

Example Statement of Income and Expenditure

For the period 1st April 2021 – 31st March 2022

Income

Donations	£355.84
Robertson Trust	£2,000.00
Awards4All	£10,000.00
Membership	£436.10
Community Event	£574.88

Total Income **£13,449.98**

Expenditure

Venue Hire	£5,200.00
Food/Drink	£2,354.00
Travel Expenses	£690.00
Equipment	£3,500.00
Volunteer Expenses	£480.00
Insurance	£120.00

Total Expenditure **£12,344.00**

Balance B/F @ 1 st April 2021	£2,894.00
Surplus/Deficit for the year	£1,105.98
Balance C/F @ 31 st March 2022	£3,999.98

Approved by the management committee on 30th June 2022 and signed on its behalf by:

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NOTES:

Organisations keep records of their finances in different ways, however it's useful to keep annual records of your overall income and expenditure so that you can see a snapshot of your finances for any given year/12-month period.

Some funders will ask to see such a statement, so it's useful to have if you plan on applying for grant funding.

A statement of income/expenditure (also known as receipts & payments) should include the following:

- The date period covered

- A breakdown of the income you brought in for the year, grouped under summary headings, which shows where/who the income is from, the amount received and the total amount of income raised during the period. The headings you choose is up to you, but these should clearly reflect the source of the income. If your income includes grant funding, it can be useful to note the name of the funder, so that you can keep track of which funders have supported your work.
- A breakdown of how you spent/used this income for the year, again under summary headings, which will depend on the nature of your work and what your organisation does, the total amount spent under each heading and the total overall spend for the period.
- It can be helpful to include a note of the funds you held at the start of the year, or reporting period, shown as a brought forward (B/F) figure in the example.
- Whether your organisation had a surplus of funds for the year/period, or a deficit. A surplus is where you brought in more income for the period than you spent, and a deficit is where the funds you spent were more than the income you brought in. Any deficit for the year can be shown as either -£1,000 or (£1,000).
- The balance carried forward (C/F) figure is also important, as it shows what funds you held at the end of the year/reporting period.