

CASHBOOK WORKSHOP

Yvonne Thompson, Nic Laycock and Alan Gormer
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A familiar story?

- “It’s routine – just banking and completing the record sheets – I have a system!”
- “We’ve got some Excel spreadsheets – I put them together over the years” (On Office 2003)
- “I’m handing over my manual books – they are double entry bookkeeping”
- “I used Sage in my professional life so that is what I have used – it’s far too big for what we need and costs a subscription, but it is set up”

What we need.....

- Simple system designed for our parish accounts
- Will provide easy to generate reports for PCC, Diocese and Charities Commission
- Low cost or free
- Access to support

What today is about

Helping you set up Cashbook for 2019

Giving you the chance to develop expertise in using Cashbook

Developing confidence that you can use Cashbook effectively in your parish

How we will work

Workshop style

At own pace

Using our own situations

Asking questions to help each other

Workshop team providing assistance

Workshop Flow

About Cashbook

Setting it up

Getting familiar with its features

Data entry practice - guided

Good Practice – sharing ideas

Reporting and managing finances
using Cashbook

About Cashbook

Where it comes from and where it is suitable

Devised in Gloucester Diocese and used by Bath & Wells under licence

Enables simple accounting for small and medium parishes

What it is – the software and its accounting base

Receipts and Payments accounts built on Excel platform for Windows based machines

What it does and what it gives you

Simple, single data entry that leads to reports required for PCC, APCM, Diocese and Charity Commission

Cashbook in Bath and Wells Diocese

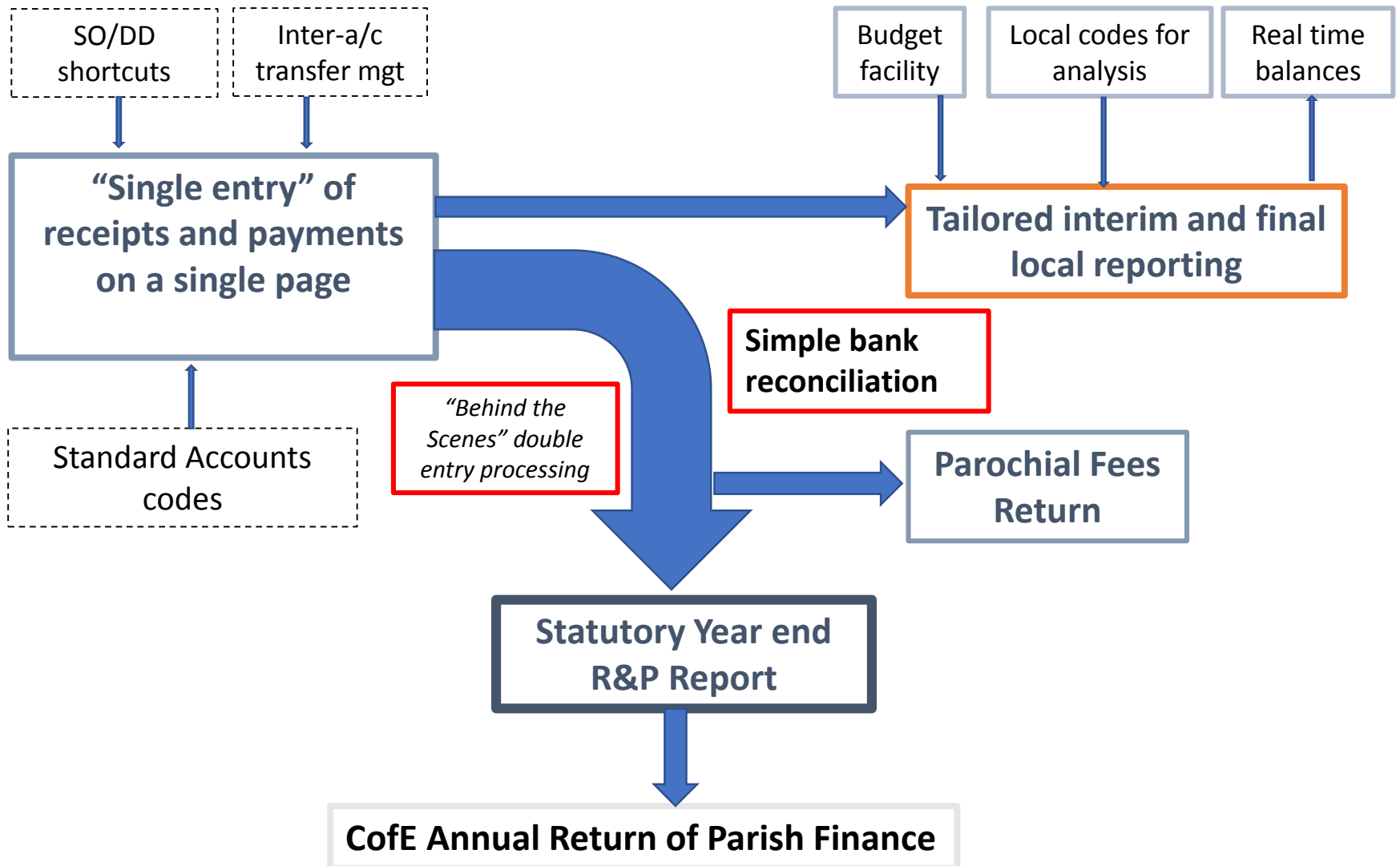
Free product downloaded from the Diocese website

Supported by volunteer team of “Champions”
who are all parish Treasurers

Currently used by growing community of
more than 40% of parishes

Dedicated internet community for mutual support

Cashbook in Summary



Tips

- Make back-ups – frequently! Make notes of unusual items
- Don't try to modify formulae and macros in Cashbook.
 - Cashbook is password protected,
 - If it tells you it wants a password - you are probably doing something wrong! – ask the Cashbook Champions for advice
- Avoid cutting and pasting data around the Cashbook – use the sort keys instead to sort entries by date/account etc.
- Seek help from Cashbook Champions
 - cashbooksupport@bathwells.anglican.org

Next year!

- *Always* download a new version at the beginning of the year from the Diocese website

Where you can get help

- Cashbook Champions - cashbooksupport@bathwells.anglican.org
 - Lk14:28 online community - Sign up via Jessica Cook
 - Association of Church Accountants and Treasurers (ACAT)
www.acat.uk.com
 - Treasurers Task Breakdown <http://www.bathandwells.org.uk/wp-content/uploads/2014/11/treasurers-task-breakdown.pdf>
 - Your Independent Examiner - Create a dialogue with them
 - Imogen, Steve, Yvonne and Jessica in the DBF office
 - PCC Accountability Guide
<https://www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide/pcc-accountability-guide-contents>
 - (Coming soon.....) Video based training modules for use in parishes
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