Summer Project Finance Tool User Manual

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Introduction

Project Finance Officer

Thank you for being willing to take on the role of Finance Officer on your Project. You are doing a crucial job that contributes significantly to the smooth running of our Projects. God has entrusted us with large sums of money, and we want to be good stewards of this money. To aid us in doing this, we need to record what we do with that money for accountability purposes and also to check our spending against the budget. In order to carry out this role, we recommend that you use a laptop instead of a phone. The Finance Tool is not optimised for mobile devices. It does however, support submitting receipts via a mobile.

Key Elements of Your Role

Your role is four-fold:

1. Recording everything to do with money on your Project, whether it be spending of cash, withdrawing cash from the bank or paying for something using the cash card.

2. Ensuring that your physical petty cash amount balances with what the tool says you should have. If it doesn't balance, please try to work out why that is. It's possible that you forgot to record a transaction, or you may have misplaced some coins. If it's a small amount, feel free to just create a transaction to make it balance (e.g. a miscellaneous transaction under Food/Household for $0.70 to account for lost coins).

3. Keeping receipts in an organised way (we suggest using envelopes for each budget on the tool), and sending these along with your files, back to the Summer Projects Administrator *within one week of your Project finishing (unless told otherwise)*. As with our ministry reimbursements, the receipt required is a tax invoice that includes the business' ABN and the amount of GST. Please encourage students to get one wherever possible.

4. Closing the Project finances *within 1 week of Project finishing* (unless you are told otherwise). This involves emailing the Finance Tool export and a copy of the bank

statement for the cash card used during Project. You will also need to post the physical receipts to the Brisbane Campus Office and transfer the remaining Project funds to the SP Bank Account.

Using The Tool - Helpful Terms

- NSP - National Summer Projects (usually Keziah Laidlaw)
- Project - A Summer Project
- Account - A collection of money controlled by the Finance Officer.
  - Debit card (cash card)
  - Petty cash
- Category - Categories from the Project budget submitted to NSP (i.e Food/household, Outreach, Team Building etc.) - NSP will create these for you.
- Budgets - A subcategory of a category for breaking the budget into manageable chunks and easily tracking where money within the Project is (e.g. within Team Building - celebration dinner and Women's or Men's Nights, or within Outreach - parking, etc.)
- Transactions - A transfer of money. There are three main categories for a transaction:
  - Income - Money that is coming into the Project. This is extra money that you did not have at the start of your Project. (This does not include money moving around within your Project).
  - Expense - Money that is leaving your Project. This is any money that is being spent by anyone on the Project. (This does not include money moving around within your Project). Common examples:
    - Rooms or missionaries buying groceries (depending on how your Project is set up).
    - Students or missionaries buying supplies or paying for things.
  - Journal - Money that is being moved around within your Project. Common examples:
    - Anytime you as the Finance Officer gives money to someone (student or missionary) using the petty cash, including reimbursements.
    - Missionary or student returns the remaining money that was given to them.
- Users (SHARE button) - People with access to the Tool.
  - Admin - Has permission to do everything in the Project's Tool (Finance Officer and Project Leaders).
  - Contributors - Has access to specific budgets within the Tool to submit expense transactions only (including receipts). They can also see the transactions they have submitted and the status of these transactions (e.g. room leaders, event organisers, missionaries on Project).
- Project Budget Breakdown - A spreadsheet, or similar, containing each budget category and the breakdown of expected expenses for the Project.
- Petty Cash - A tin of cash controlled by the Finance Officer on the Project.
- Cash in Hand - Any money that is owned by the Project but is not in the petty cash tin.
- Contributor Transaction Types - the type of transaction that all contributors will have access to submit. It should be *internet transfer* for Victoria and *cash* for all other projects.

Before Project
<u>*Setting Up Your Project*</u>

1. Go to sp-finance.web.app and login with your Power to Change email address (others can use any email or Facebook except Yahoo which seems to have some issues).
2. Click on your Project (It may take a few moments to appear when you first log in).
3. On the Summary Page, please check that the Project name and Project Code (2020*letter*) is correct. You will then need to enter the number of participants on your Project.
4. You will need to check that the 'Contributor Transaction Types' is correct. It should have *cash* selected. Please ensure you check this is correct with every use.

<u>*Step 1. Setting Up the Budgets*</u>

You will need to add at least one budget to each category. We suggest contacting your Project Leader to ask whether your Project has a detailed Project Budget Breakdown. If they don't have a budget breakdown we suggest making one with them. For example, the category of Food/Household could have a budget for each room or for each meal (depends on how your project finances are going to operate). Everything that you spend money on will need to be recorded as a transaction within its relevant budget. The steps below will walk you through how to create a budget for each category on the Finance Tool.

Before creating a budget, look through the Project Budget Breakdown to see what budgets you need to create under each category. You may not need some of the categories or budgets, as the expenses may have already been paid by NSP (you will need to ask your Project Leader what has already been paid for). Don't worry about these, just leave them as is.

There are two methods that can be used to set up the budgets. The first is to download the CSV template (on the 'BUDGET' page of the Tool), fill in the budgets, categories and amounts and then import this template into the Tool. This is the method we recommend as it will save you time and effort. The second method is to add each budget to a category manually on the tool (this needs to happen one budget at a time). The instructions for both methods are found below.

Throughout the instructions, the following example will be referred to.

Below is an example Project Budget Breakdown with the specific (subcategories=budgets) listed below each category.

