



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From            Period start date 1<sup>st</sup> December 2023 To  
Period end date 30<sup>th</sup> November 2024

**Charity name:** Newport Library Working Group

**Charity registration number:** 1167617

## Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <p>a) To advance education of the public in the town of Newport Pembrokeshire and surrounding areas, in particular but not exclusively by the running and management of a community library facility for the benefit of the public.</p> <p>b) To promote for the benefit of the inhabitants of the town of Newport, Pembrokeshire and the surrounding area and for visitors to the town the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of the youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants and visitors.</p> |
| 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. | Para 1.17 and 1.19 | We operate the library for the benefit of inhabitants of and visitors to Newport, and recruit new library members. We also recruit and train new volunteers. We also open on Friday afternoons during term time specifically for the local primary school to visit.  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.   |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by volunteers                                  | Para 1.38      | Volunteers provide 6 opening hours a week, plus Friday opening for the primary school pupils, who would not otherwise be able to visit a library. Volunteers help with fundraising and planning and organising events; preparing monthly financial reports, and drawing up a rota. Volunteers also help with any reports required by our partners, Pembrokeshire County Council. |
| Other  |                |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| 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. | Para 1.20      | <p>Volunteers continued to promote the library, user numbers increased throughout the year, and we recruited new members.</p> <p>A survey confirmed that users were very satisfied with all aspects of the library.</p> <p>The school headteacher is very pleased that the primary school pupils are able to access the library on Fridays. One of our volunteers is also a volunteer at the school, helping pupils with their reading, and knows from experience that the regular visits are beneficial to their progress.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
|-------------------------------------|-----------|--|

|  |           |  |
|--|-----------|--|
| Performance of fundraising activities against objectives set | Para 1.41 | We held three fundraising events which raised £457. In May we held a poetry and music event; and in November a quiz night. We also share running costs of the building with co-tenants. Other income comes from one off donations and hire of a small office. However our income needs to increase as running costs have risen. We will therefore look at more fundraising events in the future. |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | At the year end we held over £15,800 cash at bank in unrestricted funds.  |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Before our move to new premises, we aimed to hold at least £6,000 in reserves to cover a year's operating costs. The costs in the new building are slightly lower, however we have not changed the amount held in reserve, to cover any unforeseen contingencies. |
| Amount of reserves held  | Para 1.22 | £6000   |
| Reasons for holding zero reserves  | Para 1.22 |   |
| Details of fund materially in deficit  | Para 1.24 |   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |                                      |
|---|-----------|--------------------------------------|
| Description of charity's trusts:  |           |                                      |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution                         |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Charitable Incorporated Organisation |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Appointed by Trustees                |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |   |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |   |
| Relationship with any related parties   | Para 1.51 | We work in partnership with Pembrokeshire County Council who supply the stock and software, and a librarian for 5.5 hours a week. |
| Other   |           |   |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Newport Library Working Group  |
| Other name the charity uses | Newport Community Library  |
| Registered charity number   | 1167617  |
| Charity's principal address | 1-2 Bank Cottages<br>Long Street<br>Newport<br>Pembrokeshire<br>SA42 0TN |
|                             |  |

**Names of the charity 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) |
|----|----------------------------|-------------------|---|---|
| 1  | Rosalind McGarry           |                   |   | Newport Library Working Group                                 |
| 2  | Patricia Margaret Davies   | Secretary         |   | Newport Library Working Group                                 |
| 3  | Bridget Ann Selwyn         | Treasurer         |   | Newport Library Working Group                                 |
| 4  | Katherine Ann Benzinski    | Publicity Officer | 1 <sup>st</sup> December 2023 to 31 <sup>st</sup> May 2024  | Newport Library Working Group                                 |
| 5  | Lady Mary Alethea Hallinan |                   | 6 <sup>th</sup> June 2023 to 30 <sup>th</sup> November 2023 | Newport Library Working Group                                 |
| 6  |                            |                   |   |   |
| 7  |                            |                   |   |   |
| 8  |                            |                   |   |   |
| 9  |                            |                   |   |   |
| 10 |                            |                   |   |   |
| 11 |                            |                   |   |   |
| 12 |                            |                   |   |   |
| 13 |                            |                   |   |   |
| 14 |                            |                   |   |   |
| 15 |                            |                   |   |   |
| 16 |                            |                   |   |   |
| 17 |                            |                   |   |   |
| 18 |                            |                   |   |   |
| 19 |                            |                   |   |   |
| 20 |                            |                   |   |   |

**Corporate trustees – names of the directors at the date the report was approved**

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

**Name of trustees holding title to property belonging to the charity**

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|


## Other optional information

|  |
|--|
|  |
|--|

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Patricia Margaret Davies  |  |
| Position (eg Secretary, Chair, etc) | Secretary   |  |
| Date                                |   |  |



Date For:

| Receipt | Cash out | Bank out | Chq no | Cleared |  |
|---------|----------|----------|--------|---------|--|
|---------|----------|----------|--------|---------|--|

### Dec-23

|                    |                       |     |      |        |  |   |    |
|--------------------|-----------------------|-----|------|--------|--|---|----|
| 1                  | 15/12/23 Diary        | 295 |      | 6.99   |  | y | OK |
| 2                  | 15/12/23 cleaning pro | 299 |      | 4.19   |  | y | OK |
| 3                  | 15/12/23 xmas sweets  | 296 |      | 8.50   |  | y | OK |
| 4                  | 15/12/23 xmas tree    | 297 |      | 15.00  |  | y | OK |
| 5                  | 15/12/23 prosecco     | 298 |      | 34.50  |  | y | OK |
| 6                  | 21/12/23 PK Plumb     |     |      |        |  | y | OK |
| 7                  | 29/12/24 edf gas      | 293 |      | 278.22 |  | y | OK |
| 8                  | 29/12/24 edf elec     | 291 |      | 112.65 |  | y | OK |
| Sub-total Dec 2023 |                       |     | 0.00 | 460.05 |  |   |    |

