**Annual Account Statement**

**Receipts and payments of accounts for the year ended …………………**

**Name of group:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts (income): Description** | **Year:** | | **Previous year:** |
|  | **Restricted funds** | **Unrestricted funds** |  |
| Membership |  |  |  |
| Donations |  |  |  |
| Fundraising |  |  |  |
| Bank interest |  |  |  |
|  |  |  |  |
| **Sub-total Receipts** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payments (Expenditure)** |  |  |  |
| Insurance |  |  |  |
| Equipment |  |  |  |
| Trips and activities |  |  |  |
| Room hire |  |  |  |
| Volunteer expenses |  |  |  |
| Petty cash (Miscellaneous) |  |  |  |
| **Sub-total payments for activities** |  |  |  |
| **Total income minus expenditure** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Balance brought forward from previous year** |  |  |  |
| **TOTAL ON ACCOUNT**  **(Balance carried forward to next year)** |  |  |  |

**Date:**

**As signed on their behalf by:**

**Chair:……………………………………………………………………………………**

**Guidance:**

* **Receipts: (income, money coming in):**

Summary of your income for the year, split into broad categories. Give the figure for the last year and the current year; for comparison. The last year’s figure should be taken from your last annual accounts. If you are the new group, and these are your first annual accounts, leave it blank. Remember to add them all together in the sub-total receipts/income line.

* **Payments (expenditure, money going out):**

Summary of your expenditure for the year, split into broad categories. Give the figure for the last year and the current year; for comparison. The last year’s figure should be taken from your last annual accounts. If you are the new group, these are your first annual accounts, leave it blank. Remember to add them all together in the sub-total payments/expenditure line.

* **Total:**

This is total income minus total expenditure

* **Balance brought forward from previous year**

This is the amount you had left over from the last year. If you are a new groups, this will be zero.

* **TOTAL (balance carried forward to the next year):**

This is the total amount you have left at the end of the year, and you will carry this forward to the next year.

1. **Restricted funds:**

The funds cannot be used for anything other than what was agreed - and if they are used for any other purpose it may be viewed as fraud or deception.

For instance: a money given by the Community Chest grant to buy a computer.

1. **Unrestricted funds:**

The group is free to spend the money as they see fit (and in accordance with the group’s constitution); the money is not earmarked in any way.

For instance: The group raised the money at a fundraising event, where no purpose has been specified.