Cashbook for Small Groups Instructions

Instructions for sheet use

Certain cells in this workbook are protected to prevent the formulas linking the spreadsheets from being deleted in error, if there is a cell that should allow entry but it is restricted - please contact VAS for assistance.

List

1. Personalise the sheet for your group (the entry boxes are in blue)

You should complete

1) Name of your group
2) Start date for the financial year
3) End date for the financial year
4) Lists for Income/ Expenditure/ Funds, funds b/fwd, fund types

If you put in the ones you know you will need to start off with and then you can add to these lists through the year

The information you enter on this page will be used by the spreadsheet to give you the categories you can select on the transaction pages

Bank_1; Bank_2; Petty_Cash; Credit Card - all follow the same format (the bank pages have an additional column to populate when you complete your bank reconciliation every month)

1) Enter your opening balance in column K; row 6 on each sheet.
2) Start entering your transactions (see guidance below for each column)

Date	Date - enter in the format dd/mm/yy
Description	Description - details of the transaction line
Month	The month column will be authomatically populated by the date you enter
Bank Reference	Cheque Number/ Other Reference/ Type of transaction i.e. BACS
Invoice/Receipt Number	Document Reference
Income Or Expenditure	Whether the line relates to income or expenditure or transfer - if you are transferring money from/ to the bank a/c to/ from petty cash select transfer and enter on both sheets - the formulas will net off the transfer in the summary pages if entered correctly, and you will the transfer to show in both sheets to keep the balance correct
Accounts Category	Select from the list if any don't appear add them to the column on the list tab
Fund allocation	Select from the list if any don't appear add them to the column on the list tab
IN (enter as positive number)	Enter transaction amount in the In Column for income (positive values)
OUT (enter as positive number)	Enter transaction amount in the Out Column for Expenditure (positive values)
Account Balance	The spreadhseet will calculate this balance
On Bank Statement	When you receive the bank statement enter Y - Yes (correct month) or N - No as to whether the transactions appears on the statement this will then populate the bank reconciliation tab
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Bank Reconciliation

Each month when you receive the bank statement check the transactions shown on the transaction page and select either Y - Yes & Statement Month or N - No in column Q, if you find a transaction that has been missed on the spreadsheet enter this on the next available line - the spreadsheet will not allow you to insert lines - don't worry about the line being out of date sequence.

On the bank reconciliation page enter the closing balance in the correct months line - shaded blue. If you then have a difference in column H you need to re-check you transactions against the bank statement.

Amounts will only show on the bank reconciliation sheet if column Q is populated with Y - Yes or N - No, if the cell is blank it will cause a difference in line.

The reconciliation sheet refers to the statement transaction date rather than the statement date i.e. The bank statement issued in January will have December transactions on.

Summary by Fund

The summary page adds up the income and expenditure by accounting category, if there are any errror on this page please check you entries on the transaction pages

If you have errors on the page - check the following

All income transactions are showing with amounts in columni
All expenditure transactions are showing with amounts in column j
All transfers to bank are showing with amounts in Column i
All transfers from bank are showing with amounts in Column j

Summary by fund splits the accounts income and expenditure by Funder as populated in column I on the transaction pages

The b/fwd balance (as per the accounts) is on line 83

Enter Group Name	**St Marys PCC Handsworth**
Start date of financial year	1/1/2025
End date of financial year	12/31/2025
Financial Year	01 January 2025 to 31 December 2025

Income Categories	Expenditure List	Fund	fund balance at 01/01/25	Type (General, Designated, Restricted)
Planned giving (BANK)	Common fund	General	47,699.00	General
Planned giving (Envelopes)	Salaries wages of parish staff (NI & Pensi	HUB General		General
Loose Plate	Other payments	Kunwara	5,000.00	Designated
Church boxes (sundry giving)	Fees DBF - out	Hub redevelopment	110,000.00	Restricted
Donations	Hub insurance	Bellringers	3,068.00	Restricted
Patronage	Clergy and staffing exp	Lunch Club	7,530.00	Restricted
Grants	Clergy Phone	community Garden and allottment	829.00	Restricted
All other voluntary giving	Parish training and mission	DBF Fees (in and out)		Restricted
Gift Aid recovered	Church Insurance	Marge's statue		Restricted
Fundraising	Old REC Insurance	flowers		Restricted
Dividends and bank interest	Church/office Phone	Museum		Restricted
Rental income HUB	HUB running costs	collections		Restricted
Church groups	Organ	spare 5		
Fees DBF - in	Church maintenance	spare 6		
Fees PCC	HUB Maintenance	spare 7		
CAF	Upkeep of services	spare 8		
Mission Church giving	Upkeep of grounds	spare 9		
Orbit (magazine)	Church utilities	spare 10		
Other receipts	Hub Utilities	spare 11		
Funding campaign	Church major repairs	spare 12		
Just Giving/Card giving	Hub major repairs	spare 13		
Old rec - base rent	Mission giving and donations	spare 14		
Old rec - additional rent	Printing postage stationary admin	spare 15		
Old Rec Insurance recharge	Other Church activities	spare 16		
Lunch Club - fee income	Other Hub activities	spare 17		
Lunch Club - grant income	Training & Governance& Prof fees			
Kunwara income	Fundraising costs			
Unknown income	Kunwara costs			
Museum income	Unknown expenditure			
Income 30	Museum costs			

St Marys PCC Handsworth

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This should be a filing reference, that corresponds to a paper file

Current Cash Balance 4,890.41

	description	Bank Reference	Supplier	Invoice/ Receipt Number	Income Or Expenditure	Accounts Category	Fund	IN (enter as positive number)	OUT (enter as positive number)	Account Balance	
1/19/2025	Hub rental - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	115.00		12,699.98	Y - Jan Statement
1/23/2025	Dementia café refreshments	BACS	Jo Anne Levesley		Expenditure	Other Hub activities	Lunch Club		22.44	10,614.12	Y - Jan Statement
2/1/2025	Lunch Club - refreshments	BACS	Julie Spence		Expenditure	Other Hub activities	Lunch Club		18.30	11,726.16	Y - Jan Statement
1/23/2025	Hub rental - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	108.50		11,536.33	Y - Jan Statement
1/30/2025	Hub rental - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	103.50		11,639.83	Y - Jan Statement
2/6/2025	Hub rental - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	113.50		13,856.30	Y - Jan Statement
2/14/2025	Refreshments Lunch Club	BACS	Julie Spence		Expenditure	Other Hub activities	Lunch Club		22.63	13,931.61	Y - Feb Statement
2/15/2025	Food - Lunch club	BACS	KH Johnson		Expenditure	Other Hub activities	Lunch Club		194.78	11,867.66	Y - Feb Statement
2/13/2025	Hub rental - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	109.50		11,243.08	Y - Feb Statement
2/20/2025	Hub rent - Lunch club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	98.50		16,332.33	Y - Feb Statement
2/28/2025	Transport - Lunch club	BACS	Beewise		Expenditure	Other Church activities	Lunch Club		840.00	14,606.53	Y - Feb Statement
2/27/2025	Hub rent - Lunch club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	75.60		14,497.37	Y - Mar Statement
3/6/2025	Hub rent - Lunch club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	102.10		14,532.94	Y - Mar Statement
3/14/2025	Lunch Club - refreshments	BACS	KH Johnson		Expenditure	Other Hub activities	Lunch Club		152.25	13,561.25	Y - Mar Statement
3/19/2025	Lunch club prizes and cups	BACS	Julie Spence		Expenditure	Other Hub activities	Lunch Club		10.85	12,123.82	Y - Mar Statement
3/13/2025	Hub rent - Lunch CLub	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	103.00		11,326.04	Y - Mar Statement
3/20/2025	Hub rent - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	114.50		11,617.04	Y - Mar Statement
3/26/2025	Lunch Club - Food	BACS	KH Johnson		Expenditure	Other Hub activities	Lunch Club		146.76	11,574.18	Y - Mar Statement
3/31/2025	Hub Rent - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	126.50		11,881.18	Y - Apr Statement
4/7/2025	Hub Rent - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	106.00		11,837.37	Y - Apr Statement
4/9/2025	Lunch Club Travel Costs	BACS	Beewise Travel	9183	Expenditure	Other Hub activities	Lunch Club		980.00	10,565.80	Y - Apr Statement
4/14/2025	Hub Rent - Lunch Club	Deposit cash	Paid in at Post Office		Income	Lunch Club - fee income	Lunch Club	104.00		10,084.95	Y - Apr Statement
4/14/2025	Donation to Lunch Club	Deposit cash	Paid in at Post Office		Income	Donations	Lunch Club	2.50		10,087.45	Y - Apr Statement

