

**SIMPLE SPREADSHEET ACCOUNTING for LIONS**

***LionBook***  
***LionBooksBIG***  
***LionBooksNEW***

(Most information for LionBooksNew is in the built in help system)

**USER MANUAL**

**Versions current at this revision:**

**LionBooks11.xlt**  
**LionBooksBIG0270.xlt**  
**LionBooksNew03-7Jun11.xlt**  
**LionBooksNew03-7Jun11.xltn**

First produced by the Top End Club Development Team April 1999  
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## CONTENTS

.....	1
<b>INTRODUCTION</b> .....	3
<b>COMPUTER AND OPERATOR REQUIREMENTS</b> .....	4
Software .....	4
Minimum hardware .....	4
Printer .....	4
Backup System .....	4
Computer User knowledge / ability .....	4
<b>SETTING UP LIONBOOKS</b> .....	5
1. Copy the LionBooks template to your computer.....	5
2. Conversion in Excel (Office)2007 and 2010 .....	7
3. Create the new LionBooks files .....	7
A word on filenames .....	7
2. Initiate the Accounts .....	11
<b>ENTERING TRANSACTIONS</b> .....	18
General Instructions .....	18
Dissections.....	18
Income transactions: .....	19
Bank Statement Transactions .....	20
<b>BANK RECONCILIATION</b> .....	21
Preparing for the reconciliation.....	21
Reconciling the account .....	22
Sorting out reconciliation differences.....	22
<b>PRINTING</b> .....	23
<b>REPORTS AND REPORTING</b> .....	25
<b>FINALISING THE YEAR AND HANDING OVER</b> .....	26
Preparing for the Auditor .....	26
<b>SUMMARY</b> .....	27
Setting up .....	27
Copying and creating the files.....	27
Initiating the Files .....	27
Using LionBooks .....	27
Data Entry .....	27
Bank Reconciliation .....	27
Printing.....	28
Annual Report .....	28
<b>PROBLEMS, SUGGESTIONS, NEW IDEAS &amp; THE FUTURE</b> .....	28

## INTRODUCTION

"LionBooks" has been set up as a simple but effective book keeping system for Lions Clubs in Australia. The system has been developed in a practical club accounting environment over several years and has been designed specifically to be easy to use for users with little or no book keeping knowledge. It is also designed to overcome problems normally associated with handing over between computer and manual book keeping systems.

Features of LionBooks are:

- Easy to set up
- Easy to use
- Reports generated automatically
- Simple monthly bank reconciliation
- Income and Expenditure statement year-to-date always current
- Transparent - all entries always visible, nothing hidden
- Entry errors marked as they happen to help accuracy
- Unlimited number of accounts
- Once-only simple set up for club and account information automatically transferred to reports
- Monthly reports include all cashbook entries, cashbook balance, bank reconciliation and income & expenditure statement printed simply and easily.
- Annual reports produced in a similar manner
- A full set of cashbook sheets and reports can be printed at year end (or any other time) and form a full conventional set of accounting records needing only a Balance Sheet to complete, which can be handed over as a traditional manual set of books with no need for a computer at all.***
- The books can be audited in either printed or electronic form (or both) at the auditor's discretion. Versions are available to run on Excel (Office) 97, 2000, XP, 2003, 2007 and 2010 and OpenOffice 1.9 or later. A free copy of the OpenOffice software suite is available on many magazine cover CDs or for free download from [www.OpenOffice.org](http://www.OpenOffice.org) – but be warned it is a huge 17mb file. OpenOffice 3.3 is usually available on the Lions annual training distribution CD. LionBooksNew will only run on MS Excel, not on OpenOffice.

The downside is that LionBooks is only suitable for "normal" clubs with limited transactions and dissection requirements. It cannot handle GST (but then very few Lions Clubs need to, either!). Limitations of LionBooks are:

- Maximum of nine dissections for income and nine dissections for expenditure for each account
- Limit of 14 income and 14 expenditure transactions each month for each account
- No GST provisions

A new version, LionBooksBIG is similar, has

- 14 income and 17 expenditure entries / month,
- 18 dissections.

But be warned, LionBooks is much easier to use than LionBooksBIG, so Treasurers, particularly computer novices, should really stick with LionBooks if they can. There is a lot of help and advice in the Australian Lions Treasurers Manual about reducing the need for transactions and dissections. LionBooks and LionBooksBIG both run on either Excel or OpenOffice.

A completely new version LionBooksNEW (what else!) has an extensive help system built in,

- 42 data entry lines / month,
- 20 dissection columns,
- provision for investment accounts
- automatic reporting, including Balance Sheet.
- Navigation is by menus and buttons so simpler than the older versions.

## ***Ctrl-S Save your work often !***

- ❑ The catch is that this programme only works on Excel – all versions –and will not run on OpenOffice.

In spite of these limitations, the system is still quite adequate for the average Lions Club. Some methods of reducing the number of transactions which need to be recorded, and the number of dissections needed, are discussed in the Treasurer's Manual. In particular, use of a good dinner meeting Receipt Sheet can reduce cashbook transactions severely.

*NOTE: The Treasurer's Manual referred to throughout this text is available in .PDF format for download from the Leadership Section of the Australian Lions website at [www.lionsclubs.org.au](http://www.lionsclubs.org.au)*

## **COMPUTER AND OPERATOR REQUIREMENTS**

Any computer system which can operate a multi sheet spreadsheet is adequate to use LionBooks provided it is running Windows (any version after W98)

### **Software**

**One of the requisite spreadsheet programmes *must be installed on the computer.*** LionBooks does not include the actual spreadsheet programme.

Suitable spreadsheets are:

- ❑ Microsoft Excel 97 (From Office97) 2000, XP, 2003, 2007 or 2010.
- ❑ OpenOffice – (Calc) any version from 1.9. Earlier versions are no longer supported. Version 3.3 is current at this revision. Only for LionBooks and LionBooksBIG, not for LionBooksNew

***Microsoft Works is NOT suitable.***

### **Minimum hardware**

To run one of these programmes, a minimum Pentium class computer will be suitable. Basically, if it will run the spreadsheet, it will run LionBooks.

### **Printer**

Any A4 printer will suffice, although a more modern one will produce better looking and more readable reports. An inkjet is recommended for superior output, but an old dot matrix will suffice if nothing else is available. Colour is not necessary. Virtually any printer less than four or five years old will be fine.

### **Backup System**

Like all software, regular backups are needed to avert disasters. Because all entries are printed as part of the monthly report, provided these are filed, there is no danger of unrecoverable disaster, but computers do crash and hard disks have been known to lose everything before today, so a backup is recommended after every time new entries are made.

The standard CD drive in the computer will be quite adequate for backups. Three new CD-RW should be labeled "Lions Accounts Backup 1 (2, 3) and kept in a safe place for this purpose and nothing else. Use them in rotation to maintain a backup from which you can recover even if one of the backup CDs itself fails. A USB stick or SD card could be used the same way but is not recommended because of the volatile nature of the files. (If you fail to turn the unit off properly before removing it, the files can be unrecoverably corrupted) If you do use USB sticks, still use a rotation of three just as with CDs. To back up, just save a copy of the .xls file after you finish *every time you use LionBooks.*

### **Computer User knowledge / ability**

Elementary spreadsheet use is all that is necessary. Provided you can open a file, save it, save it to a USB stick or CD (for backup), print a spreadsheet and enter data in a cell, including correcting entry errors, you should have no problems using this system.

Cells which you should not touch are all protected - you cannot alter them at all. All necessary formulae are already entered and protected against alteration, totals all look after themselves, as do balances.

***If you make an error entering dissections and they don't add up as they should, the offending balance will be highlighted in red until you get the entry right.***

Although everything is protected as far as possible against accidental change, the password to allow access to change anything is available from the author so that advanced users can make changes if they wish, although you really should think carefully before you change anything. ***Once the password has***

***Ctrl-S Save your work often !***

***been given out, the author no longer will provide any form of support – you're on your own !*** This is because the author no longer has any control over formulae or code that are critical to correct operation.

**SETTING UP LIONBOOKS.** (Note these instructions are for LionBooks but are virtually identical for LionBooksBIG; LionBooksNew is dealt with separately)

These instructions assume Windows XP is your operating system. Please adapt to suit if you are using other versions of Windows. The methods are essentially the same except for conversion in Office 2007 and 2010. See the note on conversion below.

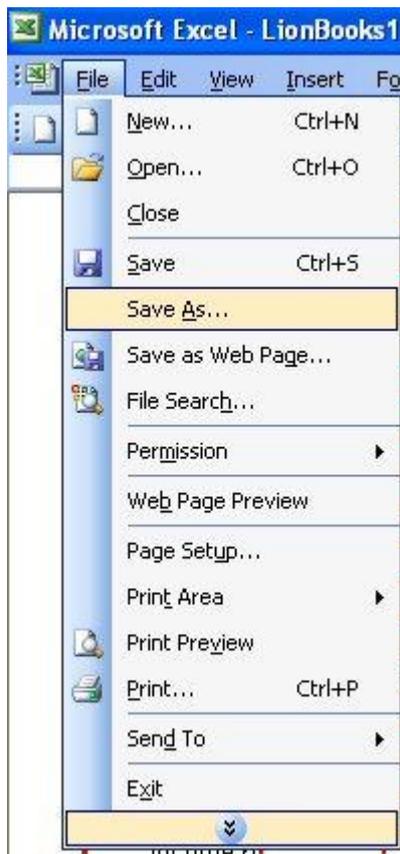
**1. Copy the LionBooks template to your computer.**

**NOTE:** You can skip this section and go straight to the “Create the New LionBooks Files” section if you would rather just set up LionBooks straight from the CD and not have a copy of the template available on your computer for future use. NOT recommended.

