

# Club Accounts

Accounts made simple !

# Club Accounts

Club Accounts was designed with the help of the Royal British Legion Clubs Department to be a simple income and expenditure recording system for clubs.

It is a very simple system to setup, needing only to know the start date for your financial year, the start day of your working week and whether you use calendar months or accounting periods.

If you are going to use the system to record your VAT then you will need to set the start date for your VAT period.

Once these details have been set up you can start to use the system.

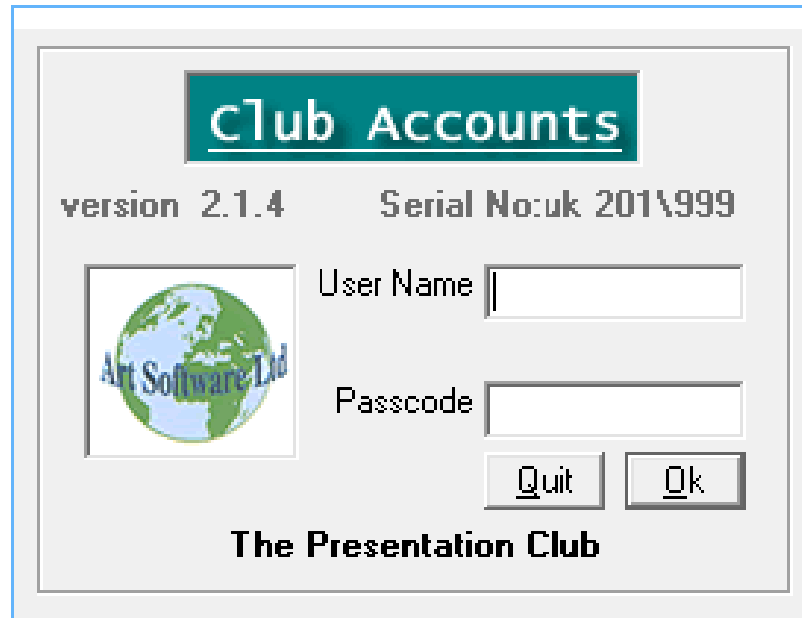
As with Club Master, Club Accounts was developed especially for clubs and is designed to be easy to use and understand. Our support staff are on hand to help when needed.

We are very aware that many club treasurers have full time jobs and we endeavour to provide support whenever it is required - weekends too!

Club Accounts was designed using our experience from over **twenty five years** of serving clubs and the obvious, in depth knowledge of the Legion specialists.

Club Accounts makes recording income and expenditure easy and accurate!

# Security



Club Accounts is password protected and the password can only be changed by an authorised user, once logged in.

