



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.

The DMS Trustees have had regard to the guidance issued by the Charity Commission on public benefit. The Trustees believe that they have complied with the objectives of our charity as stated and are very much aware of ensuring that the wider community benefit from the Shed's activities and not solely the personal benefit that the shed members enjoy.

Achievements and Performance

Members of Dereham Men's Shed have continued to meet on a weekly basis as the UK emerged from the pandemic and the restrictions of meeting in large groups started to ease for everyone. Our weekly meetings provide the opportunity for members to meet socially to provide support to each other and make new friends.

Our regular meetings and Shed activities took on a new focus at the start of this reporting period as we reached an agreement with the Dereham Theatre Company to share the use of their premises, located in the centre of our town, as a base for our Shed. We formally took up residence from 1 August 2022. The agreement reached was for our Shed to have sole use of their old storage room which has been

transformed into a small workshop for use by our members as well as full use of a large kitchen area, and their rehearsal room which is a perfect space for presentations.

In response to the theatre companies generosity our members immediately got to work helping to transform their rehearsal room into a bright newly painted space they are able to use for both their youth section as well as the main company before the work began to create a workshop in the old storage room.

This new workshop has enabled the Shed to increase the range of activities members can participate in and we are now open for an additional morning during the week. The workshop provides the opportunity for some members to take on personal and well as community based projects that have come our way. Two of the more recent high profile community based projects has been the construction of a few small items such as bird boxes, a hedgehog hotel and other similar artefacts for inclusion within the much larger community 'pocket park', this is a area which now provides members of the local community with a relaxing space in the middle of Dereham town centre. Secondly a number of our members helped sisters from the Community of Our Lady of Walsingham with a few gardening tasks at the local convent.

The tasks outlined above and a few others which have been completed provide our Shed with a small income from the kind donations received in response to the effort provided from our members.

During this shortened reporting period the Shed saw 6 new members join our shed. We continue to advertise the Shed online and through local outlets to attract new members.

Financial Review

Funds held 31/03/2022

Bank account	£3445.00
Petty cash	£62.43

Income

Membership fees	£485
Donations	£438
Sales/events income	£209
Members refreshments	£754
Other	£35

TOTAL	£1921
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Expenditure

Shed premises costs	£122
Materials and consumables	£36
Member's refreshments and Xmas meal.	£348
Admin/office costs	£151
Subscriptions	£62
Sundry	£220
Advertising	£50
Workshop machines (Asset Purchase)	£80
TOTAL	£1069

DMS does not have any debts.

Financial Operating Model:

Our income is primarily derived from membership fees and contributions from members when attending the weekly meetings. A second source of income is from artefacts made in the workshop and sold at local events particularly spring and summer outdoor fetes as well as Christmas events.

The committee increased the annual membership subscription for 2022 back to the pre-pandemic level. The subscription had been reduced during 2021 in light of the minimal activities available to members during the periods of lockdown everyone experienced.

Our expenditure is kept to a minimum although a few tools have been procured to equip the workshop. The agreement reached with the theatre company is that we pay a peppercorn rent for the use of their premises in return for support and

assistance with the building of sets and other production artefacts required for their theatrical productions.

Structure, Governance and Management

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.

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
Howard Martin		Whole period	Member's AGM

Declarations

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

Trustee Name	Signature	Position	Date
John Collins	John Collins	Chairman	13/4/2022
Ian Gixti	Ian Gixti	Treasurer	13/4/2022

Shed Accounting* - made easy

A Men's Shed Cash Book and Receipts and Payments Account template
* suitable for all unincorporated Sheds across the UK, whether registered or not as a charity, and CIOs

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

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

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

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

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

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

- England and Wales
- Scotland
- Northern Ireland

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

What is a Receipts and Payments Account ?

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

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

Keep it simple

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

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

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

What is a cash book ?

