

# FMS Aide Memoire

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## Introduction

This document is to help treasurers use FMS especially where infrequent transaction types are used, e.g. relating to case management such as managing surplus grant money and handling corrections when transactions have been reconciled. It also gives guidance on the Fund types and bank accounts to use for transactions.

## Accessing FMS Using 2 Factor Authentication

FMS uses 2 factor authentication. When you enter your name and password into FMS, an email will be sent to your SSAFA email address with a verification code. If you are not part of SSAFA (i.e. an independent reviewer), then the email will be sent to your email address that is held for you in FMS. Type the verification code from the email into FMS to complete your log in, see the example below.

### User account verification

Please verify your identity.  
A verification code was sent to your user email address.

Please enter the code below to login.

Cancel

Verify and login

## FMS Aide Memoire



Group mailbox - Accounts AnnualReturns

To: Jim Keeley



Retention: 1 Year Delete (SSAFA Default) (1 year, 1 month)

Dear jim.keeley,

This email was sent automatically by SSAFA Branch Account

Verification code: X3E1TU

**User account verification**

Please verify your identity.  
A verification code was sent to your user email address.

Please enter the code below to login.

[Cancel](#) [Verify and login](#)

### Opening email and FMS at the same time

You will need to have FMS and email open at the same time to use 2 factor authentication.

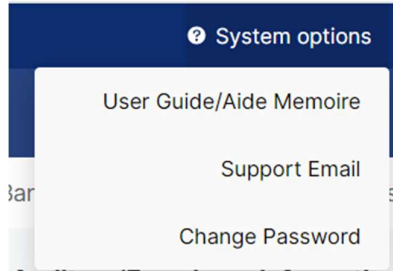
If you use SSAFA 365, the following sequence should enable you to have both 365 and FMS (Branch Accounting) open at the same time.

1. Log onto SSAFA 365.
2. On the Home 365 page click on Outlook to open up your SSAFA 365 e-mail.
3. (If you can get FMS/Branch Accounting into the Search Bar - type FMS/Branch Accounting into the search tab into the middle of the screen and click on FMS).
4. You may have FMS/Branch Accounting as a 'Favourite' in your browser – if so, then click on FMS from the favourite bar to open up FMS.
5. This MAY kick you out of 365 e-Mail - you can check by looking at the top of your PC screen to see what 'Apps/Programmes' are open. If you are kicked out then simply click on the Home/Microsoft 365 tab at the top of your screen and click on Outlook again.
6. You should now have THREE apps/programmes visible as the top of your screen - Home/Microsoft 365 - Email and FMS (the tab says Financial Transactions)
7. You should now be able to tab between the apps at the top of your pc screen.

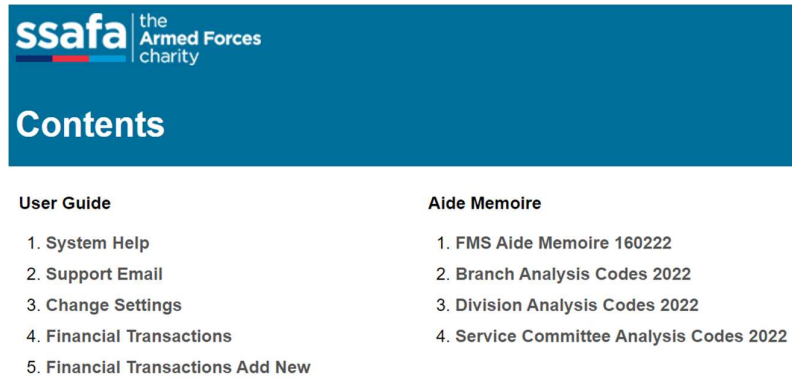
# FMS Aide Memoire

## Accessing the Aide Memoire

The Aide Memoire should be used in conjunction with the FMS User Guide which is found in System options from the top of the FMS screen. In addition there are Transaction Reference Tables showing all the FMS Analysis codes with explanations.



Click on User Guide/Aide Memoire



This Aide Memoire can also be accessed through SSAFAnet



Click on Operations & our services

# FMS Aide Memoire

[Contact details PDF](#)

<a href="#">Caseworking documents</a>	<a href="#">Network operations</a>
<p>Links to docs required by caseworkers and treasurers to be able to provide the best service to our beneficiaries.</p> <ul style="list-style-type: none"><li>• <a href="#">Caseworking documents</a></li><li>• <a href="#">COMPASS</a></li><li>• <a href="#">Documents for treasurers</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Running a branch</a></li><li>• <a href="#">Running a service committee</a></li><li>• <a href="#">Running a community volunteering service</a></li><li>• <a href="#">Employing staff in the network</a></li><li>• <a href="#">Reporting branch or service committee activity</a></li><li>• <a href="#">Network engagement</a></li><li>• <a href="#">Complaints, concerns etc.</a></li><li>• <a href="#">Getting support from</a></li></ul>

Choose Documents for treasurers



Documents for branch, division and service

FMS Aide Memoire and Analysis Codes

- [FMS Aide Memoire](#)
- [Branch Analysis Codes 2022](#)
- [Division Analysis Codes 2022](#)
- [Service Committee Analysis Codes 2022](#)

## Bank Accounts and Fund Types

FMS maintains records of the bank accounts used by the office. There will always be an Admin bank account to manage SSAFA Funds.

If the office manages cases there will also be a Client bank account. The balance in the Client bank account should be equal to the total balance on all the cases for the office.

Some offices have Restricted Funds where money is 'ring fenced' for a specific purpose.

Restricted Fund money should be managed using the Admin bank account.

## FMS Aide Memoire

Please use this table for reference

Fund Type	Bank account to use	Comment
SSAFA Funds	Admin account	All money belonging to the office to be used with no restrictions applying
Non SSAFA Funds	Client account	All money held against cases, received as grants from Assistance Providers
Restricted Funds	Admin account	Money to be used for a specific purpose is held in a Restricted Fund that has been set up for that purpose

SSAFA Central Finance will normally set up the bank accounts for your office.

## FMS Transactions

Every FMS transaction has the same format, some fields are mandatory and some optional depending on the nature of the transaction (e.g. all transactions using NON SSAFA Funds will require a case reference, all local expense items do not require a case reference).

As you enter a transaction FMS will indicate if the field is required.

Account Register Details
✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account  !

Account Name

Account Number

Receipt or Payment  !

Transaction Date  13/07/2023

Reference Number

Receipt / Payment Reference  !

Payee / Payer  ! +

Case Reference  +

Sub Analysis

Narrative  !

Fund  !

Section  !

Analysis  !

Restricted Fund

Amount  !

[Get help with this page](#) ?

Split/Multiple Codes ...
Void Transaction
Cancel
OK

## FMS Aide Memoire

All fields in the example that have an exclamation mark are mandatory.

Field	Comment
Bank Account	Drop down list
Account Name	Will appear when the Bank Account has been selected
Account Number	Will appear when the Bank Account has been selected
Receipt or Payment	Drop down list Receipt or Payment
Transaction Date	User entry, usually in the current financial year. The date will default to today's date. An entry for a previous year can be made (see Year End section)
Fund	Drop down in alphabetical order, NON SSAFA FUNDS, RESTRICTED FUNDS, SSAFA FUNDS.
Section	Drop down list depending on Fund
Analysis	Drop down list depending on Fund and Section
Restricted Fund	Required if Fund type is RESTRICTED FUNDS
Reference Number	Usually automatically generated unique RV or PV reference depending on Receipt or Payment. Some offices choose to enter their own Reference Numbers manually
Receipt / Payment Reference	User defined, can be generic e.g. BACS
Payee / Payer	Select from a drop down list or add your own Payee/Payer name as you enter the transaction
Case Reference	Drop down list. A case has to be set up before a transaction can be entered for it
Sub Analysis	Optional field available on some transactions, used for local analysis
Narrative	Mandatory, use this for detail about the transaction
Amount	Transaction amount, always a positive number

### Analysis Codes

There is a set of Analysis Codes for every Fund/Section combination. These are sufficient for most offices. Please see the separate table of Analysis Codes for explanations.

If your office requires a new Analysis Code that isn't in the standard drop down list, you can enter it as an Analysis Code extension using the Analysis Code Ext tab.

