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Support for Quaker Treasurers

Quaker treasurers can obtain support from the following contacts.

General treasurers' support:

Gaby Scott, Treasurers' and Clerks' Support Officer
t. 020 7663 1045, **e.** gabys@quaker.org.uk
w. www.quaker.org.uk/treasurers

Support for treasurers' spreadsheets:

e. TreasurersIT@quaker.org.uk



2. Quaker meeting accounts

Area meetings (AMs) are required by the charity regulators to keep accounts and present their annual reports in the approved format. Whilst treasurers can use either paper or computer systems for bookkeeping through the year, it can be helpful to use a computer system for producing the end of year financial reports. Quaker Stewardship Committee (QSC) has available a special bookkeeping spreadsheet for Quaker treasurers, while the Charity Commission, and OSCR in Scotland, have available several annual report template spreadsheets. Treasurers may also like to consider accounting software packages, such as Paxton Church Accounting, Liberty Accounts, or QuickBooks, each of which is used by several AMs.

AM treasurers can cope with local meeting (LM) treasurers using a variety of different ways of recording their receipts and payments, though it obviously simplifies the task of collating the accounts if all the LMs use the same system. Small local meetings may need only a paper cash book, but larger meetings may prefer to use the Quaker Cash Book spreadsheet or an accounting software package. Meetings with more complex finances may find it helpful to consult a professional accountant.

In the past some LMs prepared their annual report and accounts independently of the AM and the AM treasurer then brought the various LM reports together into the AM collated report. This can be a difficult task, and so treasurers seeking advice are now encouraged to consider a system which combines all the LM accounts and AM accounts in one integrated system.

Integrated AM accounts

With the integrated system of AM accounts the LM treasurers record their receipts and payments using their preferred system, which could be a paper cash book, the Cash Book spreadsheet for Quaker treasurers, or some other financial software.

Each month the LM treasurers send their data to the AM treasurer, and the AM treasurer, or a bookkeeper, enters all the transactions into the AM accounts software, so that the package holds a complete record of all the transactions for the whole area meeting. This has the advantage that the transactions can be checked and errors can be corrected immediately, whilst memories are still fresh, rather than waiting until the end of the year. Then at the end of the year the AM accounts software can use the accurate data to produce the end of year financial reports quickly and automatically. Local meeting treasurers do not need to prepare their individual meeting financial reports themselves.

The financial software can produce the statement of financial activities (SOFA) and balance sheet from the year's transactions, but AM treasurers still need to use the report templates from

