CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6/4/25 Period start date To 5/4/26 Period end date

Charity name: SECOND CHANCE HEAD AND NECK CANCER GROUP

Charity registration number: 1183497

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	**To provide help, support and education to all affected by head & neck cancer, including patients, families, carers & friends**
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	**Regular monthly support meetings with speakers.** **Conversational opportunities for members to learn from one another how to cope with aspects of their disease and treatments** **Providing a website with useful illustrations of other sources of information, together with an outline of future meetings and activities** **Raising awareness amongst the general public of this disease** **Fundraising for social support, events and activities**
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	**Trustees have read the appropriate information**

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	**No grants made**
Policy on social investment including program related investment	Para 1.38	**No social investments made**

Contribution made by volunteers	Para 1.38	**Our volunteers are responsible for organising and running our monthly meetings. Researching and providing appropriate speakers. All catering for all events. Advertising and recruiting members. The running and maintenance of our website.**
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	**Continuing with the support and fellowship of our society for patients and families, many of whom have never met another person with head & neck cancer** **Continuing with the provision of educational speakers to further the knowledge of our members.** **Updating our information and events on our website** **Enabling members to gain support and make contact with other members woh may be experiencing similar lifestyle problems as themselves**

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	**A series of informal and formal lectures, outings, events and meetings have been provided**
Performance of fundraising activities against objectives set	Para 1.41	**N/A**
Investment performance against objectives	Para 1.41	**N/A**
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	**The charity's current fundraising, donations and events are suffient to ensure that we meet all our current outgoings**
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	**Reserve is held in a high interest accout in order to obtain further funding via the interest received**
Amount of reserves held	Para 1.22	**12000**
Reasons for holding zero reserves	Para 1.22	**To obtain interest**
Details of fund materially in deficit	Para 1.24	**There are no funds in deficit**
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	**There are no uncertainties regarding the charity continuing as a going concern**

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	**The charities principle source of funds is from fundraising activities and donations**
Investment policy and objectives including any social investment policy adopted	Para 1.46	**The charity does not have an investment policy of social investment policy at present**
A description of the principal risks facing the charity	Para 1.46	**Difficulty in recruiting members due to confidentiality issues. Difficulty recruiting further volunteers**
Other		

Structure, Governance and Management

Description of charity's trusts:		**The charity does not have any trusts**
Type of governing document (trust deed, royal charter)	Para 1.25	**Constitution**
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	**Future Trustee selection from hospital staff involved in head & neck cancer management. Or outside specialists by agreement of the Trustees and management committee**
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	**Training requirements would be assessed and planned at the time of appointment**

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Second Chance Head and Neck Cancer Group
Other name the charity uses	Second Chance
Registered charity number	1183497
Charity's principal address	Lee Farm New Lane Sutton Green Guildford GU4 7QF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Miss Lisa Pitkin		Whole Year	
2	Dr Katie Wood		Whole Year	
3	Mr Patrick Chapman	President	Whole Year	
4	Janet Humphries	Treasurer	Whole Year	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
No Property Held		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Janet Humphries	
Full name(s)	Janet Mary Humphries	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	20/10/26	

ABOUT THE EXCEL CASH BOOK EASY

This Excel workbook has been developed by Sarah Booysen of Beginner Bookkeeping.

www.beginner-bookkeeping.com

This template can be used to track your income and expenses and to calculate if the business is making a profit or a loss.

This workbook is not for sale or re-sale. It is for private business or individual use only.

If you have any questions about how to use this workbook or about bookkeeping for your business please use the Contact form.

www.beginner-bookkeeping.com/contact-me.html **Thanks for using this cashbook!**

THIS CASHBOOK
Excel Cashbook Easy

7 Income Accounts
20 Expense Accounts
Profit and Loss Report
Bank Reconciliation Worksheet
One Bank Account per Cashbook

UPGRADE TO
Cash Book Excel with Balance Sheet

14 Income Accounts
10 Cost of Goods Sold Accounts
30 Expense Accounts
10 Balance Sheet Accounts
Inventory Balances Input Sheet
Bank Reconciliation Worksheet
Profit and Loss Report
Balance Sheet Report
e-Book Help Guide - printable
One Bank Account per Cashbook

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VIEW DETAILS

If the VIEW NOW button doesn't work, you can type this URL into your web browser
https://www.beginner-bookkeeping.com/cash-book-excel.html

LINKS TO BOOKKEEPING GUIDES

On the Beginner Bookkeeping website

Guide to Bookkeeping Procedures

Other Excel Templates to Use Alongside This One

Learn About Profit and Loss Reports

Learn About Balance Sheets

Accounts Receivables Procedures

Accounts Payables Procedures

Home Office Expenses

Bank Reconciliation

Year-End Preparations

Cashbook Excel with Balance Sheet

QUICK START TIPS

1

This Excel Cash Book version only has Income and Expense accounts. There are no Cost of Sales accounts and no Balance Sheet.. Look at the Example page to see how transactions look when they are entered.

