

York Literature Festival

(Charity Number: 1165936)

Trustees Annual Report & Financial Statements for the year ended

31st May 2023

York Literature Festival

(Charity Number: 1165936)

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Trustees' Annual Report

From: 01 June 2022 **To:** 31 May 2023

Charity's full name York Literature Festival CIO

Registered Charity number 1165936

Objectives and activities

Summary of the purposes of the charity set out in its governing document

York Literature Festival CIO's (YLF) mission is to deliver a high-quality literature festival for the general public in York and the North East and to provide a showcase for local writing talent to engage with a wider audience.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

Following the success of the limited 2022 festival, the board took the decision to go ahead with a festival in March 2023. The festival was held in York between 11 and 27 March 2023. All events were open to the public and the 27 events attracted total audiences of 1,835 person.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

We achieved our fundamental purpose of delivering a high-quality literature festival for the general public in York and the North East and providing a showcase for local writing talent to engage with a wider audience.

This year the charity was delighted to welcome York St John University as its main sponsor and literary events were hosted at that University.

Other events were held throughout the city and income was £11.18k from 27 events. The festival achieved a net surplus of approximately £7.5k.

Financial review

Review of the charity's financial position at the end of the period

The charity achieved a surplus of £7.5k in the year from the 2023 festival.

Reserves are held to finance the next year's festival which is normally held in the March following the year end.

Amount of reserves held

At the 31 May 2023 unrestricted funds amounted to the reserves stood at £24,846.

Reasons for holding zero reserves

N/A

Funds materially in deficit

None.

Explanation of any uncertainties about the charity continuing as a going concern

No uncertainties.

Structure, governance and management

Description of the charity's trusts

Type of governing document Constitution.

How the charity is constituted YLF is a Charitable Incorporated Organisation.

Trustee selection methods including details of any constitutional Trustees are selected by personal invitation subject to an appropriate resolution approved by the Board of Trustees.

Additional governance issues

YLF's Board of Trustees act as the Management Team, usually supported by the Festival Director.

They are assisted in this task by a number of volunteers and strategic partners. These include St Peter's School, York St John University, York Theatre Royal and York Explore.

Reference and administration details

Charity's full name York Literature Festival CIO

Other names the charity is known by YLF.

Charity's principal address 142 Carr Lane
York.

Postcode YO26 5HG

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Rob O'Connor	Chair		
Jeff Todd	Treasurer		
Sally O'Connor	Member		
Angela Ranson	Secretary		
Henry Raby	Member		
Susanna Cooper	Member		
Abi Curtis	Member - representing York St John University	From 30 November 2022	

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature

Full Name Robert O'Connor

Position Chair

Date

York Literature Festival
(Charity Number: 1165936)

Receipts & payments accounts for the year ended:			31st May 2023	
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Receipts				
Events	11,175	-	11,175	9,276
Poetry competition	-	-	-	1,686
Sponsorship	13,000	-	13,000	-
Book sales	670	-	670	367
Other income	-	-	-	-
Total receipts	24,845	-	24,845	11,329
Payments				
Artists' fees & expenses	7,354	-	7,354	3,862
Venue costs	366	-	366	780
Poetry competition fees & prizes	-	-	-	1,238
Administration assistant	5,000	-	5,000	-
Festival brochure costs	1,926	-	1,926	1,245
Publicity & PR	1,381	-	1,381	654
IT charges	1,235	-	1,235	323
Administration costs	28	-	28	196
IE fee	-	-	-	-
Total payments	17,290	-	17,290	8,298
Net of receipts/(payments)	7,555	-	7,555	3,031
Transfer between accounts	-	-	-	-
Balance brought forward	17,291	-	17,291	14,260
Balance carried forward	24,846	-	24,846	17,291

York Literature Festival
(Charity Number: 1165936)

Statement of assets and liabilities at:		31st May 2023		
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
Assets	£	£	£	£
Cash at bank and in hand				
Current bank account	24,686	-	24,686	17,250
Paypal	1	-	1	1
Petty cash	159	-	159	40
	<u>24,846</u>	<u>-</u>	<u>24,846</u>	<u>17,291</u>
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
Liabilities	£	£	£	£
Independent examination fee	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

York Literature Festival
(Charity Number: 1165936)

Notes to the accounts for the year ended:

31st May 2023

Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended:

31st May 2023

The report and accounts were approved at a
meeting of the Trustees held on:

Date

Signed for and on behalf of the trustees

Date

Print name

Position (e.g. Chair etc)

Welcome to

OUTNUMBER

Bank & Cash spreadsheet for small Voluntary & Community groups

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General Guidance

OUTNUMBER is an Excel based spreadsheet which uses formulas to automatically summarise the amounts entered for receipt and payment transactions by the use of codes.

