



Men in Sheds (Goole)

Charity Number: 1184612

Annual Report For Year Ending 2024

Men in Sheds (Goole)
Old Bowling Green, Bartholomew Avenue, Goole,
East Yorkshire, DN14 6YN
Contact Number: 01405 761909
Charity Number: 1184612

Trustees' Annual Report

For the year ending 2024

The trustees have the pleasure of presenting their annual report together with the financial report for year ending 2024.

Reference and Administrative Information

Charity Name: Men in Sheds (Goole)

Charity Number: 1184612

Address: Men in Sheds
Old Bowling Green
Bartholomew Avenue
Goole
East Yorkshire
DN14 6YN

Current Trustees: Tony Glynn Burndred (Chair)
Jacky Crawford (Trustee)
Sid Gilroy-Simpson (Trustee)
Richard Paul Sugden (Trustee)
Alf Deakins (Trustee)
Peter Murray (Trustee)
Walter William Graham (Trustee)

All trustees were elected at the AGM 2023.

Structure, Governance and Management

Appointment of Trustees

Trustees are elected at the annual general meeting which this year was held in accordance with the Charity Commissions guidance.

Objectives and Activities

Purpose

For the benefit, the preservation and protection of good health among men aged 18 years and older, living in Goole and surrounding areas, including those who are retired, unemployed or have health problems, through the provision of facilities for hobbies, recreation or other leisure time occupations including practical interests, skills sharing, the learning of skills, and helping with community-based projects.

Project Summary for 2023-2024

This year has seen another period of growth and positive community impact for Men in Sheds (Goole). One of the standout achievements was the design and construction of a pagoda, proudly built by members in the centre of the old bowling green—a true showcase of teamwork, craftsmanship, and dedication.

Members also contributed to the wider community by producing bird boxes for local groups and crafting planters for the 'Incredible Edible' initiative, supporting sustainable growing spaces in the area.

Membership numbers increased significantly, with many new faces joining throughout the year. For some, the Shed became a vital space to connect with others, particularly those who might not otherwise have many opportunities to get out and socialise. The welcoming and supportive environment continues to bring together like-minded individuals, offering both practical activities and meaningful conversation.

Shed Accounting - made easy

A Men's Shed Cash Book and Receipts and Payments Account template

3 Step Set Up

Step 1

Required

Shed details

Your Shed Name	<input type="text" value="Men in Sheds (Goole)"/>	
Your Charity or CIO number	<input type="text" value="1184612"/>	
Accounting start date		<input type="text" value="01/04/2023"/>
Accounting end date	Period or year end	<input type="text" value="31/03/2024"/>
Bank and cash accounts	<input type="text" value="Current account"/>	
Optional	<input type="text"/>	
	<input type="text" value="Cash"/>	

Step 2

Optional

Account Analysis

Receipts

1	Membership fees	Annual subs and session fees
2	Donations	Usually unrestricted
3	Grants	Often restricted
4	Sales / event income	Trading income
5	Interest	Interest received
6	Other/Band Practice	Small receipts not fitting elsewhere
7	Sale of assets	and/or investments

Payments

1	Shed premises costs	Rent, light & heat etc.
2	Insurance	
3	Materials & consumables	Nails, screws, glue, wood
4	Small tools (<£25)	under £25 suggested
5	Repairs and refurbishment	To the Shed and/or equipment
6	Refreshments & cleaning	Tea, coffee and biscuits
7	Admin/Office costs	Printing, postage & stationery
8	Subscriptions	UKMSA Membership
9	Sundry	Small items not fitting elsewhere
10	Garden	Spare for your own use
11	Hand and power Tools (>£25)	These rows must only be used for fixed asset purchases
12	Workshop machines	

Step 3

only required

if applicable -->

Prior period figures

If this is your second or subsequent period complete the following.

