

Financial management

Figure 1 – Adapted budget headings from Cash Online

Equipment:

- Office equipment
- Furniture
- Fixtures and fittings
- Other equipment
- Finance leases (Long term rental of equipment)

Trading:

- Lunch club outgoing
- Playgroup outgoing
- Coffee bar outgoing
- Purchase of goods for sale

Costs of fundraising:

- Cost of fundraising

Office expenses:

- Telephones
- Volunteer expenses
- Trustees' expenses
- Photocopying
- Postages
- Stationery

Finance:

- Bank charges and interest paid
- Repayment of loans

Organisation expenses:

- Accountancy and audit fees
- Conferences and courses
- Advertising

Other outgoing:

- General expenses
- Gifts and donations

Maintenance:

- Cleaning expenses
- Alarm system maintenance
- Repairs and renewals

Overheads:

- Heat and light
- Insurances
- Rent and rates

Salaries:

- Operations salaries
- Lunch club wages
- Cleaning wages
- Care-taking wages
- Playgroup wages

Contingency:

- Contingency

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