



CHARITY COMMISSION
FOR ENGLAND AND WALES

Abacus Counselling and Support

No (if any)
1163844

Receipts and payments accounts

CC16a

For the period
from

Period start date
01 April 2020

To

Period end date
31 March 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Rosca Trust	-	5,000	-	5,000	
Fundraising and Shoebury community	1,203	-	-	1,203	5,489
Essex Community Foundation	-	250	-	250	4,320
Groundwork	-	1,000	-	1,000	-
Donations	2,000	-	-	2,000	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,203	6,250	-	9,453	9,809
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,203	6,250	-	9,453	9,809
A3 Payments					
Councillor supervision	90	1,237	-	1,327	1,430
Supervisors supervision	60	540	-	600	765
BACP	85	76	-	161	655
Insurance	315	181	-	496	517
Supervision room hire	233	38	-	270	128
Telephone Internet fax	11	55	-	66	215
Mileage	6	47	-	52	239
Training	-	-	-	-	1,110
Refreshments	-	-	-	-	228
IT	-	250	-	250	813
Publicity/marketing	134	147	-	281	618
Venue hire	100	175	-	275	1,878
Printing/photocopy	-	-	-	-	131
Office overheads	-	140	-	140	204
Sub total	1,033	2,885	-	3,918	8,931
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,033	2,885	-	3,918	8,931
Net of receipts/(payments)	2,170	3,365	-	5,535	878
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,362	2,201	-	7,563	6,685
Cash funds this year end	7,532	5,566	-	13,098	7,563

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Rosca Trust	-	4,709	-
	Groundwork	-	857	-
	Charity Funds	7,532	-	-
	Total cash funds	7,532	5,566	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

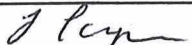
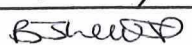
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

CCXX R2 accounts (SS)

Signature	Print Name	Date of approval
	22/9/21 SARAH COOPER	22/9/21
	BRENDA LEWIS	22/09/21

WELCOME TO VOLUNTARY ACTION ISLINGTON EXCEL CASHBOOK FOR COMMUNITY

This Excel Cashbook Template has been produced by Voluntary Action Islington's Community Development Workers for London Councils. You are welcome to reproduce the template, but please let us know (dev@voluntaryactionislington.org.uk) if you find any instructions below before using the cashbook. You will need basic Excel skills to use this cashbook.

We welcome feedback! As this is a new resource that we designed ourselves, we welcome any feedback you find that any section of it does not work properly or that you can see an area that can be improved. Many thanks.

INSTRUCTIONS

This cashbook contains seven worksheets. Worksheets are labelled on tabs at the bottom of the Excel file. When you click on a tab, you'll be taken to that worksheet.

Bank Account

Petty Cash Account

Project 1

Project 2

Unrestricted Funds

Income and Expenditure

Balance Sheet

If you hover the cursor over a heading, you'll see an explanation appear, which tells you what the heading is for.

DO NOT ENTER INFORMATION ON THE GREY AREAS!! THESE CONTAIN FORMULAE AND LINKS TO OTHER WORKSHEETS. THEY WILL UPDATE AUTOMATICALLY.

1. Bank Account

ALL money coming into your organisation and leaving your organisation must be entered in your bank account. If you are not sure if it should be entered AGAIN in the appropriate project worksheet or under petty cash. Don't forget to add all the details of the transaction (date, amount, description, reference number, etc.) in the appropriate box. If you need more lines, put the cursor on G50, hold down the button on your mouse and drag G50 down to G200, if you need enough lines. If you go need to go beyond G200, you'll need to add these lines manually.

2. Petty Cash Account

This is similar to the Bank Account worksheet. Petty cash is the paper money/coins that are used in your organisation. It is a limited 'float' e.g. £50 that they keep in a secure box. The money can either be withdrawn from the bank or from the petty cash. It can be entered in the Bank Account (see above) and in the Petty Cash Account. The reference that is usually given is the petty cash book number, e.g. PC001, PC002 etc. The number should be the same as the number used on your petty cash vouchers.

3. Project Reports (project 1, project 2 etc.)

Most community groups are funded by grants. Many groups have more than one grant. It is important to keep track of each grant. So, when you enter a transaction in the Bank Account or Petty Cash Account, and it relates to a project, enter it under the appropriate project account. Firstly, add the names of your projects to the worksheet headings, e.g. Lunch Club. The project names can be used as project codes, e.g. Lunch Club is 'LC'. Secondly, go back to your application for funding and enter your project budget under the red heading 'Expenditure'. We've put in example headings - but you need to enter the budget figures in row 3 - above the appropriate heading. When you start to receive and spend money, enter the money away how much you have spent and how much you have left (the variance) under each budget heading. All income is entered on the left side of the shaded balance column and any expenditure is entered on the right side of the balance column.

