



Dereham Men's Shed
62A Norwich Street
Dereham
Norfolk
NR19 1AD

Objectives and Activities

The objectives of Dereham Men's Shed (DMS) are to promote social inclusion for the public benefit by engaging adult males aged 18 and over within the Dereham area who may be at risk of social isolation and to relieve the needs of those who are socially excluded by assisting them to integrate in society through the provision of facilities where they can meet to undertake, jointly or individually for

- Creative, physical, or recreational activities
- Learning or passing on skills or knowledge
- Social support.

Further opportunities are undertaken to work in partnership with local groups and organisations to support our community.

DMS is managed by the Trustees. Any member of DMS can volunteer to become a Trustee and their appointment is formalised and approved during a general meeting of the membership.

In our first few months as a registered charity the Trustees produced and approved the necessary policies for the operation of the organisation as well as establishing and implementing the necessary financial controls for our funds.

The DMS Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

Dereham Men's Shed obtained its charity status as the UK was in the midst of the Covid pandemic and the 2nd of the national UK lockdowns commenced on the 5th November. A 3rd lockdown followed in the new year followed by significant restrictions on the public in particular gatherings of individuals in groups of more than six.

During this reporting period our Shed's normal meeting venue was a local church hall. While the UK started to emerge from the lockdowns and restrictions started to be eased by the government, the governing body of the church hall were cautious of opening up their building fully to local organisations which used their premises. Therefore our Shed's meeting place remained closed throughout this reporting period.

The national lockdowns introduced from March 2020, and the restrictions imposed on members of the public towards meeting others outside their immediate family, had a significant impact on our Shed's ability to fulfil all of our charitable purposes for the public benefit. We did however actively pursue and provide social support towards our members. This was achieved by establishing regular video conference sessions open to all members as a means for them to meet, talk and share experiences, albeit in a virtual environment.

Later in 2021 as restrictions eased, and when the weather permitted, physical meetings were held outside in a public park to help members who might be struggling with the isolation and loneliness brought on by the enforced restrictions.

The primary focus of the DMS Trustees during these challenging times was to continue with the provision of the virtual environment for members. However, a secondary aim was to progress an ongoing search for a more suitable place that would support a workshop and space where members could sit and talk in a relaxed environment.

Late in the summer of 2021 this search led to DMS receiving an offer from the local theatre company to share their premises. These premises provided our Shed with a place to meet on a regular basis and the opportunity to refurbish and renovate a redundant storage space into a workshop for our members. The provision of the workshop will provide our Shed with the option to increase the range of activities available for members as well as providing us with an environment and equipment to construct items if requested by others from the community.

During this reporting period our membership numbers were static at 24 members. Attracting new members during these challenging times proved difficult as opportunities to promote our Shed and publicising the benefits of membership were severely reduced.

Financial Review

Funds held 31/07/2021

Bank account	£2588.48
Petty cash	£66.78

Income

Membership Fees	£240
Donations	£100
Sales/events Income	£113
Members refreshments	£22
TOTAL	£475

Expenditure

Insurance	£157
Materials and Consumables	£19
Admin/office costs	£18
Subscription to UKMSA	£24
Sundry - Two donations of £25	£50
TOTAL	£268

DMS does not have any debts.

Financial Operating Model:

Membership fees, donations and income from public commissions / sales of hand-crafted items cover ongoing running costs / workshop and craft consumables

Any surplus raised from commissions/sales goes back into the charity and are used to purchase items for the benefit of members.

In light of the Covid pandemic outbreak early in 2020 the DMS Trustees extended the membership period from 12 to 16 months and in addition reduced the level of membership fees for 2021. The reason this decision was taken was to reflect the reduced level of activity that could be provided during the enforced lockdowns and it felt the correct approach to take for our members.

Structure, Governance and Management

Dereham Men's Shed (DMS) is a Charitable Incorporated Organisation (CIO).

The CIO is governed by a constitution, with charity trustees being elected by members during a General Meeting.

The Trustees are responsible for the governance of the charity and direct how it is managed and run.

DMS began as a club after the social services department in Norfolk County Council identified gap in the Men Shed structure across Norfolk in one of the largest market towns in the county. An initial meeting organised by NCC of interested individuals resulted in the formation of DMS in January 2018 with 6 members. An early ambition of this group was to become a registered charity which was achieved in November 2020.