Prior Period Accounting start date

01/04/2022

£

Receipts

Membership fees	113.00
Donations	309.19
Grants	2,391.79
Sales / event income	450.00
Interest	187.81
Other/Band Practice	60.00
Sale of assets	0.00
Total receipts for period ended	3,511.79

31/03/2023

Payments

Shed premises costs	843.00
Insurance	974.00
Materials & consumables	815.00
Small tools (<£25)	29.00
Repairs and refurbishment	573.00
Refreshments & cleaning	22.20
Admin/Office costs	372.00
Subscriptions	55.00
Sundry	23.00
Garden	584.00
Hand and power Tools (>£25)	59.99
Workshop machines	2,289.00
Total payments for period ended	6,639.19

31/03/2023

Surplus / (deficit) for prior period

-3,127.40

Current account balance at	31/03/2023	16,043.10
balance at	31/03/2023	0.00
Cash funds held at	31/03/2023	124.50
Total cash funds held at	31/03/2023	16,167.60
Restricted funds held at	31/03/2023	2,075.00
Unrestricted funds held at	31/03/2023	14,092.60
Total bank & cash funds held at	31/03/2022	19,295.00
Looks good		0.00



Men in Sheds (Goole)
Cash Book Receipts

For the period ended 31-Mar-24

Receipt to

Analysis codes: Reason why money came in - DO NOT ADD other "accounts" such as "petty cash"

Date	Who received from	Why received	Analysis Code	Restricted funds	Receipt to			Analysis codes: Reason why money came in - DO NOT ADD other "accounts" such as "petty cash"						
					Current account	0	Cash	1	2	3	4	5	6	7
								Membership fees	Donations	Grants	Sales / event income	Interest	Other/Band Practice	Sale of assets
28.04.2023	Delta Academies Trust	Electricity bills reimbursement	2		2,550.24				2,550.24					
28.04.2023	Sid	Band practice	2				10.00		10.00					
28.04.2024	Eion Begby	Membership	1				52.00	52.00						
31.04.2024	Donation	Sale of planters	2				50.00		50.00					
03.05.2023	Sid	Band practice	2				10.00		10.00					
05.05.2023	Mr A Deakins	Membership	1		52.00			52.00						
05.05.2023	Mr WWG Graham	Membership	1		52.00			52.00						
05.05.2023	RP Sugden	Membership	1		52.00			52.00						
05.05.2023	RP Sugden	Donation	2		18.00				18.00					
12.05.2023	Sid	Band practice	2				10.00		10.00					
12.05.2023	Pete Murphy	Membership	1				52.00	52.00						
17.05.2023	Donation	Sale of planters	2				42.00		42.00					
18.05.2023	Sid	Band practice	2				10.00		10.00					
22.05.2023	Donation	Sale of planters	2				12.00		12.00					
25.05.2023	Sid	Band practice	2				10.00		10.00					
27.05.2023	Sid	Band practice	2				10.00		10.00					
29.05.2023	Sid	Band practice	2				10.00		10.00					
31.05.2023	Sid	Band practice	2				10.00		10.00					
02.06.2023	Derek Turville	Membership	1				52.00	52.00						
02.06.2023	Donation	Sale of planters	2				30.00		30.00					
04.07.2023	Family of B.Roe via Puntons	Legacy donation	2		165.00				165.00					
21.07.2023	Sid	Band practice	2				10.00		10.00					
27.07.2023	John Abbey	Membership	1				36.00	36.00						
27.07.2023	Ryan Youngman	Membership	1				40.00	40.00						
01.08.2023	Donation	Planters	2				60.00		60.00					
04.08.2023	Various members of public	Open day donations	2				230.90		230.90					
21.08.2023	Sid	Band practice	2				30.00		30.00					
21.08.2023	Dawn	Membership	1				40.00	40.00						
29.08.2023	Tim	Membership	1				35.00	35.00						
29.09.2023	Sid	Band practice	2				20.00		20.00					
22.09.2023	Sid	Band practice	2				40.00		40.00					
29.09.2023	Open Day event	Donation	2		90.00				90.00					
11.10.2023	John Frost	Donation	2				2.00		2.00					
11.10.2023	Kevin Rack	Trugs	2				25.00		25.00					
11.10.2023	Sid	Donation	2				5.00		5.00					
16.10.2023	Sid	Band practice	2				10.00		10.00					
11.10.2023	Wright Good Festival 2023	Donation - Bar box	2				48.00		48.00					
31.10.2023	Transfer between accounts	Cash transfer	6		47.95		-47.95						0.00	
31.10.2023	Boothferry Lodge (Freemasons)	Donation	2		100.00				100.00					
03.11.2023	Wright Good Festival 2023	Donation	2		1,000.00				1,000.00					
06.11.2023	Kim (flower shop)	Donation	2				20.00		20.00					
08.11.2023	John	Donation	2				30.00		30.00					

