

Advice on using the Financial Reporting Template

What's new – first time use

We have tried to make this form easy to use by:

- Organising financial items to reflect common practice after surveying the annual accounts of all triennially funded organisations.
- We have automated some aspects so that you only need to enter most items once.
- There are hints for most line items to make it easier to transfer information from your financial reports. These hints are also provided in the accompanying **Guidelines for Classifying Financial Data**.

Project, Program or Activity Budget Titles

- You enter the titles for each of your project, program or activity budgets on the Report Information worksheet. The information you enter will then appear on the budget worksheets.
- These projects etc should correspond to the projects you outline in your annual program report.
- If you need more than 30 project columns please contact us (see below for details).

Tips and Hints

- Save a clean copy of the spreadsheet first before entering your information.
- Enter amounts in full. **Do not express numbers in thousands. E.g enter 5519 not 6 or 5.5.**
- Little red triangles in the top right corner indicates that there is help for that item. If your spreadsheet software does not allow pop-ups you can find the same information in the Guidelines for Classifying Financial Data which comes with this template.
- We do not require you to complete those sections or cells which are shaded. These cells contain formulas.
- We have safe-guarded those worksheets which have formulas to minimise accidents. You can easily override this in Excel by selecting Unprotect Sheet in Protection options under the Tools menu. There are no passwords.
- You can also unprotect individual cells in Format Cells.

Tips for Macintosh users

This template was developed in Excel 2000 and should work on both Windows and Mac OS. If this version does not work contact Kevin Golding for further assistance.

MAC OS 8.6 Users: Please note this operating system translates the template to read only. You will need to “unprotect” each worksheet. You will find this option under the Tools / Protection menu.

Printing your financial report

You may have re-format each worksheet to print a complete copy of the report. Try hiding the columns you do not use if you want to make the printed report clearer.

Sending your financial report to us

Australia Council: You must email an electronic copy of this report to your Program Officer.

Need help?

For budget questions: Contact your Program Officer

We also welcome your feedback: Feel free to comment on how we can improve this spreadsheet.