4. Unrestricted Funds

Some groups will be funded only by grants and will have no 'unrestricted funds' (in which case this worksheet is not needed). Other groups will have money which is not 'restricted' by a funder - and can therefore be spent as the organisation wishes (as long as it is for the purposes of the organisation). This money might be in the form of donations, membership fees, payments for services, fundraising events etc. All unrestricted income and expenditure is entered in the Unrestricted Funds Account (as with all income and expenditure), and then in the Unrestricted Funds worksheet. Charities are required to have an unrestricted funds account.

5. Income and Expenditure

This worksheet will present a summary of the money coming in and going out of your organisation. You will need to enter the figures from the other worksheets and should display figures automatically. It is important not to change the names of worksheets. If you do, this worksheet you will be able to see how money is being spent at a glance - e.g. what is the total amount of income and expenditure.

6. Balance Sheet

This provides a 'snap-shot' of the organisation's finances, and will show how much money is being held by the organisation, whether there is a surplus or deficit. Obviously, these figures are based on your own records and may not correspond to bank statements. You should compare your bank statements with your records and carry out regular bank reconciliation.

Bank Account

Date	Details	Cheque no/ref	Project code
4/6/2020	DD to Virgin Ref:FA65154677		ECF
1/13/2020	NL expenses NL41 ref: 2/1/20	100306	ECF
3/2/2020	NL expenses NL38a ref:2/2/20	100310	ECF
5/4/2020	DD to Virgin Ref:FA65154677		ECF
5/21/2020	Credit Amazon Europe		UF
6/4/2020	DD to Virgin Ref:FA65154677		ECF
7/6/2020	DD to Virgin Ref:FA65154677		ECF
7/15/2020	NL expenses NL 42 ref 2/3/20	100313	ECF
7/20/2020	ASD Deposit: B2 Southend		UF
7/15/2020	NC Expenses NC 21 ref 1/2/20	100314	ECF
7/24/2020	Direct Credit from Essex Comm		ECF 2
8/4/2020	DD to Virgin Ref:FA65154677		ECF
8/6/2020	Direct Credit from Gould WA		UF
7/28/2020	NA Expenses ref:4/1/20	100315	ECF
7/28/2020	NL expenses Inv 43 ref: 2/4/20	100316	ECF
9/4/2020	DD to Virgin Ref:FA65154677		ECF
9/18/2020	Direct Credit from Gould WA		UF
9/22/2020	Direct Credit from Wignal&Grayl		UF
9/10/2020	NC Expenses NC 22 ref 1/3/20	100318	ECF/ECF 2
10/5/2020	DD to Virgin Ref:FA65154677		ECF
10/6/2020	Direct Credit from Gould WA		UF
9/10/2020	NL expenses NL 44 ref:2/5/20	100317	ECF
10/8/2020	NL supervision 8, 9, 10/20	100319	ECF
11/3/2020	ASD Deposit: B2 Southend	100058	UF
11/4/2020	DD to Virgin Ref:FA65154677		ECF
11/2/2020	NL supervision 1/2/20	100320	ECF
11/2/2020	NL expenses NL 45 ref: 2/6/20	100321	ECF
11/2/2020	Hub Invoice 082	100323	ECF/UF
11/2/2020	service insurance	100324	UF
11/2/2020	Macromedia Marketing	100322	ECF/UF
12/4/2020	DD to Virgin Ref:FA65154677		
12/8/2020	Direct Credit from Khalifeh A		
12/7/2020	Supervisors supervision 29/11/20	100325	UF
12/7/2020	NL Supervision NL 46 ref 2/7/20	100326	UF
12/7/2020	Hub room hire Invoice 088	100327	UF
12/23/2020	Credit from Khalifeh A re Donation		UF
12/30/2020	Direct Credit S Carter ref: EC1		UF
12/30/2020	Deposit Re 29Southend on sea	100059	UF
1/5/2021	DD to Virgin Ref:FA65154677		UF
1/14/2021	Direct Credit from Rosca Trust		Rosca
2/4/2021	DD to Virgin Ref:FA65154677		Rosca
2/3/2021	NL expenses NL 47 ref: 2/1/21	100330	Rosca
2/3/2021	NL expenses NL 48 ref: 2/2/21	100331	Rosca
2/11/2021	Direct Credit from Amazon		
12/1/2021	SAVS accounts review Inv 96	100328	Rosca
2/12/2021	Direct Credit from Groundwork		
2/1/2021	Hub Room hire Invoice 089	100329	
2/18/2021	Direct Credit from Khalifeh A		
3/4/2021	DD to Virgin Ref:FA65154677		Groundwork

