

# Paxton



## **Paxton Church Accounting Software**

Features & Price Guide

# INTRODUCTION

**Church accounting comes with unique requirements which makes it a very different discipline from commercial accounting. Donation bookings, Gift Aid processing, true multi fund accounting, inter fund transfers and SORP reporting are not available in most accounting solutions. Paxton has addressed these deficiencies in one easy to use, integrated accounting package specifically written for churches and charities.**

Paxton has been developing software solutions for the public, private and not-for-profit sectors since it was formed in 1979. In 2007, the first version of the Paxton package for churches was released. Now, at Version 5, it is in daily use by a large number of churches of various denominations.

There are two versions of the package: Standard and PRO. Both are available for running either online via a web browser or as a standalone system on your PC. The Standard package can be set to operate using either the receipts and payments or accruals accounting method.

But how much does the Paxton system cost and what do you get for your money? We hope that this guide will help you to understand the benefits of investing in a specific church accounting solution.

*"We have multiple funds and this function has proved particularly beneficial. I frequently get requests for status of individual funds and the columnar reports mean I can provide details or summarised information when requested."*

**Peter Brown**

St George's Church, Donnington PCC

# FEATURES

## Multi Fund Accounting

Churches need to keep track of multiple funds and the Paxton system enables your organisation to do this with ease.

The starting database includes one single fund, the General Fund, for the core activities of your church. This is an unrestricted fund. As many other funds as required can then be added of type restricted, designated (unrestricted) or endowment.

Each of these funds will share the full chart of accounts. This means that the funds can share the same money accounts with the Paxton system holding exactly how much belongs to each fund.

When a transaction is booked to the Paxton system, the appropriate accounts and funds will be specified. The system will then book the values to those accounts and funds and ensure that double entry bookings keep each fund in balance.

Full status reports including income and expenditure (or receipts and payments), balance sheet and budget variance can be output on demand for any fund, group of funds or all funds consolidated.

Transfers of assets and liabilities between funds are under strict control with a clear audit trail of transfer transactions.

In the Paxton system, you will be able to:

- Run proper multi fund accounting using either the receipts and payments or accruals method
- Produce status reports for any individual fund, group of funds or all funds consolidated
- Know exactly how much money is currently available in each fund
- Maintain budgets for any fund with variance reporting against actual performance
- Submit accurate status reports at your trustees meetings

*"It is very helpful to have a package that deals with Funds by design, rather than having to adapt features to do this. I would thoroughly recommend Paxton to any organisation."*

**Owen Kennedy**

Gateway Church (Doncaster)

### Donations and Gift Aid

For many organisations, the largest volume of income transactions booked will be for the weekly and monthly donations received. The Paxton package, unlike any commercial package, includes full facilities for processing donations and claiming Gift Aid.

Donations may be received via standing order, bank transfer, cash or cheque from regular or ad-hoc donors. Private individuals paying UK tax can also sign a Gift Aid declaration, which allows your church to claim back from HMRC the UK tax that would have been paid on their donated amounts.

Donor details will be held on the Paxton system including whether Gift Aid can be claimed and details of any standing orders that may have been sanctioned. The system also includes facilities for processing cash received under the HMRC Gift Aid Small Donations Scheme, allowing tax claims to be made against small cash donations without the need to keep detailed records

The donation bookings program includes facilities for the rapid processing of standing order and ad-hoc donations. Monies received will be booked to the appropriate money account, analysis account and fund and logged against the donor. Comprehensive facilities are available to analyse donations received and to produce lists and enquiries of receipts from any donor.

The package includes full facilities for claiming Gift Aid via HMRC Charities Online as and when required. Claims under the HMRC Small Donations and Community Buildings Schemes are also accommodated. Where appropriate, the system will also indicate how much Gift Aid is attributable to each fund.

In the Paxton system you will be able to :-

- Book donations received by standing order, bank transfer, cheques and cash
- Automatically maintain Gift Aid details for claiming
- Make Gift Aid claims via HMRC Charities Online as and when required
- Make Gift Aid claims on cash received under the HMRC Small Donations Scheme
- Analyse donations received and provide donors with a full history of their contributions

*"To have a dedicated software package has allowed me to be more confident in the accuracy of the information I am providing.*

*It significantly cuts down the time and duplication of producing accounts and Gift Aid returns."*

**Steve Girling**  
Surrey Chapel

### Budgets

For all organisations, good financial planning is an important aspect of their running and churches are no different.

Budget figures can be set via the budget values program. The figures are maintained for each fund for each month. Annual figures can also be entered and automatically split across the months according to a particular profile.

The comparison of budget and actual figures is output by the budget variance report. The figures can be shown for any month, quarter or year.

There is also a budget usage report. This shows for the current accounting year, and for each selected account code, the value left in the budget for each subsequent month.

Furthermore, the global value entry program allows you to produce complete budget figures based on previous budget or actual figures for any period. It also allows you to apply a percentage increase or decrease to the figures.

The budget maintenance and usage reports together with the multi fund finance reports provide superb status information for trustees meetings and can be produced on demand.

### Charity Commission Reporting

The Paxton system is fully compliant with the guidelines required by the Charity Commission for laying out your financial statements and submitting your annual return.

Registered charitable organisations in England and Wales must submit an annual return to the Charity Commission (or OSCR in Scotland). The return itself will need to be signed off by an independent examiner or a qualified auditor.

