FMS Aide Memoire

Contents

FMS Aide Memoire

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.

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

This Aide Memoire can be accessed through SSAFANet either directly or via the link on the top right of the FMS screen. It is also posted on the Treasurer's Page on SSAFANet.
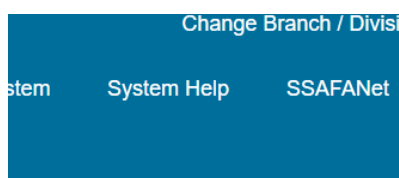
Bank Accounts and Fund Types

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.

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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

It is advisable to ask SSAFA support to set up bank accounts, normally done when an office starts to use FMS.

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.

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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
Receipt or Payment	Drop down list Receipt or Payment
Transaction Date	User entry, usually in the current financial year. 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
Narrative	Mandatory, use this for detail about the transaction
Account Number	Will appear when the Bank Account has been selected
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
Cheque / 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
Amount	Transaction amount, always a positive number
Sub Analysis	Optional field available on some transactions, used for local analysis

Analysis Codes

There is a set of Analysis Codes for every Fund/Section combination. These are sufficient for many 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.

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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 only used in user generated reports from the Data Analytics tab.

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

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.

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

Payee / Payer

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.

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

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Field	Comment
Case Reference Code	Unique identifier for the case, see guideline
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
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 be easy to find in CMS2 (Mosaic) and it is good practice to check that the case balances in Mosaic match those in FMS.

Please follow the format below for case references

Case References using CMS2

CMS2 does not assign a unique case reference as CMS did. Different cases need to be identified in FMS and here is the recommendation.

CMS2 assigns up to 7 digits as a unique number for a person (client) and this can be used along with identification of when the case was started.

For example, person (client) number 287456 had a new case opened in March 2021.

Then the FMS Case reference would be 287456 2103

Some offices use FMS for more than one division, e.g. Somerset.

In this situation you can use characters to identify the Division

e.g. NS 287456 2103 would be a case for North Somerset opened in March 2021.

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.

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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.

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.

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.

Transaction Listing

The transaction list defaults to 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 - Vale of White Horse

| Accounting Year: | 2022 ▼ | Transaction From: | 19/12/2021 ▼ | To: | 19/01/2022 ▼ | Last 30 day |

Reference Number	Transaction Date	Bank Account	Cheque/Payment Referenc
	▼		
PV000984	31/12/2021	RBS, SSAFA Vale of White Horse Admin	
RV000779	31/12/2021	RBS, SSAFA Vale of White Horse Admin	
RV000780	31/12/2021	RBS, SSAFA Vale of White Horse Admin	
PV000985	31/12/2021	RBS, SSAFA Vale of White Horse Client	

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

🔑 Create Filter

Surplus Grants, returning money, small remainders

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

Example Appendix A

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.
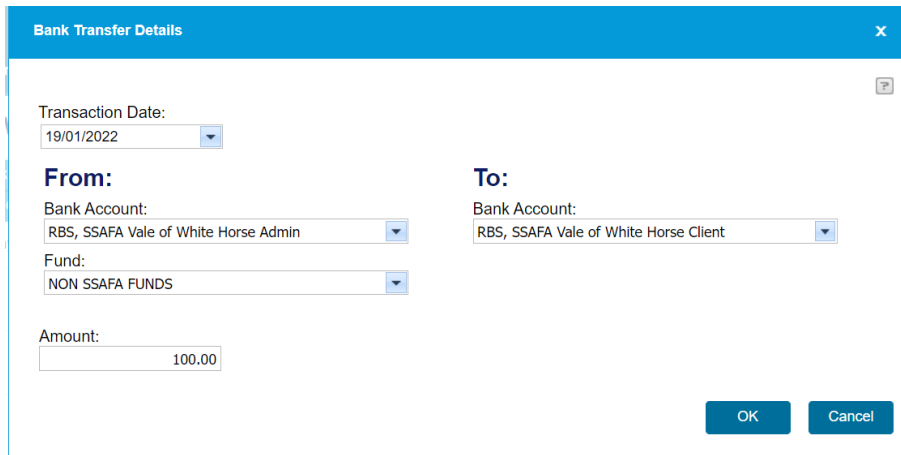
Example Appendix C

Bank Transfers

Bank Transfers are made using the Bank Accounts tab. This is an interim guideline because there will be a change to simplify bank transfers where you don't have to specify which fund type.

