

## How to Use the GGC Quebec Financial Package

January, 2009

When used correctly, this computerized or electronic spreadsheet will calculate your revenues and expenses automatically and will also transfer the information to the Budget and the Annual Financial Report, making the job of the financial record keeper easier at the end of the year.

I have tried to make this easy to use even for those who are not familiar with Excel. If you are not, please read the “How to use the Excel Forms” document. Even if you are, please take a few minutes to read the instructions below. Following them will make using the spreadsheet easier!

My thanks to the many people who have had input into this workbook!

If you have any questions or problems using the workbook, please contact me at the District Support Network at [dsn@guidesquebec.ca](mailto:dsn@guidesquebec.ca).

Dawn Coffey

**Warning: DO NOT INSERT, MOVE OR DELETE ROWS OR COLUMNS.** (more below)

### **To Use the Program:**

Open the file “GGC Que Financial Package.xls” template on the GGC Quebec website. Save it using the name on your bank account (e.g., GGC 1<sup>st</sup> Montreal Sparks 2009), and put it in an appropriate folder on your computer.

There are ten forms included; the first one is “Annual Report,” the last is “Cheque Register.” Not all of these are required...see below.

The only places you should be filling in data on the whole workbook are the green type, green shaded or outlined cells, and the yellow shaded ones (when you get your statement), unless specified otherwise below.

### **!! Backup regularly !!**

If you can't burn CDs, print your spreadsheet at least every two months.

### **Annual Report: (required)**

At the beginning of the year, open the “Annual Report.” Fill in everything in green *type* on this form: account name, dates of your financial year, names of signing officers, bank, branch, and account number. What you fill in will automatically be transferred to all the other sheets, as necessary. The rest of this form you will fill out at the end of the year.

### **Main Form, Main Form 2 and 3: (required)**

Click on the “Main Form” tab. This is where you enter your data (in the green shaded cells only!).

The first thing to enter is your Balance Forward from the end of last year, which goes in the cell H9. (A zero value will not show, so if you are opening a new bank account, don't worry.) Look at the bottom right hand corner of page 1 of your Annual Financial Report from last year for your reconciled balance. The date of your Annual Report (theoretically the end of your last year; mmm, dd, yy) goes in cell A9.

Enter the date (mmm, dd, yy), description, cheque number or deposit letter under the “#”, and Explanatory Note letter (if you need one...see below), then tab over to Bank Deposits or Bank Cheques. Enter the total, then tab over to the appropriate column(s) under expenses (under red headings) or revenues (under black headings). Make sure you are working in the right row. The first columns up to the OK column and the rows down to the headings are frozen (the rest will slide behind them) to make this easier. Fill in as many columns as appropriate under the Expenses and Revenues columns.

You may change the column headings under Expenses and Revenues on the “Main Form” (but not on “Main Form 2” or 3) to better suit your needs if you wish, but don't add or delete columns!

Enter transactions in order as you do them. This will make it easier for you to find mistakes, and for your financial reviewer to check. If your dates are not in strict chronological order (i.e. you only enter the September interest in November, with several other transactions in between), it doesn't matter; if you leave a blank row that's all right too.

The program will total the amounts for you. Look at the OK column, which will be *blank* if things *don't* match up. (Since the whole form is all zeros to begin with, all the lines are OK!) If a row doesn't say OK, go back over the row again to make sure you entered everything correctly.

If your description doesn't fit in the description cell, or you need to explain things for any reason, please put a note in the “Explanatory Note” sheet. Put an a, b, c, etc in the “Note” column, on both the “Main Form” and the “Explanatory Note” sheets. Lots of notes are good, and help your financial reviewer to understand what you have done.

Every month when you get your statement, you need to fill in the “x” column (yellow) on the “Main Form” for the items on the statement. Make sure the amounts on the statement match those on your spreadsheet, and then put a small “x” in the column. When you click in another cell, the amount will automatically move from the “Outstanding” column to the “In Book” column.