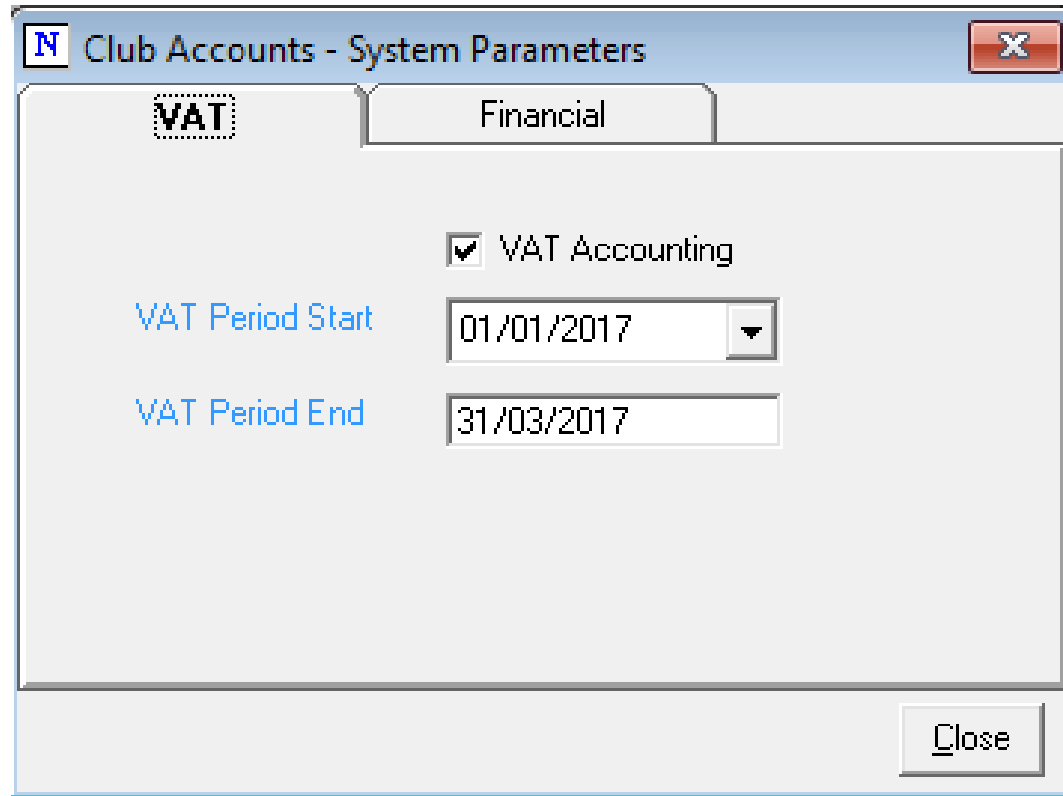
# Setup

The screenshot shows a software window titled "Club Accounts - System Parameters" with a close button in the top right corner. The window is divided into two tabs: "VAT" and "Financial", with the "Financial" tab currently selected. The "Financial" tab contains several input fields and buttons:

- Financial Year Start:** A dropdown menu showing "01/01/2017".
- Week Start Day:** A dropdown menu showing "Monday".
- Accounting Weeks:** A text input field containing the number "53".
- Accounting Periods:** A dropdown menu showing "Monthly".
- Bank Open Bal:** A text input field containing "£1,000.00".
- Buttons:** There are two buttons on the right side: "Setup Year" (with a dotted border) and "View Weeks". A "Close" button is located at the bottom right of the window.

The year settings can be entered and, once the Setup Year button is clicked the system is ready to use. The number of accounting weeks is calculated automatically.

# Setup



The screenshot shows a software window titled "Club Accounts - System Parameters" with a close button in the top right corner. The window has two tabs: "VAT" (which is selected and highlighted with a dotted border) and "Financial". Inside the "VAT" tab, there is a checked checkbox labeled "VAT Accounting". Below this, there are two input fields: "VAT Period Start" with a dropdown menu showing "01/01/2017" and a downward arrow, and "VAT Period End" with a text box containing "31/03/2017". A "Close" button is located in the bottom right corner of the dialog.

Setting the Vat period is very easy. Just select the start date and the system will complete the finish date.

# Setup

Club Accounts - IncomeTypes

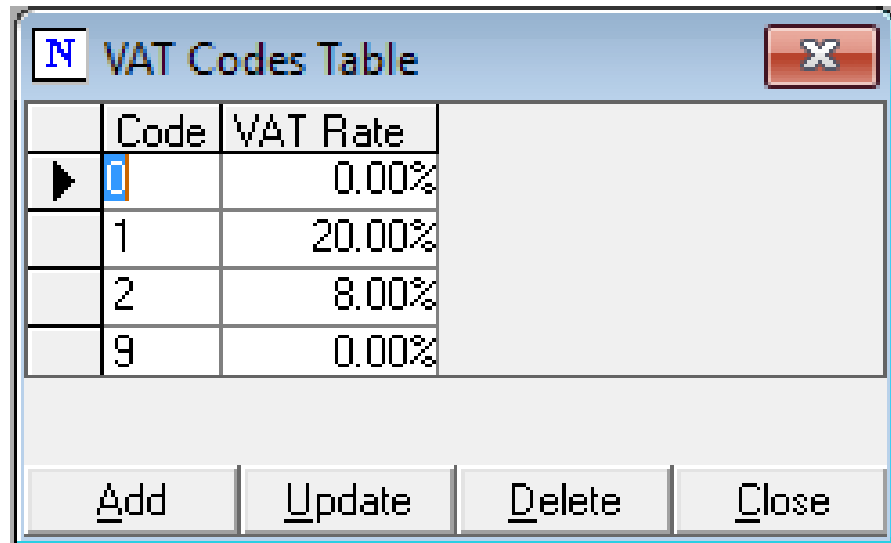
No	Income Name
1	Bar Sales
2	Gaming Machines
3	Subs
4	Entertainment
5	Pool
6	Snooker
7	Bingo
8	Phone
9	Juke Box
10	Tote
11	Visitors
12	Raffle
13	General (Vat)

