

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales · Charity number 1183497

Details

Status Registered

Legal form CIO

Registered 2019-05-20

Register [View on the Charity Commission register](#)

Contact

Address Lee Farm
New Lane
Sutton Green
Guildford
GU4 7QF

Phone 07788858234

Email info@headandneckcancer.life

Website www.headandneckcancer.life

Activities

Objects: THE OBJECT OF THE CIO IS: TO RELIEVE SICKNESS AND TO PRESERVE AND PROTECT GOOD HEALTH FOR THE PUBLIC OF PATIENTS AND THEIR FAMILIES WHO HAVE BEEN DIAGNOSED WITH HEAD AND NECK CANCER LIVING IN SURREY, WEST SUSSEX, EAST HAMPSHIRE, SOUTH MIDDLESEX AND ARE UNDER THE CARE OF THE ROYAL SURREY COUNTY HOSPITAL HEAD AND NECK TUMOUR GROUP BY:-

1. PROVIDING A WIDE RANGE OF SUPPORT WHICH IS NOT PROVIDED BY THE NATIONAL HEALTH SERVICE. THE CHARITY WILL WORK CLOSELY WITH THE HEALTH AND SOCIAL CARE PROFESSIONALS WORKING IN THIS FIELD. THE SERVICES THAT THE CHARITY DELIVERS AIM TO PROVIDE PEOPLE WITH BOTH PRACTICAL, SOCIAL AND EMOTIONAL SUPPORT THAT WOULD ENABLE THEM TO MAXIMISE THEIR POTENTIAL AND MINIMISE THE IMPACT OF THIS TYPE OF CANCER ON THEIR QUALITY OF LIFE;
2. PROVIDING ACTUAL AND VIRTUAL FORUMS WHERE PEOPLE CAN LEARN FROM OTHER PEOPLE WHO HAVE UNDERGONE SIMILAR LIFE CHANGING EXPERIENCES;
3. REDUCING THE IMPACT OF ISOLATION BY ORGANISING SOCIAL EVENTS WHERE PEOPLE CAN SOCIALISE WITHOUT THE NEED TO EXPLAIN THEIR COMMUNICATION, EATING AND DRINKING DIFFICULTIES;
4. ASSISTING PEOPLE TO UNDERSTAND AND ADAPT TO CHANGES IN LIFESTYLE, CONFIDENCE AND LOW MOOD OFTEN ASSOCIATED WITH THE TREATMENT WORKING CLOSELY WITH ALL LOCAL AND NATIONAL STATUTORY AND NON-STATUTORY AGENCIES AND ORGANISATIONS IN ORDER TO HELP PEOPLE ADJUST AND LEAD FULFILLING LIVES;
5. PROMOTING AND INCREASING KNOWLEDGE AND UNDERSTANDING OF THE IMPACT THAT THE DIAGNOSIS AND TREATMENT FOR HEAD AND NECK CANCER HAS ON INDIVIDUALS, FAMILIES AND CARERS;
6. PROVIDING MENTORING AND REGULAR DROP IN SERVICES AT A VARIETY OF SETTINGS AND LOCATIONS FOR PATIENTS AND FAMILIES AND THOSE WHO HAVE FINISHED MEDICAL TREATMENT;
7. PROVIDING SUPPORT FOR PARTNERS, CAREGIVERS AND FAMILIES;
8. USING A VARIETY OF METHODS TO FUNDRAISE TO SUPPORT BOTH ITS WORK AND TO PROVIDE EQUIPMENT THAT WOULD NOT BE ROUTINELY PURCHASED BY THE NHS BY A RANGE OF METHODS INCLUDING VOLUNTARY DONATIONS, SPECIFIC INITIATIVES AND SPONSORSHIP;
9. CONTINUALLY ADAPTING TO THE NEEDS OF THE TARGET GROUP BY ENSURING THAT IT IS PROVIDING APPROPRIATE AND ACCESSIBLE SERVICES AND WILL REVIEW ITS WORK ON A REGULAR BASIS BY USING A VARIETY OF METHODS INCLUDING QUESTIONNAIRES AND FOCUS GROUPS;
10. USING A RANGE OF METHODS TO COMMUNICATE WITH ITS MEMBERS AND WIDER PUBLIC;
11. PROMOTE THE ADVANCEMENT OF CITIZENSHIP BY OFFERING VOLUNTEERING OPPORTUNITIES WHERE APPROPRIATE;
12. PROMOTE EQUALITY AND DIVERSITY WITHIN THE CHARITY. TO ACT AS ADVOCATES WORKING TO REDUCE POTENTIAL DISCRIMINATION ON THE GROUNDS OF MEDICAL AND SURGICAL TREATMENTS, RACE, RELIGION, ETHNICITY, SEXUAL ORIENTATION, POLITICAL VIEWS OR FINANCIAL STATUS;
13. SUPPORTING RESEARCH INTO THE PREVENTION, TREATMENT, CURE AND REHABILITATION OF THOSE REQUIRING TREATMENT FOR HEAD AND NECK CANCER WHERE IT IS SHOWN TO BE IN THE PUBLIC INTEREST AND TO PUBLISH ALL OF THE USEFUL RESULTS INTO THE PUBLIC DOMAIN;
14. LIAISING WITH SIMILAR GROUPS NATIONALLY AND INTERNATIONALLY TO FURTHER THE AIMS LISTED ABOVE; AND
15. SUCH OTHER MEANS AS THE TRUSTEES DEEM APPROPRIATE.

NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE IN ACCORDANCE WITH [SECTION 7 OF THE CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005] AND [SECTION 2 OF THE CHARITIES ACT (NORTHERN IRELAND) 2008].

Activities: To preserve and protect good health of patients who have been diagnosed with Head and Neck Cancer and their relatives. To provide a wide range of practical, social and emotional support. Reduce the impact of isolation by organising social events. Assist people to understand and adapt to changes in lifestyle. Provide mentoring and regular 'drop in' services. Use a variety of methods to fundraise.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** IN SURREY, WEST SUSSEX, EAST HAMPSHIRE, SOUTH MIDDLESEX
- Hampshire
- Hounslow
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£8,809	£3,577	-	-
2024-04-05	£5,198	£821	-	-
2023-04-05	£1,644	£3,034	-	-
2022-04-05	£2,264	£958	-	-
2021-04-05	£1,796	£212	-	-

Trustees

Name	Role	Appointed
LISA PITKIN	Chair	2019-09-15
KATIE WOOD		2019-09-15

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales - Charity number 1183497

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6/4/24
date

Period start date To 5/4/25

Period end

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 support, education and information to those affected by Head & Neck cancer
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 group meetings. Helping people to adapt their lifestyle and the lifestyle of their family to changes brought about by the disease Providing a website with useful information and an outline of forthcoming activities Raising awareness of this disease amongst the general public Fundraising for social support and events
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	Invaluable varied contributions made by volunteers, organising and running monthly groups. Researching and providing suitable professional speakers. Advertising and recruiting members. Running and maintaining an informative 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 research into current situations into the medical research field and obtaining speakers giving an opportunity for members to get involved Further development of the website that enables members to communicate at planned meetings and events Enabling members to make contact and get support from other members who are experiencing similar difficulties with everyday life

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	A very varied series of both informal and formal lectures, 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		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's current resources from donations and fundraising events are sufficient to ensure the current outgoings
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charities policy on reserves is to generate and maintain a balance with is sufficient to preserve the viability of the charity in the event that unforeseen circumstances precipitate a fall in its income. in addition to enable the charity in meeting its objectives to undertake from time to time the setting up of new and innovative projects on a pilot basis
Amount of reserves held	Para 1.22	5000.00
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	There are no funds that are materially in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns regarding he 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 charity's principle source of funds are donations and fund raising activities
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not have an investment policy or social investment policy at present
A description of the principal risks facing the charity	Para 1.46	Difficulty in engaging further volunteers to assist and organise the group, impacting on our ability to recruit new members.
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 and 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 Chancers
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	Lisa Pitkin		Whole Year	
2	Katie Wood		Whole Year	
3	Patrick Chapman		Whole Year	
4	Janet Humphries		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

14/10/2025

ABOUT THE EXCEL CASH BOOK EASY

This Excel workbook has been developed by Sarah Booyesen 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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<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](#)

shbook Easy

QUICK START TIPS

1 Example Page

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 Data Entry

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 Profit and Loss Report

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 Tips for Printing

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 Formatting the Cashbook

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 Formatting the Cashbook

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 Reports Custom Views

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

January

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

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

MONEY IN

Income				
Club Fees	Fund Raising	Government Grants	Bank Interest Received	Total Money In
200.00	800.00	500.00	2.00	1,502.00
	800.00			800.00
100.00				100.00
				0.00
				0.00
				0.00
				0.00
100.00				100.00
			2.00	2.00
				0.00
				0.00
				0.00
		500.00		500.00

Indicates helpful information

MONEY OUT

Expenses						Total Money Out	BANK BALANCE	R	
Bank Charges	Office Rent	Phone	Printing and Stationery	Vehicle Expenses	Games Supplies				
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 the

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 April, type
also rename the tab names for each monthly worksheet along the bottom of this Cashbox
automatically in Excel without VBA coding - I have left VBA coding out of this Cashbox
Excel Help Centre. You can also change the year which is

rough 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

Details				
Date	Payment Type	Name	Descripton	Ref

Type your headers into the green boxes titled Account 1, Account 2 and so on. You can rename them if you wish.