2 **Months and Accounts Headers**

On the MonthsHeaders and Accounts Headers pages - enter the names of your business/club, your accounts and your months - these are all linked to every month and the P&L. You can also rename the monthly tabs to change them from *Month1, Month2 etc.* to the name of your months.

3

Every month enter your Income and Expenses into the Month tabs. Do this weekly, daily or fortnightly, whatever works for you.

4 **Bank Reconciliation**

Once a month (at least), check that your bank statement and cashbook balances match - fix any errors. Use the Reconciliation tab to reconcile your bank account with undeposited funds or unpresented checks/cheques.

5

The Profit and Loss Report (P&L) will tell you if your business is making a profit. This report is often also called the Income Statement or Income Summary - you can re-name it if required. All the totals rows from the Monthly tabs are linked to the P&L sheet. **Note**: There is an Adjustments section for items that should be on a Balance Sheet which are listed here.

6 **Balance Sheet**

There is no Balance Sheet with this version of the Excel Cash Book. You can get one prepared by your Accountant, or download the version of Excel Cash Book that does have a Balance Sheet. (look at the About sheet in this Cash Book for the link to the Cash Book website page.)

7 **More Accounts**

If you require more account columns in the Monthly tabs, you can insert more Columns. First insert new Account Headings onto the Accounts page, then insert new Account columns into the Months. Then link the monthly headers to the Accounts/Headers Page. Also, insert new account rows on the P&L and link the cells from there to the Total cells of the new columns for every month.

8

If the monthly sheets are too large, try hiding rows and columns not used to make the sheets smaller for printing and viewing. Use Custom Scaling Options under print settings to fit the month onto the number of pages best for you.

9

For a quick way to adjust all 12 months at the same time you must 'group' them. Click on the first month tab, hold down shift on your keyboard, and click on the last month tab - this selects all months. Now go into the first month and change your formatting - (row heights, column widths, insert new columns etc). When finished, right click any month tab, and select 'Ungroup' sheets.

10

If you want to change the overall color and font schemes for the whole workbook, go to the Page Layout tab on the top menu of Excel, and select Themes. Select different themes to see what the Cashbook looks like until you find one you like. Change it once a month for fun to prevent boredom if you are an arty visual person!

11

I love this feature! To view only one month at a time on the Reports, go to either the P&L, then select *View > Custom Views > Select the month* you want to see. There are two lists, one for the P&L and one for the BS.*You can also select All Months* to go back to the standard view.

12

If any features don't work for you, it may be that your version of Excel is quite old? If it's a serious issue, please Contact me (see About page)

My Example Business

EXAMPLE PAGE

In the top right corner of some of the cells is a red triangle - this

January

MONEY IN

Details					Income				
Date	Payment Type	Name	Description	Ref	Club Fees	Fund Raising	Government Grants	Bank Interest Received	Total Money In
			TOTALS		200.00	800.00	500.00	2.00	1,502.00
4-Jan	Deposit	Annual Fundraiser	Funds raised from auction			800.00			800.00
6-Jan	ATM	Mrs Smith | Member	Payment for Invoice	Inv 0001	100.00				100.00
8-Jan	Bank Pmt	Big Bank	Bank fees						0.00
11-Jan		XX Gas Station	Fuel for Club President	Receipt 1					0.00
18-Jan	Chk	Club Games Suplies	New Games	10001					0.00
21-Jan	POS	Stationery Retailers	Stapler, pens, envelopes	Receipt 2					0.00
21-Jan	Deposit	Ms Issa | Member	Payment received	Inv 0003	100.00				100.00
28-Jan	Bank Pmt	Big Bank	Bank Interest received					2.00	2.00
30-Jan	DC	Mr Landlord	Office Rent Payment						0.00
30-Jan	DD	Telephone Company	Phone						0.00
31-Jan	Chk	Printers LLC	Printing of Club Rules Booklet	10002					0.00
Jan-31	Deposit	Government	Grant received from Government				500.00		500.00

s indictes helpful information

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MONEY OUT

Expenses								
Bank Charges	Office Rent	Phone	Printing and Stationery	Vehicle Expenses	Games Supplies	Total Money Out	BANK BALANCE	R
5.00	250.00	80.00	91.00	40.00	280.00	746.00	273.00	Opening Bank Balance
						0.00	1,073.00	
						0.00	1,173.00	R
5.00						5.00	1,168.00	R
				40.00		40.00	1,128.00	R
					280.00	280.00	848.00	R
			26.00			26.00	822.00	R
						0.00	922.00	R
						0.00	924.00	R
	250.00					250.00	674.00	R
		80.00				80.00	594.00	R
			65.00			65.00	529.00	R
						0.00	1,029.00	
							1,029.00	Closing Bank Balance