DMS is a small charity self-funded through membership contributions and funding from local businesses. Our membership currently stands at 24 and this number is slowly starting to increase as knowledge of our Shed increases throughout the local community and as we are able to help other organisations in the town.

Administration Information

Charity name	Dereham Men's Shed
Registered charity number	1192142
Charity address	Dereham Men's Shed 62A Norwich Street Dereham Norfolk NR19 1AD

Name of the Trustees

Trustee Name	Office	Duration in Office	Appointed by
John Collins	Chair	Whole period	Member's AGM
Ian Gixti	Treasurer	Whole period	Member's AGM
Kevin Green	Secretary	Whole period	Member's AGM
Chris Lambert		Whole period	Member's AGM
John Pye		Whole period	Member's AGM
Charlie Clare		To Feb 2021	Member's AGM
Howard Martin		Whole period	Member's AGM

Declarations

The Trustees declare that they have approved the trustees' report above.

Trustee Name	Signature	Date
John Collins		
Ian Gixti		
Kevin Green		
Chris Lambert		
John Pye		
Howard Martin		

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

- 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.
- 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.
- 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.



Scroll down for instructions

Doing this makes reconciliations and finding errors much easier

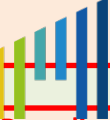
on the Shed Accounts tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	UKMSA	Member Men's Shed																		
2	Cash Book	Payments																		
3																				
4																				
5	Ref	Date	Who paid to	Why paid	Analysis Code	Restricted funds	Bank Current	Bank Deposit	Cash	1	2	3	4	5	6	7	8			
7	1	01/04/2019	UKMSA	Mem sub 2019/20	8		24.00													
8	2	01/04/2019	XYZ esure	Insurance	3		125.00													
9	3	02/04/2019	Jawsons	Wood for project x	4		52.00													
10	4	12/04/2019	Aminster	Lathe	12	y	750.00													
11	5	01/05/2019	B&W	Shed supplies	4				28.00											
12	6	02/05/2019	CoOp	Refreshments	6				4.52											
13	7	15/05/2019	Wilkos	Paint	4				25.00											

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.

Version 3.50 (Beta)
Sunday, January 10, 2021

Register and/or
Send us Feedback

Please let us know if you are using this spreadsheet for your Shed Accounts and would like to receive notification of any updates or fixes. You can also send us feedback, good or bad, likes or dislikes and any requests for new features or updates.

Just send an email to
shedaccounts@ukmsa.org.uk

This is a "Beta" version which UKMSA members may choose to test. A "beta" release is a version that has been tested internally and is being tested by the wider community. It usually has fixes for bugs in the previous version, and has new features that are subject to change and need testing and may have their own bugs or limitations.

Version history

Version 1 (First draft)

Internal first draft not officially circulated

Version 2 (Beta)

Added analysis functionality for Restricted Funds

Added Set Up tab with prior period comparative input option

Fixed CC Receipts and Payments template

Improved instructions

Added conditional formatting to display warnings if accounts unbalanced or bank not reconciled

Added "Converting to a CIO" tab (Text of UKMSA Legal and accounting considerations guidance)

Version 2.10 (Beta)

Worksheets Protected, Password: UKMSA

Bug fixed in error reporting. ABS function used to prevent compensating errors reporting 0 (no error).

Version 3.00 (Beta)

Modified Charity Accounts template for Scottish and Northern Irish Charities

Added comparative column to Statement of Assets and Liabilities and

Added Notes to the Accounts for Scottish Charities (Optional for others)

Comparative dates on set up tab corrected

Error reporting on CC Accounts improved

Improved instructions

Option to rename bank accounts added on Set Up tab

Added Shed Assets tab and instructions about reporting assets and liabilities at the period end

Version 3.10 (Beta)

Minor edits follow peer review suggestions

Added links to charity regulator's receipts and payments accounts packs

Fixed link on payments analysis columns to setup tab, was linking to previous version

Changed name to Shed Accounting (not all Sheds are charities)

Version 3.20 (Beta)

Rearranged payment headings on set up tab

Added automatic calculation for transfer between funds on Receipts and payments account

