

Playcentre Aotearoa

Treasurer's Guide 2019

Playcentre 

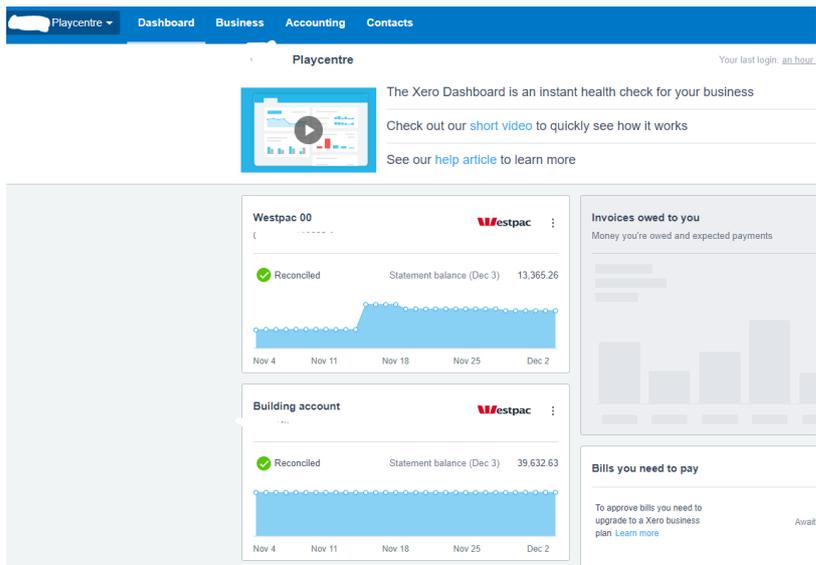
Playcentre Treasurer's Guide

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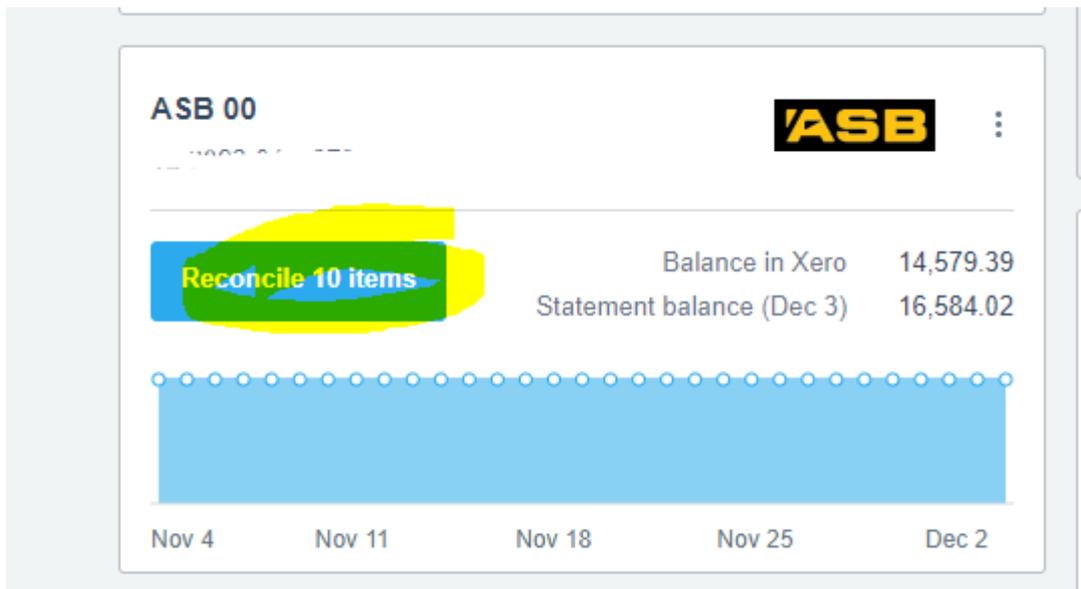
Xero basics

- Xero is a cloud based accounting programme, which means you can work from any computer as long as you have an internet connection
- A key feature of Xero is automatic bank feeds. All bank transactions flow in to Xero automatically
- Playcentre uses a basic version of Xero, without functionality such as invoicing and complex reporting
- To log in to Xero, go to: <https://go.xero.com>
- Logging in with our User Name and Password takes you to the home screen (the Dashboard). This shows the current balances of bank accounts, if all transactions have been reconciled, and gives access to all areas of Xero (example below)