Before you start:

You will need to enter some information about your group, the funds it already has and its bank balances.

These are entered on the following 3 sheets which incorporate specific guidance on how to complete them.

Cells where you will need to input information are coloured



or



Once you have entered the information, this cell will indicate that all information has been entered accurately with a 'Yes', otherwise it will state 'No':

Yes

Coding

Each receipt and payment requires an account code. This comprises two parts:

An alphabetical Fund code which should be taken from here

'Your Group'!I21	(click on link)
------------------	---------------------------------

A numeric income or expense code as allocated by you, here for income

'Codes Set Up'!C8	(click on link)
-------------------	---------------------------------

and here for expenses

'Codes Set Up'!F8	(click on link)
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Completion

Once you have entered all your receipts, payments and petty cash items for the period, the following cells will automatically indicate that the data has been input accurately with a 'Yes', otherwise these will state 'No':

NO	NO
----	----

This cell will be zero if all data has been input and your bank account reconciles

£	-
---	---

Please note:

As the accuracy of these figures may be subject to a number of factors including; the accuracy of amounts and codes entered, alterations made (both purposely or in error) to the spreadsheet's format or formulas, and corruption of the spreadsheet file itself, it is recommended that you carry out additional checks to verify the accuracy of the figures produced.

For assistance at any time with the use of Outnumber or any accounting issues or for advice please contact:

accounting@outsource.org.uk

outsource

www.outsource.org.uk

OUTNUMBER

Bank & Cash spreadsheet for small Voluntary & Community groups

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Enter the name of your group: York Literature Festival

Enter your Charity number 1165936

Enter your year-end date: 31/05/23

Needs to be entered as
DD/MM/YY

YOUR FUNDS

Funds	U/ D/ R	Code	Current Year Amount	Previous Year Amount
General funds	U	A	£ 24,845.79	£ 17,291.50
BG Marketing		B	£ -	£ -
Enter description		C	£ -	£ -
Enter description		D	£ -	£ -
Enter description		E	£ -	£ -
Enter description		F	£ -	£ -
Enter description		G	£ -	£ -

Enter description		H	£ -	£ -
Enter description		I	£ -	£ -
Enter description		J	£ -	£ -
Enter description		K	£ -	£ -
Enter description		L	£ -	£ -
Total			£ 24,845.79	£ 17,291.50

Completion Guidance

Enter the names of any designated or restricted funds in Column B

Enter the names of any new funds for the current year in column B

Enter U for Unrestricted funds or D for Designated funds or R for Restricted funds in Column H

Enter the balance brought forward from the previous year in Column K

The current year balance on each fund updates automatically once you complete your receipts and payments

outsourcing

www.outsource.org.uk

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accounting@outsourcing.org.uk

NAME	York Literature Festival
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Your Bank Balances

		Current Year	Previous Year
Bank Accounts	Account No.	Amount	Amount
Main Account		£ 24,685.79	£ 17,222.50
Paypal		£ 1.00	£ 1.00
Old account		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Enter description		£ -	£ -
Total		£ 24,686.79	£ 17,223.50

Petty Cash

Petty Cash balance	£ 159.00	£ 40.00
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Completion Guidance

Enter the names of each account held in column B

Enter the account numbers of each account held in column F

Enter the current year balances from the bank statements in column K

Enter the previous year bank balances from the bank statements in column L

If you have petty cash, enter the amount of cash you had in your petty cash tin at the end of the financial year and beginning of the year in columns K and L respectively.

