



## Financial management

### Figure 3 - Example budget figures

Example budget	<b>Refugee community organisation - supplementary school</b>	
	<b>Budget: 1 April 20XX - 31 March 20XX</b>	
<b>INCOME</b>		<b>NOTES</b>
Awards for All	3,155	1
Borough Council	4,000	1
The Nice Trust	2,500	2
Children in Need	1,500	3
Donations and membership fees	585	4
Total Income:	11,740	
<b>EXPENDITURE</b>		
Salary and National Insurance	3,801	5
Volunteers expenses	780	6
Rent, light & heating	1,586	7
Insurance	250	7
Stationery	120	7
Telephone	100	7
Refreshments	1,170	7
Teaching materials	750	7
Workshop fees	90	8
Outings	900	9
Christmas events	345	10
Photographs	60	9
Membership/Affiliations	30	11
Computer, printer and ink	1,500	12
Contingencies	100	13

Reserves	158	14
Total Expenditure:	11,740	

## Notes

- 1 Already approved
- 2 Decision in June 20XX. This is for the Autumn Term
- 3 Computer and printing equipment. Decision in September 20XX
- 4 Donations from supporters and membership fees - already collected
- 5 Janet's salary, as agreed. £12 per hour, 8 hours per week for 39 weeks.
- 6 National Insurance: £57\*
- 7 £5 per volunteer, 2 volunteers, 2 nights per week for 39 weeks
- 8 Last year's expenditure plus 3% for inflation
- 9 One craft workshop per term. The tutor has quoted £30 per workshop,
- 10 but this still needs to be confirmed in writing.
- 11 Three outings, including minibuses, estimated at £300 each
- 12 Cinema and Pizza Express: £120; Party with entertainer and bouncy castle: £120; Presents: £105
- 13 Membership of Social Council and Federation of Supplementary Schools
- 14 Computer, printer and stationery, as quoted in February 20XX.
- 15 General contingency, for unforeseen circumstances
- 16 To be transferred to 'reserves account'

\* Please note the salary and NI figures are for illustrative purposes only

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