Income							
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

April 21-March 22

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
20-May-21		Miles Weston Gift		
16-Jun-21		Transfer in from original S.C. Account		
20-Sep-21		Deposit Cranleigh School Fair		
21-Sep-21		Just Giving Charity Walk (Lucy)		
27-Sep-21		Sum Up Machine		
28-Sep-21		Just Giving (Lucy)		
1-Oct-21		Gift to NALC		
4-Oct-21		Careprint Leaflets		
4-Oct-22		Just Giving (Lucy)		
7-Oct-22		Tea Room (Members Walk)		
20-Oct-21		Sum up Donation		
1-Nov-21		Just Giving (Lucy)		
11-Nov-21		Sum Up donation		
8-Nov-21		Xmas Fair Cranleigh		
8-Nov-21		Ink Cartridge Invitations		
8-Nov-21		Xmas Fair Cranleigh		
9-Nov-21		Postage		
4-Nov-21		Xmas Fair Cranleigh		
13-Dec-21		GHSC Xmas Party		
13-Dec-21		Xmas Party fundraising		
18-Jan-22		Computer Van		
2-Feb-22		Deposit Masonic Lodge Closing Down (Margaret)		
CLOSING BANK BALANCE ROW				

Excel Cashbook Easy

MONEY IN				Total Money In
Income				
Xmas Party	Donations	Fundraising	Transfers	
0.00	1,250.00	1,010.88	3,000.00	5,260.88
				0.00
			3,000.00	3,000.00
				0.00
		214.22		214.22
				0.00
		180.08		180.08
				0.00
				0.00
		221.65		221.65
				0.00
		3.92		3.92
		15.53		15.53
		3.44		3.44
		71.76		71.76
				0.00
		229.00		229.00
				0.00
		12.28		12.28
				0.00
		59.00		59.00
				0.00
	1,250.00			1,250.00
				0.00

MONEY OUT				
				Total Money Out
Overheads & Equipment	Catering	Printing & Postage	Gifts	
175.99	116.95	99.83	565.00	957.77
			65.00	65.00
				0.00
20.00				20.00
				0.00
35.99				35.99
				0.00
			500.00	500.00
		58.52		58.52
				0.00
	26.95			26.95
				0.00
				0.00
				0.00
				0.00
		20.91		20.91
				0.00
		20.40		20.40
				0.00
	90.00			90.00
				0.00
120.00				120.00
				0.00
				0.00

BANK BALANCE	R	
3,521.78	Opening Bank Balance	
3,456.78		
6,456.78		
6,436.78		
6,651.00		
6,615.01		
6,795.09		
6,295.09		
6,236.57		
6,458.22		
6,431.27		
6,435.19		
6,450.72		
6,454.16		
6,525.92		
6,505.01		
6,734.01		
6,713.61		
6,725.89		
6,635.89		
6,694.89		
6,574.89		
7,824.89		
7,824.89		
7,824.89	Closing Bank Balance	

S.C. Head & Neck Charity Account

April 22 - March 23

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
11-May-23		Stamps		
16-May-23		(Mary) Just Giving donation		
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		
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		
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)		
11-Jan-23		Katie Woods School Fair		
11-Jan-23		Panto tickets sold		
11-Jan-23		Sweets bought panto		
11-Jan-23		Xmas Party		
11-Jan-23		Xmas Fair Cranleigh		
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				

Excel Cashbook Easy

MONEY IN				
Income				
Xmas Party	Donations	Fundraising	Transfers	Income Account 5
155.00	566.57	922.23	0.00	0.00
	410.22			
	107.50			
		39.31		
	48.85			
		525.81		
		240.00		
155.00				
		117.11		

		Total Money In	MONEY OUT						Total Money Out	BANK BALANCE
Income Account 6	Income Account 7		Overheads	Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6		
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!