Version 3.25 (Beta)

Fixed totals on receipts tab for column M onwards - error arises if new row added above row 6

Allow users to add rows on receipts, payments and summary sheets when password protection on

Version 3.30 (Beta)

Corrected formula in cell U5 on payments tab

Corrected formula in cell E75 on setup tab

Various comments and warnings edited/corrected

Spelling checked, minor corrections

Version 3.35 (Beta)

Minor formatting on Shed Accounts fixed

Version 3.50 (Beta) 10/01/2021

Fixed cross cast error reporting on payments tab by adding "Round ,2" function to totals and to final cross check

Repeated as above on Receipts tab JIC

Added warning to top of Receipts and Payment analysis columns not to add an "account" such as petty cash with a comment box of explanation

Numbered the instructions above, added warning at 4 about adding additional columns; these will not link to Shed Accounts without manual input

Added warning at 4 and 12b NOT TO USE ANALYSIS COLUMNS FOR BANK/CASH TRANSFERS - doing so will result in transfers showing as receipts or payments

Added instruction to Shed Accounts. Requirement to link receipts and payment rows if extra columns have been added to receipts or payments tabs

Checked Shed Accounts error reporting fixed (row 168)

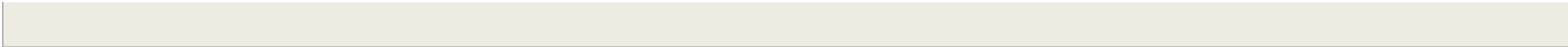
Spelling checked, minor corrections

Added version number to all pages (users have deleted instruction page)

Known issues

Possible rounding error on Shed Accounts

Men don't read instructions



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	DerehamMen's Shed
Your Charity or CIO number	1192142
Accounting start date	03/11/2020
Accounting end date	Period or year end 31/07/2021
Bank and cash accounts	Current account
Optional	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	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 renewals	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		Spare for your own use
11	Hand and power Tools (>£25)	These rows must only be used for
12	Workshop machines	fixed asset purchases

Instructions

These details will appear on the **Shed Accounts** to identify your Shed and the accounting period which you are reporting on.

If you have one, unregistered charities can delete / leave blank.

Either your start date or the day immediately after your last accounts.

Usually a month end - your first accounts can be for a shorter or longer period to reach a convenient date (year end) of your choice.

Optional, you may name your bank account or change the descriptions

or Petty Cash / Cash Tin

Think about why money comes in and why money goes out. You may use the suggested reasons or amend the lists to suit your own Shed.

There are no specific rules about what you must include here.

Donations include collections (e.g. supermarket bag packing).
Grants are usually restricted, but some can be for "core costs".
Do not included asset sales, see below. **X**

Refunds for returned goods for example but see option below. **Y**
Sale of a machine or other piece of equipment previously used. **X**

There are no specific rules about what you must include here.

All costs associated with providing the physical shed/work space.

Refunds for returned items can be entered as a negative number. **Y**
Replacements should go to repairs and renewals below. **Z**
Includes replacing broken or lost small tools . **Z**

Stationery, printing, telephone, postage, computer software etc.

Blank for your own use if required (optional).

Fixed assets are items used and kept from year to year. Small items are often ignored and it is up to you to decide what £ level is small.

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	01/04/2018
	£
Receipts	
Membership fees	
Donations	
Grants	
Sales / event income	
Interest	
Other	
Sale of assets	
Total receipts for period ended	02/11/2020 0.00
Payments	
Shed premises costs	
Insurance	
Materials & consumables	
Small tools (<£25)	
Repairs and renewals	
Refreshments & cleaning	
Admin/Office costs	
Subscriptions	
Sundry	
	0
Hand and power Tools (>£25)	
Workshop machines	
Total payments for period ended	02/11/2020 0.00
Surplus / (deficit) for prior period	0.00

DO NOT complete this if your Shed is a new CIO and the prior period figures relate to a previous unincorporated association.

