

Finance report

Finance report for April 220XX				
	Budget	Actual	Difference	Notes
Income				
Revenue Grant	4,500	4,500	-	
Capital Grant			-	
Membership	600	510	(90)	1
Donations	40	75	35	2
Fundraising			-	
Total	5,140	5,085	(55)	
Expenditure				
Salary and National Insurance	1,590	1,590	-	
Volunteer expenses	200	140	60	3
Training		35	(35)	4
Rent	1,500	1,500	-	
Heat and light			-	
Telephone		56	(56)	5
Postage	150	180	(30)	6
Stationery	40	77	(37)	7
Insurance			-	
Professional fees			-	
Office equipment			-	
Total	3,480	3,578	(98)	
Deficit for April:	1,660	1,507	(153)	8

Notes

1. Due to less volunteer support than expected, we were not able to 'phone all members to remind them to pay their subscriptions.
2. We received a generous donation of £55 from Mr G Brown, and £20 from Mr C Smith. Letters of thanks have been sent.
3. Due to work commitments and sickness, John, Maria and Helen were unable to help in the office this month.
4. Julia attended a one day training course on stress relief and time management.
5. Connection charge and line rental for the extra 'phone line, for internet access.
6. Although we spent more than was anticipated, there are still a lot of stamps in the petty cash box, so next month's expenditure will be lower.
7. Julia took advantage of going to the shops in her car, and bought enough stationery for the next 3 months!
in hand (stamps and stationery) so expenditure in May should be lower. **We need to prioritise the collection of members' subscriptions.**

