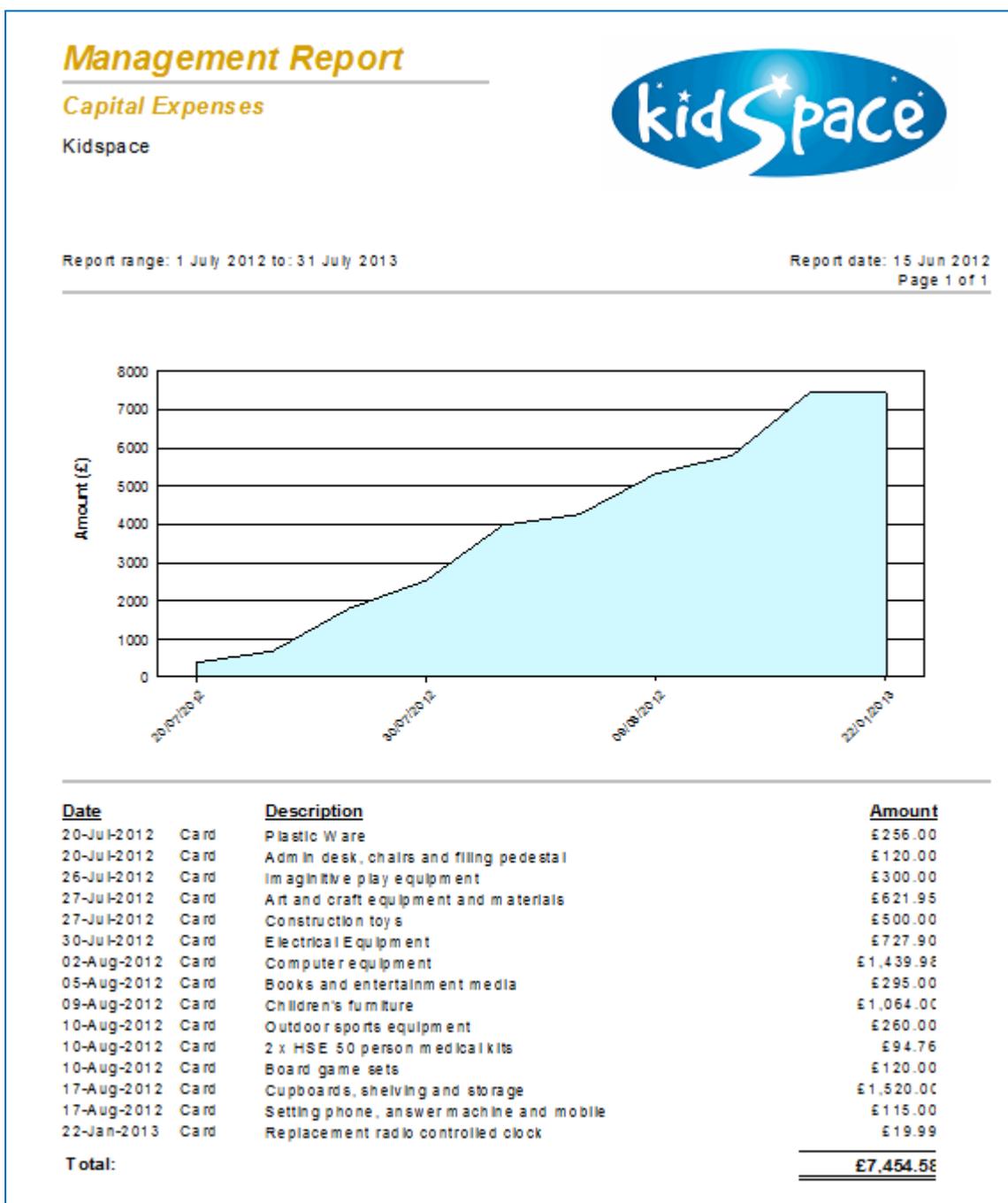


CAPITAL EXPENSES REPORT

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.



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

Date: << Friday 27 July 2012 >>

Category: Activities and Materials (E) Amount: £500.00

Description: Construction toys

Expense Type:

- None
- Capital
- Revenue

Payment Method:

- Cash
- Cheque: []
- Card
- Standing Order
- Direct Debit
- BACS
- Other

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.)

End