## FMS Aide Memoire

User Analysis Codes have to start from the letter 'o' so that there is enough room for system codes from 'a' to 'n' where they might be required.

Please ask SSAFA support for advice if you would like to set up your own Analysis Codes, they are additional to the standard set and may not be necessary.

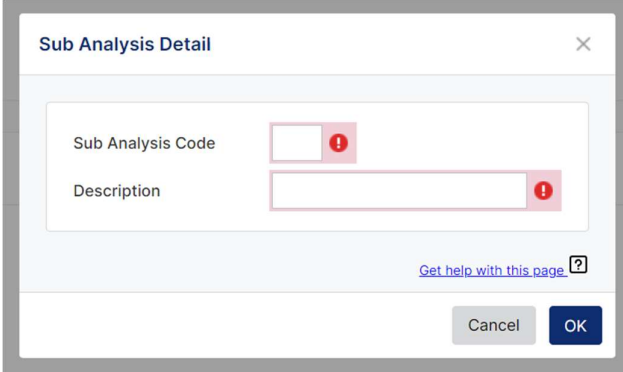
### Sub Analysis Codes

Sub Analysis Codes are optional, there are no pre-set Sub Analysis Codes. Certain transactions will allow Sub Analysis Codes to be entered as an option.

Note, Sub Analysis Codes cannot be made mandatory on any transactions, it is up to the Treasurer to realise that a Sub Analysis Code is required as they enter the transaction.

Sub Analysis Codes are shown in the Detailed Transaction Listing and can be selected in user generated reports from the Data Analytics tab.

You can add a Sub Analysis Code from the 'Sub Analysis Codes' tab.



The screenshot shows a dialog box titled "Sub Analysis Detail". It has a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is labeled "Sub Analysis Code" and the second is labeled "Description". Both input fields have a red exclamation mark icon next to them, indicating a validation error. Below the input fields, there is a link that says "Get help with this page" with a question mark icon. At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

The code can be any letter from 'a' to 'z'. Sub Analysis Codes apply to the whole system, they are not specific to any Fund, Section or Analysis Code combination.

Please ask SSAFA support for advice if you would like to set up Sub Analysis Codes, it may be that they are not normally required.

### Payee/Payer

The same table is used for Payees and Payers. The Payee/Payer field can be entered manually each time. However, if you use an organisation regularly (e.g. Royal Logistic Corps, Argos), it is advisable to set up a Payee/Payer entry that can be used when you enter transactions. You can update the list using the 'Payee/Payer' tab. You can make a Payee/Payer inactive by unticking the 'Is Active' box. Do not delete a Payee/Payer table entry once it has been used in a transaction.



## FMS Aide Memoire

### Case Reference

Every case has to be set up in the table of cases. Cases can be active or inactive and FMS will only allow you to make a case inactive if the case balance = £0.00. You cannot delete a case if a transaction has been recorded for it in the present year or in previous years. FMS maintains a set of cases (active and inactive) that have been used throughout the use of the system for an office.

You can update the Case Reference table by using the 'Case Ref' tab.

Field	Comment
Case Reference Code	Unique identifier for the case, should match Mosaic
Case Reference Name	Name of the Client, advisable to use surname followed by initials e.g. Harrison K
Fund Code	Always pre-set to NONSSAFA
Case has an Opening balance	Leave blank, this only applies when starting off a new office in FMS
Opening Balance Bank	Pre-set to 0.00
Opening Balance Cash	Pre-set to 0.00
Total Amount	Calculated. In practice cases only have bank balances, not cash balances

## FMS Aide Memoire

Field	Comment
Is Active	Pre-set to be ticked. You choose when to make a case inactive. Making a case inactive is how to close a case in FMS. Cases will only close when the NON SSAFA balance = £0.00

### Case Reference Format

The case reference should match the ones in Mosaic and it is good practice to check that the case balances in Mosaic match those in FMS.

Note that FMS can allow case references up to 15 characters with no special characters, only letters, numbers and spaces.

## Special Notes

The following notes and examples are to help with specific circumstances when using FMS. There are examples in the Appendices.

### Bank Reconciliation

On the Bank reconciliation tab, FMS will show you the starting balance of the bank account. Enter the balance from the statement you are using and also the bank statement date.

#### Special note about the Bank Statement Date

It is important to make sure that you use the correct bank statement date. FMS will default to a date and it is unlikely to be the same as the bank statement date. Once you confirm a bank reconciliation the statement date is fixed and can't be changed by the treasurer. This point is especially important at Year-end; the statement date must be in December before the end of the year and must not go into January of the next year, otherwise the Form 12 report will incorrectly show transactions as unreconciled.

#### Bank reconciliation details

Account to Reconcile:	RBS, SSAFA Solihull Admin
Statement Date:	30/06/2023
Bank Code:	June, 2023
Bank Name:	MON TUE WED THU FRI SAT SUN
Account Name:	22 29 30 31 1 2 3 4
Account Number:	23 5 6 7 8 9 10 11
Opening Balance:	24 12 13 14 15 16 17 18
Ending Balance:	25 19 20 21 22 23 24 25
Items you have marked	26 26 27 28 29 30 1 2
1 Receipts	27 3 4 5 6 7 8 9

### Ticking Transactions

As you tick the transactions, FMS calculates a running difference between the Opening and Closing Balances. When the difference = £0.00 the 'Done' button will become blue and you can confirm your reconciliation. FMS then gives you the option to print your Reconciliation Report. You can always print the current and previous Reconciliation Reports using the Formal Reporting tab.

## FMS Aide Memoire

Please see the example below for a reconciliation date of 30/06/2023 where all transactions to be included have been ticked.

Receipts and Payments						
	Transaction Date	Cheque/Payment N	Transaction Refere	Payee/Payer	Receipt	Payment
<input checked="" type="checkbox"/>	11/06/2023	chq	RV001237	BarbaraTilford	1,000.00	0.00
<input checked="" type="checkbox"/>	01/06/2023	D D	PV001746	Talktalk	0.00	58.32
<input checked="" type="checkbox"/>	15/06/2023	Bank Transfer	PV001748	Bank Transfer	0.00	325.00
<input type="checkbox"/>	01/07/2023	D D	PV001753	Talktalk	0.00	58.32

Select All Select None Reverse Last

**Bank reconciliation details**  
 Account to Reconcile: RBS, SSAFA Solihull Admin  
 Statement Date: 30/06/2023  
 Bank Code: RBS1  
 Bank Name: RBS  
 Account Name: SSAFA Solihull Admin  
 Account Number: 48625671  
 Opening Balance: 3,758.31  
 Ending Balance: 4,374.99  
 Items you have marked as cleared:  
 1 Receipts  
 2 Payments  
 Ending Balance: 4,374.99  
 Cleared Receipts: 1,000.00  
 Cleared Payments: 383.32  
 Cleared Balance: 4,374.99  
 Difference: 0.00  
Done

If you have made a mistake please contact SSAFA support. We can reverse a reconciliation or change a reconciliation date, especially helpful at Year End.

### Financial Transactions Tab

The Financial Transactions tab defaults to listing transactions in date order for the last 30 days. You can change the Accounting Year and/or the Transaction From and To dates.

You can click on a column to change the list to be in the sequence of that column (e.g. Reference Number).

You can search for a field content using the space with a small key in the column. Search functions are shown below.

### Financial Transactions for Solihull

Accounting Year: 2023    Transaction From: 12/06/2023    To: 13/07/2023    La

Reference Number	Transaction Date	Bank Account	Receipt/Payment Referenc
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PV001748	15/06/2023	RBS, SSAFA Solihull Admin	<input checked="" type="checkbox"/>
PV001753	01/07/2023	RBS, SSAFA Solihull Admin	<input type="checkbox"/>
RV001238	15/06/2023	RBS, SSAFA Solihull Client	<input type="checkbox"/>
PV001749	19/06/2023	RBS, SSAFA Solihull Client	<input type="checkbox"/>
PV001751	19/06/2023	RBS, SSAFA Solihull Client	<input type="checkbox"/>
PV001750	20/06/2023	RBS, SSAFA Solihull Client	<input type="checkbox"/>
PV001752	20/06/2023	RBS, SSAFA Solihull Client	<input type="checkbox"/>

Begins with  
 Contains  
 Doesn't contain  
 Ends with  
 Equals  
 Doesn't equal

### Surplus Grants, returning money, small remainders

Surplus Grants, returning money to assistance providers, retaining small remainders in SSAFA Funds

Example Appendix A

# FMS Aide Memoire

## Grants from SSAFA Funds

Grants from SSAFA Funds can be paid covering part of the payment to help the client, and all of the payment to help the client.