MONTHS

Typing Information into the HEADERS will carry through t

MONTH HEADERS

Month1	Month2	Month3	Month4	Month5	Month6	Month7
January	**February**	**March**	**April**	**May**	**June**	**July**
2022	**2022**	**2022**	**2022**	**2022**	**2022**	**2022**

Type in the months of your financial year - if Month1 of your financial year is April, type
also rename the tab names for each monthly worksheet along the bottom of this C
automatically in Excel without VBA coding - I have left VBA coding out of this Cashboo
Excel Help Centre. You can also change the year which i

to each page of this workbook

Month8	Month9	Month10	Month11	Month12
August	**September**	**October**	**November**	**December**
2022	**2022**	**2022**	**2022**	**2022**

"April" underneath Month1, "May" under Month2 etc. You can
Cashbook. You have to do it manually. It cannot be done
ok to keep it simple. Type 'How to rename worksheet' in your
s linked to every monthly sheet.

ACCOUNTS

Excel Cashbook Easy

Typing Information into the HEADERS will carry through to each page of this workbook

BUSINESS NAME HEADER

Enter Your Business Name Here

ACCOUNT HEADERS

Type your headers into the green boxes titled Account 1, Account 2 and so on. You can rena

Details					Income							
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In
					1	*2*	*3*	*4*	*5*	*6*	*7*	

ame the ones in the purple boxes too

Expenses													
Expense Account 1	**Expense Account 2**	**Expense Account 3**	**Expense Account 4**	**Expense Account 5**	**Expense Account 6**	**Expense Account 7**	**Expense Account 8**	**Expense Account 9**	**Expense Account 10**	**Expense Account 11**	**Expense Account 12**	**Expense Account 13**	**Expense Account 14**
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*12*	*13*	*14*

Expense Account 15	**Expense Account 16**	**Expense Account 17**	**Expense Account 18**	**Expense Account 19**	**Expense Account 20**	**Total Money Out**
15	*16*	*17*	*18*	*19*	*20*	

S.C Head & Neck Charity Account

Excel Cashbook Easy

April 21-March 22

Details					MONEY IN				
					Income				
Date	Payment Type	Name	Descripton	Ref	Xmas Party	Donations	Fundraising	Transfers	Total Money In
DO NOT DELETE THIS TOTALS ROW					0.00	1,250.00	1,010.88	3,000.00	5,260.88
20-May-21		Miles Weston Gift							0.00
16-Jun-21		Transfer in from original S.C. Account						3,000.00	3,000.00
20-Sep-21		Deposit Cranleigh School Fair							0.00
21-Sep-21		Just Giving Charity Walk (Lucy)					214.22		214.22
27-Sep-21		Sum Up Machine							0.00
28-Sep-21		Just Giving (Lucy)					180.08		180.08
1-Oct-21		Gift to NALC							0.00
4-Oct-21		Careprint Leaflets							0.00
4-Oct-22		Just Giving (Lucy)					221.65		221.65
7-Oct-22		Tea Room (Members Walk)							0.00
20-Oct-21		Sum up Donation					3.92		3.92
1-Nov-21		Just Giving (Lucy)					15.53		15.53
11-Nov-21		Sum Up donation					3.44		3.44
8-Nov-21		Xmas Fair Cranleigh					71.76		71.76
8-Nov-21		Ink Cartridge Invitations							0.00
8-Nov-21		Xmas Fair Cranleigh					229.00		229.00
9-Nov-21		Postage							0.00
4-Nov-21		Xmas Fair Cranleigh					12.28		12.28
13-Dec-21		GHSC Xmas Party							0.00
13-Dec-21		Xmas Party fundraising					59.00		59.00
18-Jan-22		Computer Van							0.00
2-Feb-22		Deposit Masonic Lodge Closing Down (Margaret)				1,250.00			1,250.00
									0.00
CLOSING BANK BALANCE ROW									