**FOR MS EXCEL:**

Double-click the downloaded file (LionBooks11.xlt or LionBooksBIG0270.xlt) on your desktop unless you changed the download location). Your version of MS Excel will open displaying the LionBooks Template. You might have to wait a little while if yours is an older, slower, system.

Click **File** then Click **Save As**



**(NOTE:** These illustrations are using Office 2003. The screens are mostly similar for all earlier versions; where there are significant differences, they are noted in the text.)

The Save dialogue box will come up: (next page)

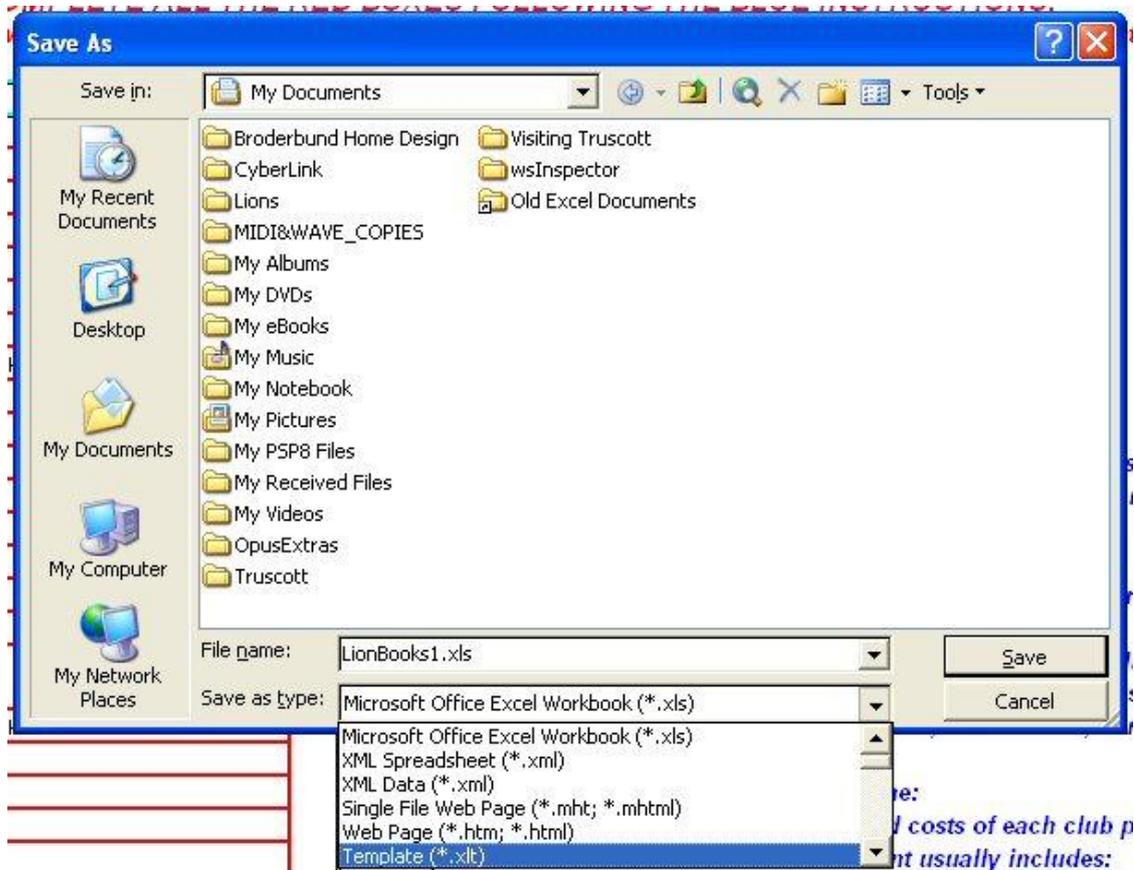
At the bottom of the dialogue box, click on the “**Save as Type**” box, scroll down and highlight the entry “**Template (\*.xlt)**”

Leave the Filename as LionBooks11.xlt

Click on **Save**.

This will save a copy of the LionBooks template in your default location for templates, where it will be available year after year if you need it.

*Ctrl-S Save your work often !*



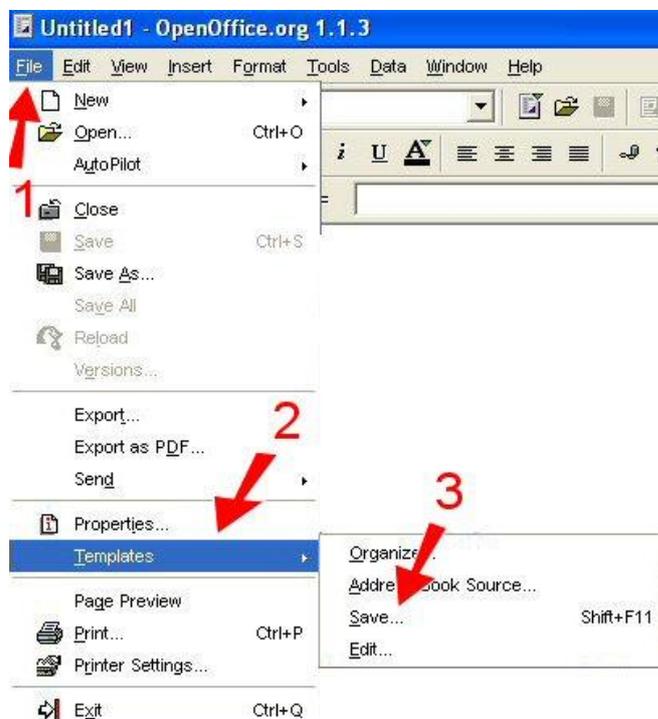
### For OpenOffice:

**NOTE:** You must have already installed OpenOffice. If you haven't, skip this and do so first. follow the instructions in the Open Office Installation Manual which you can print from their download files, and follow the instructions there, then come back here to install the template.

Double-click the downloaded file (LionBooksOpenOffice3.00.ots on your desktop unless you changed the download location).. Your version of OpenOffice will open displaying the LionBooks Template. You might have to wait a little while if yours is an older, slower, system.

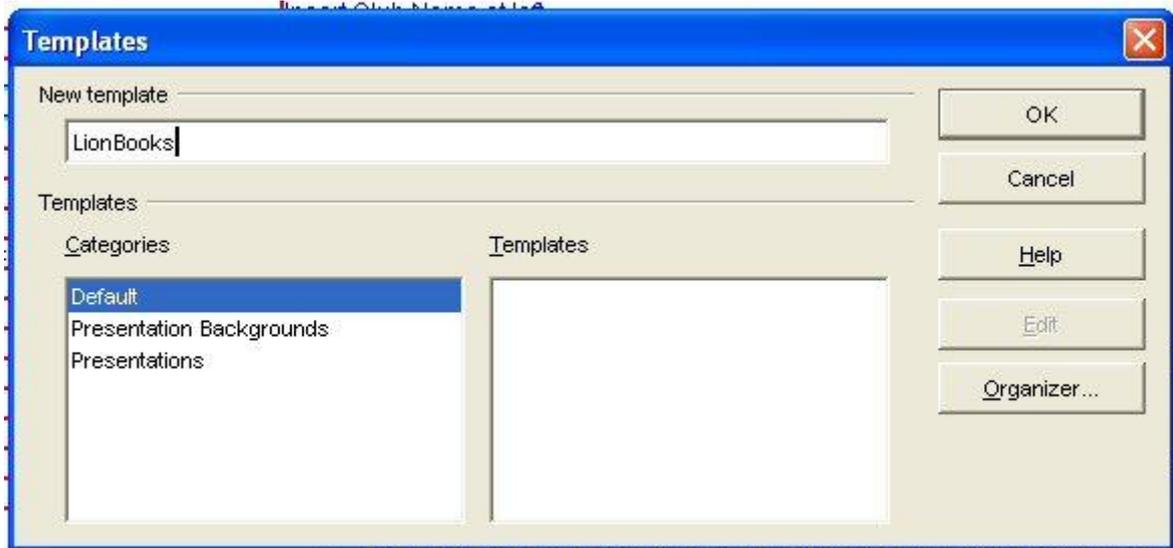
Click **File (1)** then **Templates (2)**, then **Save (3)**

(Or just click Shift-F11)



**Ctrl-S Save your work often !**

The Template Save dialogue box will pop up:



Type "LionBooks" in the New Template box if it isn't already there. Leave the "Default" category selected as shown here unless you are an experienced OO user in which case you may want to create a new category for Lions Templates, then **Click OK**

## **2. Conversion in Excel (Office)2007 and 2010**

When you open the template as described above, it will open in Compatibility Mode and numerous features may be disabled. Follow these steps to convert the document to your system. Ignore the warning about formatting as it does not affect these spreadsheets.

- a. Click on File
- b. Near the comment about Compatibility Mode at the top left is a button "Convert". Click on this button.
- c. Change the "Save as Type:" from Excel Workbook (\*.xlsx) to "Excel Template(\*.xltx) – on the 8<sup>th</sup> line down.
- d. Change the File name by removing the extra "1" that the system puts at the end of the original. i.e. change "LionBooks111.xltx" back to "LionBooks11.xltx" or "LionBooksBIG02701.xltx" back to "LionBooksBIG0270.xltx".
- e. Click on "Save"
- f. Close and reopen the workbook as suggested on the pop-up by clicking "Yes"

**For LionBooksNEW a converted file is provided on the CD**

## **3. Create the new LionBooks files**

Before you can use LionBooks, you need to set up account files using the templates you have just installed on your computer. ( If you chose not to install the templates, you can set the files up direct from the CD.)

**You need do this once only at the beginning of each year.**

When you have finished, you will have one separate filename (and file) for each account which you will use for the whole year.