Example Appendix B

## Grants from Restricted Funds

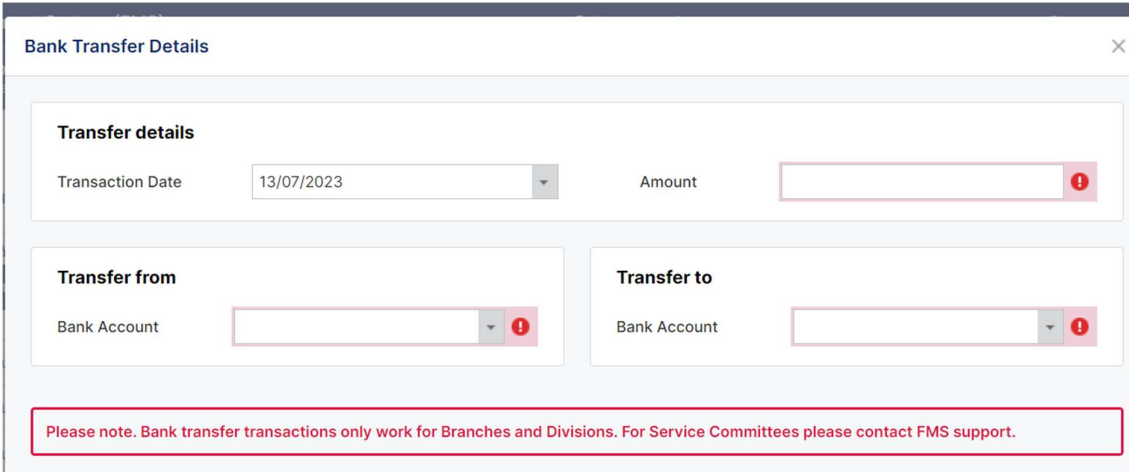
Grants from Restricted Funds can be paid covering part of the payment to help the client, and all of the payment to help the client. Check that the conditions of the Restricted Fund are satisfied before making the payment.

Example Appendix C

## Bank Transfers

Bank Transfers are made using the Bank Accounts tab. You do not have to select the Fund Type for a bank transfer. A bank transfer will generate an equal and an opposite transaction which means that the Funds and the Form 12, 12A will not be affected.

Please note that the Bank Transfer function only works for Branches and Divisions. Service Committees usually have only one bank account; Service Committees should contact support if they have more than one bank account and need to make a bank transfer.



**Bank Transfer Details** [Close]

**Transfer details**

Transaction Date: 13/07/2023      Amount: [Red Error Icon]

**Transfer from**      **Transfer to**

Bank Account: [Red Error Icon]      Bank Account: [Red Error Icon]

Please note. Bank transfer transactions only work for Branches and Divisions. For Service Committees please contact FMS support.

## FMS Aide Memoire

### Amending Unreconciled Transactions

When amending unreconciled transactions, you can amend all details except the Reference Number which is automatically assigned and fixed.

**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	19/06/2023

Reference Number	PV001749
Receipt / Payment Reference	bacs
Payee / Payer	Mrs M Cole
Case Reference	1673438 2210
Sub Analysis	
Narrative	mtce payr

Fund	NON SSAFA FUNDS
Section	Code: 5 GRANTS PAID TO HELP CLIEN
Analysis	Code: b Annuity payments to clients
Restricted Fund	

Amount: 220.00

[Get help with this page](#)

Split/Multiple Codes ... Void Transaction Cancel OK

### Reversing Reconciled Transactions

You can reverse a reconciled transaction but it can't be changed. Best practice is to reverse the transaction and enter the revised transaction using the same transaction date as the original transaction. The reversed transaction and the new one will reconcile against each other, there is no need for a bank transaction.

Example Appendix D

### Transferring money between Cases

Transferring money between Cases, e.g. when transactions have been posted to the wrong or an old case.

Pay out of the incorrect case and receive the money into the correct case using transactions that will cancel each other out in terms of the Funds and will match against each other on the bank reconciliation. No bank transactions will be required

Example Appendix E

### Grants intended for a different SSAFA office.

Grants received from assistance providers which are meant for a different SSAFA office. You can receive and send back the money to the assistance provider using a 'dummy' case. Use the same analysis code for the receipt and return of the grant so that the net figures are £0.00 in the bank account and in NON SSAFA Funds.

Example Appendix F

# FMS Aide Memoire

## Investments Tab

Each year Central Office Finance will send you a statement of the investments you hold with SSAFA, Units and/or Instant Access accounts. New or replacement investment figures have to be submitted each year. You can Add, Update or Delete entries to give the figures for the end of year.

The screenshot shows a form titled "Investment Detail" with a close button (X) in the top right corner. The form contains the following fields:

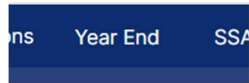
- Description: SSAFA Instant Access
- Shares/Units: 0.0000
- Market Value: 16,000.00
- Fund Type: SSAFA FUNDS (dropdown menu)
- Investment Type: Instant Access (dropdown menu)
- Cost: 16,000.00
- Restricted Fund: (empty dropdown menu)

At the bottom of the form, there is a "Split/Multiple Codes..." button, a "Cancel" button, and an "OK" button. A small link "Get help with this page" with a question mark icon is also present.

## FMS Year End

### Year End Sign Off Process

The Year End Sign off is a three stage process that has to happen in this sequence. Use 'Year End' at the top right of the main FMS screen to access this process.



Please make sure that the bank reconciliations are dated in late December and that you have completed the consistency checks detailed in Appendix G before signing off for the year.

The screenshot shows a form titled "2023 Year End Sign Off" with a close button (X) in the top right corner. The form is divided into three columns, each representing a different sign-off role:

- Treasurer Sign Off:** Includes a "Sign Off" checkbox, a "Sign Off Date" dropdown menu (set to 13/07/2023 10:24), and a "Treasurer" text input field with the placeholder "Please enter name".
- Auditor / Examiner Sign Off:** Includes a "Sign Off" checkbox, a "Sign Off Date" dropdown menu (set to 13/07/2023 10:24), and an "Auditor / Examiner" text input field with the placeholder "Enter auditor / examiner name".
- Central Office Sign Off:** Includes a "Sign Off" checkbox, a "Sign Off Date" dropdown menu (set to 13/07/2023 10:24), and a "Central Officer" text input field with the placeholder "Enter central officer name".

At the bottom of the form, there is a "Cancel" button and an "OK" button. A small link "Get help with this page" with a question mark icon is also present.

## FMS Aide Memoire

Stage	Signed off by	Comment
1 Treasurer	Branch, Division, Committee Treasurer assigned to the office	Once signed the treasurer can't make any changes in FMS for that year. Central Office staff can still make changes if required.
2 Auditor/Examiner	Independent Reviewer	Reviewers may have access directly to FMS to see transactions and for reports, and to complete this stage. Alternatively, if your reviewer conducts a manual review without accessing FMS, then please ask Central Office Finance to sign off on behalf of the Reviewer. Central Office staff can still make changes if required.
3 Central Office	Central Office Finance Team member	Once Central Office have signed off then no more changes can be made in FMS for that year.

### Bank Reconciliation - Special note about the Bank Statement Date

Remember that the bank statement date on the final reconciliation of the year should be dated in December of that year. Normally treasurers will complete their year end in January and may forget to check that the final bank reconciliations for the previous year must be dated in December of the previous year. It is good practice to date the reconciliation in late December, e.g., 29 December. This will allow for a reconciliation if corrections have been needed.

Once you confirm a bank reconciliation the statement date is fixed and can't be changed by the treasurer. This point is especially important at Year-end; the statement date must be in December before the end of the year and must not go into January of the next year, otherwise the Form 12 report will incorrectly show transactions as unreconciled.