St Marys PCC Handsworth

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This should be a filing reference, that corresponds to a paper file

Current Cash Balance 875.73

Date	Description	Bank Reference	Supplier	Invoice/Receipt Number	Income Or Expenditure	Accounts Category	Fund	IN (enter as positive number)	OUT (enter as positive number)	Account Balance	
					Opening Balance		Enter opening Bank_1 balance			110,000.00	
31/01/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	109,995.00	Y - Feb Statement
01/02/25	Internal Transfer to Hub Redevelopment		HSBC		Transfer	Transfer out	Hub redevelopment		109,900.00	95.00	Y - Feb Statement
21/02/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	90.00	Y - Feb Statement
28/02/25	CCLA Investments	CO3053600			Income	Dividends and bank interest	General	201.19		291.19	Y - Feb Statement
21/03/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	286.19	Y - Mar Statement
21/04/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	281.19	Y - Apr Statement
21/05/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	276.19	Y - May Statement
30/05/25	CCLA Investments	CO3053600			Income	Dividends and bank interest	General	201.19		477.38	Y - May Statement
21/06/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	472.38	Y - Jun Statement
21/07/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	467.38	Y - Jul Statement
21/08/25	Bank Charges		HSBC		Expenditure	Other payments	General		5.00	462.38	Y - Aug Statement
28/08/25	CCLA Investments	CO3053600			Income	Dividends and bank interest	General	201.19		663.57	Y - Aug Statement
28/11/25	CCLA Investments	CO3053600			Income	Dividends and bank interest	General	212.16		875.73	Y - Nov Statement
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St Marys PCC Handsworth

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Current Cash Balance -

Date	Description	Bank Reference	Supplier	Invoice/Receipt Number	Income Or Expenditure	Accounts Category	Fund	IN (enter as positive number)	OUT (enter as positive number)	Account Balance	On Bank Statement (for accounting year only)
							Enter opening Bank_1 balance				
					Transfer	Transfer in				-	
23/01/22	Bank charges	DR	HSBC		Expenditure	Other payments	General			-	
ACCOUNT CLOSED										-	

St Marys PCC Handsworth

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Current Cash Balance 73,671.83

Date	Description	Bank Reference	Supplier	Invoice/Receipt Number	Income Or Expenditure	Accounts Category	Fund	IN (enter as positive number)	OUT (enter as positive number)	Account Balance	
					Opening Balance		Enter opening Bank_1 balance			52,725.32	
3/31/2025	Gross Interest	Internal transfer	HSBC		Income	Dividends and bank interest	General	233.67		52,958.99	Y - Mar Statement
30/06/25	Gross Interest	Internal Transfer	HSBC		Income	Dividends and bank interest	General	221.59		53,180.58	Y - Jun Statement
8/17/2025		Internal Transfer	HSBC		Transfer	Transfer in	General	10,000		63,180.58	Y - Aug Statement
9/30/2025	Gross Interest	Internal Transfer	HSBC		Income	Dividends and bank interest	General	227.14		63,407.72	Y - Sep Statement
9/30/2025		Internal Transfer	HSBC		Transfer	Transfer in	General	10,000		73,407.72	Y - Sep Statement
12/31/2025	Gross Interest	Internal Transfer	HSBC		Income	Dividends and bank interest	General	264.11		73,671.83	Y - Dec Statement
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St Marys PCC Handsworth

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Current Cash Balance -

Date	Description	Bank Reference	Supplier	Invoice/Receipt Number	Income Or Expenditure	Accounts Category	Fund	IN (enter as positive number)	OUT (enter as positive number)	Account Balance	On Bank Statement (for accounting year only)
					Opening Balance		Enter opening Bank_1 balance				
01/02/25	Internal Transfer to Hub Redevelopment		HSBC		Transfer	Transfer in	Hub redevelopment	109,900.00		109,900.00	Y - Mar Statement
23/03/25	Gross Interest		HSBC		Income	Dividends and bank interest	Hub redevelopment	259.85		110,159.85	Y - Mar Statement
09/05/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		500.00	109,659.85	Y - May Statement
18/06/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		500.00	109,159.85	Y - Jun Statement
23/06/25	Gross Interest		HSBC		Income	Dividends and bank interest	Hub redevelopment	472.11		109,631.96	Y - Jun Statement
08/07/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		91.94	109,540.02	Y - Jul Statement
08/07/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		1,250.00	108,290.02	Y - Jul Statement
18/07/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		500.00	107,790.02	Y - Jul Statement
19/07/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		366.00	107,424.02	Y - Jul Statement
02/08/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		1,000.00	106,424.02	Y - Aug Statement
06/09/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		100.00	106,324.02	Y - Sep Statement
06/09/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		2,772.00	103,552.02	Y - Sep Statement
23/09/25	Gross Interest		HSBC		Income	Dividends and bank interest	Hub redevelopment	411.02		103,963.04	Y - Sep Statement
07/10/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		750.00	103,213.04	Y - Oct Statement
05/11/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		750.00	102,463.04	Y - Nov Statement
07/11/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		1,272.00	101,191.04	Y - Nov Statement
11/11/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		383.00	100,808.04	Y - Nov Statement
16/12/25	Internal Transfer to PCC account		HSBC		Transfer	Transfer out	Hub redevelopment		750.00	100,058.04	Y - Dec Statement
23/12/25	Gross Interest		HSBC		Income	Dividends and bank interest	Hub redevelopment	353.69		100,411.73	Y - Dec Statement
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St Marys PCC Handsworth

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Date	Description	Cash Book Reference	Supplier	Invoice/Receipt Number
2/2/2025	Paid to Ann Palmer from PCC account	Bank Transfer	BACS	
2/10/2025	Stand for water boiler			
2/18/2025	Biscuits for Church			
3/24/2025	Paper Cups			
3/24/2025	Biscuits for Church			
3/31/2025	Biscuits for Church			
3/31/2025	Stamps			
3/31/2025	GF wafers			
4/6/2025	Biscuits for Church			
6/6/2025	Toddler Group - Petty Cash			
6/14/2025	Transfer from PCC account to Ann Palmer	Bank Transfer	BACS	
4/12/2025	Prinkash Charcoal			
6/9/2025	Petty Cash Voucher Book			
6/30/2025	Biscuits for Church			
7/10/2025	Biscuits for Church + Paper Cups			
7/13/2025	Food for Garden Part			
7/18/2025	Transfer from PCC account to Ann Palmer	Bank Transfer	BACS	
8/4/2025	Church Cleaning			
9/1/2025	Church Cleaning			
9/1/2025	GF Wafers			
6/10/2025	Biscuits for Church			
9/8/2025	Biscuits for Church			
9/29/2025	Church Cleaning			
10/15/2025	Transfer from PCC account to Ann Palmer	Bank Transfer	BACS	
10/13/2025	Church Cleaning			
10/20/2025	Hub Cleaning			
10/26/2025	GF wafers			
10/26/2025	Toilet paper for Church			
10/13/2025	Olive Wood Crosses			
10/29/2025	Biscuits for Church + Paper Cups			
10/7/2025	Sweets for Christingle			
11/25/2025	Transfer from PCC account to Ann Palmer	Bank Transfer	BACS	
12/4/2025	unknown transactions 80 - 88			
12/16/2025	Transfer from PCC account to Ann Palmer	Bank Transfer	BACS	
12/30/2025	Paper Cups			