If this is the case please see the **Converting to a CIO** tab for guidance

Check this agrees to your last accounts

Check this agrees to your last accounts

Check this agrees to your last accounts

Current account balance at	02/11/2020		Include the pennies
balance at	02/11/2020		Include the pennies
Cash funds held at	02/11/2020		Include the pennies
Total cash funds held at	02/11/2020	0.00	Check this agrees to your last accounts
Restricted funds held at	02/11/2020		
Unrestricted funds held at	02/11/2020	0.00	Check this agrees to your last accounts
Total bank & cash funds held at	31/03/2018		Total cash funds brought forward from earlier period, note the DATE
Looks good		0.00	This must be blank / zero

Version 3.50 (Beta) 10/01/2021

DerehamMen's Shed Cash Book Receipts			For the period ended31-Jul-21					Analysis codes: Reason why money came in - DO NOT ADD other "accounts" such as "petty cash"							Cross check	Error count					
			Receipt to																		
Ref	Date	Who received from	Why received	Analysis Code	Restricted funds	Current account	0	Cash	1	2	3	4	5	6			7				
1	03/11/2020	FROM Lloyd DMS bank account	Transfer to new CIO	2		2,419.45										Looks OK					
2	03/11/2020	DMS Petty Cash	Transfer to new CIO	2				28.78								Looks OK					
3	11/12/2020	Cash from coffee morning	Sale of items at coffee morning	4				67.00								Looks OK					
4	15/12/2020	Petty Cash Banked	Transfer between Petty cash and Bank			67.00		-67.00				67.00				Looks OK					
5	21/12/2020	P Moore	Membership fee	1		20.00			20.00							Looks OK					
6	22/12/2020	J Collins	Membership fee	1		10.00			10.00							Looks OK					
7	30/12/2020	C Gibbard	Membership fee	1		10.00			10.00							Looks OK					
8	30/12/2020	I Gixti	Membership fee	1		10.00			10.00							Looks OK					
9	31/12/2020	H Martin	Membership fee	1		10.00			10.00							Looks OK					
10	02/01/2021	B Caldwell	Membership fee	1		10.00			10.00							Looks OK					
11	04/01/2021	K Green	Membership fee	1		10.00			10.00							Looks OK					
12	06/01/2021	C Lambert	Membership fee	1		10.00			10.00							Looks OK					
13	07/01/2021	J Pye	Membership fee	1		10.00			10.00							Looks OK					
14	07/01/2021	K Mourin	Membership fee	1		10.00			10.00							Looks OK					
15	08/01/2021	D Garrod	Membership fee	1		10.00			10.00							Looks OK					
16	12/01/2021	P Clark	Membership fee	1		10.00			10.00							Looks OK					
17	15/01/2021	A Hill	Membership fee	1		10.00			10.00							Looks OK					
18	19/01/2021	R Chapman	Membership fee	1		10.00			10.00							Looks OK					
19	19/01/2021	R Chapman	Sale of Bird Box	4		15.00						15.00				Looks OK					
20	25/01/2021	R Millett	Membership fee	1		10.00			10.00							Looks OK					
21	28/01/2021	R Taylor	Membership fee	1		10.00			10.00							Looks OK					
22	29/01/2021	I Linington	Membership fee	1		10.00			10.00							Looks OK					
23	01/02/2021	T Mack	Membership fee	1		10.00			10.00							Looks OK					
24	11/02/2021	S Malin	Membership fee	1		10.00			10.00							Looks OK					
25	12/02/2021	T Smith	Membership fee	1		10.00			10.00							Looks OK					
26	15/02/2021	T George	Membership fee	1		10.00			10.00							Looks OK					
27	12/03/2021	J Irwin	Membership fee	1		10.00			10.00							Looks OK					
28	07/04/2021	Brian Gwinnell	Membership fee 2021	1				10.00								Looks OK					
29	09/04/2021	SM Carroll	Donation	2		100.00				100.00						Looks OK					
30	23/06/2021	I Gixti	Sale of Portable drinks table	4		25.00						25.00				Looks OK					
31	14/07/2021	Members	Teas/coffees at Meeting	5				13.00						13.00		Looks OK					
32	21/07/2021	I Gixti	Ebay Sale of books	4				6.00				6.00				Looks OK					
33	21/07/2021	Members	Teas/coffees at Meeting	5				9.00						9.00		Looks OK					
34																Looks OK					
35																Looks OK					
36																Looks OK					
37																Looks OK					
38																Looks OK					
39																Looks OK					
40																Looks OK					
41																Looks OK					
42																Looks OK					
43																Looks OK					
44																Looks OK					
45																Looks OK					
46																Looks OK					
47																Looks OK					
48																Looks OK					
49																Looks OK					
50																Looks OK					
51																Looks OK					
52																Looks OK					
53																Looks OK					
54																Looks OK					
55																Looks OK					
56																Looks OK					
57																Looks OK					
58																Looks OK					
59																Looks OK					
60																Looks OK					
61																Looks OK					