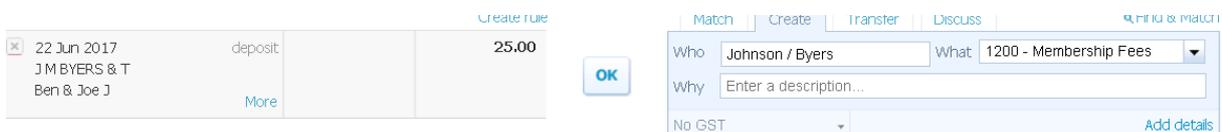


Maintaining the centre's financial records

Bank account transactions automatically flow in to Xero via a bank feed. Each transaction is then coded to an appropriate account code on the chart of accounts. The easiest way to do this is via the reconciliation function. From the Dashboard, click 'Reconcile X items' as shown below:



Next, review the bank statement transaction and match or create a transaction in Xero, coding the transaction to the appropriate chart of accounts code/s as shown below. Click 'OK'.



Work through every transaction for all the accounts until they are all reconciled. If you pay a Cleaner these wages will need to be separated out from Co-Ordinator's wages. Utilities – Cleaners Wages 2910, Supervision – Wages for General Session 2810.

Receiving and banking money

Most money is received via internet banking, however cash and cheques are received at times. Bank these into the Playcentre account using the deposit book. Write the details of the deposit on the deposit book butt, and file the receipt in the accounts folder.

Managing member's donations

- At the start of each term, send an email to centre members, reminding them that it is time for their termly donation. Include Playcentre account details
- Most donations will be paid via internet banking. For cash and cheque payments, refer to the previous section on receiving and banking money. Issue receipts as per the instructions below.
- Track who has paid and who has outstanding fees – chase up in need.
- A few weeks out from the end of term, place a notice on the inside of the door by the sign in book, reminding that fees are due.

Issuing receipts

Once the deposits have been reconciled, to issue a receipt, in the Xero Dashboard, click on 'Bank Name' and the 'Account Transactions' tab. Under 'Description' click on the name of the family you wish to receipt as per the example below:

21 Apr 2017	Hannah Armstrong	25.00	17,008.67	Bank Feed	Reconciled
19 Apr 2017	Michael Linton	50.00	16,983.67	Bank Feed	Reconciled
18 Apr 2017	Bank Transfer to Rapid Save.	1.00	16,933.67	Bank Feed	Reconciled

This opens up the transaction as per the example below. Select Options > Send Receipt.

Transaction: Receive Money BNZ 00 

Reconciled 30 Apr 2017 [View Details >](#) What's this?   **Options** ▾

From	Date	Reference	Total
Hannah Armstrong	21 Apr 2017		25.00

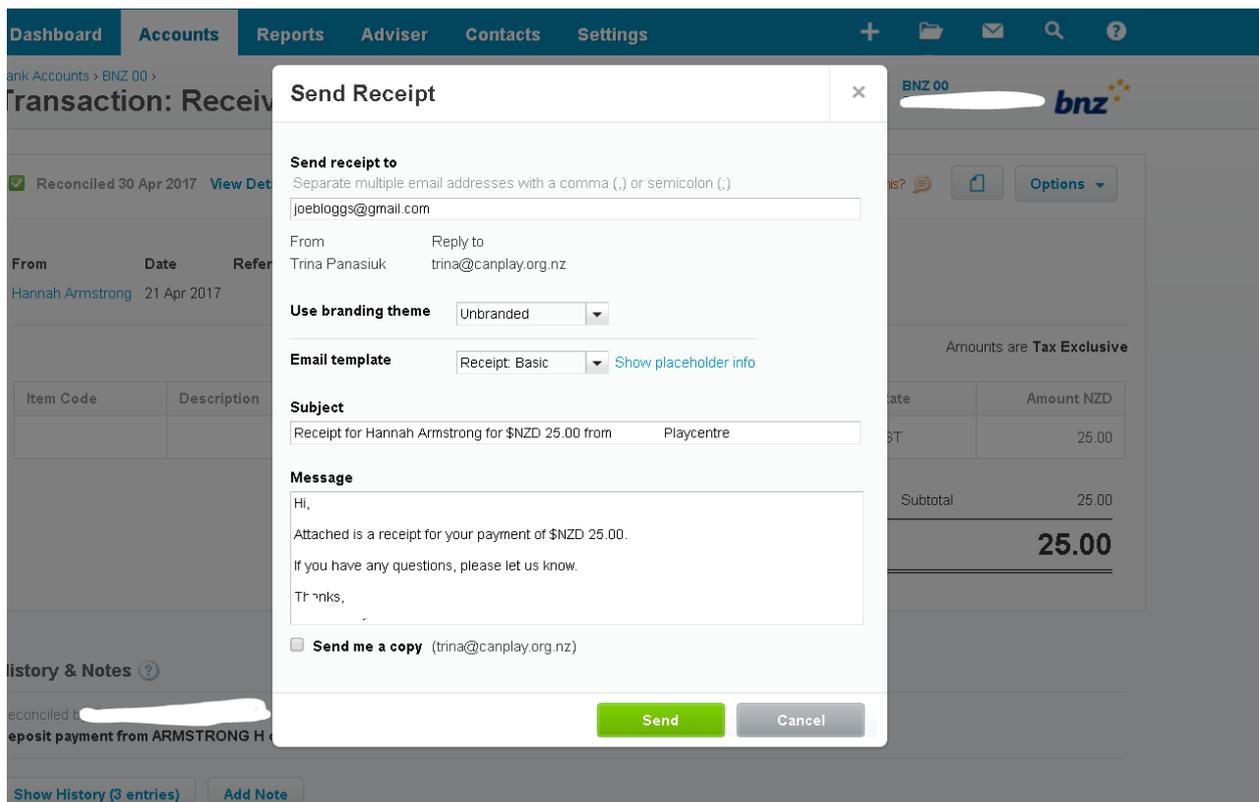
Item Code	Description	Quantity	Unit Price	Account	Tax Rate
		1.00	25.00	Membership Fees	No GST

