**Instructions for the Revised 5-fund Spreadsheet**



When you first open the file it may say it is a “*Read Only*” file; however, when you save the file on your hard drive you will be able to make changes and work in the spreadsheet.

After you have renamed the file and saved it to your hard drive (make sure you save in a location you can find it easily later such as your desktop).…close it and then reopen it.

Look at the bottom tabs.

The first tab is named *Intro* and contains information about the workbook and some tips for working in it.

The second tab is your all-important *Chart of Accounts* and *Budget to Actual* spreadsheet. (*All funds and income/expense accounts on this worksheet (spreadsheet) are there only for your example*.)

Here is where you will set up most of your information.

First step: Click in the heading and type in your organization’s name

Second step: Enter your accounts

This workbook (*a single file containing a set of spreadsheets*) is set up for 5 funds, 4 income accounts, and 20 expenses accounts. If you do not need that many funds or income and expenses accounts….don’t worry it is very easy to customize this workbook...if you need LESS of any those accounts.

So if you haven’t done it already, you need to figure out exactly how many funds you need to set up and how many income and expense accounts.

Take out a piece of paper and get to figuring:-) Please take a moment and read this page on [fund accounting](http://www.freechurchaccounting.com/fundaccounting.html) to refresh your memory on exactly what a fund is.

After you have completed your chart of accounts…it’s time to start entering them into your accounting workbook.

Let’s set up your funds first.

In *cell D6,* I have typed in General for a general fund….you can name it what you want but this column is for the unrestricted funds that you can use for salary, utilities, etc.

As I stated on my fund accounting page, many larger churches set their accounting up using the Statement of Financial Accounting Standards (SFAS) Numbers 116 and 117. If you are using this method you will may be setting up funds named; General, Restricted, Plant, Endowment, etc.

However, because these are [single entry spreadsheets](http://www.freechurchaccounting.com/basicaccounting.html), I am assuming that many of you are smaller churches using this workbook for internal reporting. If you are using the traditional method of fund accounting, you may be setting up funds such as General, Missions, Building, Sunday School, Vacation Bible School. etc.

If you do not need all 5 funds, it is very easy to hide what you do not need:

Simply highlight all the columns you do not need; right click; go down to hide; and click. For example, say you only need 4 funds for right now. Highlight the columns P, Q and R…keeping your mouse positioned over the highlighted headings P, Q and R…right click….move down to HIDE and left click. You’ll notice your column headings now read …M, N, O, S, T…. The extra fund account is there hidden and can be “unhide” when you need another fund.

You will need to “hide” those extra fund columns on every worksheet in the workbook…except for the third worksheet. The tab is purple and titled “*Summary by Month*”. This sheet works only with the total columns.

***IMPORTANT****-Hide the same columns through the entire workbook.*

For example: if you are hiding the 5th fund then make sure you hide the 5th fund throughout the workbook.

***Note:*** *All of the “report” worksheets are “Protected” to prevent accidentally deleting a formula as they are all view-only worksheets. To modify these spreadsheets (hiding columns or rows) simply click on the* ***Review*** *tab (in Excel), in the* ***Changes*** *section, click on “Unprotect Sheet”. I would protect theses sheets again when you are finished setting up your workbook. Do the same as above, but click “Protect Sheet”. A pop up window will appear. You can put a password in or just leave blank then click OK.*

Ok…back to our set up in the second worksheet (green tab-titled *Budget to Actual*).

Type the name of your funds in in column D, G, J, and/or M (row 6).

*The numbers and accounts listed are for example only*.

Type in your income and expense accounts and their corresponding numbers from your chart of accounts. Hide the accounts you do not need. (*See instructions above*)

***Tip****: Get into the habit of saving your workbook often as Excel does not automatically save as Word does. You can click the little blue floppy icon up in the top left corner of your Excel window or click on the green File tab in the top left corner and then click save.*

If you need more funds or income/expenses accounts, [see this page for instructions on adding funds and income/expenses accounts.](http://www.freechurchaccounting.com/excel_spreadsheet_tips.html)

However, unless you are very familiar with Excel or your spreadsheet program, I would strongly suggest using an accounting system such as [Aplos Software](http://www.freechurchaccounting.com/church_accounting_software.html) as the spreadsheets are full of formulas and can be time consuming to add more accounts to.

Now that you have your chart of account typed in on this *Chart of Accounts/Budget to Actual* worksheet….click on any worksheet in this workbook and notice your accounts carried over to every sheet.

You can come back to this sheet later and set up your budget, but let’s do a couple more things first.

Everything auto-filled from this worksheet EXCEPT for your organization’s name. You will need to type your organization’s name into the next 3 worksheets (*Summary by Month, GL Jan, and P&L – Jan*). Now all the rest of your worksheets have auto-filled with the required information.

If you haven’t already done it, you will need to hide the EXACT funds and/or accounts that you hid on your Budget to Actual on the rest of the worksheets.

After this is completed, save your workbook as original template and close it. *Make sure you click YES if a pop up appears asking if you want to save your work:-)*

Now open it again and save another copy for this year.

*Begin to use!*

**Important!** Put your beginning balances in first!

Click on the Budget to Actual tab.

Put your beginning fund balances in row 8.

***Note****: No matter which month you start using this spreadsheet….your starting balance in each fund will go in these cells on this (Budget to Actual) worksheet. All of the rest of the workbook will build from these amounts. You will mess up formulas if you put your beginning balances in the month you start using this workbook.*

Fill in your budgeted amounts for each fund in columns D, G, J, and/or M.

*Do not type in the rest of the columns!* They have formulas in them to bring your year to date income and expenses automatically over and then give you a percentage of the budget used.

You do not need to do anything to the next worksheet *(Summary by Month*). It will automatically fill in as you enter your expenses and income in the general ledgers

***Note****: The* ***Summary by Month*** *will only show the* ***total*** *of each Income and Expense.*

Scroll down to the bottom of this worksheet and notice row 42. This is the only place in this *Summary by Month* worksheet that you will type anything into. You can use it to help reconcile your bank statements. *Note: If your bank does not end on the last day of each month, you may not be able to use this simple reconciliation. You might need to try my* [*bank reconciliation spreadsheet*](http://www.freechurchaccounting.com/support-files/2003-bankrecon-fcaspreadsheet.zip) *for that chore.*

Click on the 4th tab named *GL-Jan*. (*There is a general ledger worksheet set up for each month*) Each of these worksheets is where you will enter the data that the rest of the worksheets use to generate reports

[Quick Lesson in Basic Accounting:](http://www.freechurchaccounting.com/basicaccounting.html)

Look at each “*fund*” on the first worksheet. You will notice the funds are set up in a “T” account with three parts: the title of the fund, debit and credit. You could relabel the DEBITS to EXPENSES and the CREDITS to INCOME to make it easier on you if you choose.

So:

* Contributions, fundraiser funds, etc. will be entered under its corresponding account in the credit (Income)column
* Utilities, office supplies, payroll, etc, will be entered under its corresponding account in the debit (Expense)column.
* Don’t worry if you accidentally delete a formula. Just click the “Go Back Button”.

Notice every time you enter an amount in a general ledger it is automatically carried to the monthly, quarterly, and annual reports; the Budget to Actual report; and the Summary by Month report.

***Note:*** If you add extra lines in your income/expense accounts, you will need to reset the balance column ([see instructions for resetting it](http://www.freechurchaccounting.com/Adding-lines-to-spreadsheets.html) ).