

Hi and Welcome to this spreadsheet that is aimed at helping you keep your Club's financial records in order & will automatically produce 2 Reports - (1) Income & Expenditure Statement and (2) Cashflow Statement in an easy to read & understand format.

There are a few things you need to do to set up this template each year, once you have downloaded it from the Spotted Website.

Once you have downloaded this file, please save it onto your Club's computer or cloud storage.

Save the File with a different Name (Example: XXX Football Club Finance Records TEMPLATE - DO NOT OVERWRITE) Keep this copy of the blank File so you can re-use it each year

Save another copy with the Name for the Year (Example XXX Football Club Finance Records 2024-25 (This is the version of the file you will use for your current financial year)

DATA WORKSHEET

The next step is to fill in the first Worksheet (Data) This worksheet will populate the other worksheets with headings, dates etc. to keep your reports standard for the whole year and save you time typing the same things repeatedly. **(PLEASE DO NOT CUT OR COPY OR PASTE headings from one cell to another as this will corrupt the template - Instead just re-type the data the way you want it)**

In the Data Worksheet, please enter the relevant data in Column B (the Yellow Highlighted cells.) Examples are given to help you, but please use your own headings that are right for your club.

You can start your financial year in any month. The example is based on a standard financial year, so please change to suit your Club's own financial year start & end. Example, if your financial year actually starts in January, then Period 1 = "January", Period 2 = "February" and so on. Enter data in Column B (highlighted in yellow)

The next section are your club's types of **INCOME**. It is easier to start with the most commonly used Income Type, Example If the most regular Income is "Membership Fees" then enter this as Type 1 in Column B (highlighted in yellow)

The next section are your club's types of **EXPENDITURE**. It is easier to start with the most commonly used Expenditure Type, Example If the most regular Expenditure is "Hall Let Costs" then enter this as Type 1 in Column B (highlighted in yellow)

The last Item you need to input in this worksheet is the opening Bank balance at the start of your financial year. This should be as stated on your Club's Bank Statement.

BUDGET WORKSHEET

The Budget Worksheet is a useful tool to help plan out the year ahead in as much detail as you need. Your Budget can be revised at any time throughout the year, however this should only be done with the approval of the Club's Committee, and recorded in the Minutes of the relevant meeting. In general a budget is normally reviewed & revised once and only updated for significant changes from the original Budget.

You will note that all Months, and Income & Expenditure Headings have been automatically entered based on the information you entered in the DATA Worksheet.

Please enter the data based on the months you expect to receive income or spend in the relevant month. Please use the " Notes / Assumption" section in Column P to record how you worked out the annual budget figure. It is helpful to record this information now so that if actual figures vary a lot from what was originally budgeted, you can refer back to your original budget assumptions. You can also add additional notes if the Budget is revised at any time in the year. The cells will automatically expand to include all that you input, so no need for shorthand.

This Budget Worksheet will produce a Summary of the Surplus / (Deficit) expected as well as noting the Opening & Closing Cash Balances. This helps you adjust your plans to ensure that you do not run out of cash at any point in the coming year.

WORKSHEETS CB1 to CB12

These Worksheets are for you to record the actual Income & Expenditure incurred each month and the data entered here will automatically populate your Income & Expenditure and Cashflow Reports on a monthly basis.

Enter the date of the Income Transaction in Column A in the format DD/MM/YYYY

Enter a description for the Type of Income in Column B

Enter any other reference such as a PayIn number or other bank reference in Column C

Enter the amount of the Transaction under the Relevant Income Type in Columns E to AH accordingly. The Total should agree to the amount on the Bank Statement. You can enter several types of Income in 1 row as long as they all have the same date on the Bank Statement

Enter the date of the Expenditure Transaction in Column AJ in the format DD/MM/YYYY

Enter a description for the Type of Expenditure in Column AK

Enter any other reference such as a Direct Debit Reference / Cheque Number or other bank reference in Column AL

Enter the amount of the Transaction under the Relevant Expenditure Type in Columns AN to CF accordingly. The Total should agree to the amount on the Bank Statement. You can enter several types of Expenditure in 1 row as long as they all have the same date on the Bank Statement

WORKSHEETS IE1 to IE12

These worksheets are your Monthly Income & Expenditure Statements and do not need any input of financial data as they are automatically completed from the data already entered in the DATA, BUDGET and relevant CB Worksheets. **They do however require input in Column J, K and L for the reason for any significant variance from the Budget.**

These reports should be reviewed monthly. The Actual figures are compared both monthly and cumulatively against the Budget and will note any variance between the two. For any significant variance, such as above or below 10% or a set amount agreed by the Committee.

In Column J, please record the reason for any significant variance from Budget. Be completely honest about the reason, even if the original budget assumption was completely incorrect - this demonstrates clear accountability & openness for your Club. It may also help you in future years to improve your budget.

In Column K, please record the action that is required to rectify any problems now or in the future if this is relevant.

In Column L, please record a Note Number for easy Reference for the Minute of the Meeting.

WORKSHEETS CF1 to CF12

These worksheets are your Cashflow Statements update each month with actual figures and future months based on the Budget. These Worksheets do not require any input of financial data, as they are automatically completed from the data already entered in the DATA, BUDGET and relevant CB Worksheets. **They do require input in Column O for any significant problems identified and action required to ensure that the Cash Balance is always positive.**

This Template has been prepared to help your Club record its financial performance accurately. Formulas have been protected to ensure the validity & accuracy of the Reports, however if you identify any issues with accuracy of reporting please inform Spoted.