MONEY OUT							
Overheads & Equiptment	Catering	Printing & Postage	Gifts	Total Money Out	BANK BALANCE	R	
175.99	116.95	99.83	565.00	957.77	3,521.78	Opening Bank Balance	
			65.00	65.00	3,456.78		
				0.00	6,456.78		
20.00				20.00	6,436.78		
				0.00	6,651.00		
35.99				35.99	6,615.01		
				0.00	6,795.09		
			500.00	500.00	6,295.09		
		58.52		58.52	6,236.57		
				0.00	6,458.22		
	26.95			26.95	6,431.27		
				0.00	6,435.19		
				0.00	6,450.72		
				0.00	6,454.16		
				0.00	6,525.92		
		20.91		20.91	6,505.01		
				0.00	6,734.01		
		20.40		20.40	6,713.61		
				0.00	6,725.89		
	90.00			90.00	6,635.89		
				0.00	6,694.89		
120.00				120.00	6,574.89		
				0.00	7,824.89		
				0.00	7,824.89		
					7,824.89	Closing Bank Balance	

S.C. Head & Neck Charity Account

Excel Cashbook Easy

April 22 - March 23

Details					MONEY IN				
					Income				
Date	Payment Type	Name	Descripton	Ref	Xmas Party	Donations	Fundraising	Transfers	Income Account 5
DO NOT DELETE THIS TOTALS ROW					155.00	566.57	922.23	0.00	0.00
11-May-23		Stamps							
16-May-23		(Mary) Just Giving donation				410.22			
5-Jul-23		Pantomime Tickets							
16-Aug-23		Loseley Park Visit/Tea							
20-Aug-23		New SC Banner							
5-Sep-23		Printing Leaflets/Cards							
7-Sep-23		Repayment Loseley from Committee members				107.50			
28-Sep-23		Dep Cranleigh School Xmas fair booking							
28-Sep-23		Shalford Vill Hall Hire Fees							
13-Oct-23		Catering for Brooklands Visit							
7-Oct-23		Donations Xmas Fair					39.31		
22-Oct-23		Radio Jackie Advert							
22-Oct-23		Reimbursement payment to committee member							
23-Nov-23		Computer van Problem Solving Website							
28-Dec-23		Just Giving Donation (unknown)				48.85			
11-Jan-23		Katie Woods School Fair					525.81		
11-Jan-23		Panto tickets sold					240.00		
11-Jan-23		Sweets bought panto							
11-Jan-23		Xmas Party			155.00				
11-Jan-23		Xmas Fair Cranleigh					117.11		
11-Jan-23		Food receipts Xmas Party							
13-Feb-23		Room Hire shalford							
14-Feb-23		Social Club Bill Xmas Party							
23-Feb-23		Printing Mary's Card							
CLOSING BANK BALANCE ROW									

			MONEY OUT							
Income Account 6	Income Account 7	Total Money In	Overheads	Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6	Total Money Out	BANK BALANCE
0.00	0.00	1,643.80	1,187.50	1,290.32	513.76	42.00	0.00	0.00	3,033.58	7,824.89
		0.00			27.30				27.30	7,797.59
		410.22							0.00	8,207.81
		0.00		344.00					344.00	7,863.81
		0.00		592.01					592.01	7,271.80
		0.00			180.00				180.00	7,091.80
		0.00			207.00				207.00	6,884.80
		107.50							0.00	6,992.30
		0.00	40.00						40.00	6,952.30
		0.00	112.50						112.50	6,839.80
		0.00		113.40					113.40	6,726.40
		39.31							0.00	6,765.71
		0.00	504.00						504.00	6,261.71
		0.00				42.00			42.00	6,219.71
		0.00	300.00						300.00	5,919.71
		48.85							0.00	5,968.56
		525.81							0.00	6,494.37
		240.00							0.00	6,734.37
		0.00		25.00					25.00	6,709.37
		155.00							0.00	6,864.37
		117.11							0.00	6,981.48
		0.00		73.31					73.31	c
		0.00	231.00						231.00	#VALUE!
		0.00		142.60					142.60	#VALUE!
		0.00			99.46				99.46	#VALUE!
		0.00							0.00	
										#VALUE!