The first category we can see is Outreach. So we will need to make a budget on the tool for each of the following subcategories:

- *Day Evangelism*
- *Pub Outreach*
- *Parking*

Category ⟶
Sub-Category / ⟶
Budget

OUTREACH	BUDGET		FOOD/Household	BUDGET		TRAVEL	BUDGET		ACCOMMODATION	BUDGET	
	Per person	Per project		Per person	Per project		per person	Per project		per person	Per project
Day evangelism		100	Room 1 - 4 students	75	300	Petrol	28	700	Accommodation	490	12250
Pub outreach	30	750	Room 2 - 3 students	75	225						
Parking		263	Room 3 - 4 students	75	300						
			Room 4 - 3 students	75	225						
			Snacks	10	250						
			Household		50						
			First aid		30						
			Sunscreen		10						
			Washing machine	2	50						
Total	45	1113	Total	58	1440	Total	28	700	Total	490	12250

TEAM	BUDGET		PRINTING	BUDGET	
	per person	Per project		per person	Per project
Creative dates		100	Printing	5	125
Celebration night		40	Stationary	2	50
Welcome pack		125	Quiet times	8	200
Women's Night		50			
Men's Night		50			
T-Shirts	26	650			
Prayer		10			0
Total	41	1025	Total	15	375

Importing Budgets on The Tool Using The Downloaded CSV Template

1. Click on the BUDGETS button (top of the page).

2. Once on the BUDGETS page, click on the ↑↓ button (top right).

3. Click on the ✚ TEMPLATE . button in the pop-up box. This will download the Excel template to your computer.

4. Open the Excel template, filling in the required fields (information needed will be found in the Project Budget Breakdown as can be seen in the example above). Do NOT edit the headings of this document.

   - Label - Budget name
   - Category - Category name (must be spelt correctly - as found on the SUMMARY page on the Tool - otherwise the import will not work).
   - Amount - The amount budgeted for each budget (found in the Project Budget Breakdown).

5. Once you have completed this process and checked that everything is correct (including the amounts and spelling of each budget and category name), save it on your computer.

6. On the Tool, if the popup window is no longer there, click the ↑↓ button again to bring it up.

7. Click the 'Import CSV' button, `Import CSV`, and locate the file or drag and drop the file into the popup box (the 'Import CSV' button becomes a field to drop the file into).

8. Once the file has been imported, you should see the budgets listed on the BUDGETS page.

9. Go to the SUMMARY page. Check that the total budgeted amount on the SUMMARY page for each category matches the total allocated amount on the Project Budget Breakdown (*E.g. in the example Project Budget Breakdown, the total for the category of Outreach is $1113.00 You can also see in the image below that the total budgeted amount for Outreach on the SUMMARY page is also $1113.00*).

10. Click on the BUDGETS button on the right of each category to check that the budget amounts match the Project Budget Breakdown. (*E.g. Project Budget Breakdown, Day outreach - $100, Pub Outreach - $750, and Parking - $263. In the image below, you can see that the amounts allocated to each budget on the Finance Tool match the example Project Budget Breakdown amounts*).

Category	Label ↑	Budgeted (AUD)	Spent (AUD)	Cash in Hand (AUD)		Actions
Outreach	Day Outreach	$100.00	$0.00	$0.00		TRANSACTIONS
Outreach	Parking	$263.00	$0.00	$0.00		TRANSACTIONS
Outreach	Pub Outreach	$750.00	$0.00	$0.00		TRANSACTIONS

Budgets per page: All ▾ 1-3 of 3

If you would like to add a budget to the Tool once the import of the CSV has occurred, you will need to follow the 'Manually Adding Budgets' instructions below.

Manually Adding Budgets

1. On the Tool, create a budget by clicking the ⊕ button (bottom left). This button is available on the SUMMARY, BUDGETS, and TRANSACTIONS pages.
2. Click BUDGET tab at the top of the pop-up.
3. Fill in the details below:
   - Budget label: the relevant name for the budget as shown in the subcategories in the Project Budget Breakdown *(e.g. Day Evangelism)*.
   - Category: the name of the category this budget is attached to, see the Project Budget Breakdown *(e.g. Outreach)*.
   - Budgeted amount: the amount allocated for this budget, see the Project Budget Breakdown *(e.g. $100)*.
4. Click Submit.
5. On the SUMMARY page, the Category you chose should have a budgeted amount equal to the sum of all of the budgets attached to it. (*E.g. after adding the first budget in the example, the value for Outreach should be $100, after adding the second ($750), the value for Outreach should be $850, and so on*).
6. Repeat steps 1-5, creating budgets for the remaining subcategories under your chosen category with the relevant allocated amounts as shown in the Project Budget Breakdown.
7. Check that the total budgeted amount on the SUMMARY page for your chosen category matches the total allocated amount on the Project Budget Breakdown. (*E.g. in the Project Budget Breakdown, the total for the Outreach category is $1113. You can also see in the*

image below that the total budgeted amount for Outreach on the SUMMARY page is also $1113.00).

8. Click on the **BUDGETS** button on the right of your chosen category to check that the budget amounts match the Project Budget Breakdown. (*E.g. Project Budget Breakdown, Day outreach - $100, Pub Outreach - $750 and Parking - $263. In the image below, you can see that the amounts allocated to each budget on the Tool match the Project Budget Breakdown amounts*).

9. Repeat steps 1-8 until all of the budgets in the Project Budget Breakdown are setup. (As you can see in the example images below, at the completion of the budget set up, the amounts on the SUMMARY page match the amounts in the Project Budget Breakdown).

SP Finances - Test Project — K Keziah Laidlaw

DASHBOARD | SUMMARY | BUDGETS | TRANSACTIONS | PETTY CASH | SHARE — DEBIT CARD: $0.00 | PETTY CASH: $0.00

Test Project
2020T

40 Participants
Project Currency (AUD)

Accounts

Label ↑	In (AUD)	Out (AUD)	Balance (AUD)		Actions
Debit Card	$0.00	$0.00	$0.00		TRANSACTIONS
Petty Cash	$0.00	$0.00	$0.00		TRANSACTIONS
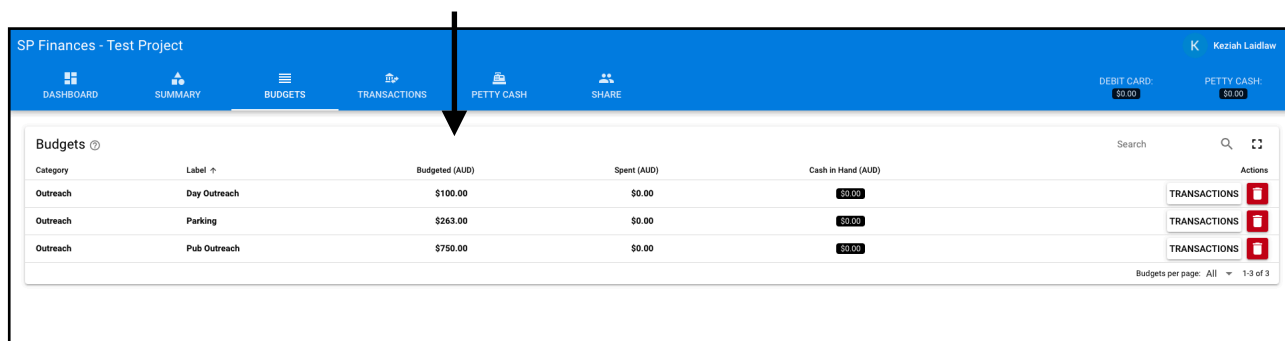
Accounts per page: All ▼ 1-2 of 2