It is a good idea to create a folder specifically for your accounting records to make them easier to find.

### **A word on filenames**

It is a very good idea to select filenames that will instantly tell you what the contents of the file are. Although long filenames are now widely used, it is still good practice to incorporate the file meaning in the first eight letters of the filename for technical reasons.

The method in use in the author's club for some years is to use the abbreviated account name followed by the accounting year, thus:

"ADMN1112" = Administration Account 2011 - 2012

"ACTV1213" = Activities Account 2012 - 2013

"CONV9900" = Convention Account 1999 - 2000

## *Ctrl-S Save your work often !*

If these filenames are too cryptic for you, use longer filenames in a similar manner:

"ADMIN 11-12"

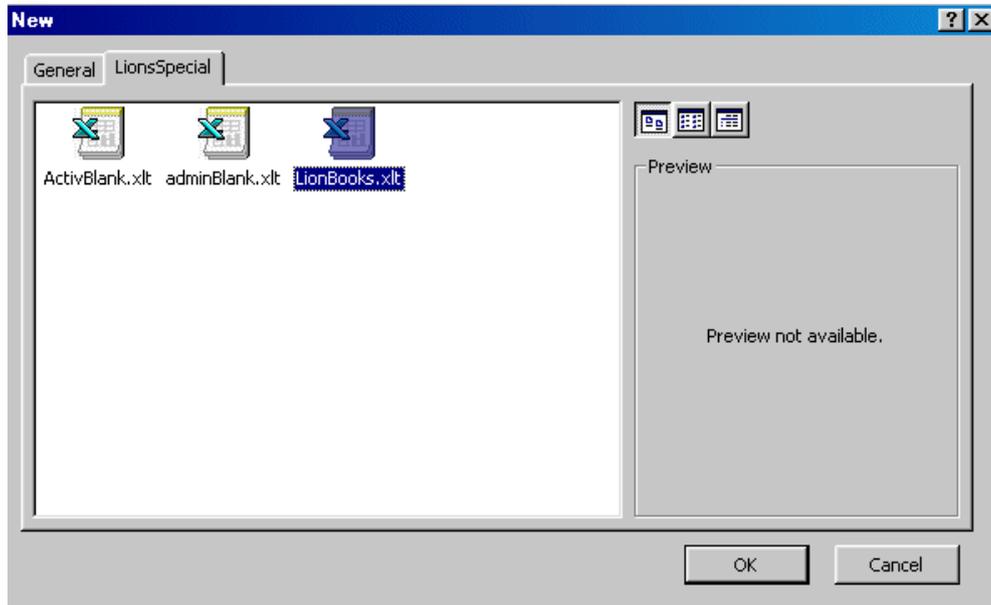
"ACTIVITY 2012\_2013"

"CONVENTION 2007\_2008"

(note that the "/" character cannot be used in filenames; the "-" as in 05-06 is OK in Excel but illegal in Lotus so the "\_" which is OK in all programmes has been used.)

**To create the new LionBooks files, once you have decided on appropriate filenames:**

**IN EXCEL FROM THE TEMPLATE YOU INSTALLED:** Start Excel



Select "**File**" then "**New**". The Template dialog box will come up. On the tabs across the top, you will find one corresponding to the name of the folder where you placed LionBooks.xlt. (In the General tab if you didn't create a separate folder) Click on that tab. **Double Click** on the LionBooks.xlt icon that appears. The template dialogue will close and a copy of the file "**LionBooks11.xlt**" will open in your workspace. When the template opens, save the file with its new names. See the step labeled "**IMPORTANT**" on page 9.

In 2007 – 2010 you can work directly with the converted template that is open on your desktop from the conversion step, or in anew session, click on "File", then "New", then on the "My Templates" button under "Available Templates" then on the pop-up click on the template you want.

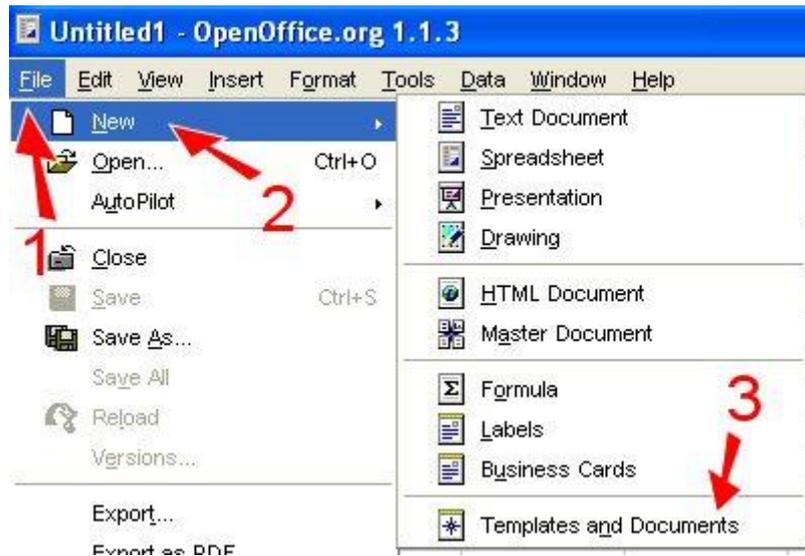
**IN EXCEL DIRECT FROM THE CD:**

In Windows Explorer, locate the filename LionBooks11.xlt or LionBooksBIG0270.xlt on your CD drive and double click on it. Your version of MS Excel will open displaying the LionBooks Template. You might have to wait a little while if yours is an older, slower, system. When the template opens, save the file with its new names as above. See the step labeled "**IMPORTANT**" on page 10.

*Ctrl-S Save your work often !*

**IN OpenOffice FROM THE TEMPLATE YOU INSTALLED:** Start OpenOffice.

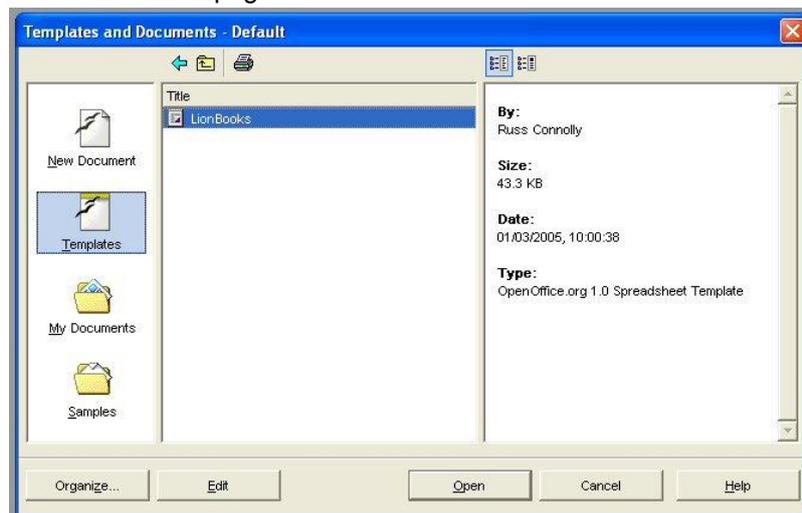
Select "File" (1) then "New" (2) then "Templates and Documents" (3).



The Template Location Dialogue will pop up:

**Double Click** on **Default** to open the template list. The dialogue will change to a list of all installed templates (which will probably only have LionBooks in it.)

**Click on Open** . When the template opens, save the file with its new names. See the step labeled "**IMPORTANT**" on page 9.



**IN OpenOffice DIRECT FROM THE CD:**

In Windows Explorer, locate the filename LionBooks.xlt on your CD drive and double click on it. Your version of OpenOffice will open displaying the LionBooks Template. You might have to wait a little while if yours is an older, slower, system. When the template opens, save the file with its new names as above. See the step labeled "**IMPORTANT**" on page 10.