[illegible]

[illegible]



Men in Sheds (Goole)
Cash Book Payments

For the period ended 31-Mar-24

			Payment From			Analysis codes: Reason why money went out -DO NOT ADD other "accounts" such as "petty cash"													
						1	2	3	4	5	6	7	8	9	10	11	12		
Date	Who paid to	Why paid	Analysis Code	Restricted funds	Current account	0	Cash	Shed premises costs	Insurance	Materials & consumables	Small tools (<£25)	Repairs and refurbishment	Refreshments & cleaning	Admin/Office costs	Subscriptions	Sundry	Garden	Hand and power Tools (>£25)	Workshop machines
21.04.23	Voluntary Action Sheffield	Accounts (20-21)	7		504.00									504.00					
25.04.23	Kennings Building Supplies	Invoice details missing	3		110.70														
02.06.23	M. Ladbrook Ltd	Insurance	2		1,048.90				1,048.90	110.70									
09.06.23	East Riding of Yorks Council	Rates	9		4.25											4.25			
09.06.23	Kennings Building Supplies	Timber	5		60.48							60.48							
15.06.23	Kennings Building Supplies	Building supplies	5		833.29							833.29							
20.07.23	Mrs MA Gadd	Centre Lathe (for metal)	12		2,300.00														2,300.00
14.08.23	Phoenix Accounts	Accounts (21-22)	7		210.00									210.00					
14.08.23	Kennings Building Supplies	Timber & fixings etc	5		185.69							185.69							
14.08.23	Kennings Building Supplies	Timber for festival bar	3		172.80					172.80									
10.11.23	Kennings Building Supplies	Garden hose	10		13.20												13.20		
10.11.23	Kennings Building Supplies	Building supplies	5		516.60							516.60							
08.12.23	Kennings Building Supplies	Building supplies	5		512.27							512.27							
13.12.23	Complete Fire Solutions	Fire extinguisher certificate	1		107.81			107.81											
12.01.23	Phoenix Accounts	Accounts ending March '23	7		210.00									210.00					
12.01.23	Kennings Building Supplies	Paint & Insulation	5		80.94							80.94							
12.01.23	Kennings Building Supplies	Led Pen light	4		5.99						5.99								
03.04.23	Screwfix	Tarpaulin	3				22.99			22.99									
11.04.23	Johnny	Vacuum cleaners	12				40.00												40.00
26.04.23	Post Office	Mobile Phone top-up	7				10.00							10.00					
03.05.23	B&Q	Orbital Sander	11				30.00											30.00	
03.05.23	Toolstation	Sanding discs	3				11.36			11.36									
03.05.23	Rawcliffe Road	Petrol for mower	10				8.99										8.99		
23.05.23	Morrisons	Refreshments etc for Alliance Mee	6				84.05						84.05						
20.05.23	Rawcliffe Road	Petrol for mower	10				7.88										7.88		
27.05.23	Morrisons	Mobile Phone top-up	7				10.00							10.00					
30.05.23	Yes	Mower belts	10				18.48										18.48		
02.06.23	Tesco	Paint (dark oak)	5				20.00					20.00							
04.05.23	B&Q	Teak oil & white spirit	3				22.50			22.50									
26.06.23	Post Office	Mobile Phone top-up	7				10.00							10.00					
14.06.23	B&Q	Fence life	10				48.00										48.00		
17.07.23	B&Q	Mop & spray	6				35.95						35.95						
17.07.23	B&Q	Door fittings	5				26.37					26.37							
12.07.23	Spar	Diesel	9				20.04									20.04			
30.06.23	Rawcliffe Road	Petrol for mower	10				8.00										8.00		
19.07.23	Post Office	Postage	7				6.85							6.85					
10.07.23	Marina's court flower shop	Plants for open day	10				40.00										40.00		
07.07.23	Rawcliffe Road	Diesel	9				20.00									20.00			
27.07.23	Morrisons	Mobile Phone top-up	7				10.00							10.00					
01.08.23	Screwfix	Wire wheel & degreaser	5				20.94					20.94							
01.08.23	Screwfix	Screws	3				52.98			52.98									
04.08.23	Screwfix	Broom handle & tarp	3				22.97			22.97									
04.09.23	Auto Tecnica	Lathe transport	9				243.00									243.00			
19.07.23	Post Office	postage for accounts	7				6.85							6.85					
25.08.23	Post Office	Mobile Phone top-up	7				10.00							10.00					
05.09.23	Argos	EE broadband simcard	7				50.00							50.00					
22.09.23	B&Q	Weedkiller!!!! Wtf	10				16.95										16.95		
12.09.23	MKM	Sand & cement	5				12.92					12.92							
22.09.23	Kennings Building Supplies	Building sand	5				5.56					5.56							
29.09.23	B&Q	Fence life	5				18.00					18.00							
29.09.23	Morrisons	Mobile Phone top-up	7				10.00							10.00					
09.10.23	East Coast Sales	Safety Helmet	9				7.80									7.80			
16.10.23	Morrisons	Batteries	3				7.50			7.50									
01.11.23	Lidl	Sanding discs	3				19.96			19.96									
01.11.23	no receipt	Petrol for mower	9				10.00									10.00			
06.10.23	Toolstation	Overflow pipe & fittings	5				7.38					7.38							

