

Analysis Code	Comment	
Branch		
TABLE 1 - RECEIPTS		
1	TOTAL BALANCES BROUGHT FORWARD	
a	Bank	
b	Cash	
2	RECEIVED FROM CENTRAL OFFICE	
a	From SSAFA Units - Interest/Dividend	Separate codes to distinguish between types of income from investments
b	From SSAFA Units - Withdrawal	
c	From SSAFA Instant Access - Interest/Dividend	
d	From SSAFA Instant Access - Withdrawal	
e	Donations and Deeds of Covenant	
f	Grants Received for Cases	This code allows for SSAFA Central Office to give grants from SSAFA money rather than from a Ring Fenced Fund. However most grants are from Ring Fenced Funds and should be treated as NON SSAFA FUNDS.
g	Administrative Support	
3	RECEIVED FROM DIVISIONS	
a	Gifts to the National Fund	
b	SSAFA Raffle - ticket proceeds	
c	Other income, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
4	LOCAL RECEIPTS	
a	Non Gift Aid Donations (Table 7, Item a)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
b	Gift Aid Donations (Table 7, Item a)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
c	Gift Aid Tax Recovered	
d	Fund Raising (Table 7, Item b)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
e	Legacies	
f	Local Investments - Interest/Dividend	Separate codes to distinguish between types of income from local investments if applicable. Most investments are via Central Office, SSAFA Units or Instant Access.
g	Local Investments - Withdrawal	

h	Bank Interest and Building Soc Interest	Only relevant if there are local Bank or Building Society accounts paying interest
i	Casework Fees	Some charities pay SSAFA a fee for carrying out casework
j	Other income, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
5	CASE GRANT RETURNS	
a	Grants refunded from NON SSAFA Funds (Table 2, 7a)	When SSAFA Funds were used to pay a grant and then money is refunded when grants have been received from Assistance Providers. Should match Table 2 Item 7a on Form 12, 12A
b	Grant Remainders retained by SSAFA (Table 2, 7c)	Small unused grant remainders that assistance providers are happy for SSAFA to keep. Should match Table 2 Item 7c on Form 12, 12A
	TABLE 1 - PAYMENTS	
6	PAID TO CENTRAL OFFICE/SCOTTISH RESOURCES COM	
a	Trans Branch Reserves Fund/Scottish Resources Com	
b	For Investment Purchase of SSAFA Units	
c	For Investment in Instant Access Account	
d	Unused Grants Returned to Central Office	This code allows for refunding grants or parts of grants made by Central Office from SSAFA Funds rather than Ring Fenced Funds.
e	SSAFA Raffle - Ticket Proceeds	
7	PAID TO DIVISIONS	
a	Grants for Cases	Money paid to help a client of a Division
b	Administrative Support	
c	Gift Aid Tax Recovered	
d	Other expenditure, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
8	GRANTS PAID TO HELP CLIENTS	used by Branches that manage their own cases
a	From Central Office Funds	Should have a corresponding Grant Receipt from Central Office
b	From Branch Funds	Using money already in Branch SSAFA Funds
9	LOCAL EXPENSES	
a	Fund Raising Expenses	

b	Office Accommodation	
c	Staff Costs – paid staff	
d	Postage, Telephone, Stationery, Computer related	Include 'Computer Related' for Internet, Software Licence type costs, use Sub Analysis Codes for more breakdown if required.
e	Travel for Casework and Administration	
f	AGMs, Conferences etc	
g	Training	
h	Publicity, Advertising	
i	Equipment	
j	Bank Charges	
k	Audit Fees	
l	Subscriptions	
m	Petty Cash	
n	Other expenditure, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
10	BALANCES CARRIED FORWARD	
a	Bank	
b	Cash	
	NON SSAFA FUNDS	
	TABLE 2 - RECEIPTS	
1	TOTAL BALANCES BROUGHT FORWARD	
a	Bank	
b	Cash	
2	BANK TRANSFERS ONLY RECEIPTS	
a	Bank Transfers only Receipts	Automatically used by FMS for Bank Transfers only. This figure should always be £0.00 on the Form 12, 12A. NON SSAFA Funds are not invested.
3	GRANTS RECEIVED FOR CASES	used by Branches that manage their own cases
a	From Service Funds and Charities	e.g. Regimental Funds, RAFBF, RNBT, Royal British Legion
b	From Non Service Charities	Other charities, e.g. trade charities, hospitality
c	From Central Office Ring Fenced Funds	Most grants from Central Office are from Ring Fenced Funds

4	REFUNDS/CREDITS	
a	Refunds/Credits	Where money has been spent and credited/refunded later e.g. faulty item or retrospective discount
TABLE 2 - PAYMENTS		
5	GRANTS PAID TO HELP CLIENTS	used by Branches that manage their own cases
a	Grants paid to help clients	Payments for specific purchases e.g. washing machine, mobility aids, debt relief
b	Annuity payments to clients	Regular payments, e.g. care home, quarterly maintenance payments over a year
6	BANK TRANSFERS ONLY PAYMENTS	
a	Bank Transfers only Payments	Automatically used by FMS for Bank Transfers only. This figure should always be £0.00 on the Form 12, 12A. NON SSAFA Funds are not invested.
7	GRANT REPAYMENTS	used by Branches that manage their own cases
a	Refund Advance Grants to SSAFA FUNDS (Table 1, 5a)	Refunding advance grants from SSAFA Funds when the money comes in from assistance provider(s). Should match Table 1 Item 5a on Form 12, 12A.
b	Return unused Grants to Assistance Providers	Returning money to assistance providers that wasn't used to help the client
c	Grant Remainders Retained by SSAFA (Table 1, 5b)	Small unused grant remainders that assistance providers are happy for SSAFA to keep. Should match Table 1 Item 5a on Form 12, 12A.
d	Return unused Grants To Central Office Ring Fenced	Code to show repayments to Central Office Ring Fenced Funds
e	Return unused Grants to Restr Funds (Table 3, 2d)	Refunding advance grants from Restricted Funds when the money comes in from assistance provider(s). This situation is rare where there is a surplus returned to Restricted Funds.
8	BALANCES CARRIED FORWARD	
a	Bank	
b	Cash	

TABLE 3 - RECEIPTS		
1 TOTAL BALANCES BROUGHT FORWARD		
a	Bank	
b	Cash	
2 RECEIVED IN YEAR		
a	Donations	
b	Legacies	
c	Grants	Grants are not received for specific cases, just Grants into the particular Fund
d	Grants refunded from NON SSAFA Funds (Table 2, 7e)	When Restricted Funds were used to pay a grant and then money is refunded when grants have been received from Assistance Providers. This situation is rare where there is a surplus returned to Restricted Funds.
e	From SSAFA Units - Interest/Dividend	Separate codes to distinguish between types of income from investments
f	From SSAFA Units - Withdrawal	
g	From SSAFA Instant Access - Interest/Dividend	
h	From SSAFA Instant Access - Withdrawal	
i	Other income, details in FMS entry narrative	Use the Narrative to provide details.
TABLE 3 - PAYMENTS		
3 GRANTS PAID TO HELP CLIENTS		
a	Grants paid to help clients	Some Restricted Funds are able to pay grants to help clients that satisfy the conditions of the Restricted Fund.
4 OTHER EXPENDITURE		
a	For Investment Purchase of SSAFA Units	
b	For Investment in Instant Access Account	
c	Other expenditure, details in FMS entry narrative	Use the Narrative to provide details.
5 BALANCES CARRIED FORWARD		
a	Bank	
b	Cash	