Every item on your bank statement should be reproduced on your spreadsheet, unless the bank is correcting its own mistake.

Once you are done, the bottom of the “Running Balance” column shows how much money you have to work with. “Outstanding” shows both cheques and deposits which you have not

confirmed with a bank statement yet. “In Book” shows which ones have been confirmed by the bank.

When you run out of space on the “Main Form,” simply start at the top of “Main Form 2” and then “Main Form 3”. You will see that the totals from the bottom of the “Main Form” have been transferred for you. If you run out of space on “Main Form 3,” you will have to print, then open a new spreadsheet (call it GGC 1<sup>st</sup> Montreal Sparks 2009 part 2), and copy the totals from each column into row 9 of the first “Main Form” on the part 2 spreadsheet.

At the bottom of each of the Main Form sheets is a summary of Total Expenses and Revenues, and Variance. Check the Variance each time you work in the spreadsheet. If the Variance is not \$0.00 there is a mistake somewhere, and things do not balance. You should check this every time you work on the spreadsheet, and go over your last entries to make sure they are all OK.

### **DO NOT INSERT, MOVE OR DELETE ROWS OR COLUMNS.**

Adding, moving, and deleting rows and columns will affect the overall formulae and calculations of the template. To avoid this problem, spreadsheet protection has been enabled, but you can still mess things up if you cut, copy and paste or delete the wrong thing. If you must do this, work one cell at a time; do not highlight and move an entire row or column. Mistakes do happen, in which case you can send me the whole spreadsheet and I will try to sort it out for you.

### **Explanatory Notes: (not required but Balance Summary is important)**

At the top of the “Explanatory Notes” is a Balance Summary, ending with the Variance which should be \$0.00 if everything balances. The Bank Book Balance should give the balance on your last statement. Again, if it does not, there is a mistake somewhere. More checking is in order! Make sure you have entered interest or service charges, and that you have put an “x” on your “Main Form” for all items (and only those items) on the statement from the bank.

In the “Explanatory Notes” table, you will do any explaining or expanding of your description from the main form. Use lower case letters to identify your notes, so they don’t get mixed up with your cheque numbers or deposits. The form is not green shaded, as you may write anywhere in the notes section.

### **Bank Reconciliation: (at least one required at the end of the year)**

You should do a “Bank Reconciliation” every time you get your bank statement. It is useful to figure out where mistakes made by you or the bank might be. Note the numbers in the upper right hand cell of each mini form. Do them in order! Put in the date of the Bank Statement (as at...) (mmm dd, yy) and the final amount on the statement below it. Put the current date on the (as at...) line at the bottom. Fill in any non-“x”-ed items (deposits and / or cheques which do not show on the Bank Statement but which are already on your spreadsheet), and the program will do the math for you. The bottom right hand cell should match your last running balance on your “Main Form.” If the reconciliation doesn’t balance, check it out.

There is room to do twelve Bank Reconciliations.

### **Monthly Report and Annual Budget: (required for districts and above, good practice for units)**

A budget is your best guess about how much you will be collecting and spending in the next year. If you know that 14 Brownies are going to advance to Guides, and only 2 Guides are advancing, this will drastically affect the amount of money the Guide unit has to work with. Preparing a budget will help you to avoid over or under spending, and to plan for a special event which is larger or more expensive (or less!) than usual.

At the beginning of the year, fill in the column under Current year budget with the figures you approved last year for this year. The program will fill in the current year columns for you up to the current date. District Treasurers can print this as a Monthly Report for your district meetings to let everyone know how you are doing (year to date vs. budget).

The budget for next year is usually done near the end of the current fiscal year, but you will have to add any other revenues or expenses expected from when you do your budget until the end of the year. Do this in the current year column, at the bottom under "Other," in the green shaded cells. Then go down the budget column, filling in what you expect to receive or spend next year, taking into account major differences with this year. Add extra events etc. at the bottom under "Other." For large events, it is a good idea to include an extra sheet which breaks down in more detail your revenues and expenses. (Use the "Event Financial Sheet.") Print it when you are done, and have your council approve it. Make sure the motion appears in your minutes, and attach a copy of the budget to the minutes.