[illegible]



Current account summary				£
Opening Balance	as at	01/04/2023		16,043.10
Receipts and net transfers				4,564.16
Payments				-7,902.44
Closing Balance	as at	31/03/2024		<u>12,704.82</u>

Bank Reconciliation				£
Balance per Bank Statement	on	31/03/2024		<div>12,704.82</div>
Add	Date	Payee / details	Slip ref	£
				0.00
Less	Date	Payee / details	Chq No.	£
				0.00
Reconciled balance				<u>12,704.82</u>
Difference				<u>0.00</u>

summary		£
Opening Balance		0.00
Net transfers from/(to) current account and other receipts (interest received)		0.00
Payments		0.00
Closing Balance		<u>0.00</u>

Cash summary		£
Opening cash held		124.50
Unbanked cash receipts		1,405.97
Cash payments		-1,530.47
Closing cash held		<u>0.00</u>

Cash counted by	<div>name of cash counter</div>	On	<div>date</div>	£	<div></div>
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		Quantity	Optional Unit cost £	Optional Total cost £	Optional Unit value £	Required Total value £
Buildings						
1				0.00		0.00
2				0.00		0.00
3				0.00		0.00
4				0.00		0.00
5				0.00		0.00
				0.00		0.00
Large items of machinery						
1				0.00		0.00
2				0.00		0.00
3				0.00		0.00
4				0.00		0.00
5				0.00		0.00
6				0.00		0.00
7				0.00		0.00
8				0.00		0.00
9				0.00		0.00
10				0.00		0.00
				0.00		0.00
Power tools						
1	Drills			0.00		0.00
2	Sanders			0.00		0.00
3	Bench saws			0.00		0.00
4	Planers			0.00		0.00
5	Routers			0.00		0.00
6	Multi-tools			0.00		0.00
7	Glue and heat guns			0.00		0.00
8				0.00		0.00
9				0.00		0.00
10				0.00		0.00
				0.00		0.00
Hand tools						
1	Hand saws			0.00		0.00
2	Hammers			0.00		0.00
3	Chisels & other woodwork tools			0.00		0.00
4	Screwdrivers and hex keys			0.00		0.00
5	Pliers			0.00		0.00
6	Boxed tool kits (tool sets)			0.00		0.00
7	Files			0.00		0.00
8	Clamps			0.00		0.00
9	Levels, tapes, measuring and marking tools			0.00		0.00
10	Other hand tools			0.00		0.00
				0.00		0.00