3/5/2021 Direct Credit from Miss K pipe
3/8/2021 Direct Credit from Pearl Penelope
3/8/2021 Direct credit from Stacey Carter
3/16/2021 Direct Credit from Pearl Penelope
3/22/2021 Direct Credit from Pearl Wright

		10093.79		
Incoming	Outgoings	Balance	Date Cleared	
		4560.06		entered opening balance in column
	5.53	4554.53	4/6/2020	
	260.60	4293.93	4/7/2020	
	100.00	4193.93	4/7/2020	
	5.53	4188.40	5/4/2020	
5.00		4193.40	5/21/2020	
	5.53	4187.87	6/4/2020	
	5.53	4182.34	7/6/2020	
	354.20	3828.14	7/20/2020	
100.00		3928.14	7/20/2020	
	227.88	3700.26	7/21/2020	
250.00		3950.26	7/24/2020	
	5.53	3944.73	8/4/2020	
80.00		4024.73	8/6/2020	
	215.20	3809.53	8/11/2020	
	180.00	3629.53	8/11/2020	
	5.53	3624.00	9/4/2020	
60.00		3684.00	9/18/2020	
80.00		3764.00	9/22/2020	
	486.83	3277.17	9/23/2020	
	5.53	3271.64	10/5/2020	
90.00		3361.64	10/6/2020	
	90.00	3271.64	10/19/2020	
	180.00	3091.64	10/27/2020	
100.00		3191.64	11/3/2020	
	5.53	3186.11	11/4/2020	
	60.00	3126.11	11/4/2020	
	203.50	2922.61	11/4/2020	
	137.50	2785.11	11/13/2020	
	315.12	2469.99	11/27/2020	
	145.00	2324.99	12/8/2020	
	5.53	2319.46	12/8/2020	
120.00		2439.46	12/8/2020	
	60.00	2379.46	12/10/2020	
	188.10	2191.36	12/11/2020	
	225.00	1966.36	12/21/2020	
120.00		2086.36	12/23/2020	
90.00		2176.36	12/23/2020	
2,000.00		4176.36	12/30/2020	
	5.53	4170.83	1/5/2021	
5,000.00		9170.83	1/14/2021	
	5.53	9165.30	2/4/2021	
	95.60	9069.70	2/9/2021	
	90.00	8979.70	2/9/2021	
7.12		8986.82	2/11/2021	
	100.00	8886.82	2/12/2021	
1,000.00		9886.82	2/12/2021	
	137.50	9749.32	2/15/2021	
240.00		9989.32	2/18/2021	
	5.53	9983.79	3/4/2021	

NEED to copy the cell

[illegible]

[illegible]

in G5

Is down to G200 in order to register as a balance

9,452.12	3,918.39
12532.2	7447.76
-3,080.08	-3,529.37

Deposit Bank Account

Date	Details	Cheque no/ref	Project code
6/3/2020	Interest		
9/3/2020	Interest		
12/3/2020	Interest		
3/3/2021	Interest		

[illegible]

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[illegible]

[illegible]

See also:

in G5

Is down to G200 in order to register as a balance

Petty Cash Account

Date	Details	Voucher no/ cheque no	Project ref

Project 1

entered opening balance from my accounts

	Variance	-1,056.83	-540.00	-76.00	-181.00	-37.50
	Budget					
	Actual balance	1,056.83	540.00	76.00	181.00	37.50