R	
Opening Bank Balance	
Closing Bank Balance	

S.C Head & Neck Charity Account

April 2024 - March 2025

Details				
Date	Payment Type	Name	Description	Ref
DO NOT DELETE THIS TOTALS ROW				
10-Apr-24		Shalford V. Hall	Hall Hire	
22-Apr-24		Just Giving	Donations	
1-May-24		Donation		
13-May-24		Simon Fraser Leaflet	Design	
16-May-24		Ramster House visit (Sandra)		
6-Jun-24		Careprint		
13-Jun-24		Simon Fraser Design		
13-Jun-24		Shalford hall Hire		
24-Jun-24		Bouquet Immaculate		
24-Jun-24		Sainsburys Quiz food (Sandra)		
24-Jun-24		Quiz Provisions (Sandra)		
24-Jun-24		Napkins Garden party		
24-Jun-24		J Humphries Stamps		
24-Jun-24		David Morton computer Services		
24-Jun-25		Garden Party costs (Janet)		
1-Jul-24		Fundrasing Garden Party		
2-Jul-24		Charlie & Jorge Music G.P		
4-Jul-24		Fundrasing Garden Pty		
5-Jul-24		Garden Party costs (Janet)		
22-Jul-24		Just Giving Marathon		
29-Jul-24		Just Giving Marathon		
12-Aug-24		Just Giving Marathon		
19-Aug-24		Simon Fraser Graphics marathon/leaflets		
20-Aug-24		Just Giving Marathon		
22-Aug-24		J M Humphries (See Invoice) G.P.		
27-Aug-24		Just Giving Marathon		
3-Sep-24		Just Giving Marathon		
9-Sep-24		Just Giving Marathon		
11-Sep-24		Food for Marathon Reception		
16-Sep-24		just Giving Marathon		
20-Sep-24		Shalford Vill Hall Hire		
23-Sep-24		Just Giving Marathon		
29-Sep-24		Simon Fraser Coffee morn leaflets		
30-Sep-24		Just Giving Marathon		
1-Oct-24		Xmass stall products (Jan)		
1-Oct-24		Sandra Xmas Chocs		
15-Oct-24		Simon Fraser Leaflets (Coffee Morning?)		
11-Nov-24		Xmas Stall Collection		
23-Oct-24		Xmas stall (Lucy)		
24-Oct-24		Shalford Vill hall Hire		
11-Nov-24		Xmas Stall Chutney		
12-Nov-24		Cashbook/printing paper		
22-Nov-24		Charity Foundation (Immaculate)		
22-Nov-24		Xmas stall		
25-Nov-24		Donation		
25-Nov-24		Donation (Guillani)		
25-Nov-24		Xmas Stall		
24-Nov-25		Sandra cake for Shalford		
25-Nov-24		Just Giving Subs		
26-Nov-24		Just Giving Fees		
3-Dec-24		School Collection		
3-Dec-24		Patrick Xmas Cards		
3-Dec-24		UK 2 Website		
10-Dec-24		Simon Fraser Coffee morn leaflets		
16-Dec-24		xmas stall		
19-Dec-24		Xmas Party Food (Surplus etc)		
19-Dec-24		Jan Humphries Party Food		
23-Dec-24		Xmas Party Just Giving		
27-Dec-24		Just Giving Subs		
27-Dec-24		Xmas Stall		
8-Jan-25		Xmas Party Raffle		
27-Jan-25		Donation		
27-Jan-25		Just Giving Subs		
12-Feb-25		Gift Aid Reclaim		
19-Feb-25		David Morton Computers		
19-Feb-25		Lucy Gift		

Excel Cashbook Easy

MONEY IN					MONEY OUT						BANK BALANCE	R
Income				Total In	Money In	Overheads	Catering & Outings	Printing & Postage	Gifts	Purchases		
Xmas party	Donations	Fundraising	Transfers									
384.52	2,247.08	6,177.60	0.00	8,809.20	1,220.49	856.66	923.12	143.95	432.39	3,576.61	13,104.50	Opening Bank Balance
				0.00	309.00					309.00	12,795.50	
		490.30		490.30						0.00	13,285.80	
	20.00			20.00						0.00	13,305.80	
				0.00			70.00			70.00	13,235.80	
				0.00		36.00				36.00	13,199.80	
				0.00			48.07			48.07	13,151.73	
				0.00			115.24			115.24	13,036.49	
				0.00	28.60					28.60	13,007.89	
				0.00				15.00		15.00	12,992.89	
				0.00		24.55				24.55	12,968.34	
				0.00		20.00				20.00	12,948.34	
				0.00		13.20				13.20	12,935.14	
				0.00			13.60			13.60	12,921.54	
				0.00	125.00					125.00	12,796.54	
				0.00		39.55				39.55	12,756.99	
		68.27		68.27						0.00	12,825.26	
				0.00				50.00		50.00	12,775.26	
		654.00		654.00						0.00	13,429.26	
				0.00			370.50			370.50	13,058.76	
		357.03		357.03						0.00	13,415.79	
		24.12		24.12						0.00	13,439.91	
		272.87		272.87						0.00	13,712.78	
				0.00			171.16			171.16	13,541.62	
		1,249.09		1,249.09						0.00	14,790.71	
				0.00		127.00				127.00	14,663.71	
		106.90		106.90						0.00	14,770.61	
		130.63		130.63						0.00	14,901.24	
		965.15		965.15						0.00	15,866.39	
				0.00		120.86				120.86	15,745.53	
		642.95		642.95						0.00	16,388.48	
				0.00	70.00					70.00	16,318.48	
		77.57		77.57						0.00	16,396.05	
				0.00			75.22			75.22	16,320.83	
		43.54		43.54						0.00	16,364.37	
				0.00					37.00	37.00	16,327.37	
				0.00				22.45		22.45	16,304.92	
				0.00			295.08			295.08	16,009.84	
		278.43		278.43						0.00	16,288.27	
				0.00					40.33	40.33	16,247.94	
				0.00	128.70					128.70	16,119.24	
				0.00					25.16	25.16	16,094.08	
				0.00			20.97			20.97	16,073.11	
	1,000.00			1,000.00						0.00	17,073.11	
		32.69		32.69						0.00	17,105.80	
		10.00		10.00						0.00	17,115.80	
		10.00		10.00						0.00	17,125.80	
		20.00		20.00						0.00	17,145.80	
				0.00		7.80				7.80	17,138.00	
				0.00	18.00					18.00	17,120.00	
		53.35		53.35						0.00	17,173.35	
		637.62		637.62						0.00	17,810.97	
				0.00					329.90	329.90	17,481.07	
				0.00	323.39					323.39	17,157.68	
				0.00			113.78			113.78	17,043.90	
		53.09		53.09						0.00	17,096.99	
				0.00		44.75				44.75	17,052.24	
				0.00		52.45				52.45	16,999.79	
24.22				24.22						0.00	17,024.01	
				0.00	18.00					18.00	17,006.01	
	20.00			20.00						0.00	17,026.01	
360.30				360.30						0.00	17,386.31	
	20.00			20.00						0.00	17,406.31	
				0.00						18.00	17,388.31	
	1,147.08			1,147.08						0.00	18,535.39	
				0.00	60.00					60.00	18,475.39	
				0.00				50.00		50.00	18,425.39	