Other assets						
1	Workbenches			0.00		0.00
2	Racking and shelves			0.00		0.00
3	Space heater			0.00		0.00
4	Fridge, kettle, mugs etc.			0.00		0.00
5				0.00		0.00
6				0.00		0.00
7				0.00		0.00
8				0.00		0.00
9				0.00		0.00
10				0.00		0.00
				<u>0.00</u>		<u>0.00</u>
Total cost and value				<u>0.00</u>		<u>0.00</u>



Men in Sheds (Goole)

1184612

WARNING DO NOT FILE

CC16a

For the period
from

Period start date

4/1/2023

To

Period end date

3/31/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Membership fees	463.00	0.00	463.00	113
Donations	5,070.16	0.00	5,070.16	309
Grants	0.00	0.00	0.00	2,392
Sales / event income	0.00	0.00	0.00	450
Interest	336.97	0.00	336.97	188
Other/Band Practice	100.00	0.00	100.00	60
Sub total (Gross income for AR)	5,970.13	0.00	5,970.13	3,512
Asset and investment sales				
Sale of assets	0.00	0.00	0.00	0.00
Sale of investments	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00
Total receipts	5,970.13	0.00	5,970.13	3,511.79
Payments				
Shed premises costs	126.84	0.00	126.84	843.00
Insurance	1,048.90	0.00	1,048.90	974.00
Materials & consumables	566.24	0.00	566.24	815.00
Small tools (<£25)	91.75	0.00	91.75	29.00
Repairs and refurbishment	2,820.88	0.00	2,820.88	573.00
Refreshments & cleaning	127.98	0.00	127.98	22.20
Admin/Office costs	1,155.54	0.00	1,155.54	372.00
Subscriptions	0.00	0.00	0.00	55.00
Sundry	855.09	0.00	855.09	23.00
Garden	169.69	0.00	169.69	584.00
Sub total	6,962.91	0.00	6,962.91	4,290.20
Asset and investment purchases				
Hand and power Tools (>£25)	30.00	0.00	30.00	59.99
Workshop machines	2,440.00	0.00	2,440.00	2,289.00
Sub total	2,470.00	0.00	2,470.00	2,348.99
Total payments	9,432.91	0.00	9,432.91	6,639.19
Net of receipts/(payments)	-3,462.78	0.00	-3,462.78	-3,127.40
Transfers between funds	0.00	0.00		
Cash funds last year end	14,092.60	2,075.00	16,167.60	19,295.00
Cash funds this year end	10,629.82	2,075.00	12,704.82	16,167.60

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

Categories

	Unrestricted funds	Restricted funds	Total current Period	Last year
	to nearest £	to nearest £	to the nearest £	to the nearest £
Cash funds				
Current account	10,629.82	2,075.00	12,704.82	16,043.10
0.00	0.00	0.00	0.00	0.00
Cash	0.00		0.00	124.50
Total cash funds	10,629.82	2,075.00	12,704.82	16,167.60
(agree balances with receipts and payments account(s))	OK	OK	OK	OK
Other monetary assets				
Stocks/goods for sale			0.00	
Debtors			0.00	
			0.00	
			0.00	
			0.00	
			0.00	0.00
Investment assets				
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	0.00
Assets retained for the Shed's own use				
Buildings	0.00		0.00	
Large items of machinery	0.00		0.00	
Power tools	0.00		0.00	
Hand tools	0.00		0.00	
Other assets	0.00		0.00	
			0.00	0.00
Liabilities				
Trade creditors			0.00	
Accrued expenses			0.00	
			0.00	
			0.00	
			0.00	
			0.00	0.00
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

From Unincorporated Association Men's Shed to a Charitable Incorporated Organisation: Accounting Considerations

Men's Sheds often start as unincorporated associations (UIA) because they are quick and easy to establish. As such they are regulated and governed by their own constitution.

An Unincorporated Association is not a legal entity in its own right. It is akin to a partnership where the members are all jointly and severally liable for the debts of the association.

Members may however decide there is a need for a more formal structure and the benefits of charitable status. Whilst there are many options to choose from, this is where many choose to become Charitable Incorporated Organisations.

