

Aim Northwest Trustees Report Sept 2020 - April 2021

The Board and Directors

Met on a monthly basis between September 2020 and April 2021, CP one of our directors stepped down from her role for personal reasons.

Service development.

We developed the Peer Mentor Service, training 7 volunteers so they could work independently. During this period, we received 13 referrals for support and worked to engage other services to increase referrals.

Business Development

The Aim Northwest website was created in this period and work on an online Charity shop (shop.aimnorthwest.org.uk) had begun. The draft business plan was produced so the Charity had a plan to work towards. We strengthened our practice, writing and implementing policies and procedures ensuring all staff and volunteers were compliant.

Fundraising

The charity undertook a series of fundraising activities between the period of September 2020 and April 2022 including: -

October domestic violence awareness month fundraising raffle

December – Christmas eve packs, Advent packs and a Christmas raffle

We took donations for our online shop and sold them to make a profit to raise funds for the running costs of the charity.

In March we ran an awareness campaign “Stepping out against Domestic Violence” with teams aiming to achieve 10000 steps per person daily throughout March. Aiming for a grand total of 23 million steps we achieved over 57 million.

Activity for the period was generally not as much as the board would have liked but this was mainly due to COVID.

K Bamber

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

You can find this and other Excel Cashbook templates here:

www.beginner-bookkeeping.com/excel-cash-book.html

THIS CASHBOOK Excel Cashbook Easy

7 Income Accounts
20 Expense Accounts
Profit and Loss Report
Bank Reconciliation Worksheet
One Bank Account per Cashbook

Thanks for using this 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 for 2 Months: 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](#)

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

January

EXAMPLE PAGE

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
15-Jan	Deposit	Mr West Member	Payment received	Inv 0002
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 th

MONEY IN

Income		
Club Fees	Fund Raising	Government Grants
300.00	800.00	500.00
	800.00	
100.00		
100.00		
100.00		
		500.00

one cell is a red triangle - this indicates helpful information

Excel Cashbook Easy

[illegible]

[illegible]

MONTHS

Typing Information into the HEADERS will carry th

MONTH HEADERS

Month1	Month2	Month3	Month4	Month5	Month6
June	July	August	September	October	November

Type in the months of your financial year - if Month1 of your financial year i
also rename the tab names for each monthly worksheet along the bc
automatically in Excel without VBA coding - I have left VBA coding out of
Excel Hel

rough to each page of this workbook

Month7	Month8	Month9	Month10	Month11	Month12
December	January	February	March	April	May

is April, type "April" underneath Month1, "May" under Month2 etc. You can
ottom of this Cashbook. You have to do it manually. It cannot be done
this Cashbook to keep it simple. Type 'How to rename worksheet' in your
p Centre.

ACCOUNTS

Excel Cashb

Typing Information into the HEADERS will carry through to each page of this workbook

BUSINESS NAME HEADER

AIM Northwest

ACCOUNT HEADERS

Details				
Date	Payment Type	Name	Descripton	Ref

Type your headers into the green boxes titled Account 1, Account 2

Income					
Fundraisin g	Charity Shop	Charity Sweets	Raffle	Crowd funder	Donations
1	2	3	4	5	6

cash
tide
com
Paypal

Wnmia21

ook Easy

and so on. You can rename the ones in the purple boxes too

Income Account 7	Total Money In

7

Expense									
Charity Sweets	Charity Shop	Fundraisin g		Mileage	Admin Costs	DBS	Insurance	IT	Bank Fees

1

2

3

4

5

6

7

8

9

10

Expenses										
Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14	Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out
11	12	13	14	15	16	17	18	19	20	

June

[illegible]