i

R
Opening Bank Balance
Closing Bank Balance

S.C. Head & Neck Charity Account

Excel Cashbook Easy

Apr 2025- Mar 2026

Details					MONEY IN					MONEY OUT								
					Income													
Date	Payment Type	Name	Descripton	Ref	Xmas Party	Donations	Fundraising	Transfers	Total Money In	Overheads	Catering & Outings	Printing & Postage	Gifts	Purchases	Transfers	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					556.72	433.78	846.71	0.00	1,837.21	653.21	1,719.52	13.92	126.00	52.63	12,000.00	14,565.28	18,337.09	Oper
25-Apr-26		Just Giving	Subs						0.00	18.00						18.00	18,319.09	
28-Apr-26		Galliani / Kutala	Donation d/d			20.00			20.00							0.00	18,339.09	
9-May-26		Sum Up	Payment			0.98			0.98							0.00	18,340.07	
9-May-26		University Surrey	Dinner Cost						0.00		1,252.00					1,252.00	17,088.07	
19-May-26		Just Giving	Payment from Uni dinner			126.93			126.93							0.00	17,215.00	
22-May-26		Sandra Levinge	Flags etc for Dinner						0.00		34.96					34.96	17,180.04	
22-May-26		Cash received	Univ Dinner Coll			115.00			115.00							0.00	17,295.04	
27-May-26		Just Giving	Subs						0.00	18.00						18.00	17,277.04	
27-May-26		Gulliani/Kutala	Donation d/d			20.00			20.00							0.00	17,297.04	
28-May-26		Just Giving	Univ Dinner			30.87			30.87							0.00	17,327.91	
12-Jun-26		Shalford V. H.							0.00	180.00						180.00	17,147.91	
25-Jun-26		Just Giving	Subs						0.00	18.00						18.00	17,129.91	
26-Jun-26		Guillani/Kutala	Donation d/d			10.00			10.00							0.00	17,139.91	
26-Jul-26		Gullaini/Kutala	Donation d/d			10.00			10.00							0.00	17,149.91	
24-Jul-26		Cambridge Coun B.S.	Invest Sav a/c						0.00						12,000.00	12,000.00	5,149.91	
25-Jul-26		Just Giving	Subs						0.00	18.00						18.00	5,131.91	
25-Jul-26		Gulliani	Donation d/d			10.00			10.00							0.00	5,141.91	
28-Jul-26		Kutala	Donation d/d			10.00			10.00							0.00	5,151.91	
26-Aug-26		Just Giving	subs						0.00	18.00						18.00	5,133.91	
26-Aug-26		Kutala	Donation d/d			10.00			10.00							0.00	5,143.91	
26-Aug-26		Gulliani	Doantion			10.00			10.00							0.00	5,153.91	
25-Sep-26		Just Giving	Subs						0.00	18.00						18.00	5,135.91	
25-Sep-26		Guillani/Kutala	Donation d/d			10.00			10.00							0.00	5,145.91	
8-Oct-26		Milestone Museum	Entrance						0.00		108.08					108.08	5,037.83	
21-Oct-26		J Humphries	Xmas stall candles						0.00					21.48		21.48	5,016.35	
27-Oct-26		Just Giving	Subs						0.00	18.00						18.00	4,998.35	
27-Oct-26		Guillani/Kutala	Donation d/d			10.00			10.00							0.00	5,008.35	
30-Oct-26		J Humphries	Stamps						0.00			13.92				13.92	4,994.43	
3-Nov-26		J Humphries	Raffle ticket/chocs						0.00					16.75		16.75	4,977.68	
4-Nov-26		RSCS Stall	Collection				0.98		0.98							0.00	4,978.66	
4-Nov-26		RSCH Stall	Collection				144.99		144.99							0.00	5,123.65	
7-Nov-26		RSCH Stall	Collection				64.20		64.20							0.00	5,187.85	
10-Nov-26		Crackers	Xmas Party Crackers						0.00					14.40		14.40	5,173.45	
17-Nov-26		(Sandra) Sur to Supp	Xmas Party food						0.00		105.00					105.00	5,068.45	
17-Nov-26		Ditto	Ditto						0.00		105.00					105.00	4,963.45	
24-Nov-26		J humphries	Plates/Napkins						0.00		15.98					15.98	5,148.91	
25-Nov-26		Just Giving	Subs						0.00	18.00						18.00	5,148.91	
25-Nov-26		Guillani/Kutala	Donation d/d			10.00			10.00							0.00	5,148.91	
11-Dec-26		Float	Xmas Party						0.00		98.50					98.50	5,148.91	
1-Dec-26		School Fair	Collection				550.00		550.00							0.00	5,148.91	
1-Dec-26		School fair Sum up	Collection				86.54		86.54							0.00	5,148.91	
12-Dec-26		Levinge	Flowers Gift						0.00				26.00			26.00	5,148.91	
15-Dec-26		Sum up Deposit	Xmas Party		49.25				49.25							0.00	5,148.91	
17-Dec-26		Cash Deposit	Xmas Party		315.00				315.00							0.00	5,148.91	
29-Dec-26		Just Giving	Subs						0.00	18.00						18.00	5,148.91	
29-Dec-26		Guillani/Kutala	Donation d/d		10.00				10.00							0.00	5,148.91	
29-Dec-26		Shalford V H	Hire costs						0.00	135.00						135.00	5,148.91	
12-Jan-26		Just Giving	Xmas Party ?		146.85				146.85							0.00	5,148.91	
13-Jan-26		Ditto	Ditto		35.62				35.62							0.00	5,148.91	
19-Jan-26		Bank	Service Charge						0.00	4.85						4.85	5,148.91	
26-Jan-26		Just Giving	Subs						0.00	18.00						18.00	5,148.91	
25-Jan-00		Guillni	Donation d/d			10.00			10.00							0.00	5,148.91	
17-Feb-26		Bank	Service Charge						0.00	2.36						2.36	5,148.91	
25-Feb-26		Just Giving	Subs						0.00	18.00						18.00	5,937.02	
25-Feb-26		Guilani	Doantion			10.00			10.00							0.00	5,847.02	
27-Feb-26		Shalford V H	Hire costs						0.00	90.00						90.00	5,847.02	
3-Mar-26		Timeless Web	New web S/O						0.00	25.00						25.00	5,822.02	
5-Mar-26		Research Surrey Uni	Our donation						0.00				100.00			100.00	5,722.02	
25-Mar-26		Just Giving	Subs						0.00	18.00						18.00	5,704.02	