DerehamMen's Shed Cash Book Payments			For the period ended 31-Jul-21						Analysis codes: Reason why money went out -DO NOT ADD other "accounts" such as "petty cash"												Cross check
			Payment From			1	2	3	4	5	6	7	8	9	10	11	12				
Ref	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 renewals	Members Refreshments and Xmas Meal	Admin/ Office costs	Subscriptions	Sundry	0	Hand and power Tools	Workshop machines	
1	11/12/20	Toftwood Social Club	Donation for use of facilities during 2020	9		25.00															
2	11/12/20	Dereham Baptist Church	Donation for use of facilities during 2020	9		25.00											25.00				
3	23/12/2020	P Moore	Overpayment of membership Fee	7		10.00									10.00						
4	10/02/2021	I Gixiti	Reimburse UKMSA Subscription	8		24.00										24.00					
5	4/5/21	Paragon Internet Group CDMS1	CDMS 1 Domain renewal and ID protection	7		8.34									8.34						
6	19/5/21	Zurich Insurance	CDMS 2 Annual Insurance Premium	2		157.00				157.00											
7	10/6/21	HE & DM Martin	CDMS 3 Wood and Materials for items to sell	3		18.63					18.63										
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					
33																					
34																					
35																					
36																					
37																					
38																					
39																					
40																					
41																					
42																					
43																					
44																					
45																					
46																					
47																					
48																					
49																					
50																					
51																					
52																					
53																					
54																					
55																					
56																					
57																					
58																					
59																					
60																					
61																					
62																					
63																					
64																					
65																					
66																					
67																					
68																					
69																					
70																					
71																					
72																					

You can work to any closing date of your choice during the period, e.g. month or quarter ends.

Current account summary

Current account summary			£
Opening Balance	as at	03/11/2020	0.00
Receipts and net transfers			2,856.45
Payments			-267.97
Closing Balance	as at	31/07/2021	<u>2,588.48</u>

From last year as entered on **Set up** tab

Per Column I on Receipts Tab

Per Column I on Payments Tab

Agree or reconcile this to the bank statement below

Bank Reconciliation

Bank Reconciliation			£
Balance per Bank Statement	on	31/07/2021	2,588.48

Enter balance from bank statement at period end date
If there is a difference identify the reason(s) why below

Add	Date	Payee / details	Slip ref	£

0.00

List any receipts in cash book not on bank statement by period end and/or make appropriate corrections to entries on **Receipts** tab for items on bank statement.

Less	Date	Payee / details	Chq No.	£

0.00

List any cheques and other payments in cash book not on bank statement by period end date and/or make appropriate corrections to entries on **Payments** tab for items on bank statements

Reconciled balance	2,588.48
--------------------	----------

Difference	0.00
------------	------

summary

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

From last year as entered on **Set up** tab

Per Column J on Receipts Tab

Per Column I on Payments Tab

This may be nil if only payments are to current account

Closing balance must equal bank statement balance

Cash summary

Cash summary		£
Opening cash held		0.00
Unbanked cash receipts		66.78
Cash payments		0.00
Closing cash held		<u>66.78</u>

From last year as entered on **Set up** tab

Per Column K on **Receipts Tab**

Per Column K on Payments Tab

Note: Cash can not be negative

Cash counted by	Ian Gixti	On	31/07/2021	66.78
-----------------	-----------	----	------------	-------

Any difference should be investigated, corrected or written off as appropriate.



