Unit Accounts Package Guidance

Girlguiding

What is the Unit Accounts Package?

The Unit Accounts Package is a handy spreadsheet that enables you to keep track of your unit or level's finances. The package can be adapted to suit a unit or level's needs. Please note that if you are based in Scotland, your package is slightly different and can be found on the Girlguiding Scotland website.

Where can I find the Unit Accounts Package?

The package can be found on the Girlguiding website. You will need to download a new workbook for each financial year and save this version to your machine for it to become your working copy.

Please note that the package is only supported by Microsoft Excel. Using any other software, such as Open Office or Google Books, may cause errors and/or corrupt the file.

Contents

Information tab

The information tab looks like this:

For guidance on how to use the information tab of the spreadsheet, the numbered points below link back to the screen shot above.

1. Enter unit or level name, e.g. 1st Finance Guides.
2. Enter the accounting year you are preparing the accounts for, e.g. 01 April 2025 – 31 March 2026.
3. Record the names of all level trustees in these boxes; such as leaders, assistant leaders, treasurer, unit helpers etc.
4. Change the currency that the spreadsheet shows. This is defaulted to £GBP, but can be changed to €Euro if needed.
5. Record the balances your level in bringing forward at the beginning of this financial year. This should be the same as your level's year-end balances for the previous financial year.
6. Record the signatories on your unit's bank accounts here.
7. Record your unit's bank details here.
8. List any events your unit has planned, along with their start and end dates, in this section – this will generate the headings and dates within other tabs of the package.

Income

The income tab looks like this:

For guidance on how to use the income tab of the spreadsheet, the numbered points below link back to the screen shot above.

1. This section will show your current bank and cash balances, reflecting the information that you have already entered the spreadsheet.

2. 'Details 1–15' on line 9 can be renamed to suit your unit's income needs. We have input some suggestions as a starting point but would recommend that these are kept similar year on year to help with comparison. Please note that column J, labelled 'Events', can't be changed.

3. Lines 11-18 of the spreadsheet will pre-populate (automatically fill) with any figures that you have input as income into the relevant event tab. Please note that these cells are locked so cannot be deleted and should not be included when using the "sort" function. They have also been greyed out as a reminder that these cells are locked.

4. Column V contains a difference column. This is a simple check that the amounts you put into the 'Cheque or cash' or 'Online receipts' column are the same as the amounts that you put into the 'Details' columns G–U

Getting started with inputting income

When you receive money, this will be in the form of cash, cheques or through online transfers that directly hit the bank account. The Unit Accounts Package is designed so that you can record any income as it is received. You can also choose to allocate the income to one category (subs, donations etc.) or to split it across several

categories – referred to above as the 'Details' columns. See below for guidance on how to do this from lines 19 onwards. Please remember that you can tailor the package to suit the needs of the unit or level that the accounts are being prepared for.

- Column A - 'Date': Enter the date when the income was received. This should always be the day that the income was given to the leader or the date that the money reached the unit's bank account.
- Column B - 'Payer reference': Use this column to record where the money originated from. This could be the name of the girl (e.g. Flossie Smith) or if easier it could be the name of the parent.
- Column C - 'Details': This column can be used as an opportunity for you to expand on the reason for receiving the income (weekly fees, welcome pack etc.).
- Column D - 'Receipt ref': This column refers to the unique reference that the unit provides once the income has been received. Each unit should produce receipts so this could be the reference from the receipt book.
- Column E - 'Cheque or Cash': Use this column to record the amounts of any cheques or cash you have received. This will increase your cash balance accordingly.
  When you take any cash or cheques to the bank, you will also need to record this on the 'Paying into bank' tab.
- Column F - 'Online receipt': Use this column to record the amounts of any transactions that have been received directly into the unit's bank account.
- Columns G–U 'Details 1-15': Use these columns to allocate the income received to different categories. You may record it in one category or split it between multiple categories. For example, £12 received from Flossie Smith covers subscriptions and her welcome pack. You would be able to allocate these into the columns accordingly: £4 in 'weekly fees' and £8 in 'welcome pack.
- Column V 'Diff': The aim of this column is to have a zero in every line. It will highlight any differences between the monies the unit has received and the way in which they have been input in the relevant 'Details' columns. Using the example above, if £12 was recorded in the 'Subscriptions' column but only £7 was input in the 'Joining fee' column, a difference of £1 would show in the 'Diff' column on this line and this would need to be corrected.

