



## COMPLETING THE YEAR-END FINANCE PROCESS FOR GROUPS

Below are the steps you'll need to follow if you're a Finance Volunteer or Group Coordinator (or the Coordinating Team Member who will authorise Year-End documents if your group doesn't have a Group Coordinator).

You can also access our [video guidance](#), as and when you need it.

If you have queries about anything to do with the Year-End process, contact our friendly team on [financesupport@mssociety.org.uk](mailto:financesupport@mssociety.org.uk).

Find out more about each step by clicking the links below.

When?	Finance Volunteer	Group Coordinator (or other Coordinating Team Member)
Sept/Oct	Click the link in the email we sent you, to confirm that you have access to your MS Society email account. <a href="#">See details here.</a>	Click the link in the email we sent you, to confirm that you have access to your MS Society email account. <a href="#">See details here.</a>
Sept/Oct/ Nov/Dec	Ensure monthly <a href="#">transactions analysis</a> is up to date on Branch Accounting Online.	
Nov/Dec	If helpful, sign up to attend one of our Year-End support sessions, held on Zoom.	If helpful, sign up to attend one of our Year-End support sessions, held Zoom.
Mid Dec	Receive email containing link to the <a href="#">Financial Rules Checklist</a> .	Receive email containing link to the <a href="#">Financial Rules Checklist</a> .
Dec/Jan	If your group is selected to complete an <a href="#">Agreed Upon Procedures (AUP) Report</a> , let us know ASAP who your accountant will be.	
Jan	If your group is selected to have <a href="#">some transactions audited</a> , send us your supporting materials by the date we'll give you, when the auditors will be expecting them.	

Jan	Analyse outstanding December 2023 transactions in Branch Accounting Online. Late December transactions will be visible from 3 January.	
Jan	Once all 2023 transactions have been analysed: <ul style="list-style-type: none"> <li>○ Download <a href="#">December 2023 Receipt and Payment Report</a> from Branch Accounting Online.</li> <li>○ Save it securely as a PDF.</li> <li>○ Attach this to the Financial Rules Checklist when you've completed it.</li> </ul>	
Jan	Using the link we'll send you, complete the questions in the <a href="#">Financial Rules Checklist</a> (should take about 45 mins).	
Jan		<ul style="list-style-type: none"> <li>○ Receive email confirming that Finance Volunteer has completed <a href="#">Financial Rules Checklist</a>.</li> <li>○ Check that you agree with the responses on the Year-End Finance System. If you're not happy with any of the responses, discuss with your Finance Volunteer.</li> <li>○ Check that you're happy with the <a href="#">December Receipt and Payment Report</a>. If you're not happy with any of the transactions, please contact Finance Support.</li> <li>○ If you're happy with both, press the approve button to submit the documents to Finance Support.</li> </ul>
Jan	Email <a href="mailto:financesupport@mssociety.org.uk">financesupport@mssociety.org.uk</a> with details of any purchase or disposal of group fixed assets.	
<b>31 Jan</b>	<b>*** DEADLINE ***</b>	

## **Transactions analysis**

To help make the Year-End process as manageable as possible for all of us, now's the time for you to ensure that your transactions analysis is up to date, using the Branch Accounting Online System. We ask groups to do this every month, so that coordinating teams have an accurate overview of their group's current financial position, and so that we can accurately report on the financial position of the MS Society as a whole.

The next earmarked money transfer will be at the end of December.

Please note that if your group has fallen behind with analysing your transactions, any money due to your group will not be transferred until transactions have been analysed. Please let us know if you need any support to do this.

## **Help us to help you**

As we approach the Year-End deadline, the number of requests for support we receive increases. As a very small team, we can struggle to respond as quickly as we'd like to over this period. We know how frustrating this is for volunteers who are trying to complete the required actions within the deadlines.

It would therefore be very helpful all round if we can address any issues relating to transactions incurred earlier in the year as soon as possible, prior to the run up to the Year End.

## **Agreed Upon Procedures (AUP) Report**

A few groups will also be asked to submit an Agreed Upon Procedures Report, which needs to be completed by a qualified accountant. Groups with day centres and shops will be expected to complete one, along with a few other groups selected at random. We'll let you know at the end of November if your group needs to provide one of these. If your group is selected, we'll send you some guidance about what's needed. You'll need to provide us with details of the accountant you'll be using. AUPs need to be returned to Finance Support by 31 January.

## **Transaction auditing**

The Finance Team will also select a small number of group transactions at random and ask those groups to provide backup material for that specific transaction. If your group is asked to provide backup material for a transaction, please provide it quickly, to ensure that we can evidence to the auditors (as part of the Year-End process) that processes are being followed appropriately. We'll let you know at the end of November if your

group needs to provide any supporting documents as part of the Year-End process.

### **December 2023 Receipt and Payment Report**

If you complete all your transactions analysis by the end of December, it'll give you less to do in January. But please don't download your December Receipts and Payment Report until 3 January, unless you're certain that you'll have no transactions between Christmas and New Year. If you do, you'll be able to see these from 3 January.

Once you've analysed all your transactions, you can download your December Receipts and Payment Report as a PDF file and save it to be attached to your Financial Rules Checklist once you've completed that.

### **Financial Rules Checklist**

The Financial Rules Checklist is how groups give the Trustees the assurance that they're managing money in line with our policies and processes. You'll need to use your MS Society email to access and authorise the Checklist. If you don't have an MS Society email address, or are having problems accessing it, please contact [ssadminhelpdesk@mssociety.org.uk](mailto:ssadminhelpdesk@mssociety.org.uk). You must submit your group's completed and authorised Checklist by 31 January at the latest.