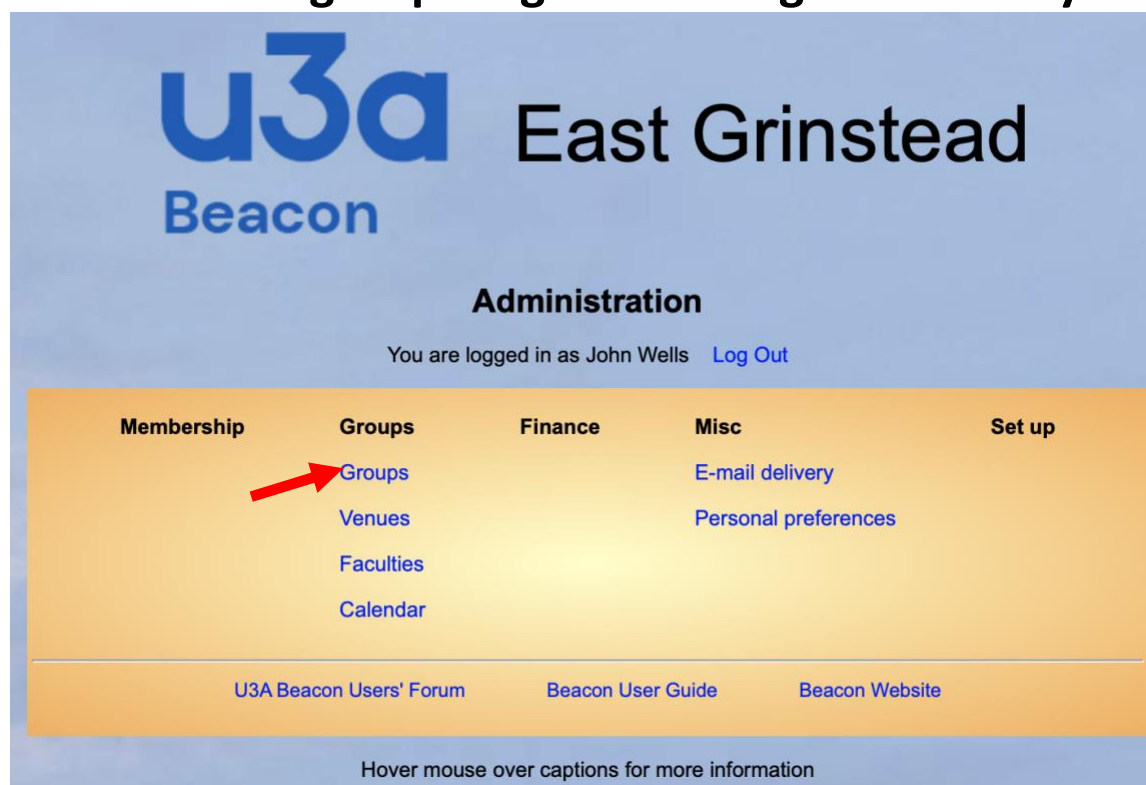


Getting started with Beacon – A HOW TO guide for group leaders in bite-sized steps

PART 5: Your group ledger – dealing with money



Once logged in this is your MAIN MENU

As a Group Leader you can use everything that is shown under the columns labelled GROUPS and MISC. You also have access to the three items shown below the line.

In PART 4 we focused on EMAILS

We will now look at the way to handle petty cash. By now you should be familiar with the list of members in your group, SELECTing members; dealing with changes to your group membership and sending emails. (If not, go back to PART 4 and revise)

USING THE BEACON LEDGER to record expenses and payments

Beacon automatically provides each group with a simple financial LEDGER:

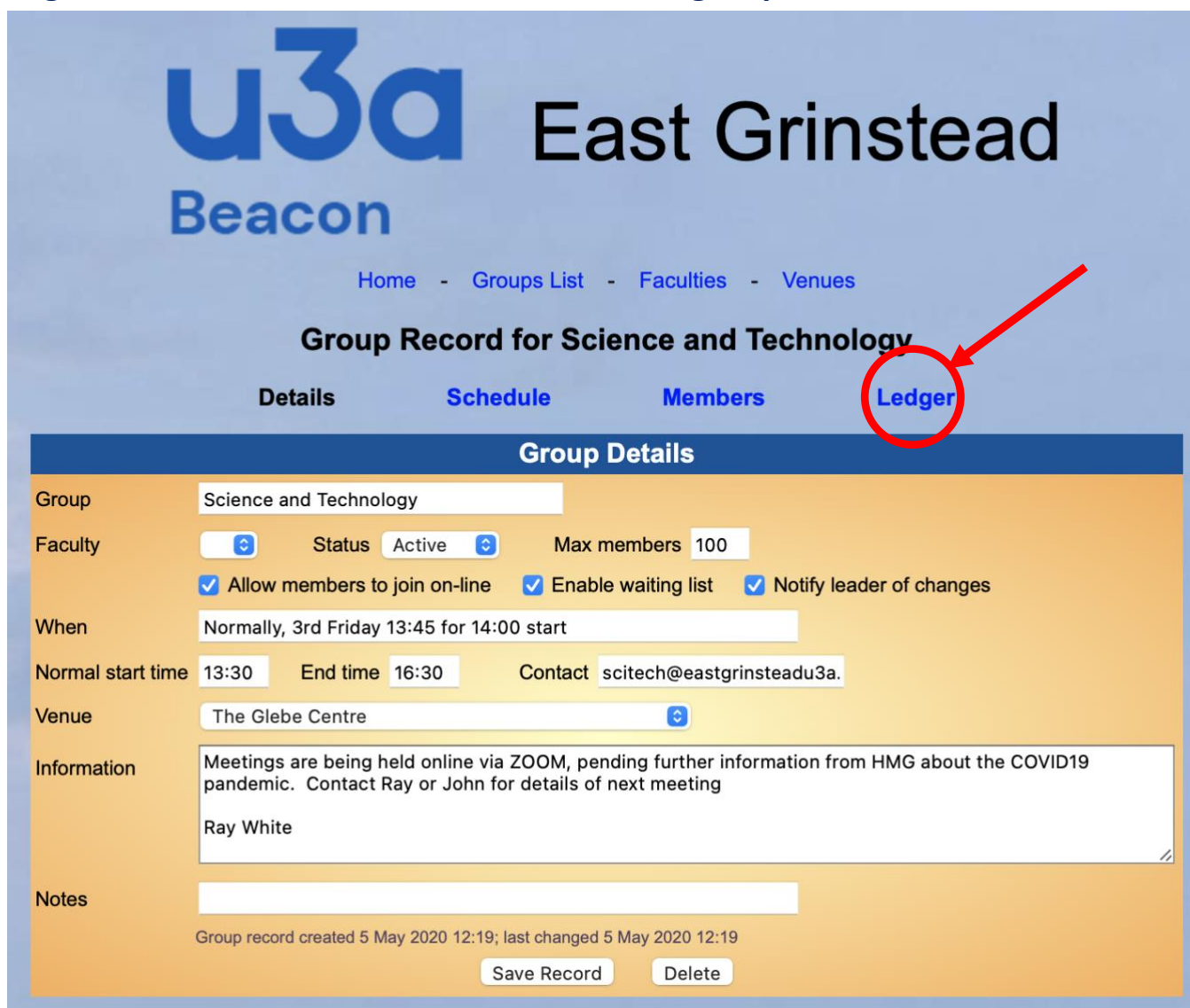
Use of the group ledger is entirely optional for groups, but **there are several advantages:**

1. It is very simple to use: entries are either **RECEIPTS** or **PAYMENTS**
2. Beacon keeps a tally to show the net funds in the account
3. The ledger can be used to record attendance payments received from members and payments remitted to the Treasurer. It can also be used to record sundry cash receipts and payments (Coffee and biscuits perhaps)
4. It is simply an online spreadsheet account and is completely separate from the main account.
5. It is operative whether or not the u3a has deployed Beacon Financials
6. The Treasurer can see your ledger and thus can easily check with bank statements to ensure that all remittances have been received as expected
7. Adding a transaction is simple, and if you make a mistake it is easily edited.

Using the LEDGER transaction

We will look at a few examples, showing two different ways in which you could use the Group Ledger.

Log into Beacon and select GROUPS→Your group as in the above panel.



u3a Beacon East Grinstead

Home - Groups List - Faculties - Venues

Group Record for Science and Technology

Details Schedule Members **Ledger**

Group Details

Group: Science and Technology

Faculty: [dropdown] Status: Active [dropdown] Max members: 100

☒ Allow members to join on-line ☒ Enable waiting list ☒ Notify leader of changes

When: Normally, 3rd Friday 13:45 for 14:00 start

Normal start time: 13:30 End time: 16:30 Contact: scitech@eastgrinsteadu3a.

Venue: The Glebe Centre [dropdown]

Information: Meetings are being held online via ZOOM, pending further information from HMG about the COVID19 pandemic. Contact Ray or John for details of next meeting
Ray White

Notes: [text area]

Group record created 5 May 2020 12:19; last changed 5 May 2020 12:19

Save Record Delete

THE EMPTY LEDGER. Now click on the LEDGER where indicated. You will be taken to the basic ledger screen. Before any entries have been made it will be completely empty (as below for the **Basic Bridge group**)

Note that the **Date** defaults to today's date but you are free to change it so can enter older transactions



Group Record for Basic Bridge

Details Schedule Members **Ledger**

Group Ledger

From: 1/9/2021 to: 31/8/2022

Date	Payee	Detail	In	Out	Balance
		Brought forward			£0.00

Download Excel


Add transaction

Date	Payee	Detail	In	Out
24/01/2022				

Save

Once you start using the ledger each line reflects your dated entries.