Printing

You will only need to print the lines that you have input information into. To reduce wastage, please make sure you check the print preview and tell Excel which pages need to be printed.

Expenditure

The expenditure tab looks like this:

For guidance on how to use the expenditure tab of the spreadsheet, the numbered points below link back to the screen shot above.

1. This section will show your current bank and cash balances, reflecting the information that you have already input in the spreadsheet.

2. ''Details 1–15' on line 9 can be renamed to suit your unit's spending needs. We have input some suggestions as a starting point but would recommend that these are kept similar year on year to help with comparison. Please note that column L, labelled 'Events', can't be changed.

3. Lines 11-18 of the spreadsheet will pre-populate (fill automatically) with any figures that you have input as expenditure into the relevant event tab. Please note that these cells are locked so cannot be deleted and should not be included when using the "sort" function. They have also been greyed out as a reminder that these cells are locked.

4. Column V contains a difference column. This is a simple check that the amounts you put into the 'Cash' or 'Bank and cheque payments' columns are the same as the amounts that you put into the 'Details' columns G–U.

Getting started with inputting expenditure

When you first decide to buy resources and materials you pay either by cash, by cheque or, if your bank allows online dual authorisation, as a bacs payment. The Unit Accounts Package is designed so that you can record expenditure as it is spent. You can also choose to allocate the expenditure to either one or multiple expenditure categories, referred to above as the 'Details' columns. See below for guidance as on

how to do this, from lines 19 onwards. Please remember that you can tailor the package to suit the needs of the unit or level that the accounts are being prepared for.

- Column A 'Date': Enter the date that the money was spent. This should always be the day when goods were purchased by the unit.
- Column B 'Payee reference': Use this column to record who the money was paid to. This could be the name of the supplier, or alternatively a unit leader (e.g. Poundland or Louise Woods).
- Column C 'Details': This column can be used as an opportunity for you to expand on the reason for the expense (e.g. biscuits for making s'mores or site visit mileage).
- Column D 'Payment ref': This column refers to the unique reference that the unit provides on each expense receipt. See 'Helpful hints' for more information.
- Column E 'Cash payments': Enter the amount of a payment you have given out in cash and you should see your cash balance, at the top left of the tab, decrease accordingly.
- Column F 'Bank and cheque payments': Use this column to enter the amount that you have paid for supplies, either through a dual authorised online bank payment or a dual authorised cheque. This will decrease your 'Bank 1' balance at the top left of the tab.
- Column G 'CC': This column is used when you are drawing cash out of the bank to replenish the cash in your petty cash tin. You will need to input the amount of money drawn into column F as a 'Bank or cheque payment' and then enter the number '1' into column G, labelled 'CC'. By doing so you should see your bank account decrease, but your cash balance increase, by the amount you have input. **Note:** in these cases you will not need to enter anything into the 'Details' columns.
- Columns I–W 'Details 1–15': These columns should be used to allocate the money expended to the relevant 'Details' columns. You may record it in one category or split it among multiple categories. For example, £18 paid to Louise Woods £18 could be allocated as £15 to 'Materials' and £3 to 'Badges'.
- Column X 'Diff': The aim of this column is to have a zero in every line. It will highlight any differences between the monies the unit has paid out and the way in which it has been input into the relevant 'Details' columns. Using the example above, if £14 was allocated to 'Materials' and £3 to 'Badges', a difference of £1 would show in the 'Diff' column on that line and would need to be corrected.

Printing

You will only need to print the lines that you have input information into. To reduce wastage, please make sure you check the print preview and tell Excel which pages need to be printed.

Paying into the bank

When you go to the bank to pay in some money, you will need to record it on this tab. The bank balance will increase with the value of the monies being paid in. For these trips to the bank, you need to record the value of cash and any cheques paid into the account at that time.