### Jan-24

|                  |                      |     |      |        |  |   |    |
|------------------|----------------------|-----|------|--------|--|---|----|
| 1                | 1-Jan PK plumb       | 300 |      | 90.00  |  | y | OK |
| 2                | 6/1/24 Cleaner       | 301 |      | 58.75  |  | y | OK |
| 3                | 19/1/24 edf elec     | 292 |      | 72.92  |  | y | OK |
| 4                | 22/1/24 edf gas      | 294 |      | 67.10  |  | y | OK |
| 5                | 10/1/24 broom        | 302 |      | 14.55  |  | y | OK |
| 6                | 10/1/24 toilet clean | 303 |      | 1.49   |  | y | OK |
| 7                |                      |     |      |        |  |   | OK |
| 8                |                      |     |      |        |  |   | OK |
| Sub-total Jan 24 |                      |     | 0.00 | 304.81 |  |   |    |

### Feb-24

|                  |                     |         |      |        |  |   |    |
|------------------|---------------------|---------|------|--------|--|---|----|
| 1                | 1-Feb missing       | 302 303 |      | 0.05   |  | y | OK |
| 2                | Feb-24 Jan clean    | 304     |      | 50.00  |  | y | OK |
| 3                | 9/2/24 room hire NM | 288     |      | 25.00  |  | y | OK |
| 4                | 15/2/24 AGM refresh | 305     |      | 7.53   |  | y | OK |
| 5                | 16/2/24 Garden ser  | 306     |      | 370.00 |  | y | OK |
| 6                | 23/2/24 edf gas     | 310     |      | 314.60 |  | y | OK |
| 7                | 23/2/24 edf elect   | 311     |      | 115.92 |  | y | OK |
| 8                |                     |         |      |        |  |   | OK |
| Sub-total Feb 24 |                     |         | 0.00 | 883.10 |  |   |    |

### 1/3/24

|   |                    |     |  |        |  |   |    |
|---|--------------------|-----|--|--------|--|---|----|
| 1 | 2/3/24 Welsh water | 307 |  | 74.99  |  | y | OK |
| 2 | 2/3/24 Cleaner     | 308 |  | 61.25  |  | y | OK |
| 3 | 27/3/24 PAVS       | 309 |  | 30.00  |  | y | OK |
| 4 | 19/3/24 NMH poetry | 313 |  | 16.00  |  | y | OK |
| 5 | 20/3/24 Heatshine  | 312 |  | 90.00  |  | y | OK |
| 6 | 25/3/24 EDF g      | 314 |  | 122.01 |  | y | OK |
| 7 | 25/3/24 EDF e      | 315 |  | 90.09  |  | y | OK |

8

|                  |  |      |        |  |  |    |
|------------------|--|------|--------|--|--|----|
|                  |  |      |        |  |  | OK |
| Sub-total Mar 24 |  | 0.00 | 484.34 |  |  |    |

**Apr-24**

|   |                     |     |      |        |  |  |    |
|---|---------------------|-----|------|--------|--|--|----|
| 1 | 1/4/24 March clean  | 316 |      | 48.75  |  |  | OK |
| 2 | 11/4/24 signage nic | 323 |      | 17.84  |  |  | OK |
| 3 | 24/4/24 Microsoft   | 322 |      | 40.00  |  |  | OK |
| 4 |                     |     |      |        |  |  | OK |
| 5 |                     |     |      |        |  |  | OK |
| 6 |                     |     |      |        |  |  | OK |
| 7 |                     |     |      |        |  |  | OK |
| 8 |                     |     |      |        |  |  | OK |
|   | Sub-total Apr 24    |     | 0.00 | 106.59 |  |  |    |

**May-24**

|   |                    |        |      |        |  |  |    |
|---|--------------------|--------|------|--------|--|--|----|
| 1 | 1-May trade waste  | 320.00 |      | 108.00 |  |  | OK |
| 2 | 2/5/24 cleaner     | 317.00 |      | 61.25  |  |  | OK |
| 3 | 15/5/24 EDF        | 318.00 |      | 318.80 |  |  | OK |
| 4 | 22/5/24 EDF        | 319.00 |      | 154.96 |  |  | OK |
| 5 | 28/5/24 laminating | 321.00 |      | 28.89  |  |  |    |
| 6 |                    |        |      |        |  |  |    |
| 7 |                    |        |      |        |  |  |    |
| 8 |                    |        |      |        |  |  |    |
|   | Sub-total May 24   |        | 0.00 | 671.90 |  |  |    |

**Jun-24**

|   |                       |     |      |        |  |   |    |
|---|-----------------------|-----|------|--------|--|---|----|
| 1 | 6/6/2024 may cleaning | 324 |      | 60.00  |  | y | OK |
| 2 | 6/10/2024 EDF E       | 325 |      | 70.35  |  | y | OK |
| 3 | 19/6/24 EDFG          | 326 |      | 66.76  |  | y | OK |
| 4 | 20/6/24 Thomas C ins  | 327 |      | 233.67 |  | y | OK |
| 5 |                       |     |      |        |  |   | OK |
| 6 |                       |     |      |        |  |   | OK |
| 7 |                       |     |      |        |  |   | OK |
| 8 |                       |     |      |        |  |   | OK |
|   | Sub-total Jun 24      |     | 0.00 | 430.78 |  |   | OK |

**Jul-24**

|   |                       |         |  |        |   |  |    |
|---|-----------------------|---------|--|--------|---|--|----|
| 1 | 10/7/21 June clean    | 328     |  | 45.00  | y |  | OK |
| 2 | 10/7/24 NTC ins       | 329     |  | 328.25 | y |  | OK |
| 3 | 17/7/24 eon gas       | 332     |  | 5.36   | y |  | OK |
| 4 | 16/7/24 Fire alarms h | 333     |  | 207.50 | y |  | OK |
| 5 | 16/7/24               | 330-331 |  | 5.00   | y |  | OK |
| 6 | 23/7/24 edf e         | 334     |  | 62.66  | y |  | OK |
| 7 |                       |         |  |        |   |  | OK |

|   |                   |      |        |  |  |    |
|---|-------------------|------|--------|--|--|----|
| 8 |                   |      |        |  |  | OK |
|   |                   |      |        |  |  | OK |
|   | Sub-total July 24 | 0.00 | 653.77 |  |  | OK |