Subtotal 25.00

TOTAL 25.00

- Send Receipt
- View Receipt (PDF)
- Unreconcile
- Edit Transaction
- Remove & Redo
- Copy

This opens up another window where you can type the family's email address in if it isn't already in contacts, edit if the message if you wish, and send it via email.



Paying invoices

- Collect invoices & statements, noting due dates
- Statements are usually sent out around the beginning of the month, with payment due on the 20th of the month
- Match invoices with statements. Ensure you know that goods/services have been received
- Set up payments in your bank internet banking prior to the 20th of the month
- Contact a second signatory to log in to internet banking to authorise the payments. This must be done within 14 days or the payment will disappear and need to be re entered
- File all invoices and statements in the accounts folder.

Financial reporting

Prior to the monthly centre meeting, code and reconcile all transactions for the month prior. Generate a cash summary report by going to Accounting > Reports and under the financial reports select Cash Summary. Select the month of the report, period 1 month, compare with none, and update. You can compare to “previous x periods” if you would like to view and compare to all the previous months in the financial year. You will also need a Bank Reconciliation Summary. Reports>All Reports>Bank Reconciliation Summary (in the Accounting box on the left hand side). Select the bank account and last date of previous month, update. This shows that your transactions in xero equal your transactions at the bank and nothing is waiting to be reconciled.

Bank Reconciliation Summary

Bank Reconciliation Summary | Bank Statement | Statement Exceptions

Bank Account: 9000 - Kiwibank 00 | Date: 31 May 2017 | Update

Bank Reconciliation Summary
Kiwibank 00
Playcentre
As at 31 May 2017

Add Summary

Date	Description	Reference	Amount
31 May 2017	Balance in Xero		467.28
31 May 2017	Statement Balance		467.28

Save as Draft | Publish | Print | Export

- Review the report to ensure that all income and expenses are coded to the correct account codes
- Ensure the closing balance at the bottom of the report matches the total closing balances of all bank accounts on the last day of that month
- Print off a copy of the report for the meeting
- Report highlights from the month at the meeting
- Sign the report, and get it signed by the centre President
- File a copy in the accounts file, along with the bank statement for the month.

End of financial year accounts

- The financial year for Playcentre runs from 1 September – 31 August
- Complete all coding and reconciliations of transactions occurring in the financial year
- Follow any instructions sent from NZPF for End Of Year.
- Write a Treasurer's report, summarising the centre's financial position and key financial activities throughout the year. Present with accounts at centre AGM.

Set and track annual budget

- Set budget prior to the start of the new financial year, present at centre meeting
- Place a paper copy of the budget on the centre noticeboard
- From the Xero Dashboard, go to Reports > Budget Manager to enter new budgets, and Reports > All Reports > Financial > ... > Budget Variance to track budget against actuals
- Utilise grants for large purchases/expenditure.

Manage account signatories

- Ensure there is a minimum of three signatories on the bank accounts, with two to sign. If you are changing signatories remember to update your Business Online internet banking as well.
- Arrange for signatories to be updated as required.

Invoicing

Occasionally we need to issue an invoice to a person or organisation for something we have provided to them. As Playcentre's version of Xero does not support invoicing, invoices are completed in the manual invoice book and posted or scanned and emailed to the appropriate person.