Date	Details	Cheque no. /Ref	Ref	Grant	Other income	Opening Balance 0.00	Counselling Supervision	Supervisors Supervision	BACP	Insurance	Supervision Room Hire
						2,201.23					
4/6/2020	DD to Virgin Ref:FA65154677					2,195.70					
1/13/2020	NL expenses NL41 ref: 2/1/20	100306				1,935.10	180.00	60.00			15.00
3/2/2020	NL expenses NL38a ref:2/2/20	100310				1,835.10	100.00				
5/4/2020	DD to Virgin Ref:FA65154677					1,829.57					
6/4/2020	DD to Virgin Ref:FA65154677					1,824.04					
7/4/2020	DD to Virgin Ref:FA65154677					1,818.51					
7/15/2020	NL expenses NL42 ref 2/3/20	100313				1,464.31	90.00	240.00			15.00
7/15/2020	NC Expenses NC 21 ref 1/2/20	100314				1,236.43	45.00				
8/4/2020	DD to Virgin Ref:FA65154677					1,230.90					
7/28/2020	NA Expenses ref 4/1/20	100315				1,015.70			76.00	120.00	
7/28/2020	NL expenses Inv 43 ref: 2/4/20	100316				835.70	180.00				
9/4/2020	DD to Virgin Ref:FA65154677					830.17					
9/10/2020	NC Expenses NC 22 ref 1/3/20	100318				593.34	236.83				
10/5/2020	DD to Virgin Ref:FA65154677					587.81					
9/10/2020	NL expenses NL 44 ref:2/5/20	100317				497.81	90.00				
10/8/2020	NL supervision 8, 9, 10/20	100319				317.81		180.00			
11/4/2020	DD to Virgin Ref:FA65154677					312.28					
11/2/2020	NL supervision 1/2/20	100320				252.28		60.00			
11/2/2020	NL expenses NL 45 ref: 2/6/20	100321				48.78	135.00			61.00	7.50
11/2/2020	Hub Invoice 082	100323				11.28					
11/2/2020	Macromedia Marketing	100322				0.00					
						0.00					
						0.00					

-44.24	-41.20	0.00	0.00	0.00	-146.96	-37.50	0.00	-40.00
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44.24	41.20	0.00	0.00	0.00	146.96	37.50	0.00	40.00
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Expenditure

Tel/internet /fax	Mileage	Training	Snacks - clients	IT	Publicity / marketing	Venue hire	Printing	Stationary/ overheads
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5.53								
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	5.60							
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								100.00
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5.53								5.53
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5.53								
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5.53								5.53
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	9.20							354.20
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	7.20				135.68			40.00
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5.53								
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	19.20							
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5.53								5.53
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5.53								
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5.53								
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Project 2

entered opening balance from my accounts

		Variance	0.00	0.00	0.00
		Budget			
250	0	Actual balance	0.00	0.00	0.00

Income

[illegible]

0.00	0.00	0.00	0.00	0.00	0.00	-250.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00
Expenditure										
Insurance	Supervision Room Hire	Tel/internet /fax	Mileage	Training	Refreshments	IT	Publicity	Venue hire	Printing	Stationary/ overheads

250.00

Rosca Trust

[illegible]

[illegible]

0.00	0.00	-5.53	-5.60	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
0.00	0.00	5.53	5.60	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Expenditure										
Insurance	Supervision Room Hire	Tel/internet /fax	Mileage	Training	Refreshments	IT	Publicity / marketing	Venue hire	Printing	Stationary/ overheads

5.53

5.60

100.00

Project 4 Groundwork

						Variance	0.00	0.00	0.00
						Budget			
						Actual balance	0.00	0.00	0.00

0.00	0.00	-5.53	0.00	0.00	0.00	0.00	0.00	-137.50	0.00	0.00
0.00	0.00	5.53	0.00	0.00	0.00	0.00	0.00	137.50	0.00	0.00
Expenditure										
Insurance	Supervision Room Hire	Tel/internet /fax	Mileage	Training	Snacks - clients	IT	Publicity / marketing	Venue hire	Printing	Stationary/ overheads

5.53

137.50

Unrestricted Funds

						Variance		-90.00	-60.00	
						Budget				
						0	3203.49	Actual balance	90.00	60.00
						Income				
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance		Counsellor Supervision	Supervisors Supervision	
							5,361.78			
5/21/2020	Credit Amazon Europe				5		5,366.78	0.00		
6/3/2020	Deposit acc Interest				0.81		5,367.59			
7/20/2020	ASD Deposit: B2 Southend				100		5,467.59			
8/6/2020	Direct Credit from Gould WA				80		5,547.59			
9/3/2020	Interest				0.42		5,548.01			
9/18/2020	Direct Credit from Gould WA				60		5,608.01			
9/22/2020	Direct Credit from Wignal&Grayl				80		5,688.01			
10/6/2020	Direct Credit from Gould WA				90		5,778.01			
11/3/2020	ASD Deposit: B2 Southend	100058			100		5,878.01			
11/2/2020	Hub Invoice 082	100323					5,778.01			
11/2/2020	service insurance	100324					5,462.89			
11/2/2020	Macromedia Marketing	100322					5,329.17			
12/3/2020	Interest				0.07		5,329.24			
12/4/2020	DD to Virgin Ref:FA65154677						5,323.71			
12/8/2020	Direct Credit from Khalifeh A				120		5,443.71			
12/7/2020	Supervisors supervision 29/11/20	100325					5,383.71		60.00	
12/7/2020	NL Supervision NL 46 ref 2/7/20	100326					5,195.61	90.00		
12/7/2020	Hub room hire Invoice 088	100327					4,970.61			
12/23/2020	Credit from Khalifeh A re Donation				120		5,090.61			
12/30/2020	Direct Credit S Carter ref: EC1				90		5,180.61			
12/30/2020	Deposit Re 29Southend on sea	100059			2000		7,180.61			
1/5/2021	DD to Virgin Ref:FA65154677						7,175.08			
2/11/2021	Direct Credit from Amazon				7.12		7,182.20			
2/18/2021	Direct Credit from Khalifeh A				240		7,422.20			
3/3/2021	Interest				0.07		7,422.27			
3/5/2021	Direct Credit from Miss K pipe				20		7,442.27			
3/8/2021	Direct Credit from Pearl Penelope				30		7,472.27			
3/8/2021	Direct credit from Stacey Carter				40		7,512.27			
3/16/2021	Direct Credit from Pearl Penelope				10		7,522.27			
3/22/2021	Direct Credit from Pearl Wright				10		7,532.27			
							7,532.27			
							7,532.27			
							7,532.27			

