

# Sage Pastel Accounting

## Sage Pastel Partner for NPOs Report Pack

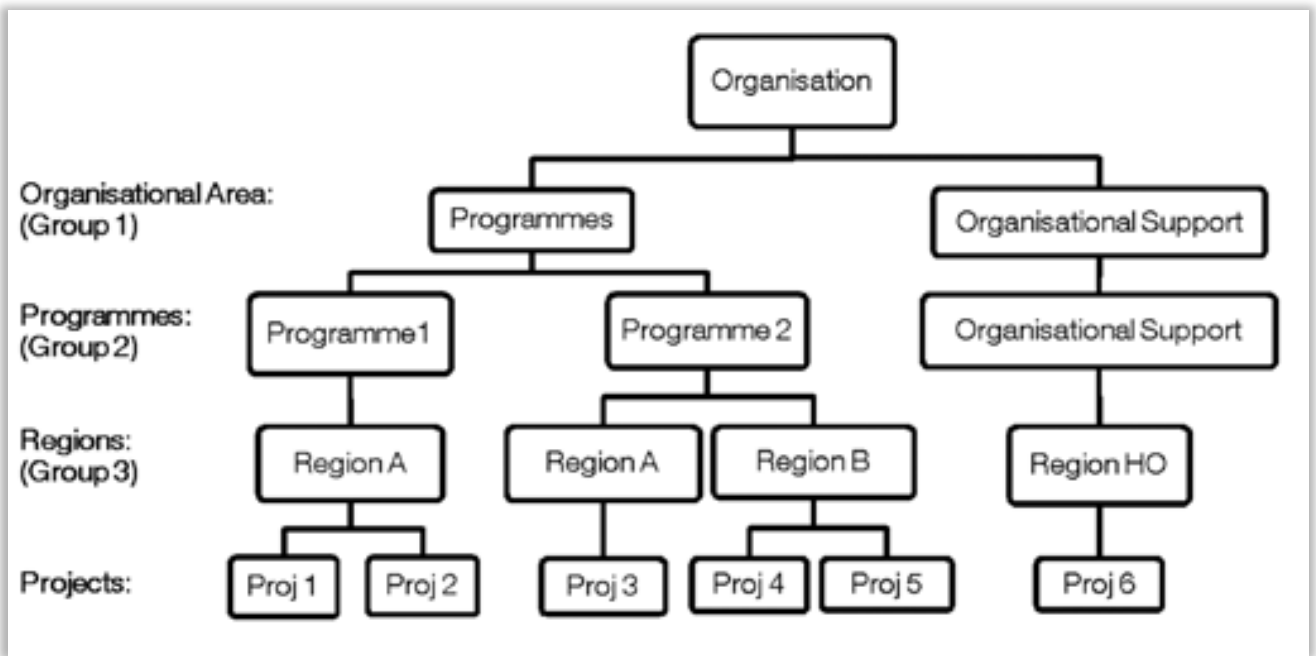
Sage Pastel Partner for NPOs is the first computerised accounting package designed specifically for the non-profit sector. Sage Pastel Partner for NPOs is a bundle of modules with very specific functionality including;

- Sage Pastel Partner Version 12
- Sage Pastel Project Tracker
- Sage Pastel Business Intelligence Centre (BIC)
- NPO Language Module

With Sage Pastel Partner for NPOs, you will be able to print standard reports for your project or group of projects, or create customised reports using the Business Intelligence Centre.

This document includes various sample reports available in Sage Pastel Partner for NPOs.

# Sample Project Organogram used in the Sage Pastel Partner for NPO Sample Reports



## Sample Project Summary Report

The project summary report provides management with a high level overview of the current month's income, expenses and surplus as well as the year-to-date figures for all the projects.

Non Profit Organisation							
Project Summary : 01/03/11							
Project	Description	Current Income	Current Expenses	Current Month Nett Surplus/ (Deficit)	Year To Date Income	Year To Date Expenses	Year To Date Nett Surplus/ (Deficit)
PROJ1	Diabetes awareness project	100 000.00	71 959.00	28 041.00	100 000.00	71 959.00	28 041.00
PROJ2	TB awareness project		28 400.00	-28 400.00		28 400.00	-28 400.00
PROJ3	HIV awareness project	50 000.00	24 800.00	25 200.00	50 000.00	24 800.00	25 200.00
PROJ4	Fieldwork	500 000.00	156 030.00	343 970.00	500 000.00	156 030.00	343 970.00
PROJ5	Research						
PROJ6	Operating costs	440 000.00	39 799.00	400 201.00	440 000.00	39 799.00	400 201.00
Total		1 090 000.00	320 988.00	769 012.00	1 090 000.00	320 988.00	769 012.00

# Sample Project Income Statement

An income statement showing the categories as per the chart of accounts can be printed for each project or range of projects.