Club Accounts - Expenditure Types

No	Expenditure Name	VC
1	Cost of Sales	1
2	Wages	0
3	GM Rent	1
4	GM Licence	0
5	Entertainment (No Vat)	0
6	Entertainment (Vat)	1
7	Rent	0
8	Rates	0
9	Insurance	0
10	Gas	2
11	Electric	1
12	Water	0
13	Repairs/Renewals	1

Income and Expenditure types can now be set up.  
The most usual types are already loaded but these may be added to or deleted to suit individual requirements.

# Setup



	Code	VAT Rate
▶	0	0.00%
	1	20.00%
	2	8.00%
	9	0.00%

Add    Update    Delete    Close

VAT codes and rates are already set up but can be easily changed.

VAT is calculated when the transaction is confirmed and is stored in the transaction.

This means that when the VAT rate changes you can just change the percentage in the table and all new transactions will be at the new rate.

Existing transactions will not be affected.



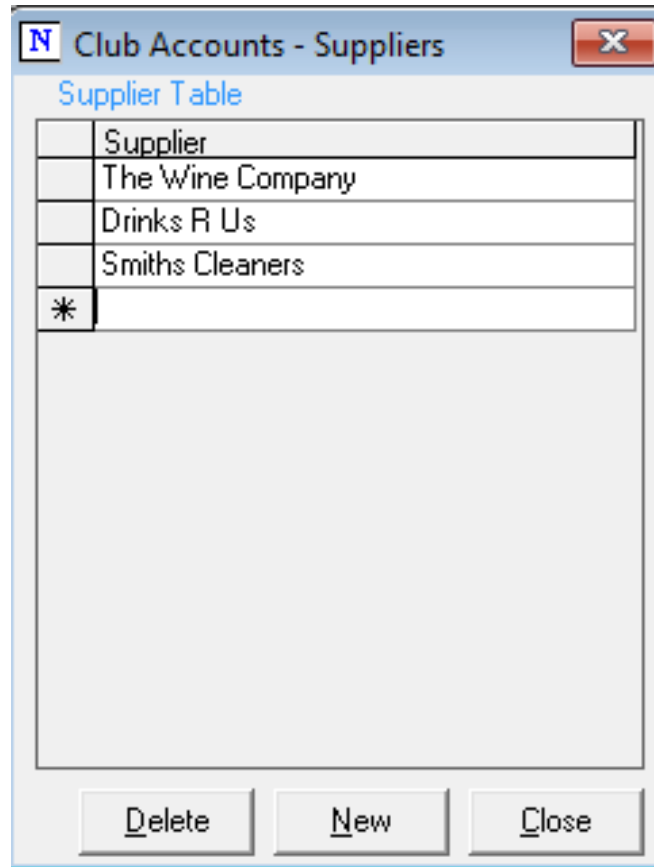
# Setup

The screenshot shows a software window titled "Club Accounts - Budgets" with a close button in the top right corner. The window contains a section titled "Expenditure Budgets" with a dropdown menu currently set to "Cost of Sales". Below this, there are 12 input fields arranged in two columns, labeled "Monthly 1" through "Monthly 12". Each input field contains the value "10000". To the right of the input fields are three buttons: "Clear", "Repeat", and "Close".

Month	Budget Value
Monthly 1	10000
Monthly 2	10000
Monthly 3	10000
Monthly 4	10000
Monthly 5	10000
Monthly 6	10000
Monthly 7	10000
Monthly 8	10000
Monthly 9	10000
Monthly 10	10000
Monthly 11	10000
Monthly 12	10000

Budgets can be set for any or all Income and Expenditure heads. These are used for reporting and can be valuable when assessing performance.

# Setup



A list of Suppliers may be set up and this is used when entering unpaid purchase invoices

# Income

Week Numbers										
1	2	3	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	
31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	
51	52	53							Close	

All input routines (Income / Expenditure / Bank) are based on the week number. The week numbers are represented on the buttons on the week selector form and the current week, calculated automatically, is shown in green.

