

## THE WI ACCOUNT BOOK (Mar 23 Excel version)

### At the start of the financial year

Check you have the latest version of the account book. This can be downloaded from the My WI website under 'running your WI / WI finances'.

Save the account book in a suitable location on your computer using a unique file name (e.g. including the name of your WI and the year).

Make sure all the cells are blank.

### Financial year (e.g. 2023/24) and name of your WI

Enter these in the boxes at the top of the Receipts sheet.

You do not need to enter these again in the Payments or Year-to-date Totals sheets as they will be updated automatically.

### Brought forward bank balance

Enter the final bank balance total from last year's accounts in cell R7 of the Receipts sheet. This is the total including any uncleared items at the last year end.

As a separate exercise, you should check your bank statements to monitor that items not cleared at the last year-end do appear on the bank statement; however, no entry is required in the current year's account book.

### Up to date Bank Balance and Waiting to be paid into Bank totals

These totals are shown at the top of both the Receipts and Payments sheets.

The amounts are updated automatically when you enter and reconcile transactions; you should never enter any amount yourself.

### Transactions during the year:

Enter receipts and payments as they arise during the year.

Enter the last four digits of the cheque number or the BACS reference for payment transactions.

Enter amounts without £ signs or commas.

The 'Total' Receipts and 'Total' Payments columns will be updated automatically.

When you bank receipts, complete a new line in the Receipts sheet and enter the total in column 15.

**See page 3 for guidance on what to put under each column, and page 4 for an explanatory note about funds received and paid as agent.**

### **Remember to save the Account Book**

*Save the file each time you update it and ensure it is backed up digitally.*

*We recommend saving an additional back-up copy (on a USB stick) periodically (e.g. every one or two months) with the date of the back up in the file name. That way you will have a recent version to go back to if there are any problems.*

### **Monthly reconciliation of Receipts and Payment transactions to the bank statement.**

When a transaction appears on the bank statement, enter 'Y' in column 16 of the Receipts or Payments sheet as appropriate. This will automatically remove the amount in column 17 of the Receipts sheet ('Receipts paid in but not cleared') or column 17 of the Payments sheet ('Payments made but not cleared').

The bank statement total should equal the amount in the 'Up to date bank balance' box minus the total of column 15 in the Receipts sheet plus the total of column 15 in the Payments sheet.

You should also check that the amount in the 'Waiting to be paid into bank' box agrees to the amount of cash and cheques you have in hand.

### **Year to date totals**

This sheet provides a quick summary of receipts and payments as you go through the year. You can print this at any time. The date printed will be shown at the top of the page.

### **If your WI has a savings or deposit account**

When you transfer funds from or to the savings / deposit account, enter the amount column 13 of the Receipts sheet or 14 of the Payments sheets. Also enter in the 'Total paid into bank' column on the Receipts sheet.

These are not receipts and payments to or from the WI, just transfers between accounts, and are not transferred to the Financial Statement. They are entered here as a record of the transfers and in order to update the bank balance and facilitate the bank reconciliation. The savings account balance is entered in box B1.3 of the financial statement at the year end.

If interest is paid directly into the savings or deposit account, do not enter in the Receipts sheet. Enter this in the Financial Statement at the year end.

### **If your WI has more than one current account**

Movements in all the WI's bank accounts should be recorded in the account book and financial statement. The brought forward balance and the 'Up to date bank balance' total should be the total of all the accounts. Please note a PayPal account or anything of this nature should be accounted for as a secondary current account.

### **If your WI decides to use Petty Cash**

Your WI Committee should consider whether you need to make payments by cash or whether you can make all payments by cheque or BACS. If you do need to use petty cash, you should follow the Petty Cash guidelines on page 5.

### **If your WI owns a hall**

In many cases a separate receipts and payments accounts will be kept for the hall. If this is the case then the total receipts and payments should be transferred directly to the Receipts and Payments section of the financial statement. You should also provide the Independent Financial Examiner with the hall accounts.

Otherwise receipts and payments relating to the hall should be recorded in the account book under the columns for 'Other income' and 'Other payments.'