#### Aug-24

|   |                  |      |       |       |  |    |
|---|------------------|------|-------|-------|--|----|
| 1 | 16/8/24 edf e    | 335  |       | 58.82 |  | OK |
| 2 | 16/8/24 eon g    | 336  |       | 8.82  |  | OK |
| 3 |                  |      |       |       |  | OK |
| 4 |                  |      |       |       |  | OK |
| 5 |                  |      |       |       |  | OK |
| 6 |                  |      |       |       |  | OK |
| 7 |                  |      |       |       |  | OK |
| 8 |                  |      |       |       |  | OK |
|   | Sub-total Aug 24 | 0.00 | 67.64 |       |  | OK |

#### Sep-24

|   |                  |      |        |        |  |    |
|---|------------------|------|--------|--------|--|----|
| 1 | 10/9/24 Welsh W  | 337  |        | 157.11 |  | OK |
| 2 | 17.09.24 Eon gas | 338  |        | 10.08  |  | OK |
| 3 |                  |      |        |        |  | OK |
| 4 |                  |      |        |        |  | OK |
| 5 |                  |      |        |        |  | OK |
| 6 |                  |      |        |        |  | OK |
| 7 |                  |      |        |        |  | OK |
| 8 |                  |      |        |        |  | OK |
|   | Sub-total Sep 24 | 0.00 | 167.19 |        |  | OK |

#### Oct-24

|   |                      |      |        |        |   |    |
|---|----------------------|------|--------|--------|---|----|
| 1 | 16/10/24 EON G       | 339  |        | 9.76   | y | OK |
| 2 | EON E                | 340  |        | 22.39  |   | OK |
| 3 | 8/10/24 Sept clean   | 341  |        | 60.00  | y | OK |
| 4 | 8/10/24 heatshine 44 | 342  |        | 144.59 | y | OK |
| 5 | 8/10/24 half room hi | 328  |        | 125.00 | y | OK |
| 6 |                      |      |        |        |   | OK |
| 7 |                      |      |        |        |   | OK |
| 8 |                      |      |        |        |   | OK |
|   | Sub-total Oct 24     | 0.00 | 361.74 |        |   | OK |

#### Nov-24

|   |                  |     |  |       |  |    |
|---|------------------|-----|--|-------|--|----|
| 1 | 17-Nov Oct clean | 343 |  | 45.00 |  | OK |
| 2 | 19-Nov Gas       | 344 |  | 75.17 |  | OK |
| 3 |                  |     |  |       |  | OK |
| 4 |                  |     |  |       |  | OK |
| 5 |                  |     |  |       |  | OK |

6  
7  
8

|                  |  |      |        |  |    |
|------------------|--|------|--------|--|----|
|                  |  |      |        |  | OK |
|                  |  |      |        |  | OK |
|                  |  |      |        |  | OK |
| Sub-total Nov 24 |  | 0.00 | 120.17 |  |    |

|                             |      |         |  |
|-----------------------------|------|---------|--|
| <b>Expenditure: Year to</b> | 0.00 | 4712.08 |  |
|-----------------------------|------|---------|--|

| Rent & buildings insurance | Utilities half | Bills and other expenses | Admin & prof. services | Fundraising expenses | Grant half utilities and others | Other | Total excl "Other" |
|----------------------------|----------------|--------------------------|------------------------|----------------------|---------------------------------|-------|--------------------|
|----------------------------|----------------|--------------------------|------------------------|----------------------|---------------------------------|-------|--------------------|

|      |        |       |      |      |        |      |        |
|------|--------|-------|------|------|--------|------|--------|
|      |        |       | 6.99 |      |        |      | 6.99   |
|      |        | 4.19  |      |      |        |      | 4.19   |
|      |        | 8.50  |      |      |        |      | 8.50   |
|      |        | 15.00 |      |      |        |      | 15.00  |
|      |        | 34.50 |      |      |        |      | 34.50  |
|      |        |       |      |      |        |      |        |
|      | 139.11 |       |      |      | 139.11 |      | 278.22 |
|      | 56.32  |       |      |      | 56.33  |      | 112.65 |
| 0.00 | 195.43 | 62.19 | 6.99 | 0.00 | 195.44 | 0.00 | 460.05 |
|      |        |       |      |      |        |      |        |
|      |        |       |      |      |        |      |        |
|      | 45.00  |       |      |      | 45.00  |      | 90.00  |
|      |        | 58.75 |      |      |        |      | 58.75  |
|      | 36.46  |       |      |      | 36.46  |      | 72.92  |
|      | 33.55  |       |      |      | 33.55  |      | 67.10  |
|      |        | 14.55 |      |      |        |      | 14.55  |
|      |        | 1.49  |      |      |        |      | 1.49   |
|      |        |       |      |      |        |      |        |
|      |        |       |      |      |        |      |        |
| 0.00 | 115.01 | 74.79 | 0.00 | 0.00 | 115.01 | 0.00 | 304.81 |

|      |        |       |        |      |        |       |        |
|------|--------|-------|--------|------|--------|-------|--------|
|      |        | 0.05  |        |      |        |       | 0.05   |
|      |        | 50.00 |        |      |        |       | 50.00  |
|      |        |       |        |      |        | 25.00 | 25.00  |
|      |        | 7.53  |        |      |        |       | 7.53   |
|      |        |       | 370.00 |      |        |       | 370.00 |
|      | 157.30 |       |        |      | 157.30 |       | 314.60 |
|      | 57.96  |       |        |      | 57.96  |       | 115.92 |
|      |        |       |        |      |        |       |        |
| 0.00 | 215.26 | 57.58 | 370.00 | 0.00 | 215.26 | 25.00 | 883.10 |

|  |       |       |       |  |       |  |        |
|--|-------|-------|-------|--|-------|--|--------|
|  | 37.49 |       |       |  | 37.50 |  | 74.99  |
|  |       | 61.25 |       |  |       |  | 61.25  |
|  |       |       | 30.00 |  |       |  | 30     |
|  |       | 16.00 |       |  |       |  | 16     |
|  |       | 90.00 |       |  |       |  | 90.00  |
|  | 61.00 |       |       |  | 61.01 |  | 122.01 |
|  | 45.04 |       |       |  | 45.05 |  | 90.09  |