IF YOUR TRANSACTIONS REACH THIS LEVEL - PLEASE CONTACT VAS TO ASSIST WITH A C

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Current Cash Balance

Income Or Expenditure	Accounts Category	Fund	**IN** (enter as positive number)	**OUT** (enter as positive number)
Opening Balance		Enter opening petty cash balance		
Transfer	Transfer in	General	131.22	
Expenditure	Church maintenance	General		26.99
Expenditure	Upkeep of services	General		13.40
Expenditure	Upkeep of services	General		37.74
Expenditure	Upkeep of services	General		8.85
Expenditure	Upkeep of services	General		12.90
Expenditure	Upkeep of services	General		15.50
Expenditure	Upkeep of services	General		15.74
Expenditure	Upkeep of services	General		8.00
Expenditure	Upkeep of services	General		50.00
Transfer	Transfer in	General	189.12	
Expenditure	Upkeep of services	General		33.00
Expenditure	Upkeep of services	General		3.69
Expenditure	Upkeep of services	General		9.75
Expenditure	Upkeep of services	General		54.91
Expenditure	Upkeep of services	General		55.97
Transfer	Transfer in	General	157.32	
Expenditure	Upkeep of services	General		24.42
Expenditure	Upkeep of services	General		24.42
Expenditure	Upkeep of services	General		15.37
Expenditure	Upkeep of services	General		33.55
Expenditure	Upkeep of services	General		38.38
Expenditure	Upkeep of services	General		24.42
Transfer	Transfer in	General	160.56	
Expenditure	Upkeep of services	General		24.42
Expenditure	Upkeep of services	General		42.73
Expenditure	Upkeep of services	General		15.37
Expenditure	Upkeep of services	General		4.99
Expenditure	Upkeep of services	General		31.30
Expenditure	Upkeep of services	General		60.90
Expenditure	Upkeep of services	General		11.25
Transfer	Transfer in	General	190.96	
Expenditure	Upkeep of services	General		191.02
Transfer	Transfer in	General	191.02	
Expenditure	Upkeep of services	General		

CUSTOMISED SOLUTION

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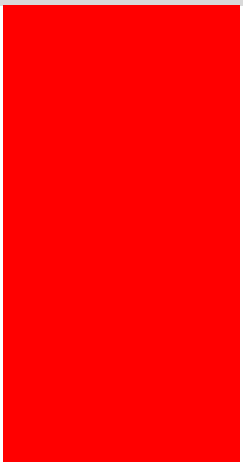
Date	Description	Cash Book Reference	Supplier	Invoice/Receipt Number

all direct bank transactions

IF YOUR TRANSACTIONS REACH THIS LEVEL - PLEASE CONTACT VAS TO ASSIST WITH A C

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Current Cash Balance

Income Or Expenditure	Accounts Category	Fund	**IN** (enter as positive number)	**OUT** (enter as positive number)
Opening Balance		Enter opening petty cash balance		

CUSTOMISED SOLUTION

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#VALUE!

kfollon:
This should be a cheque number or paying in reference or BACS/ Transfer

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Date	Description	Cash Book Reference	Supplier	Invoice/Receipt Number
1/5/2025	Donation	Donation		
1/12/2025	Donation	Donation		
1/19/2025	Donation	Donation		
1/20/2025	Flowers purchased	Flowers purchased		
1/27/2025	Flowers purchased	Flowers purchased		
2/1/2025	Donation	Donation		
2/8/2025	Flowers purchased	Flowers purchased		
3/1/2025	Donation	Donation		
3/8/2025	Donation	Donation		
3/14/2025	Flowers purchased	Flowers purchased		
4/5/2025	Donation	Donation		
4/12/2025	Donation	Donation		
4/17/2025	Flowers purchased	Donation		
5/3/2025	Donation	Donation		
5/10/2025	Donation	Donation		
5/17/2025	Donation	Donation		
5/24/2025	Donation	Donation		
5/22/2025	Flowers purchased	Flowers purchased		
6/7/2025	Donation	Donation		
6/14/2025	Donation	Donation		
6/21/2025	Donation	Donation		
6/28/2025	Donation	Donation		
7/5/2025	Donation	Donation		
7/12/2025	Donation	Donation		
7/19/2025	Donation	Donation		
7/26/2025	Donation	Donation		
6/5/2026	Flowers purchased	Flowers purchased		
6/19/2025	Flowers purchased	Flowers purchased		
6/26/2026	Flowers purchased	Flowers purchased		
7/24/2025	Flowers purchased	Flowers purchased		
7/31/2025	Flowers purchased	Flowers purchased		
8/9/2025	Donation	Donation		
8/16/2025	Donation	Donation		
8/23/2025	Donation	Donation		
8/30/2025	Donation	Donation		
8/7/2025	Flowers purchased	Flowers purchased		
8/14/2025	Flowers purchased	Flowers purchased		
8/21/2025	Flowers purchased	Flowers purchased		
9/6/2025	Donation	Donation		
9/20/2025	Donation	Donation		
9/27/2025	Donation	Donation		
9/4/2025	Flowers purchased	Flowers purchased		
9/11/2025	Flowers purchased	Flowers purchased		
9/25/2025	Flowers purchased	Flowers purchased		
10/4/2025	Donation	Donation		
10/11/2025	Donation	Donation		
10/18/2025	Donation	Donation		
10/25/2025	Donation	Donation		
10/9/2025	Flowers purchased	Flowers purchased		
10/16/2025	Flowers purchased	Flowers purchased		
10/30/2025	Flowers purchased	Flowers purchased		
11/8/2025	Donation	Donation		
11/29/2025	Donation	Donation		
11/13/2025	Flowers purchased	Flowers purchased		
11/20/2025	Flowers purchased	Flowers purchased		
12/6/2025	Donation	Donation		

12/13/2025	Donation	Donation
12/20/2025	Donation	Donation
12/4/2025	Flowers purchased	Flowers purchased
12/11/2025	Flowers purchased	Flowers purchased
12/15/2025	Flowers purchased	Flowers purchased

IF YOUR TRANSACTIONS REACH THIS LEVEL - PLEASE CONTACT VAS TO ASSIST WITH A C

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Current Cash Balance

Income Or Expenditure	Accounts Category	Fund	**IN** (enter as positive number)	**OUT** (enter as positive number)
Opening Balance		Enter opening petty cash balance		
Income	Donations	flowers	35.00	
Income	Donations	flowers	20.00	
Income	Donations	flowers	55	
Expenditure	Upkeep of services	flowers		10.00
Expenditure	Upkeep of services	flowers		44.39
Income	Donations	flowers	30	
Expenditure	Upkeep of services	flowers		94.50
Income	Donations	flowers	100	
Income	Donations	flowers	40.00	
Expenditure	Upkeep of services	flowers		18.00
Income	Donations	flowers	20.00	
Income	Donations	flowers	195.00	
Income	Upkeep of services	flowers		58.20
Income	Donations	flowers	40.00	
Income	Donations	flowers	30.00	
Income	Donations	flowers	20.00	
Income	Donations	flowers	50.00	
Expenditure	Upkeep of services	flowers		167.71
Income	Donations	flowers	20.00	
Income	Donations	flowers	10.00	
Income	Donations	flowers	10.00	
Income	Donations	flowers	40.00	
Income	Donations	flowers	10.00	
Income	Donations	flowers	30.00	
Income	Donations	flowers	30.00	
Income	Donations	flowers	40.00	
Expenditure	Upkeep of services	flowers		24.18
Expenditure	Upkeep of services	flowers		5.00
Expenditure	Upkeep of services	flowers		32.10
Expenditure	Upkeep of services	flowers		5.00
Expenditure	Upkeep of services	flowers		5.00
Income	Donations	flowers	80.00	
Income	Donations	flowers	20.00	
Income	Donations	flowers	10.00	
Income	Donations	flowers	30.00	
Expenditure	Upkeep of services	flowers		57.11
Expenditure	Upkeep of services	flowers		36.84
Expenditure	Upkeep of services	flowers		33.90
Income	Donations	flowers	30.00	
Income	Donations	flowers	10.00	
Income	Donations	flowers	30.00	
Expenditure	Upkeep of services	flowers		49.79
Expenditure	Upkeep of services	flowers		31.50
Expenditure	Upkeep of services	flowers		203.12
Income	Donations	flowers	20.00	
Income	Donations	flowers	20.00	
Income	Donations	flowers	30.00	
Income	Donations	flowers	10.00	
Expenditure	Upkeep of services	flowers		60.71
Expenditure	Upkeep of services	flowers		6.00
Expenditure	Upkeep of services	flowers		44.40
Income	Donations	flowers	20.00	
Income	Donations	flowers	20.00	
Expenditure	Upkeep of services	flowers		10.80
Expenditure	Upkeep of services	flowers		31.03
Income	Donations	flowers	10.00	