**Bank reconciliation details**

Account to Reconcile:

Statement Date:

Bank Code:

Bank Name:

Account Name:

Account Number:

Opening Balance:

Ending Balance:

Items you have marked:

- 1 Receipts
- 2 Payments

Ending Balance:

December, 2023

	MON	TUE	WED	THU	FRI	SAT	SUN
48	27	28	29	30	1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31
01	1	2	3	4	5	6	7

Today

### Batch Report - Form 12, 12A or 12B

The Form 12 for a Branch or Form 12A for a Division or Form 12B for a Service Committee is produced from the Formal Reports tab.

## FMS Aide Memoire

Note that you can produce the Batch Report at any time during the year and carry out the consistency checks as well.

Detailed Transaction Listing
Batch Report – Form 12
Year End Status Report

Checks for consistency on the Form 12/12A

Please see Appendix G

### Entering transactions for the Previous Year

Remember to change the year on the Financial Transactions tab. The Financial Transactions tab defaults to the current year. You can enter a transaction for the previous year if that year has not yet been signed off. To do this use the drop down list of years and click the previous year before clicking 'Add New'.

The screenshot shows the 'Financial Transactions for Solihul' interface. At the top, there is a label 'Accounting Year:' followed by a dropdown menu currently set to '2022'. Below this is a table with columns for 'Reference Number' and 'Date'. The table contains several rows of data, with the year '2022' highlighted in the 'Date' column of one row. The rows are as follows:

Reference Number	Date
	2018
	2019
PV001590	2020
RV001143	2021
RV001141	2022
PV001589	2023
PV001588	2023

### Printing Reports

Reports are generated using a pop-up new window each time called Grid View Print. The first time you use FMS you may find that the Grid View Print window hasn't appeared and you may receive an error message '404 - File or directory not found'. The reason is likely to be about whether pop-ups are allowed from the FMS site. This situation is shown differently depending on your computer browser window, usually in the top right corner when you ask to produce a report. Depending on your browser (e.g. Microsoft Edge, Google Chrome, Apple Safari), the setting to show the Grid View Print window is different. Once the correct setting has been made, it will stay in place and the Grid View Print window will always be available. Please contact support if you can't see the Grid View Print report screen.

You can save FMS reports on your computer in different formats (e.g. pdf for printing)



# FMS Aide Memoire

Reporting x Grid View Print x +

uat.fms.ssafa.org.uk/Popups/PrintPagePopup.aspx?reportID=180

Branch Ac...

Page 1 of 1 Pdf

**Case Summary Balance**

Branch: Solihull

Case Reference	Case Ref Name	Bal B/Fwd	INCOME		EXPENDITURE		Total
			Total	Total	Total	Total	
1240865	Lambert P Mrs 1	0.00	375.00	3		0.00	

Branch: 099-00

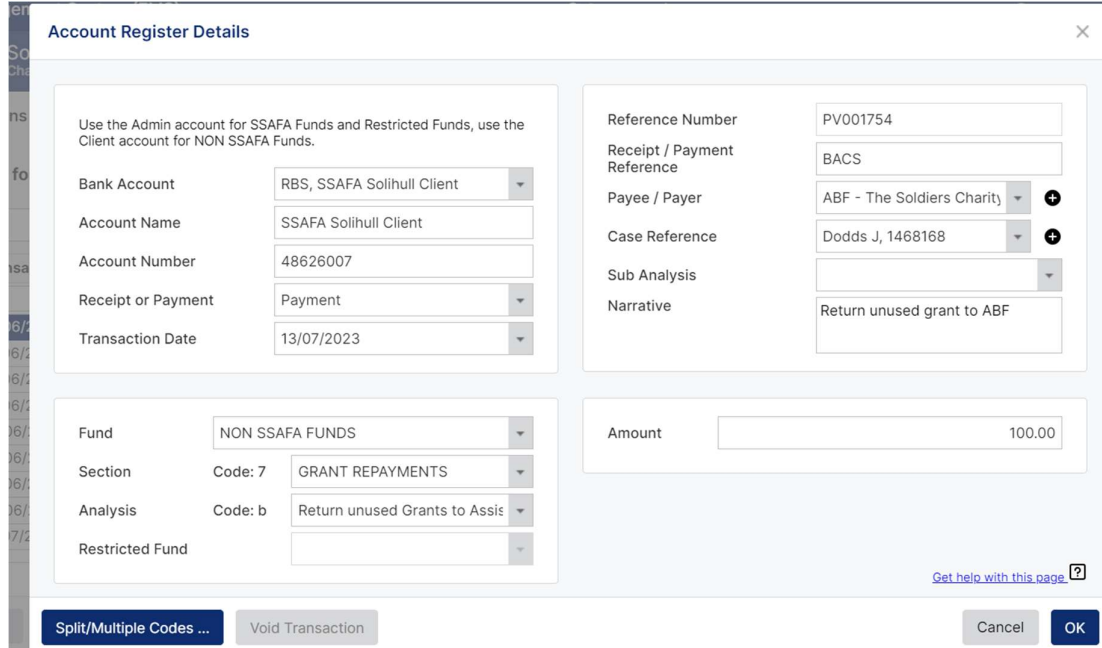
Image

# FMS Aide Memoire

## Appendix A Surplus Grants

### Example 1 – Returning Surplus Money to an Assistance Provider

#### 1 Returning £100.00 to the ABF



**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	BACS
Payee / Payer	ABF - The Soldiers Charity
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Return unused grant to ABF

Fund	NON SSAFA FUNDS
Section Code: 7	GRANT REPAYMENTS
Analysis Code: b	Return unused Grants to Assis
Restricted Fund	

Amount: 100.00

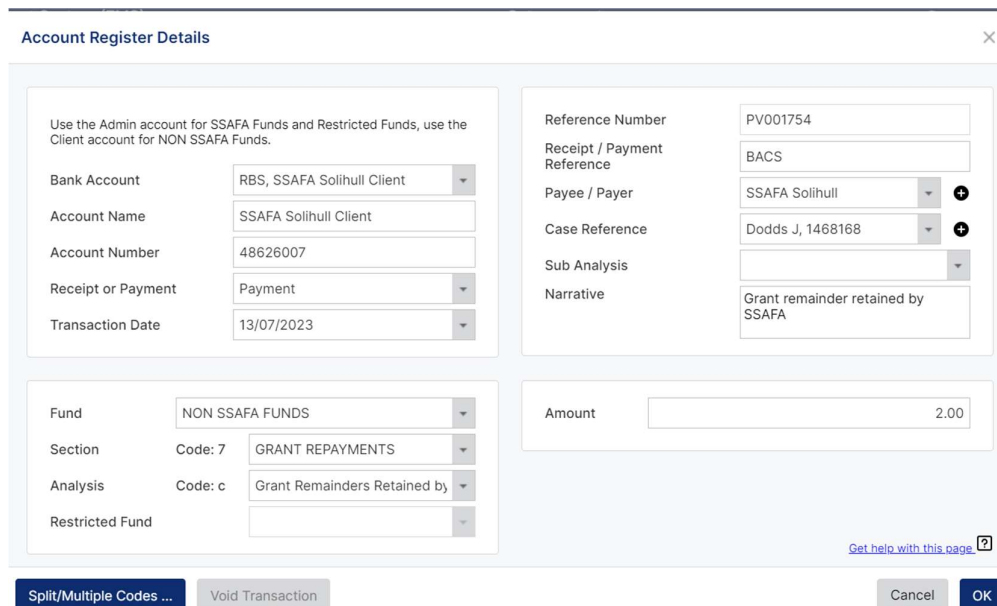
[Get help with this page?](#)

Buttons: Split/Multiple Codes ..., Void Transaction, Cancel, OK

### Example 2 – Retuning a Small Grant Remainder to SSAFA Funds

Small amounts can be retained in SSAFA Funds with the agreement of the Assistance Provider. Returning £2.00 to SSAFA Funds.

