CHARITIES
SERVICES
Ngā Ratonga Kaupapa Atawhai

A guide for using the Tier 4 Automated Cash Book

Introduction

The Tier 4 Automated Cash Book helps you track your transactions throughout the financial year, and organises them into the required format for completing your performance report at the end of your financial year.

Using this Cash Book is optional. Its purpose is to help you prepare your performance report correctly and make it easier to complete your annual reporting with Charities Services.

If you are reporting using the Tier 4 Not-for-Profit Standard, you still need to complete a compliant performance report.

> The Tier 4 Automated Cash Book is not a substitute for the required performance report.

Using the Automated Cash Book

The Excel spreadsheet is organised into multiple tabs at the bottom. It includes tabs for 'instructions' and 'summary,' as well as separate tabs for each month of the year.

If you cannot see the tab you want to use, click on the arrows next to the tabs to move left or right until you can see the one you need.

Example

< >	Instructions	Summary	Bank Statement - Apr	Bank Statement - May	Bank Statement - Jun

STEP 1 Setting your financial year

First you will need to set the dates for your financial year. Go to the 'Summary' tab and enter the day and year manually into the correct cells, found at the top left of the sheet. Select the month from the drop-down menu in the relevant cell.

Note: The 'Beginning' column is the first day of the financial year and the 'Ending' column is the last day of the financial year.

Example

Financial year

	Beginning	Ending
Day	1	31
Month	April	March
Year	2018	2019

STEP 2 Entering your opening cash balance

In the 'Summary' tab, enter the cash balance at the start of the financial year (the money in your bank account/s). This cell is at the top of the total column on the right, and is green.

Generally, cells on the 'Summary' tab where you need to enter information are green.

STEP 3 Entering and categorising your transactions

This Cash Book helps you organise all transactions from your bank statements during the financial year and categorise them each into one of the minimum categories required under the Tier 4 (NFP) Standard. This will enable you to complete the Statement of Cash Received and Cash Paid in your performance report.

Charities are required to group transactions into these minimum categories to make it easier for the public to understand and compare the performance reports of different registered charities.

Entering your transactions

To add your bank transactions to the Cash Book, enter the information for each month from your paper statements, or your downloaded bank statements.

Most online banking systems have an option to download bank statements as a Microsoft Excel file. You can then copy the transactions from these files into the matching monthly tab in the Cash Book. For more details on downloading bank statements, contact your bank.

Add any other cash transactions that did not go through your bank. For example, ATM cash withdrawals for expenses related to your charity.

The Cash Book has a tab for each month of the financial year. Start with the tab that represents the first month of your financial year. For example, if your financial year is 1 April to 31 March, start with the 'Bank Statement – Apr' tab.

In each of the 'Bank Statement' tabs you will see the following fields:

1. Date	5. Reference	9. Receipt/Payment?
2. Amount	6. Particulars	10. Category
3. Other Party	7. Analysis Code	
4. Description	8. Bank Balance	

Information for fields 1 to 7 need to be manually entered or copied from your downloaded bank statement file.

> 📌 Cells in the 'Bank Statement' tabs where you need to enter information are white.

Categorising your transactions

To organise your information correctly, the most important fields for the Cash Book are:

Amount
Description
Category

The other fields are not necessary for categorisation, but completing them will help you track details of each transaction. For example, if you want to record who the transaction was with (other party), or the specific transaction information from your bank statement (reference, particulars, and analysis code). This is especially useful if you want to enter all transactions before classifying them into categories.

When entering the amounts, enter cash received as positive numbers and cash paid as negative numbers (preceded by a minus symbol).

The next two fields, 'Bank Balance' and 'Receipt/Payment' are grey, and are filled in automatically based on your entries.

'Bank Balance' is a running total of your account balance. It starts with the opening balance you provided, then updates with each transaction as it's entered. Use this to check your entries as you go, or to troubleshoot if the ending bank balance doesn't match your bank statement.

'Receipt/Payment' is based on what is entered in the 'Amount' column. 'Receipt' will show for positive amounts and 'Payment' for negative amounts. If the wrong type of transaction shows, check if you included a minus symbol.

'Category' has drop-down menu options based on the 'Receipt/Payment' column. Click the arrow in this cell and choose one of the categories to classify the receipt or payment into. On selecting a category, the transaction is then automatically included in the 'Summary' tab.

STEP 4   Statement of Cash Receipts and Cash Payments

After entering and classifying all cash receipts and payments, return to the 'Summary' tab. You will see that the Statement of Cash Received and Cash Paid is now complete based on your entries in each month. The Statement of Cash Received and Cash Paid shows monthly totals, and a total for the financial year.

The last step is to manually enter the ending balance from your charity's bank statement for each month and the end of the financial year into the green row at the bottom of the sheet 'Represented by: Bank account(s) / short-term deposits / cash'.

Example

$19,750	$18,600	$17,590	$16,640	$15,640	$14,490	$13,990	$11,390	$10,490	$8,140	$7,440	$5,430	$5,430
OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

If your transactions have been included and correctly classified, the 'Closing cash' row should match the numbers you have entered here. If they match, you'll see an 'OK' message. If the numbers don't match, you'll see an 'ERROR' message.

Once all columns have an 'OK' message, your Statement of Cash Received and Cash Paid is complete and ready to be used for your performance report for the year.

If you have any queries about the Cash Book, contact us at info@charities.govt.nz.