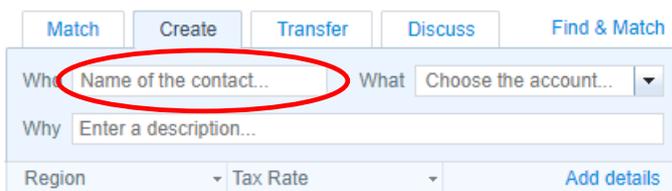


How to keep track of members donations/fees and fundraiser payments

How 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.



The image shows a screenshot of the Xero transaction entry form. At the top, there are buttons for 'Match', 'Create', 'Transfer', 'Discuss', and 'Find & Match'. Below these is a 'Who' field with a dropdown menu containing 'Name of the contact...', which is circled in red. To the right of the 'Who' field is a 'What' field with a dropdown menu containing 'Choose the account...'. Below the 'Who' field is a 'Why' field with a text input area containing 'Enter a description...'. At the bottom of the form, there are dropdown menus for 'Region' and 'Tax Rate', and an 'Add details' button.

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.

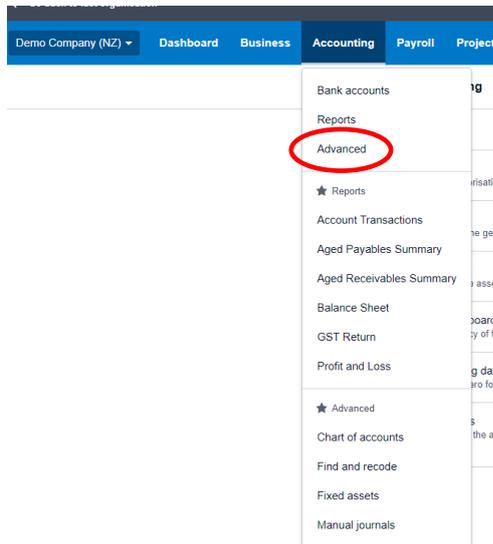
Centre members paying for trips/activities

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.

How to track your grant and fundraising 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. 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.



Advanced accounting

Advanced features	Advanced settings
<ul style="list-style-type: none">★ Find and recode Fix incorrect categorisation across multiple transactions at once★ Manual journals Work directly with the general ledger★ Fixed assets Create and manage assets☆ Assurance dashboard Monitor the accuracy of financial data within your organisation☆ Export accounting data Export data from Xero for importing into other systems☆ History and notes View a summary of the actions made by all users to your transactions	<ul style="list-style-type: none">☆ Financial settings Edit financial settings like tax periods and lock dates★ Chart of accounts Add, edit, archive, delete, import or export your accounts☆ Tax rates Add, edit or delete tax rates☆ Fixed assets settings Manage asset types and account defaults☆ Tracking categories Manage tracking items for more powerful reporting☆ Report codes Map the chart of accounts to practice-wide report codes☆ Report fields and schedules Enter details into fields set by your practice☆ Conversion balances Update account balances from previous accounting systems

what's this? 

[+ Add Tracking Category](#)

Region **Grants**

Tracking category name

Grants [Rename](#)

Category options

Gogs [Rename](#)

Pub charity [Rename](#)

[+ Add another option](#)

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

From	Date	Due Date	Reference	Total				
	27 Aug 2021			0.00				
NZD New Zealand Dollar		Amounts are		Tax Exclusive				
Item	Description	Qty	Unit Price	Account	Tax Rate	Fundraising	Grants	Amount NZD

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).

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.

To	Date	Due Date	Invoice #	Reference	Branding				
	13 Aug 2021		INV-0044		Standard				
NZA New Zealand Dollar						Amounts are	Tax Inclusive		
Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Fundraising	Grants	Amount NZD