Categories

Label ↑	Budgeted (AUD)	Spent (AUD)	Cash in Hand (AUD)		Actions
Accommodation	$12250.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Food/Household	$1440.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Misc.	$0.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Outreach	$1113.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Phone	$0.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Printing	$375.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Team Building	$1025.00	$0.00	$0.00		BUDGETS TRANSACTIONS
Travel	$700.00	$0.00	$0.00		BUDGETS TRANSACTIONS

Budgets per page: All ▼ 1-8 of 8

OUTREACH	BUDGET	
	Per person	Per project
Day evangelism		100
Pub outreach	30	750
Parking		263
Total	45	1113

FOOD/Household	BUDGET	
	Per person	Per project
Room 1 - 4 students	75	300
Room 2 - 3 students	75	225
Room 3 - 4 students	75	300
Room 4 - 3 students	75	225
Snacks	10	250
Household		50
First aid		30
Sunscreen		10
Washing machine	2	50
Total	58	1440

TRAVEL	BUDGET	
	per person	Per project
Petrol	28	700
Total	28	700

ACCOMMODATIO	BUDGET	
	per person	Per project
Accommodation	490	12250
Total	490	12250

TEAM	BUDGET	
	per person	Per project
Creative dates		100
Celebration night		40
Welcome pack		125
Women's Night		50
Men's Night		50
T-Shirts	26	650
Prayer		10
Total	41	1025

PRINTING	BUDGET	
	per person	Per project
Printing	5	125
Stationary	2	50
Quiet times	8	200
Total	15	375

Step 2. Setup Access

Unless you want to submit all of the receipts yourself, you will want to make each person in charge of purchasing anything, a contributor to the Project. You will need to have the relevant budgets setup before adding contributors. Access can be given, modified, and revoked at any point. You will need to have access to a list of people on the Project and their email addresses. It is always better to have less people with access to the Tool than more, so if you are unsure, do not add them as a contributor (you can always do this later by following the 'Editing Contributor Access' below). You should never give students or other missionaries access to the following budgets - Debit Card and Petty Cash.

Deciding Who Requires Access Using The Template

1. Locate the User Access Template in your Project Hub (do all of the following steps on the Google Sheet. Do not download the template as the formulas will not work).
2. Read all of the instructions on the Instructions sheet carefully. Then look through the example on the Example sheet to get an idea of what it will look like once you have successfully assigned missionaries/students to the budgets.
3. Click on the Template sheet. Follow the instructions for Step 1 (on the template) using the Project Budget Breakdown to get the relevant information.
4. If you do not already have a list from your Project Leader of students and missionaries with their relevant roles and email addresses, spend time deciding (with your Project Leader) who needs to submit receipts (*e.g. event leaders, room leaders, missionaries, etc.*) and make sure you have the relevant students/missionaries email addresses.
5. Follow the instructions for Step 2 (on the template).
6. You should be able to see the table on the right side of the page (with the yellow header) automatically fill in as you assign names to budgets in the table on the left. If it is not automatically filling, please email summerprojects@powertochange.org.au . An example of the completed process can be seen below and on the Example tab of the Google Sheet.

STEP 1
Fill in the Category (select from the drop down), type in the Budget name for each Category and enter the amount budgeted in the Amount column below.

NOTE:
This table will atuto-fill as you complete Step 1 and Step 2. Do **NOT** change/edit/type in the cells of this table.

STEP 2 — Assign the names of students and missionaries who will need access to these Budgets.

You will only need to assign names to Budgets that will be used during project. (i.e accommodation and t-shirts are paid for by NSP prior to project, or , printing and Quet Times will only need the Project Leaders access. These Budgets do not need a person assigned to them).

Who Requires Access	Category	Budget	Amount
Karen	OUTREACH	Day evangelism	$100
Bob, Karen	OUTREACH	Pub outreach	$750
Karen	OUTREACH	Parking	$263
Jack	FOOD/HOUSEHOLD	Room 1 - 4 students	$300
Christine	FOOD/HOUSEHOLD	Room 2 - 3 students	$225
Jeremy	FOOD/HOUSEHOLD	Room 3 - 4 students	$300
Brenda	FOOD/HOUSEHOLD	Room 4 - 3 students	$225
Jack, Christine, Jeremy, Brenda	FOOD/HOUSEHOLD	Snacks	$250
Jack, Christine, Jeremy, Brenda	FOOD/HOUSEHOLD	Household	$50
Jess	FOOD/HOUSEHOLD	First aid	$30
Jess	FOOD/HOUSEHOLD	Sunscreen	$10
Jack, Christine, Jeremy, Brenda	FOOD/HOUSEHOLD	Washing machine	$50
Tina	TRAVEL	Petrol	$700
	ACCOMMODATION	Accommodation	$12,250
Gary	TEAM BUILDING	Creative dates	$100
Shelly	TEAM BUILDING	Celebration night	$40
James	TEAM BUILDING	Welcome pack	$125
Courtney	TEAM BUILDING	Women's Night	$50
Daren	TEAM BUILDING	Men's Night	$50
	TEAM BUILDING	T-Shirts	$650
Fred	TEAM BUILDING	Prayer	$10
	PRINTING	Printing	$125
James, Courtney, Daren	PRINTING	Stationary	$50
	PRINTING	Quiet times	$200
			$200

Users (Auto Filled)	Required Budgets (Auto Filled)			
Bob	Pub outreach			
Brenda	Room 4 - 3 students	Snacks	Household	Washing machine
Christine	Room 2 - 3 students	Snacks	Household	Washing machine
Courtney	Women's Night	Stationary		
Daren	Men's Night	Stationary		
Fred	Prayer			
Gary	Creative dates			
Jack	Room 1 - 4 students	Snacks	Household	Washing machine
James	Welcome pack	Stationary		
Jeremy	Room 3 - 4 students	Snacks	Household	Washing machine
Jess	First aid	Sunscreen		
Karen	Day evangelism	Pub outreach	Parking	
Shelly	Celebration night			
Tina	Petrol			

Assigning Contributors To Budgets On The Tool

1. Click on the SHARE button on the Finance Tool (top of the page).
2. Click on the **INVITE** Tab

3. Work through the list of contributors found in the table on the right of the Template sheet (the table with the yellow header) adding each person using the 'Invite People' box.