The paying into bank tab looks like this:

	A	B	C	D	E H	I	J	K	L	M
1		Paying in to Bank or Building Society					Transfers to & from No 2 Bank a/c			
2					£				£	£
3	Date	Details	Paying in slip ref	Cash or cheques to Bank		Date	Details	To	From	
4				-				-	-	
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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17										
18										
19										
20										
21										
22										

... | **Paying into bank** | Event1 | Event2 | Event3 | Event4 | Event5 | Event6 | Event7 | Event8 | Annual Accounts | Bank Rec | Graphs | Yr Comparison

Ready   Accessibility: Investigate

Getting started with inputting banking
- Column A 'Date': Enter the date when the deposit was made at the bank.
- Column B 'Details': enter the details of the deposit (e.g. banking to 31 Dec 25).
- Column C 'Paying-in slip ref': enter the deposit reference from the paying-in slip (e.g. 12-34-56 or 103589).
- Column D 'Cash or cheques to bank': Enter the total value of the deposit.

Once you have done so, on the income, expenditure & annual accounts tabs, you should see the current cash balance decrease by the deposit amount and the bank balance increase by the deposit amount.

Transfers to & from No.2 bank account

In some cases, a unit will hold a second bank account. Within this package, you should record transactions as a transfer (movement) of funds between the two bank accounts.

Any income and expenditure from the Bank 2 account will need to be recorded in the same way as items coming in or out of the Bank 1 account, but with an extra step of filling in columns I to L.

- Column I "Date": Enter in the transaction date
- Column J "Details": Enter in the transaction details. Its usually a good idea to link these back to references on your income or expenditure sheets.
- Column K 'To': Use this column to record income going into bank number 2.
- Column L 'From': Use this column to record expenditure being paid out from bank number 2.

Events

The events tabs are used to separate an event from your usual income and outgoing transactions. It is also a good tool to use to work out left over event balances or how much the unit is subsidising the event.

Within this package there are eight event tabs and each tab looks like this:

The event name, level name along with the start and end dates, will update automatically based on the details you entered on the 'Information' tab.

- Cell A3 will show an event balance, based on the values you have entered into the event tab.
- Line 8 enables you to input any event balances brought forward from previous years. This works particularly well when you start collecting residential deposits prior to the unit's financial year-end. For example, the unit's financial year-end is 31 December 2024. In November 2024, the division start to organise a sleepover, and deposits are collected before the winter break. The balance is due at the end of January 2025 as the event is taking place in February 2025. Any deposits that had been collected to 31 December 2024 would be recorded on line 8; while anything received in this financial year would be recorded on the lines below. **Note**: any amounts brought forward from a previous year will not be included in the balance that pulls through to the main income and expenditure tabs of which, then form part of the annual accounts page.

From lines 9 onwards you can record event income and expenditure that takes place in the current financial year.

Putting income into the events tab

- Column A 'Date': Record the date that the income for the event was received.
- Column B 'Payer reference': Use this column to record where the money originated from. This could be the name of the girl/leader attending the trip or, if easier, the girl's parent.
- Column C 'Details': Use this column to record what the money was received for (e.g. 'Instalment 3').
- Column D 'Receipt ref': This column refers to the unique reference that the unit provides once the income has been received. Each unit should produce receipts so this could be the reference from the receipt book.
- Column E 'Cash/cheque receipts': Use this column to record the amount of any cheques or cash you have received for the event. This will increase your event balance accordingly. You will also spot that the cash balance on the income, expenditure & annual accounts tab has increased accordingly. **Note:** When you take any cash and cheques to the bank, they will also need to be recorded on the paying into bank tab.
- Column F 'Online receipt': Use this column to record the amounts of any event income that has been received directly into the unit's bank account. This will increase the event balance accordingly & you should also spot that the Bank 1 balance on the income, expenditure & annual accounts tabs has increased accordingly.
- Columns G–K 'Details 1–5': Use these columns to allocate the event income received to different categories. This can either be entered and categorised as one or split between multiple categories. **Note**: like the Income tab, the 'Details' columns can be renamed on line 6.
- Column L 'Diff': The aim of this column is to have a zero showing in each line. It will highlight any differences between the event monies the unit has received and the way in which it has been input in the relevant 'Details' columns.

Putting expenditure into the events tab

- Column M 'Date': Record the date that the expense was made.
- Column N 'Payee reference': Use this column to record who the event money was paid to. In this case it could be a supplier, such as a venue, or a leader for buying event materials.
- Column O 'Details': Use this column to record what the money was paid for (e.g. hall deposit).
- Column P 'Payment ref': This column refers to the unique reference that the unit provides each event expense receipt.

- Column Q 'Cash payment': Enter the amount of the event payment you have given out in cash and you should see your event balance decrease accordingly. You will also spot that the cash balance on the income, expenditure & annual accounts tab has decreased accordingly.

