

Analysis Code	Comment
Service Committee	
SSAFA FUNDS	
TABLE 1 - RECEIPTS	
1 TOTAL BALANCES BROUGHT FORWARD	
a Bank	
b Cash	
2 RECEIVED FROM CENTRAL OFFICE	
a From SSAFA Units - Interest/Dividend	Separate codes to distinguish between types of income from investments
b From SSAFA Units - Withdrawal	
c From SSAFA Instant Access - Interest/Dividend	
d From SSAFA Instant Access - Withdrawal	
e Donations and Deeds of Covenant	
f Grants	
g Administrative Support	
h Gift Aid Recovered	
3 RECEIVED FROM OTHER COMMITTEES	
a Grants	
b Other amounts (give details)	Use the Narrative to provide details.
4 LOCAL RECEIPTS	
a Non Gift Aid Donations (Table 7, Item a)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
b Gift Aid Donations (Table 7, Item a)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
c Fund Raising (Table 7, Item b)	Shown in Table 7 on the Form 12, 12A, amounts over £500.00 are itemised.
d Hire of equipment	
e Legacies	
f Local Investments - Interest/Dividend	Separate codes to distinguish between types of income from local investments if applicable. Most investments are via Central Office, SSAFA Units or Instant Access.
g Local Investments - Withdrawal	Separate codes to distinguish between types of income from local investments if applicable. Most investments are via Central Office, SSAFA Units or Instant Access.

h	Bank Interest and Building Soc Interest	Only relevant if there are local Bank or Building Society accounts paying interest
i	Other income, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
6	PAID TO CENTRAL OFFICE	
a	Trans Branch Reserves Fund/Scottish Resources Com	
b	For Investment Purchase of SSAFA Units	
c	For Investment in Instant Access Account	
d	Unused Grants Returned to Central Office	When a grant or part of a grant from Central Office isn't used and is returned
e	SSAFA Raffle - Ticket Proceeds	
7	PAID TO OTHER COMMITTEES	
a	Other Committees	
8	GRANTS TO CASES	
a	From Central Office Funds	Should have a corresponding Grant Receipt from Central Office
c	From Service Committee Funds	Using money already in Service SSAFA Funds
9	LOCAL EXPENSES	
a	Fund Raising Expenses	
b	Office Accommodation	
c	Staff Costs – paid staff	
d	Postage, Telephone, Stationery, Computer related	Include 'Computer Related' for Internet, Software Licence type costs, use Sub Analysis Codes for more breakdown if required.
e	Travel for Casework and Administration	
f	AGMs, Conferences etc	
g	Training	
h	Publicity, Advertising	
i	Equipment	
j	Bank Charges	
k	Audit Fees	
l	Local Amenities	
m	Petty Cash	
n	Other expenditure, details in FMS entry narrative	Code to allow more flexibility without having to set up a new analysis code locally. Use the Narrative to provide details.
10	BALANCES CARRIED FORWARD	
a	Bank	

b	Cash	
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