2025 Parish Accounts Template

Part 1 Setup Parish details

- Open template to get to **Main Menu.**
- Click **system setup.**
- Click **Setup or update your Parish details.**
  - o Parish Name: <mark>enter your Parish name.</mark>
  - o Parish code: <mark>enter your Parish code.</mark>
  - o Deanery: select <mark>your Deanery</mark> 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:**
  - o U1 is already setup.
  - o Up to 9 Designated funds you can have are D1 through to D9: <mark>enter the Fund name.</mark>
  - o Up to 12 Restricted funds you can have are R1 through to R12: <mark>enter the Fund name.</mark>
  - o 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:**
  - o 1 is General for your main current account.
  - o 2 is Cash for your cash float.
  - o Up to 8 others you can have 3 through to 10: <mark>enter the Account name.</mark>
- 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:
  - o Date: <mark>date of receipt.</mark>
  - o Reference Number: <mark>enter a reference which helps you recognise the transaction.</mark>
  - o Category: select the <mark>Category</mark> from the drop-down list. Leave <mark>blank</mark> 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).
  - o Amount: <mark>enter the amount.</mark>
  - o On Bank Statement: select <mark>Yes or No</mark> from the drop-down list.
  - o Account: select the <mark>Account</mark> from the drop-down list.
  - o Unrestricted or Restricted: select <mark>Unrestricted or Restricted</mark> from the drop-down list.
  - o Fund: select the <mark>Fund</mark> 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: 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 <mark>Account</mark> from the pull-down list.
    - Transfer To: select the <mark>Account</mark> from the pull-down list.
    - Amount: <mark>enter the amount.</mark>
    - Details: <mark>enter detail which helps you recognise the transaction.</mark>
- 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: <mark>enter your Parish name.</mark>
    - Parish code: <mark>enter your Parish code.</mark>
    - Deanery: <mark>enter your Deanery name.</mark>
    - Number of planned givers: <mark>enter amount.</mark>
    - Number of new legacies received in year: <mark>enter amount.</mark>
    - Cash and deposit balances as at 31/12/24: <mark>enter amounts for Unrestricted and Restricted.</mark>
    - Investments as at 31/12/24: <mark>enter amounts for Unrestricted and Restricted.</mark>
    - Box called Looking back across 2025: <mark>enter any details.</mark>
- 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 <mark>2024 figures</mark> in the TOTAL 2024 column.
    - In Statement of Assets and Liabilities enter the <mark>2025 figures</mark> in the Unrestricted funds and Restricted funds columns and the <mark>2024 figures</mark> in the TOTAL 2024 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 <mark>budget figures</mark> 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 <mark>account balance as at 01/01/24</mark>.
- When finished Click **Return to main menu.**