25-Feb-25	Donation (Guillani)			10.00			10.00					0.00	18,435.39	
25-Feb-25	Donation			10.00			10.00					0.00	18,445.39	
25-Feb-25	Just Giving Subs						0.00	18.00				18.00	18,427.39	
3-May-25	Lucy leaving card						0.00				6.50	6.50	18,420.89	
24-May-02	Vill hall Hire						0.00	85.80				85.80	18,335.09	
25-Mar-25	Just Giving Subs						0.00	18.00				18.00	18,317.09	
26-Mar-25	Donation			10.00			10.00					0.00	18,327.09	
26-Mar-25	Donation			10.00			10.00					0.00	18,337.09	
													18,337.09	Closing Bank Balance
SING BANK BALANCE ROW														



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September 2022

10/10/2013

[illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

December 2022

[illegible][illegible]

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**FINAL BALANCE FOR
THE YEAR**

START A NEW CASHBOOK FOR THE NEW FINANCIAL YEAR

Excel Cashbook Easy

2022

[illegible]

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.	

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales - Charity number 1183497

Accounts

ABOUT THE EXCEL CASH BOOK EASY

This Excel workbook has been developed by Sarah Booyesen 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

Try Before Buy Sample : Free

Full Template: USD7.99

[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](#)

shbook Easy

QUICK START TIPS

1 Example Page

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 Data Entry

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 unresented checks/cheques.

5 Profit and Loss Report

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 Tips for Printing

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 Formatting the Cashbook

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 Formatting the Cashbook

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 Reports Custom Views

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

January

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

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

MONEY IN

Income				
Club Fees	Fund Raising	Government Grants	Bank Interest Received	Total Money In
200.00	800.00	500.00	2.00	1,502.00
	800.00			800.00
100.00				100.00
				0.00
				0.00
				0.00
				0.00
100.00				100.00
			2.00	2.00
				0.00
				0.00
				0.00
		500.00		500.00

s indictes helpful information

MONEY OUT

Expenses						Total Money Out	BANK BALANCE	R	
Bank Charges	Office Rent	Phone	Printing and Stationery	Vehicle Expenses	Games Supplies				
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 the

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 April, type also rename the tab names for each monthly worksheet along the bottom of this Cashbox automatically in Excel without VBA coding - I have left VBA coding out of this Cashbox for the Excel Help Centre. You can also change the year which is

rough 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

Details				
Date	Payment Type	Name	Descripton	Ref

Type your headers into the green boxes titled Account 1, Account 2 and so on. You can rename them if you wish.

Income							
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

April 21-March 22

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
20-May-21		Miles Weston Gift		
16-Jun-21		Transfer in from original S.C. Account		
20-Sep-21		Deposit Cranleigh School Fair		
21-Sep-21		Just Giving Charity Walk (Lucy)		
27-Sep-21		Sum Up Machine		
28-Sep-21		Just Giving (Lucy)		
1-Oct-21		Gift to NALC		
4-Oct-21		Careprint Leaflets		
4-Oct-22		Just Giving (Lucy)		
7-Oct-22		Tea Room (Members Walk)		
20-Oct-21		Sum up Donation		
1-Nov-21		Just Giving (Lucy)		
11-Nov-21		Sum Up donation		
8-Nov-21		Xmas Fair Cranleigh		
8-Nov-21		Ink Cartridge Invitations		
8-Nov-21		Xmas Fair Cranleigh		
9-Nov-21		Postage		
4-Nov-21		Xmas Fair Cranleigh		
13-Dec-21		GHSC Xmas Party		
13-Dec-21		Xmas Party fundraising		
18-Jan-22		Computer Van		
2-Feb-22		Deposit Masonic Lodge Closing Down (Margaret)		
CLOSING BANK BALANCE ROW				

Excel Cashbook Easy

MONEY IN				Total Money In
Income				
Xmas Party	Donations	Fundraising	Transfers	
0.00	1,250.00	1,010.88	3,000.00	5,260.88
				0.00
			3,000.00	3,000.00
				0.00
		214.22		214.22
				0.00
		180.08		180.08
				0.00
				0.00
		221.65		221.65
				0.00
		3.92		3.92
		15.53		15.53
		3.44		3.44
		71.76		71.76
				0.00
		229.00		229.00
				0.00
		12.28		12.28
				0.00
		59.00		59.00
				0.00
	1,250.00			1,250.00
				0.00

