



USER MANUAL

Part 7

Fund Raising/Event Reports

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

PART SEVEN

Welcome to the Part 7 of Admin Bandit's user manual ... which is dedicated to our **Fundraising/Event Reports**.

Given that an organisation's fundraising can be regarded as GST-free, while it's other financial activities are not, this is an important and useful tool in Admin Bandit. What's more, our **Fundraising/Event Reports** are indispensable for evaluating and planning your organisation's activities to gain additional income or engage members on a deeper social level.

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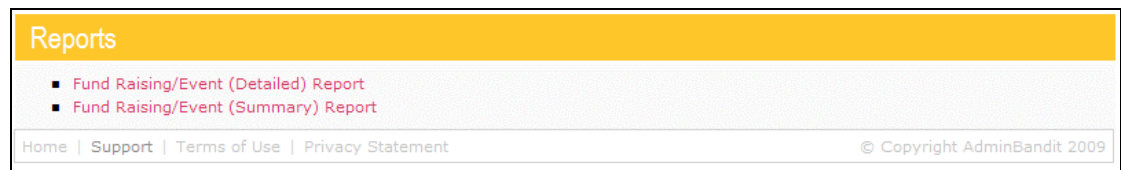
Fundraising/Event Reports

Broadly speaking, your **Fundraising/Event Reports** itemises your organisation's social activities, whether they're to raise much-needed extra income or purely to entertain your members, guests and associates.

Under the **Reports** function, choose **Fundraising/Event Reports** (the fourth option). This takes you to the **Fundraising/Event Reports** screen, which contains red links to two reports:

1. **Fundraising/Event (Detailed) Report**
2. **Fundraising/Event (Summary) Report.**

You'll notice that some of the information in the above reports is also included in your **Treasurer's Report**.



FUNDRAISING/EVENT (DETAILED) REPORT

Your **Fundraising/Event (Detailed) Report** provides a comprehensive overview of your organisation's activities to obtain additional income or entertain members and guests. As you can imagine, this report is a fantastic tool for evaluating the effectiveness of fundraising activities and events, as well as planning future needs and activities.

Select **Fundraising/Event Reports** in the **Reports** pull-down menu on the main menu bar. We're looking at the detailed report, so click the first link to access a **Select Date Range** screen, which comprises a box divided into two parts:

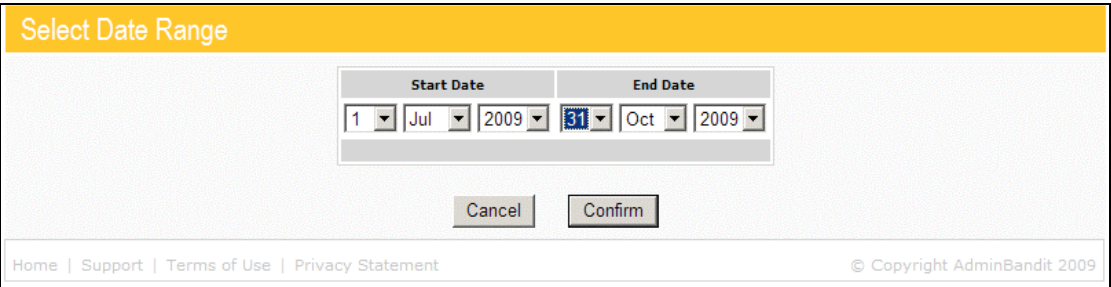
1. **Start Date**

2. **End Date.**

Enter the start of your financial year at **Start Date** and the final day of the last full month at **End Date**. In doing this, you're asking Admin Bandit to generate a **Fundraising/Event (Detailed) Report** for the year to date, which means it will cover all of your organisation's initiatives to raise extra monies for the current financial year where there has been income and expenses recorded.

Click the **Confirm** button to generate your report.

Alternatively, click **Cancel** if you don't wish to proceed and you'll be directed to the **Transaction List**.



Select Date Range

Start Date: 1 Jul 2009

End Date: 31 Oct 2009


Cancel Confirm

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On choosing **Confirm**, a **Report Generated** screen activates, which contains a red **here** link. When you click this, a **Done** screen appears, as well as a **File Download** window. This gives you three options for downloading your report:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: prompts you to save your report as a PDF file
3. **Cancel**: abandons your report.

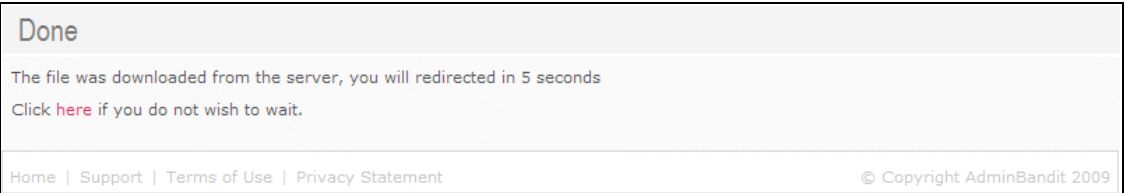


Report Generated

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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After any of the above actions, you'll be directed back to the **Reports** screen.

Please remember to save an electronic copy of your report for future reference.

