applicable to small charities</i>			
<b>Transfers Between Funds</b>	-183	183	0	0
<b>Other recognised gains/losses</b>	<i>Generally not applicable to small charities</i>			
<b>NET MOVEMENT IN FUNDS</b>	<b>-6,297</b>	<b>-4,612</b>	<b>-10,909</b>	<b>-10,412</b>

Reconciliation of Net Funds, Financial Year To 31-Dec-22				
	Current Financial Year,			Last Year
	Unres'trd	Restricted	Total	Total
Net Funds Brought Forward	68,159	6,688	74,847	74,009
Movement After Transfers	-6,297	-4,612	-10,909	838
<b>Total Funds Carried Forward</b>	<b>61,862</b>	<b>2,076</b>	<b>63,938</b>	<b>74,847</b>

Allocation of the Funds of the Charity				
	Current Financial Year,			Last Year
	Unres'trd	Restricted	Total	Total
<b>CASH ASSETS</b>				
General Fund	8,695		8,695	7,131
Net Payments in Advance	-140		-140	-200
<b>Designated Funds</b>				
IT Replacements	232		232	500
Transport	200		200	200
<b>Total Unrestricted Funds</b>	<b>8,987</b>		<b>8,987</b>	<b>7,631</b>
<b>Restricted Funds</b>				
Safe At Home		929	929	1,035
Better Eating		0	0	5,385
Health Matters		1,147	1,147	268
<b>Total Restricted Funds</b>		<b>2,076</b>	<b>2,076</b>	<b>6,688</b>
<b>Total Cash Funds</b>			<b>11,063</b>	<b>14,319</b>
<b>NON-CASH ASSETS</b>				
Stocks	431		431	0
Fixed Assets	14,798		14,798	21,129
Investments	38,089		38,089	39,399
<b>Total Non-Cash Funds</b>	<b>53,318</b>		<b>53,318</b>	<b>60,528</b>
<b>Total Funds</b>	<b>64,381</b>		<b>64,381</b>	<b>74,847</b>

Balance Sheet as at 31-Dec-22				
	Current Financial Year,			Last Year
	Unres'trd	Restricted	Total £	Total £
<b>Fixed Assets</b>				
Intangible assets	0	0	0	0
Tangible assets	14,798	0	14,798	21,129
Heritage assets	0	0	0	0
Investments	38,089	0	38,089	39,399
<b>Total fixed assets</b>	<b>52,887</b>	<b>0</b>	<b>52,887</b>	<b>60,528</b>
<b>Current Assets</b>				
Cash at bank and in hand	9,000	3,116	12,116	17,740
Debtors	988	0	988	878
Stocks	431		431	0
Investments	0		0	0
<b>Total current assets</b>	<b>10,419</b>	<b>3,116</b>	<b>13,535</b>	<b>18,618</b>
<b>Cash held as agent</b>	335		335	0
<b>Current Charitable Cash Assets</b>	<b>10,084</b>	<b>3,116</b>	<b>13,200</b>	<b>18,618</b>
<b>Creditors</b>				
<i>Due within one yr:</i>				
Net current cash assets / -liabilities	-1,335	-1,041	-2,376	-4,299
<b>Total assets less current liabilities</b>	<b>61,971</b>	<b>2,076</b>	<b>64,046</b>	<b>56,229</b>
<i>Due after one yr:</i>				
Provision for liabilities	0	0	0	0
<b>Total net assets or -liabilities</b>	<b>61,971</b>	<b>2,076</b>	<b>64,046</b>	<b>56,229</b>

<b>Money Owed to the Charity (Other Monetary Assets)</b>				
Gift Aid claim	0	0	0	0
Other	988	0	988	878
<b>Money Owed by the Charity (Liabilities)</b>				
Agency Funds	-335		-335	0
Independent Examination Fee	0		0	0
Other	-1,000	-1,041	-2,041	-4,299
	<b>-1,335</b>	<b>-1,041</b>	<b>-2,376</b>	<b>-4,299</b>

The spreadsheet is proof of the concept that one single simple set of appropriately structured and #-tagged transactions data is capable of recording, managing & reporting financial data in compliance with Charity Commission guidance on **BOTH** the Receipts & Payments basis and the Accruals basis simultaneously (including incidentally producing the charity's Annual Accounts at financial year end).