|      |        |        |       |      |        |      |        |
|------|--------|--------|-------|------|--------|------|--------|
|      |        |        |       |      |        |      |        |
| 0.00 | 143.53 | 167.25 | 30.00 | 0.00 | 143.56 | 0.00 | 484.34 |

|      |      |       |       |      |      |      |        |
|------|------|-------|-------|------|------|------|--------|
|      |      | 48.75 |       |      |      |      | 48.75  |
|      |      |       | 17.84 |      |      |      | 17.84  |
|      |      |       | 40.00 |      |      |      | 40.00  |
|      |      |       |       |      |      |      |        |
|      |      |       |       |      |      |      |        |
|      |      |       |       |      |      |      |        |
|      |      |       |       |      |      |      |        |
|      |      |       |       |      |      |      |        |
| 0.00 | 0.00 | 48.75 | 57.84 | 0.00 | 0.00 | 0.00 | 106.59 |

|      |        |        |      |      |        |      |        |
|------|--------|--------|------|------|--------|------|--------|
|      |        | 108.00 |      |      |        |      | 108.00 |
|      |        | 61.25  |      |      |        |      | 61.25  |
|      | 159.40 |        |      |      | 159.40 |      | 318.80 |
|      | 77.48  |        |      |      | 77.48  |      | 154.96 |
|      |        | 28.89  |      |      |        |      | 28.89  |
|      |        |        |      |      |        |      |        |
|      |        |        |      |      |        |      |        |
|      |        |        |      |      |        |      |        |
| 0.00 | 236.88 | 198.14 | 0.00 | 0.00 | 236.88 | 0.00 | 671.90 |

|      |       |        |      |      |       |  |        |
|------|-------|--------|------|------|-------|--|--------|
|      |       | 60.00  |      |      |       |  | 60.00  |
|      | 35.17 |        |      |      | 35.18 |  | 70.35  |
|      | 33.38 |        |      |      | 33.38 |  | 66.76  |
|      |       | 233.67 |      |      |       |  | 233.67 |
|      |       |        |      |      |       |  |        |
|      |       |        |      |      |       |  |        |
|      |       |        |      |      |       |  |        |
|      |       |        |      |      |       |  |        |
| 0.00 | 68.55 | 293.67 | 0.00 | 0.00 | 68.56 |  | 430.78 |

|        |       |       |        |  |       |  |        |
|--------|-------|-------|--------|--|-------|--|--------|
|        |       | 45.00 |        |  |       |  | 45.00  |
| 328.25 |       |       |        |  |       |  | 328.25 |
|        | 2.68  |       |        |  | 2.68  |  | 5.36   |
|        |       |       | 207.50 |  |       |  | 207.50 |
|        |       | 5.00  |        |  |       |  | 5.00   |
|        | 31.33 |       |        |  | 31.33 |  | 62.66  |
|        |       |       |        |  |       |  |        |

room hire diff

|        |       |       |        |      |       |  |        |
|--------|-------|-------|--------|------|-------|--|--------|
|        |       |       |        |      |       |  |        |
|        |       |       |        |      |       |  |        |
| 328.25 | 34.01 | 50.00 | 207.50 | 0.00 | 34.01 |  | 653.77 |

|      |       |      |      |      |       |  |       |
|------|-------|------|------|------|-------|--|-------|
|      | 29.41 |      |      |      | 29.41 |  | 58.82 |
|      | 4.41  |      |      |      | 4.41  |  | 8.82  |
|      |       |      |      |      |       |  |       |
|      |       |      |      |      |       |  |       |
|      |       |      |      |      |       |  |       |
|      |       |      |      |      |       |  |       |
|      |       |      |      |      |       |  |       |
|      |       |      |      |      |       |  |       |
| 0.00 | 33.82 | 0.00 | 0.00 | 0.00 | 33.82 |  | 67.64 |

|      |       |      |      |      |       |  |        |
|------|-------|------|------|------|-------|--|--------|
|      | 78.55 |      |      |      | 78.56 |  | 157.11 |
|      | 5.04  |      |      |      | 5.04  |  | 10.08  |
|      |       |      |      |      |       |  |        |
|      |       |      |      |      |       |  |        |
|      |       |      |      |      |       |  |        |
|      |       |      |      |      |       |  |        |
|      |       |      |      |      |       |  |        |
|      |       |      |      |      |       |  |        |
| 0.00 | 83.59 | 0.00 | 0.00 | 0.00 | 83.60 |  | 167.19 |

|      |       |        |        |      |       |  |        |
|------|-------|--------|--------|------|-------|--|--------|
|      | 4.88  |        |        |      | 4.88  |  | 9.76   |
|      | 11.20 |        |        |      | 11.19 |  | 22.39  |
|      |       | 60.00  |        |      |       |  | 60.00  |
|      |       | 144.59 |        |      |       |  | 144.59 |
|      |       |        | 125.00 |      |       |  | 125.00 |
|      |       |        |        |      |       |  |        |
|      |       |        |        |      |       |  |        |
|      |       |        |        |      |       |  |        |
| 0.00 | 16.08 | 204.59 | 125.00 | 0.00 | 16.07 |  | 361.74 |

|  |       |       |  |  |       |  |       |
|--|-------|-------|--|--|-------|--|-------|
|  |       | 45.00 |  |  |       |  | 45.00 |
|  | 37.59 |       |  |  | 37.58 |  | 75.17 |
|  |       |       |  |  |       |  |       |
|  |       |       |  |  |       |  |       |
|  |       |       |  |  |       |  |       |

|      |       |       |      |      |       |  |        |
|------|-------|-------|------|------|-------|--|--------|
|      |       |       |      |      |       |  |        |
|      |       |       |      |      |       |  |        |
|      |       |       |      |      |       |  |        |
| 0.00 | 37.59 | 45.00 | 0.00 | 0.00 | 37.58 |  | 120.17 |

|        |         |         |        |      |         |  |         |
|--------|---------|---------|--------|------|---------|--|---------|
| 328.25 | 1179.75 | 1201.96 | 797.33 | 0.00 | 1179.79 |  | 4712.08 |
|--------|---------|---------|--------|------|---------|--|---------|