-85.00	-315.12	-232.50	-11.06	-5.60	0.00	0.00	0.00	-133.72	-100.00	0.00	0.00
85.00	315.12	232.50	11.06	5.60	0.00	0.00	0.00	133.72	100.00	0.00	0.00
Expenditure											
BACP	Insurance	Supervision Room Hire	Tel/internet /fax	Mileage	Training	Refreshments	IT	Publicity	Venue hire	Printing	Stationary/ overheads

315.12

100.00

133.72

5.53

85.00

7.50
225.00

5.60

5.53

5/9/2017 Deposit	100017	125.02
5/17/2017 DD Credit		100
6/27/2017 Deposit	100019	108
7/4/2017 Deposit	100020	161

6/27/2017 Deposit	100019
7/4/2017 Deposit	100020
7/10/2017 Room Hire I	100190

108
161
-52.5

Income and Expenditure

	Total	INSERT brought forward balances		Total	Restricted
		UF	RF	ECF	ECF 2
Balance B/F	5,361.78	5361.78		2201.23	
Income					
Grants	6,250.00		6250.00	0.00	250.00
	0.00				
	0.00				
	0.00				
Other Income	3,203.49	3,203.49	0.00	0.00	0.00
Total Income	9,453.49	3,203.49	6,250.00	0.00	250.00
Expenditure					
Counsellor Supervision	1,326.83	90.00	1236.83	1,056.83	0.00
Supervisors Supervision	600.00	60.00	540.00	540.00	0.00
BACP	161.00	85.00	76.00	76.00	0.00
Insurance	496.12	315.12	181.00	181.00	0.00
Supervision Room Hire	270.00	232.50	37.50	37.50	0.00
Tel, Internet, Fax	66.36	11.06	55.30	44.24	0.00
Mileage	52.40	5.60	46.80	41.20	0.00
Training	0.00	0.00	0.00	0.00	0.00
Refreshments	0.00	0.00	0.00	0.00	0.00
IT	250.00	0.00	250.00	0.00	250.00
Publicity/marketing	280.68	133.72	146.96	146.96	0.00
Venue hire	275.00	100.00	175.00	37.50	0.00
Printing	0.00	0.00	0.00	0.00	0.00
Office/ overheads	140.00	0.00	140.00	40.00	0.00
Total Expenditure	3,918.39	1,033.00	2,885.39	2,201.23	250.00
Surplus/Deficit	5,535.10	2,170.49	3,364.61	-2,201.23	0.00
Balance C/F	10896.88	7532.27	3364.61	0.00	0.00

Funds (RF)
Rosca G work

5,000.00 1,000.00

0.00 0.00

5,000.00 1,000.00

180.00 0.00
0.00 0.00
0.00 0.00
0.00 0.00
0.00 0.00
5.53 5.53
5.60 0.00
0.00 0.00
0.00 0.00
0.00 0.00
0.00 0.00
0.00 137.50
0.00 0.00
100.00 0.00

291.13 143.03

4,708.87 856.97

4708.87 856.97

Balance Sheet

Current Assets

Cash and Bank

Bank Account	10,093.79
Deposit Account	3,004.32
Petty Cash	0.00

Total Current Assets ###

Net Assets ###

Funds Position

Restricted

ECF	0.00	
ECF 2	0.00	
Rosca	4,708.87	
G work	856.97	5,565.84

Unrestricted	7,532.27
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Total Funds	###
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