Each unit and district should end the year with approximately the same amount in the bank as they started with. This is good financial practice in a non-profit organization. What it means is that the girls who earned the money for the unit (e.g., the fantastic cookie sellers), will have the money spent on activities etc. for them. The unit will show no (or little) profit for the year if this is the case.

Naturally, if a group is raising funds for a special trip or other activity which will only take place a year or two in the future, the bank account will increase as you collect those funds. Remember to get approval for all your fund raising activities other than cookies!

This form will continuously update as you continue to work on the spreadsheet, so it is important to print it when you approve the Budget.

### **Deposit Slip: (optional)**

Fill out only the green outlined boxes! All the calculations will be done for you. Further explanation will fit at the bottom. For instance you should note that \$500 of the deposit was for cookies, \$350 for Camp fees, and \$20 for dues. This will make filling out the "Main Form" easier for that deposit.

Print it and take it to the bank with you, so you can see if you and the teller agree on the amount deposited. Sometimes handwriting on cheques makes it hard to tell the amount, and often this is where mistakes are made. It is much easier to catch it right away.

After you print, highlight *only* the cells you want to clear (i.e. the green ones), and click the “delete” button on your keyboard. When you get your deposit receipt from the bank, staple it together with your deposit slip, and store it in a safe place.

### **Cheque Requisition: (optional)**

A convenient way to summarize several receipts which are paid for on one cheque. You may re-name the columns if you need to. Enter the name of the store under Payee, date, then fill out the part of the total which applies for each column. For example, an office supply store bill for \$10.00 may be split between photocopy \$2.00 (administration) and paint \$8.00 (supplies). The sub-total for the line should be the total amount of that bill. Several bills can be entered and totalled on one form. Enter the Guider’s name under Paid to, with the date and cheque number. Print it, have the Guider sign it, staple all the relevant bills to the back, and file. Clear it the same way as the Deposit Slip.

### **Cheque Register: (optional)**

To keep track of the cheques you write. Be as detailed as possible, as this will help you fill in the “Main Form.” There are no green cells, since you may write anywhere in the table. Alternatively, print it out and keep it with your cheques if you don’t already have a book with your cheques. Even better would be to get carbon copy or duplicate cheques, especially since many banks are no longer returning our cheques. Make sure you fill in the memo line!

### **Year-End:**

To close your books for the year: Do a last “Bank Reconciliation,” make sure it balances with the Balance End of Period in Part III, and enter the amount in box A of Part I. Fill in information about any other accounts you have. Answer the other questions (green shaded cells) in Part I of the form. Indicate if you have received a grant or have outstanding savings for a special outing or event in the next financial year, for example a camp in January for which you have collected fees in December, when the year-end is December 31. The camp itself will go on next year’s books. Likewise, if you owe money, make a note. The green cells at the bottom of Part II are to fill in details about your “Other” columns if you have several items in them. Fill in the number of carrying cases of cookies you sold (Revenues side) and ordered (Expenses side), and make a note of cookies given away or used by the unit/district. Record your contact information in Part III. Districts should fill in the bottom section, listing the total amount of money held in the district (if several accounts), any parent committees or Local Associations, and total of all money held by the units.

The forms will all print in black and white. If you wish to print them in colour, under the File menu: Page Setup: Sheet: Print: uncheck the Black and White box.

Print the forms (adjust the margins or scaling if you need to): “Annual Report,” “Main Form,” (“Main Form 2” and “Main Form 3” if you used them), “Explanatory Notes,” and “Bank Reconciliations.” The treasurer and contact Guider must sign the “Annual Report.” Send everything to your financial reviewer, along with your bank statements or bankbook, cheque register, all deposit slips or book, invoices, receipts, your approved “Budget,” and the Financial Review Checklist (the first page filled out by your “parent” treasurer). Then sit down, relax, and pat yourself on the back for a job well done.