A Charitable Incorporated Organisation (CIO) is a legal entity which at law has a separate identity from its members - which is why the members are not personally liable for the debts of the CIO.

The purpose of this help sheet is to explain some of the legal and accounting issues which arise when the members of a Men's Shed decide to change legal status. Information about the legal status and registering as CIO is given in the UKMSA guide "Becoming a CIO".

It is not possible to "convert" to a CIO because it is not a legal entity to start with. What actually happens is the UIA ceases, transfers its assets (and liabilities) to the new CIO. This is why **the new CIO will have to open a new bank account in its own name.**

Two sets of accounts should follow the legal position. One set of accounts are brought to a close and a new set are started. The 2 should never be merged. Separate accounts should be prepared for each.

Both bodies (UIA and CIO) will co-exist, but only one should be active.

When the members of an UIA make a decision to transfer their activity and assets (and liabilities) including the bank balance to a new CIO they will need to advise anyone using the old account details of the new account (and new CIO status).

It is important to pick a clear date to switch from one to the other and have everything set up in time. There is no urgency and the new CIO can be set up before the old UIA ceases to be while arranging a new bank account and other matters.

As a matter of good practice, but not essential, for the UIA to clear any bills first and tidy its own affairs up. If the UIA is in the middle of some activity with such as a fundraising campaign, it may prefer to finish that before transferring over to the CIO. If things are simple a transfer can be done at any time, although a month end always feels tidier.

Like a house move, choose a completion date and move. All furniture and possessions are transferred in a single day and thereafter you own the new house.

Assets transferred is a receipt in the CIO's accounts and should appear as a donation from the UIA in the first Receipts and Payments Account. Assets accounting other assets, such as tools and equipment, transferred are not recorded as a donation. They should however be recorded as transfers in the CIO's accounts.

(if you are preparing receipts and payments accounts) to worry about who's bill is who's. Up to transfer date use old account, on transfer date (if you have a new bank account) and thereafter just use the new account going forward.

If the old account remains open and receives further receipts, perhaps standing orders or grants, you can transfer the new receipts as and when they come in. You should however seek to get everything paid to the new account as soon as possible and only use the new account for payments out.

You should draw up accounts for the members in accordance with its own constitution. These should show the final transfer as a donation to the new charity. The old charity should then show reserves (funds) going to zero.

You must keep records and prepare accounts in accordance with the Charities Act. This template has been designed to help you comply with the requirements of the Act.

Shed Accounting* - made easy

A Men's Shed Cash Book and Receipts and Payments Account template

* suitable for all unincorporated Sheds across the UK, whether registered or not as a charity, and CIOs

UKMSA recommends that all Men's Sheds prepare Accounts on the Receipts and Payments basis for their members and funders. For those registered as charities submission to their Charity Regulator may be a legal requirement. To help you do this we have prepared this spreadsheet template.

We have added Receipts and Payments tabs (a "cashbook") to a modified version of the template accounts provided by the Charity Commission in England and Wales. These modifications have been made so that the UKMSA template Receipts and Payments Account is also compliant with the additional disclosure requirements of the Scottish Charity Register and the Charity Commission for Northern Ireland.

The Receipt and Payment tabs are used to automatically complete the Receipts and Payments Account (Section A). To finish your Shed Accounts you will only need to manually enter details, if any, of other assets and liabilities on the Statement of Assets and Liabilities (Section B). Scottish Men's Sheds (Registered with the OSCR) will also need to complete the Notes to the accounts (Section C).

Once completed the Shed Accounts can be printed for your members and funders and if required submission to your Charity Regulator along with the Trustees' Annual Report (which needs to be prepared separately).

Note: this template IS NOT suitable for Men's Sheds registered as Limited Liability or Community Interest Companies.

If your Men's Shed is a registered charity you can find your charity regulator's Receipts and Payments accounts pack, which includes guidance notes, by following the relevant link below:

[England and Wales](#)

[Scotland](#)

[Northern Ireland](#)

It is assumed users have sufficient knowledge and experience of using spreadsheets to use this template. As we have no control over how you use this spreadsheet UKMSA does not accept any responsibility for the Receipts and Payments Accounts produced by this template which you use entirely at your own risk.

