



## Unit Accounts Pack - General and Overseas versions

Requirements: Microsoft Excel ~ 8 MB spare capacity

Download a copy of the file and save to your hard drive as 'Unit Accounts Template' to be used each year to create a working file for that year

Save a second copy of the file onto your hard drive as your working copy - suggest saving as "Unit Accounts 2013", for example, and remember to start a new file for each year

Throughout the spreadsheet, use the "Tab" key in preference to the "enter" or "carriage return" keys ~ this will then only move the cursor to the permitted areas

The principle behind this Unit Accounts Pack is that you only need to make any entry once - everything else is automatic.

The following instructions refer to the various worksheets within the pack: -

<b><u>Information</u></b>	<b>Unit</b>	Enter the name of your Unit
	<b>Year</b>	If your Accounting Period is not the calendar year, overtype the start of period "2012" with current year, and the end of the period "2013" with relevant year. [If you need to change the months shown, highlight and overtype]
	<b>Leader</b>	Enter the name of the Leader
	<b>Assistant Leaders</b>	Enter the names of all Unit Guiders and Helpers
	<b>Opening Balances</b>	Enter the "Cash" and "Bank" balances as at the start of the year <b><u>[These figures are critical]</u></b>
	<b>Holidays and Events</b>	Enter the title of any events being held this year that will be accounted for individually
	<b>Bank Account Details</b>	Enter the relevant details regarding your Bank or Building Society Accounts

## Receipts

The name of the Unit will automatically be brought through to the top of the page

The first box will reflect the current position as far as both cash balance and bank balance are concerned, at any time, and will automatically change when any entries are made throughout the pack

The second box contains the analysis headings that you want to use - all ten descriptions can be your choice [except no 4], just overtype the current description [e.g. 'Details 5' may become 'Fundraising']

The following 5 headings are the only columns that require an entry:-

<b>Date</b>	Enter date as '2/2' - will show as '02-February-13'
<b>Details</b>	Enter a description of the transaction - if one line is not enough, use as many lines as required and show figures against last line
<b>Reference</b>	Enter unique 'Receipt Voucher Number' that you give for filing and finding purposes
<b>Total</b>	Enter value of receipt
<b>Code</b>	Refer to the 'Analysis codes' at top of page and enter suitable number [e.g. Subs under Gift Aid - enter 1] - <b>N.B. There is no need to enter a value in any of the analysis columns - the code will direct it to the correct place</b>

## Payments

The Payments page follows the same format as Receipts, with three exceptions: -

**Analysis Codes** There are twelve analysis headings for your use

**Cash and Cheques** Whereas the Receipts page just had 'Total', Payments need to be split between cash payments and cheque payments, so enter value in the appropriate column

**Reference** Either enter unique 'Payments Voucher Number' that you give for filing and finding purposes, or the cheque number

In the event that you may need to withdraw cash from the bank to pay for various items by cash, enter your cash withdrawal cheque details on this page as normal, but use Analysis Code "cc"

[This entry will deduct the figure from your 'Bank' balance and add it to your 'Cash' balance]

## Banking

Enter totals of any money paid into your unit Bank or Building Society Account in the left-hand section of this page

[This entry will deduct the figure from your 'Cash' balance and add it to your 'Bank' balance]

If you operate two Bank Accounts [e.g. Current a/c and Deposit a/c], use the right-hand section of this page to record transfers between the accounts as

**To** When transferring money from No 1 Bank Account to No 2 Bank Account, enter value here

[This entry will deduct the figure from your 'Bank - 1' balance and add it to your 'Bank - 2' balance]

**From** When transferring money from No 2 Bank Account to No 1 Bank Account, enter value here

[This entry will deduct the figure from your 'Bank - 2' balance and add it to your 'Bank - 1' balance]

## Holidays Events [1-6]

These six pages are to record all items relating to a particular Holiday / Camp / Event etc., they follow the same principal as the Receipts and Payments except that only three headings are allowed for each, and both appear on the same

There will be no need to duplicate the entries from these pages into the main sections, as the figures will automatically pull through and keep the current balance up-dated

**Current Event Balance** This box will show you the current position on this particular event only

**Receipt Codes** If you require different headings to those shown, just overtype the description here

**Payment Codes** As above

**Event Title** Enter a suitable description of this particular event in the relevant Event box on the "Information" page [e.g. Summer Camp at Deer Park]

## Annual Accounts

All figures for the current year will automatically pull through, you will only need to complete the column with "Last Year" figures

The opening balances for the current year will automatically be shown as the closing balances for Last Year

## Printing the Unit Accounts Pack

Depending on the line number of your last entry, the following guide tells you which pages you need to print without wasting paper on unused pages: ~

### Receipts

Line	35	Page	1
Line	70	Pages	1-2
Line	105	Pages	1-3
Line	140	Pages	1-4
Line	175	Pages	1-5
Line	210	Pages	1-6
Line	245	Pages	1-7
Line	280	Pages	1-8
Line	315	Pages	1-9
Line	350	Pages	1-10
Line	385	Pages	1-11
Line	414	Pages	1-12

If you have used any of the “Holidays~Events” pages, you will need to print page 12 to show the totals

### Payments

Line	35	Page	1
Line	70	Pages	1-2
Line	105	Pages	1-3
Line	140	Pages	1-4
Line	175	Pages	1-5
Line	210	Pages	1-6
Line	245	Pages	1-7
Line	280	Pages	1-8
Line	315	Pages	1-9

If you have used any of the “Holidays~Events” pages, you will need to print page 9 to show the totals

### Holidays~Events

Line	40	Page	1
Line	76	Pages	1-2
Line	112	Pages	1-3
Line	150	Pages	1-4

### Points to remember:

Do not work on the 'Template'

Do save a working copy to your hard drive

Do back up your work frequently

Do print a hard copy when a page is complete