The accounting methodologies that should be adopted by your organisation are outlined in the Statement of Recommended Practice (SORP).

The SORP defines the recommended layout of the financial statements, and these differ depending upon whether your submission is in accruals or receipts and payments format.

The principal financial statements of the return are:

- the Statement of Financial Activities (SOFA) and the Balance Sheet for accruals submissions
- the Receipts and Payments Report and Statement of Assets and Liabilities for receipts and payments submissions

The Paxton solution automatically accumulates these figures in the required format.

The Charity Commission website has full details on the recommended layout and content of each return.

## The PRO Package

The Standard package includes most facilities that a church would require for accounting, donation and Gift Aid management, budgets and SORP reporting.

The PRO package includes ALL of the facilities of the Standard package plus extra facilities for project accounting, invoicing, sales ledger and foreign currency, as outlined below.

Projects can be created within a single fund or across multiple funds to provide a further level of analysis. For example, you could have a fund called YOUTH providing a variety of youth-related activities. If you run a summer camp each year and wish to produce a statement of its income and expenditure, you can create a project called SUMMER, and assign this to the YOUTH fund. Transactions can then be booked to this project. You will then be able to produce income and expenditure reports of the SUMMER project as well as the YOUTH fund. Budgets can also be set for each project with full variance reporting available. Projects act in a similar way to cost centres within a fund.

The PRO package also provides facilities for maintaining sales accounts for cash and credit customers. This can be of particular use where billings are made and/or deposits are held for hall hire, weddings, funerals, etc. Invoices can be generated or booked against any sales account with credit being taken by the customer if appropriate. Customer statements, debtors lists and unpaid invoice lists can be produced on demand.

Also, a standard product file can be created for saleable items, fees charged, room rentals, etc. with product codes, descriptions, costs and prices for inclusion when invoicing.

Free text entry of descriptions and prices is also permitted. Fractional quantities, for example 1.25 hours of time charged, are allowed. Sales analysis and product turnover reports allow you to track your performance.

If you support missions or projects overseas then foreign currency processing is also available in the PRO package.

You can upgrade from the Standard package to the PRO package at any time without losing any of your existing Paxton data.

*"We were able to obtain a £5,000 grant towards building works with the easy production of accounts. Greatly simplified Gift Aid and donations procedure."*

### **Copeland Knight**

Ormskirk Street United Reformed Church

# FEATURES

Here is a comparison of features between the Standard and PRO packages

There are two versions of the package: Standard and PRO. Both are available for running either online via a web browser or as a standalone system on your PC. The Standard package can be set to operate using either the receipts and payments or accruals accounting method.

	STANDARD	PRO
Multi funds accounting	✓	✓
Receipts and payments	✓	
Accruals accounting	✓	✓
Donations and Gift Aid	✓	✓
HMRC Gift Aid claims	✓	✓
Budgets	✓	✓
Charity commission SORP reporting	✓	✓
Purchase ledger	✓	✓
VAT processing	✓	✓
Set up guide	✓	✓
Help module	✓	✓
Sales ledger		✓
Invoicing and price file		✓
Project accounting		✓
Project budgets		✓
Foreign currency		✓

# PRICES

## PC Version

The PC Version can be purchased either:-

- By credit or debit card via our website [www.churchaccounting.co.uk](http://www.churchaccounting.co.uk)
- By telephone by credit or debit card. Call 01234 216666
- Call Paxton if an invoice is required for payment by cheque or bank transfer

The PC version can be implemented on any PC running Windows XP, Vista, Windows 7, 8 and 10. If your PCs are networked together and there will be two or more concurrent users then you will need to purchase a multi user licence. Otherwise, a single user licence is all that is required.

Prices below are for a single charity database.

All prices shown exclusive of VAT	Standard	PRO
Single user licence	£250	£460
Multi user licence	£120 Per extra user	£120 Per extra user
Paxton Cover per annum	£130 Single user £190 Multi user	£220 Single user

## Paxton Online

To purchase Paxton Online please call Paxton on 01234 216666 or email [sales@churchaccounting.co.uk](mailto:sales@churchaccounting.co.uk)

Paxton Online is a hosted version for operation on the cloud via a web browser. It can be accessed from any internet enabled device from any location where there is internet access. Access is charged on a monthly rental basis and includes Paxton Cover. Billings are quarterly in advance.

Monthly prices shown exclusive of VAT	Standard	PRO
Single user licence	£30	£60
Multi user licence	£15 Per extra user	£15 Per extra user

# WHAT NEXT?

Thank you for taking the time to read this Features Guide. At Paxton, we are passionate about our products as we do feel that the church and charity sector has been sadly neglected by the main software companies.

Please look at our website  
[www.churchaccounting.co.uk](http://www.churchaccounting.co.uk).

Please call us on 01234 216666 or email us at [sales@churchaccounting.co.uk](mailto:sales@churchaccounting.co.uk) to discuss further how Paxton can help you - we are very approachable people here at Paxton!

And, if you are running spreadsheets, manual books or a 'make do' commercial system then please take a serious look at Paxton because as time moves on your role will probably become more and more difficult.

## About Paxton

Paxton is a private, limited development software company based in Bedford. Since its formation in 1979 Paxton has developed software solutions for the public, private and not-for-profit sectors. The company has earned an excellent reputation for producing highly functional, quality accounting software for professional use.

For many years Paxton has provided the standard service funds accounting software in use by The Royal Marines and The British Army. Paxton is an approved developer of software for HM Government.

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