### ***Making changes to the Account Book format***

*You may need to enter additional rows for receipts and payments, or you may want to change/add columns. Only consider doing this if you are a competent Excel user.*

*Before making any changes, save a back-up of the file, then remove the workbook protection. How this is done will differ for all types of Excel, but you can Google how it is done with your version of Excel if you are unsure.*

*If you insert additional rows, check that the SUM formula in the totals line of the Receipts and Payment sheets includes all the rows.*

*After making any changes it is recommended that you re-instate the protection.*

## Guidance on what to put under each column heading

If you are still not sure, pick the heading that you think is most appropriate and make sure you use this consistently.

### RECEIPTS

**These will appear as credits on your bank statements.**

A cheque number or BACS reference may be used as a receipt number.

<b>Receipts at meetings</b>	Income received at meetings that does not come under another heading, e.g. refreshments, raffle, any commission from speakers, visitor charges if any.
<b>Subscriptions (WI share)</b>	The WI share of the subscription only. State in the description column whether full-rate, pro-rata or dual membership.
<b>Subscriptions (Federation / NFWI share) - as agent</b>	The share of the subscription that is collected for the federation and the NFWI. Enter in the same row as the WI share. <i>(See note on acting as agent.)</i>
<b>Gift Aid</b>	Enter when the funds are received from HMRC.
<b>Federation bookings by individuals - as agent</b>	Amounts received from individual members for bookings they have made on federation events that the WI has collected on behalf of the federation. <i>(See note on acting as agent.)</i>
<b>NFWI / Federation raffle – as agent</b>	Amounts received from individuals for tickets for the NFWI or federation raffle. <i>(See note on acting as agent.)</i>
<b>Publications</b>	Receipts for newsletters, diaries, calendars and any other publications.
<b>Activities &amp; events</b>	Any income for charitable activities and events the WI has organised.
<b>WI fundraising</b>	Income from any activity the WI has undertaken where the primary purpose was to raise funds.
<b>Interest received</b>	Bank interest that has been paid into the current account. <i>(If your WI receives interest paid directly into a savings account, do not enter here. Enter in the financial statement at the year end.)</i>
<b>Grants and donations</b>	Grants received e.g. lottery, legacies, other donations including from visitors.
<b>Other income</b>	Any income that does not come under the other categories.
<b>Transfer from savings / other account</b>	Funds transferred from the WI's savings account to the WI's main account (or from any other account the WI may hold).

### PAYMENTS

**These will appear as debits on your bank statements.**

<b>WI meetings</b>	Payments for hall, speakers, refreshments, raffle prizes, other running costs.
<b>Committee Members' expenses</b>	Reimbursement of travel, telephone, other expenses incurred by Committee Members. (Not meeting expenses incurred on behalf of WI – see above.)
<b>Subscriptions paid to Federation (Fed /NFWI share) - as agent</b>	The share of the subscription that is collected for the federation and the NFWI that has been paid to the federation. <i>(See note on acting as agent.)</i>
<b>Pooling of fares / expenses paid to federation</b>	NFWI pooling of fares for Annual Meeting & other pooling charges set by the federation
<b>Federation bookings by individuals - as agent</b>	Amounts received from individual members for bookings on federation events that have been paid over to the federation. <i>(See note on acting as agent.)</i>
<b>NFWI / Federation raffle – as agent</b>	Amounts received from individuals for tickets for the NFWI or federation raffle that have been paid over to the raffle operator.
<b>Publications</b>	Cost of supplying newsletters, diaries, calendars and any other publications.
<b>Activities &amp; events</b>	Expenditure on charitable activities and events the WI has organised. Please note card charges associated with using a card machine in the course of specific WI Activities and Events should go here.
<b>WI fundraising</b>	Expenditure on any activity the WI has undertaken to raise funds. Please note card charges associated with using a card machine in the course of WI fundraising should go here.

<b>Insurance</b>	Normally arranged by federation and paid to federation
<b>Donations made</b>	Donations made from WI funds
<b>Other payments</b>	Any expenditure that does not come under the other categories. Please note bank charges should go here.
<b><i>Petty cash withdrawals</i></b>	Do not form part of total payments (until spent) but entered here to record movement in bank account. ( <i>See petty cash guidelines.</i> )
<b><i>Transfer to savings / other account</i></b>	Funds transferred to the WI's savings account (or from any other account the WI may hold).

