

[illegible]

Date	Description	Amount	Expense	Amount_2	Petty_Cash_Runni	Backing_DoReference	Accounting_Section1	Accounting_Section2	Fund_Purpose	Comments
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Charity Commission Analysis Codes

A1_GU	Grant Unrestricted
A1_GR	Grant Restricted
A1_DU	Donations Unrestricted
A1_DR	Donations Restricted
A1_EARN	Earned Income
A1_OTH	Other income
A3_ADV	Advertising/Promotion
A3_BUS	Business Support/Courses
A3_COFR	Cost of Fund Raising
A3_COSF	Session cost - Food
A3_COSM	Session cost - Materials & Other
A3_COSS	Session cost - Contract Staff
A3_EMP	Employee Salary & HMRC (Restricted)
A3_EMPBEN	Employee Benefits (Restricted)
A3_OTH	Other expenses
A3_EQPT	Equipment
A3_INS	Insurances
A3_PC	Petty Cash
A3_STA	Stationery/Cleaning

This table is used to analyse the transactions for submission to the charities commission accounts

On the transaction tab all you need to do is select the category in the coloured column and the transaction will be placed in the correct analysis cell

DO NOT overwrite the calculations in the transaction tab !!

If you need to change the descriptions of the analysis heads then do it here and the descriptions will

If you need to add more analysis codes then you will need to do the following.

1. add the code and description to this table - this will extend the range of the table
2. Change the data validation rules for all the cells in column M - use the "data" tab and the data validation tool
3. Change the formula in column N to include the extended table.
4. Add new analysis columns
5. copy and amend the calculations in the header, body, and totals of the new analysis column



Receipts and pay

For the period
from

Period start date

10219

Section A Receipts and payments

	Unrestricted funds	Restricted funds
	to the nearest £	to the nearest £
A1 Receipts		
Grants	-	-
Donations	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Sub total (Gross income for AR)	-	-
A2 Asset and investment sales, (see table).		
Car	600	-
	-	-
Sub total	600	-
Total receipts	600	-
A3 Payments		
Accountancy	600	-
Insurance	280	-
Safeguarding	129	-
Scout Hut Unpaid from 2019	1,280	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Sub total	2,289	-
A4 Asset and investment purchases, (see table)		
	-	-
	-	-
Sub total	-	-
Total payments	2,289	-
Net of receipts/(payments)	1,689	-

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

-
-
1,689

-
-
-

Section B Statement of assets and liabilities at the

Categories	Details
B1 Cash funds	Bank
	Total cash funds
	(agree balances with receipts and payments account(s))
B2 Other monetary assets	
B3 Investment assets	
B4 Assets retained for the charity's own use	
B5 Liabilities	

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

Signature

	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-

-	600	-
-	-	-
-	600	-

-	600	-
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[illegible]

	-		-		-
	-		-		-
	-		-		-

-	2,289	-
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-	-	1,689	-
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-	-	-
-	-	-
-	- 1,689	-

end of the period

**Unrestricted
funds**
to nearest £

7,387
-
-
7,387

Agreement Error

Restricted funds
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-

OK

**Unrestricted
funds**
to nearest £

-
-
-
-
-
-

Restricted funds
to nearest £

-
-
-
-
-
-

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Fund to which asset
belongs**

Cost (optional)

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Fund to which asset
belongs**

Cost (optional)

-
-
-
-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**Fund to which
liability relates**

**Amount due
(optional)**

-
-

**When due
(optional)**

	-	
	-	
	-	

Print Name	Date of approval