Understanding Your Fundraising/Event (Detailed) Report

Your **Fundraising/Event (Detailed) Report** is an overview all your events and fundraising activities for the current financial year to date, showing for each activity: cost, income, profit and budgeted profit.

Let's take a closer look using the key below and the example on the next page:

- ① Your organisation's logo (if you uploaded it to **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report name
- ④ Date range
- ⑤ Bank accounts included
- ⑥ Individual bank account names
- ⑦ Date of payment or cost
- ⑧ Cheque or receipt number (depending on whether transaction is a payment or cost)
- ⑨ The person or organisation items income came from or payments went to
- ⑩ Income (money in)
- ⑪ Payment (money out)
- ⑫ Total profit or loss (loss is indicated by a "minus" sign)
- ⑬ Individual event or fundraiser

- 14 Asterisk * signals an activity expressly undertaken for fundraising
- 15 GST-free note appears when you've marked your organisation as GST exempt in the **Options** function

1



2

Robyn Hood's Merry Men

3

Fund Raising/Event (Detailed) Report

4

01 Jan 2009 to 06 Nov 2009

5

All accounts

6

Account: Cheque Account

Date	Num	Who	10	Amount
7	8	9		
Book Club *				
17/03/2009	99102	Book Club		\$ 150.50
01/04/2009	32602	Scholastic		
			11	-\$ 141.36
			12	TOTAL Book Club \$ 9.14
13 Easter Raffle * 14				
17/03/2009	99101	Fundraising		\$ 160.00
23/03/2009	99103	Fundraising		\$ 78.00
01/04/2009	99105	Fundraising		\$ 5.00
01/04/2009	99104	Fundraising		\$ 86.00
07/04/2009	99106	Fundraising		\$ 88.00
06/11/2009	32606	IGA		-\$ 13.94
06/11/2009	32607	IGA		-\$ 33.23
			TOTAL Easter Raffle	\$ 369.83

Fund raising events are indicated with an asterisk *

15

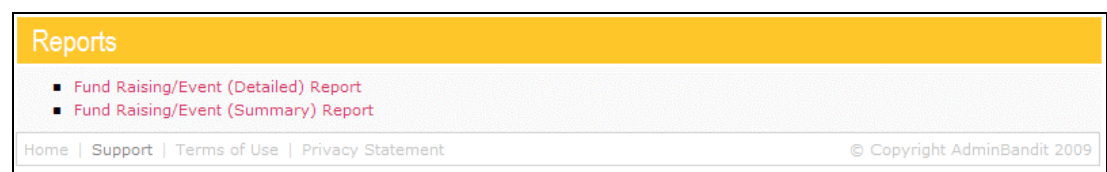
Please note these figures do not include GST

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FUNDRAISING/EVENT (SUMMARY) REPORT

As with Admin Bandit's other "summary" reports, the **Fundraising/Event (Summary) Report** is an abridged version of its more comprehensive cousin. The steps to creating it are similar....

Select **Fundraising/Event Reports** in the **Reports** pull-down menu on the main menu bar to go to the **Fundraising/Event Reports** screen. Click on the second (bottom) red link to generate your report.



Now, you've already been through this process with the more detailed version of this report, so we won't go through it again here. If you'd like a reminder, simply re-read the section on creating a **Fundraising/Event (Detailed) Report** in the last couple of pages.

Understanding Your Fundraising/Event (Summary) Report

Your **Fundraising/Event (Summary) Report** is more than a simplified version of its detailed counterpart — it also includes new data that is particularly useful for evaluating activities and future planning. Notably, this report allows you to compare the actual profit of an event or fundraiser against your budget (or prediction).

Let's take a closer look using the key below and the example on the following page:

- ① Your organisation's logo (if you uploaded it to **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report name
- ④ Date range
- ⑤ Bank accounts included

- ⑥ Individual bank account names
- ⑦ Events
- ⑧ **Receipts**: for individual events/fundraisers
- ⑨ **Expenses**: for individual events/fundraisers
- ⑩ Actual profit for individual events/fundraisers
- ⑪ Budgeted profit for individual events/fundraisers
- ⑫ Total income
- ⑬ Total costs
- ⑭ Total profit
- ⑮ Total budgeted profit
- ⑯ This notice appears if you have indicated that your events/fundraising activities do not attract GST
- ⑰ Asterisk * denotes a fundraising activity (as opposed to an event)
- ⑱ Hash # indicates an activity for which no receipts or expenses have been recorded during the report date range



Robyn Hood's Merry Men
Fund Raising/Event (Summary) Report
01 Jan 2009 to 04 Nov 2009
All accounts

Account: Main Account

Event	Receipts	Expenses	Net	Budgeted Net
Mobile Phones *#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 550
Sausage Sizzle *	\$ 2,072.73	\$ 0.00	\$ 2,072.73	\$ 1,000
Preselections #	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0
TOTAL	\$ 2,072.73	\$ 0.00	\$ 2,072.73	\$ 1,550

Please note these figures do not include GST
Fund raising events are indicated with an asterisk *
Events with no receipts or payments during the report period are indicated with a #

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YEAR: 2009