What is a Receipts and Payments Account ?

A Receipts and Payments Account is a financial statement that summarises the movement of cash in and out during a financial period/year. In this context 'cash' includes bank and building society current and other accounts into which money is banked or used to make payments (PayPal for example).

A Receipts and Payment Account only requires you to account for money transactions (cash and bank) and allows you to ignore non monetary transactions and unpaid items. This is much easier to understand and record than accruals accounting and, so long as the income is below £250,000, perfectly acceptable to all the UK Charity Regulators.

Keep it simple

Only 2 things can happen to money, it comes in and it goes out. Records should be kept of money in and money out analysed into appropriate reasons why it came in and why it went out. In this template this is recorded on one tab for money in (Receipts) and one tab for money out (Payments).

Separate records should be maintained for separate bank and cash accounts, don't for example mix the cash and bank records up. In this template this is achieved by using separate columns for separate accounts ; For example; (I) Current account, (J) Deposit account and (K) Cash. The bank current account columns for Receipts and Payments (Column I on both the Receipts and Payments tabs) should mirror the bank statements with an explanation (analysis) for each transaction, nothing else.

During the first year total bank receipts in less total bank payments out should always equal the bank balance. For second and subsequent years the opening balance plus receipts less payments should always equal the bank balance. It is important to check this (Bank and Cash Summary) after entering every bank statement to identify and correct any errors as you go.

What is a cash book ?

A cash book is simply the name given to the record of cash and/or bank receipts and payments. Originally these would have been in physical cash books but today they are often recorded on spreadsheets.

In this template the Receipts and Payment tabs together are the "Cash Book". Totals from these tabs are summarised on the Bank and Cash Summary so you can check the balances agree to your bank statements and cash counts.

The analysis of receipts and payments into reason why money came in and went out is used to complete the Receipts and Payments Account.

How to use this cash book

- 1 After a simple 2 or 3 step **Set Up** this spreadsheet can be used to record **Receipts** and **Payments** for up to 2 bank accounts and 1 cash account which should be more than enough for most Men's Sheds.
- 2 Receipts and payments must be entered for the same period, usually a year, that your accounts will be prepared for. Start a new spreadsheet for each new year, check the UKMSA website for a newer version first.
- 3 Work methodically and enter transactions in strict date order. For each transaction enter the date, who received from/paid to and a brief comment why.

[illegible]

- 4 On both the **Receipts** and **Payments** tabs each entry is analysed into columns (Columns M onwards) to identify why money came in or why it went out. These columns can be renamed on the **Set Up** tab to suit your receipts and payments as required. To populate these columns use column F to identify which column the receipt or payment should be allocated to by entering the relevant column number (Green numbers above column description). If you need to split a receipt or a payment across more than one column do it by splitting the transaction over 2 or more rows.

WARNING: DO NOT add columns unless you are sure how these link to the final receipts and payment account and know how to add another row and formula in the correct place.

- 5 If the transaction is the receipt or payment of restricted funds put a Y in column G.
- 6 Finally enter the transaction amount in the correct bank or cash account column - It is very important to do this correctly.
- 7 You must then check your actual bank statement balance and cash count agree to the **Bank and Cash summary** figures calculated from your input.
- 8 If you do not give a reason why any money came in or went out or fail to reconcile the year end bank statement balance suitable warnings will be displayed on the **Shed Accounts** tab and elsewhere. These warnings will disappear when all issue have been fixed.
- 9 On both the **Receipts** and **Payments** tabs you can scroll right to check the "cross check" column. This will either show "looks OK" or "Error" to help you identify any rows where the analysis code may be missing.
- 10 Finally review the **Shed Accounts** to ensure there are no warnings and they appear to make sense. In particular the bank and cash balances on Section B (page 2) should have "OK" under each cash fund.
- 11 If you do have error warning messages the detail and source of these errors are given at the foot of the **Shed Accounts** (rows 158 - 172 after Section C) with some hints on how to correct them.