    - Email: The user's email

    - Permission: Contributor

    - Budgets: Select all the relevant budgets

4. Click the green 'Send Invitation' button after adding all of the relevant budgets to each individual contributor.

Editing Contributor Access

5. To edit contributor access, click the SHARE button (top of the page) and then click on the

    CONTRIBUTORS Tab (top of the SHARE page). This will show you all the contributors.

    - Click the on the budget to remove the user's access.

    - Add access to a budget using the dropdown.

    - Revoke all access by clicking the delete button next to a user.

You can also provide access to the entirety of the Project's finance by making a user an admin. *Don't do this*! The only people who should be admins are the Finance Officer, the Project Missionary Leaders, and NSP (usually Keziah Laidlaw).

Step 3. First Transactions

Incoming Project Money (Income)

Before the Project starts, NSP will transfer your total Project finances onto the cash card using the details provided to them. You should receive an email letting you know how much was transferred and when. When you receive this email you will need to record an income transaction. The first transaction you will need to make on the Tool is one to show that the money was put onto the cash card.

Follow the instructions below:

1. Click the ⊕ button (bottom left)
2. Select TRANSACTION
3. Category: Income
4. Type: Bank card
5. Date: The date that the money appeared on the cash card
6. Budget: Debit card
7. Amount: Enter the amount transferred onto the cash card by SP (only use numerical values, do not use commas etc.).
8. Description: 'cash card load from SP'.
9. Submit

Setting Up Your Petty Cash

To begin tracking finances for your Summer Project, you will need to go to the bank with your Project cash card and withdraw a starting petty cash amount. You will want to ask for a mixture of notes and coins so that you are able to reimburse exact amounts.

- If your Project is operating on a cash-in-hand system for rooms to do their own shopping, you will need to withdraw enough to give each room their cash.
- If your Project is using a system where a missionary pays for everything and gets reimbursed, you will need to withdraw enough to at least cover the first few days' expenses (*e.g. grocery shopping, welcome packs, etc.*).

You may get charged a withdrawal fee. If you do, you will need to record the fee in the tool as an expense transaction in the Food/Household budget (type - debit card).

Once you have withdrawn the petty cash, you will need to record it in the Tool. Please follow the steps below for a journal transaction**.**

1. Click on the ⊕ button (bottom left)
2. Category: Journal (as it is money that is moving within the Project, it's going from the bank card to the petty cash tin).
3. Type: Cash

4. Date: Ensure the date is correct (the date that you withdrew the cash).

5. From: Debit card

6. To: Petty cash

7. Amount: Enter the exact amount you withdrew

8. Description: 'petty cash out' (use the exact words as seen here).

9. Click Submit. You should now see that transaction in the TRANSACTION page (see image below).

The same instructions will be used to enter a transaction every time you withdraw money from the cash card to replenish the petty cash.

While On Project

Transactions

Processing Transactions

The SP Finance Tool has three *categories* for transactions: income, expense and journal (see 'Helpful Terms'). It could be helpful to ask yourself 'what type of transaction is this?'.

Transaction Types

The Finance Tool has four *types* of transactions within each category; cash, internet transfer, cheque and bank card (cash card). You will likely only need to use the cash and bank card type. To work out what type a transaction should be, ask the question, 'how did the Project pay for it?', not, 'how did the actual person pay for it?' E.g., if you are giving cash as a reimbursement for a transaction paid for with someone else's card, the person submitting the expense transaction will need to select 'cash' as the type because that's how the Project paid for it (they will be reimbursed in cash). All transactions from contributors are automatically 'cash'.

Journal Transactions

Journal transactions allow you to move money around inside the Project on the Tool. Use them each time money is moved physically/digitally from one place to another, for example, when money leaves or returns to the petty cash, or if you are reimbursing someone (see 'Reimbursement Transactions' below for further detail).

To add a journal transaction follow these steps:

1. Click on the ⊕ button (bottom left)
2. Click TRANSACTIONS at the top of the pop-up.

3. Category: Journal Ensure the date is correct (the date the money leaves/is returned to the petty cash tin).

4. Type: Select the relevant type (*i.e 'cash'*)

5. Date: Ensure the date is correct

6. From: The relevant budget (most likely petty cash or debit card).

7. To: The relevant budget

8. Amount: Amount that you moved from one account or budget to another.

9. Description: One sentence description detailing what the transaction is for (*e.g., 'remaining cash from …<person's name>… for …….'*).

Expense Transactions

Expense transactions are entered when money is being spent outside of the Project. (i.e. someone is paying for something using the cash card, the cash they were given, or their own money that you will later reimburse them for).

A select number of students and potentially other missionaries on your Project will be able to enter their own expense transactions when they spend money (anyone you have added as a contributor on the Finance Tool).

If the expense has been paid by the individual before receiving money from you, therefore requiring a reimbursement from you, you will need to submit a journal transaction in addition to the expense transaction that the individual has submitted (see 'Reimbursement Transactions').

All expense transactions will be made using the following instructions.

