



CHARITY COMMISSION
FOR ENGLAND AND WALES

Counselling and Support Services Southend

No (if any)
1184892

CC16a

Receipts and payments accounts

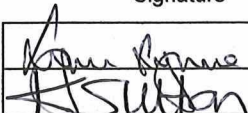

For the period from	Period start date 01 April 2021	To	Period end date 31 March 2022
------------------------	------------------------------------	----	----------------------------------

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 £	Last year to the nearest £
A1 Receipts					
Fundraising and community	2,562	-	-	2,562	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,562	-	-	2,562	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,562	-	-	2,562	-
A3 Payments					
Volunteer expenses	-	-	-	-	-
Freelance/tutors	60	-	-	60	50
Tel, Internet, Fax	148	-	-	148	136
Travel/parking	28	-	-	28	-
Refreshments clients	8	-	-	8	-
Photocopying	-	-	-	-	-
Publicity marketing	17	-	-	17	-
Venue hire	85	-	-	85	-
Insurance	197	-	-	197	177
Office supplies	9	-	-	9	-
	-	-	-	-	-
Sub total	552	-	-	552	363
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	552	-	-	552	363
Net of receipts/(payments)	2,010	-	-	2,010	- 363
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	590	-	-	590	953
Cash funds this year end	2,600	-	-	2,600	590

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	Charity Funds	2,600	-	-
		-	-	-
		-	-	-
	Total cash funds	2,600	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
		KAREN LYNNE	20/10/22
		LAREN SUTTON	20/10/22

WELCOME TO VOLUNTARY ACTION ISLINGTON EXCEL CASHBOOK FOR COMMUNITY

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

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

INSTRUCTIONS

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

Bank Account

Petty Cash Account

Project 1

Project 2

Unrestricted Funds

Income and Expenditure

Balance Sheet

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

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

1. Bank Account

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

2. Petty Cash Account

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

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

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

4. Unrestricted Funds

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

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. It will also show a surplus or deficit. Obviously, these figures are based on your own records and may not correspond to bank statements. You should compare your bank statements with your records and carry out regular bank reconciliation.

Bank Account

Date	Details	Cheque no/ref	Project code
4/1/2021	Deposit	100005	UF
4/6/2021	DD Ansvar Insurance		UF
5/5/2021	Direct Credit from Aerian Studios		UF
7/2/2021	DD Ansvar Insurance		UF
6/28/2021	Room Hire LTC Inv No: 15222	100023	UF
6/8/2021	NC expenses NC8	100022	UF
8/3/2021	DD Ansvar Insurance		UF
9/2/2021	DD Ansvar Insurance		UF
8/23/2021	Room booking Inv No: 15437	100024	UF
10/4/2021	DD Ansvar Insurance		UF
10/1/2021	Room booking Inv No: 63498	100025	UF
10/11/2021	SAVS invoice No: 188	100026	UF
11/2/2021	DD Ansvar Insurance		UF
10/26/2021	Room Hire Inv No: 15720	100027	UF
12/2/2021	DD Ansvar Insurance		UF
1/5/2022	DD Ansvar Insurance		UF
1/12/2022	Credit from HMRC Ref: ZD10226		UF
2/2/2022	DD Ansvar Insurance		UF
2/17/2022	Deposit at Barclays Southend	100006	
3/3/2022	DD Ansvar Insurance		UF

[illegible]

[illegible]

[illegible]

Petty Cash Account

Date	Details	Voucher no/ cheque no	Project ref

0.00

Incoming

Outgoings

Balance

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

0.00

0.00

0.00

Project 1

						Variance	0.00	0.00	0.00	0.00	0.00	0.00
						Budget						
						Actual balance	0.00	0.00	0.00	0.00	0.00	0.00
						Income						
		0	0									
Date	Details	Cheque no. /Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee Expenses	Freelance / tutors	Tel/internet /fax
						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						
						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						
						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						
						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						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0						

[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							
Travel/parking	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
Expenditure								
Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance		0.00	0.00	0.00	0.00	0.00
						Budget						
						Actual balance		0.00	0.00	0.00	0.00	0.00
						Income						
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors	
						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						
						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						
						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						
						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
Expenditure								
Tel/internet /fax	Travel/parking	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
Expenditure								
Tel/internet /fax	Travel/parking	Light/heat/ utilities	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Unrestricted Funds

						Variance	0.00	0.00	0.00
						Budget			
						Actual balance	0.00	0.00	0.00

0.00	-60.00	-148.21	-28.42	0.00	-7.95	0.00	-16.99	-84.72	-197.01	-8.99
------	--------	---------	--------	------	-------	------	--------	--------	---------	-------

0.00	60.00	148.21	28.42	0.00	7.95	0.00	16.99	84.72	197.01	8.99
------	-------	--------	-------	------	------	------	-------	-------	--------	------

Expenditure

Trustee expenses	Freelance / tutors	Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies
------------------	--------------------	-------------------	----------------	----------------------	------------------	---------------	-----------	------------	-----------	-----------------

19.70

19.71

28.80

8.99

19.70

19.70

20.16

19.70

15.60

60.00

19.70

20.16

19.70

19.70

19.70

19.70

Income and Expenditure

	Total	UF	Total RF	Restricted Project 1	Restricted Project 2
Balance B/F	590.22	590.22	0.00		
Income					
Grants	0.00		0.00	0.00	0.00
	0.00				
	0.00				
	0.00				
Other Income	2,561.95	2,561.95	0.00	0.00	0.00
Total Income	2,561.95	2,561.95	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	60.00	60.00	0.00	0.00	0.00
Tel, Internet, Fax	148.21	148.21	0.00	0.00	0.00
Travel/Parking	28.42	28.42	0.00	0.00	0.00
Light/heat/utilities	0.00	0.00	0.00	0.00	0.00
Snacks - clients	7.95	7.95	0.00	0.00	0.00
Photocopying	0.00	0.00	0.00	0.00	0.00
Publicity	16.99	16.99	0.00	0.00	0.00
Venue hire	84.72	84.72	0.00	0.00	0.00
Insurance	197.01	197.01	0.00	0.00	0.00
Office supplies	8.99	8.99	0.00	0.00	0.00
Total Expenditure	552.29	552.29	0.00	0.00	0.00
Surplus/Deficit	2,009.66	2,009.66	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	2,599.88
Petty Cash	0.00

Total Current Assets 2,599.88

Net Assets 2,599.88

Funds Position

Restricted

FSJ	0.00	
Project2	0.00	
Project3	0.00	
Project4	0.00	0.00

Unrestricted 2,599.88

Total Funds 2,599.88