#### 1 Repayment as a Grant Remainder from NON SSAFA Funds using the Client bank account



**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	BACS
Payee / Payer	SSAFA Solihull
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Grant remainder retained by SSAFA

Fund	NON SSAFA FUNDS
Section Code: 7	GRANT REPAYMENTS
Analysis Code: c	Grant Remainders Retained by
Restricted Fund	

Amount: 2.00

[Get help with this page?](#)

Buttons: Split/Multiple Codes ..., Void Transaction, Cancel, OK

# FMS Aide Memoire

2 Receive £2.00 into SSAFA Funds as a Grant Remainder using the Admin bank account.

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Admin
Account Name	SSAFA Solihull Admin
Account Number	48625671
Receipt or Payment	Receipt
Transaction Date	13/07/2023

Reference Number	RV001241
Receipt / Payment Reference	Transfer
Payee / Payer	SSAFA Solihull
Case Reference	
Sub Analysis	
Narrative	Retain Grant Remainder

Fund	SSAFA FUNDS
Section	Code: 5 CASE GRANT RETURNS
Analysis	Code: b Grant Remainders retained by
Restricted Fund	

Amount	2.00
--------	------

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**Split/Multiple Codes ...** Void Transaction Cancel **OK**

# FMS Aide Memoire

## Appendix B Grants from SSAFA Funds

### Example 1 – Using a combination of SSAFA Funds and NON SSAFA Funds

Paying AO Retail Ltd £350.00 for a cooker using £300.00 NON SSAFA Funds and £50.00 SSAFA Funds.

All money is paid to AO Retail Ltd from the Client bank account in one bank transaction for £350.00. This bank transaction can be reconciled with the 2 grant transactions in FMS (£50.00 from SSAFA Funds, £300.00 from NON SSAFA Funds).

1 Transfer £50.00 from the Admin account to the Client account. Use the Bank Accounts Tab.

This Bank Transfer generates 2 transactions in FMS to reconcile with the physical bank transfer of £50.00.

**Bank Transfer Details** ✕

---

**Transfer details**

Transaction Date: 13/07/2023      Amount: 50.00

**Transfer from**

Bank Account: RBS, SSAFA Solihull Admin

**Transfer to**

Bank Account: RBS, SSAFA Solihull Client

**Please note. Bank transfer transactions only work for Branches and Divisions. For Service Committees please contact FMS support.**

# FMS Aide Memoire

## 2 Pay £300.00 from NON SSAFA Funds to AO Retail Ltd

**Account Register Details** [X]

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	BACS
Payee / Payer	Ao Retail Ltd
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Pay £300.00 from NON SSAFA Funds using the Client account

Fund	NON SSAFA FUNDS
Section	Code: 5 GRANTS PAID TO HELP CLIEN
Analysis	Code: a Grants paid to help clients
Restricted Fund	

Amount: 300.00

[Get help with this page](#)

Split/Multiple Codes ... Void Transaction Cancel OK

## 3 Pay £50.00 from SSAFA Funds to AO Retail Ltd

Note the payment is from the Client bank account because £50.00 was transferred from the Admin bank account.

**Account Register Details** [X]

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	BACS
Payee / Payer	Ao Retail Ltd
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Pay £50.00 from SSAFA Funds using the Client bank account

Fund	SSAFA FUNDS
Section	Code: 8 GRANTS PAID TO HELP CLIEN
Analysis	Code: b From Branch Funds
Restricted Fund	

Amount: 50.00

[Get help with this page](#)

Split/Multiple Codes ... Void Transaction Cancel OK

## FMS Aide Memoire

### Example 2 – Using only SSAFA Funds

Pay AO Retail Ltd £100.00 for a microwave entirely from SSAFA Funds.

The difference here is that the payment can be made from the Admin bank account because there is no need to transfer money.

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Admin
Account Name	SSAFA Solihull Admin
Account Number	48625671
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	BACS
Payee / Payer	Ao Retail Ltd
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Pay £100.00 from the Admin account using SSAFA Funds

Fund	SSAFA FUNDS
Section	Code: 8 GRANTS PAID TO HELP CLIEN
Analysis	Code: b From Branch Funds
Restricted Fund	

Amount	100.00
--------	--------

[Get help with this page](#) ?

Split/Multiple Codes ... Void Transaction Cancel **OK**

### Example 3 – Returning Surplus Grant Money to SSAFA Funds

Sometimes SSAFA Funds are used to pay an advance grant for goods or services before grants have been received. When the money comes in from Assistance Providers, all or part of the grant from SSAFA Funds can be returned.

Return £50.00 to SSAFA Funds. In this example the £50.00 is in the Client bank account because the grant from the assistance provider has been paid into the Client account.

# FMS Aide Memoire

## 1 Pay the money out of NON SSAFA Funds and the Client bank account.

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV001754
Receipt / Payment Reference	Transfer
Payee / Payer	SSAFA Solihull
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Returning £50.00 advance grant to SSAFA Funds

Fund	NON SSAFA FUNDS
Section Code: 7	GRANT REPAYMENTS
Analysis Code: a	Refund Advance Grants to SS,
Restricted Fund	

Amount: 50.00

[Get help with this page](#) ?

[Split/Multiple Codes ...](#) [Void Transaction](#) [Cancel](#) [OK](#)

## 2 Receive the money back into SSAFA Funds and the Admin bank account

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Admin
Account Name	SSAFA Solihull Admin
Account Number	48625671
Receipt or Payment	Receipt
Transaction Date	13/07/2023

Reference Number	RV001241
Receipt / Payment Reference	TTransfer
Payee / Payer	SSAFA Solihull
Case Reference	Dodds J, 1468168
Sub Analysis	
Narrative	Return of advance grant to SSAFA Funds

Fund	SSAFA FUNDS
Section Code: 5	CASE GRANT RETURNS
Analysis Code: a	Grants refunded from NON SS
Restricted Fund	

Amount: 50.00

[Get help with this page](#) ?

[Split/Multiple Codes ...](#) [Void Transaction](#) [Cancel](#) [OK](#)

# FMS Aide Memoire

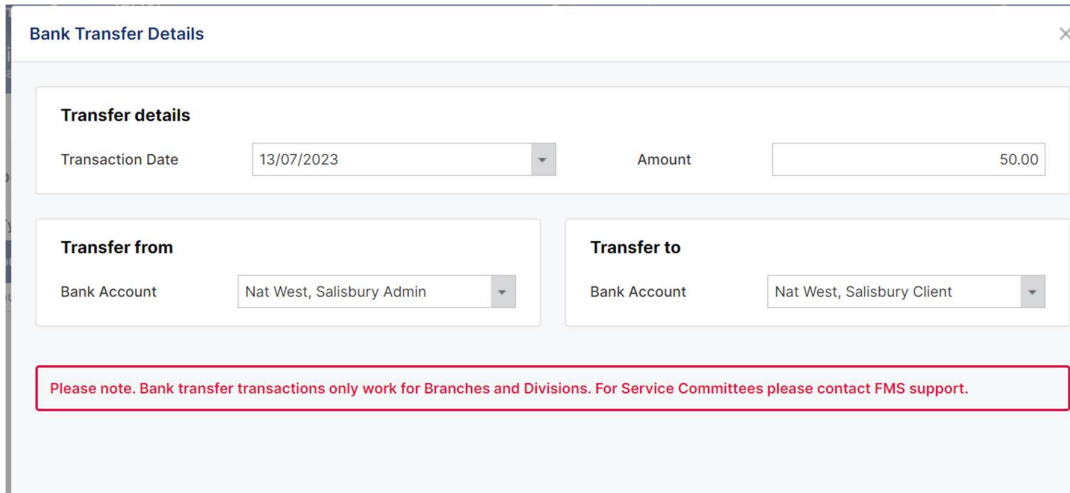
## Appendix C Grants Using Restricted Funds

Example 1 – Buying an item using a combination of NON SSAFA Funds and Restricted Funds

Paying Argos £350.00 for a cooker using £300.00 NON SSAFA Funds and £50.00 Restricted Funds.

All money is paid to Argos from the Client bank account in one bank transaction.