It is acknowledged that, in practice, it is rarely quite as simple as that.

For example: if an Independent Examination is required, there are likely to be queries and "adjustments" to be made.

But there should be no "unpleasant surprises" as the Trustees will have been watching the end-of-year reports developing as they have been monitoring the routine Budget Reports throughout the year. Any necessary end-of-year changes to the transactions records (eg: if some transactions have to be re-assigned to different categories) simply "ripple through" the spreadsheet "in real time" (ie: as the adjustments are entered), updating the R&P and Accruals reports worksheet ready for insertion into the end-of-year Trustees' Annual Report & Accounts.

## 3. Creating a New Spreadsheet

### 3.1. Create Backups of the Previous Financial Year

- i. Open the Spreadsheet for the financial year just completed;
- ii. Make at least one, and preferably two (or more) backup copies;
- iii. Save a copy of the Spreadsheet with a new name for the coming financial year.

The remaining instructions in this section apply just to the new spreadsheet for the coming financial year leaving the other copies of the spreadsheet for the previous financial year unaltered.

**Note:** The previous year spreadsheet will be required on several occasions for items from the previous year (ie: end-of-year balances) to be copied and brought forward to the new spreadsheet.

### 3.2. Update the Title Page

Go to the title page of the spreadsheet and update appropriately the new financial year end date in Cell-A11.

Although not essential, it's helpful also to go to immediately to the Budget Report worksheet and select a report date which is within the new financial year to avoid inadvertent Reporting errors.

No other alterations are required. The new financial year-end date is replicated throughout the spreadsheet automatically as necessary.

## 4. Prepare Accounts Worksheets, Acc1-Acc4

### 4.1. Clear Previous Year's Completed Transactions

The following instructions are illustrated using the Bank (Acc1) worksheet in the Better Living charity example, but they should be applied identically to all 4 account worksheets (Acc1-Acc4).

#### a) Move to the Acc1 worksheet (Bank)

Note that all the transactions accrual dates (in Column-A) are now coloured orange to show that they fell in what is now the previous financial year.

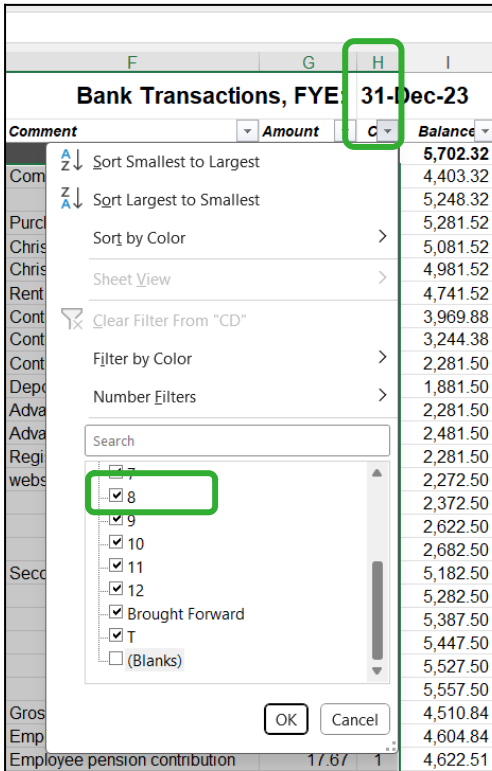
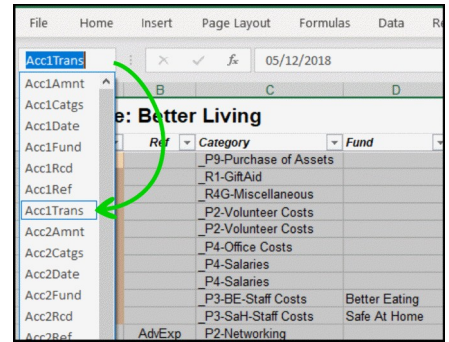
#### b) Make a note of the end-of-year figures.

