

# WI ACCOUNT BOOK AND FINANCIAL STATEMENT ON COMPUTER

- Please save the spreadsheet onto your computer in 'Documents' or 'Desktop'.
- At foot of page are 'Payments', 'Receipts', 'Financial Statement'. Click on the required heading.
- Receipts: input/amend the year i.e. 2012/13. Input the name of your WI.
- Input the brought forward figure from last year in 'Receipts'.
- There are 9 pages each of Payments and Receipts. Totals automatically update on the following page.
- You enter the date i.e. 22/6 for 22 June and the computer puts it into the correct format.
- Do not enter the '£' sign or commas into the cells, it is unnecessary.
- Cheque numbers should be the last 4 digits.
- The printing area is pre-set (you can select which pages you wish to print).
- Financial Statement is automatically updated with each entry. The balances at the foot of F/S require manual input – the beginning of year can be input now and the end of year once you have closed the books for year end.
- Petty cash entries can be made for the imprest system – i.e. draw cheque for what is actually spent and post the entries into the correct columns. If the other system of petty cash is used (top up by drawing £20 when cash low) there would have to be manual adjustments made at yearend. The total of column 6 'petty cash' **does not transfer onto the financial statement.**
- Transfers from or to Deposit account should not be entered which means you would have to remember this when reconciling figures with the bank.
- Bank reconciliation is manual.
- Up to date balance is shown at the right hand top of each page. This updates automatically with each entry and the current date is shown.
- A copy of the Payments and Receipts pages should be printed at least every other month, numbered and signed and copies given to the independent examiner to see at year end. Paper copy of the complete year's accounts should be retained for six years.
- At year end you can either use the financial statements to complete the larger version sent to you by your federation, or print off two copies and complete in the usual way with signatures from Treasurer and President before sending to Independent Examiner with relevant paperwork. On completion, one copy should be forwarded to the Federation office with the Annual Report Form.
- It is advisable to back-up the spreadsheet accounts (on to a memory stick) and deposit the copy with another member of the committee. This means that in case of emergency - fire, burglary for instance, there is still a record.