* Read the Quick start tab and look over the Example tab.
* Review the **Month/Header tab**, if you would like the months in a different format change them on this tab. Ex.- If your club starts its year in Oct. instead of Jan.
* Now go to the **Accounts/Header tab**: Fill in your club name in the business name header box
* **Accounts/Header** groups: **Details-** The existing layout should be sufficient for most- if you would like to change anything this is where you would change them.
* **Income & Expenses:** Label each cell what you plan on using for income, Ex- dues, donations etc. Same for your club expenses.
* When you have filled in everything you think you will be using, check each month’s tab- they should be filled with what you have entered.
* When you are satisfied with your labels you may “Hide” the first 6 tabs- About thru Accounts header. If you need to change anything in the future, you can unhide, make your change and hide it again. Makes a cleaner looking spreadsheet.
* Now save a copy of this workbook as “ Treasury Template” and the one you are using as the
* In the Jan. tab, go to **Opening Bank Balance cell top all the way to the right.** Insert your starting balance. Ex. - If you have $485.00 in your “kitty, checking or envelope” that is what you will enter.
* As you enter amounts in each column it will automatically subtract or add and transfer the month-ending balance to the next months beginning balance.
* At the end of the year, you can use the Profit and loss and reconciliation tabs for your end of year report to your clubs’ members. If not, you may hide those tabs also.
* End if year- save the spreadsheet workbook to a safe place- Thumb drive or external hard drive and go back to the template and save as the next year. You are ready to do it all over again. Hopefully this will save the Treasurers some bookkeeping time and allow you a little more bench time.
* Happy Modeling