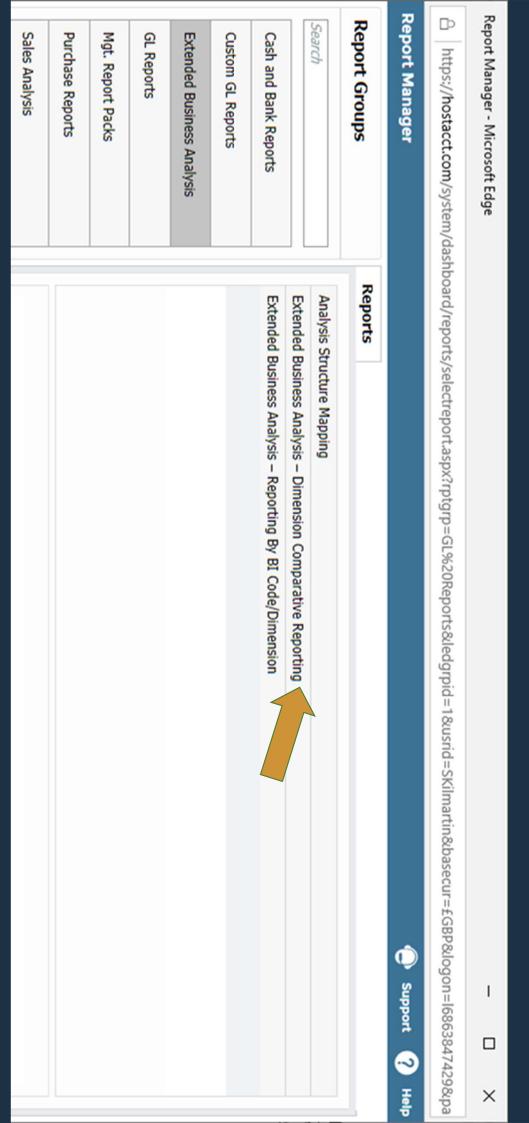
### Restricted Funds

- AIQ doesn't automatically account for restricted funds
- Need a manual routine to transfer restricted fund movements onto the balance sheet
- Run report to see restricted income and expenditure during the year by fund
- Journal required to update the restricted funds in the balance sheet (90XXX codes) with this net movement
- Check the balance sheet restricted funds to make sure none are over-expended
- Journal required to correct over expenditure of restricted funds by transferring this to the general tund
- The instructions on how to do this are on the Diocese web site under Finance Parish Accounting Handbook – Year End Review of Parish Restricted Reserves
- This is an essential part of finalising the year end for the Parish and we will walk through it now

# RUNNING THE RESTRICTED FUNDS REPORT

Donations and legacies	Donations and legacies	Donations and legacies	Donations and legacies	Donations and legacies		Category	Balances at 17 Dec 2019 11:13. Click the Refresh Grid link above to up		NEW GLACCOUNT GLEXPLORER DOWNLOAD BUDGET TEMPLATE	General Ledger Accounts		GENERAL LEDGER ACCOUNTS   GL JOURNAL MANAGER   COST ACCRUALS N		Dashboards Bank		■ REPORTS   SETUP   SALES   PURCHASES   ITEMS   BANK   GENERAL   ANALYSIS
							L:13. Click the F		RER DOWNLOA	ccounts	e.	GL JOURNAL MA		Sales		SALES   PURCI
Donations and legacies	Donations and legacies	Donations and legacies	Donations and legacies	Donations and legacies			Refresh Grid link a		D BUDGET TEMPL			NAGER   COST	-	Purchases		HASES   ITEMS
ies	ies	ies	ies	es		Sub Categor	above to upo		ATE UPLO			ACCRUALS N		Items		BANK
	Budget Review & Maintenance	Upload Budget Template	Budget Maintenance	or explorer	Transaction Browser	Balance & Transaction Enquiry						Add/Edit OL Accounts	OF ACCOUNT FISHING	Cl Account Listing	Chart of Accounts	ENERAL   ANALYSIS
	enance	blace				quiry										EMAILING
		VAI Management	VAT Reporting		GL Reports	System Reports	GL Cost Accrual Manager	Ecreion Exchange Revaluation Tournal	GL Prepayments	GL Cost Accrual	GL Revenue Accrual	GI Journal Manager	Journal Elluy	Tournal Entry	G Townsia	
gng	pnic	gnit	gnit	pnic	*											
						Туре			PE							

## Extended Business Analysis Dimension Report



### CHOOSE THE FILTERS AND VIEW

Show Header (Choose No if exporting to Excel):	GL Category(ies)	Dimension	Dimension	Dimension	To Period:	Financial Year:
Yes	01;02;03;04;05;06;07;08;09;1	Departments & Locations	SORP	Parishes	December	2021
4	4	4	4	4	4	4
	Expand Options: glcat	Element	Element	Element	Budget Type	From Period:
	glcat	All	All	5026	None	January