25-Mar-26		Guillani	Donation d/d			10.00			10.00							0.00	5,714.02	
									0.00							0.00	5,714.02	
									0.00							0.00	5,714.02	
									0.00							0.00	5,714.02	
CLOSING BANK BALANCE ROW																	5,714.02	Clos

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Second Chance Head & Neck Charity Account

Excel Cashbook Easy

Apr 26-Mar 27

Details					MONEY IN					MONEY OUT								
					Income													
Date	Payment Type	Name	Descripton	Ref	Xmas Party	Donations	Fundraising	Transfers	Total Money In	Overheads	Catering & Outings	Printing & Postage	Gifts	Purchases	Transfers	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	148.18	880.88	0.00	1,029.06	246.00	129.10	0.00			0.00	0.00	5,714.02	Opening Bank Balance
7-Apr-26		Surrey Uni Research	Grant						0.00				100.00			100.00	5,614.02	
8-Apr-26		Timeless Web Builder	Website maintenance						0.00	25.00						25.00	5,589.02	
27-Apr-26		Just Giving	Subs						0.00	18.00						18.00	5,571.02	
27-Apr-26		Guillani	Donation			10.00			10.00							0.00	5,581.02	
5-May-26		Surrey Uni Research	Grant						0.00				100.00			100.00	5,481.02	
5-May-26		Timeless Web Builder	Website maintenance						0.00	25.00						25.00	5,456.02	
11-May-26		Rural Life Museum	Entrance						0.00		54.00					54.00	5,402.02	
11-May-26		Rural Life Museum	Chefs						0.00		75.10					75.10	5,326.92	
26-May-26		Just Giving	Subs						0.00	18.00						18.00	5,308.92	
26-May-26		Guillani	Donation			10.00			10.00							0.00	5,318.92	
5-Jun-26		Surrey Uni Research	Grant						0.00				100.00			100.00	5,218.92	
10-Jun-26		Timeless Web Builder	Website maintenance						0.00	25.00						25.00	5,193.92	
15-Jun-26		Just Giving	Darts competition				880.88		880.88							0.00	6,074.80	
16-Jun-26		Shalford V H	Hire						0.00	135.00						135.00	5,939.80	
16-Jun-26		Just Giving				128.18			128.18							0.00	6,067.98	
CLOSING BANK BALANCE ROW																	6,067.98	Closing Bank Balance

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May 2022

Excel Cashbook Easy

MONEY IN

MONEY OUT

Details					Income																													
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,067.98	Opening Bank Balance
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Enter Your Business Name Here

June 2022

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MONEY IN

MONEY OUT

Details					Income																														
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,067.98	Opening Bank Balance
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CLOSING BANK BALANCE ROW																																		6,067.98	Closing Bank Balance

Enter Your Business Name Here

July 2022

Excel Cashbook Easy

Details					MONEY IN								MONEY OUT																							
					Income																															
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R	
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,067.98		Opening Bank Balance
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CLOSING BANK BALANCE ROW																																		6,067.98		Closing Bank Balance

Enter Your Business Name Here

August 2022

Excel Cashbook Easy

Details					MONEY IN: Income								MONEY OUT																						
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,067.98	Opening Bank Balance
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CLOSING BANK BALANCE ROW																																		6,067.98	Closing Bank Balance