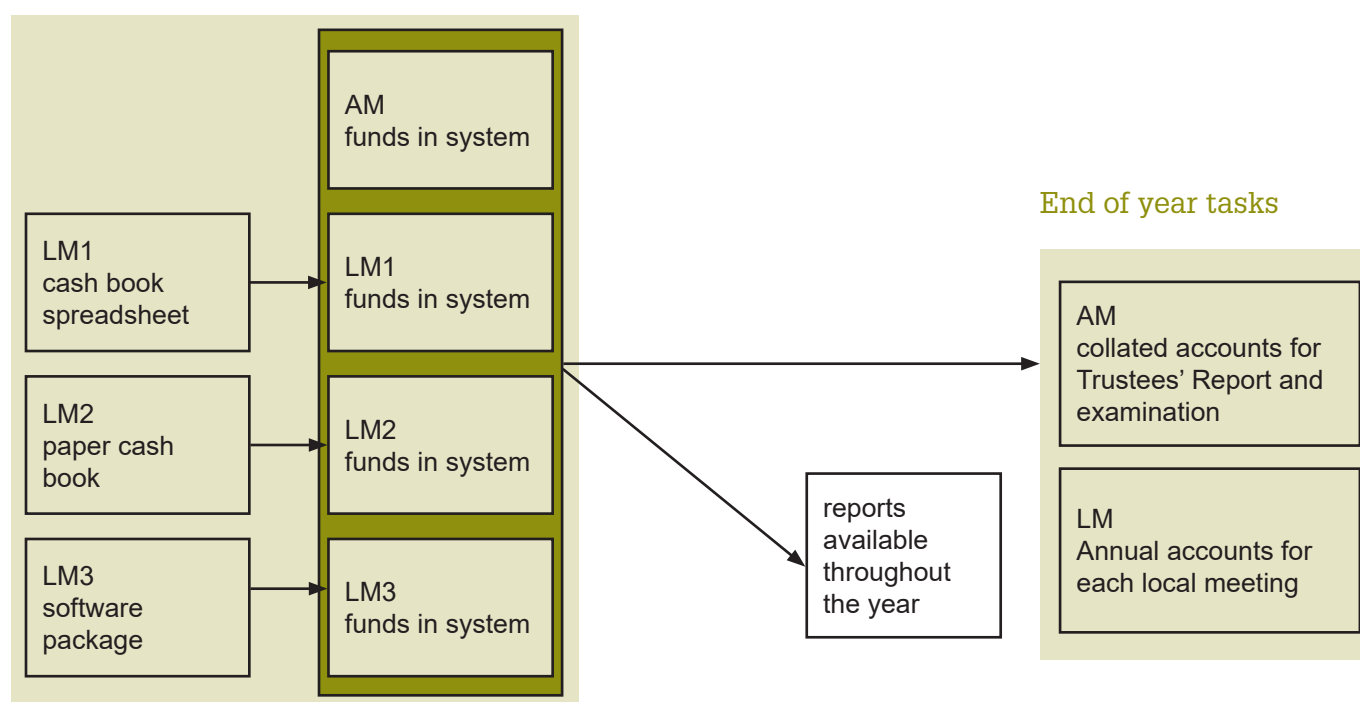
2. Introduction: Deciding which system

the Charity Commission as a reminder of the correct format of the full annual report and of the details required in the notes to the accounts. For example, these include the AM employees' wages, tax and NI; the expenses refunded to trustees; the details of properties etc.

Using this integrated system, the whole of the AM accounts can be examined as a single task, thereby removing from the local meetings the need to get their accounts examined separately. In addition, the AM treasurer can produce financial reports for the trustees at any time throughout the year to support them in their governance of the area meeting as a whole.

Both the Quaker Cash Book spreadsheet and the accounts software for charities can create Gift Aid claims automatically.

Monthly tasks



Contacts

Paxton Church Accounting: e. sales@churchaccounting.co.uk, t. 01234 216666, w. www.churchaccounting.co.uk. Ask for the version of the package customised for Quaker use.

Liberty Accounts: e. sales@libertyaccounts.com, t. 0800 170 1150, w. www.libertyaccounts.com

QuickBooks: t. 0808 168 9533, w. quickbooks.intuit.com/uk/accounting-software

Charity Commission, OSCR (Scotland)

- www.gov.uk/government/collections/accruals-accounts-pack-cc17-sorp-frs-102
- www.gov.uk/government/publications/charity-accounting-templates-receipts-and-payments-accounts
- www.oscr.org.uk/managing-a-charity/charity-accounting



3. The Cash Book spreadsheet for Quaker treasurers

The Quaker Cash Book spreadsheet enables the treasurer to record all the receipts and payments, replacing a manual cash book, and providing automatic totals and bank reconciliation. It can automate the handling of claims for Gift Aid, and it can summarise the contributions from each donor. You can customise the spreadsheet for your meeting using the categories of receipts and payments you need. There are two versions of the spreadsheet – one is empty and ready for your data, and the other includes demonstration data to show how it looks when completed.

There is a user guide to explain how to install, customise, and use the spreadsheet, a built-in help system, and set of training videos.

The spreadsheet was created using Microsoft Excel, but there is an alternative version for OpenOffice and LibreOffice. These all work with PCs and Apple Mac computers.



4. How to get the treasurers' spreadsheets

The spreadsheet is distributed without charge to treasurers of Quaker bodies in the UK. It is not suitable for personal or business accounts, but it may be of interest to other small charities in the UK.

General Public License

The Quaker Cash Book spreadsheet is free software: you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation, either version 3 of the license, or any later version. It is distributed in the hope that it will be useful, but without any warranty; without even the implied warranty of merchantability or fitness for a particular purpose.

See the GNU General Public License for more details www.gnu.org/licenses

Choose a version

Decide whether you need the version of the spreadsheet for Microsoft Excel or for OpenOffice. The Excel version is slightly easier to use, but if you don't already have Excel you could consider OpenOffice or LibreOffice instead.

Download the spreadsheets

Click one of the buttons below to download the zipped folder with the spreadsheet you need. You may wish to read through the download instructions and troubleshooting tips on the following pages first.

[Download spreadsheet for Excel 2007 to Excel 2019](#)

[Download spreadsheet for OpenOffice/LibreOffice](#)

4. How to get the treasurers' spreadsheets

Download instructions

Click on one of the buttons above to download the zipped spreadsheet file. What happens next depends on your computer. Either the computer will ask where you want to save the file, or it will put it straight into your downloads folder without asking.