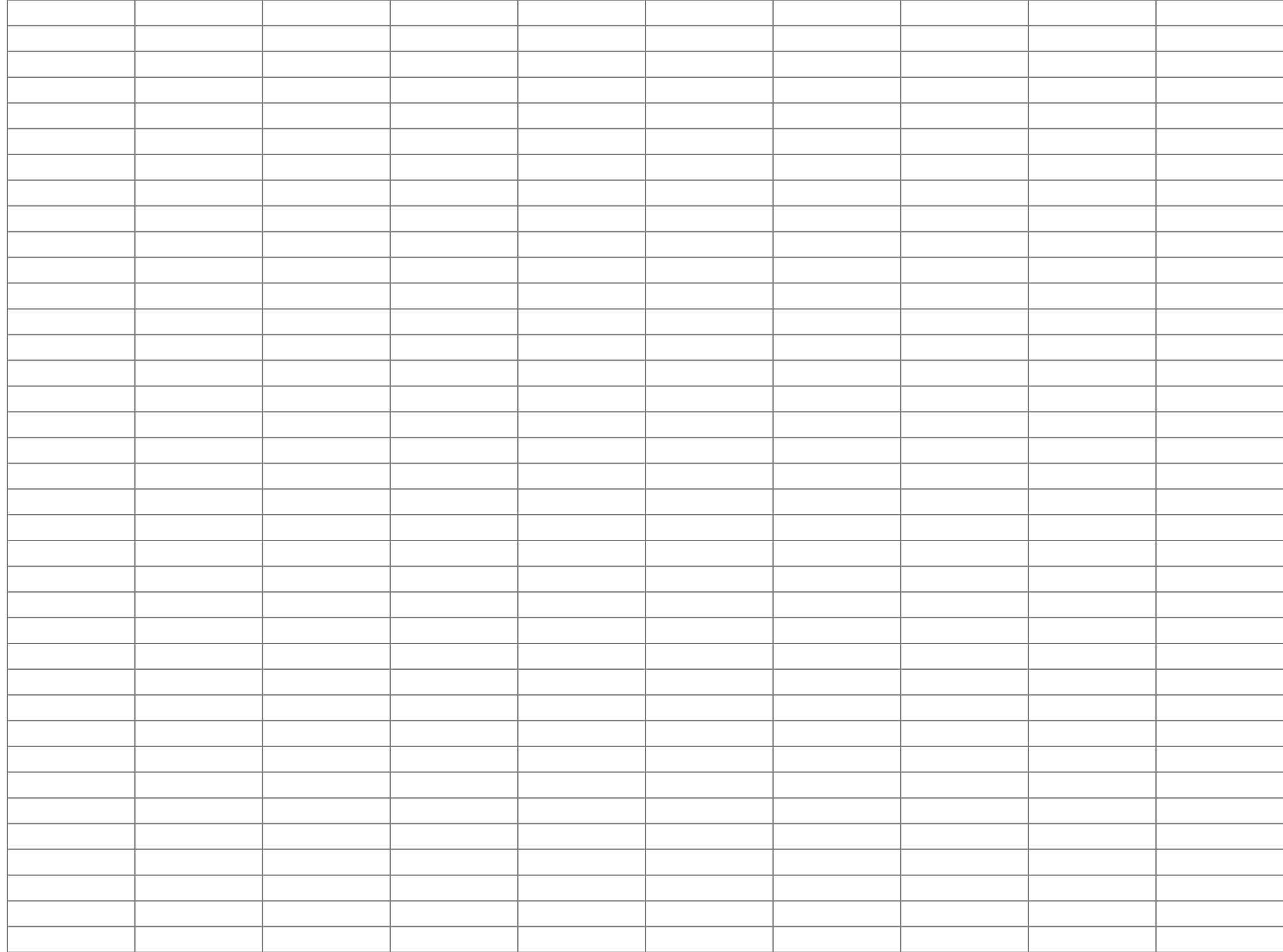
Excel Cashbook Easy

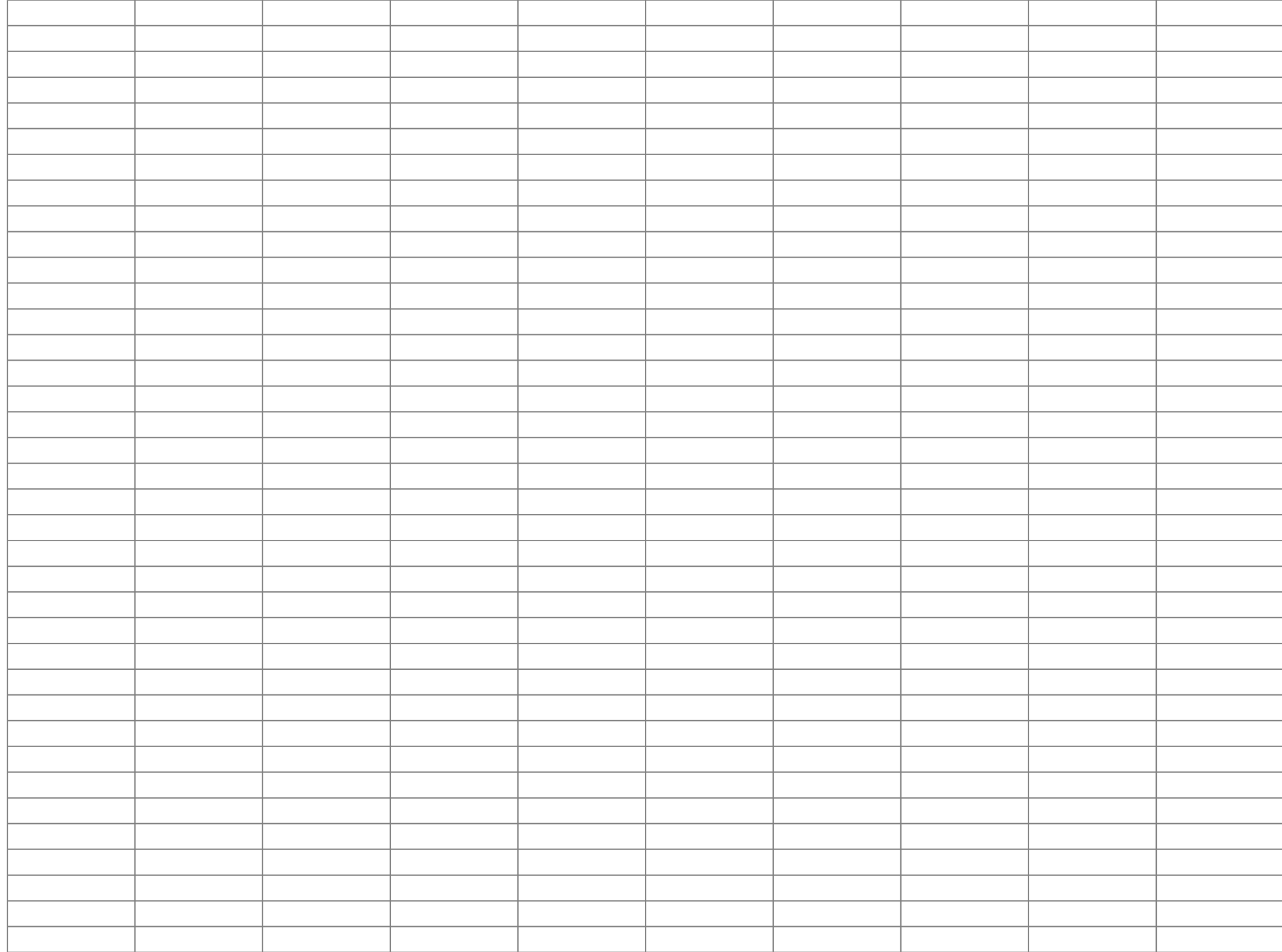
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MONEY OUT

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[illegible]

[illegible]

[illegible]

[illegible][illegible]

		cash	Tide	Comm	PayPal
	Brought Forward				
		0	0	0	0
Opening Bank Balance	Bal	-102.31	0.00	0.00	0.00
		30			
		-107.88			
		-24.43			

ing Bank Balance

july

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[illegible]

[illegible]

August

	Rechnung			
--	-----------------	--	--	--

MONEY IN	
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
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96	100
97	100
98	100
99	100
100	100

[illegible]

AIM Northwest

September

[illegible]

Excel Cashbook Easy

[illegible]

[illegible]

October

11

[illegible]

Details

[illegible]

[illegible][illegible][illegible]

[illegible]

AIM Northwest

January

[illegible]

Excel Cashbook Easy

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Apri

11/11/2019

[illegible]