	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	ELU Chop Saw	1	0.00	10.00	10.00
2	Performance Pillar Drill	1	0.00	25.00	25.00
3	TIP DB1000 Woodwork lathe	1	0.00	50.00	50.00
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		85.00
Power tools					
1	Bosch Angle Grinder	1	0.00	5.00	5.00
2	Skil Belt Sander	1	0.00	0.00	0.00
3	Grinders	2	0.00	5.00	10.00
4	Circular Saws	2	0.00	5.00	10.00
5	B&D detail sander DMS012	1	0.00	0.00	0.00
6	Drills	4	0.00	5.00	20.00
7	Jigsaw DMS021/061	2	0.00	0.00	0.00
8	Sanders	8	0.00	0.00	0.00
9	Planers	2	0.00	5.00	10.00
10	routers	3	0.00	5.00	15.00
			0.00		70.00
Hand tools					
1	Hand Saws, Hacksaws and knives. Various types and sizes.	30	0.00		0.00
2	Screwdrivers. Various sizes types and sizes.	50	0.00		0.00
3	Hammers and Mallets. Various types and sizes.	15	0.00		0.00
4	Chisels. Various types and sizes	38	0.00		0.00
5	Pliers. Various types and sizes.	29	0.00		0.00
6	Wrenches. Various types and sizes.	6	0.00		0.00
7	Spanners - Open ended and ring. Various sizes	54	0.00		0.00
8	Clamps. Various types and sizes.	18	0.00		0.00
9	Sprit levels. Various lengths.	5	0.00		0.00
10	Planes and surforms. Various types and sizes.	17	0.00		0.00
			0.00		0.00
Other assets					
1	Wooden Bench Horses	5	0.00		0.00
2	6" Metal ruler, engineers square, Internal and external Calipers, Dividers	5	0.00		0.00
3	Dovetail joint rig	1	0.00		0.00
4	Portable, Engineer and woodworking Vices, Engineers instrument cabinet	4	0.00		0.00
5	Cantilever box of taps, dies and drill bits	1	0.00		0.00
6	Soldering Irons	1	0.00		0.00
7	Sash Cramps	3	0.00		0.00
8	Philips Vacuum	1	0.00		0.00
9	Glue Gun	1	0.00		0.00
10	Burgess Engraver	1	0.00		0.00
			0.00		0.00
Total cost and value			0.00		155.00

This sheet is unprotected so you can edit it to suit your own purposes. Do note however that the group headings and sub totals in column H are linked to rows 78 to 82 on the **Shed Accounts**.

UKMSA recommends that Men's Sheds maintain a record (list) of tools and machinery and other assets. This can be used to ensure adequate insurance cover is obtained and assist with any claims. It will also help with completing the "Assets retained for the charity's own use" box in Section B Statement of Assets and Liabilities of the **Shed Accounts**.

UKMSA also recommends that Men's Sheds make a photographic record of their Shed contents which could prove helpful in the event of an insurance claim.

All assets belonging to the Shed should be listed, including donated tools and equipment, and not just items actually purchased.

On the Statement of Assets and Liabilities the "value", not original cost, of assets held should be given. This can be estimated and recorded here using any reasonable method. These values should be reviewed and updated at least annually.

Large more valuable items should be listed individually, while small value items can be grouped. For example hand tools could be listed by category.

You may wish to set a limit for individual items to be listed. UKMSA suggest this should be somewhere between £50 and £100 per item or set.



DerehamMen's Shed		1192142	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	03/11/2020		31/07/2021

CC16a

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts				
Membership fees	240	0	240	0
Donations	2,548	0	2,548	0
Grants	0	0	0	0
Sales / event income	113	0	113	0
Members Refreshments and Xmas Meal	22	0	22	0
Other	0	0	0	0
Sub total (Gross income for AR)	2,923	0	2,923	0
Asset and investment sales				
Sale of assets	0	0	0	0
Sale of investments	0	0	0	0
Sub total	0	0	0	0
Total receipts	2,923	0	2,923	0
Payments				
Shed premises costs	0	0	0	0
Insurance	157	0	157	0
Materials & consumables	19	0	19	0
Small tools (<£25)	0	0	0	0
Repairs and renewals	0	0	0	0
Members Refreshments and Xmas Meal	0	0	0	0
Admin/Office costs	18	0	18	0
Subscriptions	24	0	24	0
Sundry	50	0	50	0
0	0	0	0	0
Sub total	268	0	268	0
Asset and investment purchases				
Hand and power Tools (>£25)	0	0	0	0
Workshop machines	0	0	0	0
Sub total	0	0	0	0
Total payments	268	0	268	0
Net of receipts/(payments)	2,655	0	2,655	0
Transfers between funds	0	0		
Cash funds last year end	0	0	0	0
Cash funds this year end	2,655	0	2,655	