Income	Donations	flowers	30.00	
Income	Donations	flowers	20.00	
Expenditure	Upkeep of services	flowers		9.59
Expenditure	Upkeep of services	flowers		98.40
Expenditure	Upkeep of services	flowers		9.59

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St Marys PCC Handsworth

#VALUE!

kfollon:
This should be a cheque number or paying in reference or BACS/ Transfer

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Date	Description	Cash Book Reference	Supplier	Invoice/Receipt Number
opening balance				
mseum donations				
museum costs				

IF YOUR TRANSACTIONS REACH THIS LEVEL - PLEASE CONTACT VAS TO ASSIST WITH A C

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s to a paper

Current Cash Balance

Income Or Expenditure	Accounts Category	Fund	**IN** (enter as positive number)	**OUT** (enter as positive number)
Opening Balance		Enter opening petty cash balance		
Income	Museum income	Museum	199.30	
Income	Museum income	Museum	325.48	
Expenditure	Museum costs	Museum		91.65

CUSTOMISED SOLUTION

433.13

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St Marys PCC Handsworth

#VALUE!

kfollon:
This should be a cheque number or paying in reference or BACS/ Transfer

kfollon:
This should be
reference, tha
corresponds to
file

Date	Description	Cash Book Reference	Supplier	Invoice/Receipt Number

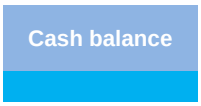
IF YOUR TRANSACTIONS REACH THIS LEVEL - PLEASE CONTACT VAS TO ASSIST WITH A CU

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Current Cash Balance

Income Or Expenditure	Accounts Category	Fund	**IN** (enter as positive number)	**OUT** (enter as positive number)
Opening Balance		Enter opening petty cash balance		

STOMISED SOLUTION


Cash balance



St Marys PCC Handsworth

#VALUE!

Opening Bank Balance 11,129.12

Month	Incomings	Outgoings	Balance	Enter Statement Bank Balance	Check (should be nil)
Jan Statement	15,150.03	11,889.69	11,956.79	11,956.79	-
Feb Statement	7,462.69	7,360.62	14,431.53	14,431.53	-
Mar Statement	4,383.73	7,103.58	11,952.62	11,952.62	-
Apr Statement	7,182.84	8,264.78	10,689.74	10,689.74	-
May Statement	9,535.01	9,915.37	10,259.38	10,259.38	-
Jun Statement	13,510.72	7,136.41	17,173.85	17,173.85	-
Jul Statement	7,122.00	7,654.69	16,151.00	16,151.00	-
Aug Statement	21,762.37	17,539.41	20,373.96	20,373.96	-
Sep Statement	9,422.95	18,019.38	11,777.53	11,777.53	-
Oct Statement	7,981.46	6,674.66	11,938.84	11,938.84	-
Nov Statement	10,738.48	8,823.40	11,667.18	11,667.18	-
Dec Statement	11,798.74	20,762.25	6,992.62	6,992.62	-
Total of above	126,051.02	131,144.24			
Uncleared Bank Items	-	-			
Total cleared and uncleared	126,051.02	131,144.24			
Error check (should be nil)	-	1,145.49			

If a difference shows here check the date entries on the bank page, that all categories are complete, and column Q is populated

I.e. If you enter the wrong year for example - the totals will be wrong and it will show as an error in the month column

---

#VALUE!

Opening Bank Balance 110,000.00

Month	Incomings	Outgoings	Balance	Enter Statement Bank Balance	Check (should be nil)
Jan Statement	-	-	110,000.00		110,000.00
Feb Statement	201.19	109,910.00	291.19		291.19
Mar Statement	-	5.00	286.19		286.19
Apr Statement	-	5.00	281.19		281.19
May Statement	201.19	5.00	477.38		477.38
Jun Statement	-	5.00	472.38		472.38
Jul Statement	-	5.00	467.38		467.38
Aug Statement	201.19	5.00	663.57		663.57
Sep Statement	-	-	663.57		663.57
Oct Statement	-	-	663.57		663.57
Nov Statement	212.16	-	875.73		875.73
Dec Statement	-	-	875.73		875.73
Total of above	815.73	109,940.00			
Uncleared Bank Items	-	-			
Total cleared and uncleared	815.73	109,940.00			
Error check (should be nil)	-	-			

If a difference shows here check the date entries on the bank page, that all categories are complete, and column Q is populated

I.e. If you enter the wrong year for example - the totals will be wrong and it will show as an error in the month column