May

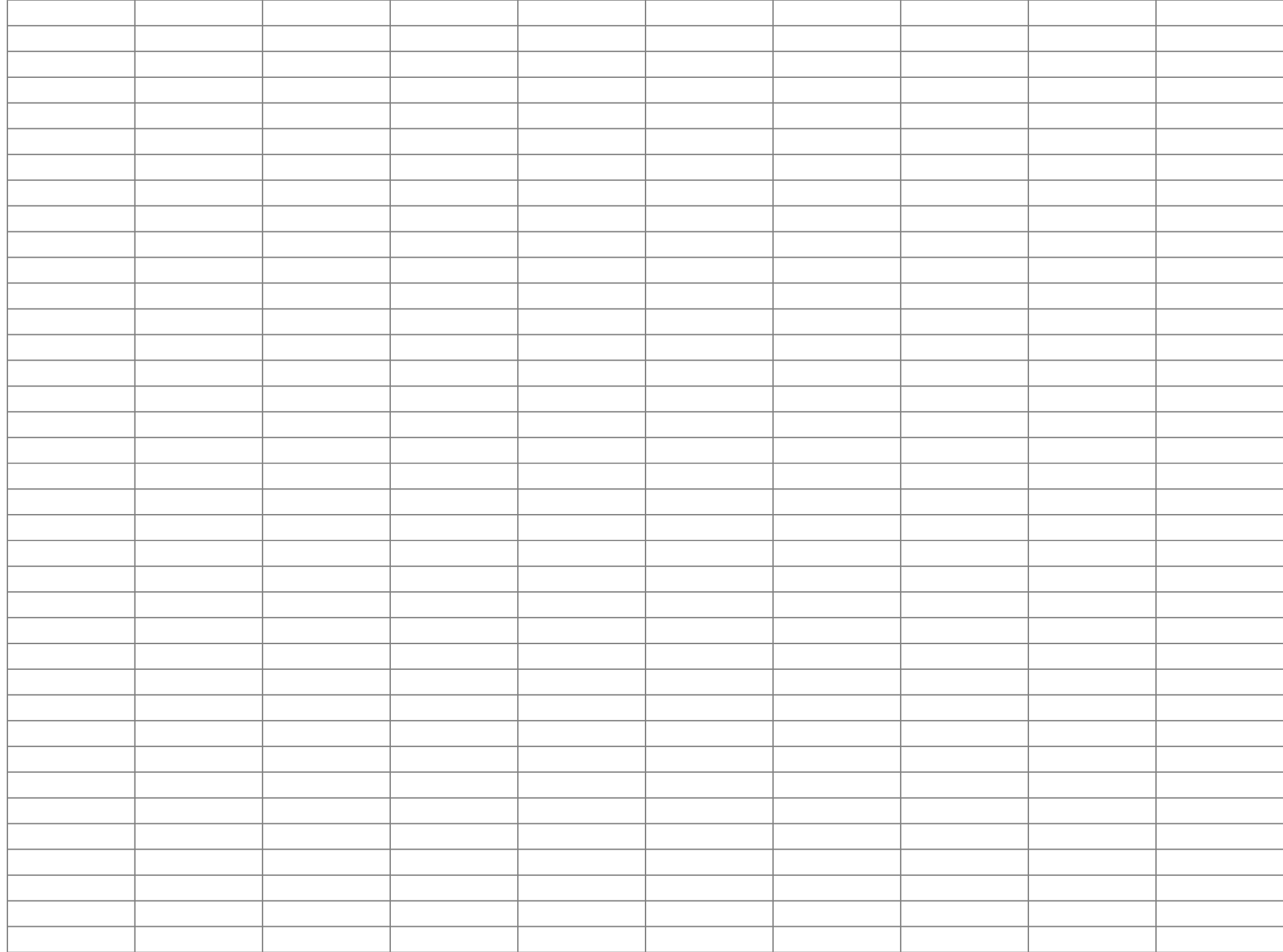
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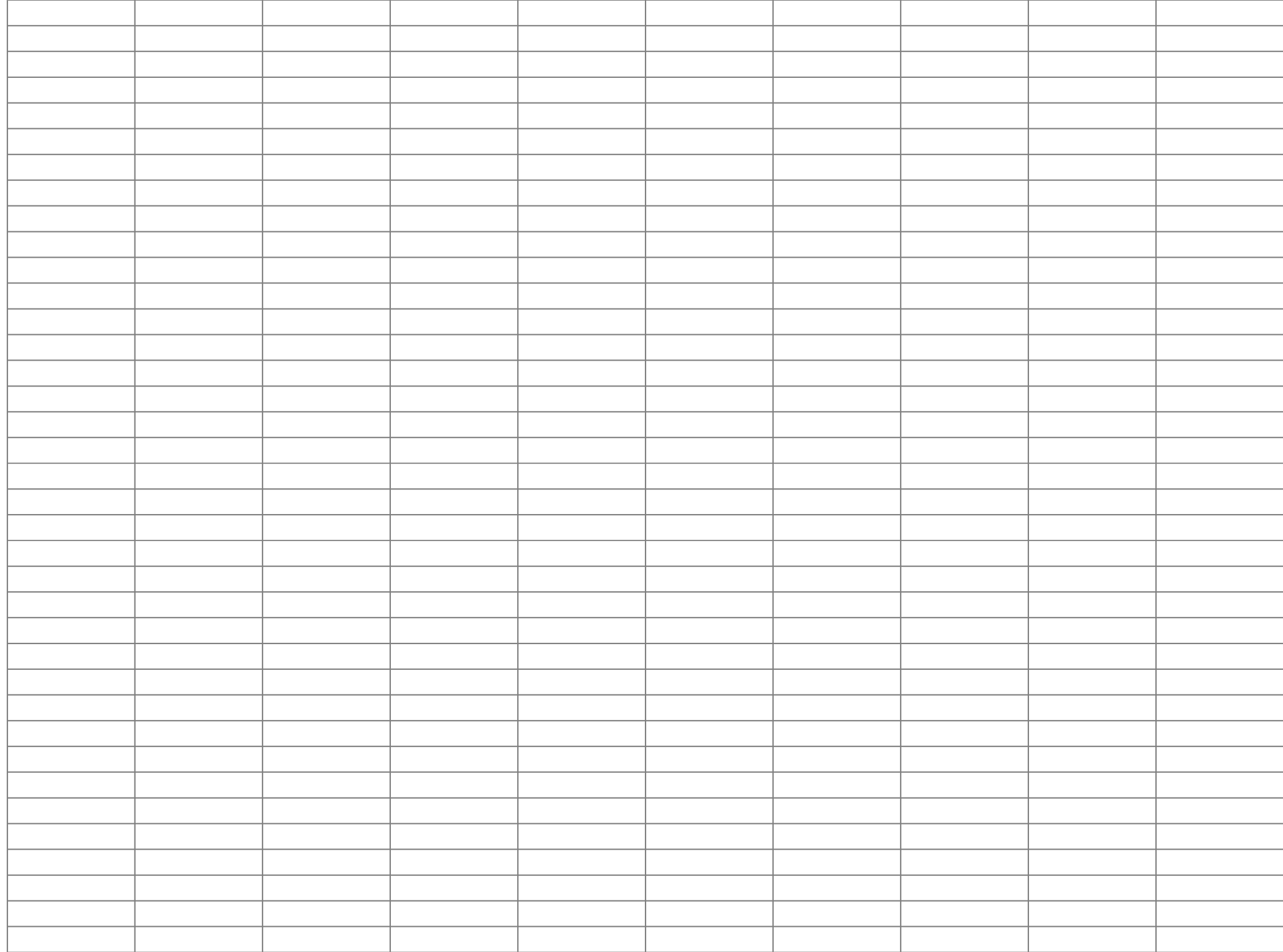
Excel Cashbook Easy

