

Manual cashbook for Area and Group Treasurers

February 2010

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 the annual return pack (2008-09) for guidance on 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 (2008-09) 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).