- Column R 'Bank/cheque payment': Use this column to enter the amount that you have paid for the event supplies, either through a dual authorised online bank payment or a dual authorised cheque. By doing so this will decrease your event balance. You will also spot that the Bank 1 balance on the income, expenditure & annual accounts tab has decreased accordingly.

- Columns S–W 'Details A–E': Use these columns to allocate the event expenses to different categories. This can either be entered and categorised as one or split between multiple categories. **Note**: like the expenditure tab, the 'Details' columns can be renamed on line 6.

- Column X 'Diff': The aim of this column is to have a zero showing in each line. It will highlight any differences between the event monies the unit has input and the way in which they have been input into the relevant 'Details' columns.

Printing

You will only need to print the lines that you have input information into. To reduce wastage, please make sure you check the print preview and tell Excel which pages need to be printed.

Annual Accounts tab

The annual accounts tab looks like this:

Enter level name here

01 April 2025   to   31 March 2026

	This year £	Last year £
Income in		
Weekly Fees	0.00	0.00
Welcome Pack	0.00	0.00
Annual Subscription	0.00	0.00
Events	0.00	0.00
Donation	0.00	0.00
Bank Interest	0.00	0.00
Fundraising	0.00	0.00
Uniform	0.00	0.00
Details 9	0.00	0.00
Details 10	0.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	0.00	0.00
Expenditure out	£	£
Venue Rent	0.00	0.00
Materials	0.00	0.00
Badges	0.00	0.00
Events	0.00	0.00
Uniform	0.00	0.00
Annual Subs	0.00	0.00
Outings	0.00	0.00
Details 8	0.00	0.00
Details 9	0.00	0.00
Details 10	0.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	0.00	0.00
Surplus or (deficit) for the year	0.00	0.00

		This year	Last year
Balances brought forward	Bank 1	0.00	0.00
	Bank 2	0.00	0.00
	Cash	0.00	0.00
		0.00	0.00
Balances in hand at	Bank 1	0.00	0.00
year end	Bank 2	0.00	0.00
	Cash	0.00	0.00
		0.00	0.00

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of

0.00   (if applicable, see equipment list tab). There are no other assets or liabilities

Prepared by: **Signature and date:** _____
(PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of
Enter level name here   for the financial year ended **31 March 2026**

Reviewed by: **Signature and date:** _____
(PRINT NAME)

Notes:

Most of the information on this page is pulled through from other sections of the workbook.

You will see the 'Details' names in column B update to reflect the names that you have input into the income and expenditure sheets, along with the cumulative amounts for this financial year.

Last Years Figures

For last year's figures, you will need to manually update column G with the relevant figures to get the prior year's income and expenditure analysis. Please note; cells containing dotted outlines contain formulas so these cannot be overwritten.

Assets & Liabilities

Lines 58 and 59 records the value of any equipment that the level may have. This cell is linked to the Equipment List tab. Within the equipment list you could list items of value to the level, such as tents, tables or unit flags.

Preparing & Reviewing Accounts

The person who has prepared the accounts will need to print their name and sign off the figures on line 61-62.

Each year the unit accounts should be reviewed in line with Girlguiding's guidance. More information on who can or can't review the accounts can be found on the Girlguiding website.

Once a thorough review has been undertaken and the reviewer is happy, they should also sign off accounts, line 66-67 of the workbook.

The preparer and/or the reviewer can make any relevant notes in the space labelled 'Notes', starting on line 68. Examples could include: more event income/expenditure this year due to a bi-annual international; reduced rent due to change of venue; or increased income/expenditure in line with more girls joining the unit.

Bank Rec tab

What does a bank rec do?

The benefit of reconciling the bank statement at the year-end is an additional check that the amount of cash, cheques and banked items reported by the unit is consistent with the amount shown in the banking records. On occasions, there will be cases where there are certain things that will have been input into your unit accounts but have not yet cleared on the bank statement.