Installing the spreadsheets from the downloaded setup file

When the download finishes, you will find the setup file in the chosen folder on your computer.

- The version for Excel 2007 to 2019 is called SetupExcelXlsm.zip
- The version for OpenOffice is called SetupOO.zip

Locate the downloaded file and open it by double-clicking on its file name or icon. That will display the list of files compressed (zipped) inside it, together with a link or button labelled 'Extract all files'.

Click on 'Extract all files', accept the default destinations, and you will create a folder with the same name as the zip file but without the '.zip' on the end. In this new folder the files are all uncompressed and available for use.

The spreadsheet files supplied

You will eventually find the following files in your chosen folder. The example given below is for the Excel version. The file names also include the current version number, for example "9b" or "10a".

- Cash Book User Guide.pdf
- Cash Book Help.chm
- Cash Book.xlsm
- Cash Book Demo.xlsm
- Gift Aid Address List.xlsx
- gift_aid_schedule.ods

It is best to start by printing and reading the user guide. You can do this by double-clicking on its icon. Your PDF reader will start up and display the PDF file, and then you can print it out with the menu: File, Print. If you don't have a PDF reader you can download the free Adobe Reader.

Trouble-shooting the installed files

Files blocked or navigation cancelled

Windows sometimes tries to protect us by blocking files that come from other computers in case they might be dangerous. If you receive a message that any of the spreadsheet files is 'blocked' you can easily unblock it. Display the filenames with the Windows Explorer (My Computer) and right-click on the offending file to display the context menu. In the menu select Properties and

4. How to get the treasurers' spreadsheets

display the General tab. At the bottom you may see a message 'This file came from another computer and might be blocked to protect this computer'. If so, there will be a button at the side labelled 'Unblock'. Click this button, and then click 'OK' to close the window. The file should now work normally.

If the General tab just has a blank space at the bottom and no Unblock button, then your file is not blocked.

If you can display the help file, but the text window on the right displays the message 'Navigation to the web page was cancelled', then the solution is the same. First close the help file and then display the file names, right-click on 'Cash Book Help.chm', select 'Properties', 'General', click 'Unblock', click 'OK'. The help file should then display the text correctly.

Protected view

Excel may open the spreadsheet, and display a message across the top of the window saying 'Protected View: This file originated from an internet location and might be unsafe'. In this case just click on the button alongside labelled 'Enable editing'.



5. Treasurers' spreadsheets training videos

There is a set of training videos for the Quaker Cash Book spreadsheet available on Vimeo. These are each 5 to 10 minutes long and demonstrate how to perform different tasks with the spreadsheet. To view the videos just click the button below and put in the password: bym

[View Treasurers' spreadsheets training videos](#)

The following videos are available on Vimeo:

1. Starting the Cash Book (11m 29s)

This shows how to start a new cash book and customise it for your meeting.

2. Getting help (5m 24s)

How to get help in using the Cash Book spreadsheet from pop-up comments and the built-in help system.

3. Working with columns (7m 24s)

How to set up the columns you need to record your receipts and payments – adding, hiding, and deleting columns in the spreadsheet.

4. Entering receipts (4m 45s)

How to enter and add up receipts as they occur during the year.

5. Entering payments (4m 33s)

How to enter payments on the Payments worksheet.

6. Working with rows (5m 48s)

How to insert more rows to enter receipts or payments, and how to delete or hide unwanted rows.

7. Analysis of funds (10m 40s)

How to assign receipts and payments to different funds and keep a running total of how much money is in each fund.

8. Using the Budget worksheet (7m 51s)

How to enter the budget and compare it with the year-to-date receipts and payments.

5. Treasurers' spreadsheets training videos

9. More about the Budget worksheet (11m 8s)

How to insert and delete rows in the budget worksheet. How to adjust the year-to-date receipts and payments for end-of-year debtors and creditors.

10. Bank reconciliation (8m 49s)

How to perform a bank reconciliation when the bank statement arrives.

11. Bank reconciliation errors (5m 50s)

How to track down the cause of bank reconciliation errors.

12. Contribution record (8m 19s)

How to create a contribution record showing the list of donations from each donor with sub-totals.

13. Gift Aid (16m 55s)

How to create a claim for Gift Aid.

14. Claiming Gift Aid from the previous year (5m 53s)

How to make a claim from, or record the tax refunded from, donations received in the previous year.