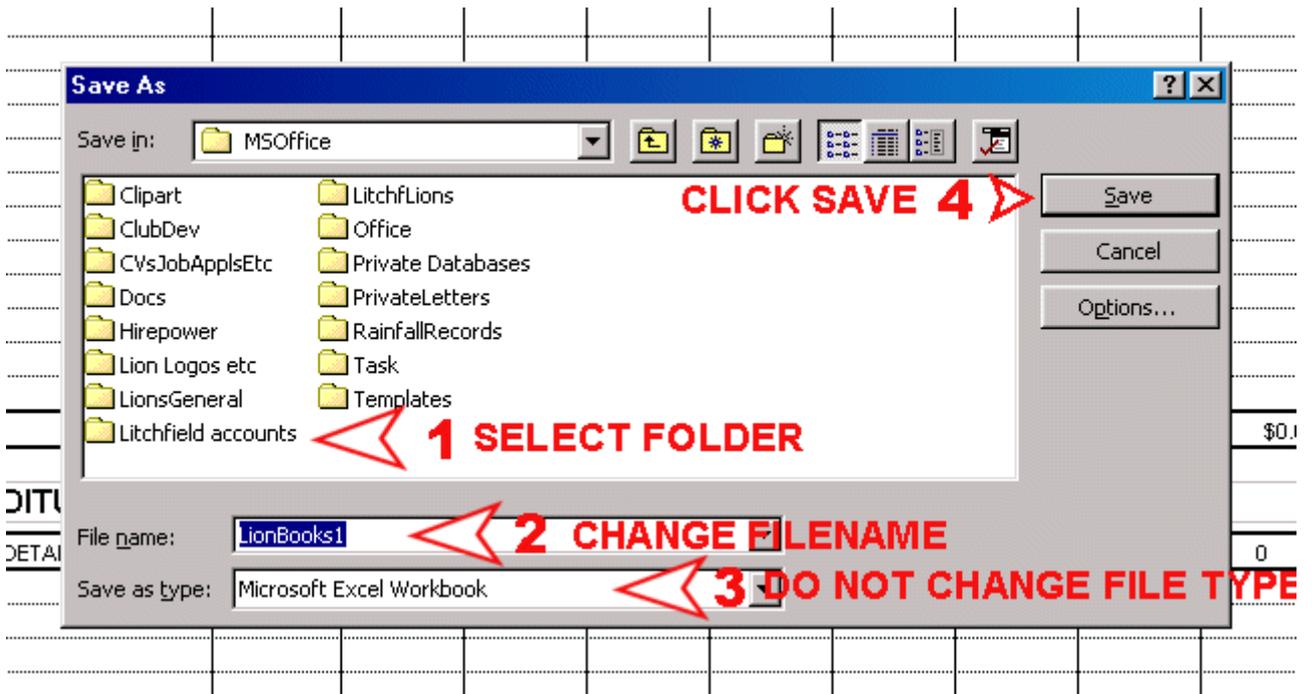
*Ctrl-S Save your work often !*

***IMPORTANT*** Carry out the next step ***IMMEDIATELY***, before you even look at the ***LionBooks spreadsheet.***

In all versions of Excel from 97 to 2010, Select "**File**" then "**Save As**". Select the folder in which you want to place all your LionBooks book keeping from the dialog box that opens and double click it. Delete "LionBooks111.xls" or "LionBooksBIG0271.xls" in the File Name box at the bottom of the same dialog box, and type in the name you have selected for this file. Do not change the "Files of Type" Microsoft Excel Workbook box right at the bottom. Click on Save..

**NOTE:** The rest of these instructions apply specifically to the MS Excel version. The OpenOffice version is virtually identical with only minor screen differences. eg in the following dialogue, the OpenOffice "Save As" screen looks different, but works exactly the same as the Excel one. In the interests of simplicity, the OpenOffice screens are not shown from this point on.

Select "**File**" then "**Save As**" again. The folder should be the right one this time. Delete the filename shown (which will be the name of the file you just created) and replace with the name you have selected for your next account and again click on Save. This creates another copy of



the file, this time with the second account name.

If you have more than two accounts, repeat the procedure for the rest of the accounts.

At the end of this procedure, which you only need carry out once for each year, you will have at least two files in a folder named "MyClubAccounts" or something similar which you can find easily. There will be one file for your administration account and one for your activities account. There may be others if you have more accounts. The filenames should make it obvious which file is for which account, and in future years it should also be easy to see from the filenames which accounting year each file and account covers.

*Ctrl-S Save your work often !*

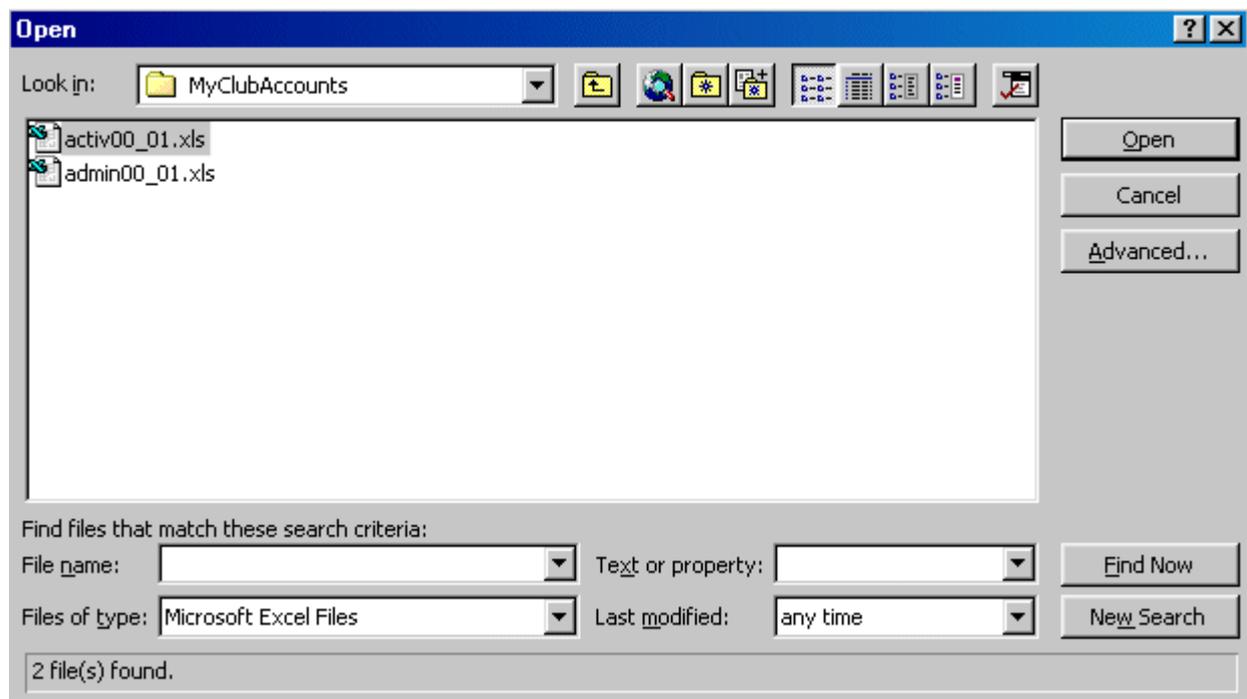
## 2. Initiate the Accounts

Before any actual book keeping can be done, it is necessary to initiate the accounts by entering some details about your Club and its accounts. This is only necessary once each year, but must be done first. Many of the details you will enter here appear on each month's sheet, and are repeated many times, but you will only have to enter them once. *These illustrations are for LionBooks but LionBooksBIG is virtually the same, just with more boxes to fill in. LionBooksNEW has full setup instructions within the programme.*

First. Open one of the newly created accounts.

- Start Excel (or whatever other spreadsheet you are using)
- Click "File" - "Open" then select (double click) the name of the Folder where your files are located.

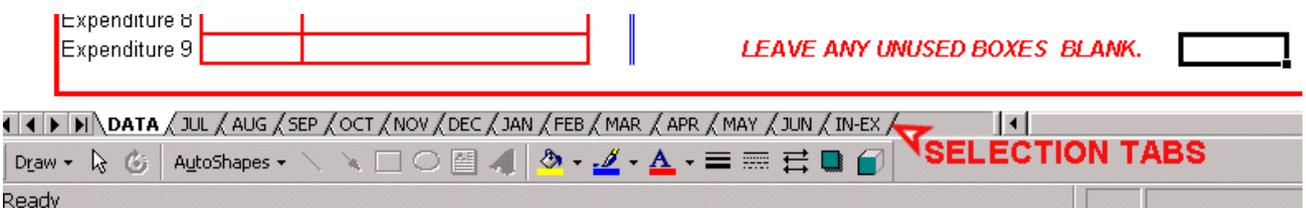
Select the file you want to initiate from the list that appears and double click, or highlight the filename and click on "Open".



### Take a Quick Tour of the LionBooks system.

Now that you have opened your first LionBooks accounts file, take a few minutes to walk around it and see just how simple it is.

Across the bottom of the work area of your screen you will see a number of labeled tabs. There is a set-up tab, one tab for each month of the year and a tab for the annual income and expenditure statement.. Each tab represents a separate spreadsheet but all sheets are linked together. You can only view one sheet at a time. Click on a tab to open the attached sheet . Take a few minutes to look at these sheets and familiarise yourself with their layout.



*In this screenshot, the "Data" tab is selected and the Data sheet is open ready to be worked on. On your computer this tab is labeled "Set Up".*

**Ctrl-S Save your work often !**

If your computer has a screen resolution of 800x600 or higher, the whole sheet will fit on your screen horizontally, although some vertical scrolling will still be needed. If you use 600x400 resolution you will also have to scroll horizontally to see all of the sheet.

**The Set Up Sheet** (was called DATA)

This is where you enter all the details of your Club and its accounts. The sheet is straightforward and pretty much self explanatory. The one shown here is for LionBooks. LionBooksBIG is similar, but has 18 dissection entry boxes each in place of the 9 shown here.

**COMPLETE ALL THE RED BOXES FOLLOWING THE BLUE INSTRUCTIONS.**

*These items will automatically transfer to each page for the full year including to the income and expenditure statement.*

Lions Club of:		Insert Club Name at left
Account Name		Insert account name (ADMINISTRATION, ACTIVITIES etc) IN CAPITALS
Financial Year 1st half		Insert first half of accounting year e.g. 2000
Financial Year 2nd half		Insert second half of accounting year e.g. 2001
Balance brought forward		Insert the balance brought forward at the beginning of the year
Treasurer's name		Insert the name you want to appear in your signature block on reports

	SHORT	LONG	
Income 1	INTEREST	Bank Interest	<p><i>Insert the dissection names for this account in each of these boxes</i></p> <p><i>The "SHORT" description appears at the head of a dissection column and the "LONG" description appears in the income and expenditure statement.</i></p> <p><i>There are EIGHT characters available for short descriptions and 24 for long.</i></p> <p style="color: red;"><b>You MUST use both descriptions</b></p> <p><i>ADMINISTRATION dissections usually include for income:</i>  <i>Bank interest, dues paid in, dinner fees, raffles, fines and other internally raised income and fares equalisation payments</i></p> <p><i>For expenditure dissections, the administration account usually includes:</i>  <i>Bank Charges, dues paid out, raffle prize costs, administration costs such as postage and stationery, cost of members awards, dinner costs, convention subsidies</i></p> <p><i>ACTIVITIES dissections usually include for income:</i>  <i>Bank interest, Lion Mints, Christmas Cakes and costs of each club project</i></p> <p><i>For expenditure dissections the activities account usually includes:</i>  <i>Bank charges, Dues paid out (as advised by Cabinet Treasurer) Costs of Mints and Cakes Cost of each club project which was included in the income section</i></p> <p style="text-align: center; color: red;"><b>LEAVE ANY UNUSED BOXES BLANK.</b></p>
Income 2			
Income 3			
Income 4			
Income 5			
Income 6			
Income 7			
Income 8			
Income 9			
Expenditure 1	BANK CHG	Bank fees & Gov't taxes	
Expenditure 2			
Expenditure 3			
Expenditure 4			
Expenditure 5			
Expenditure 6			
Expenditure 7			
Expenditure 8			
Expenditure 9			

Information you insert here will appear on all the other sheets as it is needed. If you do not need all of the dissection columns, simply leave them blank. If you do not have the balance brought forward at the beginning of the year, you will be unable to carry out an accurate bank reconciliation. Do not enter the "\$" sign - it is automatic.