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[accounting@outsource.org.uk](mailto:accounting@outsourc<u>e</u>.org.uk)

NAME	York Literature Festival
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Your Opening Reconciliation

<i>If you had any unpresented Deposits (Receipts) at the end of the last financial year enter details below:</i>				
Date	Details	Pay In Ref:	Amount	Rec.
	Cash sales - Henry		£ 28.00	Y
			£ -	N
			£ -	N
			£ -	N
			£ -	N
Total:			£ 28.00	

If you had any unpresented Cheques(Payments) at the end of the last financial year enter details below:

Date	Details	Cheque No:	Amount	Rec.
			£ -	N
			£ -	N
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	Y
			£ -	N
			£ -	N

Total: £ -

Reconciled Bank Balances £ 17,251.50

Based on the above information this is the total funds amount brought forward at the start of the financial year £ 17,291.50

Does the amount above agree to your funds brought forward from the previous year Yes

Once the funds amount agrees move onto the CODES SET UP page

For assistance at any time with the use of Outnumber or any accounting issues or advice please contact:

accounting@outsource.org.uk

NAME

York Literature Festival

Enter descriptions below for the different types of Receipts & Payments your organisation has

Receipts	Code
<i>Gross Revenue from Events</i>	01
<i>Poetry Competition Receipts</i>	02
<i>Sponsorship</i>	03
<i>Grants</i>	04
<i>Book Sales Commission</i>	05
<i>AC Final payment</i>	06
<i>Donations</i>	07
<i>Enter Description</i>	08
<i>Enter Description</i>	09
<i>Enter Description</i>	10
<i>Enter Description</i>	11
<i>Enter Description</i>	12
<i>Enter Description</i>	13
<i>Enter Description</i>	14
<i>Enter Description</i>	15

Payments	Code
<i>Artists' Fees</i>	01
<i>Artists travel</i>	02
<i>Artists accommodation</i>	03
<i>Venue costs</i>	04
<i>Other event costs</i>	05
<i>Poetry Competition Fees and Prizes</i>	06
<i>Admin assistant</i>	07
<i>Festival Marketing Costs</i>	08
<i>Publicity/PR Costs</i>	09
<i>Insurances</i>	10
<i>Visit York Membership</i>	11
<i>Website & IT Charges</i>	12
<i>Admin Charges</i>	13
<i>IE Fee</i>	14
<i>Training</i>	15
<i>Annual Report</i>	16
<i>Donations</i>	17
<i>Bank charges</i>	18
<i>Enter Description</i>	19
<i>Book sales contra</i>	20
<i>Enter Description</i>	21
<i>Enter Description</i>	22
<i>Enter Description</i>	23
<i>Enter Description</i>	24
<i>Enter Description</i>	25
<i>Enter Description</i>	26
<i>Enter Description</i>	27

<i>Enter Description</i>	28
<i>Enter Description</i>	29
<i>Cash Drawn from Bank for Petty Cash</i>	30

Bank Receipts
For Financial Year Ending:
31/05/2023

[illegible]

[illegible]

[illegible]

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Cheques & Bank Payments For Financial Year Ending: 31/03/2023

Mth	Date	Invoice No:	Detail	Fund/Code e.g. (A01)
6	16/06/22	23001	Mailchimp	A09
7	18/07/22	23002	Mailchimp	A09
8	16/08/22	23003	Mailchimp	A09
9	16/09/22	23004	Mailchimp	A09
10	17/10/22	23005	Mailchimp	A09
11	17/11/22	23007	Mailchimp	A09
12	16/12/22	23009	Mailchimp	A09
1	16/01/23	23011	Mailchimp	A09
1	31/01/23	23014	Grafik	A08
2	07/02/23	23016	Press Green brochure	A08
2	16/02/23	23017	Mailchimp	A09
3	16/03/23	23020	Mailchimp	A09
3	21/03/23	23022	Press Green banners	A09
4	16/04/23	23046	Mailchimp	A09
5	16/05/23	23062	Mailchimp	A09

Total	
£	17,337.95

Amount		Bank Y/N
£	40.47	Y
£	40.97	Y
£	39.82	Y
£	41.97	Y
£	43.21	Y
£	41.15	Y
£	39.04	Y
£	46.42	Y
£	599.99	Y
£	1,326.56	Y
£	46.54	Y
£	46.47	Y
£	864.00	Y
£	45.48	Y
£	45.32	Y

Petty Cash Payments
For Financial Year Ending:
31/03/2023

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OUTNUMBER

York Literature Festival

YOUR BANK RECONCILIATION

Financial Year Ending: 31/05/2023

BANK ACCOUNT BALANCES FOR CURRENT FINANCIAL YEAR

Opening Bank Balance at the start of the current financial year:	£	17,251.50
Plus the total amount of Receipts paid in (from Receipts page):	£	24,773.24
Less the total amount of Payments paid out (from Payments page):	£	17,337.95
Once all transactions have cleared the closing bank balance would be:	£	24,686.79

