



USER MANUAL

Part 4

-Treasurer's Report

Software for the benefit of
community group treasurers and
the peak bodies supporting them

PART FOUR

Welcome to the Part 4 of Admin Bandit's user manual ... we're so pleased that you've come this far with us!

Well, as promised throughout this manual, you're in for an easy ride for the rest of this user manual because we'll be learning to generate financial reports, which the software does for you ... a few clicks of the mouse are all you need to contribute. Of course, you do need to make sense of these reports and explain what they mean to your committee, but, as usual, we'll come to the rescue and give you a full run-down on how to read each one.

Let's start....

Hold your mouse over **Reports** on the main menu bar to see five options:

1. **Treasurer's Report**
2. **Money Reports**
3. **Membership Reports**
4. **Fundraising/Event Reports**
5. **End of Year Reports.**

Alternatively, click on the word **Reports** to activate a **Reports** screen, which provides red links to the above five reporting areas.

We've dedicated the following five parts of this manual (including this one) respectively to the above options.

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Treasurer's Report

The **Treasurer's Report** is a summary of your accounts, including all types of financial transactions, as well as important details about your members and fundraising events. This is the exact information you need to present to your committee at your monthly meetings.

Guess how long it takes to produce? Just seconds!

TREASURER'S REPORT

Set Your Dates

Select **Treasurer's Report** in the **Reports** pull-down menu and you'll be directed to a **Set Date Range** screen. As with similar screens, the box on this page is divided in half:

1. **Start Date**
2. **End Date.**

Enter the beginning of your financial year at **Start Date** and the final day of the last full month at **End Date**. Essentially, you're asking Admin Bandit to generate a **Treasurer's Report** for the year to date, which means you'll get a running tally of all your transactions so far for this financial year.

If you don't wish to proceed, click **Cancel**, which will redirect you to the **Transaction List**. However, click **Confirm** to generate your report.

Select Date Range

Start Date

End date

1

Jul

2008

31

Jan

2009

Cancel

Confirm

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Generate Your Report

When your report is ready, a **Report Generated** screen appears, which contains a **here** link for download. Click this and a **Done** screen follows, along with a **File Download** prompt, which gives you three options:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: saves your report to your hard drive as a PDF
3. **Cancel**: abandons your report.

Whichever you choose, you'll be redirected to a **Reports** screen on completion.

As usual, we recommend you save your report to a dedicated file on your computer and open it for viewing from that location.

Report Generated

Report generation has completed.

Click **here** to download and print the file.

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Done

The file was downloaded from the server, you will redirected in 5 seconds

Click **here** if you do not wish to wait.

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Understanding Your Treasurer's Report

Now that you know how to generate your **Treasurer's Report**, let's learn how to read it!

As you learn more about Admin Bandit's reporting capabilities, you'll realise that your **Treasurer's Report** is, indeed, an amalgamation of the key information from every other report.

At first glance, it probably looks like a mass of numbers. But a closer inspection reveals your organisation's full financial status for the year to-date, all set out, section-by-section, in a neat table.

Using this key, let's go through the three-page sample report on the following pages:

- ① Your organisation's name
- ② Name of report
- ③ Date range
- ④ Bank account in question
- ⑤ **Opening Balance:** shows the amount in your bank account at the start of the report period
- ⑥ A section on **Receipts and Expenditure:** provides an overview of your transactions in two parts: receipts and expenses
- ⑦ **Receipts** by category
- ⑧ **Expenses** by category
- ⑨ **Annual Budget:** for all income and payments, Admin Bandit shows you where you're at compared with your annual budget
- ⑩ **Total Receipts – Total Payments:** profit or loss
- ⑪ **Closing Balance:** shows the amount in your bank account at the end of the report period
- ⑫ **Other Accounts:** shows the balance of your organisation's other accounts
- ⑬ **Petty Cash Transactions:** provides an overview of each item of petty cash expenditure by: date, description and amount
- ⑭ **Events:** lists all fundraising or other events you've held, showing: costs, income, net profit or loss, and the budgeted net for the event
- ⑮ **Member Fees:** breaks income generated from member fees down by group, including: fee period, number of players, percentage of fees paid, average percentage of fees and total fees

- 16 Summary of members fees, including: average percentage of fees received, monetary value of fees received, fees received in advance for next year or late from last year (if applicable) and total monetary value of total fees received
- 17 **Cheques for Ratification:** lists cheques to be ratified by your committee, including: date, cheque number, who paid to and description

After comparing this key to the following report, you'll be an expert on generating and reading your **Treasurer's Report**. Read on to learn more about Admin Bandit's reporting capabilities.