The dissections shown for Income 1 and Expenditure 1 are usual practice, but you can overwrite them if you wish.

If you look at any "month" sheet before you fill in the "data" sheet, you will see that there are no column headings, Club name, etc. After the data sheet is completed all of these items will be filled in on all sheets automatically, and the Income and Expenditure statement will have been fleshed out with dissection details. The short names go in as column headers and the long and more descriptive ones are used in all the reports.



*Ctrl-S Save your work often !*

Lions Club of <b>Woop Woop</b>		<b>ADMINISTRATION</b>	<b>ACCOUNT</b>
<b>ACCOUNT BALANCE AND BANK RECONCILIATION</b>		<b>July</b>	<b>2000</b>
<b>ACCOUNT BALANCE PER CASHBOOK</b>			
BALANCE BROUGHT FORWARD	1 July 2000	<b>\$231.45</b>	
ADD: Income for period		<b>\$0.00</b>	
			<b>\$231.45</b>
LESS: Expenditure for period		<b>\$0.00</b>	
<b>EQUALS BALANCE PER CASHBOOK</b>			<b>\$231.45</b>

### **The "Month" Sheets**

Each of these twelve sheets is essentially identical. You enter all transactions for each month here, and at the foot of each sheet you carry out a bank reconciliation for the month. The sheets have been designed to print out on three standard A4 pages for each month. The first page shows the dissections, the second page the bank reconciliation and the third has an Income and Expenditure statement with current month and Year-to-date figures. These pages also form the basis for a good Treasurer's report.

Brief details about entering transactions in the month sheets and carrying out a Bank Reconciliation are given in the next two sections. More complete information can be found in the Treasurer's Manual.

The whole of a "Month" sheet is shown on the next page to give you an overview of what is on each sheet. You will not normally see this whole view, because the print is too small to be practically useable. Instead, the screen is usually viewed as top and bottom halves separately. You can also view the Income and Expenditure Statement on the right hand side if you wish, although you cannot directly alter anything on it and you need not view it except as a "Print Preview", explained further on.

You can adjust the size of the image on your screen by going to "View" - "Zoom" and then selecting a new magnification from the list that appears, or entering a custom magnification in the custom box. Sometimes a slight (custom) adjustment is desirable to fit the full spreadsheet width on your screen. It is worth a try if you find that you have to continually scroll just a little bit to view the full width. If the resulting image is too small to use, just repeat the process and revert to 100% magnification (the default)

*Ctrl-S Save your work often !*

### The Whole "Month" Sheet - LionBooks

The screenshot displays a Microsoft Excel spreadsheet titled "Microsoft Excel - Admin01\_02.xls". The spreadsheet is divided into three main sections, each representing a different page of a bookkeeping manual.

**Top Left: ADMINISTRATION ACCOUNT INCOME**  
This section contains a table with columns for DATE, DETAILS, DEBIT, CREDIT, BANK, INTEREST, PAID, DIBBED, SUPPLIES, FINES, FURES, OTHER, BALANCE, and TOTAL. It lists various income entries for August 2001, such as "Members dues paid in advance" and "Members dues received".

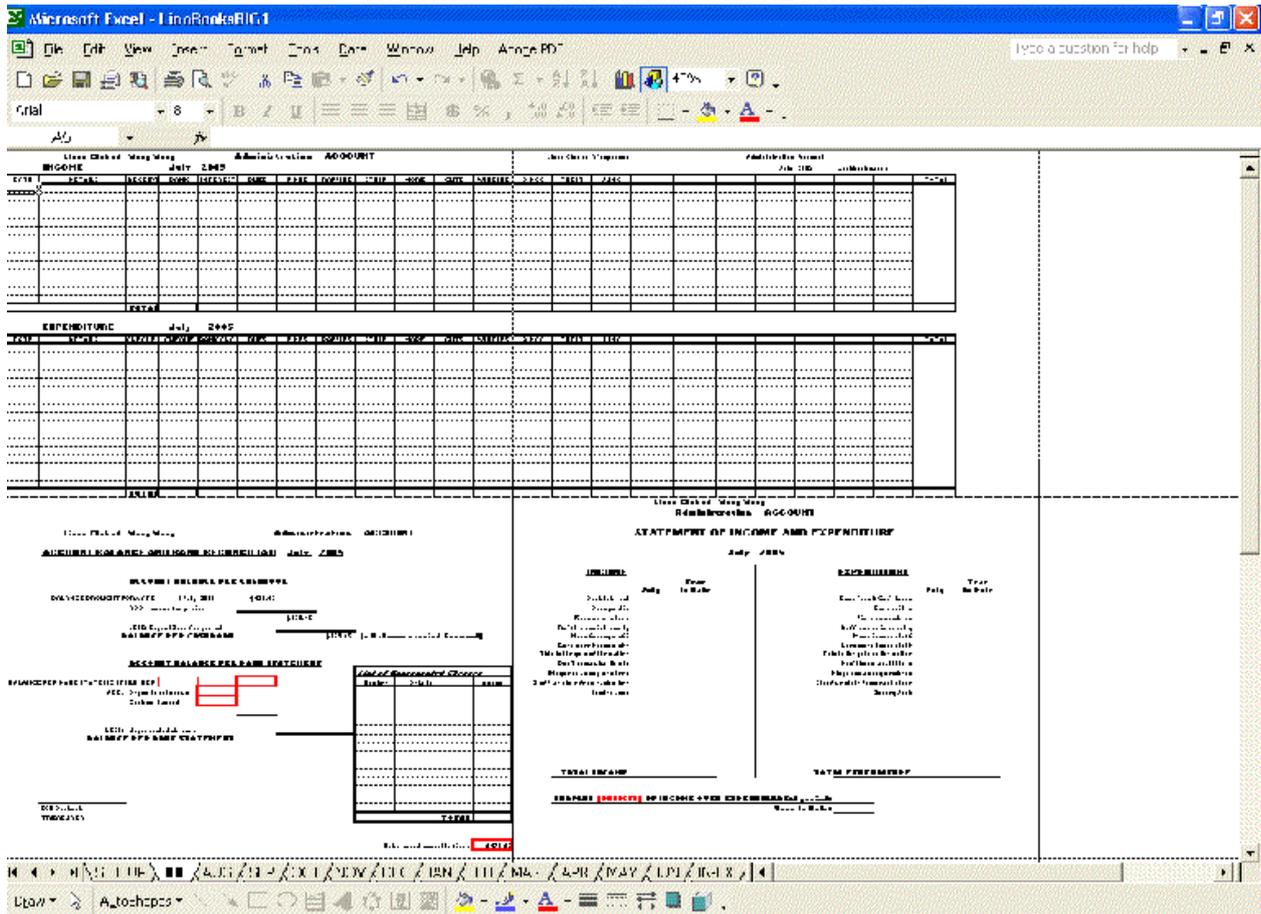
**Top Right: ADMINISTRATION ACCOUNT STATEMENT OF INCOME AND EXPENDITURE**  
This section provides a summary of income and expenditure. It includes sub-sections for INCOME and EXPENDITURE, with columns for AUG and YEAR TO DATE. The total income is \$425.50 and the total expenditure is \$426.54, resulting in a net deficit of \$0.04.

**Bottom: ADMINISTRATION ACCOUNT ACCOUNT BALANCE AND BANK RECONCILIATION**  
This section is used for reconciling the cashbook with the bank statement. It includes fields for ACCOUNT BALANCE PER CASHBOOK, ACCOUNT BALANCE PER BANK STATEMENT, and a table for the difference between the two. It also includes a section for "List of Unreconciled Checks" with columns for Number, Date, and Amount.

This area is normally viewed much as it is printed, one page at a time. Top left is page one and is the "cashbook" area where you do all the entries. Below that is page two which is the Bank Reconciliation area. Page three is at the top right and is the monthly Income and Expenditure Statement. This is completely automatic and there is nothing you can directly alter in it. Simply print it out!

*Ctrl-S Save your work often !*

### The Whole "Month" Sheet - LionBooksBIG



This area is normally viewed much as it is printed, one page at a time. The top two pages are the "cashbook" area where you do all the entries. Below that is page three which is the Bank Reconciliation area. Page four is at the bottom right and is the monthly Income and Expenditure Statement. This is completely automatic and there is nothing you can directly alter in it. Simply print it out!

You would normally not see a screen like this because all the components are far too small to see. It is shown here just to give you a better idea of how the programme is laid out and where you are heading when you scroll around the screen.

Because of the extra scrolling needed to make data entries in LionBooksBIG, particularly in the cashbook columns, it is not as easy to use as LionBooks.

#### **The "IN-EX" - Income and Expenditure - Sheet**

This sheet is an automatic electronic summary of all the entries you have made to date. There are no fields on it that you can directly enter as it is entirely automatically calculated from your monthly entries.