In the below scenario, our Bank 1 balance per accounts is showing as being £100.00. This figure is filled in automatically based on the information previously entered in the package. The bank statement for the period must be manually entered, and in this scenario is show as being £167.25 as at 31 March 2026. There is therefore a £67.25 difference between the two totals.

|	A	B	C	D
5	Enter level name here	BANK RECONCILIATION		
6		PERIOD ENDING:	31 March 2026	
7			£	
8	BANK 1 BALANCE PER ACCOUNTS:		100.00	
9	BALANCE PER BANK STATEMENT:		167.25	
10	DIFFERENCE:		(67.25)	
11				
12	DIFFERENCE REPRESENTED BY:			
13				
14	PAYMENTS MADE BUT NOT YET CLEARED			
15	CHQ 004987 - Hall Rent		50.00	
16	CHQ 004992 - Disco Hire		45.25	
17				
18				
19				
20				
21				
22		TOTAL	95.25	
23	RECEIPTS PRESENTED TO THE BANK BUT NOT YET CLEARED			
24	PIS 123456 - March 2026 banking		28.00	
25				
26				
27				
28				
29				
30				
31		TOTAL	28.00	
32				
33		GRAND TOTAL	67.25	
34		DIFFERENCE	-	

The difference is made up of both payments and income:

- Payments - a £50.00 cheque for hall hire and a £45.25 cheque for the end-of-term disco hire have not yet been cashed at the bank (decreasing our bank statement balance by £95.25, theoretically leaving £72.00 in the bank).
- Income/receipts – March's paying-in slip of £28.00 has not yet cleared the bank (increasing our bank statement balance by £28.00, taking it back up to the Bank 1 balance of £100.00 as per our accounts input).

Anything recorded on this tab will not need to be input into the next financial year as it has already been accounted for in the current year.
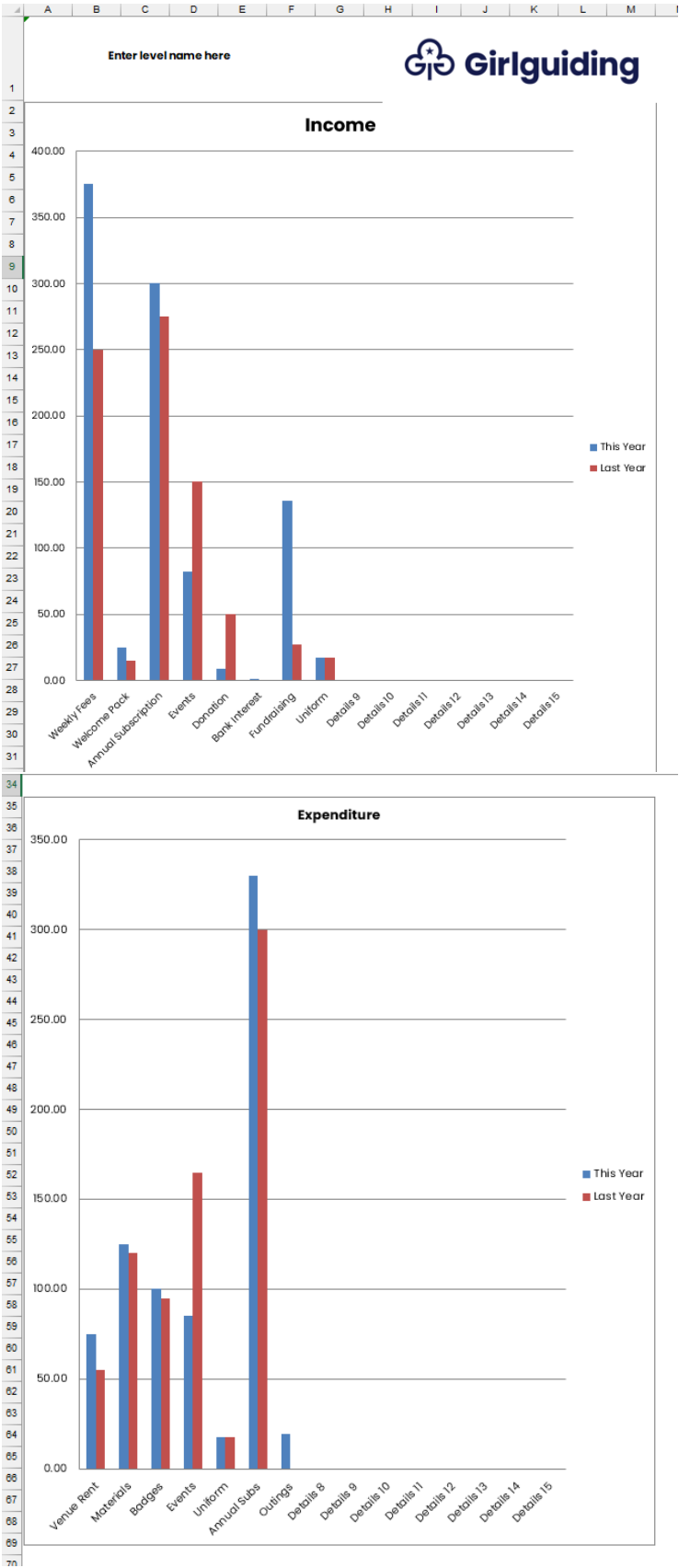
Graphs tab