BANK RECONCILIATION

CURRENT BANK ACCOUNT statement BALANCE:	£	24,685.79
SAVINGS BANK ACCOUNT statement balance:	£	1.00
Plus value of unrepresented Deposits (Receipts) from current financial year:	£	-
Less value of unrepresented Cheques (Payments) from current financial year:	£	-
Plus any unrepresented Deposits (Receipts) from previous financial year:	£	-
Less any unrepresented Cheques (Payments) from previous financial year:	£	-
Once all transactions have cleared the closing bank balance would be:	£	24,686.79

UNRECONCILED AMOUNT (This will be ZERO when everything balances): £ -

CHECK 'SUMMARY' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

CHECK 'SUMMARY BY FUND' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

Petty Cash Balances

OPENING BALANCE AS SUMMARY?	£ 40.00
CLOSING BALANCE AS SUMMARY?	£159.00

CHECK 'SUMMARY BY MONTH' SHEET

OPENING BALANCE AGREES?	YES
CLOSING BALANCE AGREES?	YES

Summary of Receipts & Payments	
York Literature Festival	
For period to:	
## ##	

Receipts	Bank	Petty Cash	Total
Gross Revenue from Events	£ 11,030.80	£ -	£ 11,030.80
Poetry Competition Receipts	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ 13,000.00
Grants	£ -	£ -	£ -
Book Sales Commission	£ 670.44	£ -	£ 670.44
AC Final payment	£ -	£ -	£ -
	£ 24,701.24	£ -	£ 24,701.24

Payments	Bank	Petty Cash	Total
Artists' Fees	£ 5,391.40	£ -	£ 5,391.40
Artists travel	£ 902.73	£ -	£ 902.73
Artists accommodation	£ 1,060.00	£ -	£ 1,060.00
Venue costs	£ 366.40	£ -	£ 366.40
Other event costs	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -
Admin assistant	£ 5,000.00	£ -	£ 5,000.00
Festival Marketing Costs	£ 1,926.55	£ -	£ 1,926.55
Publicity/PR Costs	£ 1,380.86	£ -	£ 1,380.86
Insurances	£ -	£ -	£ -
Visit York Membership	£ -	£ -	£ -
Website & IT Charges	£ 1,234.97	£ -	£ 1,234.97
Admin Charges	£ -	£ 25.00	£ 25.00
IE Fee	£ -	£ -	£ -
Donations	£ -	£ -	£ -
Bank charges	£ 3.04	£ -	£ 3.04
Cash Drawn from Bank for Petty Cash	£ -	£ -	£ -
	£ 17,265.95	-£ 119.00	£ 17,146.95

Current Surplus (Deficit)	£ 7,435.29	£ 119.00	£ 7,554.29
Funds Brought Forward	£ 17,251.50	£ 40.00	£ 17,291.50
Funds Carried Forward	£ 24,686.79	£ 159.00	£ 24,845.79

York Literature Festival

Summary by Fund

For period to:

###

Receipts	General funds	BG Marketing	Enter description	Enter description	Enter description	Enter description	Enter description
Gross Revenue from Events	£ 11,030.80	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ 13,000.00	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ 670.44	£ -	£ -	£ -	£ -	£ -	£ -
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 24,701.24	£ -	£ -	£ -	£ -	£ -	£ -

Payments	General funds	BG Marketing	Enter description	Enter description	Enter description	Enter description	Enter description
Artists' Fees	£ 5,391.40	£ -	£ -	£ -	£ -	£ -	£ -
Artists travel	£ 902.73	£ -	£ -	£ -	£ -	£ -	£ -
Artists accommodation	£ 1,060.00	£ -	£ -	£ -	£ -	£ -	£ -
Venue costs	£ 366.40	£ -	£ -	£ -	£ -	£ -	£ -
Other event costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Admin assistant	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ -
Festival Marketing Costs	£ 1,926.55	£ -	£ -	£ -	£ -	£ -	£ -
Publicity/PR Costs	£ 1,380.86	£ -	£ -	£ -	£ -	£ -	£ -
Insurances	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Visit York Membership	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Website & IT Charges	£ 1,234.97	£ -	£ -	£ -	£ -	£ -	£ -
Admin Charges	£ 25.00	£ -	£ -	£ -	£ -	£ -	£ -
IE Fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Annual Report	£ -	£ -	£ -	£ -	£ -	£ -	£ -

Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank charges	£ 3.04	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book sales contra	-£ 144.00	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Enter Description	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 17,146.95	£ -	£ -	£ -	£ -	£ -	£ -

Current Surplus (Deficit)	£ 7,554.29	£ -	£ -	£ -	£ -	£ -	£ -
Funds Brought Forward	£ 17,291.50	£ -	£ -	£ -	£ -	£ -	£ -
Funds Carried Forward	£ 24,845.79	£ -	£ -	£ -	£ -	£ -	£ -

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 11,030.80
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 13,000.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 670.44
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
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£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 24,701.24

Enter description	Enter description	Enter description	Enter description	Enter description	Total
£ -	£ -	£ -	£ -	£ -	£ 5,391.40
£ -	£ -	£ -	£ -	£ -	£ 902.73
£ -	£ -	£ -	£ -	£ -	£ 1,060.00
£ -	£ -	£ -	£ -	£ -	£ 366.40
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 5,000.00
£ -	£ -	£ -	£ -	£ -	£ 1,926.55
£ -	£ -	£ -	£ -	£ -	£ 1,380.86
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ 1,234.97
£ -	£ -	£ -	£ -	£ -	£ 25.00
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -

Annual Report	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Donations	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Bank charges	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Book sales contra	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
	£	40	£	41	£	40	£	42	£	43	£	76	£	839	£	3,446		

Funds Bal B/Fwd	£	17,292																
Funds Bal C/Fwd	£	30,251	£	30,210	£	30,170	£	30,128	£	30,085	£	30,009	£	28,976	£	25,530		

31/05/2023

2	3	4	5	
Feb	Mar	Apr	May	TOTAL
£ -	£ 1,409.00	£ -	£ 9,815.40	£ 11,031
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 13,000
£ -	£ -	£ -	£ -	£ -
£ -	£ 7.00	£ 663.44	£ -	£ 670
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ 1,416	£ 663	£ 9,815	£ 24,701

Feb	Mar	Apr	May	TOTAL
£ -	£ 3,495.00	£ 1,130.00	£ 766.40	£ 5,391
£ -	£ 631.20	£ 271.53	£ -	£ 903
£ -	£ 265.00	£ 955.00	-£ 160.00	£ 1,060
£ -	£ 100.00	£ 266.40	£ -	£ 366
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ 800.00	£ 800.00	£ -	£ 1,000.00	£ 5,000
£ 1,326.56	£ -	£ -	£ -	£ 1,927
£ 46.54	£ 910.47	£ 45.48	£ 45.32	£ 1,381
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ 1,235
£ -	£ -	£ -	£ 25.00	£ 25
£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -

£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	3.04	£	-	£	-	£	3
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	-£	144.00	-£	144
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	-	£	-	£	-	£	-	£	-
£	2,173	£	6,205	£	2,668	£	1,533	£	17,147

Surplus (Deficit) on Year
£ 7,554

£	23,357	£	18,568	£	16,563	£	24,846
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Cumulative by Month

Year 1

Income	Jun	Jul	Aug	Sep	Oct	Nov
<i>Gross Revenue from Events</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Receipts</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Sponsorship</i>	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
<i>Grants</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Book Sales Commission</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>AC Final payment</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Donations</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Enter Description</i>	£ -	£ -	£ -	£ -	£ -	£ -
	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000

Expenditure	Jun	Jul	Aug	Sep	Oct	Nov
<i>Artists' Fees</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists travel</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Artists accommodation</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Venue costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Other event costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Fees and Prizes</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Admin assistant</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Festival Marketing Costs</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Publicity/PR Costs</i>	£ 40.47	£ 81.44	£ 121.26	£ 163.23	£ 206.44	£ 247.59
<i>Insurances</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Visit York Membership</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Website & IT Charges</i>	£ -	£ -	£ -	£ -	£ -	£ 35.00
<i>Admin Charges</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>IE Fee</i>	£ -	£ -	£ -	£ -	£ -	£ -
<i>Training</i>	£ -	£ -	£ -	£ -	£ -	£ -

Annual Report	£	-	£	-	£	-	£	-	£	-	£	-
Donations	£	-	£	-	£	-	£	-	£	-	£	-
Bank charges	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Book sales contra	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
Enter Description	£	-	£	-	£	-	£	-	£	-	£	-
	£	40	£	81	£	121	£	163	£	206	£	283

