RESTRICTED FUNDS



The following is the procedure for Restricted Funds in Paxton using station 056 as an example. Once the Restricted Fund has been set up you can start entering the Receipts and Payments.

• Enter the money received into the stations bank account via a Receipt booking. The money is paid into the stations current account (e.g. BK-056-610) but the station code is changed to the restricted fund code (e.g. 056-01).

⚠ Receipt : I	NCI-056-AT :	NCI Live						_	×
 Money a Receipt Total Reference Reference 	reference ce 1 ce 2	BK-056-610 Grant001 5000.00 Wind Energ Grant	Brancaster curr	acc . VAT	5000.00 056-01	* Effective Docume	date ent	07/11/2023	v
Comme A/C [^]	nt Acc	Receipt ount name	Value	VAT	Station [*]	Project code [^]	Refe	erence 2	^
2100	Res	tricted Dons & Grants	5000.00	8	056-01				_
Clear		Confirm				VAT		Evit	v

 Enter the Payments made out of the stations bank account. These can have a VAT code of 1 or 8 whichever is applicable.

∧ Payment :	NCI-056-AT	: NCI Live						-	
 Money ac Payment Total Reference Reference Comment 	ecount reference 9 1 9 2 t	BK-056-610 Wind Expenditure 3000.00 Wind Expenditure Payment	Brancaster curr Total inc Station	acc c. VAT	3000.00 056	* Effective of * Documen □ VAT n Project	date it umbe code	17/11/2023 C:\Users\Ev r on receipt?	е Н
A/C^	Acco	punt name	Value	VAT	Station [^]	Project code*	Refe	erence 2	
3160	Mair	nt & renewals equip	2500.00	1	056-01				

Here is an example of what the Payment Booking screen could look like with VAT

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• You can run an Income & Expenditure report on the restricted fund.

1.0

▲ Income & Expendit * Period Month Report title I Print account	Income and Expenditure Report : NCI-056-AT : NCI L November 2023 November 2023 November 2023 November 2023	ve * Stat port (Net of VAT) ve values format	tion = Between bracket	✓ 056-01 056-01 ○ Sumr ts ▼ ← Detail	mary R Excli	- • ×	This is an example of the criteria for the I&E report. All that you need to change is the Station code at the top right to the Restricted Fund code.
	0		0	Destinated	I Unro	ounded numbers	If a Station wants to run the
	Section	Include	Order	Running total	New page		
	DONATIONS	V	1				report for their general station
	MEMBER WEL	v	2			In chosen order	
	UNREST FUNDRAISE		3				tunas plus their Restricted
	GOV RECEIPT		4				Funds then select 'l lear
	SUNDRY INC	\checkmark	5				Fullus literi select Osei
	DISP ASSETS	V	6				consolidated' instead of the
	HO INCOME	V	7				
	FUNDRAISE COSTS	V	8				station code
	STATION EXP	V	9				
	MAINT & REN	V	10				
	ACCOM		11				* Station = - User consolidated
	ADMIN	V	12				
	COVERNANCE		10	(III)		~	Oser consolidate
Clear Selections		Include All	Preview	Print		Exit	

Paxton Income and Expend	inure Report (No	et of VAI) - M	larch 2024	Page 1 of 1
Charity no. 1159975				
National Coastwatch Institution			Printed	: 07/03/2024
Year to March 2024 Station 056-01 - Brancaster				
	<u>Turnover ye</u>	ar to date	Turnover last	year to date
BS FIGURES START OF YEAR				
Money		0.00		0.00
Debtors		0.00		0.00
Creditors		0.00		0.00
Gift Aid & VAT		0.00		0.00
		0.00		0.00
Restricted Donations & Grants				
2100 Restricted Dons & Grants	5,000.00		0.00	
		5,000.00		0.00
Maintenance & Renewals				
3160 Maint & renewals equip	2,500.00		0.00	
		(2.500.00)		0.00
		(1,000,00)		
TOTAL SURPLUS/DEFICIT		2,500.00		0.00
BS FIGURES END OF PERIOD				
Money		2.000.00		0.00
Debtors		0.00		0.00
Creditors		0.00		0.00
Gift Aid & VAT		500.00		0.00
		2,500.00		0.00

This example shows £5,000 of money received, £2,500 spent (net of VAT) and £500 owed in VAT. The Money balance is £2,000 because the VAT hasn't been reclaimed yet.

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• You can also run a Cash Movement report on the Restricted Fund.