View

Print

Email

# GL CATEGORIES: UNTICK BALANCE SHEET ITEMS

				4	Yes	Show Header (Choose No if exporting to Excel):
4	glcat	Expand Options:	Expa	01;02;03;04;05;06;07;08;09;1 -	01;02;03;04;05;	GL Category(ies)
3		Close	윳	Select All	Clear All	
4					2	
4			nin One Year	Creditors: Amounts Falling Due Within One Year	Creditors: Am	Dimension
				ធ	Current Assets	
a				ets	Financial Assets	Dimension
G.	<b>&gt;</b>			d Assets	Tangible Fixed Assets	io i ciioni
4				o filter data.	Type a value to filter data	To Period:
a	January	From Period:		4	2021	Financial Year:

The bottom 5 GL Categories should be unticked so the report only shows income & expenditure

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FXAMI	DIE REPORT					000	)dic			
further analysed by Depar	er analysed by Departments & Locations									
						RES			UNRES	
GL Category	GL Sub Category	GL A/C		CLERGY	FLOW	PROJ2	zz - NoCode			
				Amt	Amt	Amt	Amt	Amt	Amt	Amt
Donations and legacies				(30,666)	(1,088)	(582)		(32,337)	(496,463)	(528,800)
Charitable activities									(33,795)	(33,795)
Other trading activities									(150,306)	(150,306)
Investments									(1,023)	(1,023)
Other									(5,467)	(5,467)
Raising funds									19,707	19,707
Charitable activities				36,828	654	582			396,235	434,299
Other Expenditure									121,432	121,432
Transfers									124,408	124,408
			Total:	6,161	(454)			19,381	(38,925)	(19,544)

The Clergy Fund shows a positive result at year end because there was more expenditure than income. The net expenditure will be set against brought forward restricted reserves, or the general fund



Journals are needed to ensure that the parish reserves correctly reflect the effect of the year's activities

## RESOLVING THE CLERGY FUND £6,161 OVERSPENT

- To move items between reserves expense accounts in the 300XX series are needed:
- 30030 Transfer from unrestricted
- 30050 Transfer to restricted
- 30070 Transfer from restricted
- Restricted fund accounts are in the range 90100 to 90300 e.g.
- 90190 Parish restricted fund clergy
- 90200 Parish restricted fund maintenance
- 90210 Parish restricted fund flowers

### by posting a debit and increased by posting a credit When a parish holds funds these are always shown with a negative balance – funds are reduced

- To correct the restricted clergy fund in the example above you will post
- A debit to 90190 Restricted clergy fund this will reduce the brought forward clergy fund £6,161
- A credit to 30070 Transfer from restricted fund using Bl code Clergy £6,161

#### FLOWER FUND SURPLUS

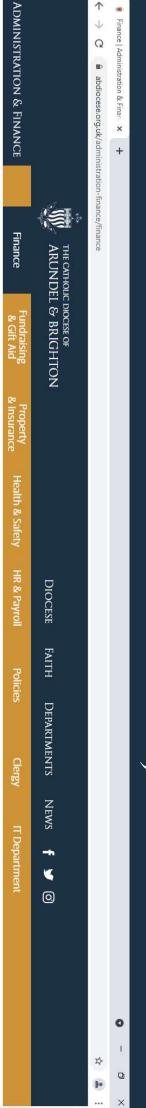


### Resolving the Flower Fund Surplus £454

- In the example parish the flower collection amounted to more than was spent on flowers in the year
- The surplus restricted collection will be added to any brought forward purposes of providing flowers in the church restricted flower fund so that it can be used in future for the intended
- The journal required will be to:
- Debit 30050 Transfer to restricted £454 BI code Flowers
- Credit 90210 Parish restricted fund flowers £454

pages www.abdiocese.org.uk or the Finance Team can talk you through it or do the posting for you Instructions for posting a journal can be found on the finance website

## Instructions for Posting a Journal





DONATE

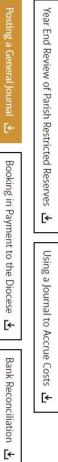


#### AccountsIQ

All diocesan parishes now process their accounts using AccountsIQ software. This is a cloudbased system and is standard across the whole Diocese, greatly aiding consolidation and the ability of the Finance team to support parishes remotely.

The Handbook information below will guide you through all aspects of using the system. Please email our Finance Office if you have any questions.

#### Download Guidance











### Checks after Posting the Journal

### After posting the journal:

- Re-run the Extended Business Analysis report and check the fund activity now nets to zero
- The report should now show restricted fund activities resulting in zero, as the in-year surpluses and deficits have been transferred to the general or restricted funds.
- Check the balance sheet for negative Restricted Funds
- Restricted funds go negative when the costs transferred to them exceed the brought forward reserve
- This is a real possibility in 2021 as the Bishop stipulated minimum clergy withdrawals at Christmas and Easter

## CORRECTING NEGATIVE RESTRICTED RESERVES

90300 accounts When a parish holds restricted funds these are always shown with a negative balance on the 90100 to

reserve to zero When one of these accounts is showing a positive number, a journal is needed to increase the restricted

In the previous example, we posted £6,161 of net costs to the restricted clergy fund

If we only had £3,000 brought forward in the fund, we would now have a clergy fund showing a positive year-end balance of £3,161. This represents an excess cost that must be resolved using the general tund The journal needed is:

- Debit 30050 Transfer to restricted £3,161 BI code General
- Credit 90190 Parish restricted fund clergy £3,161
- The balance sheet will now reflect correct Restricted Funds. The transfer of general funds will happen when the year end process is run by the Diocese after the auditors have signed off the accounts