A similar report is also printed automatically each month, except that it shows not only the current month expenditure and income on each dissection item, but also the equivalent year to date amounts. It is also completely automatic. It can be seen on the right hand side in the screen shot of LionBooks and at the bottom right in LionBooksBIG .



## ***Ctrl-S Save your work often !***

All of the balances shown on the Income and Expenditure Statement are simply the totals of amounts entered in the "month" sheets from 1 July to the last entry date. Everything is automatic and there is nothing you can directly change. This example shows the books entered to August, but you would usually only print this statement at the end of the financial year. This Club has chosen to account postage separately but most Clubs include it in their administration costs.

You cannot enter any of the details or headings on this sheet. If you want to alter the description of an item, you must do it on the "Set Up" sheet and that description will then apply for the whole year. You cannot have one description for part of a year and another afterwards.

## **ENTERING TRANSACTIONS**

**DO NOT use "\$" symbols when entering any money amounts. These are added automatically by the programme. Simply enter money amounts as a decimal number with or without cents shown. If the entry is for whole dollars, you need enter the whole dollar number only - the spreadsheet will enter the ".00" cents for you. If the amount includes cents, enter as a decimal e.g. 14.56 will show as \$14.56; 14.5 will show as \$14.50, as will 14.50.**

### ***General Instructions***

- Transactions should always be entered as soon as possible after the event. It is a lot easier to remember exactly what everything was about on the night after a meeting than it is two weeks later on the night before the next meeting.
- Cash Accounting methods are used:
  - Cheques are entered as soon as they are written, not either when they are cashed or when the expenditure is actually committed or approved, but when the cheque is written.
  - Income is entered when the money is received, not when it is promised or becomes due.
- ***Save your work regularly. Hit "File" - "Save" (or Ctrl-S) frequently. Immediately after each group of entries, or before scrolling to a new part of the page, and always before either printing or quitting the programme. That is the absolute minimum.***
- Complete all entries for one month and print the results before going on to the next month.
- Solve all "red box" (explained later) entries before proceeding.
- Double check each entry. Make sure the amount you have entered is **exactly** correct. Dollars correct; cents correct; decimal correct; no extra zeros. Meticulously careful transaction entries are the basis of trouble free book keeping.
- All transactions begin with the date on which the transaction occurred, details of what the transaction was about, the receipt number (for income) or the cheque number (for expenditure) and the total transaction amount.
- If you use copy and paste to repeat any entries for any reason, use "Paste Special" and select "All except borders" (in Excel) or use "Paste Special" then untick all except "numbers" in OpenOffice.

### ***Dissections***

- The money amount for each entry is made in two places.
  - For income, the whole of a transaction amount is written in the "BANK" column, and then that amount is dissected across the dissection columns. This means simply that the amount is broken up into its various components. Often there is only one component and the amount is written then in only one column other than "BANK".
  - Expenditure is treated in a similar manner, except that every transaction is written in the "CHEQUE" column.

This is explained in detail in the transaction sections below and shown in the following screen shots.

*Ctrl-S Save your work often !*

	A	B	C	D
1		Lions Club of Woop Woop	AD	
2		INCOME	July	
4	DATE	DETAILS	RECEIPT	BANK
5	12-Jul	Fred Bloggs	346	\$120.00
6	12-Jul	John Leonie	347	\$120.00
7	12-Jul	LionTamer	348	\$21.90
8	12-Jul	Dinner Chairman	349	\$546.00
9				
10				

**All transactions begin with the basic details of Transaction Date, Details, Receipt or Cheque Number and Total Amount.**

20				
21		EXPENDITURE		July
23	DATE	DETAILS	CHEQUE #	CHEQUE
24	12-Jul	District Treasurer	9564	\$1,240.00
25	12-Jul	Lions Retreat Hotel	9565	\$523.00
26	12-Jul	Lions MD Shop	9566	\$69.50
27				
28				
29				

### Income transactions:

All income should be receipted, and transactions are then entered directly from the receipts. For information about receipts and some ways to make meeting receipts run smoothly, or to find out how to easily keep track of Member's Dues (who has paid and who has not & when they are paid up to) see the Treasurer's Manual.

Once the basic entries of Date, Detail, Receipt number and amount have been entered, the amount is then dissected. This is a simple procedure explained below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Lions Club of Woop Woop	ADMINISTRATION	ACCOUNT										
2		INCOME	July 2000											
4	DATE	DETAILS	RECEIPT	BANK	INTEREST	DUES	DINNER	RAFFLES	FINES	FARES	0	0	0	TOTAL
5	12-Jul	Fred Bloggs	346	\$120.00		\$120.00								\$120.00
6		John Leonie	347	\$120.00		\$120.00								\$120.00
7		LionTamer	348	\$21.70				\$12.50	\$9.20					\$21.70
8		Dinner Chairman	349	\$546.00			\$546.00							\$546.00
9														\$0.00

The whole of the amount in the "BANK" column is entered in one or more dissection columns to explain what it has been received for. In the example above, the top two lines and the fourth line have only one entry each, because the whole of the amount in the "BANK" column was income from one item only, "DUES" for one and two, and "DINNER FEES" for four.

The amount in the third column was money received from the Lion Tamer and included money from the raffle and also from the tailtwisting session, so it has been broken down to show these two dissections.

*Ctrl-S Save your work often !*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Lions Club of Woop Woop			ADMINISTRATION		ACCOUNT								
2	INCOME		July 2000											
4	DATE	DETAILS	RECEIPT	BANK	INTEREST	DUES	DINNER	RAFFLES	FINES	FARES	0	0	0	TOTAL
5	12-Jul	Meeting Receipt	12	\$807.70		\$240.00	\$546.00	\$12.50	\$9.20					\$807.70
6														\$0.00

In this example, the Treasurer has used the Meeting Receipt recommended in the Treasurer's Manual, and so has only one receipt for all of his regular meeting receipts. This has been entered in exactly the same way as the first example, but has been dissected across four columns to show the actual allocation of the income.

The total amount shown in the dissection columns must **exactly** equal the amount in the "BANK" column. If it does not, the "TOTAL" box on the right hand side will be highlighted in red and you will have to correct the error before proceeding.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Lions Club of Woop Woop			ADMINISTRATION		ACCOUNT								
2	INCOME		July 2000											
4	DATE	DETAILS	RECEIPT	BANK	INTEREST	DUES	DINNER	RAFFLES	FINES	FARES	0	0	0	TOTAL
5	12-Jul	Fred Bloggs	346	\$120.00		\$120.00								\$120.00
6	12-Jul	John Leonie	347	\$120.00		\$120.00								\$120.00
7	12-Jul	LionTamer	348	\$21.90				\$12.50	\$9.20					\$21.70
8	12-Jul	Dinner Chairman	349	\$546.00			\$546.00							\$546.00
9														\$0.00

In this example, the Treasurer has accidentally entered "\$21.90" instead of "\$21.70" in the "BANK" column on the third line. Because this does not match the total of the dissections on that line, the total box at the right is highlighted red, and will remain so until the error is corrected.

Any red entry must be corrected before you move on, otherwise, amongst other things, you will not be able to complete your bank reconciliation.

### **Bank Statement Transactions**

As soon as you get a Bank Statement, you should check every transaction on it against your books, and tick off all those that are OK. Any deposits or cheques that are different to your records should be sorted out immediately.

On the bank statement you will usually find a number of transactions made by the bank itself and for which you have written neither receipt nor cheque. Most of these amounts are fees and taxes, so they are expenditure (shown as withdrawals on the statement) but sometimes there is a tiny amount of interest paid (income).

These bank statement transactions must be entered in your cashbook in the appropriate month sheet so you can complete the month's entries and carry out a bank reconciliation. They are entered in the appropriate place in the same manner as any other transaction, but where the receipt number or cheque number would normally be placed, the letters "B/S" (for Bank Statement!) are written.

Note that these "B/S" entries are dissected just like any other entry. The whole entry is in fact no different to any other entry except that its source is the Bank Statement instead of the cheque book or receipt book.

20						
21	EXPENDITURE			July 2000		
23	DATE	DETAILS	CHEQUE #	CHEQUE	BANK CHG.	
24	12-Jul	District Treasurer	9564	\$1,240.00		
25	12-Jul	Lions Retreat Hotel	9565	\$523.00		
26	12-Jul	Lions MD Shop	9566	\$69.50		
27	28-Jul	Fees & Taxes	B/S	\$23.96	\$23.96	

When you have finished, every transaction on the Bank Statement should be ticked and all should be entered in your cashbook.

## BANK RECONCILIATION

A Bank Reconciliation is nothing more than a method of showing that the amount of money you think you have in the bank and the amount of money the bank says you have in the bank are one and the same thing after allowing for all outstanding transactions.

If you scroll any "month" sheet down below the income and expenditure entry sections, you will find a section where the cashbook balance and bank reconciliation is carried out.

	A	B	C	D	E	F	G	H	I	J	K	L	M
40													
41													
42													
43													
44													
45													
46													
47													
48													
49													
50													
51													
52													
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70													
71													
72													
73													
74													
75													

<i>List of Unpresented Cheques</i>		
Number	Details	Amount
347	Tom - p/cash	\$45.95
348	Lions Shop	\$126.40
<b>TOTAL</b>		<b>\$172.35</b>

In this view, all of the red numbered items are automatic and no action by the treasurer is needed except for entering the first (1 July) balance carried forward *in the Set Up sheet*. The **BLUE** items, 6,7 and 8 are entered by the treasurer, as is the detail in the "Unpresented Cheques" section (11), although the total value of these cheques is calculated automatically and transferred automatically to the reconciliation.

Details of each of the numbered items and procedures for the blue items are given below.

