2023 Parish Accounts Template V1 – User Guide (20/12/22)

Part 1 Setup Parish details

- Open template to get to Main Menu.
- Click system setup.
- Click Setup or update your Parish details.
  - Parish Name: enter your Parish name.
  - Parish code: enter your Parish code.
  - Deanery: select your Deanery from the drop-down list.
- When finished click Return to main menu.

Part 2 Setup Funds details

- Open template to get to Main Menu.
- Click system setup.
- Click Setup or update your Funds details:
  - U1 is already setup.
  - Up to 9 Designated funds you can have are D1 through to D9: enter the Fund name.
  - Up to 12 Restricted funds you can have are R1 through to R12: enter the Fund name.
- Click Return to main menu.

Part 3 Setup Accounts details

- Open template to get to Main Menu.
- Click system setup.
- Click Setup or update your bank and cash account details:
  - 1 is General for your main current account.
  - 2 is Cash for your cash float.
  - Up to 8 others you can have 3 through to 10: enter the Account name.
- When finished click Return to main menu.

Part 4 Receipts transactions

- Open template to get to Main Menu.
- Click Input receipts.
- Click on date box on next available blank line.
- Enter details:
  - Date: date of receipt.
  - Reference Number: enter a reference which helps you recognise the transaction.
  - Category: select the Category from the drop-down list. Leave blank if the transaction is not to be included in the PCC accounts (eg: wedding or funeral fees due to the Diocese, or funds raised to be paid out to a particular charity).
  - Amount: enter the amount.
  - On Bank Statement: select Yes or No from the drop-down list.
  - Account: select the Account from the drop-down list.
  - Unrestricted or Restricted: select Unrestricted or Restricted from the drop-down list.
  - Fund: select the Fund from the drop-down list.
Part 5 Payments transactions

- Open template to get to Main Menu.
- Click Input payments.
- Click on date box on next available blank line.
- Enter details:
  - Date: date of payment.
  - Reference Number: enter a reference which helps you recognise the transaction.
  - Category: select the Category from the drop-down list. Leave blank if the transaction is not to be included in the PCC accounts (e.g.: wedding or funeral fees due to the Diocese, or funds raised to be paid out to a particular charity).
  - Amount: enter the amount.
  - On Bank Statement: select Yes or No from the drop-down list.
  - Account: select the Account from the drop-down list.
  - Unrestricted or Restricted: select Unrestricted or Restricted from the drop-down list.
  - Fund: select the Fund from the drop-down list.
  - Contra Items. Only relates to transactions not to be included in the PCC accounts (e.g: wedding or funeral fees due to the Diocese, or funds raised to be paid out to a particular charity):
    - Select Matched from the pull-down list if there is a corresponding transaction in the Receipts sheet.
    - Select Unmatched if there is not yet a corresponding transaction in the Receipts sheet.
  - Details: enter detail which helps you recognise the transaction.
- When finished click Return to main menu.

Part 6 Funds transfers

- Open template to get to Main Menu.
- Click Input funds transfers.
- Click on date box on next available blank line.
- Enter details:
  - Date: date of transfer.
  - Transfer From: select the Fund from the pull-down list.
  - Transfer To: select the Fund from the pull-down list.
  - Amount: enter the amount.
  - Details: enter detail which helps you recognise the transaction.
- When finished click Return to main menu.

Part 7 Bank and cash account transfers
- Open template to get to Main Menu.
- Click Input bank & cash account transfers.
- Click on date box on next available blank line.
- Enter details:
  - Date: date of transfer.
  - Transfer From: select the Account from the pull-down list.
  - Transfer To: select the Account from the pull-down list.
  - Amount: enter the amount.
  - Details: enter detail which helps you recognise the transaction.
- When finished click Return to main menu.

Part 8 Return of Parish Finance

- Open template to get to Main Menu.
- Click Return of Parish Finance.
- System automatically totals up the receipts and payments figures and puts the totals in the correct categories in the Return of Parish Finance.
- Details you need to enter:
  - Parish Name: enter your Parish name.
  - Parish code: enter your Parish code.
  - Deanery: enter your Deanery name.
  - Number of planned givers: enter amount.
  - Number of new legacies received in year: enter amount.
  - Cash and deposit balances as at 31/12/23: enter amounts for Unrestricted and Restricted.
  - Investments as at 31/12/23: enter amounts for Unrestricted and Restricted.
  - Box called Looking back across 2023: enter any details.
- When finished click Return to main menu.

Part 9 Accounts

- Open template to get to Main Menu.
- Click Accounts.
- System automatically totals up the receipts and payments figures and puts the totals in the correct categories in the Accounts.
- Details you need to enter:
  - In Receipts and Payments Accounts enter the 2022 figures in the TOTAL 2022 column.
  - In Statement of Assets and Liabilities enter the 2023 figures in the Unrestricted funds and Restricted funds columns and the 2022 figures in the TOTAL 2022 column.
- When finished click Return to main menu.

Part 10 Budget monitoring

- Open template to get to Main Menu.
- Click Budget monitoring.
- System automatically totals up the receipts and payments figures and puts the totals in the correct categories.
- Details you need to enter:
  - For Unrestricted funds and Restricted funds sections enter the budget figures in the Budget for the year column.
- Select the **month** and the system fills in the Budget year to date columns.
- When finished Click **Return to main menu**.

### Part 11 Bank reconciliation

- Open template to get to **Main Menu**.
- Click **Bank reconciliation**.
- Select the **Account** you want to reconcile.
- Select the **Month** you want to reconcile from the pull-down list.
- Details you need to enter:
  - Balance as per bank statement: enter **closing balance** showing on your bank statement.
  - Reconciling items:
    - Receipts transactions in accounts not yet on bank statement:
      - These are items from the **Input receipts** sheet.
      - Enter **reference number** and **amount** for each individual item.
    - Payments transactions in accounts not yet on bank statement:
      - These are items from the **Input payments** sheet.
      - Enter **reference number** and **amount** for each individual item.
    - Outstanding contra items:
      - These are the **Unmatched** items from the **Input receipts** or **Input payments** sheets.
      - Enter **reference number** and **amount** for each individual item.
    - Receipts transactions in bank statement not yet in accounts:
      - These are items from the **bank statement**.
      - Enter **reference (from bank statement)** and **amount** for each individual item.
    - Payments transactions in bank statement not yet in accounts:
      - These are items from the **bank statement**.
      - Enter **reference (from bank statement)** and **amount** for each individual item.
- Look at the reconciliation Statement section. When the **Remaining Difference to reconcile** is showing as **0** the account is **correctly reconciled**.
- If you print the sheet at that point and keep it on file then you can use the same sheet again in the following month and overwrite the figures.
- When finished Click **Return to main menu**.

### Part 12 Funds balances monitoring

- Open template to get to **Main Menu**.
- Click **Funds balances monitoring**.
- Sheet automatically keeps track of each of your fund balances and shows you how these are made up.
- Details you need to enter:
  - In the **Opening Balance** column enter the **fund balance as at 01/01/23**.
- When finished Click **Return to main menu**.

### Part 13 Bank and cash balances monitoring

- Open template to get to **Main Menu**.
• Click Bank and cash balances monitoring.
• Sheet automatically keeps track of each of your fund account balances and shows you how these are made up.
• Details you need to enter:
  o In the Opening Balance column enter the account balance as at 01/01/23.
• When finished Click Return to main menu.