**NEWPORT LIBRARY WORKING GROUP**

**2023-24**

|                         | Income           |                  |                     |             |                  |         |       |                | Expenditure                |                                 |                        |                        |                      |                                 |       |                |          |
|-------------------------|------------------|------------------|---------------------|-------------|------------------|---------|-------|----------------|----------------------------|---------------------------------|------------------------|------------------------|----------------------|---------------------------------|-------|----------------|----------|
|                         | Annual donations | Single donations | Local organisations | Fundraising | IC half payments | Grants* | Other | TOTALS         | Rent & buildings insurance | Electricity, Gas and water half | Bills & other expenses | Admin & prof. services | Fundraising expenses | Grant half utilities and others | Other | TOTAL          | Balance  |
| <b>Brought forwards</b> |                  |                  |                     |             |                  |         |       |                |                            |                                 |                        |                        |                      |                                 |       |                |          |
| Dec-23                  | 0.00             | 0.00             | 0.00                | 0.00        | 101.32           | 0.00    | 0.00  | 101.32         | 0.00                       | 195.43                          | 62.19                  | 6.99                   | 0.00                 | 195.44                          | 0.00  | 460.05         | 17603.00 |
| Jan-24                  | 0.00             | 223.00           | 0.00                | 0.00        | 209.12           | 0.00    | 0.00  | 432.12         | 0.00                       | 115.01                          | 74.79                  | 0.00                   | 0.00                 | 115.01                          | 0.00  | 304.81         | 17730.36 |
| Feb-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 242.96           | 0.00    | 0.00  | 242.96         | 0.00                       | 215.26                          | 57.58                  | 370.00                 | 0.00                 | 215.26                          | 0.00  | 858.10         | 17140.22 |
| Mar-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 300.83           | 0.00    | 0.00  | 300.83         | 0.00                       | 143.53                          | 167.25                 | 30.00                  | 0.00                 | 143.56                          | 0.00  | 484.34         | 16956.71 |
| Apr-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 0.00             | 0.00    | 0.00  | 0.00           | 0.00                       | 0.00                            | 48.75                  | 57.84                  | 0.00                 | 0.00                            | 0.00  | 106.59         | 16850.12 |
| May-24                  | 0.00             | 0.00             | 20.00               | 195.00      | 313.05           | 0.00    | 0.00  | 528.05         | 0.00                       | 236.88                          | 198.14                 | 0.00                   | 0.00                 | 236.88                          | 0.00  | 671.90         | 16706.27 |
| Jun-24                  | 0.00             | 34.70            | 0.00                | 0.00        | 33.38            | 0.00    | 0.00  | 68.08          | 0.00                       | 68.55                           | 293.67                 | 0.00                   | 0.00                 | 68.56                           | 0.00  | 430.78         | 16343.57 |
| Jul-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 39.15            | 0.00    | 0.00  | 39.15          | 328.25                     | 34.01                           | 50.00                  | 207.50                 | 0.00                 | 34.01                           | 0.00  | 653.77         | 15791.61 |
| Aug-24                  | 0.00             | 0.00             | 69.16               | 0.00        | 33.68            | 0.00    | 0.00  | 102.84         | 0.00                       | 33.82                           | 0.00                   | 0.00                   | 0.00                 | 33.82                           | 0.00  | 67.64          | 15759.15 |
| Sep-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 5.04             | 0.00    | 0.00  | 5.04           | 0.00                       | 83.59                           | 0.00                   | 0.00                   | 0.00                 | 83.60                           | 0.00  | 167.19         | 15607.08 |
| Oct-24                  | 0.00             | 0.00             | 0.00                | 0.00        | 94.62            | 0.00    | 0.00  | 94.62          | 0.00                       | 16.08                           | 204.59                 | 125.00                 | 0.00                 | 16.07                           | 0.00  | 361.74         | 15579.88 |
| Nov-24                  | 0.00             | 0.00             | 0.00                | 262.50      | 111.88           | 0.00    | 0.00  | 374.38         | 0.00                       | 37.59                           | 45.00                  | 0.00                   | 0.00                 | 37.58                           | 0.00  | 120.17         | 15856.48 |
| <b>Total</b>            | 0.00             | 257.70           | 89.16               | 457.50      | 1485.03          | 0.00    | 0.00  | <b>2289.39</b> | 328.25                     | 1179.75                         | 1201.96                | 797.33                 | 0.00                 | 1179.79                         | 0.00  | <b>4687.08</b> |          |

\* NB: Grants are for specific projects (IIC & Time Banking), not for general funds

**NEWPORT LIBRARY WORKING GROUP**

[illegible]

[illegible]

| Date   | From             | Receipt    | Cash in | Bank in | Cleared | IC half bills |        |
|--------|------------------|------------|---------|---------|---------|---------------|--------|
| Dec-23 |                  |            |         |         |         |               |        |
| 1      | 27/12/24         | NIC elec   |         | 56.32   |         | OK            | 56.32  |
| 2      | 27/12/24         | NIC boiler |         | 45.00   |         | OK            | 45.00  |
| 3      |                  |            |         |         |         | OK            |        |
| 4      |                  |            |         |         |         | OK            |        |
| 5      |                  |            |         |         |         | OK            |        |
| 6      |                  |            |         |         |         | OK            |        |
| 7      |                  |            |         |         |         | OK            |        |
| 8      |                  |            |         |         |         | OK            |        |
|        | Sub total Dec 23 |            | 0.00    | 101.32  |         |               | 101.32 |

### Jan-24

|   |                  |                |  |      |        |  |    |        |
|---|------------------|----------------|--|------|--------|--|----|--------|
| 1 | 10-Jan           | sacramella don |  |      | 223.00 |  | OK |        |
| 2 | 23-Jan           | NIC energy     |  |      | 139.11 |  | OK | 139.11 |
| 3 | 8-Jan            | nic elec       |  |      | 36.46  |  | OK | 36.46  |
| 4 | 8-Jan            | nic gas        |  |      | 33.55  |  | OK | 33.55  |
| 5 |                  |                |  |      |        |  | OK |        |
| 6 |                  |                |  |      |        |  | OK |        |
| 7 |                  |                |  |      |        |  | OK |        |
| 8 |                  |                |  |      |        |  | OK |        |
|   | Sub-total Jan 24 |                |  | 0.00 | 432.12 |  |    | 209.12 |

