## CAPITAL EXPENSES REPORT

This report very useful if you are in receipt of a grant or development loan for a capital project. It is a very simple way of monitoring the use of funds and the timescale of the expenditure.

Go > Home > Management Reports > Setting Finances > Capital Expenses >

For the date range of your choice the report will display a cumulative spend graph with a detailed list of the included reconciled capital expenses. There is sufficient detail in the list to relate receipts to the setting's bank statement.

Management Report
Capital Expenses
Kidspace

Report range: 1 July 2012 to: 31 July $2013 \quad$ Report date: 15 Jun 2012


| Date |  | Description | Amount |
| :---: | :---: | :---: | :---: |
| 20-Jul-2012 | Card | Plastic W are | £ 256.00 |
| 20-Jul-2012 | Card | Admin desk, chalrs and fliling pedestal | £120.00 |
| 26-Jul-2012 | Card | Im agin tive play equipment | $£ 300.00$ |
| $27-$ Jul-2012 | Card | Art and craft equlpment and materials | £621.95 |
| 27-Jul-2012 | Card | Construction toy s | £500.00 |
| 30-Jul-2012 | Card | Electrical Equlpment | $£ 727.90$ |
| 02-Aug-2012 | Card | Computer equlpment | £1.439.9\% |
| 05-Aug-2012 | Card | Books and entertalnm ent meda | £295.00 |
| 09-Aug-2012 | Card | Chlldren's fum mure | £1.064.06 |
| 10-Aug-2012 | Card | Outdoor sports equipment | £260.00 |
| 10-Aug-2012 | Card | $2 \times$ HSE 50 person medicalkits | £94.76 |
| 10-Aug-2012 | Card | Board game sets | £120.00 |
| 17-Aug-2012 | Card | Cupboards, shelving and storage | £1.520.06 |
| 17-Aug-2012 | Card | Settlig phone, answermach lne and moblle | £115.00 |
| 22-Jan-2013 | Card | Replacement rad lo controlled clock | $£ 19.99$ |
| T otal: |  |  | £7,454.5£ |

The top part of the report is a graph which shows when the Capital Expenses were incurred.
This is useful evidence as Capital funding often has an associated timescale as a condition of the offer.

The lower part of the report is a simple listing of capital items purchased in date order.
The second column show the payment method used for the purchase. This makes it easy to relate the item to the bank statement.

## Capital Expense Setting Transactions

Capital expenses are entered using the Setting Transactions form.
Go > Home > Management Reports > Setting Finances > Setting Transactions >

| Add New Data |  |  |  |  |  | CategoryActivities and Materials (E) |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date: $\ll$ | Friday | 27 | July | 2012 | $\square \gg$ |  |  |  | £500.00 |
| Description |  |  |  |  |  |  |  | Payment MethodCashCheque:CardStanding OrderDirect DebitBACSOther |  |
| Construction toys |  |  |  |  |  | * |  |  |  |
|  |  |  |  |  |  | $\checkmark$ |  | $\checkmark$ Reconciled |  |

When you enter the Setting Transaction remember to select the 'Capital' Expense Type to identify the expense as a Capital Expense.

Tip! Be sure to check the correct selection of Capital, Revenue or None for the expense type before reconciling. If you are in a local authority area where Permanent Reconcile is always on you will not be able to change the selection once reconciled.
(Otherwise you could temporarily switch off the Permanent Reconcile from Setting Details > Setting Details > change the selection and then turn Permanent Reconcile back on again.)