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MONEY OUT

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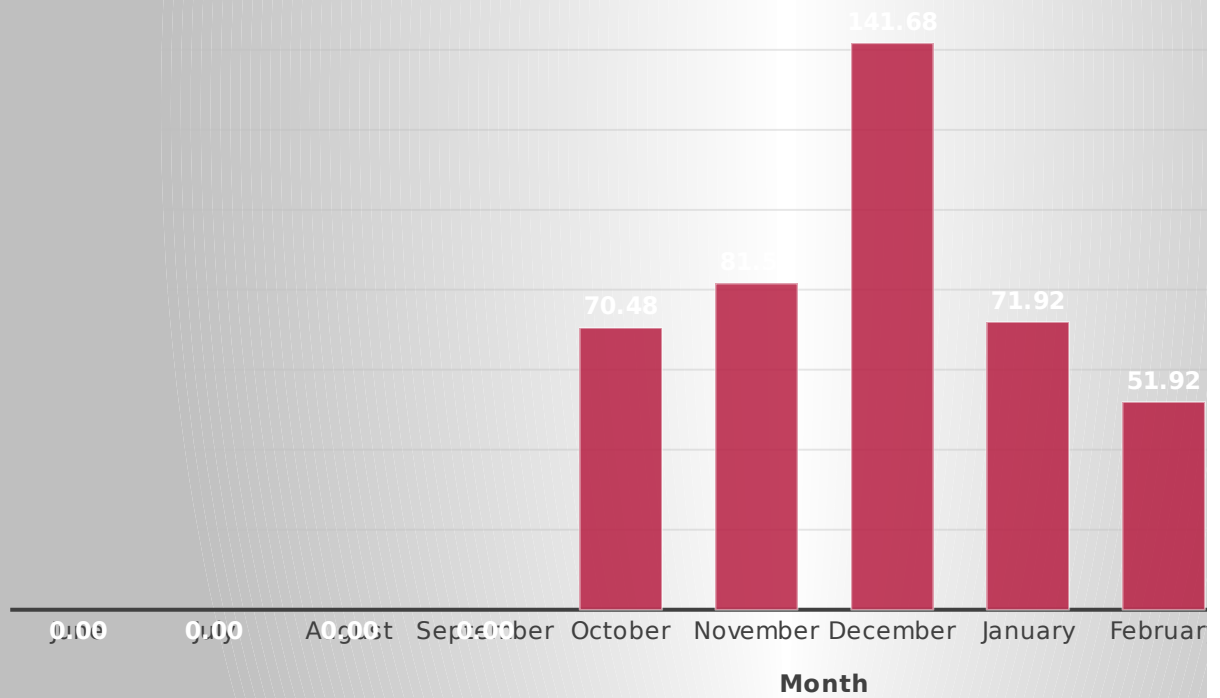
FINAL BALANCE FOR THE YEAR