St Marys PCC Handsworth

	Total	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Income									
Planned giving (BANK)	11,493.00	11,493.00	-	-	-	-	-	-	-
Planned giving (Envelopes)	827.00	827.00	-	-	-	-	-	-	-
Loose Plate	6,486.02	6,486.02	-	-	-	-	-	-	-
Church boxes (sundry giving)	-	-	-	-	-	-	-	-	-
Donations	13,745.84	12,530.84	-	-	-	-	-	1,215.00	-
Patronage	432.89	432.89	-	-	-	-	-	-	-
Grants	224.00	224.00	-	-	-	-	-	-	-
All other voluntary giving	2,943.00	2,943.00	-	-	-	-	-	-	-
Gift Aid recovered	4,135.65	4,135.65	-	-	-	-	-	-	-
Fundraising	4,591.05	4,591.05	-	-	-	-	-	-	-
Dividends and bank interest	3,258.91	-	815.73	946.51	1,496.67	-	-	-	-
Rental income HUB	8,561.13	8,561.13	-	-	-	-	-	-	-
Church groups	828.50	828.50	-	-	-	-	-	-	-
Fees DBF - in	10,382.00	10,382.00	-	-	-	-	-	-	-
Fees PCC	-	-	-	-	-	-	-	-	-
CAF	-	-	-	-	-	-	-	-	-
Mission Church giving	-	-	-	-	-	-	-	-	-
Orbit (magazine)	552.40	552.40	-	-	-	-	-	-	-
Other receipts	891.46	891.46	-	-	-	-	-	-	-
Funding campaign	-	-	-	-	-	-	-	-	-
Just Giving/Card giving	959.04	959.04	-	-	-	-	-	-	-
Old rec - base rent	21,207.66	21,207.66	-	-	-	-	-	-	-
Old rec - additional rent	-	-	-	-	-	-	-	-	-
Old Rec Insurance recharge	8,177.10	8,177.10	-	-	-	-	-	-	-
Lunch Club - fee income	5,413.03	5,413.03	-	-	-	-	-	-	-
Lunch Club - grant income	4,300.00	4,300.00	-	-	-	-	-	-	-
Kunwara income	10,130.31	10,130.31	-	-	-	-	-	-	-
Unknown income	-	-	-	-	-	-	-	-	-
Museum income	524.78	-	-	-	-	-	-	-	524.78
Income 30	-	-	-	-	-	-	-	-	-
Total Income	**120,064.77**	**115,066.08**	**815.73**	**946.51**	**1,496.67**	-	-	**1,215.00**	**524.78**
Check to transaction sheets (this should be nil)		-	-	-	-	-	-	-	-
Expenditure									
Common fund	11,000.00	11,000.00	-	-	-	-	-	-	-
Salaries wages of parish staff (NI & Pension	1,145.49	1,145.49	-	-	-	-	-	-	-
Other payments	237.80	197.80	40.00	-	-	-	-	-	-
Fees DBF - out	3,178.00	3,178.00	-	-	-	-	-	-	-
Hub insurance	-	-	-	-	-	-	-	-	-
Clergy and staffing exp	2,676.24	2,676.24	-	-	-	-	-	-	-
Clergy Phone	476.96	476.96	-	-	-	-	-	-	-
Parish training and mission	195.18	195.18	-	-	-	-	-	-	-
Church Insurance	5,941.76	5,941.76	-	-	-	-	-	-	-
Old REC Insurance	8,177.10	8,177.10	-	-	-	-	-	-	-
Church/office Phone	2,330.10	2,330.10	-	-	-	-	-	-	-
HUB running costs	7,096.85	7,096.85	-	-	-	-	-	-	-
Organ	-	-	-	-	-	-	-	-	-
Church maintenance	7,952.98	7,925.99	-	-	-	26.99	-	-	-
HUB Maintenance	1,030.10	1,030.10	-	-	-	-	-	-	-
Upkeep of services	7,508.84	5,499.99	-	-	-	861.99	-	1,146.86	-
Upkeep of grounds	330.97	330.97	-	-	-	-	-	-	-
Church utilities	7,145.28	7,145.28	-	-	-	-	-	-	-
Hub Utilities	2,436.45	2,436.45	-	-	-	-	-	-	-
Church major repairs	2,322.00	2,322.00	-	-	-	-	-	-	-
Hub major repairs	-	-	-	-	-	-	-	-	-
Mission giving and donations	2,650.65	2,650.65	-	-	-	-	-	-	-
Printing postage stationary admin	4,714.93	4,714.93	-	-	-	-	-	-	-
Other Church activities	9,191.31	9,191.31	-	-	-	-	-	-	-
Other Hub activities	8,247.94	8,247.94	-	-	-	-	-	-	-
Training & Governance& Prof fees	13,642.00	13,642.00	-	-	-	-	-	-	-
Fundraising costs	37.00	37.00	-	-	-	-	-	-	-
Kunwara costs	3,644.44	3,644.44	-	-	-	-	-	-	-
Unknown expenditure	-	-	-	-	-	-	-	-	-
Museum costs	126.65	35.00	-	-	-	-	-	-	91.65
Total Expenditure	**113,437.02**	**111,269.53**	**40.00**	-	-	**888.98**	-	**1,146.86**	**91.65**
Check to transaction sheets (this should be nil)		**0.00**	-	-	-	-	-	-	-
Reconciliation						**by Grant**	**by Grant**	**by Grant**	**by Grant**
Opening Balance	174,044.82	**11,129.12**	**110,000.00**	**52,725.32**	-	**68.78**	**30.00**	**91.60**	-
Total Income	120,064.77	115,066.08	815.73	946.51	1,496.67	-	-	1,215.00	524.78
Total Expenditure	-113,437.02	-111,269.53	-40.00	-	-	-888.98	-	-1,146.86	-91.65
Transfer in	141,905.14	**10,984.94**	-	**20,000.00**	**109,900.00**	**1,020.20**	-	-	-
Transfer out	-141,905.14	**-21,020.20**	**-109,900.00**	-	**-10,984.94**	-	-	-	-
Closing Balance as per above	**180,672.57**	**4,890.41** #	**875.73** #	**73,671.83**	**100,411.73**	**200.00**	**30.00**	**159.74**	**433.13**
Closing Balance as per trans sheets	80,260.84	**4,890.41**	**875.73**	**73,671.83**	-	**200.00**	**30.00**	**159.74**	**433.13**
Error Checks									
CLOSING BALANCE CHECK	**100,411.73**	**0.00**	**-0.00**	-	**100,411.73**	-	-	-	-
TRANSFER CHECK	**0.00**	**-10,035.26**	**-109,900.00**	**20,000.00**	**98,915.06**	**1,020.20**	-	-	-

St Marys PCC Handsworth

	#VALUE!
Income	
Planned giving (BANK)	-
Planned giving (Envelopes)	-
Loose Plate	-
Church boxes (sundry giving)	-
Donations	-
Patronage	-
Grants	-
All other voluntary giving	-
Gift Aid recovered	-
Fundraising	-
Dividends and bank interest	-
Rental income HUB	-
Church groups	-
Fees DBF - in	-
Fees PCC	-
CAF	-
Mission Church giving	-
Orbit (magazine)	-
Other receipts	-
Funding campaign	-
Just Giving/Card giving	-
Old rec - base rent	-
Old rec - additional rent	-
Old Rec Insurance recharge	-
Lunch Club - fee income	-
Lunch Club - grant income	-
Kunwara income	-
Unknown income	-
Museum income	-
Income 30	-
Total Income	-
Check to transaction sheets (this should b	-
Expenditure	
Common fund	-
Salaries wages of parish staff (NI & Pension	-
Other payments	-
Fees DBF - out	-
Hub insurance	-
Clergy and staffing exp	-
Clergy Phone	-
Parish training and mission	-
Church Insurance	-
Old REC Insurance	-
Church/office Phone	-
HUB running costs	-
Organ	-
Church maintenance	-
HUB Maintenance	-
Upkeep of services	-
Upkeep of grounds	-
Church utilities	-
Hub Utilities	-
Church major repairs	-
Hub major repairs	-
Mission giving and donations	-
Printing postage stationary admin	-
Other Church activities	-
Other Hub activities	-
Training & Governance& Prof fees	-
Fundraising costs	-
Kunwara costs	-
Unknown expenditure	-
Museum costs	-
Total Expenditure	-
Check to transaction sheets (this should b	-

Reconciliation	**by Grant**
Opening Balance	-
Total Income	-
Total Expenditure	-
Transfer in	-
Transfer out	-
Closing Balance as per above	-
Closing Balance as per trans sheets	-
Error Checks	
CLOSING BALANCE CHECK	-
TRANSFER CHECK	-