12 Before you start please take some time to test the functionality of this cash book.

There are some example entries on both the **receipts** and **payments** tabs. You can change the analysis column by changing the column number in column F. Try it and see what happens. Have a play by deleting an analysis code for a receipt or a payment or both and see what error messages pop up. Change the bank reconciliation figure to see what warning appears on the **Shed Accounts**.

You should also look at the **Bank and Cash Summary** to understand how each balance brought forward plus receipts less payments must equal the balance held at the period/year end. You MUST ensure that the bank and cash accounts either agree or are reconciled (differences explained).

a Refunds

Refunds can be entered as negative figures so that the refund amount is deducted from the same cost analysis that the original purchase was allocated to.

h Transfers between cash and bank accounts

Transfers between cash and/or bank accounts need to be recorded on a single row as + (plus) and - (minus) entries in columns I, J, K as appropriate. No analysis is required because the net amount must be zero. You are just transferring cash from one account to another.

All transfers should be recorded on the Receipts tab, enter the + (plus) amount in the account column receiving the transfer and an equal - (minus) amount in the account column making the transfer.

If your Shed is a new CIO preparing accounts for the first time any transfer received from the bank account of a former unincorporated Men's Shed association **IS NOT a transfer between accounts** and should be entered as the receipt of a donation from the unincorporated association. If this is the case see the **Converting to a CIO** tab for explanation.

c Restricted Funds

If any receipt or payment relates to restricted funds put a Y in column G. It is important to identify restricted items because unrestricted and restricted funds must be disclosed separately in the accounts. You also need to be able to show restricted funds have been spent appropriately.

d Transfers between unrestricted and restricted funds

Restricted funds should never be negative and should be replaced by unrestricted funds if necessary.

Surplus restricted funds can not usually be transferred to unrestricted funds. Specific agreement from the donor of the restricted funds would be required to do that. Unrestricted funds may however be transferred to restricted funds, for example to support a capital purchase part funded by a restricted grant.

Transfers between unrestricted and restricted funds can be shown on the **Shed Accounts** at row 48 "transfers between funds". Any such transfer should be shown as a positive (+) in the fund receiving the transfer and a negative (-) in the fund making the transfer.

The **Shed Accounts** will automatically show a transfer to restricted funds from unrestricted funds if required. You can however overwrite this balancing calculation if you wish to restrict more funds than required.

e Endowment Funds

Endowment funds are special funds which must usually be invested to produce income and not actually be spent. It is considered unlikely that any Men's Shed will have endowment funds and accordingly this cashbook DOES NOT provide for them.

f Accounting for other assets and liabilities

At the end of the financial year/period a statement of assets and liabilities must also be prepared. For most Men's Sheds we would expect to see some tools and equipment. You can estimate the value, there is no need to prepare a detailed valuation. If there are any unpaid bills or expenses the total amount should be disclosed, you do not need to list every unpaid item.

Please delete the example entries in columns B to K (both Receipts and Payments) before entering your own transactions. Columns L onwards are formulae and should not be deleted.

Save your cash book spreadsheet with a new name, e.g. **Your Men's Sheds Accounts 2020.xlsx** to preserve this copy with the example entries.

Use a new spreadsheet for each accounting period/year. Save a final copy at the period/year end, enter closing balances and comparative figures on the Set Up tab of a new spreadsheet for next period/year.

NOTE: Men's Sheds registered as either Limited Liability or Community Interest Companies must, under the Companies Act, prepare annual accounts on the accruals basis. The Receipts and Payments Account produced by this template is not compliant with the accruals basis. Accordingly Men's Sheds registered as companies (Ltd or CIC) will have to prepare annual accounts using a different accounts template which include assets and liabilities and a balance sheet.

Rounding errors: It is possible that the final accounts, shown to the nearest pound, could contain "rounding errors". This arises if the overall rounding up and rounding down is unbalanced. To fix try adding a few pence as a receipt or payment to rebalance the final accounts.

PASSWORD PROTECTION: The formulae and formatting of this template have been protected to prevent accidental deletion. If you need to unprotect any sheet the password is UKMSA.