1 Transfer £50.00 from the Admin account to the Client account. Use the Bank Accounts Tab



**Bank Transfer Details**

**Transfer details**

Transaction Date: 13/07/2023      Amount: 50.00

**Transfer from**

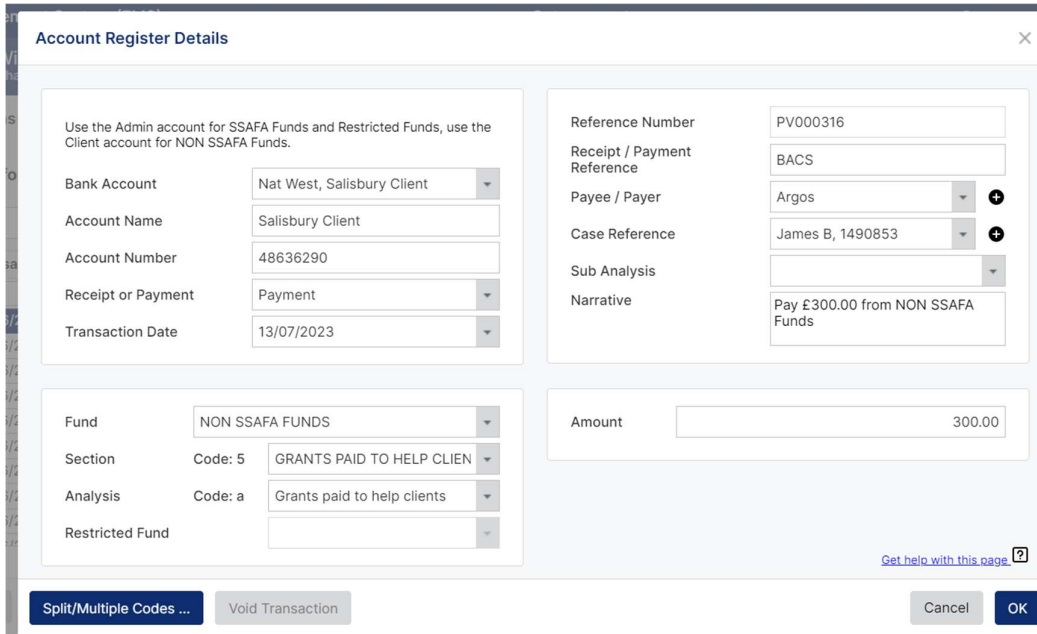
Bank Account: Nat West, Salisbury Admin

**Transfer to**

Bank Account: Nat West, Salisbury Client

Please note. Bank transfer transactions only work for Branches and Divisions. For Service Committees please contact FMS support.

2 Pay £300.00 from NON SSAFA Funds to Argos



**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account: Nat West, Salisbury Client

Account Name: Salisbury Client

Account Number: 48636290

Receipt or Payment: Payment

Transaction Date: 13/07/2023

Reference Number: PV000316

Receipt / Payment Reference: BACS

Payee / Payer: Argos

Case Reference: James B, 1490853

Sub Analysis:

Narrative: Pay £300.00 from NON SSAFA Funds

Fund: NON SSAFA FUNDS

Section: Code: 5 GRANTS PAID TO HELP CLIEN

Analysis: Code: a Grants paid to help clients

Restricted Fund:

Amount: 300.00

[Get help with this page](#)

Split/Multiple Codes ...    Void Transaction    Cancel    OK



# FMS Aide Memoire

## 3 Pay £50.00 from Restricted Funds to Argos

Note the payment is from the Client bank account because £50.00 was transferred from the Admin bank account.

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	Nat West, Salisbury Client
Account Name	Salisbury Client
Account Number	48636290
Receipt or Payment	Payment
Transaction Date	13/07/2023

Fund	RESTRICTED FUNDS
Section	Code: 3 GRANTS PAID TO HELP CLIEN
Analysis	Code: a Grants paid to help clients
Restricted Fund	Case Float Fund

Reference Number	PV000316
Receipt / Payment Reference	BACS
Payee / Payer	Argos
Case Reference	James B, 1490853
Sub Analysis	
Narrative	Pay £50.00 from Restricted Funds to Argos

Amount	50.00
--------	-------

[Get help with this page](#) ?

**Split/Multiple Codes ...** Void Transaction Cancel **OK**

# FMS Aide Memoire

## Example 2 – Buying an item entirely using Restricted Funds

Pay Argos £100.00 for a microwave entirely from Restricted Funds.

The difference here is that the payment can be made from the Admin bank account because there is no need to transfer money.

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	Nat West, Salisbury Admin
Account Name	Salisbury Admin
Account Number	48636304
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV000316
Receipt / Payment Reference	BACS
Payee / Payer	Argos
Case Reference	James B, 1490853
Sub Analysis	
Narrative	Total Grant paid from Restricted Funds using Admin bank account

Fund	RESTRICTED FUNDS
Section Code: 3	GRANTS PAID TO HELP CLIEN
Analysis Code: a	Grants paid to help clients
Restricted Fund	Case Float Fund

Amount	100.00
--------	--------

[Get help with this page](#)

Split/Multiple Codes ... Void Transaction Cancel OK

# FMS Aide Memoire

## Example 3 – Returning Surplus Grant Money to a Restricted Fund

A Restricted Fund may be used to pay all or part of a grant on a case. At the end of the case there may be a surplus which can be returned to the Restricted Fund.

This example returns £10.00 to Restricted Funds because there is a surplus on the case.

The money will be transferred from the Client bank account to the Admin bank account.

### 1 Grant Repayment from NON SSAFA Funds

**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	Nat West, Salisbury Client
Account Name	Salisbury Client
Account Number	48636290
Receipt or Payment	Payment
Transaction Date	13/07/2023

Reference Number	PV000316
Receipt / Payment Reference	Transfer
Payee / Payer	SSAFA Salisbury
Case Reference	James B, 1490853
Sub Analysis	
Narrative	Return £10.00 unused grant to Restricted Funds

Fund	NON SSAFA FUNDS
Section	Code: 7 GRANT REPAYMENTS
Analysis	Code: e Unused Grants to Restr Funds
Restricted Fund	

Amount: 10.00

[Get help with this page](#)

Buttons: Split/Multiple Codes ..., Void Transaction, Cancel, OK

### 2 Receive the money into Restricted Funds

**Account Register Details**

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	Nat West, Salisbury Admin
Account Name	Salisbury Admin
Account Number	48636304
Receipt or Payment	Receipt
Transaction Date	13/07/2023

Reference Number	RV000254
Receipt / Payment Reference	Transfer
Payee / Payer	SSAFA Salisbury
Case Reference	James B, 1490853
Sub Analysis	
Narrative	Unused grant refunded from NON SSAFA Funds

Fund	RESTRICTED FUNDS
Section	Code: 2 RECEIVED IN YEAR
Analysis	Code: d Grants refunded from NON SSAFA F
Restricted Fund	Case Float Fund

Amount: 10.00

[Get help with this page](#)

Buttons: Split/Multiple Codes ..., Void Transaction, Cancel, OK

# FMS Aide Memoire

## Appendix D Reversing Reconciled Transactions

In The Financial Transactions tab, highlight the line to be reversed, then click Reverse.

**Financial Transactions for Solihull**

Accounting Year: 2023 Transaction From: 01/04/2023

Reference Number	Transaction Date	Bank Account
PV001733	01/04/2023	RBS, SSAFA Solihull Adr
RV001232	14/04/2023	RBS, SSAFA Solihull Clie
PV001730	20/04/2023	RBS, SSAFA Solihull Clie
<b>PV001734</b>	<b>21/04/2023</b>	<b>RBS, SSAFA Solihull Clie</b>
PV001731	24/04/2023	RBS, SSAFA Solihull Clie
RV001233	25/04/2023	RBS, SSAFA Solihull Clie
PV001736	01/05/2023	RBS, SSAFA Solihull Adr
RV001234	02/05/2023	RBS, SSAFA Solihull Clie
PV001735	03/05/2023	RBS, SSAFA Solihull Clie
PV001737	15/05/2023	RBS, SSAFA Solihull Clie
RV001235	16/05/2023	RBS, SSAFA Solihull Clie
PV001738	19/05/2023	RBS, SSAFA Solihull Clie

[Create Filter](#)

**Add New ...** **Open ...** **Copy ...** **Reverse ...** **Tra**

Select the Reversal Date. FMS will default to today's date. It is good practice to set the Reversal date to be the same as for the original transaction.

Select Date

Select Reversal Date

Date: 21/04/2023

Calendar for April 2023 showing days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and dates. The date 21 is highlighted in blue. A 'Today' button is at the bottom.

