



It's amazing how quickly the Year-End financial process seems to roll around! One minute we're going into autumn, and the next we're thinking about festive celebrations. Then, as soon as the jollity's over, the Year-End finance process for groups is upon us — with its **deadline of 31 January**.

Whether you're a new Finance Volunteer, or an old hand, we want to make the process clear and manageable for you. And to provide any [support](#) you might need.

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).

Find out more about each step by clicking the links.

| When? | Finance Volunteer | Group Coordinator (or other Coordinating Team Member) |
|------------------|---|---|
| Sept/Oct/Nov/Dec | Ensure monthly transactions analysis is up to date on Branch Accounting Online. | |
| Nov | Check you can access your MS Society email account. Contact the Volunteer Support Team with any problems. | Check you can access your MS Society email account. Contact the Volunteer Support Team with any problems. |
| Nov/Dec | If helpful, drop in to one of our Year-End support sessions , held on Zoom. | If helpful, drop in to one of our Year-End support sessions , held on Zoom. |
| Mid Dec | Receive email containing link to the Financial Rule Checklist. | Receive email containing link to the Financial Rule Checklist. |
| Dec/Jan | If your group's selected to complete an Agreed Upon Procedures (AUP) Report , let us know ASAP who your accountant will be. | |
| Jan | If your group's selected to have some transactions audited , send us your | |

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| | supporting materials by the date we'll give you, when the auditors will be expecting them. | |
| Jan | Analyse outstanding December 2024 transactions in Branch Accounting Online. Late December transactions will be visible from 3 January. | |
| Jan | Once all 2024 transactions have been analysed: <ul style="list-style-type: none"> Download December 2024 Receipt and Payment Report from Branch Accounting Online. Save it securely as a PDF. Attach this to the Financial Rules Checklist when you've completed it. | |
| Jan | Using the link we'll send you, complete the questions in the Financial Rules Checklist (should take about 45 mins). You can also find the checklist here . To complete it, you'll need an MS Society email address. | |
| Jan | | <ul style="list-style-type: none"> Receive email confirming that Finance Volunteer has completed the Financial Rules Checklist. 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. Check that you're happy with the December Receipt and Payment Report. If you're not happy with any of the transactions, please contact Finance Support. If you're happy with both, press the approve button to |

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| | | submit the documents to Finance Support. |
| Jan | Email financesupport@mssociety.org.uk with details of any purchase or disposal of group fixed assets. | |
| 31 Jan | *** DEADLINE *** | |

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.

Year-End Financial Rules Checklist

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'll receive an email in mid-December containing a link to the Financial Rules Checklist that we need groups to answer.

The questions on the checklist can only be accessed using your MS Society email address. If you don't have an email address, or are having problems accessing it, please contact ssadminhelpdesk@mssociety.org.uk.

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 2024 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 Compliance 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. All groups need to submit their Checklist by 31 January at the latest.

Supporting you

To help support the Year-End process, we'll be running **drop-in support sessions** on Zoom, starting at the end of November and continuing through December. Any Coordinating Team member is welcome to attend one of these. We'll discuss the process, show you how to access and use the systems, and answer any questions you may have.

| DATE | TIME |
|-----------------------|---------------|
| Thursday 14 November | 2pm-3pm |
| Friday 15 November | 11am-12pm |
| Tuesday 19 November | 6pm-7pm |
| Wednesday 20 November | 12.30 -1.30pm |

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| Thursday 21 November | 2pm-3pm |
| Tuesday 26 November | 11am-12pm |
| Tuesday 3 December | 6pm-8pm |
| Wednesday 4 December | 1pm-2pm |
| Friday 6 December | 1pm-2pm |
| Tuesday 10 December | 2pm-3pm |
| Wednesday 11 December | 7pm-8pm |
| Thursday 12 December | 11am-12pm |
| Friday 13 December | 1pm-2pm |

These sessions will all use the following Zoom link:

<https://us02web.zoom.us/j/84510204247?pwd=a3I1bUYxNlRlMk5SVWd6NW9JQ2pxdz09>

Meeting ID: 845 1020 4247

Passcode: 67854858

We also have some [video guidance](#) for you to access as and when you need it, to help remind you about each step of the process.

If you have any queries about anything to do with the Year-End process, and the steps described above, please don't hesitate to contact our friendly team on financesupport@mssociety.org.uk.

Thanks!

Thanks, as always, for all your hard work managing your group's finances and ensuring that people can access vital support and services locally.