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

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

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

How to use this cash book

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



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											

14	8	02/06/2019	CoOp	Milk	6			1.25							1.25		
15	9	25/06/2019	ABC Ltd	Rent	1		150.00			150.00							
16	10	02/07/2019	CoOp	Tea bags	6			2.65							2.65		
17	11	08/07/2019	Deposit account	Transfer			4,000.00	-4,000.00									
18	12	25/07/2019	B&W	Shed supplies	4		25.00					25.00					

- 4
- On both the **Receipts** and **Payments** tabs each entry is analysed into columns (Columns M onwards) to identify why money came in or why it went out. These columns can be renamed on the **Set Up** tab to suit your receipts and payments as required. To populate these columns use column F to identify which column the receipt or payment should be allocated to by entering the relevant column number (Green numbers above column description). If you need to split a receipt or a payment across more than one column do it by splitting the transaction over 2 or more rows.
- WARNING: DO NOT add columns unless you are sure how these link to the final receipts and payment account and know how to add another row and formula in the correct place.
- 5
- If the transaction is the receipt or payment of restricted funds put a Y in column G.
- 6
- Finally enter the transaction amount in the correct bank or cash account column - It is very important to do this correctly.
- 7
- You must then check your actual bank statement balance and cash count agree to the **Bank and Cash summary** figures calculated from your input.
- 8
- If you do not give a reason why any money came in or went out or fail to reconcile the year end bank statement balance suitable warnings will be displayed on the **Shed Accounts** tab and elsewhere. These warnings will disappear when all issue have been fixed.
- 9
- On both the **Receipts** and **Payments** tabs you can scroll right to check the "cross check" column. This will either show "looks OK" or "Error" to help you identify any rows where the analysis code may be missing.
- 10
- Finally review the **Shed Accounts** to ensure there are no warnings and they appear to make sense. In particular the bank and cash balances on Section B (page 2) should have "OK" under each cash fund.
- 11
- If you do have error warning messages the detail and source of these errors are given at the foot of the **Shed Accounts** (rows 158 - 172 after Section C) with some hints on how to correct them.
- 12
- Before you start please take some time to test the functionality of this cash book.

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

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

- a
- Refunds**
Refunds can be entered as negative figures so that the refund amount is deducted from the same cost analysis that the original purchase was allocated to.
- b
- Transfers between cash and bank accounts**
Transfers between cash and/or bank accounts need to be recorded on a single row as + (plus) and - (minus) entries **in columns I, J, K** as appropriate. No analysis is required because the net amount must be zero. You are just transferring cash from one account to another.

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

If your Shed is a new CIO preparing accounts for the first time any transfer received from the bank account of a former unincorporated Men's Shed association **IS NOT a transfer between accounts** and should be entered as the receipt of a donation from the unincorporated association. If this is the case see the **Converting to a CIO** tab for explanation.
- c
- Restricted Funds**
If any receipt or payment relates to restricted funds put a Y in column G. It is important to identify restricted items because unrestricted and restricted funds must be disclosed separately in the accounts. You also need to be able to show restricted funds have been spent appropriately.
- d
- Transfers between unrestricted and restricted funds**
Restricted funds should never be negative and should be replaced by unrestricted funds if necessary.

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

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

The **Shed Accounts** will automatically show a transfer to restricted funds from unrestricted funds if required. You can however overwrite this balancing calculation if you wish to restrict more funds than required.
- e
- Endowment Funds**
Endowment funds are special funds which must usually be invested to produce income and not actually be spent. It is considered unlikely that any Men's Shed will have endowment funds and accordingly this cashbook DOES NOT provide for them.
- f
- Accounting for other assets and liabilities**
At the end of the financial year/period a statement of assets and liabilities must also be prepared. For most Men's Sheds we would expect to see some tools and equipment. You can estimate the value, there is no need to prepare a detailed valuation. If there are any unpaid bills or expenses the total amount should be disclosed, you do not need to list every unpaid item.

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

Every receipt and every payment must be allocated to an analysis column otherwise the accounts will not balance

DO NOT USE ANALYSIS COLUMNS FOR TRANSFERS BETWEEN CASH OR ANY BANK ACCOUNTS. Transfers are not receipts or payments, See 12b below.

see example ref 13 on payments tab

DO NOT USE ANALYSIS COLUMNS FOR TRANSFERS TO OR FROM CASH OR ANY OTHER BANK ACCOUNTS. Read 5b here.

see examples ref 2, 5, 14 and 15 on receipts tab

see example ref 1 on receipts tab showing transfer of funds into new CIO as a donation

see examples ref 6 on receipts tab and ref 4 on payments tab

A transfer from unrestricted funds to restricted funds is much easier than trying to account for an asset split across 2 funds.