1 Merry Men
2 TREASURER'S REPORT
 15 Jun 2008 to 23 Jan 2009
 Working Account

5 Opening Balance: **\$ 1,500.00**

6 RECEIPTS & EXPENDITURE

7 RECEIPTS

	Amount this period	9 Annual Budget
Fund Raising/Event Income	\$ 3,235.00	\$ 7,500
Miscellaneous Income	\$ 29.65	\$ 600
GST refunded	\$ 0.00	\$ 500
Interest	\$ 29.65	\$ 100
Operating Income	\$ 1,985.83	\$ 10,000
Membership Fees	\$ 2,229.83	\$ 10,000
Sale of Goods	\$ 256.00	\$ 0
TOTAL RECEIPTS	\$ 5,250.48	\$ 18,100 29.0%

8 EXPENSES

	Amount this period	Annual Budget
Administrative Expenses	\$ 0.00	\$ 380
Audit Fees	\$ 0.00	\$ 200
Bank Charges	\$ 0.00	\$ 50
Fees & Permits	\$ 0.00	\$ 130
Fund Raising/Event Expenses	\$ 1,234.00	\$ 1,500
Operating Expenses	\$ 920.00	\$ 15,300
Association Activities	\$ 88.00	\$ 2,500
Cleaning	\$ 350.00	\$ 5,500
Computer Expenses	\$ 110.00	\$ 0
Consumables	\$ 0.00	\$ 3,200
Equipment	\$ 0.00	\$ 2,000
Insurance- General	\$ 0.00	\$ 1,800
Meeting expenses	\$ 340.00	\$ 0
Postage, Freight and Courier	\$ 32.00	\$ 0
Repairs & Maintenance	\$ 0.00	\$ 300
TOTAL PAYMENTS	\$ 2,154.00	\$ 17,180 12.5%

10 TOTAL RECEIPTS - TOTAL PAYMENTS \$ 3,096.48

11 Closing Balance: **\$ 5,096.48**

12 OTHER ACCOUNTS

Savings account balance: \$ 231.00

Merry Men
TREASURER'S REPORT
15 Jun 2008 to 23 Jan 2009
Working Account

13 **PETTY CASH TRANSACTIONS**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
29 Jun 08	conference	\$ 340.00
29 Jun 08	badges	\$ 32.00
TOTAL		\$ 372.00

14 **EVENTS**

<u>Event</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Net</u>	<u>Budgeted Net</u>
Chocolate drive	\$ 1,235.00	\$ 1,000.00	\$ 235.00	\$ 5,000
Sausage Sizzle	\$ 2,000.00	\$ 234.00	\$ 1,766.00	\$ 1,000
TOTAL	\$ 3,235.00	\$ 1,234.00	\$ 2,001.00	\$ 6,000

15 **PLAYER FEES**

CHEETAHS 1

<u>PERIOD</u>	<u>Full year</u>	<u>TOTAL</u>
NUMBER OF PLAYERS	8	
CONTRIBUTION %	50.0%	50.0%

Cheetahs 1 TOTAL FEES \$ 1,500.00

KOALAS 2

<u>PERIOD</u>	<u>Season 1 2008</u>	<u>Season 1 08-09</u>	<u>TOTAL</u>
NUMBER OF PLAYERS	3	2	
CONTRIBUTION %	66.7%	50.0%	60.0%

Koalas 2 TOTAL FEES \$ 241.50

LEOPARDS 3

<u>PERIOD</u>	<u>Season 1 2008</u>	<u>Season 2 qtr 08</u>	<u>Season 3 qtr 08</u>	<u>TOTAL</u>
NUMBER OF PLAYERS	1	1	1	
CONTRIBUTION %	88.9%	100.0%	100.0%	95.6%

Leopards 3 TOTAL FEES \$ 358.33

TIGERS 2

<u>PERIOD</u>	<u>Season 1 2008</u>	<u>Season 2 2008</u>	<u>TOTAL</u>
NUMBER OF PLAYERS	2	2	

Merry Men
TREASURER'S REPORT
15 Jun 2008 to 23 Jan 2009
Working Account

CONTRIBUTION % 66.7% 0.0% 33.3%

Tigers 2 TOTAL FEES \$ 100.00

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AVERAGE % OF FEES RECEIVED FOR THIS YEAR 59.7%

TOTAL OF ALL FEES RECEIVED FOR THIS YEAR \$ 2,199.83

FEES RECEIVED IN ADVANCE FOR NEXT YEAR \$ 30.00

TOTAL OF ALL FEES RECEIVED \$ 2,229.83

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CHEQUES FOR RATIFICATION

<u>Date</u>	<u>Chq Nbr</u>	<u>Paid to</u>	<u>Description</u>	
5 Dec 08	55	Local Council	court hire	\$ 88.00
14 Jan 09	44	123go		\$ 110.00

TOTAL \$ 198.00

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