

# SETTING UP A RESTRICTED FUND

Restricted funds are set up in the same way as a station. The fund code should be prefixed with the station it relates to. You would then change the user settings to allow the relevant users to be able to use the fund.

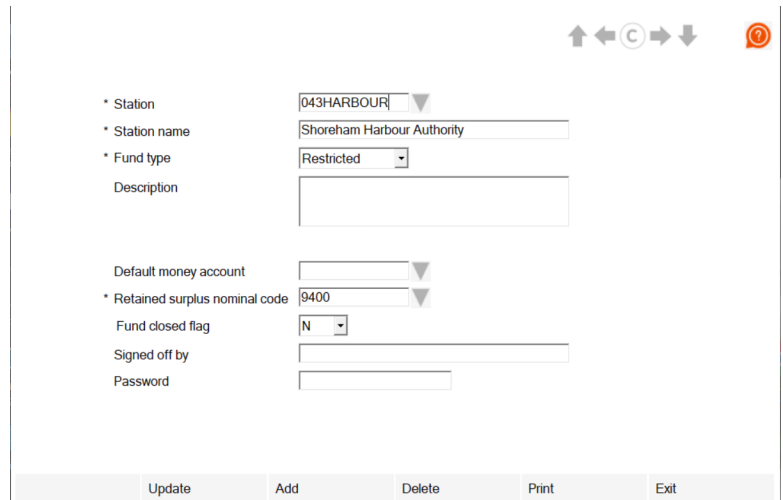
This example shows a restricted fund set up for Shoreham:-

## Administration - System Settings - Fund Maintenance

Click on add and enter the station code (this is the restricted fund code which is prefixed with the station code).

Enter the name and select 'Restricted' in the fund type. You can add a description if required. The retained surplus code will always be 9400.

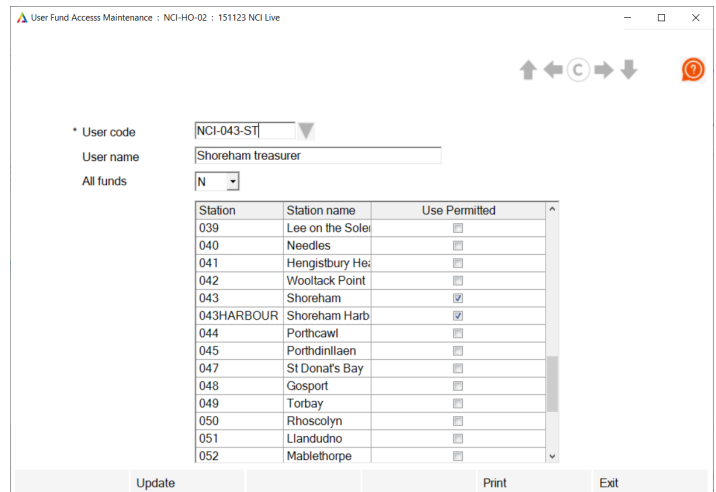
Click on Confirm and Record.



Now you need to give the users who will be using this fund access.

Go to **Administration - Access Settings - Fund Access**. Head Office user codes NCI-HO-01 and NCI-HO-02 will always have access to everything so you don't need to change these. Click the down arrow next to User code and select the relevant user, e.g. NCI-043-ST.

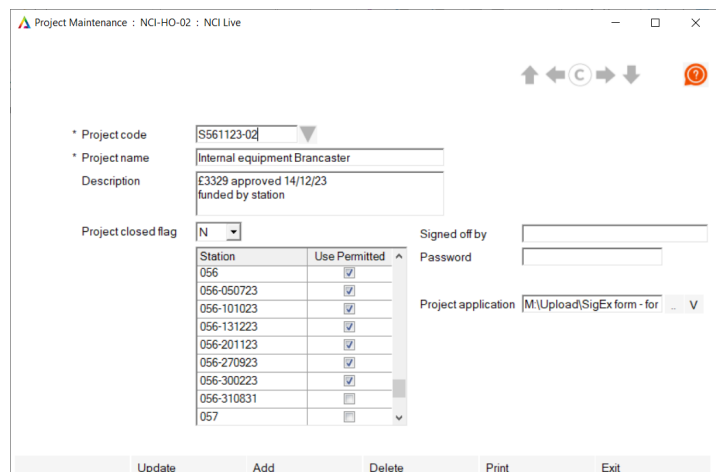
Click on Update and find the station (restricted fund) that you have just added and tick the 'Use Permitted' box. Repeat this for all users who need access, this includes the relevant Group Treasurer.



Station	Station name	Use Permitted
039	Lee on the Sole	<input type="checkbox"/>
040	Needles	<input type="checkbox"/>
041	Hengistbury He	<input type="checkbox"/>
042	Wooltack Point	<input type="checkbox"/>
043	Shoreham	<input checked="" type="checkbox"/>
043HARBOUR	Shoreham Harb	<input checked="" type="checkbox"/>
044	Porthcawl	<input type="checkbox"/>
045	Porthinllaen	<input type="checkbox"/>
047	St Donat's Bay	<input type="checkbox"/>
048	Gosport	<input type="checkbox"/>
049	Torbay	<input type="checkbox"/>
050	Rhoscolyn	<input type="checkbox"/>
051	Llandudno	<input type="checkbox"/>
052	Mablethorpe	<input type="checkbox"/>

You will also need to change the Project access to allow the relevant projects to be used with the new restricted fund.

