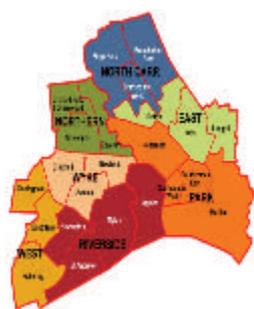
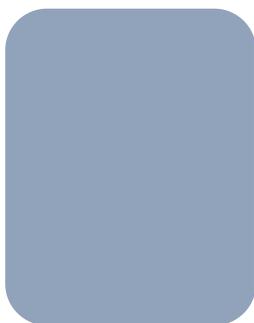


Statement of Income and Expenditure



This factsheet has been written with small volunteer-run local groups in mind, particularly those that might apply for the small grants that Hull CVS administers, and groups with less than £10,000 income a year

What it means

Funding bodies usually ask for Annual Accounts or an Annual Statement of Income and Expenditure.

If your group has been running for a number of years, you will be expected to be able to provide a full statement for the last financial year, to show *all* the money your group has received, and *all* the money your group has spent. Most organisations' financial year runs April to March, so you will need to be able to add up all the money your group has received and all the money your group has spent in the year between 1st April and 31st March last. (If your group has a different financial year, you need to show that on your annual statement.) It is essential information as your total income for the year might affect your group's eligibility to apply for certain grants.

Won't a Bank Statement do?

Bank Statements are not enough because they only give a snapshot of how much money your group has in its account at one point in time, i.e. the period that the statement applies to. It doesn't list *all* the money your group has received and spent over a whole year. Nor does it explain what the money was for or whether it was spent on the things it should have been spent on. (Funders sometimes ask for bank statements but they do this to check that your group's bank account is genuine to help prevent fraud, not because it tells them about your group's income.)

Photocopies of your accounts book, or printouts from your spreadsheets won't do either because they don't explain your group's money.

helping you make a difference

How do we prepare a statement of Income and Expenditure?

You should keep good records of all of your group's money. You can buy accounts books from good stationers, or you can use a spreadsheet on your computer if you are confident to do that.

Every penny that your group receives, even subs, tea and raffle money from your members, must *all* be paid into your bank account, and recorded in your accounts book. Any cash you spend should come out of the bank and be recorded as well.

It helps if you can show how much money you have spent on different things, for instance

- rent or room hire;
- volunteers' expenses;
- buying equipment;
- running events etc.

If you list each item in a column under some general headings like those above you can add them up at the end of the year. If you need help with this, contact Hull CVS for more information or guidance.

If you have good records of all of your group's money, you will be able to add up all your income and expenditure at the end of the financial year. Then you can write the amounts onto the sheet like the example (attached) and give it to your committee each year before your annual general meeting. Your Committee need to approve it and record it in their minutes that they have done so. Then you can send it with any grant applications that you make.

Do we have to have our accounts audited?

Groups with under £10,000 only need their own committee to approve their accounts – but if you can get someone outside the group to have a look at your finances it is good practice. Groups with between £10,000 and £250,000 should have an Independent Examination which is a less rigorous inspection than an audit.

As a minimum your accounts should be approved by your committee each year.

Further Information

Community Accountancy Self Help
www.cash-online.org.uk

Model Template



Statement of Income and Expenditure for _____ (insert name of group)

For the year 1 April _____ to 31 March _____ (insert years)

The Financial Year is normally April to March. Unless your group has a different financial year for any reason, start with last March and go back to the previous April)

Balance brought forward from the previous year _____

Income	A	Expenditure	B
Details	Amount	Details	Amount
Grants (you should list all grants here)		Rent/Room Hire	
Donations		Administration (e.g. stationery/postage/phone calls)	
Fundraising (e.g. raffles)		Committee/Volunteer Expenses	
Other Receipts		Other payments	
Total		Total	

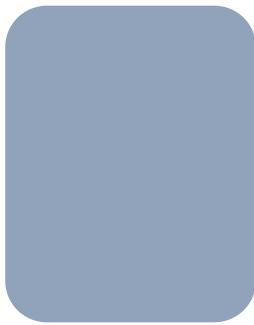
(the headings given under "Details" in these columns are our suggestions. You can use whatever headings apply to your group, and add more if needed.)

Balance at 31 March (insert year) _____

(The balance from the previous year, plus the total at the bottom of Column A, minus the total at the bottom of Column B)

This statement of Income and Expenditure was approved by the Committee at their meeting of (date) _____
(all committee members at the meeting should sign)

Signed	Print Name	Position on Committee



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