Clicking the week number required will start the appropriate input routine.

# Income

Club Accounts - Bar Takings

Week: 40

	Date	Bar 1	Bar 2	Bar 3	Bar 4	Session
Monday Lunch	25/09/2017	1500.00	0.00	0.00	0.00	1500.00
Monday Evening	25/09/2017	1250.00	0.00	0.00	0.00	1250.00
Tuesday Lunch	26/09/2017	550.00	0.00	0.00	0.00	550.00
Tuesday Evening	26/09/2017	1475.00	1200.00	0.00	0.00	2675.00
Wednesday Lunch	27/09/2017	725.00	0.00	0.00	0.00	725.00
Wednesday Evening	27/09/2017	1745.00	0.00	0.00	0.00	1745.00
Thursday Lunch	28/09/2017	350.00	0.00	0.00	0.00	350.00
Thursday Evening	28/09/2017	1200.00	0.00	0.00	0.00	1200.00
Friday Lunch	29/09/2017	750.00	0.00	0.00	0.00	750.00
Friday Evening	29/09/2017	2100.00	0.00	0.00	0.00	2100.00
Saturday Lunch	30/09/2017	1200.00	0.00	0.00	0.00	1200.00
Saturday Evening	30/09/2017	1780.00	1200.00	0.00	0.00	2980.00
Sunday Lunch	01/10/2017	1120.00	0.00	0.00	0.00	1120.00
Sunday Evening	01/10/2017	1800.00	0.00	0.00	0.00	0.00

Bar Totals: 15745.00 2400.00 0.00 0.00

Week Total: 18145.00

Print Close

Club Accounts has a specific form for entering bar takings. It starts with the first session of your week and allows input for up to four bars / tills for two sessions per day.

# Income

Income is entered through a pop up form in the Weekly Income routine.

Payment types include Cash, Cheque, Direct debit, Internet Bank and Credit Card

Entries may be edited at any time

**N** Club Accounts - New Income

**New Income for week 41**

Income Date: 02/10/2017

Income Type: Juke Box

Income Value: 175.50

Payment Type: Cash

Notes: Juke box takings

Save Cancel

**N** Club Accounts - Weekly Income

**Income for week 41 02/10/2017 to 08/10/2017**

Date	Income Type	Value	VC	VAT	Goods	Payment Type	Cheque No	Notes
02/10/2017	Bar Sales	1500.00	1	250.00	1250.00	Cash		From Bar Input
02/10/2017	Bar Sales	1750.00	1	291.67	1458.33	Cash		From Bar Input
02/10/2017	Membership Fees	1200.00	0	0.00	1200.00	Cash		Membership subs
02/10/2017	Gaming Machines	2100.00	1	350.00	1750.00	Cash		
02/10/2017	Interest	99.10	0	0.00	99.10	Cheque	321123	Bank Interest

# Expenditure

**Club Accounts - New Expend** [X]

**New Expenditure for week 40**

Expenditure Date: 25/09/2017

Expenditure Type: Electric

Expenditure Value: 575.00

Payment Type: Cheque

Cheque No: 321124

Notes: Electricity bill July 2017

[Save] [Cancel]

**Club Accounts - New Expend** [X]

**New Expenditure for week 40**

Expenditure Date: 25/09/2017

Expenditure Type: Cost of Sales

Expenditure Value: 520.00

Payment Type: Supplier

Supplier: Drinks R Us

Notes: Bar stock

[Save] [Cancel]

Expenditure entries are made in a similar fashion to Income.

The Weekly Expenditure screen allows the entry of New transactions and provides an identical Edit facility.

Cheque entries and Direct Debit entries automatically create a transaction in the main trading bank.

You can also enter an expenditure entry with Payment Type of 'Supplier'. This allows you to pick a supplier from a dropdown list and the invoice is then entered on the system as unpaid and outstanding.

A report of these transactions with totals by supplier is available on the reports menu.

You can return to the payment and change the payment type once the invoice is paid or use the Supplier Payment routine.

# Bank

Expenditure entries for cheque and internet banking automatically create transactions in the bank.