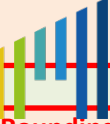
If you have Endowment funds contact UKMSA for advice.

NOTE: This is not the same as a balance sheet

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)

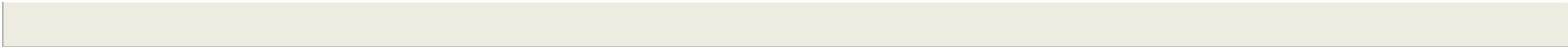
Spelling checked, minor corrections

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	Dereham Men's Shed
Your Charity or CIO number	1192142
Accounting start date	01/08/2021
Accounting end date	Period or year end 31/03/2022
Bank and cash accounts	Current account
Optional	Deposit account
	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.

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

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	03/11/2020
	£
Receipts	
Membership fees	240.00
Donations	2,548.23
Grants	
Sales / event income	113.00
Members refreshment and Xmas Meal	22.00
Other	
Sale of assets	
Total receipts for period ended	31/07/2021 2,923.23
Payments	
Shed premises costs	
Insurance	157.00
Materials & consumables	18.63
Small tools (<£25)	
Repairs and renewals	
Members refreshment and Xmas Meal	
Admin/Office costs	18.34
Subscriptions	24.00
Sundry	50.00
	0
Hand and power Tools (>£25)	
Workshop machines	
Total payments for period ended	31/07/2021 267.97
Surplus / (deficit) for prior period	2,655.26

Check this agrees to your last accounts

Check this agrees to your last accounts

Check this agrees to your last accounts

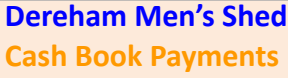
Current account balance at	31/07/2021	2,588.48	Include the pennies	
Deposit account balance at	31/07/2021		Include the pennies	
Cash funds held at	31/07/2021	66.78	Include the pennies	
Total cash funds held at	31/07/2021	2,655.26	Check this agrees to your last accounts	
Restricted funds held at	31/07/2021			
Unrestricted funds held at	31/07/2021	2,655.26	Check this agrees to your last accounts	
Total bank & cash funds held at	02/11/2020	0.00	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				