MONEY OUT				
				Total Money Out
Overheads & Equipment	Catering	Printing & Postage	Gifts	
175.99	116.95	99.83	565.00	957.77
			65.00	65.00
				0.00
20.00				20.00
				0.00
35.99				35.99
				0.00
			500.00	500.00
		58.52		58.52
				0.00
	26.95			26.95
				0.00
				0.00
				0.00
				0.00
		20.91		20.91
				0.00
		20.40		20.40
				0.00
	90.00			90.00
				0.00
120.00				120.00
				0.00
				0.00

BANK BALANCE	R	
3,521.78	Opening Bank Balance	
3,456.78		
6,456.78		
6,436.78		
6,651.00		
6,615.01		
6,795.09		
6,295.09		
6,236.57		
6,458.22		
6,431.27		
6,435.19		
6,450.72		
6,454.16		
6,525.92		
6,505.01		
6,734.01		
6,713.61		
6,725.89		
6,635.89		
6,694.89		
6,574.89		
7,824.89		
7,824.89		
7,824.89	Closing Bank Balance	

S.C. Head & Neck Charity Account

April 22 - March 23

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
11-May-23		Stamps		
16-May-23		(Mary) Just Giving donation		
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		
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		
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)		
11-Jan-23		Katie Woods School Fair		
11-Jan-23		Panto tickets sold		
11-Jan-23		Sweets bought panto		
11-Jan-23		Xmas Party		
11-Jan-23		Xmas Fair Cranleigh		
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				

Excel Cashbook Easy

MONEY IN				
Income				
Xmas Party	Donations	Fundraising	Transfers	Income Account 5
155.00	566.57	922.23	0.00	0.00
	410.22			
	107.50			
		39.31		
	48.85			
		525.81		
		240.00		
155.00				
		117.11		

		Total Money In	MONEY OUT						Total Money Out	BANK BALANCE
Income Account 6	Income Account 7		Overheads	Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6		
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!

R	

Ending Bank Balance

ng Bank Balance

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S.C. HEAD & NECK CHARITY ACCOUNT

APRIL 23 - MARCH 24

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

Excel Cashbook Easy

MONEY IN					
Income				Total Money	
Xmas Party	Donations	Fundrasing	Transfers		Overheads
80.67	4,376.43	740.87	2,292.02	5,197.97	188.00
				0.00	50.00
				0.00	
				0.00	
				0.00	
			2,292.02	2,292.02	
				0.00	
	25.00			25.00	
		69.00		69.00	
				0.00	
	21.50			21.50	
				0.00	
				0.00	
				0.00	
	1,800.00			1,800.00	
				0.00	
				0.00	
				0.00	
				0.00	
		671.87		671.87	
				0.00	
				0.00	138.00
				0.00	
				0.00	
				0.00	
				0.00	
80.67				80.67	
				0.00	
	19.93			19.93	
	10.00			10.00	
	1,000.00			1,000.00	
				0.00	
	1,500.00			1,500.00	

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

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

December 2022

December

2022

[illegible]

MONEY IN

[illegible]

[illegible][illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

**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	0.00	0.00	0.00	0.00	0.00	0.00	80.67	0.00	0.00	0.00	235.67
Income Account 2	1,250.00	566.57	0.00	0.00	0.00	0.00	0.00	0.00	4,376.43	0.00	0.00	0.00	6,193.00
Income Account 3	1,010.88	922.23	0.00	0.00	0.00	0.00	0.00	0.00	740.87	0.00	0.00	0.00	2,673.98
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	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Income Account 6	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Income Account 7	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Total Income	#NAME?	1,643.80	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Gross Profit	#NAME?	1,643.80	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expenses													
Expense Account 1	175.99	1,187.50	0.00	0.00	0.00	0.00	0.00	0.00	188.00	0.00	0.00	0.00	1,551.49
Expense Account 2	116.95	1,290.32	0.00	0.00	0.00	0.00	0.00	0.00	268.64	0.00	0.00	0.00	1,675.91
Expense Account 3	99.83	513.76	0.00	0.00	0.00	0.00	0.00	0.00	94.17	0.00	0.00	0.00	707.76
Expense Account 4	565.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	269.79	0.00	0.00	0.00	876.79
Expense Account 5	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?
Expense Account 6	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?
Expense Account 7	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 8	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 9	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 10	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 11	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 12	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 13	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 14	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 15	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 16	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 17	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 18	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 19	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Expense Account 20	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Total Expenses	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
Net Profit/(Loss)	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?
(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 Professional 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)	#NAME?	#NAME?	0.00	0.00	0.00	0.00	0.00	0.00	#NAME?	0.00	0.00	0.00	#NAME?

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.	

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales - Charity number 1183497

Accounts

ABOUT THE EXCEL CASH BOOK EASY

This Excel workbook has been developed by Sarah Booyesen 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

Try Before Buy Sample : Free

Full Template: USD7.99

[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](#)

shbook Easy

QUICK START TIPS

1 Example Page

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 Data Entry

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 unrepresented checks/cheques.