You can specify SSAFA Funds, NON SSAFA Funds or Restricted Funds. In practice this makes no difference because a bank transfer will generate an equal and an opposite transaction which means that the Form 12, 12A will not be affected. The two transactions generated by FMS can be reconciled against the bank statements.

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Bank Transfer Details   x

Transaction Date:
19/01/2022

From: **To:**

Bank Account: Bank Account:
RBS, SSAFA Vale of White Horse Admin   RBS, SSAFA Vale of White Horse Client

Fund:
NON SSAFA FUNDS

Amount:
100.00

OK   Cancel

Amending unreconciled transactions

When amending unreconciled transactions, you can amend all details except the Transaction reference which is automatically assigned.

Account Register Details   x

Bank Account: Account Number
RBS, SSAFA Vale of White Horse   48636185

Account Name: Reference Number:
SSAFA Vale of White Horse Client   PV000982

Receipt or Payment   Cheque / Payment Reference:
Payment   P22001

Transaction Date: Payee / Payer:
06/01/2022   Susie Oldnall   ⊕

Fund: Case Reference:
NON SSAFA FUNDS   1380427   ⊕

Section: (Code: 5)   Amount:
GRANTS PAID TO HELP CLIENTS   251.44

Analysis: (Code: a)   Sub Analysis:
Grants paid to help clients

Restricted Fund:

Narrative:
Removals

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

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

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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
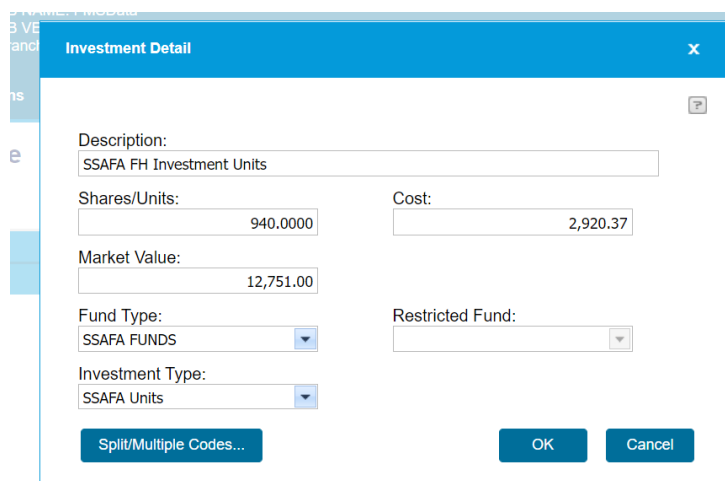
Grants intended for a different SSAFA office.

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

Investments Tab

Each year Central Office Finance will send you a statement of the investments you hold with SSAFA, Units or Instance Access accounts. Type the figures into FMS using the Investments tab each year. Figures are not carried forward into the next year, they have to be typed in every year.

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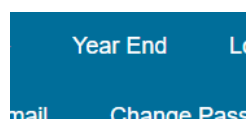
Please make sure that the bank reconciliations are dated in late December and that you have completed the checks detailed in Appendix G before signing off for the year.

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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 the bank statement date on the final reconciliation of the year should be in the correct 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.

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Form 12, 12A checks

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

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 you use the drop down list of years and click the previous year before clicking 'Add New'.

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. The reason is likely to be that pop-ups aren't 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. You need to "always allow pop-ups from this site" and then the pop-up Grid View Print window will come up next time and every time you run a report.

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Appendix A Surplus Grants

Example 1 – Returning Surplus Money to an Assistance Provider

1 Returning £100.00 to the ABF

Account Register Details

Bank Account: RBS, SSAFA Solihull Client
Account Name: SSAFA Solihull Client
Receipt or Payment: Payment
Transaction Date: 25/01/2022
Fund: NON SSAFA FUNDS
Section: (Code: 7) GRANT REPAYMENTS
Analysis: (Code: b) Return unused Grants to Assistance Providers
Restricted Fund:

Account Number: 48626007
Reference Number: PV001579
Cheque / Payment Reference: BACS
Payee / Payer: ABF - The Soldiers Charity
Case Reference: Shean K, 1497580 2106
Amount: 100.00
Sub Analysis:

Narrative: Returning £100.00 surplus to the ABF

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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

Bank Account: RBS, SSAFA Solihull Client
Account Name: SSAFA Solihull Client
Receipt or Payment: Payment
Transaction Date: 25/01/2022
Fund: NON SSAFA FUNDS
Section: (Code: 7) GRANT REPAYMENTS
Analysis: (Code: c) Grant Remainders Retained by SSAFA (Table 1, 5b)
Restricted Fund:

Account Number: 48626007
Reference Number: PV001579
Cheque / Payment Reference: Transfer
Payee / Payer: SSAFA Solihull
Case Reference: Shean K, 1497580 2106
Amount: 2.00
Sub Analysis:

Narrative: Returning £2.00 surplus as a Grant Remainder to SSAFA Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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

Account Register Details   x

Bank Account:
RBS, SSAFA Solihull Admin

Account Number
48625671

Account Name:
SSAFA Solihull Admin

Reference Number:
RV001141

Receipt or Payment
Receipt

Cheque / Payment Reference:
Transfer

Transaction Date:
25/01/2022

Payee / Payer:
SSAFA Solihull

Fund:
SSAFA FUNDS

Case Reference:

Section: (Code: 5)
CASE GRANT RETURNS

Amount:
2.00

Analysis: (Code: b)
Grant Remainders retained by SSAFA (Table 2, 7c)

Sub Analysis:

Restricted Fund:

Narrative:
Returning £2.00 surplus as a Grant Remainder to SSAFA Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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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 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.

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

Account Register Details

Bank Account:
Nat West, Bedford SSAFA Client

Account Name:
Bedford SSAFA Client

Receipt or Payment
Payment

Transaction Date:
18/01/2022

Fund:
NON SSAFA FUNDS

Section: (Code: 5)
GRANTS PAID TO HELP CLIENTS

Analysis: (Code: a)
Grants paid to help clients

Restricted Fund:

Account Number
48627488

Reference Number:
PV000533

Cheque / Payment Reference:
BACS

Payee / Payer:
AO Retail Ltd

Case Reference:
Trainell, 1539736

Amount:
300.00

Sub Analysis:

Narrative:
Paying £300.00 from NON SSAFA Funds using the Client account

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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

Bank Account:
Nat West, Bedford SSAFA Client

Account Name:
Bedford SSAFA Client

Receipt or Payment
Payment

Transaction Date:
18/01/2022

Fund:
SSAFA FUNDS

Section: (Code: 8)
GRANTS PAID TO HELP CLIENTS

Analysis: (Code: c)
From Divisional Funds

Restricted Fund:

Account Number
48627488

Reference Number:
PV000533

Cheque / Payment Reference:
BACS

Payee / Payer:
AO Retail Ltd

Case Reference:
Trainell, 1539736

Amount:
50.00

Sub Analysis:

Narrative:
Paying £50.00 from SSAFA Funds using the Client account

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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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   **x**

Bank Account:
Nat West, Bedfordshire Branch A▼

Account Number
48627429

Account Name:
Bedfordshire Branch Admin

Reference Number:
PV000533

Receipt or Payment
Payment ▼

Cheque / Payment Reference:
BACS

Transaction Date:
18/01/2022 ▼

Payee / Payer:
AO Retail Ltd ▼ ⊕

Fund:
SSAFA FUNDS ▼

Case Reference:
Trainell, 1539736 ▼ ⊕

Section: (Code: 8)
GRANTS PAID TO HELP CLIENTS ▼

Amount:
100.00

Analysis: (Code: c)
From Divisional Funds ▼

Sub Analysis:
▼

Restricted Fund:
▼

Narrative:
Buying a microwave for £100.00 entirely from SSAFA Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

Example 3 – Returning Surplus Grant Money to SSAFA Funds

Sometimes money comes in from Assistance Providers and all or part of the grant from SSAFA Funds can be returned. There may also be a surplus at the end of the case and some of the SSAFA Funds grant 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 SSAFA Funds had been transferred from the Admin to the Client bank account before being paid to the supplier as in Example 1.