Run for Project 1 for the month of March 2011		Page 1 of 2
Non Profit Organisation INCOME STATEMENT : 01/03/11 to 31/03/11		
	Current Month	Year to Date
<b>Project : PROJ1 - Diabetes awareness project</b>		
REVENUE		
Funder 1	100 000.00	100 000.00
Total Sales	100 000.00	100 000.00
GROSS SURPLUS / (DEFICIT)	100 000.00	100 000.00
OTHER INCOME		
EXPENSES		
Salaries	35 600.00	35 600.00
Computer Expenses	532.00	532.00
Printing & Stationery	1 932.00	1 932.00
Fuel & Oil	4 900.00	4 900.00
Airfare	13 327.00	13 327.00
Car Hire	1 059.00	1 059.00
Public Transport	260.00	260.00
Accommodation	1 349.00	1 349.00
Venue & Catering	5 000.00	5 000.00
Supplies	4 000.00	4 000.00
Participant Travel	4 000.00	4 000.00
Total Expenses	71 959.00	71 959.00
NET SURPLUS / (DEFICIT) BEFORE TAX	28 041.00	28 041.00
NET SURPLUS / (DEFICIT)	28 041.00	28 041.00

## Sample Project Income Statement (page 2)

An income statement can also be printed for any project group. This report consolidates the information from all the projects in the group to give you a total picture for the group.

**Run for Region 1 for the month of March 2011** \_\_\_\_\_ **Page 2 of 2**  
**(Region 1 includes Project 1 and Project 2 - note the differences in the figures)**

Non Profit Organisation

INCOME STATEMENT : 01/03/11 to 31/03/11

	Current Month	Year to Date
<b>Regions : REG1A - Region A Prg 1</b>		
REVENUE		
Funder 1	100 000.00	100 000.00
Total Sales	100 000.00	100 000.00
GROSS SURPLUS / (DEFICIT)	100 000.00	100 000.00
OTHER INCOME		
EXPENSES		
Salaries	51 300.00	51 300.00
Computer Expenses	532.00	532.00
Printing & Stationery	1 932.00	1 932.00
Food	4 500.00	4 500.00
Fuel & Oil	4 900.00	4 900.00
Airfare	13 327.00	13 327.00
Car Hire	1 059.00	1 059.00
Public Transport	260.00	260.00
Accommodation	1 349.00	1 349.00
Venue & Catering	8 000.00	8 000.00
Supplies	4 200.00	4 200.00
Participant Travel	9 000.00	9 000.00
Total Expenses	100 359.00	100 359.00
NET SURPLUS / (DEFICIT) BEFORE TAX	-359.00	-359.00
NET SURPLUS / (DEFICIT)	-359.00	-359.00

# Sample Project Budget Variances Report

This report shows the variance of actual compared to budget for the current month and the year-to-date for the project or project groups selected.

Non Profit Organisation						
Project Budget Variances as at 31/03/11 This Year						
	Monthly Budget	Monthly Actual	Monthly Variance	YTD Budget	YTD Actual	YTD Variance
Project : PROJ1 - Diabetes awareness project						
1000/010 - Funder 1	-200 000.00	-100 000.00	100 000.00	-200 000.00	-100 000.00	100 000.00
1000/020 - Funder 2	-5 000.00		5 000.00	-5 000.00		5 000.00
1000/030 - Funder 3	-20 000.00		20 000.00	-20 000.00		20 000.00
2100/010 - Salaries	36 000.00	35 600.00	-400.00	36 000.00	35 600.00	-400.00
2500/070 - Computer Expenses		532.00	532.00		532.00	532.00
2600/010 - Printing & Stationery	2 500.00	1 932.00	-568.00	2 500.00	1 932.00	-568.00
2800/010 - Fuel & Oil	5 000.00	4 900.00	-100.00	5 000.00	4 900.00	-100.00
2900/010 - Airfare	15 000.00	13 327.00	-1 673.00	15 000.00	13 327.00	-1 673.00
2900/020 - Car Hire	1 000.00	1 059.00	59.00	1 000.00	1 059.00	59.00
2900/030 - Public Transport	300.00	260.00	-40.00	300.00	260.00	-40.00
2900/050 - Accommodation	1 500.00	1 349.00	-151.00	1 500.00	1 349.00	-151.00
3000/020 - Venue & Catering	5 000.00	5 000.00		5 000.00	5 000.00	
3000/030 - Supplies	3 500.00	4 000.00	500.00	3 500.00	4 000.00	500.00
3000/040 - Participant Travel	5 000.00	4 000.00	-1 000.00	5 000.00	4 000.00	-1 000.00

# Sample Management Report Pack

The Business Intelligence Centre allows you to print additional reports not available as standard within Pastel, including the following report. This monthly income statement for the organisation as a whole is only 1 of the report options available.

