



10th Antrim
Statement of Income and Expenditure
01/09/2023 - 31/08/2024

	31/8/2024	31/8/2023			
	£	£			
Opening Bank Balances					
1 Ulster Bank	6,915.65	7,794.14			
2 Danske Bank					
3 Cash in-hand	-	-			
Total Opening Balance	<u>6,915.65</u>	<u>7,794.14</u>			
Income					
Income from Membership Fees	3,040.00	3,433.00			
Fund Raising	8,085.00	9,970.00			
Donations					
Grants	5,684.40	4,096.39			
Other Income (events and other)					
	<u>16,809.40</u>	<u>17,499.39</u>			
Expenditure					
Membership Fees Paid to National Office	4,606.50	4,547.50			
Amounts Paid to Counties or Provinces					
Programme Costs	12,260.00	13,244.00			
Training Costs	-	150.00			
Administrative Costs	534.62	436.38			
Den Costs	-	-			
Other Expenses (events and other)	-	-			
Volunteer Expenses					
	<u>17,401.12</u>	<u>18,377.88</u>			
Closing Balance		<u>6915.65</u>			
Surplus (Deficit)	<u>- 591.72</u>	<u>- 878.49</u>			
Closing Balances					
1 Ulster Bank	6,323.93				
2 Danske Bank					
3 Cash-in-hand					
Total Closing Balance	<u>6,323.93</u>				
	6,323.93				
Bank Reconciliation					
		Bank statement balance	Unpresented cheques / lodgements	Prior period Unpresented cheques / lodgements	Closing reconciled balance
1 Ulster Bank	6,323.93			-	6,323.93
2 Danske Bank				-	-
3 Cash in-hand	£0.00			-	-
Total Closing Reconciled Balance	<u>6,323.93</u>				<u>6,323.93</u>

Treasurer's Statement

I have supervised the recording of the transactions in the financial records of the Group and to the best of my belief and knowledge the transactions recorded are complete and accurately recorded in the books of the Group.

I have prepared these accounts, as Treasurer of the Scouting Ireland 10th Antrim, from the transactions recorded in the books of the Group and the information provided to me by the Scouters within the Group and, as far as I am aware and believe, the accounts are a true reflection of the Group's financial transactions during the year and of the Group's financial position the at year-end.

Treasurer

Group Leader

00/00/00

Instruction on how to use the Group Accounts Template

1	Once the initial setup is complete, use 'File' and 'Save as' to save the document to your hard drive.
2	Enter transactions on the 'Bank' tab. Transactions can be entered before appearing on the bank statement and will then be recorded in the 'unpresented cheques' section.
3	
4	For each transaction, enter the number corresponding to the appropriate account in the 'A/C' column.
5	Enter the date of the transaction in the 'Date' column.
6	Enter whether the transaction is a payment (debit the account if it is expenditure) or a lodgement to the account (if it is income).
7	Enter the reference number from the cheque stub or the lodgement book under 'Cheque/Lodgement ref'.
8	Enter the appropriate category from the list in the 'Category' column.
9	Enter the amount of the cheque/lodgement in the 'Amount' column. This amount always is a positive amount - the calculation takes account of whether the transaction is a cheque or a lodgement.
10	Once the transaction details on the form are complete, enter the statement number under 'Statement #'
11	The 'Statement value' column is calculated automatically.
12	Enter a description in the 'Narrative' column, eg. 'Purchase of supplies for Statement #'. Have only a number of last-in checks, if any, and errors not been a problem. If you hover over the cell it will show a comment on how the error may be resolved.
13	If a cheque is mislaid and needs to be replaced then a corresponding 'rev' transaction needs to be entered. Neither the original cheque transaction nor the reversing transaction will appear on a bank statement and should not have a bank statement number entered in column 'C'. The replacement cheque should be entered as per the original cheque with the new date and cheque ref.
14	To print the bank transactions page you must set the print area - View, Page Break Preview and then drag the solid blue line to below the last transaction.
15	
16	To print the Treasurer's Statement change the Treasurer's name and the date.
17	At the end of each financial year, once the accounts have been finalized, click the button to the right to save the file under a new name, copy figures to a new spreadsheet and start a new financial year...
For support with this spreadsheet please contact your PSD or County Treasurer.	

End of year procedure

1	At the end of each financial year, click the button below.
2	Click 'OK' to accept the new financial year.
3	The figures from the previous year's accounts will be copied to a new column.
4	The transactions in the 'Bank' tab will be cleared and a new financial year started.