EXAMPLE 1 – The Science and Technology group



East Grinstead

[Home](#) - [Groups List](#)

Group Record for Science and Technology

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

Group Ledger

From to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£0.00	
17 Nov 2021	Carried forward	Old balance	£43.55		£43.55	edit - delete
20 Nov 2021	Ray White	Milk & biscuits		£4.39	£39.16	edit - delete
20 Nov 2021	Group	Lecture donations	£6.15		£45.31	edit - delete
Date	Payee	Detail	In	Out	Balance	

Add transaction

Date	Payee	Detail	In	Out
24/01/2022				

[Home](#) - [Groups List](#)

The **Science and Technology group** ledger was started on 17th November 2021. The ledger assumed a NIL opening balance. The group leader chose to record the collection of refreshments funds as a **Carried forward** balance (held over from the last meeting prior to the pandemic lockdown).

For the 20th November meeting £4.39 was spent on refreshments and £6.15 was received as **Attendance Payments** during the meeting. So at the end of the 20th November meeting the leader had £45.31 in cash, but had yet to record the remittance of attendance payments to the Treasurer. Note that the balance is both Petty cash and funds due yet to be remitted to the treasurer

EXAMPLE 2 -The Ukulele group

Group Record for Ukulele Group

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

Group Ledger

From to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£0.00	
13 Sep 2021	Group income	Meeting fees	£36.00		£36.00	edit - delete
27 Sep 2021	Group income	Meeting fees	£36.00		£72.00	edit - delete
27 Sep 2021	U3A Treasurer	Remittance		£72.00		edit - delete
11 Oct 2021	Group income	Meeting fees	£39.00		£39.00	edit - delete
12 Oct 2021	U3A Treasurer	Remittance		£39.00		edit - delete
8 Nov 2021	Group income	Meeting fees	£42.00		£42.00	edit - delete
22 Nov 2021	Group income	Meeting fees	£39.50		£81.50	edit - delete
23 Nov 2021	U3A Treasurer	Remittance		£81.50		edit - delete
13 Dec 2021	Nil	No fees collected (GL indisposed)				edit - delete
10 Jan 2022	Group income	Meeting fees	£33.00		£33.00	edit - delete
10 Jan 2022	U3A Treasurer	Remittance		£33.00		edit - delete
Date	Payee	Detail	In	Out	Balance	

Add transaction

Date	Payee	Detail	In	Out
24/01/2022				

The **Ukulele Group** has been using their ledger for some time. The group leader has collected and recorded Attendance Fees paid by meeting attendees and as they are transferred to the Treasurer the payment is entered as a remittance.

EXAMPLE 3 – Book group 1

Group Record for Book Club 1

Details **Schedule** **Members** **Ledger**

Group Ledger

From 1/9/2021 to 31/8/2022

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£0.00	
5 Oct 2021	Attendance fees	8 members	£16.00		£16.00	edit - delete
5 Oct 2021	u3a Treasurer	Remittance (Cheque)		£16.00		edit - delete
2 Nov 2021	Attendance fees	8 members (using Museum)	£23.00		£23.00	edit - delete
2 Nov 2021	u3a Treasurer	Remittance (Cheque)		£23.00		edit - delete
7 Dec 2021	Attendance fees	10 members (using Museum)	£30.00		£30.00	edit - delete
7 Dec 2021	u3a Treasurer	Remittance (BACS)		£21.00	£9.00	edit - delete
9 Dec 2021	TO Group float	Retained by group		£9.00		edit - delete
4 Jan 2022	Venue hire fee collected	11 members @£3	£33.00		£33.00	edit - delete
7 Jan 2022	Attendance fees	10 members (using Museum)	£20.00		£53.00	edit - delete
7 Jan 2022	u3a Treasurer	Remittance (BACS)		£20.00	£33.00	edit - delete
15 Jan 2022	u3a Treasurer	Remittance (BACS)		£33.00		edit - delete

[Download Excel](#)

Add transaction

Date	Payee	Detail	In	Out
24/01/2022				

[Save](#)

Book Group 1 has just started using their ledger but has been able to enter historic transactions. The group leader had collected and recorded Attendance Fees paid by meeting attendees and had remitted payments to the Treasurer both by cheque and more recently by online BACS transfer. Note that on 4th January the leader collected a payment for the library access fee invoiced annually by West Sussex CC. (Normally we would expect this to be directly invoiced to the treasurer rather than to a specific group leader.)

Expanding the date range displayed.

At the top of the detail screen there are FROM and TO dates displayed. These default to the start and end dates of the current u3a year. But you can override them in either direction if necessary.

Downloading the information

If necessary you can download the ledger to Excel spreadsheet

Disadvantages associated with using the group ledger

- It is simply a spreadsheet for you to use, but as such the entries are not validated in any way whatsoever. It is completely up to you to use it as you will.
- Although the entries can be seen by the Treasurer, they do not form a part of the overall financial accounts. It is therefore not possible to use them in any form of audit. However where used to show remittances to the Treasurer they do enable the him/her to check against the bank statements

You have now completed PART 5

Go to HOME and LOGOUT. You are now back at the Beacon login screen

Now use your browser BACK button to return to the page of links

Beacon for East Grinstead u3a – PART 5