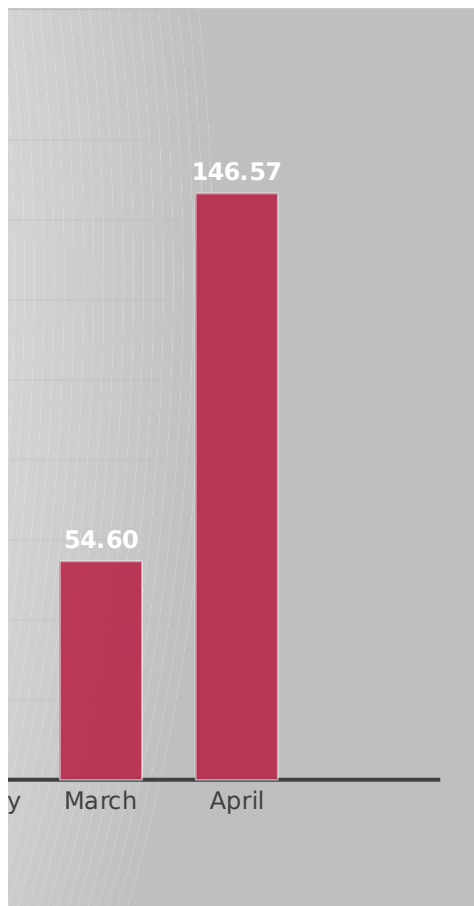
START A NEW CASHBOOK FOR THE NEW FINANCIAL YEAR