- i: the end-of-year Transaction Balance, Reconciled Balance and Unreconciled Transaction in cells J2, K2 & L2 respectively;
- ii: the outstanding (ie: carried forward) Debtors & Creditors in cells L5 & L6 respectively (if any);

	J	K	L
Balance at 30-Dec-22	2,882.68	Reconciled Balance 4,270.92	Unreconciled Transactions -1,388.24
<b>Acc1</b>		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

**c) Select all the transactions which have been reconciled as “the money having changed hands” in the previous financial year;**

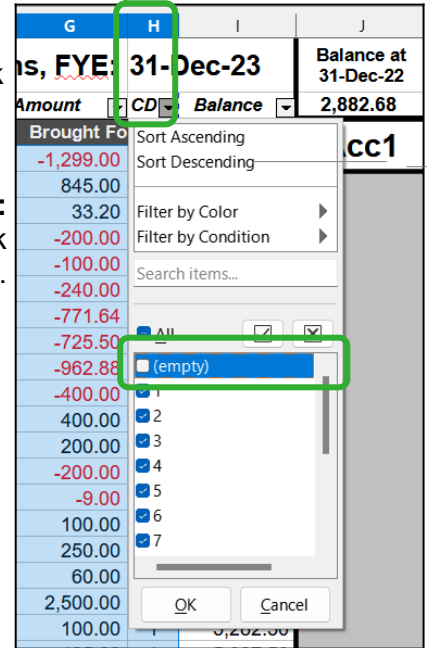
- i: Click on the cell/range selector and select **AccxTrans** to select all the transactions for the current account;
- ii: Click on the filter drop-down button for the Cash Date, Column-H (CD)



**In Microsoft Excel:**  
Scroll down and uncheck the (Blanks) box

**In LibreOfficeCalc:**  
Scroll down and uncheck the (empty) box.

Click [OK] This selects just the transactions which have been reconciled with the bank statement.



Better Living (Example)				Bank Transactions, FYE: 31-Dec-22			
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Balance
191	25-Nov-22	P4-Office Costs	Better Eating	Post Office	Stamps & postage	-59.00	3,345.83
192	26-Nov-22	P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-928.22	2,417.61
193	01-Dec-22	P4-Internet Services		Positive Ideas Co	website	-9.00	2,408.61
194	01-Dec-22	P4-Office Costs		Office Unlimited	Rent Dec-Feb	-750.00	1,658.61
195	01-Dec-22	T-InterAcc Transfer		From HiSave Deposit A/c		7,000.00	8,658.61
198	14-Dec-22	P4-Office Costs		Post Office	Stamps & postage	-58.00	9,588.11
199	15-Dec-22	P9-Purchase of Investments		HiRise InvestmentMgmt	Purchase of Sellmore	-4,207.50	5,380.61
202	19-Dec-22	R1-Donations		On the door	Donations - Christmas Event	200.00	4,830.61
203	20-Dec-22	AdvExp		Various	Bookings for Feb Conference	360.00	5,190.61
204	20-Dec-22	Payroll-g	Safe At Home	R Badgwick	Gross salary	-1,046.66	4,143.95
205	20-Dec-22	Payroll-n	Agency-HMRC	R Badgwick	Employee PAYE&NIC deduction	94.00	4,237.95
206	20-Dec-22	Payroll-n	Agency-NEST	R Badgwick	Employee pension contribution	17.67	4,255.62

When you scroll down the example worksheet you will see that rows where there are unreconciled transactions (eg: 196-197, 200-201, 207-210) have been de-selected (hidden).

**d) Delete all the reconciled transactions;**

Press the keyboard [Delete] key to delete all the filtered reconciled transactions.

**DON'T WORRY !**

Only the filtered transactions will be deleted.

Clear the filter on Column-H (CD) to display again all the rows in the worksheet, most of which will now be empty, leaving just the unreconciled transactions.

