

INCOME & EXPENDITURE REPORT



This screen produces an income and expenditure report for your station

The content and layout of the report are determined by the report section headers set against each account code. This will be maintained at Group / Head Office level. Detailed or summary reports can be produced for all or the selected sections. If 'year to date' totals are selected then the report will also list last year figures. Also, optionally, balance sheet totals can be printed at the foot of the report.

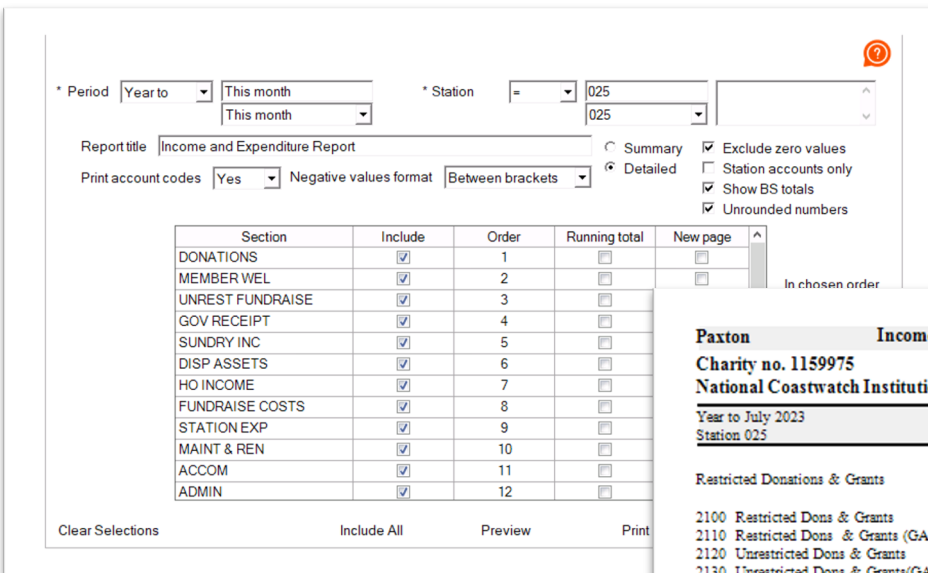
Period	Select whether the report is to be produced for a month, quarter, year to date or date range.
Station	You are only able to produce this report for your station, which will be automatically displayed.
Report title	Appears at the head of the printed report.
Print account codes	Select whether the account code is to be printed alongside each account name.
Negative values format	Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.
Summary/Detailed	Select the required option. The 'summary' report will output the titles of the selected sections with a consolidated total for each. The 'detailed' report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.
Exclude zero values	Check this box if zero value lines are to be suppressed.
Station accounts only	Outputs the reports showing only those accounts that have been set as restricted via the Nominal Maintenance program to the selected station code, this is maintained by group / head office.
Show BS totals	Check this box if summary totals for money accounts, debtors, creditors and other assets and liabilities are to be shown at the end of the report.
Unrounded numbers	Check this box if values to 2 decimal places (i.e. values including pence or cents, etc) are to be shown on the report. Otherwise, the report will show rounded values.

All report sections relating to nominal accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen. The following controls are available within the grid to design the required report :-

- Include** All sections are automatically included. Untick any sections that you don't want to appear on the report.
- Order** Select the order the section will be on the report.
- Running total** Check this box to output a running total at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.
- New page** Check this box if a new page is required in the report after this section has been output.

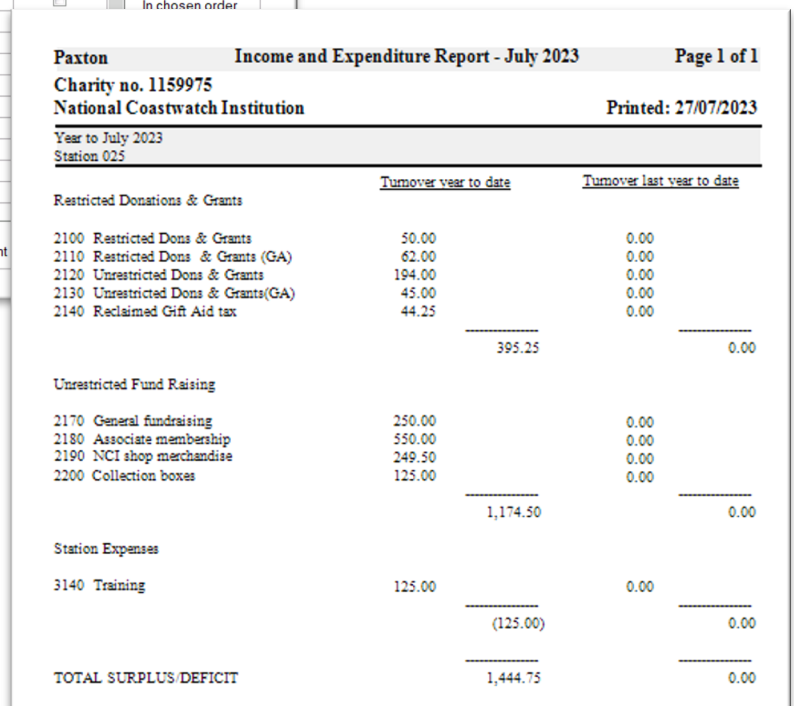
Action line buttons:

- Clear selections** Clear current selections to allow re-entry of new ones.
- Include all** In the parameters grid, marks all sections as 'Included' and sets the 'Order' in the sequence that the sections are displayed. As default all sections are automatically included.
- Preview** Display a preview of the report on screen.
- Print** Prints the report.



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"/>

Example of the Income & Expenditure Report screen



		Turnover year to date	Turnover last year to date
Restricted Donations & Grants			
2100 Restricted Dons & Grants		50.00	0.00
2110 Restricted Dons & Grants (GA)		62.00	0.00
2120 Unrestricted Dons & Grants		194.00	0.00
2130 Unrestricted Dons & Grants(GA)		45.00	0.00
2140 Reclaimed Gift Aid tax		44.25	0.00
		<u>395.25</u>	<u>0.00</u>
Unrestricted Fund Raising			
2170 General fundraising		250.00	0.00
2180 Associate membership		550.00	0.00
2190 NCI shop merchandise		249.50	0.00
2200 Collection boxes		125.00	0.00
		<u>1,174.50</u>	<u>0.00</u>
Station Expenses			
3140 Training		125.00	0.00
		<u>(125.00)</u>	<u>0.00</u>
TOTAL SURPLUS DEFICIT		<u>1,444.75</u>	<u>0.00</u>

Example of the Income & Expenditure Report print