

Financial management

Figure 2 – Sample budget headings from an RCO

Sub code	Income heading					
101	Grant					
102	Fundraising					
103	Membership					
104	Bank interest					
105	Donation					
106	Other fees					
107	Management fees					
108	Other income					
Sub code	Payment heading					
10	Salary					
11	Employer NI					
12	Volunteers					
13	Staff training					
14	Interpreting					
15	Rent & service charge					
16	Telephone					
16a	Mobile					
16b	Fax					
16c	Internet service					
17	Insurance					
18	Print and stationery					
19	Postage and stamps					
20	Staff travel					
21	Books and subscriptions					
22	Audit fees					
23	Office equipment					
24	Photocopying					
25	Cleaning and cleaning materials					
26	Hall hire					
27	Payroll services					
28	AGM					
29	Seminar					
30	Bank charge					
31	Recruitment					

32	Annual report					
33	Publicity					
34	Outing/summer activity					
35	Social activity					
36	Sport activity					
37	Sundry					
38	Legal fees					
39	Management Committee exp.					
40	Comput maintenance/upgrading					
41	Newsletter					
42	Petty cash					

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