### Feb-24

|   |                  |           |     |      |        |   |    |        |
|---|------------------|-----------|-----|------|--------|---|----|--------|
| 1 | 6-Feb            | Mary room | 288 |      | 50.00  | y | OK |        |
| 2 | 26-Feb           | nic gard  |     |      | 185.00 | y | OK | 185.00 |
| 3 | 2/26/2024        | nic elec  |     |      | 57.96  | y | OK | 57.96  |
| 4 |                  |           |     |      |        |   | OK |        |
| 5 |                  |           |     |      |        |   | OK |        |
| 6 |                  |           |     |      |        |   | OK |        |
| 7 |                  |           |     |      |        |   | OK |        |
| 8 |                  |           |     |      |        |   | OK |        |
|   | Sub-total Feb 24 |           |     | 0.00 | 292.96 |   |    | 242.96 |

### Mar-24

|   |        |           |  |  |        |  |    |        |
|---|--------|-----------|--|--|--------|--|----|--------|
| 1 | 12-Mar | nic water |  |  | 37.49  |  | OK | 37.49  |
| 2 |        | nic gas   |  |  | 61.00  |  | OK | 61.00  |
| 3 |        | nic ele   |  |  | 45.04  |  | OK | 45.04  |
| 4 |        | nic gas   |  |  | 157.30 |  | OK | 157.30 |
| 5 |        |           |  |  |        |  | OK |        |

|   |                  |      |        |    |        |
|---|------------------|------|--------|----|--------|
| 6 |                  |      |        | OK |        |
| 7 |                  |      |        | OK |        |
| 8 |                  |      |        | OK |        |
|   | Sub-total Mar 24 | 0.00 | 300.83 | OK | 300.83 |

#### Apr-24

|   |                  |      |      |    |      |
|---|------------------|------|------|----|------|
| 1 |                  |      |      | OK |      |
| 2 |                  |      |      | OK |      |
| 3 |                  |      |      | OK |      |
| 4 |                  |      |      | OK |      |
| 5 |                  |      |      | OK |      |
| 6 |                  |      |      | OK |      |
| 7 |                  |      |      | OK |      |
| 8 |                  |      |      | OK |      |
|   | Sub-total Apr 24 | 0.00 | 0.00 | OK | 0.00 |

#### May-24

|   |                         |        |        |    |        |
|---|-------------------------|--------|--------|----|--------|
| 1 | 01/05\24 : trade waste  | 41.00  |        | OK | 41.00  |
| 2 | 5/1/2024 nic elec       | 72.23  |        | OK | 72.23  |
| 3 | 5/1/2024 nic gas        | 159.40 |        | OK | 159.40 |
| 4 | 5/7/2024 try fundraiser | 195.00 |        | OK |        |
| 5 | 5/31/2024 nic gas       | 35.17  |        | OK | 35.17  |
| 6 | 5/31/2024 nic elec      | 5.25   |        | OK | 5.25   |
| 7 | 5/30/2024 rppm hire     | 20.00  |        | OK |        |
| 8 |                         |        |        | OK |        |
|   | Sub-total May 24        | 0.00   | 528.05 | OK | 313.05 |

#### Jun-24

|   |                   |       |       |    |       |
|---|-------------------|-------|-------|----|-------|
| 1 | 6/3/2024 TT sale  | 34.70 |       | OK |       |
| 2 | NIC E             | 33.38 |       | OK | 33.38 |
| 3 |                   |       |       | OK |       |
| 4 |                   |       |       | OK |       |
| 5 |                   |       |       | OK |       |
| 6 |                   |       |       | OK |       |
| 7 |                   |       |       | OK |       |
| 8 |                   |       |       | OK |       |
|   | Sub-total June 24 | 0.00  | 68.08 | OK | 33.38 |

#### Jul-24

|   |                       |       |   |    |       |
|---|-----------------------|-------|---|----|-------|
| 1 | 7/8/2024 nic e        | 31.47 | y | OK | 31.47 |
| 2 | 7/8/2024 nic g        | 2.68  | y | OK | 2.68  |
| 3 | 7/16/2024 2 Room hire | 5.00  | y | OK | 5.00  |
| 4 |                       |       |   | OK |       |

|                   |  |      |       |    |          |
|-------------------|--|------|-------|----|----------|
| 5                 |  |      |       | OK |          |
| 6                 |  |      |       | OK |          |
| 7                 |  |      |       | OK |          |
| 8                 |  |      |       | OK |          |
| Sub-total July 24 |  | 0.00 | 39.15 |    | OK 39.15 |

#### Aug-24

|                  |           |          |      |        |   |    |       |
|------------------|-----------|----------|------|--------|---|----|-------|
| 1                | 8/12/2024 | nic e    |      | 29.27  | y | OK | 29.27 |
| 2                | 8/12/2024 | nic g    |      | 4.41   | y | OK | 4.41  |
| 3                | 8/19/2024 | landlord |      | 69.16  |   | OK |       |
| 4                |           |          |      |        |   | OK |       |
| 5                |           |          |      |        |   | OK |       |
| 6                |           |          |      |        |   | OK |       |
| 7                |           |          |      |        |   | OK |       |
| 8                |           |          |      |        |   | OK |       |
| Sub-total Aug 24 |           |          | 0.00 | 102.84 |   | OK | 33.68 |

#### Sep-24

|                   |          |            |      |      |  |    |      |
|-------------------|----------|------------|------|------|--|----|------|
| 1                 | 9/9/2024 | nic g half |      | 5.04 |  | OK | 5.04 |
| 2                 |          |            |      |      |  | OK |      |
| 3                 |          |            |      |      |  | OK |      |
| 4                 |          |            |      |      |  | OK |      |
| 5                 |          |            |      |      |  | OK |      |
| 6                 |          |            |      |      |  | OK |      |
| 7                 |          |            |      |      |  | OK |      |
| 8                 |          |            |      |      |  | OK |      |
| Sub-total Sept 24 |          |            | 0.00 | 5.04 |  | OK | 5.04 |