# FMS Aide Memoire

The reversed transaction will be shown

**Account Register Details** ✕

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account	RBS, SSAFA Solihull Client
Account Name	SSAFA Solihull Client
Account Number	48626007
Receipt or Payment	Payment
Transaction Date	21/04/2023

Reference Number	PV001754
Receipt / Payment Reference	deb card
Payee / Payer	Bujcklands End Carpets Ltd
Case Reference	1240865
Sub Analysis	
Narrative	carpets (R)

Fund	NON SSAFA FUNDS
Section	Code: 5 GRANTS PAID TO HELP CLIENTS
Analysis	Code: a Grants paid to help clients
Restricted Fund	

Amount	-375.00
--------	---------

[Get help with this page](#)

Split/Multiple Codes ... Void Transaction Cancel **OK**

Click OK and enter the reason for the reversal.

# FMS Aide Memoire

## Appendix E Transferring Money between Cases

Occasionally a Grant can be received and entered into FMS using the incorrect case (e.g. if there are 2 open cases for the same client or for 2 clients with the same surname).

Pay out of the incorrect case and receive the money into the correct case using transactions that will cancel each other out in terms of the Funds and will match against each other on the bank reconciliation. No bank transactions are required in this example.

In this example £250.00 is moved from case Dodds J 1468168 to case Dodds J 1726210.

### 1 Pay £250.00 out of the incorrect case

Account Register Details

Use the Admin account for SSAFA Funds and Restricted Funds, use the Client account for NON SSAFA Funds.

Bank Account: RBS, SSAFA Solihull Client

Account Name: SSAFA Solihull Client

Account Number: 48626007

Receipt or Payment: Payment

Transaction Date: 13/07/2023

Reference Number: PV001754

Receipt / Payment Reference: Transfer

Payee / Payer: SSAFA Solihull

Case Reference: Dodds J, 1468168

Sub Analysis:

Narrative: Transfer from case 1468168 Dodds J to case 1726210 Dodds J

Fund: NON SSAFA FUNDS

Section Code: 5 GRANTS PAID TO HELP CLIENTS

Analysis Code: a Grants paid to help clients

Restricted Fund:

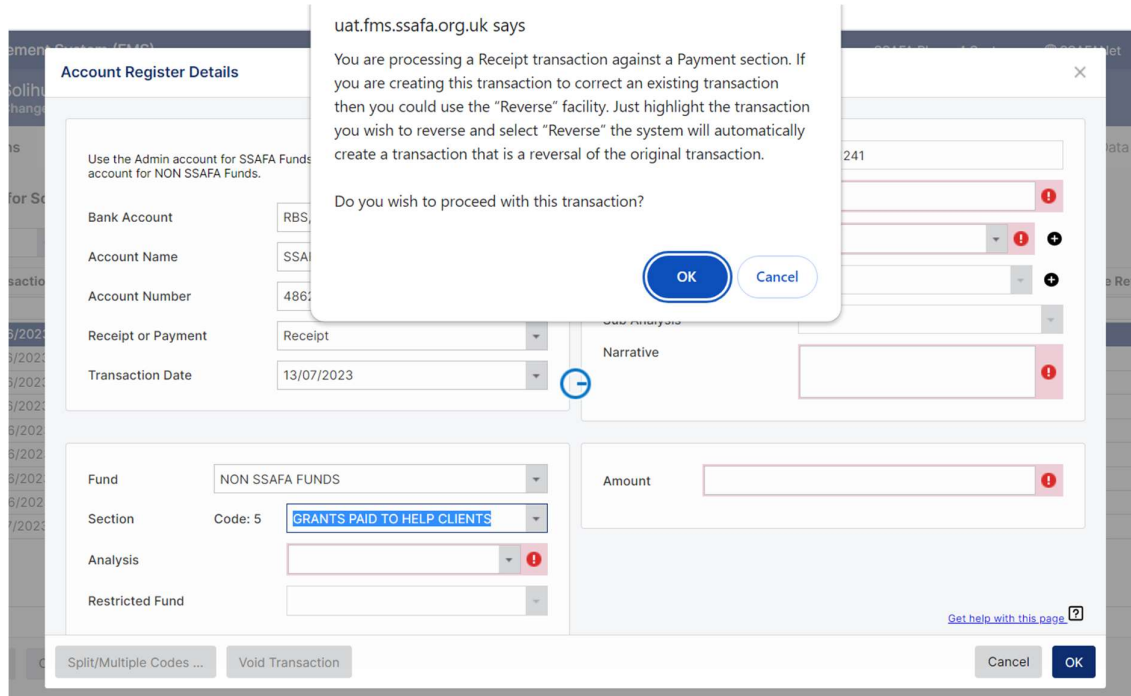
Amount: 250.00

Get help with this page

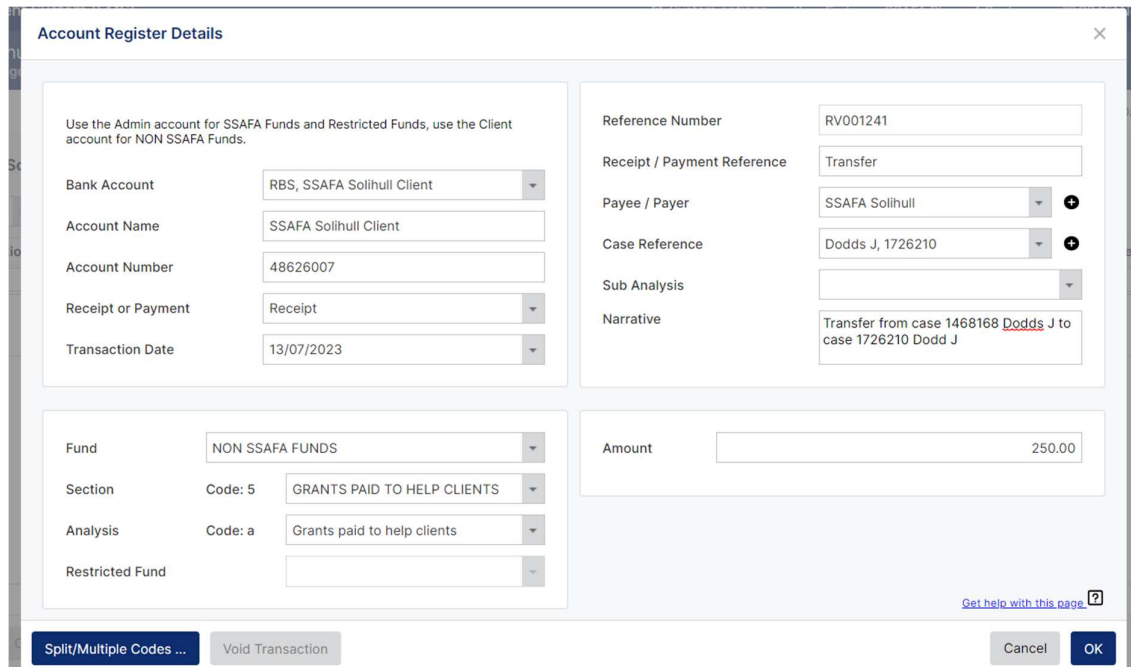
Split/Multiple Codes ... Void Transaction Cancel OK

# FMS Aide Memoire

## 2 Receive £250.00 into the correct case



Note that there is a warning message when you try to enter an analysis code that doesn't normally relate to the type of transaction (i.e. Receipt or Payment). In this case the transaction is a Receipt for an analysis code that is normally for a Payment. Click OK to continue.



# FMS Aide Memoire

## Appendix F Grants Intended for a different SSAFA Office

Occasionally an Assistance Provider sends a Grant to the wrong SSAFA office (e.g. similar names East Devon, North Devon)

Set up a 'Dummy' case to receive and send back the money. Use transactions that will cancel each other out in terms of the Funds and will match against each other on the bank reconciliation. No bank transactions are required in this example.

1 Set up a Dummy case using the Case Ref Tab

Case Reference Details

Case Reference Code	888888
Case Reference Name	Dummy Case
Fund Code	NONSSAFA
	<input type="checkbox"/> Case has an Opening balance
Opening Balance Bank	0.00
Opening Balance Cash	0.00
Total Amount	0.00
	<input checked="" type="checkbox"/> Is Active

[Get help with this page](#) ?

