Manual cashbook for Area and Group Treasurers

February 2024

Notes:

* This cashbook is designed to be printed and completed manually. For an electronic version, please use the 'Annual return (electronic - with cashbook)' spreadsheet. This is available from the Finance Officer (Areas and Groups) at Ramblers central office: areagroupfinance@ramblers.org.uk

Instructions:

* There are six sections to the cashbook: 'Restricted', 'Main' and 'Self-funded' each having a 'receipts' and a 'payments' section. Please see FIN009 in the treasurers guidance for the difference between each type of fund.

* Please print off the relevant sections. Each section has a headed sheet and a non-headed sheet. If you require more than two sheets to record your transactions in any section, please print off more copies of the non-headed sheet.

* Record your transactions within each section. Under the 'heading' column you may use the 'quick codes' provided on the 'Details' page.

* In the 'Bank?' column, please indicate (using a tick or a 'Y') when each transaction has appeared on the bank statement. This will help you to identify reconciling items when completing the bank reconciliation (i.e. section 2 of the annual return).

* Use the annual return each time you wish to draw up accounts (e.g. quarterly or annually). This is available in electronic format or hard copy from the Finance Officer (Areas and Groups) at Ramblers central office: areagroupfinance@ramblers.org.uk

* For each receipt/payment heading, sum the transactions under that heading and transfer the totals to section 1 of the annual return (receipts and payments). Also complete section 2 (cash and bank). Your opening cashbook balance plus the surplus/deficit for the period should agree to your closing cashbook balance. See the annual return pack for further guidance.

* Any loan receipts/payments (if applicable) should be recorded in section 2 of the annual return (not in section 1).

* At the year end you can use the cashbook and your other records to complete the annual return in full (i.e. sections 1-4 plus any relevant sections from 5-11).

Details

Year ended: *(dd/mm/yy)*

Quarter ended: *(if applicable)*

Area/Group name:

Area/Group code:

Quick codes

Restricted				Main				Self-funded			
Receipts		Payments		Receipts		Payments		Receipts		Payments	
Heading	Code	Heading	Code	Heading	Code	Heading	Code	Heading	Code	Heading	Code
Within Ramblers	WIR	Within Ramblers	WIR	Within Ramblers	WIR	Within Ramblers	WIR	Day walks	DAW	Day walks	DAW
Donations	DON	General	GEN	T/fer from 'Self-funded'	TFS	Walks programmes	WPG	Holidays	HOL	Holidays	HOL
Legacies	LEG			Donations	DON	Walks related	WRL	Socials	SOC	Socials	SOC
Grants	GRA			Legacies	LEG	Walks leader training	WLT	Deposit interest	DEP	T/fer to 'Main'	TTM
Deposit interest	DEP			Grants	GRA	Newsletters/publicity	NPY	Other	OTH	Other	OTH
Investment income	INV			Fundraising	FND	Publication/goods costs	PBG				
Other	OTH			Deposit interest	DEP	Campaigns/casework	CAC				
				Investment income	INV	Practical work	PWK				
				Publication/goods sales	PBG	Fundraising costs	FND				
				Advert sales	ADV	Meetings (inc. AGM)	MTG				
				Other	OTH	Admin	ADM				
						Other	OTH				
				Loan receipts	LNS	Loan payments	LNS				

Restricted receipts

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total receipts (£):

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Restricted receipts

Sheet number:	
Total receipts (£):	

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Restricted payments

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total payments (£):

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?

Restricted payments

Sheet number:	
Total payments (£):	

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?

Main receipts

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total receipts (£):

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Main receipts

Sheet number:	
Total receipts (£):	

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Main payments

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total payments (£):

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?

Main payments

Sheet number:	
Total payments (£):	

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?

Self-funded receipts

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total receipts (£):

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Self-funded receipts

Sheet number:	
Total receipts (£):	

Date	From	Description	Ref #	Heading	Amount (£)	Bank?

Self-funded payments

Name:

Code:

Year ended:

Quarter ended: *(if applicable)*

Sheet number:

Total payments (£):

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?

Self-funded payments

Sheet number:	
Total payments (£):	

Date	Payee	Description	Ref #	Heading	Amount (£)	Bank?