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

Account Register Details   **x**

Bank Account: | Account Number
Nat West, Bedford SSAFA Client ▼ | 48627488
Account Name: | Reference Number:
Bedford SSAFA Client | PV000533
Receipt or Payment | Cheque / Payment Reference:
Payment ▼ | Transfer
Transaction Date: | Payee / Payer:
25/01/2022 ▼ | SSAFA Bedfordshire Division ▼ ⊕
Fund: | Case Reference:
NON SSAFA FUNDS ▼ | Trainell, 1539736 ▼ ⊕
Section: (Code: 7) | Amount:
GRANT REPAYMENTS ▼ | 50.00
Analysis: (Code: a) | Sub Analysis:
Refund Advance Grants to SSAFA FUNDS (Table 1, 5 ▼ | ▼
Restricted Fund: |
▼ |

Narrative:
Returning £50.00 unused money to SSAFA Funds

[Split/Multiple Codes ...] [Void Transaction]   [OK] [Cancel]

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

Account Register Details   **x**

Bank Account: | Account Number
Nat West, Bedfordshire Branch A ▼ | 48627429
Account Name: | Reference Number:
Bedfordshire Branch Admin | RV000435
Receipt or Payment | Cheque / Payment Reference:
Receipt ▼ | Transfer
Transaction Date: | Payee / Payer:
25/01/2022 ▼ | SSAFA Bedfordshire Division ▼ ⊕
Fund: | Case Reference:
SSAFA FUNDS ▼ | Trainell, 1539736 ▼ ⊕
Section: (Code: 5) | Amount:
CASE GRANT RETURNS ▼ | 50.00
Analysis: (Code: a) | Sub Analysis:
Grants refunded from NON SSAFA Funds (Table 2, 7 ▼ | ▼
Restricted Fund: |
▼ |

Narrative:
Returning £50.00 unused money to SSAFA Funds

[Split/Multiple Codes ...] [Void Transaction]   [OK] [Cancel]

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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 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   **x**

Transaction Date:
13/01/2022

From: **To:**

Bank Account:
Nat West, Salisbury Admin

Bank Account:
Nat West, Salisbury Client

Fund:
RESTRICTED FUNDS

Amount:
50.00

OK   Cancel

2 Pay £300.00 from NON SSAFA Funds to Argos

Account Register Details   **x**

Bank Account:
Nat West, Salisbury Client

Account Number
48636290

Account Name:
Salisbury Client

Reference Number:
PV000136

Receipt or Payment
Payment

Cheque / Payment Reference:
BACS

Transaction Date:
13/01/2022

Payee / Payer:
Argos

Fund:
NON SSAFA FUNDS

Case Reference:
Fox A, 1053706

Section: (Code: 5)
GRANTS PAID TO HELP CLIENTS

Amount:
300.00

Analysis: (Code: a)
Grants paid to help clients

Sub Analysis:

Restricted Fund:

Narrative:
Paying £300.00 from NON SSAFA Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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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

Bank Account:	Account Number
Nat West, Salisbury Client	48636290
Account Name:	Reference Number:
Salisbury Client	PV000136
Receipt or Payment	Cheque / Payment Reference:
Payment	BACS
Transaction Date:	Payee / Payer:
13/01/2022	Argos
Fund:	Case Reference:
RESTRICTED FUNDS	Fox A, 1053706
Section: (Code: 3)	Amount:
GRANTS PAID TO HELP CLIENTS	50.00
Analysis: (Code: a)	Sub Analysis:
Grants paid to help clients	
Restricted Fund:	
Case Float Fund	

Narrative:

Pay £50.00 from Restricted Funds to Argos

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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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.

Account Register Details   X

Bank Account:	Account Number
Nat West, Salisbury Admin	48636304
Account Name:	Reference Number:
Salisbury Admin	PV000136
Receipt or Payment	Cheque / Payment Reference:
Payment	BACS
Transaction Date:	Payee / Payer:
13/01/2022	Argos
Fund:	Case Reference:
RESTRICTED FUNDS	Fox A, 1053706
Section: (Code: 3)	Amount:
GRANTS PAID TO HELP CLIENTS	100.00
Analysis: (Code: a)	Sub Analysis:
Grants paid to help clients	
Restricted Fund:	
Case Float Fund	

Narrative:

Paying the total amount directly from the Restricted Fund

[Split/Multiple Codes ...] [Void Transaction]   [OK] [Cancel]

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Example 3 – Returning Surplus Grant Money to a Restricted Fund

Returning £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   **x**

Bank Account: Account Number
Nat West, Salisbury Client   48636290
Account Name: Reference Number:
Salisbury Client   PV000136
Receipt or Payment   Cheque / Payment Reference:
Payment   Transfer
Transaction Date: Payee / Payer:
13/01/2022   SSAFA Salisbury
Fund: Case Reference:
NON SSAFA FUNDS   Fox A, 1053706
Section: (Code: 7)   Amount:
GRANT REPAYMENTS   10.00
Analysis: (Code: e)   Sub Analysis:
Return unused Grants to Restr Funds (Table 3, 2d)
Restricted Fund:

Narrative:
Return £10.00 to Restricted Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

2 Receive the money into Restricted Funds

Account Register Details   **x**

Bank Account: Account Number
Nat West, Salisbury Admin   48636304
Account Name: Reference Number:
Salisbury Admin   RV000097
Receipt or Payment   Cheque / Payment Reference:
Receipt   Transfer
Transaction Date: Payee / Payer:
13/01/2022   SSAFA Salisbury
Fund: Case Reference:
RESTRICTED FUNDS   Fox A, 1053706
Section: (Code: 2)   Amount:
RECEIVED IN YEAR   10.00
Analysis: (Code: d)   Sub Analysis:
Grants refunded from NON SSAFA Funds (Table 2, 7
Restricted Fund:
Case Float Fund

Narrative:
Receive £10.00 grant repayment from NON SSAFA Funds

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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Appendix D Reversing Reconciled Transactions

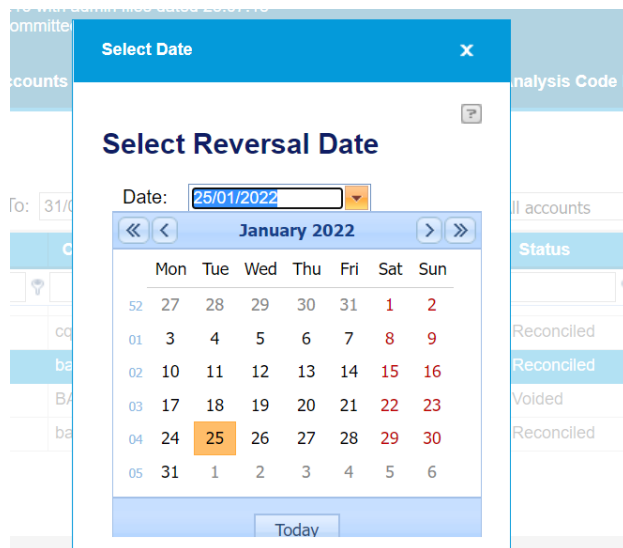In The Financial Transactions tab, highlight the line to be reversed, then click Reverse.

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.

The reversed transaction will be shown

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Account Register Details   x

?

Bank Account: Account Number
RBS, SSAFA Solihull Client   48626007
Account Name: Reference Number:
SSAFA Solihull Client   PV001579
Receipt or Payment   Cheque / Payment Reference:
Payment   bacs
Transaction Date: Payee / Payer:
31/01/2021   RNBT   ⊕
Fund: Case Reference:
NON SSAFA FUNDS   208453   ⊕
Section: (Code: 7)   Amount:
REPAYMENTS   -62.30
Analysis: (Code: b)   Sub Analysis:
To Funds/Associations of Grants not taken up
Restricted Fund:

Narrative:
Returned grant (R)

Split/Multiple Codes ...   Void Transaction   OK   Cancel

Reverse of PV001487.

Click OK and enter the reason for the reversal.

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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 case 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.