AL YEAR

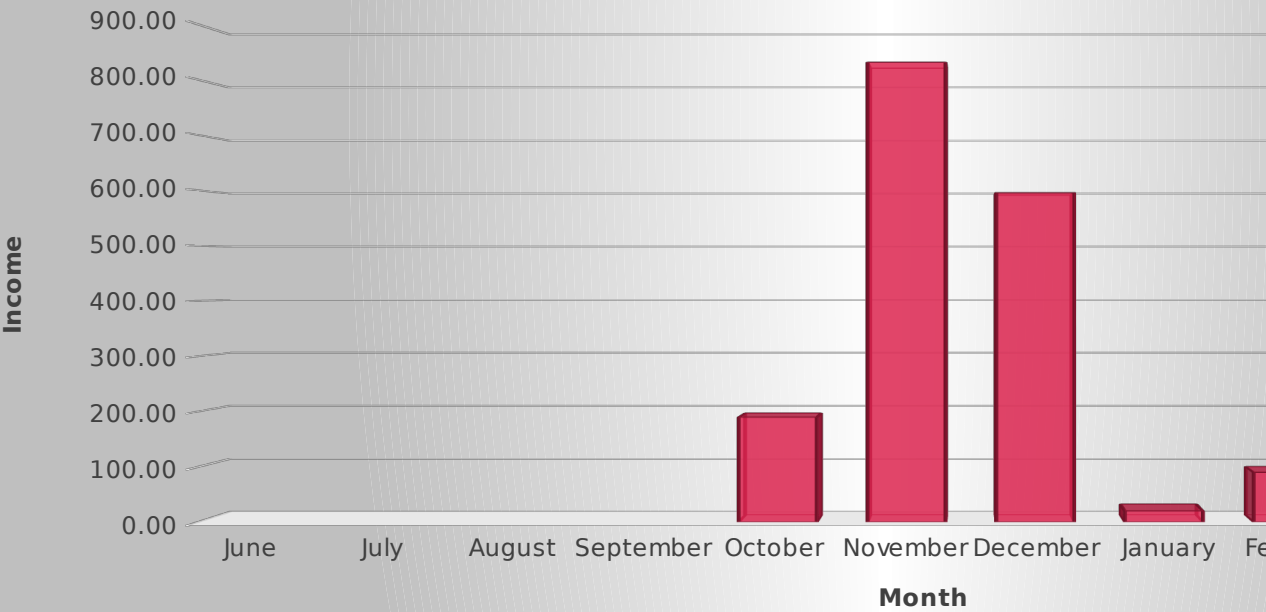
Expenditure by Month

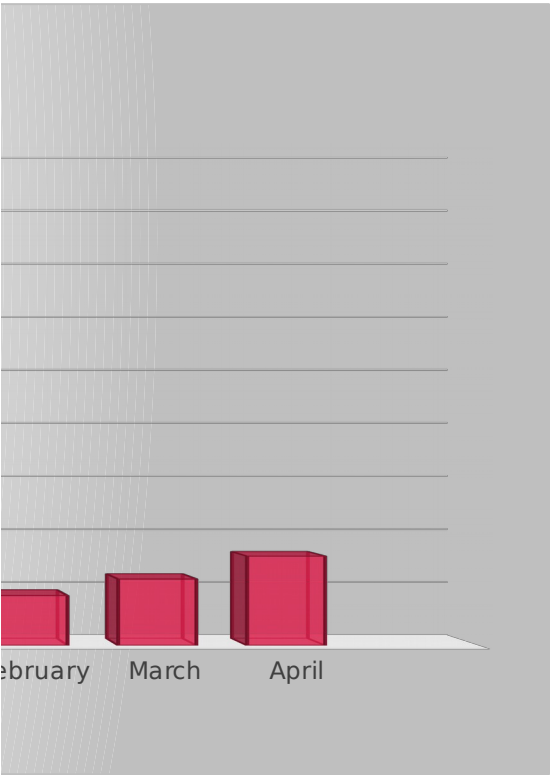
Expenditure





Income by Month





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.	

Income & Expenditure Statement

AIM Northwest

	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	YTD
	June	July	August	September	October	November	December	January	February	March	April	YTD
Income												
Fundraising					189.64	320.09	135.00	0.00	0.00	119.98	83.00	847.71
Charity Shop					0.00	0.00	0.00	0.00	0.00	0.00	10.65	10.65
Charity Sweets					0.00	0.00	460.34	0.00	0.00	0.00	0.00	460.34
Crowd funder					0.00	0.00	0.00	20.00	90.00	0.00	40.00	150.00
Donations					0.00	511.00	0.00	0.00	0.00	0.00	27.69	538.69
Total Income	0.00	0.00	0.00	0.00	189.64	831.09	595.34	20.00	90.00	119.98	161.34	2,007.39
Gross Profit	0.00	0.00	0.00	0.00	189.64	831.09	595.34	20.00	90.00	119.98	161.34	2,007.39
Expenses												
Charity Sweets					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charity Shop					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising					70.49	61.14	89.56	0.00	0.00	2.48	0.66	224.33
Mileage					0.00	0.00	0.00	0.00	0.00	0.00	9.90	9.90
Admin Costs					0.00	0.00	0.00	0.00	0.00	0.00	63.49	63.49
DBS					0.00	20.00	0.00	20.00	0.00	0.00	20.00	60.00
Insurance					0.00	0.00	51.72	51.72	51.72	51.72	51.72	258.60
IT					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Fees					(0.01)	0.40	0.40	0.20	0.20	0.40	0.80	2.39
Total Expenses	0.00	0.00	0.00	0.00	70.48	81.54	141.68	71.92	51.92	54.60	146.57	618.71
Net Profit/(Loss)	0.00	0.00	0.00	0.00	119.16	749.55	453.66	(51.92)	38.08	65.38	14.77	1,388.68
(Gross Profit less Expenses)	June	July	August	September	October	November	December	January	February	March	April	Total YTD
	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	

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 Professionl Bookkeeper or Accountant to prepare a Balance Sheet and adjust your income statement

	June	July	August	September	October	November	December	January	February	March	April	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)	0.00	0.00	0.00	0.00	119.16	749.55	453.66	(51.92)	38.08	65.38	14.77	1,388.68