St Marys PCC Handsworth

	FUND ANALYSIS (20 Fund Maximum)								
	General	HUB General	Kunwara	Hub redevelopment	Bellringers	Lunch Club	community Garden a	DBF Fees (in and out	Marge's statue
	General	General	Designated	Restricted	Restricted	Restricted	Restricted	Restricted	Restricted
Income									
Planned giving (BANK)	11,493.00	-	-	-	-	-	-	-	-
Planned giving (Envelopes)	827.00	-	-	-	-	-	-	-	-
Loose Plate	6,486.02	-	-	-	-	-	-	-	-
Church boxes (sundry giving)	-	-	-	-	-	-	-	-	-
Donations	9,461.29	108.50	-	12.00	248.00	197.50	-	-	2,400.00
Patronage	432.89	-	-	-	-	-	-	-	-
Grants	224.00	-	-	-	-	-	-	-	-
All other voluntary giving	2,943.00	-	-	-	-	-	-	-	-
Gift Aid recovered	4,135.65	-	-	-	-	-	-	-	-
Fundraising	4,521.05	70.00	-	-	-	-	-	-	-
Dividends and bank interest	1,762.24	-	-	1,496.67	-	-	-	-	-
Rental income HUB	704.33	7,773.80	-	-	-	-	-	-	-
Church groups	-	828.50	-	-	-	-	-	-	-
Fees DBF - in	-	-	-	-	-	-	-	10,382.00	-
Fees PCC	-	-	-	-	-	-	-	-	-
CAF	-	-	-	-	-	-	-	-	-
Mission Church giving	-	-	-	-	-	-	-	-	-
Orbit (magazine)	552.40	-	-	-	-	-	-	-	-
Other receipts	891.46	-	-	-	-	-	-	-	-
Funding campaign	-	-	-	-	-	-	-	-	-
Just Giving/Card giving	954.14	4.90	-	-	-	-	-	-	-
Old rec - base rent	21,207.66	-	-	-	-	-	-	-	-
Old rec - additional rent	-	-	-	-	-	-	-	-	-
Old Rec Insurance recharge	4,141.58	4,035.52	-	-	-	-	-	-	-
Lunch Club - fee income	-	-	-	-	-	5,413.03	-	-	-
Lunch Club - grant income	-	-	-	-	-	4,300.00	-	-	-
Kunwara income	-	-	10,130.31	-	-	-	-	-	-
Unknown income	-	-	-	-	-	-	-	-	-
Museum income	-	-	-	-	-	-	-	-	-
Income 30	-	-	-	-	-	-	-	-	-
Total Income	**70,737.71**	**12,821.22**	**10,130.31**	**1,508.67**	**248.00**	**9,910.53**	**-**	**10,382.00**	**2,400.00**
Check to transaction sheets (this should b	**There will be a difference on this line if you have entered income in K column and vice versa**								
Expenditure									
Common fund	11,000.00	-	-	-	-	-	-	-	-
Salaries wages of parish staff (NI & Pension	1,145.49	-	-	-	-	-	-	-	-
Other payments	237.80	-	-	-	-	-	-	-	-
Fees DBF - out	-	-	-	-	-	-	-	3,178.00	-
Hub insurance	-	-	-	-	-	-	-	-	-
Clergy and staffing exp	2,676.24	-	-	-	-	-	-	-	-
Clergy Phone	428.69	48.27	-	-	-	-	-	-	-
Parish training and mission	195.18	-	-	-	-	-	-	-	-
Church Insurance	5,941.76	-	-	-	-	-	-	-	-
Old REC Insurance	4,141.58	4,035.52	-	-	-	-	-	-	-
Church/office Phone	2,330.10	-	-	-	-	-	-	-	-
HUB running costs	85.47	7,011.38	-	-	-	-	-	-	-
Organ	-	-	-	-	-	-	-	-	-
Church maintenance	7,928.56	24.42	-	-	-	-	-	-	-
HUB Maintenance	114.00	916.10	-	-	-	-	-	-	-
Upkeep of services	6,361.98	-	-	-	-	-	-	-	-
Upkeep of grounds	330.97	-	-	-	-	-	-	-	-
Church utilities	7,016.11	129.17	-	-	-	-	-	-	-
Hub Utilities	-	2,436.45	-	-	-	-	-	-	-
Church major repairs	2,322.00	-	-	-	-	-	-	-	-
Hub major repairs	-	-	-	-	-	-	-	-	-
Mission giving and donations	2,347.11	199.99	-	-	-	-	-	-	-
Printing postage stationary admin	4,622.99	91.94	-	-	-	-	-	-	-
Other Church activities	7,075.45	285.86	-	-	-	840.00	-	-	990.00
Other Hub activities	-	703.83	-	1,250.00	-	6,294.11	-	-	-
Training & Governance& Prof fees	1,290.00	-	-	12,352.00	-	-	-	-	-
Fundraising costs	37.00	-	-	-	-	-	-	-	-
Kunwara costs	-	-	3,644.44	-	-	-	-	-	-
Unknown expenditure	-	-	-	-	-	-	-	-	-
Museum costs	35.00	-	-	-	-	-	-	-	-
Total Expenditure	**67,663.48**	**15,882.93**	**3,644.44**	**13,602.00**	**-**	**7,134.11**	**-**	**3,178.00**	**990.00**
Check to transaction sheets (this should b									
Reconciliation	**3,074.23**	**-3,061.71**	**6,485.87**	**-12,093.33**	**248.00**	**2,776.42**	**-**	**7,204.00**	**1,410.00**
Opening Balance	**47,699.00**	**-**	**5,000.00**	**110,000.00**	**3,068.00**	**7,530.00**	**829.00**	**-**	**-**
Total Income									
Total Expenditure									
Transfer in	21,020.20	-	-	120,884.94	-	-	-	-	-
Transfer out	-21,020.20	-	-	-120,884.94	-	-	-	-	-
Closing Balance as per above									
Closing Balance as per trans sheets									
Error Checks									
CLOSING BALANCE CHECK	**50,773.23**	**-3,061.71**	**11,485.87**	**97,906.67**	**3,316.00**	**10,306.42**	**829.00**	**7,204.00**	**1,410.00**
TRANSFER CHECK	**180,670.75**	**80,260.84**	**-100,409.91**						

St Marys PCC Handsworth

	FUND ANALYSIS (20 Fund Maximum)									
	flowers	Museum	collections	spare 5	spare 6	spare 7	spare 8	spare 9	spare 10	
	Restricted	Restricted	Restricted		0	0	0	0	0	0
Income										
Planned giving (BANK)	-	-	-	-	-	-	-	-	-	-
Planned giving (Envelopes)	-	-	-	-	-	-	-	-	-	-
Loose Plate	-	-	-	-	-	-	-	-	-	-
Church boxes (sundry giving)	-	-	-	-	-	-	-	-	-	-
Donations	1,215.00	-	103.55	-	-	-	-	-	-	-
Patronage	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
All other voluntary giving	-	-	-	-	-	-	-	-	-	-
Gift Aid recovered	-	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-
Dividends and bank interest	-	-	-	-	-	-	-	-	-	-
Rental income HUB	-	-	-	-	-	-	-	-	-	-
Church groups	-	-	-	-	-	-	-	-	-	-
Fees DBF - in	-	-	-	-	-	-	-	-	-	-
Fees PCC	-	-	-	-	-	-	-	-	-	-
CAF	-	-	-	-	-	-	-	-	-	-
Mission Church giving	-	-	-	-	-	-	-	-	-	-
Orbit (magazine)	-	-	-	-	-	-	-	-	-	-
Other receipts	-	-	-	-	-	-	-	-	-	-
Funding campaign	-	-	-	-	-	-	-	-	-	-
Just Giving/Card giving	-	-	-	-	-	-	-	-	-	-
Old rec - base rent	-	-	-	-	-	-	-	-	-	-
Old rec - additional rent	-	-	-	-	-	-	-	-	-	-
Old Rec Insurance recharge	-	-	-	-	-	-	-	-	-	-
Lunch Club - fee income	-	-	-	-	-	-	-	-	-	-
Lunch Club - grant income	-	-	-	-	-	-	-	-	-	-
Kunwara income	-	-	-	-	-	-	-	-	-	-
Unknown income	-	-	-	-	-	-	-	-	-	-
Museum income	-	524.78	-	-	-	-	-	-	-	-
Income 30	-	-	-	-	-	-	-	-	-	-
Total Income	**1,215.00**	**524.78**	**103.55**	**-**	**-**	**-**	**-**	**-**	**-**	
Check to transaction sheets (this should b		**There will be a difference on this line if you have entered income in K column and vice versa**								
Expenditure										
Common fund	-	-	-	-	-	-	-	-	-	-
Salaries wages of parish staff (NI & Pension	-	-	-	-	-	-	-	-	-	-
Other payments	-	-	-	-	-	-	-	-	-	-
Fees DBF - out	-	-	-	-	-	-	-	-	-	-
Hub insurance	-	-	-	-	-	-	-	-	-	-
Clergy and staffing exp	-	-	-	-	-	-	-	-	-	-
Clergy Phone	-	-	-	-	-	-	-	-	-	-
Parish training and mission	-	-	-	-	-	-	-	-	-	-
Church Insurance	-	-	-	-	-	-	-	-	-	-
Old REC Insurance	-	-	-	-	-	-	-	-	-	-
Church/office Phone	-	-	-	-	-	-	-	-	-	-
HUB running costs	-	-	-	-	-	-	-	-	-	-
Organ	-	-	-	-	-	-	-	-	-	-
Church maintenance	-	-	-	-	-	-	-	-	-	-
HUB Maintenance	-	-	-	-	-	-	-	-	-	-
Upkeep of services	1,146.86	-	-	-	-	-	-	-	-	-
Upkeep of grounds	-	-	-	-	-	-	-	-	-	-
Church utilities	-	-	-	-	-	-	-	-	-	-
Hub Utilities	-	-	-	-	-	-	-	-	-	-
Church major repairs	-	-	-	-	-	-	-	-	-	-
Hub major repairs	-	-	-	-	-	-	-	-	-	-
Mission giving and donations	-	-	103.55	-	-	-	-	-	-	-
Printing postage stationary admin	-	-	-	-	-	-	-	-	-	-
Other Church activities	-	-	-	-	-	-	-	-	-	-
Other Hub activities	-	-	-	-	-	-	-	-	-	-
Training & Governance& Prof fees	-	-	-	-	-	-	-	-	-	-
Fundraising costs	-	-	-	-	-	-	-	-	-	-
Kunwara costs	-	-	-	-	-	-	-	-	-	-
Unknown expenditure	-	-	-	-	-	-	-	-	-	-
Museum costs	-	91.65	-	-	-	-	-	-	-	-
Total Expenditure	**1,146.86**	**91.65**	**103.55**	**-**	**-**	**-**	**-**	**-**	**-**	
Check to transaction sheets (this should b		**There will be a difference on this line if you have entered expenditure in the L column and vice versa**								
Reconciliation	**68.14**	**433.13**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
Opening Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
Total Income										
Total Expenditure										
Transfer in	-	-	-	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-	-	-	-
Closing Balance as per above										
Closing Balance as per trans sheets										
Error Checks										
CLOSING BALANCE CHECK	**68.14**	**433.13**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
TRANSFER CHECK										