S.C. HEAD & NECK CHARITY ACCOUNT

Excel Cashbook Easy

APRIL 23 - MARCH 24

Details					MONEY IN					
					Income					
Date	Payment Type	Name	Descripton	Ref	Xmas Party	Donations	Fundrasing	Transfers	Total Money	Overheads
DO NOT DELETE THIS TOTALS ROW					80.67	4,376.43	740.87	2,292.02	5,197.97	188.00
21-Apr-23		Thi Chi Instructor							0.00	50.00
21-Apr-23		Tea/Coffee Purchases							0.00	
21-Apr-23		Stamps							0.00	
25-Apr-23		Tea Coffee Purchases							0.00	
26-Apr-23		Transfer of funds from	Current A/c now closed					2,292.02	2,292.02	
27-Apr-23		Tea/Cakes Farnham Castle							0.00	
4-May-23		Compensation Payment	Bank non-closure A/c			25.00			25.00	
1-Jul-23		Income from Fete					69.00		69.00	
15-Jul-23		8 member tickets Denbies							0.00	
9-Aug-23		Donation from member				21.50			21.50	
31-Aug-23		Donation to C Coffils							0.00	
12-Sep-23		Payment Sandra Hospital Chocs							0.00	
15-Sep-24		Careprint Donation cheque print							0.00	
20-Sep-24		Donation Cheque Beaverbrook				1,800.00			1,800.00	
6-Dec-24		Gift to Alan Baker							0.00	
11-Dec-24		Stamps							0.00	
11-Dec-24		Xmas party sweets							0.00	
11-Dec-24		Xmas Party Food							0.00	
11-Dec-24		School Fete Collection	(Katie)				671.87		671.87	
16-Jan-24		Xmas Party Presents/Books	(Me)						0.00	
16-Apr-24		Xmas Party Hall hire +	drinks						0.00	138.00
5-Feb-24		Donation to patient	R J Matheson						0.00	
5-Feb-24		Special committee Meeting	Coffee						0.00	
9-Feb-24		Coffee for meeting with members							0.00	
12-Feb-24		Stamps							0.00	
14-Jan-24		Xmas party			80.67				80.67	
21-Feb-24		Biscuits, Shalford Meeting							0.00	
23-Feb-24		Donation' Immaculate'	Friends(Collection box)			19.93			19.93	
26-Feb-24		Donation				10.00			10.00	
28-Feb-24		Donation Oracle Cancer	Trust ('Immaculate'			1,000.00			1,000.00	
5-Mar-24		Stamps							0.00	
28-Mar-24		Donation 'Margaret's	Church Elder'			1,500.00			1,500.00	
CLOSING BANK BALANCE ROW										

MONEY OUT								
Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6	Total Money Out	BANK BALANCE	R	
268.64	94.17	269.79	0.00	0.00	820.60	6,435.11	Opening Bank Balance	
					50.00	6,385.11		
22.29					22.29	6,362.82		
	0.79				0.79	6,362.03		
4.40					4.40	6,357.63		
					0.00	8,649.65		
61.60					61.60	8,588.05		
					0.00	8,613.05		
					0.00	8,682.05		
68.00					68.00	8,614.05		
					0.00	8,635.55		
		100.00			100.00	8,535.55		
		19.79			19.79	8,515.76		
	40.38				40.38	8,475.38		
					0.00	10,275.38		
		100.00			100.00	10,175.38		
	3.50				3.50	10,171.88		
7.50					7.50	10,164.38		
31.15					31.15	10,133.23		
					0.00	10,805.10		
46.00					46.00	10,759.10		
					138.00	10,621.10		
		50.00			50.00	10,571.10		
12.00					12.00	10,559.10		
10.45					10.45	10,548.65		
	39.50				39.50	10,509.15		
					0.00	10,589.82		
5.25					5.25	10,584.57		
					0.00	10,604.50		
					0.00	10,614.50		
					0.00	11,614.50		
	10.00				10.00	11,604.50		
					0.00	13,104.50		
						13,104.50	Closing Bank Balance	

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Excel Cashbook Easy

Enter Your Business Name Here

October 2022

Details					MONEY IN – Income								MONEY OUT																						
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,104.50	Opening Bank Balance
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CLOSING BANK BALANCE ROW																																		13,104.50	Closing Bank Balance

Enter Your Business Name Here

November 2022

Excel Cashbook Easy

Details					MONEY IN: Income								MONEY OUT																						
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out	BANK BALANCE	R
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,104.50	Opening Bank Balance
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CLOSING BANK BALANCE ROW																																		13,104.50	Closing Bank Balance

Enter Your Business Name Here

December 2022

Excel Cashbook Easy

Details					MONEY IN						
					Income						
Date	Payment Type	Name	Descripton	Ref	Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7
DO NOT DELETE THIS TOTALS ROW					0.00	0.00	0.00	0.00	0.00	0.00	0.00

CLOSING BANK BALANCE ROW				

MONEY OUT

Total Money In	Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12
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									13,104.50	Closing Bank Balance