Cancel OK



# FMS Aide Memoire

2 Receive the Grant from the RAFBF into the Dummy case using the Client bank account.

The screenshot shows the 'Account Register Details' form with the following fields:

- Bank Account: RBS, SSAFA Solihull Client
- Account Name: SSAFA Solihull Client
- Account Number: 48626007
- Receipt or Payment: Receipt
- Transaction Date: 13/07/2023
- Reference Number: RV001241
- Receipt / Payment Reference: BACS
- Payee / Payer: RAFBF
- Case Reference: Dummy Case, 888888
- Sub Analysis: (empty)
- Narrative: Receipt of Grant from the RAFBF into the Dummy case
- Fund: NON SSAFA FUNDS
- Section Code: 3 GRANTS RECEIVED FOR CASES
- Analysis Code: a From Service Funds and Charities
- Restricted Fund: (empty)
- Amount: 250.00

Buttons at the bottom: Split/Multiple Codes ..., Void Transaction, Cancel, OK. A link 'Get help with this page' is also present.

3 Return the money to the RAFBF from the Client bank account

The screenshot shows the 'Account Register Details' form with the following fields:

- Bank Account: RBS, SSAFA Solihull Client
- Account Name: SSAFA Solihull Client
- Account Number: 48626007
- Receipt or Payment: Payment
- Transaction Date: 13/07/2023
- Reference Number: PV001754
- Receipt / Payment Reference: BACS
- Payee / Payer: RAFBF
- Case Reference: Dummy Case, 888888
- Sub Analysis: (empty)
- Narrative: Return the grant to the RAFBF using the Dummy case
- Fund: NON SSAFA FUNDS
- Section Code: 3 GRANTS RECEIVED FOR CASES
- Analysis Code: a From Service Funds and Charities
- Restricted Fund: (empty)
- Amount: 250.00

Buttons at the bottom: Split/Multiple Codes ..., Void Transaction, Cancel, OK. A link 'Get help with this page' is also present.

Note this transaction will give you a warning message about using an analysis code for a Receipt that is normally used for a Payment. Click OK to the message.

# FMS Aide Memoire

## Appendix G – Consistency Checks on the Form 12/12A

Please carry out these checks when you produce your Form 12/12A at year end, only sign off if these checks work out correctly and call SSAFA Support if you need assistance. You can also carry out these checks during the year.

### Treasurer and Reviewer Details (page 2)

Check the names and contact details of the Treasurer and Reviewer are correct

Appointments	Title and Name	Ad
Treasurer	Mr.Phil Naldrett	2 P TEL EM
Auditor/Examiner	Ms.Keilah Towers BSc FCA CTA	Cla TEL

If these details need to change, contact SSAFA support.

### Consistency Checks Table 1 SSAFA Funds, Table 2 NON SSAFA Funds, Table 3 Restricted Funds

These checks are for consistency when surplus grant money is paid back to SSAFA Funds or Restricted Funds from NON SSAFA Funds.

#### SSAFA FUNDS

##### TABLE 1 - RECEIPTS

##### 5 CASE GRANT RETURNS

- a Grants refunded from NON SSAFA Funds (Table 2, 7a)
- b Grant Remainders retained by SSAFA (Table 2, 7c)

#### NON SSAFA FUNDS

##### TABLE 2 - PAYMENTS

##### 7 GRANT REPAYMENTS

- a Refund Advance Grants to SSAFA FUNDS (Table 1, 5a)
- b Return unused Grants to Assistance Providers
- c Grant Remainders Retained by SSAFA (Table 1, 5b)
- d Return unused Grants To Central Office Ring Fenced
- e Unused Grants to Restr Funds (Table 3, 2d)

#### RESTRICTED FUNDS

##### TABLE 3 - RECEIPTS

# FMS Aide Memoire

## 2 RECEIVED IN YEAR

a Donations
b Legacies
c Grants
d Grants refunded from NON SSAFA Funds (Table 2, 7e)

The checks are

Table 1 RECEIPTS > Section 5 CASE GRANT RETURNS > a Grants refunded from NON SSAFA Funds (Table 2, 7a) = Table 2 PAYMENTS > Section 7 GRANT REPAYMENTS > a Refund Advance Grants to SSAFA FUNDS (Table 1, 5a)

Table 1 RECEIPTS > Section 5 CASE GRANT RETURNS > b Grant Remainders retained by SSAFA (Table 2, 7c) = Table 2 PAYMENTS > Section 7 GRANT REPAYMENTS > c Grant Remainders Retained by SSAFA (Table 1, 5b)

Table 3 RECEIPTS > Section 2 RECEIVED IN YEAR > d Grants refunded from NON SSAFA Funds (Table 2, 7e) = Table 2 PAYMENTS > Section 7 GRANT REPAYMENTS > e Unused Grants to Restr Funds (Table 3, 2d)

### Case Balances and Table 5 Case Balance Summary

The NON SSAFA Funds figure in the middle of the fourth line of Table 5 on the Batch Report – Form 12 (Balances as Table 1,10, Table 2,8 and Table 3,5) should be equal to

The total of the Case Balances carried forward (Bal C/Fwd) on the Case Balance Summary Report.

In the example below £3,066.99 is the same figure on both reports.

### Batch Report – Form 12

**Table 5 - Bank / Building Society Account Reconciliations**

Branch: Solihull		Branch Number: 099-001			Year: 2023
Please enter NIL where appropriate	SSAFA Funds	NON SSAFA Funds	Restricted Funds	TOTAL	
Balances as per copy statements - (Table 6 TOTAL)	3,758.31	2,536.99	0.00	6,295.30	
Deduct: Unpresented Cheques	441.64	1,925.00	0.00	2,366.64	
Add: Amounts not credited	1,000.00	2,455.00	0.00	3,455.00	
Balances as Table 1,10, Table 2,8 and Table 3,5	4,316.67	3,066.99	0.00	7,383.66	

**Case Balance Report Summary**

**Case Summary Balance**

**Branch: Solihull** **Branch Number: 099-00**

Case Reference	Case Ref Name	Bal B/Fwd	INCOME	EXPENDITURE	Bal C/Fwd
			Total	Total	
994472	Rawlings G	0.00	700.00	0.00	700.00
<b>Totals</b>		<b>2,192.50</b>	<b>11,339.99</b>	<b>10,465.50</b>	<b>3,066.99</b>

**Fund Totals and Bank Accounts**

**Batch Report – Form 12**

The following checks are for consistency between the Funds and the bank accounts, and they apply to Table 5 and Table 6.

Table 5 top line right hand figure Balances as per copy statements - (Table 6 TOTAL) TOTAL = Table 6 bottom line TOTAL. In the example these figures both = £6,295.30.

Table 5 top line Balances as per copy statements - (Table 6 TOTAL) SSAFA Funds + Restricted Funds = Table 6 Admin Bank balance. In this example these figures both = £3,758.31.

Table 5 top line Balances as per copy statements - (Table 6 TOTAL) NON SSAFA Funds = Table 6 Client Bank balance. In this example these figures both = £2,536.99.

**Table 5 - Bank / Building Society Account Reconciliations**

Branch: Solihull		Branch Number: 099-001			Year: 2023
Please enter NIL where appropriate	SSAFA Funds	NON SSAFA Funds	Restricted Funds	TOTAL	
Balances as per copy statements - (Table 6 TOTAL)	3,758.31	2,536.99	0.00	6,295.30	
Deduct: Unpresented Cheques	441.64	1,925.00	0.00	2,366.64	
Add: Amounts not credited	1,000.00	2,455.00	0.00	3,455.00	
Balances as Table 1,10, Table 2,8 and Table 3,5	4,316.67	3,066.99	0.00	7,383.66	

## FMS Aide Memoire

**Table 6 - Summary of Bank / Building Society Accounts**

(Include all accounts held by your Division and amounts held on Prepaid cards)

Branch: Solihull		Branch Number: 099-001		Year: 2023
Bank/Building Society	Title of Account	Sort Code Number	Account Number	Balance per Statement at 31/12/2023
CAF Bank - Deposit	CAF Gold Extra Account	40-52-40	00070257	0.00
Cash				0.00
CAF Bank Current	SSAFA Forces Help Solihull	40-52-40	00060627	0.00
RBS	SSAFA Solihull Admin	600001	48625671	3,758.31
RBS	SSAFA Solihull Client	600001	48626007	2,536.99
The total should agree with TOTAL Balances as per copy Statements Table 5			<b>TOTAL</b>	<b>6,295.30</b>