1 Pay £250.00 out of the incorrect case

2 Receive £250.00 into the correct case

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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

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

Account Register Details   x

Bank Account: Account Number
RBS, SSAFA Solihull Client   48626007
Account Name: Reference Number:
SSAFA Solihull Client   RV001141
Receipt or Payment   Cheque / Payment Reference:
Receipt   Transfer
Transaction Date: Payee / Payer:
25/01/2022   RAFBF   (+)
Fund: Case Reference:
NON SSAFA FUNDS   Dummy case, 888888   (+)
Section: (Code: 3)   Amount:
GRANTS RECEIVED FOR CASES   250.00
Analysis: (Code: a)   Sub Analysis:
From Service Funds and Charities
Restricted Fund:

Narrative:
Receive the grant from the RAFBF into the Client account using the Dummy case

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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

Account Register Details   x

Bank Account: Account Number
RBS, SSAFA Solihull Client   48626007
Account Name: Reference Number:
SSAFA Solihull Client   PV001579
Receipt or Payment   Cheque / Payment Reference:
Payment   Transfer
Transaction Date: Payee / Payer:
25/01/2022   RAFBF   (+)
Fund: Case Reference:
NON SSAFA FUNDS   Dummy case, 888888   (+)
Section: (Code: 3)   Amount:
GRANTS RECEIVED FOR CASES   250.00
Analysis: (Code: a)   Sub Analysis:
From Service Funds and Charities
Restricted Fund:

Narrative:
Receive the grant from the RAFBF into the Client account using the Dummy case

Split/Multiple Codes ...   Void Transaction   OK   Cancel

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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.

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.Simon Humphries	18 TEl EM
Auditor/Examiner	Ms.Linda Haynes	36A TEl

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 Return unused Grants to Restr Funds (Table 3, 2d)

RESTRICTED FUNDS

TABLE 3 - RECEIPTS

2 RECEIVED IN YEAR

a Donations

b Legacies

c Grants

d Grants refunded from NON SSAFA Funds (Table 2, 7e)

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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 Return unused Grants to Restr Funds (Table 3, 2d)

Case Balances Table 5 Case Balance Summary

The NON SSAFA Funds figure in the middle of the third line of Table 5 = The total of the Case Balances on the Case Summary Report.

In the example below £48,805.71 is the same figure on both reports.

Table 5 - Bank / Building Society Account Reconciliations

Branch: Cambridgeshire- Division: Bedfordshire Division		Division Number: 018-015		Year: 2022
Please enter NIL where appropriate	**SSAFA Funds**	**NON SSAFA Funds**	**Restricted Funds**	**TOTAL**
Balances as per copy statements - (Table 6 TOTAL)	2,237.69	48,805.71	0.00	51,043.40
Deduct: Unpresented Cheques	0.00	0.00	0.00	0.00
Add: Amounts not credited	0.00	0.00	0.00	0.00
Balances as Table 1,10, Table 2,8 and Table 3,5	2,237.69	48,805.71	0.00	51,043.40

Case Summary Balance

	Christmlinaug	1.02	0.00	0.00	1.02
908200	Wickes	18.05	0.00	18.05	0.00
Totals		**47,475.43**	**4,499.62**	**3,169.34**	**48,805.71**

Fund Totals and Bank Accounts

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 = £8,425.62.

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 = £3,394.74.

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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 = £5,030.88.

Table 5 - Bank / Building Society Account Reconciliations
(THE YEAR END HAS NOT BEEN COMPLETED AS SUCH VALUES SHOWN ARE ONLY PROVISIONAL)

Branch: Hertfordshire- Division: East Hertfordshire		Division Number: 052-012		Year: 2022
Please enter NIL where appropriate	SSAFA Funds	NON SSAFA Funds	Restricted Funds	TOTAL
Balances as per copy statements - (Table 6 TOTAL)	3,394.74	5,030.88	0.00	8,425.62
Deduct: Unpresented Cheques	0.00	0.00	0.00	0.00
Add: Amounts not credited	0.00	0.00	0.00	0.00
Balances as Table 1,10, Table 2,8 and Table 3,5	3,394.74	5,030.88	0.00	8,425.62

Table 6 - Summary of Bank / Building Society Accounts
(Include all accounts held by your Division and amounts held on Prepaid cards)

Branch: Hertfordshire- Division: East Hertfordshire		Division Number: 052-012		Year: 2022
Bank/Building Society	Title of Account	Sort Code Number	Account Number	Balance per Statement at 31/12/2022
Nat West	East Hertfordshire Admin	600001	48640026	3,394.74
Nat West	East Hertfordshire Client	600001	48640034	5,030.88
The total should agree with TOTAL Balances as per copy Statements Table 5			TOTAL	8,425.62