**Note:** The #VALUE which appears in Column-I (only in MS-Excel, NOT in LibreOfficeCalc) is a consequence of earlier cells being blank and will disappear when the transactions are re-sorted.

Example: Better Living				Bank Transactions, FYE: 31-Dec-19			
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Balance
13-Nov-19		P3-HM-Project Costs	Health Matters	J Pugh	travel expenses	-2.00	#VALUE!
34-Dec-19	R1-GiftAid		HMRC			975.00	#VALUE!
12-Dec-19	R4G-Miscellaneous		Barry Diner		Purchase of Home Safety Manual	12.50	#VALUE!
19-Dec-19	P2-Networking		GoodFood Caterers		Catering - Christmas Event	-450.00	#VALUE!
19-Dec-19	P2-Networking		Timothy Church		Room hire - Christmas Event	-300.00	#VALUE!
29-Dec-19	P3-BE-Staff Costs	Better Eating	J Pugh		Salary	-964.92	#VALUE!
29-Dec-19	P3-SaH-Staff Costs	Safe At Home	R Badgwick		Salary	-1,474.66	#VALUE!

**e) Sort the remaining unreconciled transactions into date-order**

To move the remaining unreconciled transactions back to the top of the worksheet and in date order, follow the instructions in Section-3 *Moving & Sorting Transactions* which can be found in Volume 3 *Data Entry & Analysis* of the instruction leaflets.

## f) Update the Brought Forward (opening) Balance

Finally, update the beginning of year brought forward amount by manually entering into Cell-H3 the “Reconciled Balance” amount from Cell K2 in the end-of-year spreadsheet for the previous year (ie: as in 1.3(a) above.

This can be done either:

- (a) manually – by typing in the balance copied from the bank statement; or
- (b) by copying the end-of-year reconciled bank amount from the “Reconciled” cell, K3, from the previous year’s annual accounts.

The worksheet is now set up to receive the transactions data for the coming year. It includes any unreconciled transactions brought forward unpaid from the previous year (with their Accrual Date – in Column-A – now highlighted in amber).

Better Living {Example}							Bank Transactions, FYE: 31-Dec-23			Balance at 31-Dec-22	Reconciled Balance	Unreconciled Transactions
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance	2,882.68	4,270.92	-1,388.24	
31-Dec-22						Brought Forward		4,270.92		Acc1		
23-Sep-22		_P4-Independent Examiner		AN Accountant	Independent Examination	-250.00		4,020.92		Receipts	0.00	
13-Nov-22		_P3-HM-Project Costs	Health Matters	J Pugh	travel expenses	-2.80		4,018.12		Payments	0.00	
04-Dec-22		_R1-Gift Aid		HMRC		975.00		4,993.12		Debtors	987.50	
12-Dec-22		_R9-Sale of Shop Stock		Barry Driver	Purchase of Home Safety Manual	12.50		5,005.62		Creditors	-2,375.74	
19-Dec-22		_P2-Networking		GoodFood Caterers	Catering - Christmas Event	-450.00		4,555.62		Trfrs In	0.00	
19-Dec-22		_P2-Networking		Trinity Church	Room hire - Christmas Event	-300.00		4,255.62		Trfrs Out	0.00	
29-Dec-22		_P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-984.92		3,270.70		Brought Forward		
30-Dec-22	HMRC	_Agency-HMRC		Payment to HMRC	Employee's PAYE+NIC Payments	-282.00		2,988.70		Debtors	987.50	
30-Dec-22	NEST	_Agency-NEST		Payment to NEST	Employee's Payments	-53.01		2,935.69		Creditors	-2,375.74	
30-Dec-22	NEST	_P3-SaH-Staff Costs	Safe At Home	Payment to NEST	Employer's contribution	-53.01		2,882.68				

## 5. Previous Year Out-Turns

Reminder: Throughout this section – Don’t forget the “Golden Rules”.

