

**Look out for my other packages coming soon.....**

Other themed planning products coming soon.....

Christmas, Halloween, Seasons, Colours, Moving, Ourselves, People of the world, Science, The garden, Holidays, Animals and more!

All will be linked to Birth to three, Foundation stage and from August 2005 to the new Early years foundation stage.

Spend more time having fun!



[www.magicminding.co.uk](http://www.magicminding.co.uk)

**MAGIC MINDING**

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**MAGIC MINDING**

**Microsoft excel accounts package information leaflet**

*Childcare and learning in a home environment*

Childminding solutions to make your life easier.

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# The Accounts package

Hate doing sums?

The accounts pack keeps tally for you!

8 pages of documents for your business.

Page 1—weekly expenses sheet. Type in your expenses, and the amount spent, and let the page add it up. Print it out at the end of the week, staple your receipts to it, and file.

Page 2—Monthly overview. Add your months expenses on the sheet, and file in front of the other sheets—see what you've spent at a glance!

Let magicminding take the strain for your business!

Page 3—cost calculator—work out how much council tax, water rates and gas and electric you can claim weekly. Also works out mileage claims for you!

Page 4—Allowable expenses—check which percentages of the above you can claim.

Page 5—Invoice for work done for families. Calculates overtime, and absences for you.



Page 6—Regular mileage and outtings cost saver. Key in mileage and entrance fees for your regular outtings, no more trying to remember!

Page 7—Income sheet. Record your income

Page 8—Annual statement of accounts. Works everything out from the your other entries.

Easy to reuse year after year.

Easy to follow instructions.

If you don't have excel, you can download a **free** converter from the internet!

Example of page 7 below!

DATE	DESCRIPTION	AMOUNT	DATE	DESCRIPTION	AMOUNT	TOTAL
10/01						
11/01						
12/01						
13/01						
14/01						
15/01						
16/01						
17/01						
18/01						
19/01						
20/01						
21/01						
22/01						
23/01						
24/01						
25/01						
26/01						
27/01						
28/01						
29/01						
30/01						
31/01						
TOTAL						

## Mail Order form

Description	Qty.	Price	Subtotal
Full works		£10	
Accounts		£4.99	
Planning		£4.50	
Activity		£1.50	
All of the above		£15	

Order total: \_\_\_\_\_  
 Agreed discount \_\_\_\_\_  
 Shipping: \_\_\_\_\_  
 Total: \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_

- Method of Payment
- Postal Order
  - Paypal
  - Cash on collection
  - 
  -

Signature \_\_\_\_\_

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