**Club Accounts - New Expend**

**New Expenditure for week 40**

Expenditure Date: 25/09/2017

Expenditure Type: Entertainment (No Vat)

Expenditure Value: 2100.00

Payment Type: Cheque

Cheque No: 321125

Notes: Disco entertainment

**Club Accounts - Bank**

**Bank Transactions for week 40 25/09/2017 to 01/10/2017**

	Date	Type	Paid In	Paid Out	Comment	Ref	R
▶	25/09/2017	Cheque	0.00	2100.00	FE: Disco entertainment	321125	

Navigation: ◀ Week ▶ Filter Mark all Edit New Close

The FE notation in the Comment field indicates From Expenditure

# Bank

The screenshot displays a software window titled "Club Accounts - Bank" with a close button in the top right. Below the title bar, the text "Bank Transactions for week 40 25/09/2017 to 01/10/2017" is shown. A table lists transactions with columns for Date, Type, Paid In, Paid Out, Comment, Ref, and R. The first row shows a cheque for 2100.00 on 25/09/2017, with a reference of 321125 and a reconciled status (Y). The second row shows a cash transaction of 1200.00 on the same date. Below the table is a large empty text area. At the bottom of the window are navigation arrows and a "Week" label. Overlaid on the bottom right is a "Club Accounts - New Bank" dialog box. This dialog has a title bar with a close button and the text "New banking for week 40". It contains several input fields: "Transaction Date" (25/09/2017), "Transaction Value" (750.00), "PAID" (radio buttons for IN and OUT, with OUT selected), "Payment Type" (Cheque), "Cheque No" (321126), and "Notes" (Payroll week 39). At the bottom of the dialog are "Save" and "Cancel" buttons. A "Close" button is also visible on the right side of the main window.

Date	Type	Paid In	Paid Out	Comment	Ref	R
25/09/2017	Cheque	0.00	2100.00	FE: Disco entertainment	321125	Y
25/09/2017	Cash	1200.00	0.00	Subs		

Club Accounts - New Bank

New banking for week 40

Transaction Date: 25/09/2017

Transaction Value: 750.00

PAID:  IN  OUT

Payment Type: Cheque

Cheque No: 321126

Notes: Payroll week 39

Save Cancel

Transactions may be entered directly in the bank

The Y in the R column indicates that the transaction has been reconciled



# Bank

## Banks

Club Accounts - Bank

Uncleared Balance

Cleared Balance

Close

The trading bank balances can be checked at any time by calling up the balance screen.

Other bank accounts may be used for savings etc and can be transferred to and from

Club Accounts - Other Banks

Other Bank Accounts

	AccountNo	Sort Code	Balance
*	12344321	778844	£25,000.00

Close

# VAT

**Club Accounts** [X]

**VAT Values**    Period 01/12/2010 to 28/02/2011

VAT due in this period on Sales and other outputs	1	15072.64
Total VAT due	3	15072.64
VAT reclaimed this period on purchases and other inputs	4	6017.79
<b>Net VAT to be paid</b>	5	<b>9054.85</b>
Total value of sales and other outputs (exc VAT)	6	86129.36
Total value of purchases and other inputs (exc VAT)	7	36844.21

Previous VAT    Print    Close

The Vat values for the current period can be instantly viewed by using the Vat Values form.

If the Net Vat Balance is to be reclaimed the label will indicate this and the figure will be in green.

This form may be printed off to facilitate VAT form completion.

# Reports

## CLUB ACCOUNTS    The Presentation Club

### Income report for December

Printed    27/12/2010

<u>IncomeType</u>	<u>Income</u>	<u>Vat</u>	<u>Goods</u>	<u>Budget</u>	<u>Variance</u>
Bar Sales	62,445.00	9,300.32	53,144.68	50,000.00	<b>3,144.68</b>
Gaming Machines	25,520.00	3,800.85	21,719.15	25,000.00	<b>-3,280.85</b>
Subs	2,500.00	372.34	2,127.66	2,000.00	<b>127.66</b>
Entertainment	35,850.00	5,339.36	30,510.64	30,000.00	<b>510.64</b>
Pool	650.00	0.00	650.00	1,000.00	<b>-350.00</b>
Bingo	1,530.00	227.87	1,302.13	1,200.00	<b>102.13</b>
Juke Box	5,200.00	774.47	4,425.53	5,000.00	<b>-574.47</b>
Visitors	250.00	37.23	212.77	100.00	<b>112.77</b>
Raffle	5,120.00	762.55	4,357.45	6,000.00	<b>-1,642.55</b>
<b>Period Total</b>	<b><u><u>139,065.00</u></u></b>	<b><u><u>20,615.00</u></u></b>	<b><u><u>118,450.00</u></u></b>		