### 5.1. Budget Report Worksheet

Budget Report: 31-Dec-22					Better Living {Example} Budget Report: 31-Dec-23					
Prev Yr Out-turn	This Yr Budget	Budget to 31-Dec-22	R&P 31-Dec-22	Accruals 31-Dec-22	RECEIPTS	Prev Yr Out-turn	This Yr Budget	Budget to 31-Dec-23	R&P 31-Dec-23	Accruals 31-Dec-23
3,357	2,500	2,500	2,550	2,550	<b>VOLUNTARY INCOME</b>					
5,933	3,000	3,000	3,064	3,064	Membership	3,357	2,500	2,500	0	0
1,873	900	900	845	975	Donations	5,933	3,000	3,000	0	0
0	0	0	0	0	Gift Aid	1,873	900	900	0	0
11,163	6,400	6,400	6,459	6,589	Miscellaneous	0	0	0	0	0
						11,163	6,400	6,400	0	0
156	100	100	0	0	<b>INCOME GENERATION</b>					
0	0	0	0	0	Fundraising	156	100	100	0	0
156	100	100	52	52	Receipts from Services	0	0	0	0	0
						156	100	100	52	0
1,573	5,000	5,000	1,986	1,986	<b>INVESTMENT INCOME</b>					
0	0	0	0	0	Income from Investments	1,573	5,000	5,000	0	0
1,573	5,000	5,000	1,986	1,986	Miscellaneous	0	0	0	0	0
						1,573	5,000	5,000	0	0
0	0	0	1,350	1,350	<b>CHARITABLE INCOME</b>					
0	0	0	1,383	1,350	GENERAL FUNDS					
					ConfRegistrations	0	0	0	0	0
						0	0	0	0	0
8,000	11,250	11,250	11,832	11,832	<b>RESTRICTED FUNDS</b>					
					SafeAtHome	8,000	11,250	11,250	0	0

Updating the Budget Report Worksheet is simply a case of copying the end-of-year data from the previous year into the relevant column (Column B) in the new year’s Budget Report Worksheet.

However, care must be taken because the Budget Report “Prev Yr Out-turn” column contains formulae to calculate the various sub-totals. Those formulae will be over-written if the whole column is copied and pasted using Paste-Special-Values.

Note that the “This Yr Budget” and “Budget to Date” amounts in columns D & E are not set up in the Budget Report worksheet. They are, instead, obtained automatically from the Categories worksheet (see Instruction Leaflet Volume 2 – Setting Up, sections 2.3d and 2.3f).

## 5.2. Funds Worksheet

Updating the Funds Worksheet to the new year is, similarly, simply a matter of copying the CdFwd data (as values) from the previous year's Funds Worksheet into the corresponding BtFwd cells for the new year.

This can be achieved either manually by retyping the values (including any pence) into Columns B & C, or by coping & pasting the relevant values.

Funds				Movements in Funds - Detail - Unrestricted & Agency Funds											
Transfers	Accrual	Cd.Fwd	R&P	Fund	Bt.Fwd	Accrual	R&P	Receipts	Payments	Transfers	Accrual	R&P	Cd.Fwd		
-583	8,695	8,081		General Funds	7,131	9,589	360	412	-500	-500	0	6,991	8,734		
	360	360		Payments in Advance (TeaPots)											
	-500	-500		R8-Receipts in Advance	360	360	0	0	-360	-360	0	0	0		
				R8-Payments in Advance	-500	-500	500	500	0	0	0	0	0		
400	232	232		Designated Funds											
	200	200		P5-IT Replacements	232	232						232	232		
				P5-Transport	200	200						200	200		
				Agency Funds											
	0	282		Agency-HMRC	0	282	0	0	0	0	0	0	282		
	0	53		Agency-MGCT	0	53	0	0	0	0	0	0	53		
	0	0		Agency-Other	0	0	0	0	0	0	0	0	0		
				Movements in Funds - Detail - Restricted Funds											
0	929	982		Safe At Home	929	982	0	0	0	0	-9	929	973		
183	0	985		Health Matters	0	985	0	0	0	0	0	0	985		
0	1,147	1,149		End of List of Funds	1,147	1,149	0	0	0	0	0	1,147	1,149		

## 5.3. Assets Worksheet

No action is needed.