5 Profit and Loss Report

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 Tips for Printing

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 Formatting the Cashbook

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 Formatting the Cashbook

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 Reports Custom Views

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

January

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

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

MONEY IN

Income				
Club Fees	Fund Raising	Government Grants	Bank Interest Received	Total Money In
200.00	800.00	500.00	2.00	1,502.00
	800.00			800.00
100.00				100.00
				0.00
				0.00
				0.00
				0.00
100.00				100.00
			2.00	2.00
				0.00
				0.00
				0.00
		500.00		500.00

s indictes helpful information

MONEY OUT

Expenses						Total Money Out	BANK BALANCE	R	
Bank Charges	Office Rent	Phone	Printing and Stationery	Vehicle Expenses	Games Supplies				
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 th

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 Cashbo
Excel Help Centre. You can also change the year which i

rough 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

Details				
Date	Payment Type	Name	Descripton	Ref

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

Income							
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

April 21-March 22

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
20-May-21		Miles Weston Gift		
16-Jun-21		Transfer in from original S.C. Account		
20-Sep-21		Deposit Cranleigh School Fair		
21-Sep-21		Just Giving Charity Walk (Lucy)		
27-Sep-21		Sum Up Machine		
28-Sep-21		Just Giving (Lucy)		
1-Oct-21		Gift to NALC		
4-Oct-21		Careprint Leaflets		
4-Oct-22		Just Giving (Lucy)		
7-Oct-22		Tea Room (Members Walk)		
20-Oct-21		Sum up Donation		
1-Nov-21		Just Giving (Lucy)		
11-Nov-21		Sum Up donation		
8-Nov-21		Xmas Fair Cranleigh		
8-Nov-21		Ink Cartridge Invitations		
8-Nov-21		Xmas Fair Cranleigh		
9-Nov-21		Postage		
4-Nov-21		Xmas Fair Cranleigh		
13-Dec-21		GHSC Xmas Party		
13-Dec-21		Xmas Party fundraising		
18-Jan-22		Computer Van		
2-Feb-22		Deposit Masonic Lodge Closing Down (Margaret)		
CLOSING BANK BALANCE ROW				

Excel Cashbook Easy

MONEY IN				
Income				Total Money In
Xmas Party	Donations	Fundraising	Transfers	
0.00	1,250.00	1,010.88	3,000.00	5,260.88
				0.00
			3,000.00	3,000.00
				0.00
		214.22		214.22
				0.00
		180.08		180.08
				0.00
				0.00
		221.65		221.65
				0.00
		3.92		3.92
		15.53		15.53
		3.44		3.44
		71.76		71.76
				0.00
		229.00		229.00
				0.00
		12.28		12.28
				0.00
		59.00		59.00
				0.00
	1,250.00			1,250.00
				0.00

MONEY OUT							
				Total Money Out	BANK BALANCE		
Overheads & Equipment	Catering	Printing & Postage	Gifts			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

April 22 - March 23

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
11-May-23		Stamps		
16-May-23		(Mary) Just Giving donation		
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		
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		
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)		
11-Jan-23		Katie Woods School Fair		
11-Jan-23		Panto tickets sold		
11-Jan-23		Sweets bought panto		
11-Jan-23		Xmas Party		
11-Jan-23		Xmas Fair Cranleigh		
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				

Excel Cashbook Easy

MONEY IN				
Income				
Xmas Party	Donations	Fundraising	Transfers	Income Account 5
155.00	566.57	922.23	0.00	0.00
	410.22			
	107.50			
		39.31		
	48.85			
		525.81		
		240.00		
155.00				
		117.11		

		Total Money In	MONEY OUT							BANK BALANCE
Income Account 6	Income Account 7		Overheads	Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6	Total Money Out	
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!

[illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

September 2022

[illegible][illegible][illegible][illegible]

November 2022

December 2022

December

2022

[illegible]

MONEY IN

[illegible]

[illegible][illegible]

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.	

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales - Charity number 1183497

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6/4/21
Period end date

Period start date To 5/4/22

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 a wide range of support to members, that is not provided by the NHS. This is for those affected by Head and Neck cancer, and is achieved by holding regular meeting and social events.
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	Holding support group meetings in a variety of locations across Surrey Helping people to adapt to the lifestyle changes that apply to them and their family, which are caused by the disease and its treatment. This has been provided on both 1:1 and on a group basis Populating a website outlining activities and giving useful information. Raising awareness of the impact of Head and Neck cancer amongst the general public Fundraising for social events
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	Invaluable and variable contributions from volunteers. Organising and booking events, website planning and maintenance
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 development of a designated website that enables and encourages members to communicate with volunteers and other members at planned meetings and events Development and restructuring of the website email system to allow improved contact with members. Increasing the number of social events that allow members to interact with other members and volunteers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	A varied series of informal and formal events across Surrey have been provided in this time period
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Though modest the charity's current resources from donations and fund raising events are more than sufficient to meet its outgoings for at least the next year. All indications are that this will remain the case for the foreseeable future
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy on reserves is to generate and maintain a balance which is sufficient a) to preserve the financial viability of the charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income. b) to enable the charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on going basis. For these purposes the charity will endeavour to keep a reserve of one year's running costs
Amount of reserves held	Para 1.22	£2500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	The charity has no funds that are materially in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about 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 charity's principle source of funds are private donations and fundraising activities. It has not engaged in any specific applications for grants in the current year
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not have an investment policy or a social investment policy at present
A description of the principal risks facing the charity	Para 1.46	Difficulty in engaging further volunteers to assist in running and organising the group
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	CIO
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	Future Trustee selection from hospital staff involved in Head and Neck Cancer management. Or outside specialists by agreement of the Trustees and management committee