## Non Profit Organisation Income Statement for Period Ending June 2011

	Mar 11	Apr 11	May 11	Jun 11
	Actual	Actual	Actual	Actual
<b>Revenue</b>	<b>1 080 000.00</b>	<b>5 000.00</b>	<b>31 000.00</b>	<b>150 000.00</b>
1000010 Funder 1	150 000.00	-	-	150 000.00
1000020 Funder 2	500 000.00	-	-	-
1000030 Funder 3	400 000.00	-	-	-
1100000 Donations	-	5 000.00	1 000.00	-
1400000 Fees	30 000.00	-	30 000.00	-
<b>GROSS PROFIT / (LOSS)</b>	<b>1 080 000.00</b>	<b>5 000.00</b>	<b>31 000.00</b>	<b>150 000.00</b>
<b>Expenses</b>	<b>320 988.00</b>	<b>226 844.00</b>	<b>311 600.00</b>	<b>235 868.00</b>
2100010 Salaries	152 500.00	152 500.00	152 500.00	152 500.00
2200010 Staff Development	1 350.00	-	-	-
2200020 Staff Welfare	125.00	50.00	35.00	150.00
2200030 COIDA	-	-	-	-
2300010 Accounting Fees	2 500.00	2 500.00	2 500.00	2 500.00
2300020 Audit Fees	-	-	75 000.00	-
2300030 Bank Charges	345.00	515.00	460.00	518.00
2500010 Rental	5 000.00	5 000.00	5 000.00	5 000.00
2500020 Equipment Hire	1 500.00	1 500.00	1 500.00	1 500.00
2500030 Electricity & Water	500.00	500.00	500.00	500.00
2500040 Repairs & Maintenance	34.00	-	-	158.00
2500050 Security	171.00	171.00	171.00	171.00
2500060 Insurance	-	-	-	-
2500070 Computer Expenses	532.00	875.00	690.00	-
2600010 Printing & Stationery	2 710.00	114.00	594.00	1 379.00
2600020 Publications Brochures & Reports	1 000.00	-	-	-
2600030 Food	15 892.00	-	13 498.00	-
2600040 Other Materials	5 182.00	-	3 289.00	-
2700010 Telephone	2 468.00	2 387.00	3 176.00	1 780.00
2700020 Internet & Email	150.00	150.00	150.00	150.00
2700030 Postage & Courier	25.00	-	37.00	-
2800010 Fuel & Oil	19 700.00	15 000.00	17 500.00	21 009.00
2900010 Airfare	49 125.00	25 890.00	-	35 476.00
2900020 Car Hire	5 648.00	2 538.00	-	4 723.00
2900030 Public Transport	3 000.00	1 500.00	-	2 000.00
2900050 Accommodation	7 331.00	5 667.00	-	6 354.00
3000020 Venue & Catering	23 000.00	-	15 000.00	-
3000030 Supplies	7 200.00	-	6 000.00	-
3000040 Participant Travel	14 000.00	-	14 000.00	-
3900300 Office Equipment	-	9 987.00	-	-
<b>Other Income</b>	<b>10 000.00</b>	<b>8 000.00</b>	<b>7 000.00</b>	<b>6 000.00</b>
1800000 Interest Received	10 000.00	8 000.00	7 000.00	6 000.00
<b>NET PROFIT / (LOSS) BEFORE TAX</b>	<b>769 012.00</b>	<b>(213 844.00)</b>	<b>(273 600.00)</b>	<b>(79 868.00)</b>

# Sample Default Chart of Accounts

These accounts are a sample of some of the income accounts and some of the expense accounts available to you with the default chart of accounts that comes with Sage Pastel Partner for NPOs. This chart of accounts is designed to be used in conjunction with the Project Tracker module and can be customised by you.

## **Revenue**

### **1000/000 Grants**

1000/010 Funder 1

1000/020 Funder 2

### **1100/000 Donations**

1110/000 **Non Cash Donations**

1500/000 **Sales**

## **Other income**

1700/000 **Fundraising Activity 1**

1700/010 Activity 1 - Income

1700/020 Activity 1 - Expenses

1800/000 **Interest Received**

1900/000 **Sundry Income**

## **Expenses**

2100/000 **Staff costs**

2100/010 Salaries

2100/020 Contributions

2300/000 **Services**

2300/010 Accounting Fees

2300/020 Audit Fees

2300/030 Bank Charges

2500/000 **Premises & Equipment Costs**

2500/010 Rental

2500/020 Equipment Hire

2500/040 Repairs & Maintenance

2500/060 Insurance

2500/070 Computer Expenses

2700/000 **Communication Costs**

2700/010 Telephone

2700/020 Internet & Email

2700/030 Postage & Courier

2900/000 **Travel & Transport**

2900/010 Airfare

2900/020 Car Hire

2900/030 Public Transport

3000/000 **Event Costs**

3000/010 Fees

3000/020 Venue & Catering

3000/030 Supplies

3000/040 Participant Travel

4000/000 **Transfer to/from Funds**

4000/010 Transfer to/from Building Funds

4000/020 Transfer to/from Other Funds