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	2,588	0	2,588	0
0	0	0	0	0
Cash	67		67	0
Total cash funds	2,655	0	2,655	0
(agree balances with receipts and payments account(s))	OK	OK	OK	
Other monetary assets				
Stocks/goods for sale			0	
Debtors			0	
			0	
			0	
			0	
			0	
			0	0
Investment assets				
			0	
			0	
			0	
			0	
			0	
			0	0
Assets retained for the Shed's				

All looks OK

Prior year appears balanced which is good
The current account is reconciled which is good
There is a positive cash balance which is good
The accounts appear balanced which is good
All receipts have been analysed which is good
All payments have been analysed which is good
There is a positive or nil balance on restricted funds which is good

Remember to review the accounts to make sure they make sense

The Rows here are per the columns on the **receipts** tab
These can be changed to suit your Shed on the **setup** tab

If you have added any **new** columns to the receipts tab you will need to link them to here by either adding new rows or editing the existing formulae

Automatic calculation

Will auto correct if next row used
Sale of any investments will require manual entry to complete

Automatic calculation

Automatic calculation

The Rows here are per the columns on the **payments** tab
These can be changed to suit your Shed on the **setup** tab

If you have added any **new** columns to the payments tab you will need to link them to here by either adding new rows or editing the existing formulae

Automatic calculation

Column V on payments tab
Column W on payments tab

Automatic calculation

Automatic calculation
Automatic calculation - can be manually overwritten in cell H48
From Set Up tab
Automatic calculation

NOTE: This is not the same as a Balance Sheet
Only the cash funds need to balance

Funds on deposit will be allocated to restricted funds first,
this can be changed by deleting the entry in cell H57

NOTE the OKs - they indicate that the numbers are balanced and agree to the Receipts and Payments account above.

These sections require manual entry

Monetary assets means something that will be converted into money for example:
Stock or Goods for resale and/or
Debtors (someone who owes you money)
AND it is more likely than not that you will receive payment

Automatic calculation

Unlikely that you will have any investments

Automatic calculation

own use				
Buildings		0		0
Large items of machinery		85		85
Power tools		70		70
Hand tools		0		0
Other assets		0		0
				155
				0
Liabilities				
Trade creditors				0
Accrued expenses				0
				0
				0
				0
				0
				0
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name		Date of approval
I Gixti		I Gixti		13/04/2022
J Collins		J Collins		13/04/2022

Estimate the VALUE of assets which belong to your Shed.

You can either use the **Shed Assets** tab to keep a record of the tools and machines you have or manually overwrite the entries here with your own estimates.

Assets purchased with restricted grants should be shown in the restricted column (Column H).

Automatic calculation

Enter details of amounts owed to others e.g.

Unpaid bills / trade creditors at the period end

Totals can be given, you do not need to list every single item

Automatic calculation

ADD SIGNATURE NAME(s) and DATE. PRINT the accounts. If you are required to file these with your Charity Regulator you will need to file a pdf copy. The filed copy does not required a physical signature but must have a signatory name and be dated.

Scottish Charities are also required to complete notes to the accounts, see Section C below

Notes to the accounts are not required by the Charity Commissions for England and Wales and Northern Ireland, although if notes would help the reader to understand the accounts better, they should be added.

The OSCR (Scottish Charity Regulator) however does appear to require the following to be completed.

The print area for this page is set to print sections A and B only, if you require Section C either print it separately or delete these rows and reset the print area. Select Page Layout menu tab, Print Area option.

Section C Notes to the Accounts

C1 Nature and purpose of funds <i>(may be stated on analysis of funds worksheets)</i>					
	Type of activity or project supported	Individual / institution	Number of grants made		£
C2 Grants					
	Total				- 0
C3a Trustee remuneration	If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)				X
C3b Trustee remuneration - details	Authority under which paid				£
C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)				X
C4b Trustee expenses - details			Number of trustees		£
C5 Transactions with trustees and connected persons	Nature of relationship		Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C6 Other information					

Guidance notes from the Scottish Charity Regulator

The nature and purpose of the different funds held by the charity, including any restrictions on their use.