1. Click on the ⊕ button (bottom left)

2. Click TRANSACTION at the top of the pop-up.

3. Category: Expense.

4. Type: Cash (unless the cash card is being used to make a purchase).

5. Receipt: Upload a photo of the relevant receipt.

6. Date: Ensure the date is correct (the date from the receipt).

7. Budget: Select the relevant budget.

8. Business: Enter the name of the place where the money is being spent (*e.g. Aldi, McDonalds, News Agent, etc.*).

9. Amount: Enter the exact amount spent (as seen on the receipt).

10. Description: One sentence description detailing what the money was spent on (*e.g 'food for celebration dinner', 'groceries for welcome bbq', etc.*).

Income Transactions

Income Transactions record money coming into the Project. This usually only occurs when NSP transfers you money. Before the Project starts NSP will transfer your total Project finances onto the cash card using the details provided to them. You should receive an email letting you know how much was transferred and when. When you received this email and any other time that you receive money from outside the Project, you will need to record an income transaction.

For what to do when you receive leftover money from a student or missionary, refer to 'Cash in Hand Transactions' in the 'Examples' section below.

Note - The income transaction recording the money sent to the Project cash card prior to the Project starting will need to be the <u>FIRST</u> transaction you enter into the tool. For specific instructions, please see 'First Transactions' in the 'Before Project' section above.

To record an income transaction follow the instructions below:

1. Click on the button (bottom left).

2. Click TRANSACTION at the top of the pop-up.

3. Category: Income.

4. Type: Internet transfer.

5. Date: Ensure the date is correct (the date the money was received as shown in the cash card statement/bank account).

6. Budget: Debit card.

7. Amount: Enter the exact amount that was transferred to the Project.

8. Description: One sentence description detailing what the money was received for (*e.g. 'cash card load from SP'*).

Examples

The following are several common actions that you may need to do on a Project.

Reimbursement Transactions

Reimbursements will likely happen throughout your Project. Reimbursement transactions will need to be recorded when someone has spent their own money (not the Project money previously given to them) to buy something for the Project. These transactions will most likely occur with missionaries or when students have paid for their parking, etc. during the Project.

Reimbursement transactions are put through as a journal transaction. Each reimbursement transaction has two stages:

1. The student/missionary records an expense transaction when buying something on behalf of the Project (money is leaving the Project). This will then be reviewed by you.
2. You then record a journal transaction when giving cash from the petty cash tin to the student/missionary who spent their own money on behalf of the Project.

If students or missionaries are wanting to spend their own money to buy something on behalf of the Project, they will need to get this approved by the Project Leader/s or yourself as the Project Finance Officer. If this has not occurred, it is _not_ your responsibility to reimburse the student or missionary.

Stage 1 - Reviewing The Expense Transaction - Follow steps below:

1. Click on the TRANSACTIONS button (top of the page) and find the transaction you are wanting to reimburse.
2. Before reimbursing the student/missionary, you will need to check the following:
    1. Check that there is a physical receipt for the transaction. You will need to collect the physical receipt from them prior to putting through the reimbursement.
    2. Check the purchase was approved (look at the receipt).

3. Ensure the person has submitted an expense transaction with the correct information (if changes need to be made, most receipt details are editable if you click on them). *(See 'Reviewing Transactions' for further details).*

3. Click the to see the receipt photo, ensure it is the correct receipt and that it is a clear, easy to read photo.

4. Once the transaction details are correct, click the 'Reviewed?' button , it will go green and read 'Reviewed!' when hovering over the button. This means that the transaction has been reviewed and is correct. It will also prevent contributors from editing any of the details.

Stage 2 - Submitting A Journal Transaction For The Reimbursement - Follow steps below:

5. Add a journal transaction, with the following details, to symbolise the reimbursement *(see 'Journal Transactions' for further details).*

   1. Click on the button (bottom left).
   2. Click TRANSACTION at the top of the pop-up.
   3. Category: Journal
   4. Type: The method of reimbursement *(*i.e. select 'cash'*)*
   5. Date: The date of the reimbursement (not the date that the money was spent)
   6. From: Account you are taking the money from *(i.e. select 'petty cash').*
   7. To: The Budget in the expense transaction (*e.g. if the reimbursement was for the celebration dinner, select 'celebration night'*).
   8. Amount: Amount you are reimbursing (if the tool has rounded the amount up or down to the nearest 5, you will need to reimburse the amount the tool says).
   9. Description: One sentence description detailing what the transaction is for (*e.g. 'reimbursement to <person's name> for…' or e.g. Celebration Night Dinner…'*).

6. Check the journal transaction details are correct and submit the transaction.
7. Click on TRANSACTIONS button (top of page) and find the transaction you have just submitted.

8. Check that the transaction details are correct and then click the 'Reviewed?' button , it will go green and read 'Reviewed!' when hovering over the button *(see 'Reviewing Transactions' for further details).*

9. Give the actual money from the petty cash tin to the person to be reimbursed.

Cash in Hand Transactions

In some cases, you may give money to students or missionaries to pay for predetermined expenses. In this case the person will receive money from you, make the purchase and then enter an expense transaction into the Finance Tool to record their transaction. They will also need to return both the receipt/s and any left over money to the Finance Officer. Recording this process in the Finance Tool will occur in three stages.

Stage 1 - Prior to Purchase Recording The Cash Being Given Out - Follow steps below:

1. Add a journal transaction, using the following details, to symbolise giving the person the initial amount of money *(See 'Journal Transactions' for further details)*

    1. Click on the button (bottom left).
    2. Click TRANSACTION at the top of the pop-up.
    3. Category: Journal
    4. Type: Method of giving them money, *(i.e. select 'cash').*
    5. Date: The date you give them money
    6. From: Account you are taking the money from (i.e. select 'petty cash').
    7. To: The budget related to the exchange (*e.g. if they are buying decorations for celebration night, then select 'celebration night').*
    8. Amount: The exact amount you are giving them.
    9. Description: One sentence description detailing what the Transaction is for (*e.g., 'cash in hand to …<person's name>… for celebration night').*
    10. Click the Submit button when you have checked everything is correct.

2. Click on the TRANSACTIONS button (top of page) and then find the transaction you just put through. Check the journal transaction details are correct and click the 'Reviewed?' button , it will go green and read 'Reviewed!' when hovering over the button. *(See 'Reviewing Transactions' for further details)*.