Ending:**31/05/2023**

Dec	Jan	Feb	Mar	Apr	May	TOTAL
-£ 193.60	-£ 193.60	-£ 193.60	£ 1,215.40	£ 1,215.40	£ 11,030.80	£ 12,881
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 156,000
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ 7.00	£ 670.44	£ 670.44	£ 1,348
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 12,806	£ 12,806	£ 12,806	£ 14,222	£ 14,886	£ 24,701	£ 170,229

Dec	Jan	Feb	Mar	Apr	May	TOTAL
£ -	£ -	£ -	£ 3,495.00	£ 4,625.00	£ 5,391.40	£ 13,511
£ -	£ -	£ -	£ 631.20	£ 902.73	£ 902.73	£ 2,437
£ -	£ -	£ -	£ 265.00	£ 1,220.00	£ 1,060.00	£ 2,545
£ -	£ -	£ -	£ 100.00	£ 366.40	£ 366.40	£ 833
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 800.00	£ 2,400.00	£ 3,200.00	£ 4,000.00	£ 4,000.00	£ 5,000.00	£ 19,400
£ -	£ 599.99	£ 1,926.55	£ 1,926.55	£ 1,926.55	£ 1,926.55	£ 8,306
£ 286.63	£ 333.05	£ 379.59	£ 1,290.06	£ 1,335.54	£ 1,380.86	£ 5,866
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 35.00	£ 1,234.97	£ 1,234.97	£ 1,234.97	£ 1,234.97	£ 1,234.97	£ 6,245
£ -	£ -	£ -	£ -	£ -	£ 25.00	£ 25
£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -

£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ 3.04	£ 3.04	£ 3.04	£ 3.04	£ 9
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ 144.00	£ 144
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ 1,122	£ 4,568	£ 6,741	£ 12,946	£ 15,614	£ 17,147	£ 17,147	£ 59,033

Budget & Cashflow

Year Ending:

31/05/2023

Income	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000	£ -	£ 15,000
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ -	£ -	£ -	£ -	£ 13,000	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,000
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500	£ -	£ 500
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ 13,000	£ -	£ -	£ -	£ -	£ -	£ 15,500	£ -	£ 28,500

Expenditure	Jan	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Artists' Fees	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 8,050	£ -	£ -	£ 8,050
Artists travel	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 980	£ -	£ -	£ 980
Artists accommodation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 900	£ -	£ -	£ 900
Venue costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 950	£ -	£ -	£ 950
Other event costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Poetry Competition Fees and Prizes	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Admin assistant	£ -	£ -	£ -	£ -	£ -	£ 800	£ 800	£ 800	£ 800	£ 800	£ 1,000	£ -	£ 5,000
Publicity Marketing Costs	£ -	£ -	£ -	£ -	£ 500	£ -	£ -	£ -	£ 2,000	£ 3,000	£ 400	£ -	£ 5,800
Festival/PPP Costs	£ -	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 40	£ 480
Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 450	£ -	£ -	£ -	£ 450
Visit York Membership	£ -	£ -	£ -	£ 400	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 400
Website & IT Charges	£ -	£ -	£ -	£ -	£ -	£ -	£ 425	£ 800	£ -	£ -	£ -	£ -	£ 1,225
Admin Charges	£ -	£ -	£ 25	£ -	£ -	£ 25	£ -	£ -	£ 50	£ -	£ -	£ 50	£ 150
£ Fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Annual Report	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 40	£ 40	£ 465	£ 540	£ 40	£ 865	£ 1,265	£ 1,640	£ 3,340	£ 3,840	£ 12,320	£ 90	£ 24,485

Funds Bal B/Fwd	E 17,292											Surplus (Deficit) on Year				E 4,015
Funds Bal C/Fwd	E 17,252	E 17,212	E 16,747	E 16,207	E 29,167	E 28,302	E 27,037	E 25,397	E 22,057	E 18,217	E 21,397	E 21,307				

Cumulative Budget

Year Ending:

31/05/2023

Income	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Gross Revenue from Events	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000	£ 15,000	£ 15,000
Poetry Competition Receipts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Sponsorship	£ -	£ -	£ -	£ -	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Book Sales Commission	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500	£ 500	£ 500
AC Final payment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 13,000	£ 28,500	£ 28,500	£ 28,500