#### Oct-24

|                  |           |           |      |        |  |    |       |
|------------------|-----------|-----------|------|--------|--|----|-------|
| 1                | 10/3/2024 | 328 RH    |      | 250.00 |  | OK |       |
| 2                | 10/2/2024 | NIC water |      | 78.55  |  | OK | 78.55 |
| 3                | 10/2/2024 | nic el    |      | 11.19  |  | OK | 11.19 |
| 4                | 10/2/2024 | nic g     |      | 4.88   |  | OK | 4.88  |
| 5                |           |           |      |        |  | OK |       |
| 6                |           |           |      |        |  | OK |       |
| 7                |           |           |      |        |  | OK |       |
| 8                |           |           |      |        |  | OK |       |
| Sub-total Oct 24 |           |           | 0.00 | 344.62 |  | OK | 94.62 |

#### Nov-24

|   |            |            |  |        |  |    |       |
|---|------------|------------|--|--------|--|----|-------|
| 1 | 11/4/2024  | Fundariser |  | 262.50 |  | OK |       |
| 2 | 11/26/2024 | NIC E      |  | 74.30  |  | OK | 74.30 |

3  
4  
5  
6  
7  
8

11/26/2024    NIC G

|                  |       |        |    |        |
|------------------|-------|--------|----|--------|
|                  | 37.58 |        | OK | 37.58  |
|                  |       |        | OK |        |
|                  |       |        | OK |        |
|                  |       |        | OK |        |
|                  |       |        | OK |        |
|                  |       |        | OK |        |
| Sub-total Nov 24 | 0.00  | 374.38 | OK | 111.88 |

|                             |             |                |
|-----------------------------|-------------|----------------|
| <b>INCOME: Year to date</b> | <b>0.00</b> | <b>2589.39</b> |
|-----------------------------|-------------|----------------|

|                     |                     |                        |             |        |       |               |
|---------------------|---------------------|------------------------|-------------|--------|-------|---------------|
| Annual<br>donations | Single<br>donations | Local<br>organisations | Fundraising | Grants | Other | <u>TOTALS</u> |
|---------------------|---------------------|------------------------|-------------|--------|-------|---------------|

|      |      |      |      |      |      |        |
|------|------|------|------|------|------|--------|
|      |      |      |      |      |      | 56.32  |
|      |      |      |      |      |      | 45.00  |
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 101.32 |

|      |        |      |      |      |      |        |
|------|--------|------|------|------|------|--------|
|      | 223.00 |      |      |      |      | 223.00 |
|      |        |      |      |      |      | 139.11 |
|      |        |      |      |      |      | 36.46  |
|      |        |      |      |      |      | 33.55  |
|      |        |      |      |      |      |        |
|      |        |      |      |      |      |        |
|      |        |      |      |      |      |        |
|      |        |      |      |      |      |        |
| 0.00 | 223.00 | 0.00 | 0.00 | 0.00 | 0.00 | 432.12 |

|      |      |      |      |      |              |        |
|------|------|------|------|------|--------------|--------|
|      |      |      |      |      | <u>50.00</u> | 50.00  |
|      |      |      |      |      |              | 185.00 |
|      |      |      |      |      |              | 57.96  |
|      |      |      |      |      |              |        |
|      |      |      |      |      |              |        |
|      |      |      |      |      |              |        |
|      |      |      |      |      |              |        |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00        | 292.96 |

|  |  |  |  |  |  |        |
|--|--|--|--|--|--|--------|
|  |  |  |  |  |  | 37.49  |
|  |  |  |  |  |  | 61.00  |
|  |  |  |  |  |  | 45.04  |
|  |  |  |  |  |  | 157.30 |
|  |  |  |  |  |  |        |



|      |      |      |      |      |      |        |
|------|------|------|------|------|------|--------|
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
|      |      |      |      |      |      |        |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.83 |

|      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|      |      |       |        |      |      |        |
|------|------|-------|--------|------|------|--------|
|      |      |       |        |      |      | 41.00  |
|      |      |       |        |      |      | 72.23  |
|      |      |       |        |      |      | 159.40 |
|      |      |       | 195.00 |      |      | 195.00 |
|      |      |       |        |      |      | 35.17  |
|      |      |       |        |      |      | 5.25   |
|      |      | 20.00 |        |      |      | 20.00  |
|      |      |       |        |      |      |        |
| 0.00 | 0.00 | 20.00 | 195.00 | 0.00 | 0.00 | 528.05 |

|      |              |      |      |      |      |       |
|------|--------------|------|------|------|------|-------|
|      | <u>34.70</u> |      |      |      |      | 34.70 |
|      |              |      |      |      |      | 33.38 |
|      |              |      |      |      |      |       |
|      |              |      |      |      |      |       |
|      |              |      |      |      |      |       |
|      |              |      |      |      |      |       |
|      |              |      |      |      |      |       |
| 0.00 | 34.70        | 0.00 | 0.00 | 0.00 | 0.00 | 68.08 |

|  |  |  |  |  |  |       |
|--|--|--|--|--|--|-------|
|  |  |  |  |  |  | 31.47 |
|  |  |  |  |  |  | 2.68  |
|  |  |  |  |  |  | 5.00  |
|  |  |  |  |  |  |       |

paid to nic not us.taken out of w

|      |      |      |      |      |      |       |
|------|------|------|------|------|------|-------|
|      |      |      |      |      |      |       |
|      |      |      |      |      |      |       |
|      |      |      |      |      |      |       |
|      |      |      |      |      |      |       |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39.15 |

|      |      |              |      |      |      |        |
|------|------|--------------|------|------|------|--------|
|      |      |              |      |      |      | 29.27  |
|      |      |              |      |      |      | 4.41   |
|      |      | <u>69.16</u> |      |      |      | 69.16  |
|      |      |              |      |      |      |        |
|      |      |              |      |      |      |        |
|      |      |              |      |      |      |        |
|      |      |              |      |      |      |        |
|      |      |              |      |      |      |        |
| 0.00 | 0.00 | 69.16        | 0.00 | 0.00 | 0.00 | 102.84 |

|      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|
|      |      |      |      |      |      | 5.04 |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
|      |      |      |      |      |      |      |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.04 |

