

Example of annual accounts or statement of income and expenditure

Accounts for (*your group's name*)

Income and Expenditure for year ended (enter date - this can be financial year or your own year end)

	Income			
Expenditure				
Grants	2,200	Wages	2,300	
Subscriptions	600	Administration	250	
Tea/Coffee	600	Equipment	250	
Fundraising	450	Groceries	350	
Bank Interest	15	Trips	350	
Sales of books	400	Stationary	30	
		Insurance	235	
Total	£4,265	Total	£4,015	

Surplus at (year end date) = (income £4,265 minus Expenditure £4,015)
= **£250**

Cash at bank = **£500** +

Total Balances at (enter date as above) = **£750**

Savings/free reserves* = **£500**
(£250 reserved for books ordered)

***Free reserves** - money that has not already been earmarked or held back for a specific purpose.

Gross annual income **includes**: donations/grants, tax refunds, bank interest, gross takings on fund raising and shops; rent from property.

Gross annual income **excludes**: capital endowments, gifts in kind unless sold, loans, sales of assets.