UKMSA note: If you have restricted funds explain why; where did the funds come from? what are they for? And confirm what you have done with them. If there are any restricted cash funds at the year end explain what will happen to them.

The number and amount of any grants **paid out** by the charity; the type of activity or project supported by those grants and whether they were paid out to an individual or an organisation.

UKMSA note: We do expect many, if any, Men's Sheds will be awarding grants to other charities.

The amount of remuneration paid to a charity trustee or person connected to a charity trustee. The note must also state the authority under which that remuneration was paid (e.g. the provision under section 67 of the Act and a decision of the charity trustees taken at a meeting on a specified date). See Section 5 of OSCR's Guidance for Charity Trustees. If no remuneration was paid to a charity trustee or someone connected to a charity trustee, this must be stated.

UKMSA note: We would not expect any trustees to receive remuneration (payment for their services), this does not include expenses see C4a and b below.

The total amount of expenses, if any, paid to charity trustees and the number of charity trustees receiving expenses. If no expenses were paid to charity trustees **this must be stated**.

UKMSA note: Expenses are for example travel and subsistence costs and **do not** include reimbursement for purchases made on behalf of the Shed.

The nature of any transactions between the charity and any charity trustee or person connected to a charity trustee (a connected person). For example, a charity trustee purchasing an asset from the charity or a charity paying a firm for services such as professional advice where a charity trustee has a substantial interest in the firm.

This note must include:

- the nature of the relationship
- the nature and amount of the transaction
- any outstanding balances at the financial year end.

Any further information required to reasonably assist the reader to understand the statement of accounts.

UKMSA note: For example if you receive a large grant towards the year end which will be spent in the next financial period you may wish to explain that is why there appears to be a large surplus. In the following year you could then explain the large deficit arises from spending the funds provided in the previous period/year. Think about what question(s) someone reading the accounts may ask and try to answer them before they need to.

If the Charity Accounts displays a "WARNING DO NOT FILE" message above you can trace the error(s) below				
Error source	Error £	Error message	Error Location tab	Comment
Opening balances	0.00	Looks OK	Set Up	
Bank reconciliation	0.00	Looks OK	Bank Summary	
Negative cash	0.00	Looks OK	Cash Summary	
Receipts analysis	0.00	Looks OK	Receipts	
Payments analysis	0.00	Looks OK	Payments	
Restricted funds negative	0.00	Looks OK	Restricted payments exceed receipts	
Error score	0.00	That's very cool WELL DONE		Version 3.50 (Beta) 10/01/2021

Converting an Unincorporated Association Men’s Shed to a Charitable Incorporated Organisation:
Legal and 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 the rules they set themselves - through 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.

As the Shed grows however the members may decide there is a need for a more formal structure and the benefits of charitable status. Whilst there are many different legal structures 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 liable for its debts.

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. Specific information about the legal status and registering as CIO is given in the UKMSA guide “Becoming a CIO”.

An UIA can not “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 a new CIO and the CIO starts. This is why **the new CIO will have to open a new bank account in its own name.**

The accounting records 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 mixed and separate accounts should be prepared for each.

For a while the two 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 decide when to do so and advise anyone using the old account details of the new account (and new CIO status).

The best advice is 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 dormant for some time if need be while arranging a new bank account and other matters.

It would be 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 financial consequences, 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 convenient time, although a month end always feels tidier.

Think of it being like a house move, choose a completion date and move. All furniture and possessions are transferred in a single day and thereafter you don’t return to the old house.

The cash funds 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. Under Receipts and Payments accounting other assets, such as tools and equipment, transferred are not recorded as a donation. They should however be included on the list of Shed Assets.

There is no need (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 day transfer funds (close old account) and thereafter just use the new account going forward.

If for any reason the old account remains open and receives further receipts, perhaps standing orders or grants, you can transfer the new receipts as and when received. 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.

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

The new CIO must keep records and prepare accounts in accordance with the Charities Act. This template has been designed to help you comply with those requirements.