The graphs tab looks like this:
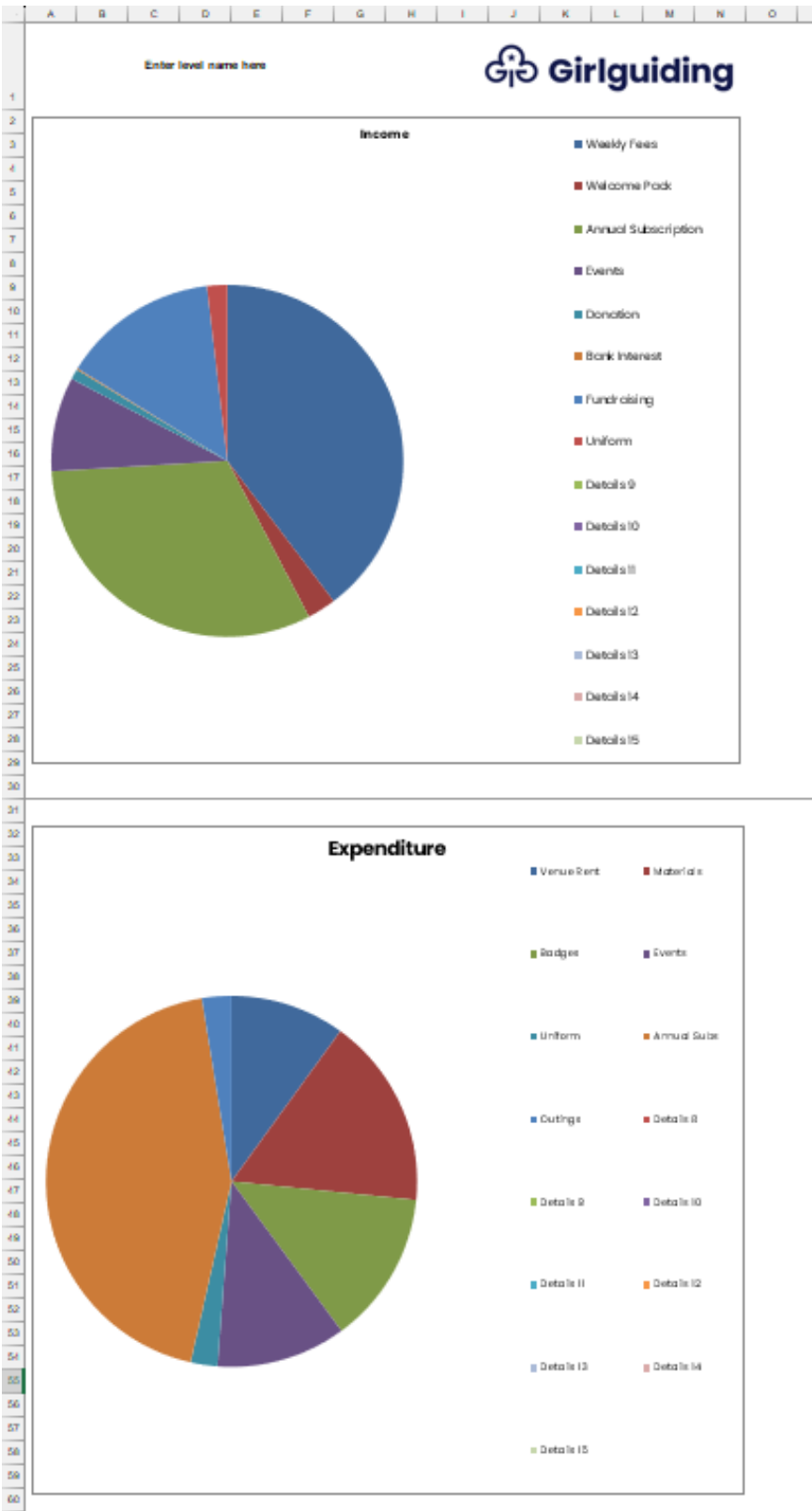
This tab is populated using this year's figures in the annual accounts page and will update automatically in line with the information that has already been input into the accounts package. The tab gives you a more visual view of how your income and expenditure are being used.