Some Xero extras you might find useful (and some other stuff)

Uploading files to Xero:

In the box with your Centre Name (top right) click on the dropdown box, then select Files. In the Inbox you will see:

Send files to this email address that looks something like this: xero.inbox.sf.39v.2'Int7s.vc6r_dky9@xerofiles.com

Right click, copy and paste this as a new contact in your address book of your phone/computer. When you receive an emailed invoice you can forward it directly to this address and it will sit in your files in your Xero account. When the



invoice is paid, click on the transaction, then click on:

This will take you to your file library where you can select the file and it will be attached to that transaction.

Reconciling your bulk funding payment:

When reconciling click on “add details” in the bottom right hand side of the blue reconcile box.

Enter the gross amount with code 1100 - MOE ECE Funding

On a separate line enter the levies as a **negative** amount with code 2100 – Affiliation Levies

On a separate line enter any equity received (start typing equity to find the correct one)

This will then equal the net amount received.

From	Date	Reference	Total
Ministry of Education	28 Nov 2017		6,228.06

Amounts **do not include Tax**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	NZPlaycentre	1.00	10,132.52	MoE ECE Funding Subsidy	No GST	10,132.52
	Equity funding	1.00	1,161.80	MoE Equity Funding - Isolation	No GST	1,161.80
	Federation levies	1.00	(5,066.26)	Affiliation Levies on MoE Funding	No GST	(5,066.26)
Subtotal						6,228.06
TOTAL						6,228.06

Edit/delete transactions:

Scroll thru transactions (or use magnifying glass to search if you know the amount) and click on the transaction to open. Click on **Options** and use the drop-down arrow to select **Edit** or **Remove and Redo**:

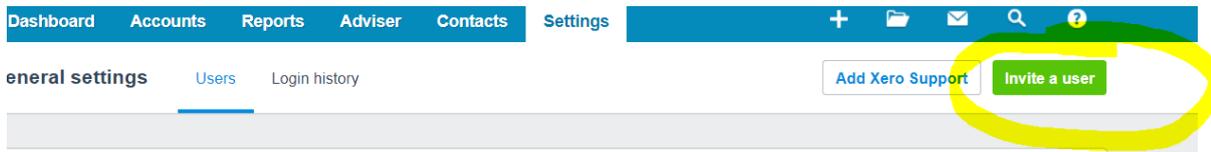
The screenshot shows a transaction entry interface. At the top, there is a 'What's this?' help icon and an 'Options' dropdown menu. The dropdown menu is open, showing several options: 'Send Receipt', 'View Receipt (PDF)', 'Unreconcile', 'Edit Transaction' (highlighted in yellow), 'Remove & Redo' (highlighted in yellow), and 'Copy'. Below the dropdown, a table is visible with columns for 'Unit Price', 'Account', and 'Tax Rate'. The 'Unit Price' column shows '4.81', the 'Account' column shows 'Interest Income', and the 'Tax Rate' column shows 'No GST'.

If this is in a previous month, you will need to re-print your month end reports.

.Invite a new Xero user

Use the dropdown arrow beside your Centre Name (top right hand corner) and go to **Settings/General Settings/Users**. This will bring up a list of all the users who have access to your Centre. Do not be alarmed at

how many there are!! There are a number of Federation, Association and audit staff who have access to all Centres. Click on **Invite a user** (if you don't have this option contact trina.accounts@playcentre.org.nz to update your access to allow this):



Enter their first name, last name and email address (please don't use generic Playcentre emails), check **Give them access to Business and accounting**:

A screenshot of the 'Enter their details' form. It has three input fields: 'First name', 'Last name', and 'Email'. Below these is a section titled 'Give them access to:' with a list of options. The 'Business and accounting' option is selected and highlighted with a yellow circle. Below the list are three buttons: 'Cancel', 'Add a personal message', and 'Send invite'.

Choose what access they need. A treasurer needs Adviser access, a President, CA or Auditor who has more of a view-only role would have Cashbook Client (Cashbook Version of Xero). If you check Manage users they will also be able to add new users:

A screenshot of the 'Business and accounting' access configuration form. It shows a section titled 'How much access do they need?' with three tabs: 'Managed client', 'Cashbook client', and 'Adviser'. The 'Managed client' tab is selected. Below this is a section titled 'Understand user role details' with various permissions listed: 'Expense claims', 'Bank accounts and balances' (with 'Comments only' checked), 'Bank account admin', 'Reports' (with 'Read only' checked), 'Publish reports', 'Set lock dates', 'Edit settings', 'Manage users', and 'Provide support'. At the bottom are three buttons: 'Cancel', 'Add a personal message', and 'Send invite'.