Expenditure	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
<i>Artists' Fees</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 8,050	£ 8,050	£ 8,050
<i>Artists Travel</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 980	£ 980	£ 980
<i>Artists accommodation</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 900	£ 900	£ 900
<i>Venue costs</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 950	£ 950	£ 950
<i>Other event costs</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<i>Poetry Competition Fees and Prizes</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<i>Admin assistant</i>	£ -	£ -	£ -	£ -	£ -	£ 800	£ 1,600	£ 2,400	£ 3,200	£ 4,000	£ 5,000	£ 5,000	£ 5,000
<i>Festival Marketing Costs</i>	£ -	£ -	£ -	£ -	£ 500	£ 500	£ 500	£ 500	£ 2,500	£ 5,500	£ 5,900	£ 5,900	£ 5,900
<i>Publicity/PR Costs</i>	£ -	£ 40	£ 80	£ 120	£ 160	£ 200	£ 240	£ 280	£ 320	£ 360	£ 400	£ 440	£ 480
<i>Insurance</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 450	£ 450	£ 450	£ 450	£ 450	£ 450
<i>Visit York Membership</i>	£ -	£ -	£ -	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400
<i>Website & IT Charges</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ 428	£ 1,225	£ 1,225	£ 1,225	£ 1,225	£ 1,225	£ 1,225
<i>Admin Charges</i>	£ -	£ -	£ -	£ 25	£ 25	£ 25	£ 50	£ 50	£ 50	£ 100	£ 100	£ 100	£ 150
<i>Life Fee</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<i>Training</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<i>Annual Report</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<i>Donations</i>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	£ 40	£ 80	£ 545	£ 1,085	£ 1,125	£ 1,990	£ 3,255	£ 4,895	£ 8,235	£ 12,675	£ 24,395	£ 24,485	£ 24,485

Actual vs Budget

Real

Month Ref	Feb
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Income	Actual Ytd
Gross Revenue from Events	-£ 193.60
Poetry Competition Receipts	£ -
Sponsorship	£ 13,000.00
Grants	£ -
Book Sales Commission	£ -
AC Final payment	£ -
Donations	£ -
	£ 12,806

Budget Ytd
£ -
£ -
£ 13,000.00
£ -
£ -
£ -
£ -
£ 13,000

Variance Ytd
-£ 193.60
£ -
£ -
£ -
£ -
£ -
£ -
-£ 193.60

Expenditure	Actual Ytd
Artists' Fees	£ -
Artists travel	£ -
Artists accommodation	£ -
Venue costs	£ -
Other event costs	£ -
Poetry Competition Fees and Prizes	£ -
Admin assistant	£ 3,200.00
Festival Marketing Costs	£ 1,926.55
Publicity/PR Costs	£ 379.59
Insurances	£ -
Visit York Membership	£ -
Website & IT Charges	£ 1,234.97
Admin Charges	£ -
IE Fee	£ -
Training	£ -
Annual Report	£ -
Donations	£ -
Book sales contra	£ -
	£ 6,741

Budget Ytd
£ -
£ -
£ -
£ -
£ -
£ -
£ 3,200.00
£ 2,500.00
£ 360.00
£ 450.00
£ 400.00
£ 1,225.00
£ 100.00
£ -
£ -
£ -
£ -
£ -
£ 8,235

Variance Ytd
£ -
£ -
£ -
£ -
£ -
£ -
£ -
-£ 573.45
£ 19.59
-£ 450.00
-£ 400.00
£ 9.97
-£ 100.00
£ -
£ -
£ -
£ -
-£ 1,493.89

Ending: 31/03/2023

Budget Yr	Balance Budget
£ 15,000.00	£ 15,193.60
£ -	£ -
£ 13,000.00	£ -
£ -	£ -
£ 500.00	£ 500.00
£ -	£ -
£ -	£ -
£ 28,500	£ 15,693.60

Budget Yr	Balance Budget
£ 8,050.00	£ 8,050.00
£ 980.00	£ 980.00
£ 900.00	£ 900.00
£ 950.00	£ 950.00
£ -	£ -
£ -	£ -
£ 5,000.00	£ 1,800.00
£ 5,900.00	£ 3,973.45
£ 480.00	£ 100.41
£ 450.00	£ 450.00
£ 400.00	£ 400.00
£ 1,225.00	-£ 9.97
£ 150.00	£ 150.00
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ 24,485	£ 17,743.89