|      |      |      |      |      |               |        |
|------|------|------|------|------|---------------|--------|
|      |      |      |      |      | <u>250.00</u> | 250.00 |
|      |      |      |      |      |               | 78.55  |
|      |      |      |      |      |               | 11.19  |
|      |      |      |      |      |               | 4.88   |
|      |      |      |      |      |               |        |
|      |      |      |      |      |               |        |
|      |      |      |      |      |               |        |
|      |      |      |      |      |               |        |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00        | 344.62 |

|  |  |  |        |  |  |        |
|--|--|--|--------|--|--|--------|
|  |  |  | 262.50 |  |  | 262.50 |
|  |  |  |        |  |  | 74.30  |

|      |      |      |        |      |      |        |
|------|------|------|--------|------|------|--------|
|      |      |      |        |      |      | 37.58  |
|      |      |      |        |      |      |        |
|      |      |      |        |      |      |        |
|      |      |      |        |      |      |        |
|      |      |      |        |      |      |        |
|      |      |      |        |      |      |        |
| 0.00 | 0.00 | 0.00 | 262.50 | 0.00 | 0.00 | 374.38 |

|      |        |       |        |      |        |         |
|------|--------|-------|--------|------|--------|---------|
| 0.00 | 257.70 | 89.16 | 457.50 | 0.00 | 300.00 | 2589.39 |
|------|--------|-------|--------|------|--------|---------|

-

that owed from inv 230

## NEWPORT LIBRARY WORKING GROUP

| Month                        | Brought fo      | December        | January         | February        | March           | April           | May             | June            | July     |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| <b>BOOKS:</b>                |                 |                 |                 |                 |                 |                 |                 |                 |          |
| Brought Forwards             | 17965.01        | 17,603.00       | 17,730.31       | 17140.22        | 16,956.71       | 16,850.12       | 16706.27        | 16343.57        |          |
| cash receipts                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00     |
| cash payments                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00     |
| delta cash                   | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00     |
| Bank receipts                | 101.32          | 432.12          | 292.96          | 300.83          | 0.00            | 528.05          | 68.08           | 39.15           |          |
| Bank Payments                | 460.05          | 304.81          | 883.10          | 484.34          | 106.59          | 671.90          | 430.78          | 653.77          |          |
| delta bank                   | -358.73         | 127.31          | -590.14         | -183.51         | -106.59         | -143.85         | -362.70         | -614.62         |          |
| <b>BOOK TOTAL</b>            | -358.73         | 127.31          | -590.14         | -183.51         | -106.59         | -143.85         | -362.70         | -614.62         |          |
| <b>BANK &amp; CASH:</b>      |                 |                 |                 |                 |                 |                 |                 |                 |          |
| <i>EOM bank should be</i>    | 17603.00        | 17730.31        | 17140.22        | 16956.71        | 16850.12        | 16706.27        | 16343.57        | 15728.95        |          |
| <i>oops?</i>                 | OK              | !!!             | OK              | OK              | OK              | OK              | OK              | !!!             |          |
| <i>EOM cash should be</i>    | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            |          |
| <i>oops?</i>                 | OK              | OK              | OK              | OK              | OK              | OK              | OK              | OK              |          |
| <b>End Of Month Balances</b> |                 |                 |                 |                 |                 |                 |                 |                 |          |
| Current AC                   | 17961.73        | 17,603.00       | 17,730.36       | 17140.22        | 16,956.71       | 16850.12        | 16706.27        | 16343.57        | 15723.95 |
| Cash                         | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28            | 3.28     |
| Credits left                 | 0.00            |                 |                 |                 |                 |                 |                 |                 |          |
| Debits left                  | 0.00            |                 |                 |                 |                 |                 |                 |                 |          |
| <b>RECONCILED TOTA</b>       | <b>17606.28</b> | <b>17733.64</b> | <b>17143.50</b> | <b>16959.99</b> | <b>16853.40</b> | <b>16709.55</b> | <b>16346.85</b> | <b>15727.23</b> |          |

### CASH ANALYSIS

cash at start

cash in

cash out

Δ cash

theoretical cash at end

truly counted cash at end

What was  
in the tin  
was:

Action:

| August | September | October | November |
|--------|-----------|---------|----------|
|--------|-----------|---------|----------|

|          |          |       |          |
|----------|----------|-------|----------|
| 15723.95 | 15759.15 | 15597 | 15602.27 |
|----------|----------|-------|----------|

|      |      |      |      |
|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 |
|------|------|------|------|

|      |      |      |      |
|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 |
|------|------|------|------|

|      |      |      |      |
|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 |
|------|------|------|------|

|        |      |        |        |
|--------|------|--------|--------|
| 102.84 | 5.04 | 344.62 | 374.38 |
|--------|------|--------|--------|

|       |        |        |        |
|-------|--------|--------|--------|
| 67.64 | 167.19 | 361.74 | 120.17 |
|-------|--------|--------|--------|

|       |         |        |        |
|-------|---------|--------|--------|
| 35.20 | -162.15 | -17.12 | 254.21 |
|-------|---------|--------|--------|

|       |         |        |        |
|-------|---------|--------|--------|
| 35.20 | -162.15 | -17.12 | 254.21 |
|-------|---------|--------|--------|

|          |          |          |          |
|----------|----------|----------|----------|
| 15759.15 | 15597.00 | 15579.88 | 15856.48 |
|----------|----------|----------|----------|

|    |    |     |    |
|----|----|-----|----|
| OK | OK | !!! | OK |
|----|----|-----|----|

|      |      |      |      |
|------|------|------|------|
| 3.28 | 3.28 | 3.28 | 3.28 |
|------|------|------|------|

|    |    |    |    |
|----|----|----|----|
| OK | OK | OK | OK |
|----|----|----|----|

|          |       |          |           |
|----------|-------|----------|-----------|
| 15759.15 | 15597 | 15602.27 | 15,856.48 |
|----------|-------|----------|-----------|

|      |      |      |      |
|------|------|------|------|
| 3.28 | 3.28 | 3.28 | 3.28 |
|------|------|------|------|

|                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|
| <b>15762.43</b> | <b>15600.28</b> | <b>15605.55</b> | <b>15859.76</b> |
|-----------------|-----------------|-----------------|-----------------|





[illegible]
$$\begin{array}{|c|c|} \hline & 0 \\ \hline 0 & 0 \\ \hline \end{array}$$