## Acting as Agent

A WI is acting as agent where a member makes a payment to the WI that she intends to be passed on to the federation or the NFWI. The WI Committee has no discretion over the use of the funds when acting as agent.

When the WI acts as agent the receipts and payments do go through the WI's bank account and are still recorded in the account book under the appropriate headings.

However the funds are not included within the WIs total receipts and payments in the financial statement. The totals are transferred to the 'Notes' section (Section C) of the financial statement.

There are three types of receipt /payment that this applies to.

1. The share of the membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).
2. Payment for bookings by individual members on federation events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information from the federation and members' payments to the federation.
3. Payments for the NFWI or federation raffle tickets that are collected and passed to the raffle operator.

Please note that a WI is not acting as agent in the following situations:

- The WI organises an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in organising the event and the booking is made in the name of the WI. (Include under activities & events). If you are not sure then you should assume the WI is not acting as agent.
- The WI is paying for members to attend a federation event from WI funds. (Include under activities & events).
- The WI orders and purchases diaries, calendars and other items from the federation and sells to members, where there is a single order in the name of the WI. (Include under publications.)
- The WI raises funds and donates them to another charity. (Include under WI fundraising.)

## Accounting for Petty Cash

Petty cash is a float system which is used to pay small expenses, e.g. reimbursing members for tea, coffee, stamps, etc. The WI Committee should set a limit for petty cash payments, say £10; expenditure above this should be reimbursed by cheque. It is not compulsory that WIs have a petty cash system. If your WI does not wish to do so you may simply account for all your income and expenditure within your accounts. However, if you wish to keep a larger amount of cash at hand this will need to be done through a petty cash system in order to be reconciled for the Account Book and Financial Statement.

Petty cash should be held in a separate petty cash box and a record should be kept in a Petty Cash Book. Only the treasurer should operate the petty cash system and she will be the only person with access to the petty cash box.

Money for petty cash should be drawn from the bank. Petty cash should not be taken from other cash receipts which should be paid in full into the bank.

### **The recommended approach: the imprest system:**

The WI Committee should decide the appropriate maximum amount to be held as the petty cash float, say £40.

When the available funds in petty cash look likely to run out, the total should be topped up again to the agreed maximum. E.g.

- Step 1 Withdraw £40 from the bank, e.g. by cashing a cheque. Enter a payment of £40 in the Account Book Payments sheet, in the 'Petty cash withdrawals' column. Enter a receipt of £40 in the Petty Cash Book.
- Step 2 When expenses are paid from petty cash, record the payment in the Petty Cash Book and obtain a signature in the book from the person receiving the cash. Also ask for a receipt.
- Step 3 When you need to draw more petty cash, add up the amount spent since the last top-up. The total should equal the amount needed to restore the petty cash to the agreed maximum amount. Withdraw this amount and enter as a receipt in the Petty Cash Book. In the Account Book, enter the expenditure in the Payments sheet under the appropriate headings.

Before closing the accounts at the year end, draw the amount needed to make up the petty cash to the agreed maximum. Enter the petty cash balance in the box B1.4 of the Financial Statement, 'Petty cash in hand'.

At all times, the total payments since the last time the petty cash was topped up plus the amount in the petty cash box should add up to the agreed maximum amount.

### **The alternative to the imprest system**

Withdraw a set amount of money from the bank each time the petty cash balance has run down. Each time you withdraw cash, enter as a receipt in the Petty Cash book and as a payment in the Accounts Book Payments sheet in the 'Petty cash withdrawals' column.

Each time you pay expenses from petty cash, record in the Petty Cash Book as in step 2 above. However no breakdown of expenditure will be recorded in the Accounts Book until the year end.

At the year end split the total payments from petty cash into the relevant Account Book headings and enter these at row 250 of the Payments sheet so that these are included in the final totals transferred to the Financial Statement. Note that you do not transfer the total from the Payments sheet Petty Cash column.

Enter the petty cash balance in the box B1.4 of the Financial Statement, 'Petty cash in hand'.

If you decide to pay money back from petty cash into the bank, show this as a debit entry in the Petty Cash Book and enter the amount in the Account Book Receipts sheet in the 'Total paid into bank' column.