



Guide to producing branch accounting summary

Many charitable trusts ask for a copy of the branch's accounts to go with applications.

The Branch Accounting Online system includes a standard report which will be acceptable to many funders for this purpose.

There is a user guide as part of the system that explains how to run the report but simply step by step:

1. Ensure that all transactions for the period that you wish to report on have been analysed.
2. Click on the "Reports" button.
3. Select the report that you wish to run from the list shown. Receipts and Payments reports summarise the data, whereas transaction reports show each individual transaction.
4. Input the report date. Any Receipts and Payments report will automatically include a year to date column, which starts from 1 January.
5. The "Output to" menu automatically selects report. This will view the report in the same window onscreen, alternatively you can choose for the report to be in a new tab or exported to excel.
6. Click "Run Report"

You should end up with something that looks like this:

Branch: Taunton Page 1

Receipts and Payments Report

	One Month Dec 2014	Year to Date Dec 2014	Forecast
Receipts			
Branch fundraising events (non trading)	0.00	131.25	
Donations-store-street-static boxes	0.00	1732.18	
Events Income	805.00	1385.00	
I01 General Donations	488.23	9585.73	
I01 Subscriptions	0.00	832.21	
I02 Raffles	302.00	615.00	
I04 Sales of donated goods	8.00	8.00	
I10 Charges made for branch services	142.00	1114.10	
I11 Grants	500.00	500.00	
I12 Interest Received	5.91	82.40	
Total Receipts	2251.14	15985.87	
Payments			
E11 Fundraising expenses	2.99	240.99	
E13 Advertising general	0.00	350.00	
E17 Printing & Stationery	339.55	611.83	
E18 Postage	63.60	625.34	
E2 Socials and Outings	946.30	1338.30	
E26 Other costs	0.00	4000.00	
E3 MS Nurses/Physios/Alternative therapies	530.00	9250.60	
E5 Transport and travel	41.85	243.45	
Total Payments	1924.29	16660.51	
Net surplus/deficit	326.85	-674.64	
Balance at the Bank per statement			
Account Name	Statement Balance		
Current Account	12989.64		

Help is available via financesupport@mssociety.org.uk or 0208 438 0765

If your branch doesn't use the Branch Accounting Online system then your Local Network Officer or Area Fundraiser may be able to help you produce a simplified version of your accounts.