3. Give the actual money to the person for them to spend on the predetermined purchase.

The summary page on the tool will show a 'cash in hand' amount equal to the transaction you just entered next to the relevant budget (i.e. petty cash). *For example, you give the student $100 for the celebration night decorations. The cash in hand amount next to the 'Team Building' category (where the budget 'Celebration Night' is found) would be $100.*

Stage 2 - Reviewing The Expense Transaction Submitted By The Individual Spending The Money - Follow steps below:

4. Once the purchase is made, ensure the person has submitted an expense transaction with the correct information (if you need to make changes, most receipt details are editable if you click on them). (See 'Expense Transaction' for further details).

5. Click the to see the receipt photo, you will also need to collect the physical receipt from them prior to putting through a reimbursement.

6. Have the person responsible return any remaining money to you (along with the physical receipt) prior to the following step.

7. Once the transaction details are correct, you have the physical receipt and the remaining money, click the 'Reviewed?' button , it will go green and read 'Reviewed!' when hovering over the button. This means that the transaction has been reviewed and is correct. It will also prevent contributors from editing any of the details.

On the summary page on the tool next to the relevant category, you should see that the money has been spent ('Spent' column) and the cash in hand amount ('Cash in Hand' column) should also update to show the difference between the amount given out in the initial transaction and the amount spent (i.e. the remaining cash after the purchase has been made). *For example, the student spent $90 of the $100 they were given on decorations. Next to the 'Team Building'*

category, the 'Spent' column should show that $90 has been spent, and the Cash in Hand column should show that there is $10 that has not been spent.

Stage 3 - Entering A Journal Transaction Accounting For The Return Of The Remaining Cash - Follow steps below:

8. Add a journal transaction, using the following details, to symbolise the return of funds (see 'Journal Transactions' for further information).

   1. Click on the button (bottom left).
   2. Click TRANSACTION at the top of the pop-up.
   3. Category: Journal
   4. Type: Method of return, (i.e. select 'cash').
   5. Date: the date of the money being returned
   6. From: the budget in the expense transaction, same as the original journal transaction (*e.g. they bought decorations for celebration night, so select 'celebration night'*).
   7. To: Account you are receiving the money from (i.e. if receiving cash, select 'petty cash').
   8. Amount: the amount you are receiving
   9. Description: One sentence description detailing what the transaction is for (*e.g., 'return of remaining cash from <person's name> for celebration night*).

9. Check the journal transaction details are correct and click the reviewed button (see 'Reviewing Transactions').

10. To check whether the exchange has been put through successfully, click on the BUDGETS tab (top of page).

    • The budget (e.g. celebration night) for the exchange will show the following details.
       ○ Spent: Sum total of all of the expense transactions
       ○ Cash in Hand: $0.00
    • The petty cash calculator should show a difference of $0.00 (see 'Managing Petty Cash').

The summary page on the tool next to the relevant category should show that the total expense amount in the 'Spent' column and $0 in the 'Cash in Hand' column. *For example, the 'Spent' should show $90 and the 'Cash in Hand' should be $0.*

Reviewing Transactions

Other people on your Project will have the ability to submit expense transactions. All transactions recorded, including those that you enter, will need to be reviewed by you. To review a transaction, click on the TRANSACTIONS tab at the top of the screen. You will see all of the transactions that have been entered into the Tool.
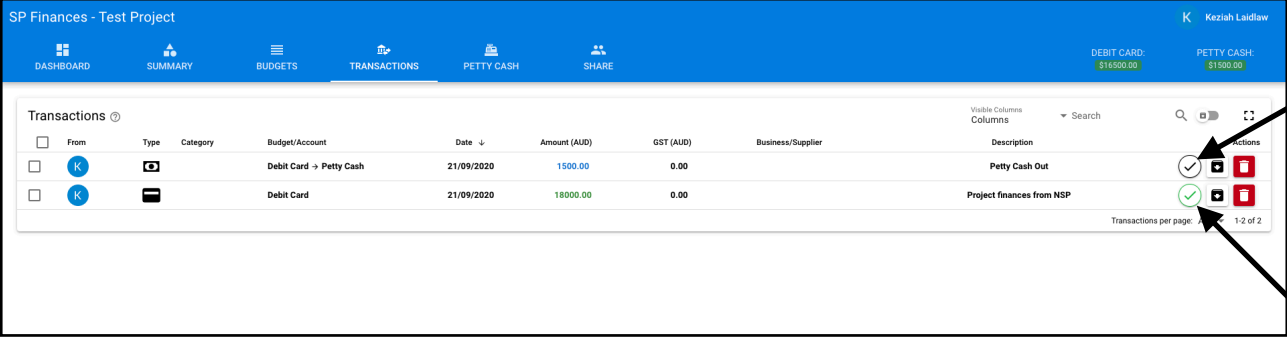
Every expense transaction should have a photo of the receipt attached, a name entered into the 'business' field, an accurate description entered and the correct amount. You will need to review every transaction (including those that you enter as the Finance Officer).

The review process is as follows:

1. Click on the photo of the receipt
2. Ensure the details on the receipt match the details entered (type, category, account, date, amount, GST, especially description).
3. If the details are incorrect:
   - Speak to the person who entered the transaction to clarify any incorrect details. Either you or they will need to edit the transaction to include the correct details.
   - If they have not uploaded a photo of the receipt, follow up with the person who entered the transaction and ask them to upload the picture (they will need to submit a new transaction to do this). Archive the incorrect transaction (click the archive button next to the transaction) until they have uploaded the correct one and then delete the archived transaction by pressing the archive slider and then the delete button next to the relevant transaction).
4. Once the transaction details are correct, click the 'Reviewed?' button , it will go green and read 'Reviewed!' when hovering over the button. Contributors will now be unable

to edit the transaction.

(Note: if you double click the ✓ button, it will undo the review so ensure that the button is green ✓ at the end of your review).