Year Comparison tab

The year comparison tab looks like this:

This tab is populated using this year's and last year's figures in the annual accounts page and will update automatically in line with the information that has already been

input into the accounts package. The tab gives you a more visual view of how income and expenditure are being used in comparison to the previous year.

Equipment List tab

The equipment list tab looks like this:

	A	B	C	D	E	F	G
1							
2		**Enter level name here**					
3		**Equipment List**					
4							
5	Use this space to list items of value to the level and an estimated replacement cost.						
6	We've input an example in the greyed out line as the level holds an 8 berth Vango tent, which will cost £300 to replace.						
7							
8			**Value of Equipment**	£	-		
9	**Item**	**Brand**	**Storage Location**	**Replacement Value**			
10	eg. 8 Berth Tent	Vango	Camp Store	£ 300.00			
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							

The aim of this tab is for it to be used to roughly calculate the value of equipment (assets) the level owns. The total value of equipment (cell D8) is copied into the annual accounts summary.

Gift Aid tab

You can claim back 25p every time an individual donates £1 to your unit or level. This is called Gift Aid.

You can also claim gift aid on your weekly fees (subscriptions) which can be recorded as a total amount across the term or year.

You can claim Gift Aid online via HMRC's portal & you should get your payment within 5 weeks. Please also check our gift aid guidance on the Girlguiding website.

You must have valid Gift Aid declarations for all the donations you record in the schedule spreadsheet, which you should keep for your records.

You can use this sheet to track your donors as they donate.

You can then copy & paste onto the HMRC spreadsheet linked below:

HMRC Guidance (https://www.gov.uk/government/publications/gift-aid-schedule-spreadsheets-to-claim-back-tax-on-donations)

There is also some guidance at the top of the page which has been pasted from HMRCs website.

The Gift Aid tab looks like this:

Variance to Budget tab

The Variance to Budget tab is an optional tool that can be used to monitor how your income or expenditure is looking and compare it to the budget that you had previously set. You can also write notes to any differences, which can be updated as and when required.

The tab looks like this:

		Enter level name here			
		01 April 2025 to 31 March 2026			
		Variances to Budget Analysis			
		Actual This Year	**Budget**	**Variance**	**Notes to differences**
Income in		£	£	£	negative variance = more income/expenditure than you expected & budgeted for
Weekly Fees		0.00	0.00	0.00	
Welcome Pack		0.00	0.00	0.00	
Annual Subscription		0.00	0.00	0.00	
Events		0.00	0.00	0.00	
Donation		0.00	0.00	0.00	
Bank Interest		0.00	0.00	0.00	
Fundraising		0.00	0.00	0.00	
Uniform		0.00	0.00	0.00	
Details 9		0.00	0.00	0.00	
Details 10		0.00	0.00	0.00	
Details 11		0.00	0.00	0.00	
Details 12		0.00	0.00	0.00	
Details 13		0.00	0.00	0.00	
Details 14		0.00	0.00	0.00	
Details 15		0.00	0.00	0.00	
2nd bank account (manual)		0.00	0.00	0.00	
Totals		**0.00**	**0.00**		
Expenditure out		£	£		
Venue Rent		0.00	0.00		
Materials		0.00	0.00		
Badges		0.00	0.00		
Events		0.00	0.00		
Uniform		0.00	0.00		
Annual Subs		0.00	0.00		
Outings		0.00	0.00		
Details 8		0.00	0.00		
Details 9		0.00	0.00		
Details 10		0.00	0.00		
Details 11		0.00	0.00		
Details 12		0.00	0.00		
Details 13		0.00	0.00		
Details 14		0.00	0.00		
Details 15		0.00	0.00		
2nd bank account (manual)		0.00	0.00		
Totals		**0.00**	**0.00**		
Surplus or (deficit) for the year		**0.00**	**0.00**		

Helpful Hints

Income receipts
It is good practice to issue receipts for all income. These can either be done using a duplicate receipt book or by another means that is suitable for the unit. These should have a unique reference number which you can then refer to within your accounts.