Club Accounts provides **weekly, monthly** (or period) and **annual** reports. Income and expenditure reports show variance against budget for performance comparison.

# Reports

The **Finance Report** shows Income and Expenditure heads against budget for a period/month, quarter or year together with a profit / loss figure.

This report may be run **Monthly, Quarterly** or **Annually**

<u>INCOME</u>	<u>Period</u>	<u>Budget</u>	<u>Variance</u>
Bar Sales	32,582.13	25,000.00	7,582.13
Gaming Machines	1,914.89	10000.00	-8085.11
Subs	1,659.57	5000.00	-3,340.43
Entertainment	2,553.19	5000.00	-2,446.81
Pool	520.00	500.00	20.00
Snooker	440.00	500.00	-60.00
Bingo	178.72	200.00	-21.28
Phone	300.00	100.00	200.00
Juke Box	102.13	200.00	-97.87
Tote	212.77	1,000.00	-787.23
Visitors	8.51	50.00	-41.49
Raffle	0.00	0.00	0.00
Donations	100.00	50.00	50.00
Miscellaneous	0.00	0.00	00.00

<b>INCOME TOTAL</b>	<b>40,593.19</b>	<b>47,900.00</b>	<b>-7,356.81</b>
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<u>EXPENDITURE</u>	<u>Period</u>	<u>Budget</u>	<u>Variance</u>
Rent	1,500.00	1,500.00	0.00
Insurance	100.00	500.00	-400.00
Electric	127.66	500.00	-372.34
Water	185.19	250.00	-64.81
Repairs/Renewals	120.00	100.00	20.00
Admin Costs	423.53	1,000.00	-574.47
Maintenance	150.00	100.00	50.00
Financial Costs	737.50	700.00	37.50
GM Rent	42.55	200.00	-157.45
GM Licence	10.00	50.00	40.00
Entertainment (No VAT)	350.00	500.00	-150.00
Entertainment (VAT)	425.53	500.00	-74.47
Wages	250.00	500.00	250.00
Rates	1,500.00	1,500.00	0.00
Miscellaneous	185.06	0.00	185.06
Telephone	35.00	40.00	5.00
Gas	150.00	150.00	0.00

<b>EXPENDITURE TOTAL</b>	<b>4,940.02</b>	<b>8,090.00</b>	<b>3149.98</b>
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Total Income	40,593.19
Total Expenditure	4,940.02
Surplus / Deficit	35,652.98

# Reports

Other reports available in Club Accounts include:

**Cash Report** - All cash taken and spent for the period with balances

**Bank Report** - All bank transactions for the selected period

**Supplier Balance Report** - all outstanding invoices by supplier with balances

**Bar Income Report** - with bar / till detail for the period

## **Income Reports**

**Weekly Report**

**Monthly Report**

**Income Detail Report** - All transactions for the period

## **Expenditure Reports**

**Weekly Report**

**Monthly Report**

**Expenditure Detail Report** - All transactions for the period

## **Finance Report - Monthly, Quarterly & Annual**

All reports provide an on screen preview which

may then be printed or exported to PDF, Word,

Excel and other formats

PDF format is ideal for emailing to committee members before a meeting!

# Club Accounts

**Club Accounts costs just £50 + VAT**

This includes an easy to use operation manual in Adobe PDF format and, if required, free, unlimited email support during installation and when using the system!

Installation is automated and you can be up and running in a very short space of time.

Don't forget that you can just input the Fee Daybook totals from our Club Master membership system for your subs income.

If you haven't had a look at the Club Master presentation perhaps now might be a good time!

**Call us now on 0333 123 1170**

(calls charged at standard national rates)