St Marys PCC Handsworth

	spare 11	spare 12	spare 13	
		0	0	0
Income				
Planned giving (BANK)		-	-	-
Planned giving (Envelopes)		-	-	-
Loose Plate		-	-	-
Church boxes (sundry giving)		-	-	-
Donations		-	-	-
Patronage		-	-	-
Grants		-	-	-
All other voluntary giving		-	-	-
Gift Aid recovered		-	-	-
Fundraising		-	-	-
Dividends and bank interest		-	-	-
Rental income HUB		-	-	-
Church groups		-	-	-
Fees DBF - in		-	-	-
Fees PCC		-	-	-
CAF		-	-	-
Mission Church giving		-	-	-
Orbit (magazine)		-	-	-
Other receipts		-	-	-
Funding campaign		-	-	-
Just Giving/Card giving		-	-	-
Old rec - base rent		-	-	-
Old rec - additional rent		-	-	-
Old Rec Insurance recharge		-	-	-
Lunch Club - fee income		-	-	-
Lunch Club - grant income		-	-	-
Kunwara income		-	-	-
Unknown income		-	-	-
Museum income		-	-	-
Income 30		-	-	-
Total Income		-	-	-
Check to transaction sheets (this should b				
Expenditure				
Common fund		-	-	-
Salaries wages of parish staff (NI & Pension		-	-	-
Other payments		-	-	-
Fees DBF - out		-	-	-
Hub insurance		-	-	-
Clergy and staffing exp		-	-	-
Clergy Phone		-	-	-
Parish training and mission		-	-	-
Church Insurance		-	-	-
Old REC Insurance		-	-	-
Church/office Phone		-	-	-
HUB running costs		-	-	-
Organ		-	-	-
Church maintenance		-	-	-
HUB Maintenance		-	-	-
Upkeep of services		-	-	-
Upkeep of grounds		-	-	-
Church utilities		-	-	-
Hub Utilities		-	-	-
Church major repairs		-	-	-
Hub major repairs		-	-	-
Mission giving and donations		-	-	-
Printing postage stationary admin		-	-	-
Other Church activities		-	-	-
Other Hub activities		-	-	-
Training & Governance& Prof fees		-	-	-
Fundraising costs		-	-	-
Kunwara costs		-	-	-
Unknown expenditure		-	-	-
Museum costs		-	-	-
Total Expenditure		-	-	-
Check to transaction sheets (this should b				
Reconciliation		-	-	-
Opening Balance		-	-	-
Total Income				
Total Expenditure				
Transfer in		-	-	-
Transfer out		-	-	-
Closing Balance as per above				
Closing Balance as per trans sheets				
Error Checks				
CLOSING BALANCE CHECK		-	-	-
TRANSFER CHECK				

St Marys PCC Handsworth

This sheet is protected and is a reporting sheet only - if there are

	Total	General	Designated	Restricted
Income				
Planned giving (BANK)	11,493.00	11,493.00	-	-
Planned giving (Envelopes)	827.00	827.00	-	-
Loose Plate	6,486.02	6,486.02	-	-
Church boxes (sundry giving)	-	-	-	-
Donations	13,745.84	9,569.79	-	4,176.05
Patronage	432.89	432.89	-	-
Grants	224.00	224.00	-	-
All other voluntary giving	2,943.00	2,943.00	-	-
Gift Aid recovered	4,135.65	4,135.65	-	-
Fundraising	4,591.05	4,591.05	-	-
Dividends and bank interest	3,258.91	1,762.24	-	1,496.67
Rental income HUB	8,478.13	8,478.13	-	-
Church groups	828.50	828.50	-	-
Fees DBF - in	10,382.00	-	-	10,382.00
Fees PCC	-	-	-	-
CAF	-	-	-	-
Mission Church giving	-	-	-	-
Orbit (magazine)	552.40	552.40	-	-
Other receipts	891.46	891.46	-	-
Funding campaign	-	-	-	-
Just Giving/Card giving	959.04	959.04	-	-
Old rec - base rent	21,207.66	21,207.66	-	-
Old rec - additional rent	-	-	-	-
Old Rec Insurance recharge	8,177.10	8,177.10	-	-
Lunch Club - fee income	5,413.03	-	-	5,413.03
Lunch Club - grant income	4,300.00	-	-	4,300.00
Kunwara income	10,130.31	-	10,130.31	-
Unknown income	-	-	-	-
Museum income	524.78	-	-	524.78
Income 30	-	-	-	-
Total Income	**119,981.77**	**83,558.93**	**10,130.31**	**26,292.53**
Check to transaction sheets (this should be nil)	-83.00			
Expenditure				
Common fund	11,000.00	11,000.00	-	-
Salaries wages of parish staff (NI & Pension	1,145.49	1,145.49	-	-
Other payments	237.80	237.80	-	-
Fees DBF - out	3,178.00	-	-	3,178.00
Hub insurance	-	-	-	-
Clergy and staffing exp	2,676.24	2,676.24	-	-
Clergy Phone	476.96	476.96	-	-
Parish training and mission	195.18	195.18	-	-
Church Insurance	5,941.76	5,941.76	-	-
Old REC Insurance	8,177.10	8,177.10	-	-
Church/office Phone	2,330.10	2,330.10	-	-
HUB running costs	7,096.85	7,096.85	-	-
Organ	-	-	-	-
Church maintenance	7,952.98	7,952.98	-	-
HUB Maintenance	1,030.10	1,030.10	-	-
Upkeep of services	7,508.84	6,361.98	-	1,146.86
Upkeep of grounds	330.97	330.97	-	-
Church utilities	7,145.28	7,145.28	-	-
Hub Utilities	2,436.45	2,436.45	-	-
Church major repairs	2,322.00	2,322.00	-	-
Hub major repairs	-	-	-	-
Mission giving and donations	2,650.65	2,547.10	-	103.55
Printing postage stationary admin	4,714.93	4,714.93	-	-
Other Church activities	9,191.31	7,361.31	-	1,830.00
Other Hub activities	8,247.94	703.83	-	7,544.11
Training & Governance& Prof fees	13,642.00	1,290.00	-	12,352.00
Fundraising costs	37.00	37.00	-	-
Kunwara costs	3,644.44	-	3,644.44	-
Unknown expenditure	-	-	-	-
Museum costs	126.65	35.00	-	91.65
Total Expenditure	**113,437.02**	**83,546.41**	**3,644.44**	**26,246.17**
Check to transaction sheets (this should be nil)	-			
Reconciliation				
Opening Balance	174,126.00	47,699.00	5,000.00	121,427.00
Total Income	119,981.77	83,558.93	10,130.31	26,292.53
Total Expenditure	-113,437.02	-83,546.41	-3,644.44	-26,246.17
Transfer in	141,905.14	21,020.20	-	120,884.94
Transfer out	-141,905.14	-21,020.20	-	-120,884.94
Closing Balance as per above	180,670.75	**47,711.52**	**11,485.87**	**121,473.36**

	weekly	hours		cost per hour	cost per month	cost per quarter
Social café		52	2	10	£86.67	£260.00
Childfens groups		40	4	10	£133.33	£400.00
lunch club		48	2	20	£160.00	£480.00
Vine insurance					£330.65	£991.95
Vine rent	Yearly	day				
		5000	£13.70			

