

Notes on Cash Book Spreadsheet - please read through these carefully before starting to use the cash book

- 1 Before starting to use the cash book you will need to enter your opening balance figure (closing balance from last year) into the blue box below

Date	Opening balance £
1.4.14	8808.45

This balance will then feed through to the cash book

- 2 Cells highlighted in yellow contain formulae. If you overtype them it will corrupt the calculations in the workbook
Cells highlighted in blue require manual input of information
- 3 The cash book income and expenditure sheets are linked through to the bank reconciliation sheet and the end of year summary sheet
- 4 There are 20 columns available in the cash book for you to label up with whatever headings are appropriate at your school
10 of these have a narrow column width in order to save space whilst not in use
The column headings should be typed into the Income sheet and will then be fed through to the expenditure sheet and the end of year summary sheet
- 5 We recommend that you save a complete BLANK copy before starting to use the template so that it can be used for future years or in case of errors
- 6 We recommend that a bank reconciliation be carried out each time you receive a bank statement.
The bank reconciliation sheet is continuously updated by transactions from the cash book therefore once a bank reconciliation has been completed it must be printed and we suggest it is filed with the relevant bank statement.
- 7 The Year End financial statement is continuously updated throughout the year.
- 8 This spreadsheet can be downloaded from Schoolsnet, but only by schools who have bought into the AFO service.
The AFO helpline will not be able to support queries relating to this spreadsheet, due to the individuality of its usage.
However, if Users need advice during a routine visit to school, this will be possible but only within the time frame of a normal visit.

Stroud Association of Schools						
April 2014 - March 2015						
Bank Reconciliation						
NB. Yellow cells contain formula, do not overwrite						
Details should be entered to Blue cells only						
Bank Statement Number:						
Date:						
Closing Balance on Bank Statement						
Cash book income to date					44923.45	
Cash book expenditure to date					25242.14	
Cash book balance to date					19681.31	
plus unrepresented cheques to date:-						
Date	Details	Chq. No.	Amount £			
					0.00	
less unrepresented income to date:-						
Date	Details		Amount £			
					0.00	
Cash Book Balance to Bank Statement:						19681.31
(should agree to Closing balance on Bank Statement)						