Awaiting Review

Review Complete

Managing Petty Cash

Whenever adding to or removing money from petty cash, we recommend counting every amount twice (if your counts are different, count it again). We suggest when doing reimbursements or giving out money, that you put the amounts in envelopes with the name of the person and purpose written on them. At the end of each session of working on finances, before giving anyone money, ensure that your petty cash is balanced. Follow the following steps to check this:

1. Click on the PETTY CASH button (top of the page) .
2. Separate your money out physically by amount, if not already separated (i.e. group all the $50 notes and the $20 notes separately, etc.).
3. Count the number of each note/coin twice and enter that number in the relevant field in the petty cash calculator (i.e., count the $50 notes, if there are 10 of them, write 10 next to the $50 field and the calculator will work out that there is $500 worth of $50 notes).
4. Repeat step 3 in a logical order to ensure that you don't miss any money until all notes and coins are counted.

5. If you have done everything correctly, the 'difference' field will show $0.00 and be green. If not then you might have miss-counted, made a mistake in your your journal transactions, or given out the wrong amount of cash.
6. Once petty cash is balanced you can give out the money in the envelopes.

At The End of Project

Finalising Your Project

The finalising of the finances for your Summer Project needs to happen **within one week of the Project finishing**, unless you have been told otherwise. Please see the 'Our Role, Your Role' document for when the agreed upon date for your project is. This is a hard deadline as other parts of the organisation are reliant on us getting the Project finances completed.

The finalising of the Project has a few stages:

1. Balancing everything
2. Depositing the petty cash onto the cash card
3. Returning the remaining Project finances to NSP (petty cash and remaining card balance in one transaction to NSP)
4. Exporting the Project finances CSV file
5. Downloading the bank statement for the cash card
6. Sending receipts to the Brisbane Campus Office
7. Send the Project finance CSV, cash card bank statement, and a copy of the receipt from the postage of the Project receipts to summerprojects@powertochange.org.au

See details below for each stage.

Check Finances Balances

Once all items have been paid for and all cash reimbursements finalised.

1. Make sure all the transactions have been reviewed.
2. Make sure all of your budgets and categories show $0.00 for their cash in hand amount.
3. Make sure that your petty cash and debit card balance are the same as the amounts in the Tool. (For checking petty cash, see 'Managing Petty Cash'. For the debit card, check the balance after the last transaction in the bank statement is the same as the debit card balance amount).

Once everything balances go to deposit the petty cash.

Deposit the Petty Cash

Take the remaining petty cash to a bank branch and deposit it onto the cash card. Ask for a receipt for this transaction.

On the Finance Tool, enter in a journal transaction with the following details (see 'Journal Transactions' for further details)*:*

1. Click on the ⊕ button (bottom left).
2. Click TRANSACTION at the top of the pop-up.
3. Category: Journal
4. Type: Cash
5. Date: Date the money was deposited on the cash card
6. From: Petty cash
7. To: Bank card
8. Amount: Enter the exact amount that was deposited
9. Description: 'petty cash close' (use these exact words)

Return the Remaining Funds to Summer Projects

The total remaining finances (which should now all be on the cash card) will need to be transferred to the Summer Projects bank account as <u>one</u> transaction.

Name: Summer Projects
BSB: 064433
Account Number: 10577799
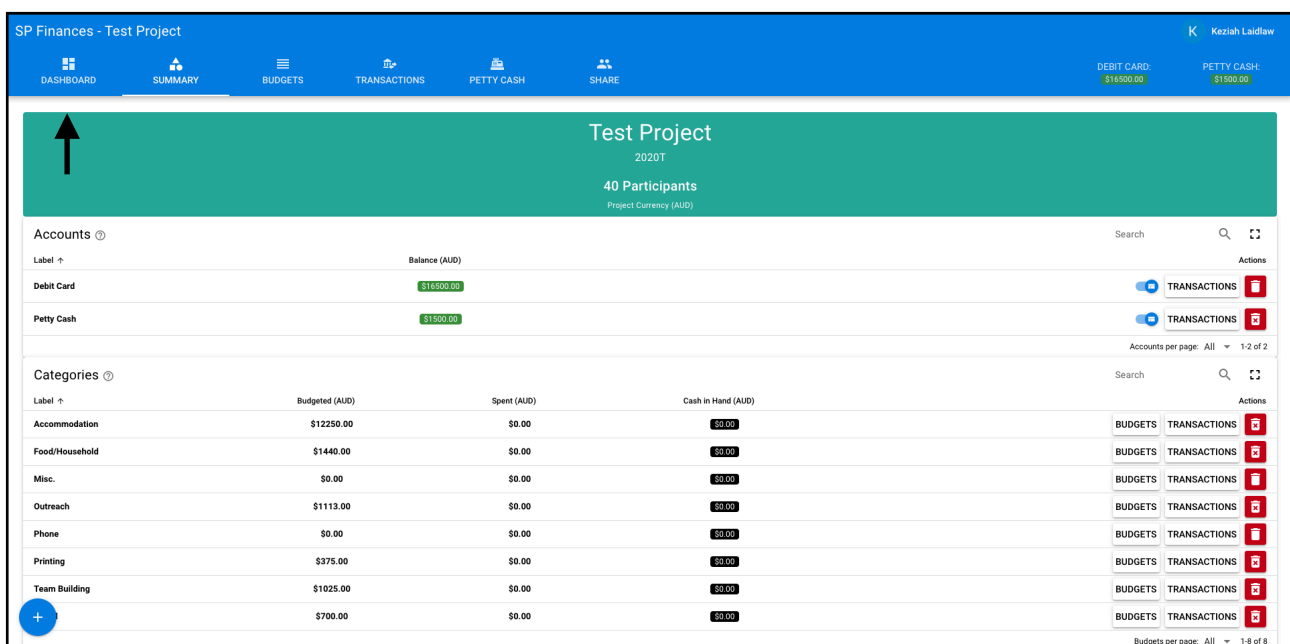*Reference: unique 5 digit Project code and the word 'balance' (e.g '2020H Balance').*

Record an expense transaction with the following details:

