



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Counselling and Support Services Southend

No (if any)  
1184892

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01 April 2020

To

Period end date  
31 March 2021



### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising and community	-	-	-	-	1,000
Southend Bor Council	-	-	-	-	-
FSJ Trust	-	-	-	-	-
Essex Community Foundation	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	-	-	-	-	1,000
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	1,000
<b>A3 Payments</b>					
Volunteer expenses	-	-	-	-	-
Freelance/tutors	50	-	-	50	-
Tel, Internet, Fax	136	-	-	136	113
Rent	-	-	-	-	40
Refreshments clients	-	-	-	-	15
Photocopying	-	-	-	-	-
Publicity marketing	-	-	-	-	-
Venue hire	-	-	-	-	160
Insurance	177	-	-	177	197
Office supplies	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	363	-	-	363	525
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	363	-	-	363	525
<b>Net of receipts/(payments)</b>	- 363	-	-	- 363	475
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	953	-	-	953	478
<b>Cash funds this year end</b>	590	-	-	590	953

## 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 £
<b>B1 Cash funds</b>	Charity Funds	590	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	590	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	 	C J DRAWER K. PIPE	7/9/21 7/9/21

CCXX R2 accounts (SS) 2

WELCOME TO VOLUNTARY ACTION ISLINGTON EXCEL CASHBOOK FOR COMMU

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

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

## INSTRUCTIONS

This cashbook contains seven worksheets. Worksheets are labelled on tabs at the bottom you'll be taken to that worksheet.

## Bank Account

## Petty Cash Account

## Project 1

## Project 2

## Unrestricted Funds

## Income and Expenditure

## Balance Sheet

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

DO NOT ENTER INFORMATION ON THE GREY AREAS!! THESE CONTAIN FORMULAE AND LINKS THAT UPDATE AUTOMATICALLY.

## 1. Bank Account

ALL money coming into your organisation and leaving your organisation must be entered in your bank account. If you have a bank account that is not entered AGAIN in the appropriate project worksheet or under petty cash. Don't forget to add all the details of the bank account. (box) G50, if you need more lines, put the cursor on G50, hold down the button on your mouse and drag G50 down to add as many lines as you need. If you go need to go beyond G200, you'll need to add these lines manually.

## 2. Petty Cash Account

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

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

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

#### **4. Unrestricted Funds**

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

#### **5. Income and Expenditure**

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

#### **6. Balance Sheet**

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

## Bank Account

Date	Details	Cheque no/ref	Project code
7/2/2020	DD Ansvar Insurance		UF
3/4/2020	Expenses NC7	100018	UF
8/4/2020	DD Ansvar Insurance		UF
9/3/2020	DD Ansvar Insurance		UF
10/1/2020	DD Ansvar Insurance		UF
11/3/2020	DD Ansvar Insurance		UF
12/2/2020	DD Ansvar Insurance		UF
1/5/2021	DD Ansvar Insurance		UF
2/2/2021	DD Ansvar Insurance		UF
2/1/2021	Accounts review Inv No 97	100021	UF
3/2/2021	DD Ansvar Insurance		UF



[illegible]

[illegible]





Petty Cash Account

Date	Details	Voucher no/ cheque no	Project ref



## Project 1

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expenditure							
Rent	Light/heat/ utilities	Snacks - clients	Photo- copying	Publicity	Venue hire	Insurance	Office supplies	

## Project 2 [name of project]

[illegible]

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenditure</b>								
Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

## Project 2 [name of project]

[illegible]

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenditure</b>								
Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

## Project 2 [name of project]

[illegible]

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenditure</b>								
Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

## Unrestricted Funds

[illegible]



-50.00	-135.68	0.00	0.00	0.00	0.00	0.00	0.00	-177.31	0.00
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50.00	135.68	0.00	0.00	0.00	0.00	0.00	0.00	177.31	0.00
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Expenditure

Freelance / tutors	Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo- copying	Publicity	Venue hire	Insurance	Office supplies
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19.71

135.68

19.70

19.70

19.70

19.70

19.70

19.70

19.70

50.00

19.70

Income and Expenditure

	Total	UF	Total RF	Restricted Project 1	Restricted Project 2
Balance B/F	953.21	953.21	0.00		
Income					
Grants	0.00		0.00	0.00	0.00
	0.00				
	0.00				
	0.00				
Other Income	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00	0.00
Expenditure					
Salaries	0.00	0.00	0.00	0.00	0.00
Tax/NI	0.00	0.00	0.00	0.00	0.00
Volunteers Expenses	0.00	0.00	0.00	0.00	0.00
Trustees Expenses	0.00	0.00	0.00	0.00	0.00
Freelance/tutors	50.00	50.00	0.00	0.00	0.00
Tel, Internet, Fax	135.68	135.68	0.00	0.00	0.00
Rent	0.00	0.00	0.00	0.00	0.00
Light/heat/utilities	0.00	0.00	0.00	0.00	0.00
Snacks - clients	0.00	0.00	0.00	0.00	0.00
Photocopying	0.00	0.00	0.00	0.00	0.00
Publicity	0.00	0.00	0.00	0.00	0.00
Venue hire	0.00	0.00	0.00	0.00	0.00
Insurance	177.31	177.31	0.00	0.00	0.00
Office supplies	0.00	0.00	0.00	0.00	0.00
Total Expenditure	362.99	362.99	0.00	0.00	0.00
Surplus/Deficit	-362.99	-362.99	0.00	0.00	0.00
Balance C/F					

Funds (RF)  
Project 3   Project 4

0.00      0.00

0.00      0.00

**0.00      0.00**

0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00  
0.00      0.00

**0.00      0.00**

**0.00      0.00**

# Balance Sheet

## Current Assets

### Cash and Bank

Bank Account	590.22
Petty Cash	0.00

<b>Total Current Assets</b>	<b>590.22</b>
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<b>Net Assets</b>	<b>590.22</b>
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## Funds Position

### Restricted

FSJ	0.00	
Project2	0.00	
Project3	0.00	
Project4	0.00	<b>0.00</b>

<b>Unrestricted</b>	<b>590.22</b>
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<b>Total Funds</b>	<b>590.22</b>
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