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	Training requirements would be assessed and planned at the time of appointment
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 Chancers
Registered charity number	

Charity's principal address	Lee Farm New Lane Sutton Green Guildford, Surrey 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	Lisa Pitkin		Whole Year	
2	Katie Wood		Whole Year	
3	Patrick Chapman		Whole Year	
4	Janet Humphries		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)

--	--

Full name(s)

--	--

Position (eg
Secretary, Chair, etc)

--	--

Date

--



CHARITY COMMISSION
FOR ENGLAND AND WALES

Secon Chance Head & Neck Charity Support Group

No (if any)

Receipts and payments accounts

For the period
from

Period start date
4/5/2021

To

Period end date
4/5/2022

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 £
A1 Receipts				
	5,261	-	-	5,261
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	5,261	-	-	5,261
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	5,261	-	-	5,261
A3 Payments				
Equipment	186	-	-	-
Catering	117	-	-	-
Printing & Postage	100	-	-	-
Gifts/Donations	565	-	-	565
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	958	-	-	958
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	958	-	-	958
Net of receipts/(payments)	4,303	-	-	4,303
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	3,522	-	-	3,522
Cash funds this year end	7,825	-	-	7,825

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	7,825	-
	(agree balances with receipts and payments account(s))	OK	OK

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

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

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

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

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

Signature	Print Name

CC16a



Last year
to the nearest £

-
-
-
-
-
-
-
-
-
-

-
-
-

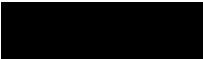
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-
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-
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-
-

-
-
-

-

4,293
-
3,522
-



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

**Date of
approval**

SECOND CHANCE HEAD AND NECK CANCER GROUP

England & Wales - Charity number 1183497

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6/4/20
5/4/21

Period start date To
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 a wide range of support not given by the NHS for those affected by Head and Neck Cancer, by holding actual and virtual meetings
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	Holding Actual (when permitted) and virtual meetings. Populating a website outlining activities, and giving useful information Helping people to adapt to the life style changes caused by the disease and its treatment Fundraising for social events
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	Para 1.38	Invaluable and variable contributions from volunteers. Website planning, organising for

volunteers		Covid needs
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 development of a resigned website that enables and encourages members to communicate with volunteers and any suggested events Maintaining cohesion of the group during the Covid pandemic Development of zoom meetings when socially distanced events and meetings no longer possible Development and restructuring of the website email system to allow improved contact with members

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	These were significantly impacted by the COVID 19 pandemic as a large number of our members were shielding. We developed a more informal style for our website with increased membership participation. We improved our email system that helped simplify communication with members. We endeavoured to maintain communication with members and the committee through the website, email and virtual meetings
Performance of fundraising activities against objectives set	Para 1.41	Fundraising activities curtailed due to Covid pandemic
		No investment income

Investment performance against objectives	Para 1.41	

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	Charity Incorporated Association
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	Future Trustee selection from hospital staff involved in Head & Neck Cancer management. Or outside specialists by agreement of Trustees and management committee

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	Training requirements would be assessed and planned at the time of appointment
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Networking since the Covid pandemic has lapsed. Prior to this the charity networked with other Head and Neck Cancer organisations
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Second Chance Head and Neck Cancer Group
Other name the charity uses	Second Chance
Registered charity number	
Charity's principal address	Lee Farm New Lane Sutton Green Guildford, Surrey 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	Lisa Pitkin		Whole year	
2	Katie Wood		Whole year	
3				
4				
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)

--	--

Full name(s)

--	--

**Position (eg
Secretary, Chair, etc)**

--	--

Date

--



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 05/04/2020	To	Period end date 05/04/2021
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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					
	1,760	-	-	1,760	-
	35	-	-	35	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,795	-	-	1,795	4,230
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,795	-	-	1,795	4,230
A3 Payments					
Hire of hall	60	-	-	60	-
Printing	120	-	-	120	-
Postage	31	-	-	31	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	211	-	-	211	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	211	-	-	211	-
Net of receipts/(payments)	1,584	-	-	1,584	4,230
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,813	-	-	5,813	-
Cash funds this year end	7,397	-	-	7,397	4,230

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				
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	7,397	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>Patrick Chapman</i>	PATRICK CHAPMAN	04/02/2022