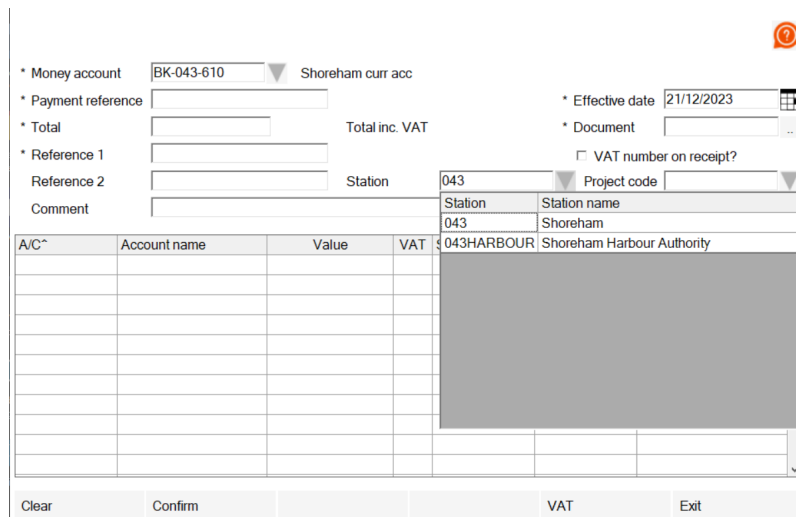
Go to **Administration - System Settings - Project Maintenance**. Select the project code and click on Update. Check the 'Use Permitted' box against all relevant restricted funds.



Station	Use Permitted
056	<input checked="" type="checkbox"/>
056-050723	<input checked="" type="checkbox"/>
056-101023	<input checked="" type="checkbox"/>
056-131223	<input checked="" type="checkbox"/>
056-201123	<input checked="" type="checkbox"/>
056-270923	<input checked="" type="checkbox"/>
056-300223	<input checked="" type="checkbox"/>
056-310831	<input type="checkbox"/>
057	<input type="checkbox"/>

Once you have done this when the user logs in they will be able to book receipts, payments and donations to this fund.

Their usual station code will continue to appear as default but if they want to book a money coming in or out of this restricted fund then they would need to click the down arrow next to the station code field and select it from the list. Only users that you have given access to will see the restricted fund in the list.



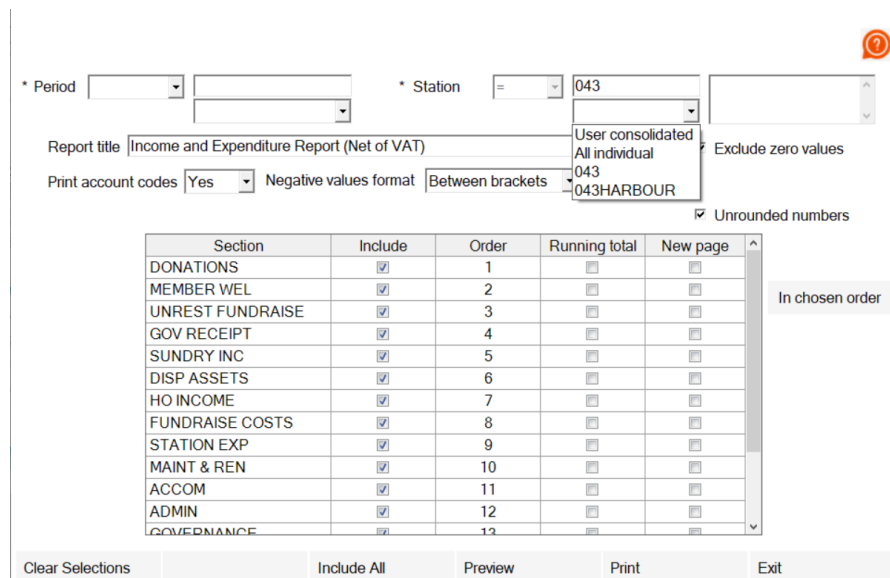
The screenshot shows a financial entry form. The 'Station' field is set to '043'. A dropdown menu is open, showing the following options:

Station	Station name
043	Shoreham
043HARBOUR	Shoreham Harbour Authority

Other fields include: Money account (BK-043-610), Effective date (21/12/2023), and a table with columns A/C, Account name, Value, and VAT.

### Reporting & Enquiries

If a station will be booking money in and out of a restricted fund then they would need to change the selections on their reports to show these transactions. When you run an I&E report it defaults to just the station code e.g. 043. If they want to show their station and the restricted fund together then they would choose the 'User consolidated' option. They can also just show their station balances or the balances just for the restricted fund. The same applies for their other reports and enquiries.



The screenshot shows a report configuration screen. The 'Station' field is set to '043'. A dropdown menu is open, showing the following options:

- User consolidated
- All individual
- 043
- 043HARBOUR

Other settings include: Report title (Income and Expenditure Report (Net of VAT)), Print account codes (Yes), Negative values format (Between brackets), and Unrounded numbers (checked).

Section	Include	Order	Running total	New page
DONATIONS	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
MEMBER WEL	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
UNREST FUNDRAISE	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
GOV RECEIPT	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
SUNDRY INC	<input checked="" type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
DISP ASSETS	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>
HO INCOME	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>
FUNDRAISE COSTS	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
STATION EXP	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>
MAINT & REN	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>
ACCOM	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>
ADMIN	<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>
GOVERNANCE	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom: Clear Selections, Include All, Preview, Print, Exit.