1. Click on the ⊕ button (bottom left).
2. Click TRANSACTION at the top of the pop-up.
3. Category: Expense

4. Type: Internet Transfer

5. Receipt: Upload a receipt/proof of transfer

6. Date: Date the money was transferred from the cash card to NSP

7. Budget: Debit card

8. Business: National Summer Projects

9. Amount: Enter the exact amount that was transferred to Summer Projects

10. GST: $0
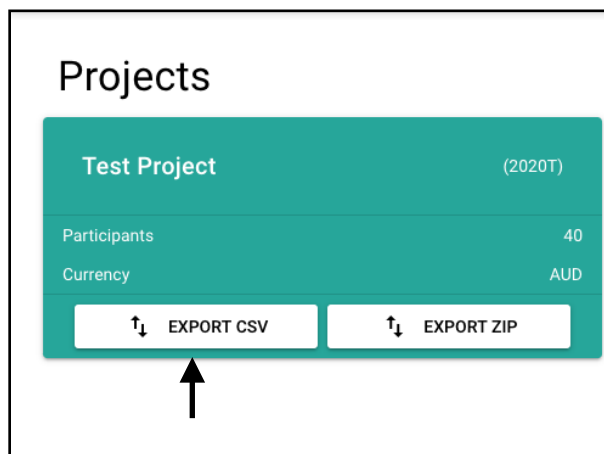
11. Description: 'Project close' (use these exact words)

Export the Project Finance File

1. On the Tool, click on the DASHBOARD tab at the top of your screen.

2. Click on EXPORT CSV

3. Once the file has exported, save it with the unique 5 digit Project Code and the name of the Project. (*e.g. - 2020H - SummerSalt Antarctica*)

Download the Bank Statement for the Cash Card

You will need to download the bank statement for the cash card used on Project. If you cannot download the statement within one week of your project finishing, we will need screenshots of every transaction made on the cash card.

The first transaction in the statement/screenshots should be the money deposited onto the cash card by Summer Projects and include the entirety of your Project's transactions (dependent on when your Project runs, this could be two different bank statements). We recommend including at least 3 days after your Project finished in the statement/screenshots for any pending transactions to go through.

Send Receipts To Summer Project

All receipts will need to be mailed to the Campus Head Office in Brisbane within one week of your Project finishing.

Organisation: Power To Change
To: Keziah Laidlaw
Address: PO Box 6095, Woolloongabba, QLD, 4102

You will be reimbursed for the cost of postage. Include a copy of the receipt in the email detailed in the last step.

Email Summer Projects

Once you have done all of the previous steps, email summerprojects@powertochange.org.au with the following information:
- Project finance file

- Bank statement/screen shots of the cash card

- Date that the remaining Project finances was transferred back to SP and the reference used in the transaction

- Date of postage and a copy of the receipt for the postage so we can reimburse you

Troubleshooting & FAQs

I am not sure whether the amount next to the category is correct…

Remember that the Category amounts are make up of potentially multiple budgets. So the category amount might not be equal to any one budget within that category. To check that the category amount is correct, click on the BUDGETS button to the right of the category when on the SUMMARY page. Add up the totals of the individual budgets and check this against the category total.

I added a budget and the category amount didn't change…

Try refreshing the page a few times. If the category amount hasn't changed, make sure that the budget was created successfully by checking the BUDGETS page. If the budget is there and the category is still not showing the correct amount, try logging out and then logging in again. If you are still having issues, text Kez.

How do I add one more budget after importing them using the CSV?

Under the 'Importing Budgets On The Tool Using The Download CSV Template' section, you will find the following sentence: 'If you would like to add a budget to the Tool once the import of the CSV has occurred, you will need to follow the 'Manually Adding Budgets' instructions below'. To import a budget after doing the import, you will need to follow the instructions under 'Manually Adding Budgets'.

I added a budget manually and it isn't displaying…

Try refreshing the page a few times. Ensure that you have checked all of the pages on the BUDGET page (bottom right of your screen will show how many pages of budgets there are). If the budget is still not showing, try adding it again. If this still is not working, log out of the tool and log back in, repeating the process. If the budget is still now displaying, text Kez.

How do I record an ATM/Bank withdrawal fee?

You will need to record an expense transaction.

1. Click on the ⊕ button (bottom left)
2. Click TRANSACTION at the top of the pop-up.
3. Category: Expense.
4. Type: Debit Card.
5. Receipt: Upload a photo of the withdrawal receipt.
6. Date: Ensure the date is correct (the date from the receipt).
7. Budget: Food/Household.
8. Business: Bank name.
9. Amount: Enter the exact amount of the withdrawal fee (as seen on the receipt).
10. Description: 'petty cash withdrawal fee'.

The add button keeps getting in my way…

Try dragging it out of the way.

How do I use the petty cash calculator?

See 'Managing Petty Cash'.

I have put through a transaction but the budget totals are not reflecting it…

Refresh your page and check the transactions page again to ensure that the transaction you put through was successfully added. If it is there, check the budgets page again.

If something is not working, you cannot open your project or the program freezes…

Click refresh and try again. If it is still not working, open a new window and try logging in once more. If you still cannot get into the program or it seems to be broken, please text Kez and wait for her to call you back (unless it is urgent, then call her).

The Finance Tool is really slow…

Try lowering the number of rows per page. You can do this by checking the bottom right of your screen. You will see something similar to this, Transactions per page: All ▼ 1-14 of 14 . You can click on the drop down to select how many rows you would like to be showing on the page.

Why is the GST not showing up when I/someone else is adding a transaction?

Ensure that the transaction is an expense transaction (receipts are not needed for journal and income transactions). If it is an expense transaction, ensure you/they have uploaded a photo of the receipt. Once the photo has been uploaded, the GST field will appear.

What do I write in the 'business' field?

The 'business' field will only appear in expense transactions (for journal and income transactions, you as the Finance Officer, will need to note who and what the transaction is for in the 'description field'). When you are putting through an expense transaction, you will need to record the name of the business that that the money has been paid to (the final location of the money).

My petty cash isn't balancing, what do I do?

If this is the case, we recommend you start by recounting the petty cash. If it is still not balancing, look through the journal transactions again and ensure they are all correct. If you are still out, look through all other transactions and ensure they are correct (you should have physical receipts with you as you would have collected them from students/missionaries before reimbursing them). Check the transactions against these receipts. If it still does not balance, talk to your Project Leaders and then text Kez if the issue still has not been resolved.

How do I contact Kez?

Please text Kez on 0474810427. She will get back to you as soon as possible. If it is time sensitive or urgent, please call Kez on the same number. You can also email summerprojects@powertochange.org.au.