FINAL BALANCE FOR THE YEAR

START A NEW CASHBOOK FOR THE NEW FINANCIAL YEAR

Profit and Loss Statement

Summary of all Income and Expenses

Excel Cashbook Easy

Enter Your Business Name Here

2022

	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12	YTD
	January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**
Income													
Income Account 1	0.00	155.00	556.72	0.00	0.00	0.00	0.00	0.00	80.67	0.00	0.00	0.00	**792.39**
Income Account 2	1,250.00	566.57	433.78	148.18	0.00	0.00	0.00	0.00	4,376.43	0.00	0.00	0.00	**6,774.96**
Income Account 3	1,010.88	922.23	846.71	880.88	0.00	0.00	0.00	0.00	740.87	0.00	0.00	0.00	**4,401.57**
Income Account 4	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,292.02	0.00	0.00	0.00	**5,292.02**
Income Account 5	#REF!	0.00	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Income Account 6	#REF!	0.00	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Income Account 7	#REF!	0.00	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Total Income	**#REF!**	**1,643.80**	**#REF!**	**#REF!**	**0.00**	**0.00**	**0.00**	**0.00**	**#REF!**	**0.00**	**0.00**	**0.00**	#REF!
Gross Profit	**#REF!**	**1,643.80**	**#REF!**	**#REF!**	**0.00**	**0.00**	**0.00**	**0.00**	**#REF!**	**0.00**	**0.00**	**0.00**	**#REF!**
Expenses													
Expense Account 1	175.99	1,187.50	653.21	246.00	0.00	0.00	0.00	0.00	188.00	0.00	0.00	0.00	**2,450.70**
Expense Account 2	116.95	1,290.32	1,719.52	129.10	0.00	0.00	0.00	0.00	268.64	0.00	0.00	0.00	**3,524.53**
Expense Account 3	99.83	513.76	13.92	0.00	0.00	0.00	0.00	0.00	94.17	0.00	0.00	0.00	**721.68**
Expense Account 4	565.00	42.00	126.00	0.00	0.00	0.00	0.00	0.00	269.79	0.00	0.00	0.00	**1,002.79**
Expense Account 5	#REF!	0.00	12,000.00	#REF!	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**#REF!**
Expense Account 6	#REF!	0.00	#REF!	#REF!	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**#REF!**
Expense Account 7	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 8	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 9	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 10	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 11	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 12	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 13	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 14	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 15	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 16	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 17	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 18	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 19	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Expense Account 20	#REF!	#REF!	#REF!	#REF!	0.00	0.00	0.00	0.00	#REF!	0.00	0.00	0.00	**#REF!**
Total Expenses	**#REF!**	**#REF!**	**#REF!**	**#REF!**	**0.00**	**0.00**	**0.00**	**0.00**	**#REF!**	**0.00**	**0.00**	**0.00**	#REF!
Net Profit/(Loss)	**#REF!**	**#REF!**	**#REF!**	**#REF!**	**0.00**	**0.00**	**0.00**	**0.00**	**#REF!**	**0.00**	**0.00**	**0.00**	**#REF!**
(Gross Profit less Expenses)	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12	

ADJUSTMENTS

If your income or expenses include items that should be on a Balance Sheet, you can exclude them from this P&L Report. Enter them into the schedule below to get your true profit or ask your Professionl Bookkeeper or Accountant to prepare a Balance Sheet and adjust your income statement

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Personal Expenses													**0.00**
Personal Money Deposited													**0.00**
Loans Received													**0.00**
Loan Repayments													**0.00**
Asset Purchases													**0.00**
Tax Payments (Income, Payroll, Sales Tax)													**0.00**
True Net Profit/(Loss)	**#REF!**	**#REF!**	**#REF!**	**#REF!**	**0.00**	**0.00**	**0.00**	**0.00**	**#REF!**	**0.00**	**0.00**	**0.00**	**#REF!**

Excel Cashbook Easy

RECONCILIATION WORKSHEET

Outstanding Withdrawals	
Example Check 0001	50.00
Total A	**50.00**

Enter any payments you made that are not showing on the bank statement

Outstanding Deposits	
Example Deposit 10001	120.00
Total B	**120.00**

Enter any payments you have received that are not showing on the bank statement

You can delete or type over the examples

Closing Cash Book Balance		*enter the closing balance of the last day of the month from this Cashbook*
Add: Outstanding Withdrawals (Total A)	50.00	
Sub-total	50.00	
Less: Outstanding Deposits (Total B)	120.00	
Expected Bank Statement Balance	**-70.00**	
Actual Bank Statement Balance		*enter the closing balance of last day of month from Bank Statement*
Difference	-70.00	*This should be 0.00. If not, double check all your entries*

This worksheet is not linked to any other worksheets

Use this worksheet to Reconcile your Cashbook to the Bank Balance each month. When a month is complete, print this out or PDF it before re-entering data for the next month.

You only have to use this reconciliation if you issue or receive checks/cheques or cash that take a few days to show up on the bank account.