£1,920.00

30	Receipts and Payments **OR** Accruals ?
1	Planned giving *[Combines previous RPF 1 and 2]*
3	Collections at services
4	All other giving and voluntary receipts, including special appeals *[Combines previous RPF 4 and 5]*
6	Gift Aid recovered
7	Legacies received
8	Grants *[Combines previous RPF 8 and 8A]*
	Total voluntary giving
9	Fundraising activities
10	Dividends, interest, income from property etc.
11	Fees retained by PCC
12	Trading activities
13	Other receipts/income not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**
A	Receipts/income totals (from Financial Statements)
B	Combined Total
14	Number of planned givers *[Combines previous RPF 15 and 16]*
16	Number of new legacies received in year
17	Costs of fundraising activities
18	Mission giving and donations
19	Diocesan parish share contribution
20	Salaries, wages and honoraria
21	Clergy and staff expenses
22	Mission and evangelism costs
23	Church running expenses *[Combines previous RPF 23 and 26]*
24	Church utility bills
25	Costs of trading
27	Major repairs to the church building
28	Major repairs to church hall/other PCC property
29	New building work to the church, church hall, clergy housing or other PCC property.
99	Other payments/expenditure not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**

Income Categories **Parish Return entry**

Gift Aid (BANK)	planned giving
Gift Aid (Envelopes)	planned giving
Loose Plate	collection & services
Church boxes (sundary g	All other giving
Donations	All other giving
Patronage	All other giving
Grants	Grants
All other voluntary giving	All other giving
Gift Aid recovered	Gift Aid recovered
Fundraising	Fundraising activity
Income from investment	Dividends interest income from property
Rental income nunnery	trading
Dividends	Dividends interest income from property
Fees DBF	other
Fees PCC	Fees Retained
CAF	planned giving
Special colections	All other giving
Organ Fund	All other giving
Orbit (magazine)	trading
Organist	All other giving
Other reciepts	All other giving
Rent Kunwara	Dividends interest income from property
Funding campiagn	Fundraising activity
Just Giving/Card giving	All other giving
Income 26	
Income 27	
Income 28	
Income 29	
Income 30	

Your accounts and financial statements will have been prepared on one or other of	
Money given regularly (e.g. weekly, monthly, quarterly) through a standing order or cheque. Include gross amounts for money given through charity vouchers (e.g. CAF Otherwise net amounts - report tax recovered separately under Gift Aid at RPF 6	
Money given in collections at services, excluding money given through planned givi	
Money given in church boxes and wall safes, at Gift Days, through individual donations from givers, and the proceeds of special appeals	**Accruals Accounts**: Inclu shares at market value; (equivalent "value to the value at time of gift); (d) and expense over their u
Tax recovered from HMRC on all money given to the PCC under Gift Aid, split betwe	
The capital amount of a legacy, together with interest from the probate process, sh	
External grants (whether one-off or recurring) received from trusts and other fundi restricted purpose. Include VAT recovered through the Listed Places of Worship sch	
These will be the totals of the figures reported in the six rows above	
Money raised from sponsored activities, jumble sales, fetes, and other activities wh	
Bank and other interest including any reclaimed tax on investment income; dividen	
PCC Fees for weddings, funerals etc. Do not include fees received on behalf of the D	
Money received from trading activities including bookstall, letting of the church hall	
These may include monies from the sale of buildings or investments, insurance claims, transfers from term deposits, loans received or transfers from other churches	**Accruals Accounts:** Proce already been capitalised
These will be the totals of the figures reported under the numbered receipts/incom	
This will be the sum of the two totals reported in row A above. They will not usuall	
Each planned giver should only be counted ONCE. If more than one person is assoc person should be counted [Combines previous RPF 14 and 15]	
A legacy should only be counted in the first year that money from it is received. Eac	
Costs of fundraising events, which have contributed to the monies received in RPF9	
Donations to external missions and charities that come from the PCC's receipts. Col	
All payments made during the year, including arrears or prepayments	**Accruals Accounts:** Paym
Employments costs of assistant staff, youth worker, verger, administrator, sexton, o	
Working expenses of the incumbent and assistant staff: e.g. telephone, postage, sta	
Costs of mission and evangelistic outreach, including courses and activities, but excl	
Insurance, routine maintenance, cleaning, church office costs, upkeep of services, organ tuning etc. Also include governance costs, e.g. fees for audit or independent	**Accruals Accounts:** Wher been capitalised, depreci
Total costs of electricity, gas, oil, water etc	
Include the cost of trading activities that generated the monies received in RPF 12	
Include repairs that are not routine and internal and external decoration	**Accruals Accounts:** Work consecrated church prop project costs have been c
New buildings, major alterations and extensions to church or other property, including professional fees	over their useful econom
These may include monies to purchase of buildings or investments, transfers to term deposits, loans repayments or contributions to other churches in the benefice to shared costs	**Accruals Accounts:** Proce already been capitalised be noted where their boo has been a loss on dispos

Parish Share	Diocesan share
Salaries wages of parish staff	Salaries
Other payments	Other
Fees DBF	Other
Clergy and staffing exp	Clergy and staff exp
Parish training and mission	evangalism costs
Church Insurance	running exp
Old REC Insurance	trading costs
Church/office Phone	running exp
Nunnery Phone	running exp
Organ/organist	Salaries
Church maint	running exp
Nunery Maint	trading costs
Upkeep of services	running exp
Upkeep of grounds	running exp
Church utilities	running exp
Nunnery Utilities	trading costs
Church major repiars (inst)	repairs to church
Church major repiars structure	repairs to church
Nunnery major repiars (inst)	trading costs
Nunnery major repiars structu	trading costs
Mission giving and donations	giving and donations
Printing postage stationary ad	running exp
Other Church activities	running exp
Other nunnery activities	trading costs
Training & Governance& Prof f	evangalism costs
Fundraising costs	fundraising acivity
Petty Cash	other

these bases. Accruals accounting is mandatory

the parish giving scheme, by envelope or by
or Sovereign Giving) and payroll giving.

ng envelopes, but including one-off gifts given

de (a) gifts of freehold or leasehold land or
b) donated services and facilities (expense the
charity"); (c) gifts in kind for sale (estimated
gifts in kind for own use (if material) - capitalise
seful economic life

een restricted and unrestricted donations and

ould be recorded in the year(s) that it appears in

ng bodies for the PCC's General Fund or for a
eme. Do not include transfers within a benefice.

ere the primary purpose is fundraising. Income

ds from shareholdings and investments; rent

DBF or organist as these are not PCC funds

l, sales and advertising of church magazines,

eeds from the sale or disposal of assets that have
(property, investments, fixed assets etc.) should

e headings above. For accounts prepared under

y be shown as a separate figure in the financial

iated with a planned giving scheme, only ONE

h legacy should only be counted once

above. Also include fees paid to a professional

lections that go directly to external charities

nent due for the year

rganist and choir etc. Include NI/Pension costs

tionery, travel costs, secretarial assistance, office

luding staff salaries

re equipment, IT or other fixed asset costs have
iation is included in church running expenses

s intregral to the fabric or structure of
erty may be expensed as incurred. Where works
otherwise capitalised, depreciation is expensed
ic life

eeds from the sale or disposal of assets that have
(property, investments, fixed assets etc.) should
ok value has not been realised, i.e. where there
sal