	🔥 Cash	Movement Report							-	o x	
	* Act * Pe	riod te	= • any value •	BK-056-610		×				٥	
	Sta	stion	= v	056-01	Previow	•	Print		Fxit		
	Ciedi	Selections			FIGNIGW		Find		EXIL		
Paxton				Cash M	lovement Report						Page 1 of 1
Charity Nationa Account i All transa	no. 11599 l Coastwar s BK-056-61 ction dates	75 tch Institution								Printe	d: 07/03/2024
Station 03	6-01 - Branci	aster			10.0					Gummer	
Date PR OSC C	10	References			value			Stat	200	Commert	
Opening b	alance as at	start of use	te		0.00						
17/11/202 07/11/202	23 Exp. 23 Inc.	Wind Expenditure Grant001	Wind Expenditure Wind Energ Grant		5,000.00	-3,000.0	0	056	-01 -01	Payment Receipt	
					5,000.00	-3,000.0	00				
Closing b	alance as at 0	07/03/2024			2,000.00						

This will show the total amount of cash in and out of the bank account for the Restricted Fund. You can also view the entries in Station Enquiry by selecting the Restricted Fund code:-

station Enqui	ry : NCI-0	56-AT : NCI Live							-		×
							•	+ >	₽		0
Station		056-01									
Name		Brancaster Wind						Transacti	ions l	betwee	n
Descript	ion			^							
								and			
Date	Type [^]	A/c	Reference	Audit	Value(£)	D*	Comment				1
Date 17/11/23	Type [*] Exp	A/c BK-056-610	Reference Wind Expenditure	Audit	Value(£) -3000.00	D*	Comment Payment			*	
Date 17/11/23 07/11/23	Type* Exp Inc	A/c BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£) -3000.00 5000.00	D*	Comment Payment Receipt			-	
Date 17/11/23 07/11/23	Type [*] Exp Inc	A/c BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£ -3000.00 5000.00	D* D	Comment Payment Receipt			*	
Date 17/11/23 07/11/23	Type [*] Exp Inc	A/c BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£) -3000.00 5000.00	D* D	Comment Payment Receipt				
Date 17/11/23 07/11/23	Type^ Exp Inc	A/c BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£) -3000.00 5000.00	D*	Comment Payment Receipt			-	
Date 17/11/23 07/11/23	Type* Exp Inc	A/c BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£) -3000.00 5000.00	D* D	Comment Payment Receipt			-	
Date 17/11/23 07/11/23	Type^ Exp Inc	A/o BK-056-610 BK-056-610	Reference Wind Expenditure Grant001	Audit	Value(£) -3000.00 5000.00	D*	Comment Payment Receipt				

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• Because any VAT reclaimed from money spent belongs to the Restricted Fund it means that when you receive you VAT you have to also book it to the Restricted Fund.

When entering the Receipt you need to enter the Restricted Fund amount separately. You would enter one line for the VAT reclaimed for the Restricted Fund and then the other line for the stations VAT. You could have multiple lines if you have more Restricted Funds.

A Receipt : N	CI-HO-02 :	NCI Live						_	×
									0
* Money ad	count	BK-056-610	Brancaster curr	acc					
* Receipt re	eference	Grant VAT				* Effective d	late 07/	03/2024	
* Total		800.00	Total inc	. VAT	800.00	Documen	t 🗌		V
* Referenc	ə 1	Grant VAT							
Referenc	ə 2		Station			Project o	ebo		
Commen	t	Receipt							
A/C^	Acco	ount name	Value	VAT	Station [^]	Project code [^]	Referen	nce 2	^
9355	VAT	payable	500.00	8	056-01				
9355	VAT	payable	300.00	8	056				
									 _
									 ~
Clear		Confirm	Store			VAT	E	Exit	

Here is an example of what the Receipt Booking could look like



Once you have booked the reclaimed VAT into the stations bank account it will increase the Money Balance of the Restricted Fund.

Paxton Income and Expense	diture Report (Ne	et of VAT) - M	farch 2024	Page 1 of 1
Charity no. 1159975			D : ()	07/02/2024
National Coastwatch Institution			Printed	1: 07/03/2024
Year to March 2024 Station 056-01 - Brancaster				
	Tumover ye	ar to date	Turnover last	year to date
BS FIGURES START OF YEAR				
Money		0.00		0.00
Debtors		0.00		0.00
Creditors		0.00		0.00
Gift Aid & VAT		0.00		0.00
		0.00		0.00
Restricted Donations & Grants				
2100 Restricted Dons & Grants	5,000.00		0.00	
		5,000.00		0.00
Maintenance & Renewals				
3160 Maint & renewals equip	2,500.00		0.00	
		(2,500.00)		0.00
TOTAL SURPLUS/DEFICIT		2,500.00		
BS FIGURES END OF PERIOD		2 500 00		0.00
Debtors		2,500.00		0.00
Creditors		0.00		0.00
Gift Aid & VAT		0.00		0.00
		2,500.00		0.00

Example of the I&E Report

Paxton		Cash Movement Report		Page 1 of 1
Charity no. 1	159975			
National Coas	stwatch Institution			Printed: 07/03/2024
Account is BK-05 All transaction da Station 056-01 - E	6-610 tes francaster			
Date Type	References	Value	Station	Comment
BK-056-610	Brancaster curr acc			
Opening balance	as at start of use	0.00		
17/11/2023 Exp. 07/03/2024 Inc. 07/11/2023 Inc.	Wind Expenditure Wind Expenditure Grant GA reclaim Grant001 Wind Energ Grant	-3,000.00 5,000.00	056-01 056-01 056-01	Payment Receipt Receipt
		5,500.00 -3,000.00		
Closing balance a	is at 07/03/2024	2,500.00		

Example of the Cash Movement Report