### **Preparing for the reconciliation**

It is usual to prepare a bank reconciliation at the end of each month to show that the transactions for that month are in balance with the money held in the bank. To help, arrangements should be made with the bank to obtain statements at or near the end of each month. The exact date does not matter except that the nearer the statement date is to the month end, the easier the reconciliation will be.

You must have a bank statement to reconcile it! Whilst it is quite possible to reconcile an account to any prior statement, even one several months old, the longer the period between statement and reconciliation date, the harder and more complex the reconciliation will be. The results will also be less accurate because of the number of bank statement transactions - fees, taxes and interest - that will not show in the books but will affect the actual amount in the bank.

Reconciliation is a simple process as long as two cardinal rules are followed:

1. **EVERY financial transaction for the period, including "Bank Statement" transactions must be entered in the books accurately before any attempt is made at reconciliation.** Check, then double check, that every cheque and receipt written has been accurately entered in the books.
2. **The balance brought forward at the beginning of the period must be accurate and itself reconciled.** In other words, if you have not reconciled last month's books, you are wasting your time starting the next one. If you do not have a balance brought forward at the beginning of the year, a method of calculating what it should be, to allow you to carry on in your year, is discussed in the Treasurer's Manual. You should, however, insist on receiving the balance from the outgoing Treasurer.

### **Reconciling the account**

Enter the Bank Statement number and the final balance in the two boxes after "Balance per bank statement number". This identifies which statement the account is reconciled to, and shows the balance on that statement. The balance you need is the final one on the statement, often labeled "Closing Statement Balance", "Closing Account Balance" or similar, or just shown as the last total in the column of Balances. (Box 6)

Once you have made all the "B/S" entries and ticked off every transaction on the statement as you check it against your cashbook entries (see "Bank Statement Transactions" on Page 16) you can enter up the list of unrepresented cheques. Every cheque you have written but which is not shown on the bank statement is listed in this section. See the examples(11 right) on the previous page. As you add entries to the unrepresented cheques list, they are automatically totaled and added to the "Unrepresented Cheques" box (11 left)

Cheques entered in the "Unrepresented Cheques" section automatically carry forward each month to the new month's Unrepresented Cheque section. Highlight and delete all those that have been presented (ie all those that are on the new Bank Statement) before you enter any new ones.

Add any money you have deposited - which means you have a stamped bank deposit slip for it - but which does not show on the bank statement to the "Deposits not shown" box (7).

If you are holding cash you have not banked (naughty!), show it in the "Cash not banked" box at 8. This is only for cash you have collected, written up in the cashbook but not yet taken to the bank. It would not include for example cash you had drawn to use as a float for tomorrow's big project, because that is not cash intended to be banked, and it will also not be written up in the cashbook as a receipt.

**Do not** include any cheques, banking or cash that are written up in the following month's cashbook sheet.

At this stage, the "Balance per Bank Statement" box (12) should equal the "Balance per Cashbook" box (5). If it does, congratulations, you have reconciled this account! If it does not.....

### **Sorting out reconciliation differences**

Work out the difference between the cashbook balance (5) and the Bank statement balance (12). There is a little "cheat" box below the unrepresented cheque list that does this for you automatically. It will show "\$0.00" if the account is reconciled.

The amount in this box will probably give you a clue to the problem-

- Is the amount the same as a cheque you have written? Is that cheque written up in the cashbook sheet? Has it been presented? If not, is it in the list of unrepresented cheques?
- At the beginning of the year, it could be an unrepresented cheque from the previous year - check the list of unrepresented cheques in last year's final report.
- Follow similar guidelines for an amount that equals something in your bank deposit book, or for unbanked cash you are holding.
- If the amount is small, check that all of the "B/S" entries have been made and are accurate. Perhaps you missed a fee or a bit of interest?
- It might even be two missed entries - a bit harder to find. Try adding combinations to see if you strike the jackpot!
- Did you read cardinal rule number two about the previous reconciliation (above) and have you followed it?

## *Ctrl-S Save your work often !*

If you still have a difference, you should seek help from someone qualified, and ask them to explain where the problem is, and how to avoid it next time.

Reconciliation is dealt with in more depth in the Treasurer's Manual.

## PRINTING

Once you have completed all of the entries for a month and completed the reconciliation, you will want to print the month sheets and the Income and Expenditure Statement to form the basis of your report.

Printing is simple with almost any standard Windows printer, although the first time you use LionBooks you may have to carry out some simple adjustments.

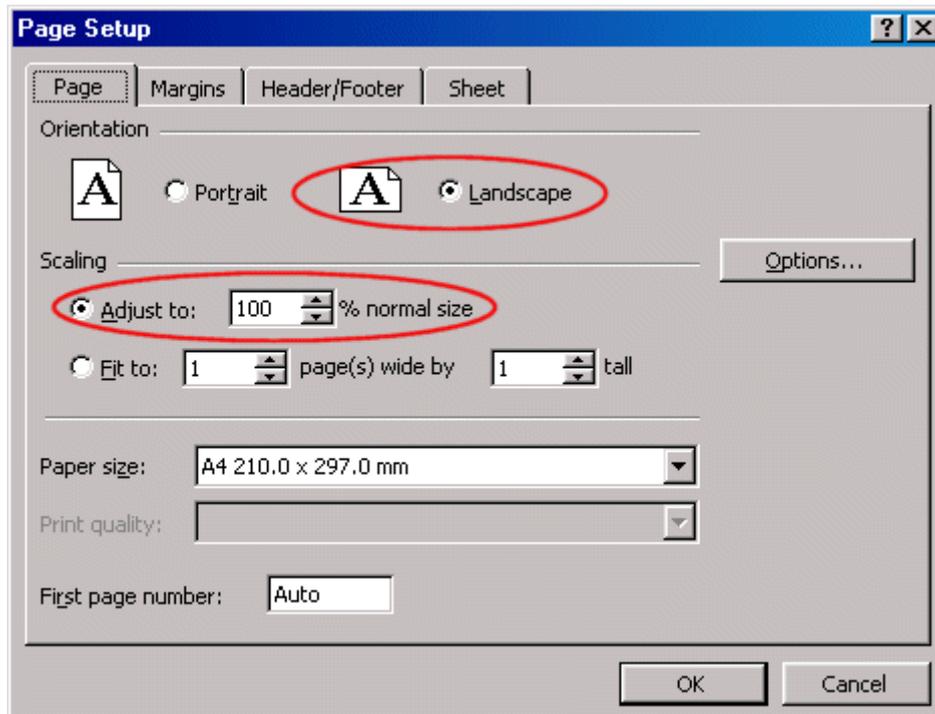
**Normally, with the month sheet that you want to print open, you should only need to click "File" - "Print Preview" - (Check that all looks as it should) - "Print".** If all does not look as it should, read on:

First, open the month you want to print by clicking on its tab at the bottom of the screen.

- Click "File" - "Print Preview". This will show you a preview of the top half of the month sheet, which will print as one A4 page. The printing margins should be shown as dotted lines around inside the paper outline. If they are not shown, go to the "Margins" tab at the top of the screen near the middle and click on it. All of the top (cashbook) section of the month sheet should be visible, and all of it should be inside the dotted margins.
- Click "Next" in the top left hand corner to see the second page of the report as it will print. Again it should be complete and should all be inside the dotted margin lines. Repeat to see the third page. (And the fourth page in LionBooksBIG)

If the pages are not all inside the margins, or if part of the next page shows, then the print size will need to be adjusted. You will only have to do this once for each sheet.

- Click on "Setup" at the top of the screen. The following dialog box appears:



- Make sure the paper orientation is set to Landscape and the paper size is set to A4.
- Adjust the "% normal size" to 95%, click "OK" and recheck the print preview. Repeat this step by trial and error until you achieve the results you want. Note: The arrows only allow 5% steps, but you can type any value you like into the box. Sometimes an adjustment to as little as 99% of full size is all that is needed.
- DO NOT click the "Fit to" button, which is usually the easiest way to fit something to a page, because the computer will then try to fit all four sheets on one page. It will work, but you will need a superb quality printer and even better quality eyes to read it!

### *Ctrl-S Save your work often !*

- You should not need to change any settings on the other tabs along the top of this dialog box.
- You can click the "Options" button to adjust your printer settings, where you should select the highest quality black and white output you have available.
- You can also click "View" - "Page Break Preview" to see where the page margins will come, and you can then drag the heavy dotted boundaries with the mouse to achieve the results you want. Click "View" - "Normal" to return to the standard screen.

The standard month sheet printout should have the two sections where you enter the income and expenditure on the first page, the Cash Book Balance and Bank Reconciliation on the second page and the Statement of Income and Expenditure on a third page. LionBooksBIG will have two pages of income and expenditure entries but otherwise will be the same.

#### **To print the Month Sheet:**

- From the Print Preview screen, click "Print". The Excel print dialog box for your printer will come up and you can make any printer adjustments you want. With an inkjet, "Standard" or "Normal" Black print should be all that is necessary. With a Dot matrix, you should select the best resolution your printer can manage i.e. the highest number of dots per inch. (*I wonder if there's a dot matrix left out there? - 2005*)

A printer dialog box is shown below. If your printer has the option to print a selected number of pages, (circled here) print pages 1,2 and 3 only. If you don't have this option, you might have to print all four pages and simply discard the unwanted fourth page. For LionBooksBIG, print all four pages.



- The "Active Sheet(s)" radio button should be marked to print one month's sheet – 3 or 4 pages. If you select the Entire Workbook button, the whole year will print out – 38 or 50 pages !
- Click the "Properties" button to go to the printer dialog box where you can adjust your printer itself for resolution, colour etc.
- When ready, click "OK" to print the pages.

