**2024 Parish Accounts Template V1 – User Guide (15/12/23)**

**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.
	+ Contra Items. Only relates to transactions 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):
		- Select **Matched** from the pull-down list if there is a corresponding transaction in the Payments sheet.
		- Select **Unmatched** if there is not yet a corresponding transaction in the Payments sheet.
	+ Details: **enter detail which helps you recognise the transaction.**
* When finished click **Return to main menu.**

**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 (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.
	+ Contra Items. Only relates to transactions 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):
		- 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: selectthe **Fund** from the pull-down list.
	+ Transfer To: selectthe **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: selectthe **Account** from the pull-down list.
	+ Transfer To: selectthe **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 31/12/24: **enter amounts for Unrestricted and Restricted.**
	+ Investments as at 31/12/24: **enter amounts for Unrestricted and Restricted.**
	+ Box called Looking back across 2024: **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 **2023 figures** in the TOTAL 2023 column.
	+ In Statement of Assets and Liabilities enter the **2024 figures** in the Unrestricted funds and Restricted funds columns and the **2023 figures** in the TOTAL 2023 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 01/01/24**.
* 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:
	+ In the **Opening Balance** column enter the **account balance as at 01/01/24**.
* When finished Click **Return to main menu.**