Payment receipts
It is also good practice to get a supporting receipt for anything that is spent by the unit, and similarly it is good practice to give these a payment reference number suited to the unit. This will make it easier when trying to work out which receipt is which.

How do I rename the 'Details' columns for each sheet?
To label the 'Details' column, select the cell and type over it with your preferred label. You will be able to do this for all the 'Details' columns except the column labelled 'Events', as the events tabs are linked into these totals. Within the income and expenditure tabs the 'Details' cells can be found on line 10, and on the events tabs, these can be found on line 6.

The package is telling me I need a password – what is it?
Unfortunately, we are unable to disclose the password to the spreadsheet because of the complex formulas that are hidden within the cells. The Unit Accounts Package is also designed so that any cells that require you to input information can be edited. If you are trying to select a cell and keep getting the password issue, then means that the cell is locked, and you will not be able to enter information into that cell.

Printing
The spreadsheet is set up to print multiple pages as some units will use the spreadsheet more than others. For example, some units will receive girls' fees weekly, whereas others may receive subs termly. You will therefore only need to print out the pages for the lines that you have input information into. To reduce wastage, please make sure you check the print preview and tell Excel which pages need to be printed.

The printout is too small
If you have access, try printing the worksheets on A3 paper.

I can't view everything on the page
Use the zoom bar in the bottom right-hand side of the package to increase/decrease the size accordingly as each laptop/computer will be set up differently and the

package may show differently for each user. Please note this function will need to be applied to each tab. The zoom bar will look like this:
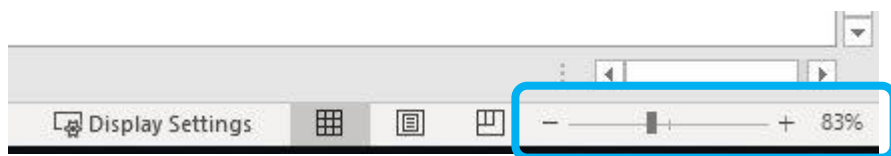
I can't see all the tabs along the bottom of the screen

Use the arrow heads at the bottom left-hand side of the screen. By clicking these they should reveal more sheets along the tab bar. The arrow heads will look like this:


I want to rename the 'Event 1-8' tabs with the names of my events

Unfortunately, this part of the package is a locked-down function for us to help support you should there be any issues with using the accounts package. During the review we experimented with automated renaming of the tabs using coding; however, this caused problems and corrupted the worksheet in some versions of Excel.

Some of my figures and calculations are not updating

Use the 'Calculate now' button within the Formulas ribbon or press the 'F9' key.
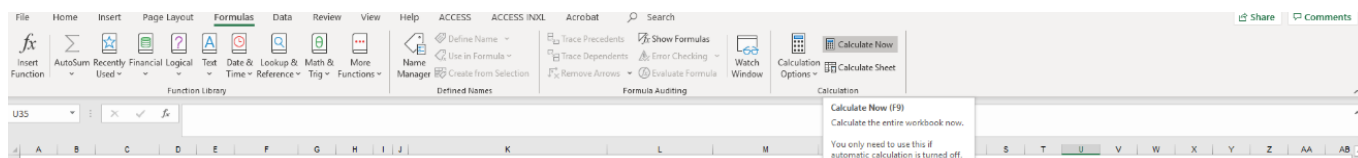
How can I sort the transactions into date order?

To sort the transactions into date order, you will need to select the lines you would like to sort from column A through to the column before the difference column. Then select the Home tab, followed by the Sort and filter icon, then Custom sort.

You can then select the column that you would like to sort by. In the income example we want to sort rows 20–25 by date (column A) so we request Excel to sort by column A in the order oldest to newest.

Once you are happy with the sort selected, click OK and you should see that the cells have reordered themselves into date order.

I've run out of event tabs!

Unfortunately, we will be unable to add additional tabs. During our research phase, we found that eight was the average number of events requested from users.

If required, in some cases, district/division events could be combined into one worksheet, which works especially well when you are collecting money on their behalf and just passing the money on.

Any other questions?

For any other queries, please contact the HQ Finance team on 020 7834 6242 ext. 3032 or via email at finance@girlguiding.org.uk