Dereham Men's Shed
Cash Book Receipts

For the period ended 31-Mar-22

			Receipt to		Analysis codes: Reason why money came in - DO NOT ADD other "accounts" such as "petty cash"							Cross check	Error count					
Ref	Date	Who received from	Why received	Analysis Code	Restricted funds	Current account	Deposit account	Cash	1 Membership fees	2 Donations	3 Grants	4 Sales / event income	5 Members Refreshments and Xmas Meal	6 Other	7 Sale of assets			
9	04/08/2021	Members	Teas/coffees at Meeting	5				9.80					9.80			Looks OK		
10	09/08/2021	K Green	Donation from H Myhill	2		10.00				10.00						Looks OK		
11	08/08/2021	I Gixti	Sale of Key hooks	4				10.00				10.00				Looks OK		
12	11/08/2021	K Green	Donation from H Myhill	2		5.00				5.00						Looks OK		
13	18/08/2021	Members	Teas/coffees at Meeting	5				22.90					22.90			Looks OK		
14	18/08/2021	Easy Fundraising	Raised from internet purchases	2		54.30				54.30						Looks OK		
15	21/08/2021	I Gixti	Sale of items from fete	4		30.00						30.00				Looks OK		
16	21/08/2021	Cash from fete	Sale of items at fete	4				117.50				117.50				Looks OK		
17	23/08/2021	Petty Cash Banked	Transfer between cash and bank			205.00		-205.00								Looks OK		
18	25/08/2021	Michael Walby	Membership fee 2021	1				5.00	5.00							Looks OK		
19	25/08/2021	Members	Teas/coffees at Meeting	5				10.50					10.50			Looks OK		
20	01/09/2021	Members	Teas/coffees at Meeting	5				8.50					8.50			Looks OK		
21	08/09/2021	Members	Teas/coffees at Meeting	5				7.80					7.80			Looks OK		
22	16/09/2021	Archant Community	Donation from coupons collected	2		30.00				30.00						Looks OK		
23	17/09/2021	I Gixti	Ebay Sale of books	4		5.50						5.50				Looks OK		
24	22/09/2020	Members	Teas/coffees at Meeting	5				27.00					27.00			Looks OK		
25	29/09/2021	Members	Teas/coffees at Meeting	5				7.00					7.00			Looks OK		
26	06/10/2021	Petty Cash Banked	Transfer between cash and bank			70.00		-70.00								Looks OK		
27	06/10/2021	Bryan Thacker	Membership fee 2021	1		5.00			5.00							Looks OK		
28	06/10/2021	Members	Teas/coffees at Meeting	5				13.20					13.20			Looks OK		
29	07/10/2021	Beavers	Refund Stomp Rockets Materials	6		35.00								35.00		Looks OK		
30	09/10/2021	M Groome	Donation	2				20.00		20.00						Looks OK		
31	20/10/2021	A Sharp	Membership fee 2021	1				5.00	5.00							Looks OK		
32	20/10/2021	Members	Teas/coffees at Meeting	5				20.90					20.90			Looks OK		
33	27/10/2021	William G	Membership fee 2021	1				5.00	5.00							Looks OK		
34	27/10/2021	Members	Teas/coffees at Meeting	5				10.00					10.00			Looks OK		
35	04/11/2021	Easy Fundraising	Raised from internet purchases	2		46.61				46.61						Looks OK		
36	08/11/2021	T George	Xmas Lunch Deposit	5		10.00							10.00			Looks OK		
37	08/11/2021	I Gixti	Xmas Lunch Deposit	5		20.00							20.00			Looks OK		
38	08/11/2021	J Collins	Xmas Lunch Deposit	5		20.00							20.00			Looks OK		
39	10/11/2021	H Martin	Xmas Lunch Deposit	5				20.00					20.00			Looks OK		
40	10/11/2021	Members	Teas/coffees at Meeting	5				26.40					26.40			Looks OK		
41	12/11/2021	S Malin	Xmas Lunch Deposit	5				20.00					20.00			Looks OK		
42	14/11/2021	T Mack	Xmas Lunch Deposit	5				20.00					20.00			Looks OK		
43	15/11/2021	R Millett	Xmas Lunch Deposit	5		10.00							10.00			Looks OK		
44	15/11/2021	R Chapman	Xmas Lunch Deposit	5				20.00					20.00			Looks OK		
45	17/11/2021	Members	Teas/coffees at Meeting	5				12.70					12.70			Looks OK		
46	24/11/2021	I Gixti	Balance Xmas Meal	5		19.90							19.90			Looks OK		
47	24/11/2021	Members	Teas/coffees at Meeting	5				10.00					10.00			Looks OK		
48	24/11/2021	T Mack	Balance Xmas meal	5				20.00					20.00			Looks OK		
49	24/11/2021	Robin Chapman	Balance Xmas meal	5				20.00					20.00			Looks OK		
50	24/11/2021	J Collins	Balance Xmas meal	5				26.90					26.90			Looks OK		
51	24/11/2021	R Millett	Balance Xmas meal	5				16.95					16.95			Looks OK		
52	25/11/2021	T George	Balance Xmas meal	5		16.95							16.95			Looks OK		
53	26/11/2021	Petty Cash Banked	Transfer between cash and bank			215.00		-215.00								Looks OK		
54	26/11/2021	H Martin	Balance Xmas Meal	5		53.90							53.90			Looks OK		
55	28/11/2021	S Malin	Balance Xmas Meal	5		33.90							33.90			Looks OK		
56	28/11/2021	Cash from fete	Sale of items at fete	4				46.00				46.00				Looks OK		
57	30/11/2021	Petty Cash Banked	Transfer between cash and bank			50.00		-50.00								Looks OK		
58	01/12/2021	Members	Teas/coffees at Meeting	5				26.00					26.00			Looks OK		
59	07/12/2021	Patrick Moore	Membership fee for 2022	1		20.00			20.00							Looks OK		
60	08/12/2021	Members	Teas/coffees at Meeting	5				21.00					21.00			Looks OK		
61	08/12/2021	Will Grierson	Membership fee for 2022	1				20.00	20.00							Looks OK		
62	09/12/2021	64 Million Artist's	Donation re UKMSA	2		50.00				50.00						Looks OK		
63	13/12/2021	Petty Cash Banked	Transfer between cash and bank			55.00		-55.00								Looks OK		
64	15/12/2021	John Collins	Membership fee for 2022	1				20.00	20.00							Looks OK		
65	15/12/2021	Members	Teas/coffees at Meeting	5				22.10					22.10			Looks OK		
66	17/12/2021	Petty Cash Banked	Transfer between cash and bank			50.00		-50.00								Looks OK		
67	22/12/2021	Tesco	Donation	2		200.00				200.00						Looks OK		
68	01/01/2022	Ian Gixti	Membership fee for 2022	1		20.00			20.00							Looks OK		