Click on **Send invite**. They will then receive a link, they will need to click on the **Accept** link and set up a password.

Sick of scrolling thru pages and pages of transactions? Go to the bottom of the transaction page and change the box **Showing 50** transactions to 200:

Page of 4 (195 total items) Showing items per page 1 2 3 4 Next » End »

Need to keep track of members donations/fees and fundraiser payments?

Ensure each family is saved as a Contact (and if you include their email address in their contact details you can easily email receipts). Every time you reconcile a payment to them, ensure that when you type the name in the **Who** box you give Xero time to find the contact, if you speed type you will need to slow down, this will ensure all payments are shown against the contact.

Match Create Transfer Discuss Find & Match

Who What

Why

Tax Rate Add details

From the dashboard, go to **Contacts/All Contacts/Search** or scroll to the name/**click on name**:

	Received money - NAKED BAKER 7 Mar 2018	7 Mar 2018	40.50	▼
	Received money - T1 DONATION FAMILY 7 Mar 2018	7 Mar 2018	50.00	▼
	Received money - PIES X 6 3 Nov 2017	3 Nov 2017	42.00	▼
	Received money - T4 DONATION WILL 16 Oct 2017	16 Oct 2017	30.00	▼

This shows both term fees/donations and money for fundraisers, as long as the payment was allocated to the contact when you reconciled. You can go back and edit a transaction if it hasn't been allocated correctly to the contact.

Want to share ideas, ask for advice and find great information from like-minded Playcentre members from around the country? Consider joining the Playcentre Facebook page. There are thousands of members who use this forum to share their wisdom, ask for ideas, get inspiration and talk things over with other Playcentre members, both past and present. Just search Playcentre and look for the one with the biggest membership and that will be it (there are lots of individual Playcentre pages as well).

Centre Members paying for trips/activities. If you're going on a Centre Outing and each member is paying to go, then your Centre will pay one entrance fee when you arrive to make it simple. Use code **1230 Members Receipts for Goods/Activities** to record the money paid in. It's not an income or fundraising but does need to be recorded.

Want to track your grant spending?

As you know you can't code your expenses out of the grant income code. But you need to keep an eye on what's being spent. Try tracking 😊

Go to the **Accounting** tab then choose **Advanced** (below bank accounts and Reports – down lower the Advanced with a grey star is the favourites you have saved and use most often). Click on **Tracking categories** then select **Add Tracking Category** and call this Grants.

You can then add **Category options** where you can enter your funders:

+ Add Tracking Category

Grants

Tracking category name

Grants

Category options

COGS

Pub Charity

+ Add another option

When you look at any transaction now, it will add a new column for Grants:

From	Date	Reference	Total
NZ Post	22 Jan 2018		403.00

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Grants	Amount NZD
		1.00	403.00	Fundraising Receipts - Phone Book Delivery	No GST		403.00
Subtotal							403.00

When you click on this, it will give you a dropdown box to choose one of your categories (COGS or Pub Charity in this example). Read on to see how you can report on this.

Don't stop there, why not add a Tracking code for Fundraising? Do the same as above and add a new tracking code and categories:

[+ Add Tracking Category](#)

Grants Fundraising

Tracking category name

Fundraising [Rename](#)

Category options

Movie Night [Rename](#)

Quiz Night [Rename](#)

Sausage Sizzle [Rename](#)

[+ Add another option](#)

Now you will have two options in any transaction. Use the dropdown box to select the category:

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Grants	Fundraising	Amount NZD
		1.00	165.00	Membership Fees	No GST			165.00
Subtotal								165.00

Now we can report on these Tracking codes. Accounting/Reports/... (in financial box, to bring up more reports)/Tracking Summary. Choose your dates, Account Groups (expenses, or income are the usual ones) and Tracking Category (Grants or Fundraising in this example). Update.

Reports >

Expenses Summary

Wide view

From: 1 May 2017 To: 31 May 2018 Account Groups: Expenses Tracking Category: Grants Update

Expenses Summary
Playcentre
For Grants
From 1 May 2017 to 31 May 2018

Add Summary

Item	Opening Balance	Net Activity	Closing Balance
Expenses			

Transferring funds between accounts:

In the blue box of the reconcile page, there is a tab called Transfer which you may not have even noticed as it automatically defaults to Create. Click on transfer which will bring up a drop down box to choose another bank account :

Match Create **Transfer**

Select a bank account

This will reconcile the payment in both accounts. Use this if you transfer money out of your account to set up a new Term Deposit as well (you'll need to open the new Term Deposit first thru Add Bank Account).