The values in the Assets worksheet update automatically to the date set in the BudgetReport worksheet.

DEPRECIATION OF ASSETS, PERIOD 01-Jan-23 TO 31-Dec-23									
Asset	Date Purchase	Fund	Useable Life (yrs)	Cost £	Value at 31-Dec-22	Depr'n in Period	Value at 31-Dec-23	Purchases in Period	
<b>SUMMARY - Total for all assets</b>					<b>49,461</b>	<b>14,798</b>	<b>5,568</b>	<b>9,230</b>	<b>0</b>
Office Furniture	18-Aug-16		7	10,000	899	899	0		
Computer & Scanner	07-Mar-17		3	962	0	0	0		
Computers & Printers	23-May-19		3	12,000	0	0	0		
Mini-bus	31-Dec-19		6	24,000	11,986	3,997	7,989		
Computer & Printer	05-Dec-21		3	1,299	834	433	402		
Notice Boards	01-Jul-22		5	1,200	1,079	240	839		
					0	0	0		

## 5.4. Investments Worksheet

INVESTMENT ASSETS, PERIOD 01-Jan-23 TO 31-Dec-23																
Disposals in Year		At 31-Dec-22				At 01-Jan-23		Additions in Year		Disposals in Year		At 31-Dec-23				
Quantity Sold	Amount Realised	Quantity Held	Close Unit Value £	Carrying Value £	Net Gain or-Loss £	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 £
0	0	10,500	1.855	19,478	-1,850	8,000	2.140	17,120	0	0	0	0	8,000	1.855	14,840	-2,280
3,052	3,662	8,155	1.021	8,390	1,007	11,207	0.980	10,984	0	0	0	0	11,207	1.021	11,447	462
448	1,828	2,448	4.200	10,282	815	2,896	3.900	11,294	0	0	0	0	2,896	4.200	12,163	869
0	0	0	0.000	0	0	0	0.000	0	0	0	0	0	0	0.000	0	0
5,490		38,089		-28		39,399		0	0	0	0	0	38,450		-949	

As with the other worksheets, all that is necessary to update the Investments Worksheet is to copy the CdFwd Quantity Held and Unit values from the previous year into the corresponding BtFwd cells in the current worksheet, having re-set the in-year additions and disposals cells to zero.

## 6. Payments/Receipts in Advance – (Managing the “TeaPots”)

If you entered any Payments or Receipts in Advance in the previous year (see guidance Volume 3 – Data Entry & Analysis, section 7.2e – Ad hoc Receipts & Payments in Advance) they are brought forward and incorporated into the current year's transactions as follows.

First: return to the previous year's accounts worksheet(s) containing the transactions in advance and filter the worksheet for any categorised as “Payments in Advance” or “Receipts in Advance”

In the example Better Living charity's Bank account worksheet, the entries at rows 14 & 16 related to the conference held in February of that financial year (2022) and were dealt with in that year. They can be ignored.

But the transactions at rows 187 & 203 related to the charity's Annual Conference to be held in the following financial reporting year, 2023.

Better Living {Example}							Bank Transactions, FYE: 31-Dec-22			
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Cl	Balance		
01-Jan-22	AdvPay	_P8-Payments In Advance		Friends' House	Venue Deposit, Feb22 Conferenc	400.00	1	2,281.50		
01-Jan-22	AdvRec	R8-Receipts in Advance		Various	Advance Registrations, Feb22 Cc	-200.00	1	2,281.50		
19-Nov-22	AdvPay	_P8-Payments In Advance		Friends' House	Venue Deposit, Feb23 Conferenc	-500.00	11	4,339.82		
20-Dec-22	AdvRec	R8-Receipts in Advance		Various	Advance Registrations, Feb23 Cc	360.00	12	5,190.61		

They had therefore not been categorised as “Networking” and “ConfRegistrations” (respectively) in financial year 2022 to avoid distorting the charity's financial reports for the earlier conference in that



year (*ie.* to which they did not relate). Instead, they had been categorised as “Payments in Advance” and “Receipts in Advance” categories (*ie.* as debtors and creditors, respectively in Accruals financial reporting jargon).