For the period ended 31-Mar-22

[illegible]



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

Current account summary

£

Opening Balance

as at 01/08/2021

2,588.48

Receipts and net transfers

1,846.06

Payments

-989.67

Closing Balance

as at 31/03/2022

3,444.87

Bank Reconciliation

£

Balance per Bank Statement

on 31/03/2022

3,444.87

Add

Date

Payee / details

Slip ref

£

0.00

Less

Date

Payee / details

Chq No.

£

0.00

Reconciled balance

3,444.87

Difference

0.00

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

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

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.

Looks Good

Deposit account 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

£

Opening cash held

66.78

Unbanked cash receipts

75.40

Cash payments

-79.75

Closing cash held

62.43

Cash counted by

Ian Gixiti Treasurer

On

31/03/2022

62.43

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

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

Dereham Men's Shed
Assets retained for the Shed's own use
31/03/2022



	Quantity	Optional Unit cost £	Optional Total cost £	Optional Unit value £	Required Total value £
Buildings					
1			0.00		0.00
			0.00		0.00
Large items of machinery					
1	Band saw Value £10 DMS041	1	0.00	10.00	10.00
2	Performance Pillar Drill DMS026	1	0.00	25.00	25.00
3	TIP DB1000 Woodwork lathe DMS028	1	0.00	50.00	50.00
4	Suregrave computerised Router + components DMS045-052/055-059	1	0.00	100.00	100.00
5	Roland Came Vinyl Cutter + Components DMS 053 /DMS054	1	0.00	30.00	30.00
6	Dewalt Chargers DMS036 &DMS038	2	0.00	0.00	0.00
7	ELU Chop Saw DMS040	1	0.00	0.00	0.00
8			0.00		0.00
9			0.00		0.00
10			0.00		0.00
			0.00		215.00
Power tools					
1	Bosch Angle Grinder DMS029	1	0.00	5.00	5.00
2	Skil Belt Sander DMS001	1	0.00	0.00	0.00
3	Grinders DMS003 & DMS037	2	0.00	5.00	10.00
4	Circular Saws DMS024/025//032	3	0.00	5.00	15.00
5	B&D detail sander DMS012	1	0.00	0.00	0.00
6	Drills DMS015/018/034/035/060/064	6	0.00	5.00	30.00
7	Jigsaw DMS021/061	2	0.00	0.00	0.00
8	Sanders DMS002/009/010/013/014/019/020/060	8	0.00	0.00	0.00
9	Planers DMS063/011	2	0.00	5.00	10.00
10	routers DMS005/016/042	3	0.00	5.00	15.00
			0.00		85.00
Hand tools					
1	Hand Saws, Hacksaws and knives. Various types and sizes.	32	0.00	0.00	0.00
2	Screwdrivers. Various sizes types and sizes.	69	0.00	0.00	0.00
3	Hammers and Mallets. Various types and sizes.	19	0.00	0.00	0.00
4	Chisels. Various types and sizes	43	0.00	0.00	0.00
5	Pliers. Various types and sizes.	33	0.00	0.00	0.00
6	Wrenches. Various types and sizes.	6	0.00	0.00	0.00
7	Spanners - Open ended and ring. Various sizes	67	0.00	0.00	0.00
8	Clamps. Various types and sizes.	25	0.00	0.00	0.00
9	Sprit levels. Various lengths.	9	0.00	0.00	0.00
10	Planes and surforms. Various types and sizes.	18	0.00	0.00	0.00
			0.00		0.00
Other assets					
1	Wooden Bench Horses	5	0.00	0.00	0.00
2	6" Metal ruler, engineers square, Internal and external Calipers, Dividers	5	0.00	0.00	0.00
3	Dovetail joint rig	1	0.00	0.00	0.00
4	Fixed Wall heaters DMS067 and DMS068	2	40.00	40.00	80.00
5	Titan wet & dry Vacuum Cleaner DMS065	1	79.99	79.99	79.99
6	Portable, Engineer and woodworking Vices, Engineers instrument cabinet	4	0.00	0.00	0.00
7	Gazebo	1	0.00	219.99	219.99
8	Cantilever box of taps, dies and drill bits	1	0.00	0.00	0.00
9	Handheld Vacuum DMS062	1	0.00	0.00	0.00
10	Sash Cramps	3	0.00	0.00	0.00
11	Philips Vacuum DMS027	1	0.00	0.00	0.00
12	Folding Trestle tables cost £47.95 each	2	95.90	47.95	95.90
13	Burgess Engraver DMS030	1	0.00	0.00	0.00
14	Glue Gun DMS033	1	0.00	0.00	0.00
15	Soldering Irons DMS007/008/022/023	4	0.00	0.00	0.00
			215.89		475.88
Total cost and value			215.89		775.88