**NOTE:** Printing from **OpenOffice** is similar although the screens are slightly different. By default, OpenOffice will print all pages if you do not tell it to print the current pages only! In the printer dialogue box, select "Pages" and list the page numbers you want to print.

## REPORTS AND REPORTING

*Treasurer's Reports are dealt with in depth in the Treasurer's Manual.*

To prepare a good Treasurer's Report, most of what you need has already been provided once you have printed a complete month sheet with its Income and Expenditure Statement.

To report comprehensively to your Board you need (for each account):

- The cashbook balance
- An accurate Bank Reconciliation
- A list of income and expenditure for the current period
- A list of income and expenditure for the year to date
- A budget comparison year to date
- Supporting documentation - bank statement, cheque butts, deposit slips, receipts and so forth.

All except the last two have been provided when you printed your month sheets, and half of the budget comparison (the actuals) have been done too.

Treasurer's Reports should be brief, but still should be a lot more than a simple statement of account balances - which is nothing more than a statement of balances, and NOT a Treasurer's Report!

Report briefly on the reconciled balances of accounts, tell the meeting where the money went to and came from ***in general terms***, not in excruciating detail. Lions don't want to know the last cent in your report even if they do demand to see it in your book keeping, they want to know how things are travelling. After a major fundraiser, most Lions want to know first roughly what the net result was. How much was made. They don't want to know that you paid for three and a half kilos of sausages at \$5.46 a kilo not including the extra kilo the butcher provided for nothing and that the tomato sauce cost two bucks!

Lions want to know how much has been made from Lion Mints (or Christmas Cakes) *so far this year* or some other longer term period, not that Joe brought in \$5.50 and Jim \$27.85 and Ted \$.....etc.

Be prepared to answer questions. If your book keeping is up to scratch, the printed sheets will provide you the answers to most of them.

There is no provision for budgets in this version of LionBooks, although it might be added at a later date. To do a budget comparison is still fairly simple. You need only take the income or expenditure year to date (from your in-ex statement) and compare it with the amounts you budgeted up to the same date.

Budgets are covered in detail in the Treasurer's Manual.

## **FINALISING THE YEAR AND HANDING OVER**

This is often an unnecessarily complex issue which need not be. Like most things in life, a little common sense goes a long way.

With LionBooks a lot of the work is already done for you. After you have completed the entries for the year, received the final bank statement and carried out the reconciliation, you can print the June month sheet and then the full year Income and Expenditure Statement (Open the "in-ex" sheet and print it).

If you have carefully filed each month's cashbook sheets and reconciliation, you now have a complete set of books. If not, simply print the whole lot again:

**Click on "File" - "Print Preview" - "Print" and change the radio button from "Active Sheet(s)" to "Entire Workbook".**

This should provide a full set of month sheets and a final income and expenditure statement. Discard the Set Up sheet which will also print, and the monthly in-ex statements. You should then have something similar to a conventional cashbook and an income and expenditure statement ready for the auditor. Print or photocopy a second copy to give the incoming Treasurer.

If you want to produce a Balance Sheet and a Consolidated Balance Sheet to complete the accounts (and you should, in fact most Associations legislation requires that you do), see the Treasurer's Manual.

### ***Preparing for the Auditor***

Once you have all of your printed information from LionBooks, you should assemble your cheque butts, bank deposit books and/or slips, receipts and a full set of minutes for the year (in which every expenditure has been approved by motion) ready for the Auditor.

The Auditor's job is to verify that the Club's accounts provide a true and fair picture of the club's financial situation. Nothing more, nothing less. It is NOT to take a box of receipts and bank statements and a rough cashbook and produce from them a set of financial records. Financial records are the Treasurer's job. The Auditor will want enough records to be able to conclude the Club's financial position, which is why you must provide at least the documents listed above.

#### **What you hand over:**

- Your carefully bound (stapled!!!) cashbook
- The final Income and Expenditure Statement
- A Balance Sheet and a Consolidated Balance Sheet. Preparation of Balance Sheets is dealt with in the Treasurer's Manual
- A copy of the audited financial report for the previous year (to give the certified carry forward figure and a confident basis for this current audit)
- All of the Bank Statements for the year
- All of the Bank Deposit Slips and Deposit Books. Get new ones from the bank to give the new Treasurer and then use them for alternate years so that the new Treasurer has a set to start the year with.
- All of the cheque butts for the year. You can either obtain a new cheque book for the new Treasurer and then use them in alternate years, or simply divide the cheque book into two parts, one with all the butts used to date for the auditor, and the rest, with cheques still attached, for the new Treasurer.
- All of the receipts to support all of the income for the year and all of the invoices to support expenditure.

The Treasurer's Manual describes a method of relating receipts and invoices to the cashbook in a way that makes the auditor's task much easier.

## SUMMARY

### **Setting up**

*You cannot use LionBooks until you have followed these steps.*

#### Copying and creating the files

1. In Explorer, create a new folder for your LionBooks work, probably somewhere like My Documents / Lions / MyClubBooks.
2. Copy template file **LionBooks11.xlt** or **LionBooksBIG0270.xlt** to a suitable Excel template folder.(Create a new one first if you want) or **LionBooks.sxf** to the OpenOffice template file.
3. Start Excel or OpenOffice
4. Select "File" – "New" and then select the template **LionBooks.xlt** or "File" - "New " - "From Template and Select **LionBooks.sxf**
5. File" – "Save As", select the folder where you want to keep LionBooks work then type Item 1 above) in the "Save as Filename" dialog box the name of your first file e.g. "Admin00\_01"
6. Repeat for each of your accounts, with a new filename for each.
7. Select "File" – "Close" when you have finished creating the last one. Leave Excel or OpenOffice running.

#### Initiating the Files

1. Open one of your account files – "File" – "Open" – select folder – select filename – "OK"
2. Click on the "Set Up" tab at the bottom of the screen
3. Fill in all the boxes with the appropriate data, following the onscreen instructions.
4. Click "File" – "Save" then "File" – "Close"
5. Repeat for each account you have set up, making sure the account details you fill in match the account filename!

### **Using LionBooks**

#### Data Entry

1. Open the appropriate account file. "File" – "Open" - select folder – select filename - "OK"
2. From the row of month tabs at the bottom of the screen, click on the month you want
3. Enter income and expenditure amounts in the appropriate places, dissecting each entry across the page. Any amounts in the right hand "Total" column that are highlighted in red are incorrectly dissected and must be corrected. (The total in the dissection columns does not equal the amount in the "Cheque" or "Bank" column).
4. **Save your work frequently – Ctrl-S.**

#### Bank Reconciliation

1. On the appropriate month sheet, enter the bank statement number and bank statement final balance.
2. Ensure all Bank Statement transactions (deposits [income], withdrawals [expenditure] and bank statement [B/S] entries are entered in the spreadsheet.
3. List all unrepresented cheques in the "Unrepresented Cheques" box.
4. The "Balance per Cashbook" should now equal the "Balance per Bank Statement" box and the account is reconciled. If not, the difference is shown in the "Cheat Box" and must be found and corrected before proceeding.

*Ctrl-S Save your work often !*

## Printing

1. Select "File" – "Print Preview"
2. If all looks OK, click on the "Print" button (or printer symbol) at the top of the page. Make sure the sheets you want to print are listed. .

Refer to the instructions on page 18 if the print preview does not look right.

## **Annual Report**

If you have printed each month sheet and carefully filed them, once you have completed the June sheet and its reconciliation, you will already have a set of books for your annual report! All that is needed is a Balance Sheet. (See the Treasurer's Manual for instructions).

You can reprint the whole year's sheets by selecting "File" – "Print" and then selecting "Workbook" from the dialog box that appears in place of "Current Sheet" that is normally auto selected. Print the workbook, then discard the "Data" sheet and any other sheets that print unwanted stuff. In Excel, each month will have a sheet showing just the "Cheat Box". This can't be suppressed from printing when you print the whole book, so just discard these sheets. In Open Office the cheat box is suppressed from printing.

## **PROBLEMS, SUGGESTIONS, NEW IDEAS & THE FUTURE**

Please send any comments, suggestions for improvements, bug reports, difficulties or just plain comments to the author by email to lions@swiftsoft.com.au. Please remember with criticisms that the author, like you, is an unpaid volunteer doing what he can to assist fellow Lions. Constructive criticism will be taken on board and acted on if practical. Destructive criticism will be treated like other spam and find its way into the recycle bin pretty quickly.

LionBooks has acknowledged shortcomings with the limited number of dissections and entries that it allows. Used in conjunction with meeting receipt sheets and other ideas discussed in the Australian Lions Treasurer's Manual – available for free download from the same place this manual came from – it will prove quite adequate for most Lions, Lioness and Leos Clubs and at the unbeatable price you can get it for, it's way ahead of most commercial programmes. Please respect the limitations and let the programme to help you as much as it can.

LionBooksBIG adds a lot of capacity and will suit all but the most active of clubs.

LionBooksNEW has built in help and is simple to use but has much greater capacity than the other two programmes. It will not, at this stage, run on OpenOffice.

~~The author is developing a complete and very comprehensive stand alone Lions specific bookkeeping programme that will satisfy any Lions Club's demands. This programme has been in development for nearly six years (it's no small task writing this sort of comprehensive software and making sure it's bug free, particularly when a lot of your time is taken up being an active Lion at all levels!) and should go into beta testing in July 2012, ready for release for the 2013-14 Lions year. Unfortunately the high actual cost of development means that the programme will not be free, but it should be available for under \$100, which should put it in reach of most clubs. If you would like to be kept informed of progress with this software (called CALM – Computer Administration for Lions Members "keep calm while you keep your books") please let the author know by email to lions@swiftsoft.com.au to be put on the mailing list. Because of the wide acceptance of LionBooksNEW, development of the CALM system has been put on hold indefinitely.~~