Such transactions can subsequently be re-categorised to attribute them to the relevant activity in the subsequent financial reporting period.

First: Each of transaction-in-advance is copied individually and then pasted (**Paste-Special-Values**) TWICE into the first empty rows of the relevant account worksheet for the new financial year (*ie.* immediately below the unreconciled transactions brought forward from the previous year. In the illustration below, the Nov’22 payment of the deposit for the venue hire (row 187) and the Dec’22 advance receipt of registration for the conference (row 203) have been duplicated in the worksheet for the current financial period (2023) at rows 14-15 and 16-17 respectively.

Better Living {Example}						Bank Transactions, FYE: 31-Dec-23			Balance at 01-Jan-23
Date	Ref	Category	Fund	Payee/Payer	Comment	Amount	Ci	Balance	
31-Dec-22						Brought Forward		4,270.92	
23-Sep-22		P4-Independent Examiner		AN Accountant	Independent Examination	-250.00		4,020.92	Acc1
13-Nov-22		P3-HM-Project Costs	Health Matters	J. Pugh	travel expenses	-2.80		4,018.12	
04-Dec-22	1	R1-Gift Aid		Paul Driver		975.00		4,993.12	
12-Dec-22		R9-Sale of Shop Stock		GoodFood Caterers	Purchase of Home Safety Manual	12.50		5,005.62	
19-Dec-22		P2-Networking		Trinity Church	Catering - Christmas Event	-450.00		4,555.62	
19-Dec-22		P2-Networking		Trinity Church	Room hire - Christmas Event	-300.00		4,255.62	
29-Dec-22		P3-BE-Staff Costs	Better Eating	J Pugh	Contract fee	-984.92		3,270.70	
30-Dec-22		Agency-HMRC		Payment to HMRC	Employee's PAYE+NIC Payments	-282.00		2,988.70	
30-Dec-22		Agency-NEST		Payment to NEST	Employee's Payments	-53.01		2,935.69	
30-Dec-22		NEST	Safe At Home	Payment to NEST	Employer's contribution	-53.01		2,882.68	
01-Jan-23	AdvPay	P2-Networking		Friends' House	Deposit, Venue, Feb23 Conferenc	500.00	1	2,382.68	
01-Jan-23	AdvPay	P8-Payments In Advance		Friends' House	Deposit, Venue, Feb23 Conferenc	500.00	1	2,882.68	
01-Jan-23	AdvRec	R4G-ConfRegistrations		Various	Registrations, Feb23 Conference	360.00	1	3,242.68	
01-Jan-23	AdvRec	R8-Receipts in Advance		Various	Registrations, Feb23 Conference	-360.00	1	2,882.68	

They are then amended as follows.

- 1: The accrual dates of the transactions (Column-A) are amended to the first day of the new financial year to show that they are to be treated as current year transactions.
- 2: The category for the advance payment of the deposit for the venue is re-attributed to “Networking” so that the transaction will be included in the current year’s financial reports as part of the expenditure for the current year’s conference.
- 3: The transaction amount in column-G is amended from a minus (payment) to a positive (receipt). This, along with the previous amendment is, effectively, taking the £500 deposit money out of the conference funds category to replenishing the £500 “borrowed” from a “TeaPot” (the Payments in Advance category) in the previous financial year.
- 4: The transaction category for the receipts for bookings for the conference is amended to “ConfRegistrations” so that the transaction will be included in the current year’s financial reports as part of the receipts for the current year’s conference.
- 5: The transaction amount in column-G is amended from a positive (receipt) to a minus (payment). This, along with the previous amendment is, effectively, taking back the £300 which had temporarily been put in a “TeaPot” (the Receipts in Advance category) in the previous financial year.
- 6: Finally, the “Cash Date” in column H is set to 1 for all four amended transactions so that they are reported as having been completed (the money changed locations, if not “hands”) in the current financial period for the purpose of producing Receipts & Payments reports.
- 7: Repeat the process for any other Accounts worksheets (Acc2-Acc4) as necessary.