Version 3.50 (Beta) 10/01/2021

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**.

0000

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.



Dereham Men's Shed

1192142

Receipts and payments accounts

For the period from

Period start date

To

Period end date

01/08/2021

31/03/2022

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	485	0	485	240
Donations	438	0	438	2,548
Grants	0	0	0	0
Sales / event income	209	0	209	113
Members Refreshments and Xmas Meal	754	0	754	22
Other	35	0	35	0
Sub total (Gross income for AR)	1,921	0	1,921	2,923
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	1,921	0	1,921	2,923
Payments				
Shed premises costs	122	0	122	0
Insurance	0	0	0	157
Materials & consumables	36	0	36	19
Small tools (<£25)	0	0	0	0
Repairs and renewals	0	0	0	0
Members Refreshments and Xmas Meal	348	0	348	0
Admin/Office costs	151	0	151	18
Subscriptions	62	0	62	24
Sundry	220	0	220	50
Advertising	50	0	50	0
Sub total	989	0	989	268
Asset and investment purchases				
Hand and power Tools (>£25)	0	0	0	0
Workshop machines	80	0	80	0
Sub total	80	0	80	0
Total payments	1,069	0	1,069	268
Net of receipts/(payments)	852	0	852	2,655
Transfers between funds	0	0		
Cash funds last year end	2,655	0	2,655	0
Cash funds this year end	3,507	0	3,507	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	3,445	0	3,445	2,588
Deposit account	0	0	0	0
Cash	62		62	67
Total cash funds	3,507	0	3,507	2,655
(agree balances with receipts and payments account(s))	OK	OK	OK	OK
Other monetary assets				
Stocks/goods for sale			0	
Debtors			0	
			0	
			0	
			0	
			0	
			0	
Investment assets				
			0	
			0	
			0	
			0	
			0	
			0	
			0	

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

Assets retained for the Shed's own use

Buildings
Large items of machinery
Power tools
Hand tools
Other assets

0	
0	
0	
0	
376	100

0
215
85
0
476

85
70

776

155

Liabilities

Trade creditors
Accrued expenses

0
0
0
0
0
0

0

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

Signature

I Gixti	
J Collins	

Print Name

I Gixti	
J Collins	

Date of approval

13/04/2022
13/04/2022

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.

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.

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 (may be stated on analysis of funds worksheets)

--

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.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			- 0

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.

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
--	---

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.

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
---	---

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.

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 (£)

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.

C6 Other information

--

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.