Paypal Account		229.12
Petry Cash		519.66
Tide		250.21
Credit Union		501.00
Balances		1,499.99

		1	2	3	4
		June	July	August	September
Income					
Cash		30.00	Err:502	Err:502	Err:502
Tide		0.00	Err:502	Err:502	Err:502
Community		0.00	Err:502	Err:502	Err:502
Paypal		0.00	Err:502	Err:502	Err:502
		30.00	Err:502	Err:502	Err:502
check		ERROR	Err:502	Err:502	Err:502
Expenditure					
Cash		132.31	Err:502	Err:502	Err:502
Tide		0.00	Err:502	Err:502	Err:502
Community		0.00	Err:502	Err:502	Err:502
Paypal		0.00	Err:502	Err:502	Err:502
		132.31	Err:502	Err:502	Err:502
check		ERROR	Err:502	Err:502	Err:502
Balance b/f					
Cash		0.00	-102.31	Err:502	Err:502
Tide		0.00	0.00	Err:502	Err:502
Community		0.00	0.00	Err:502	Err:502
Paypal		0.00	0.00	Err:502	Err:502
		0.00	-102.31	Err:502	Err:502
Balance c/f					
Cash	0.00	-102.31	Err:502	Err:502	Err:502
Tide	0.00	0.00	Err:502	Err:502	Err:502
Community	0.00	0.00	Err:502	Err:502	Err:502
Paypal	0.00	0.00	Err:502	Err:502	Err:502
	0.00	-102.31	Err:502	Err:502	Err:502

Tide Statement @ 30.04.21
Community Statement @ 12/11/21
Paypal balance @ 30.4.21



Receipts and payments account

For the period from	Jun 1, 20	To	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fundraising	848	-	-
Charity Shop	11	-	-
Charity Sweets	460	-	-
Raffle	-	-	-
Crowd funder	150	-	-
Donations	539	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	2,007	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	2,007	-	-
A3 Payments			
Charity Sweets	-	-	-
Charity Shop	-	-	-
Fundraising	224	-	-
Mileage	10	-	-
Admin Costs	63	-	-
DBS	60	-	-
Insurance	259	-	-
IT	-	-	-
Bank Fees	2	-	-
Sub total	619	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	619	-	-
Net of receipts/(payments)	1,389	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	-	-	-
Cash funds this year end	1,389	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash	Err:502
	Tide & Community	Err:502
	Paypal	Err:502
	Total cash funds	Err:502
	(agree balances with receipts and payments account(s))	Err:502
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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

Signature

Print N

o (if any)

ounts

Apr 30, 21

CC16a



Total funds	Last year
to the nearest £	to the nearest £
848	-
11	-
460	-
-	-
150	-
539	-
-	-
-	-
2,007	-
-	-
-	-
-	-
2,007	-
-	-
-	-
-	-
224	-
10	-
63	-
60	-
259	-
-	-
2	-
619	-
-	-
-	-
-	-
619	-
1,389	-
-	-
-	-
1,389	-

the period

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval



Receipts and payments account

For the period from	Jun 1, 20	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fundraising	848	-	-
Charity Shop	11	-	-
Charity Sweets	460	-	-
Raffle	-	-	-
Crowd funder	150	-	-
Donations	539	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	2,007	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	2,007	-	-
A3 Payments			
Charity Sweets	-	-	-
Charity Shop	-	-	-
Fundraising	224	-	-
Mileage	10	-	-
Admin Costs	63	-	-
DBS	60	-	-
Insurance	259	-	-
IT	-	-	-
Bank Fees	2	-	-
Sub total	619	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	619	-	-
Net of receipts/(payments)	1,389	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	163	-	-

<i>Cash funds this year end</i>	1,552	-	-
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Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash	Err:502
	Tide & Community	Err:502
	Paypal	Err:502
	Total cash funds	Err:502
	(agree balances with receipts and payments account(s))	Err:502
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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

Signature

Print N

o (if any)

ounts

Apr 30, 21

CC16a



Total funds

Last year

to the nearest £

to the nearest £

848	-
11	-
460	-
-	-
150	-
539	-
-	-
-	-
2,007	-

-	
-	-
-	-

2,007	-
-------	---

-	-
-	-
224	-
10	-
63	-
60	-
259	-
-	-
2	-
619	-

-	
-	
-	-

619	-
-----	---

1,389	-
-	-
163	-

1,552	-
-------	---

the period

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval