

Expenses	Frequency	Notes
Staff costs	Monthly	Each month, Wa Treasurer to ma
Rent	Monthly	Rent is £555 pe
BT	Monthly	DD has been se
EYA fees	Annually	This changed in
Tapestry	Annually	September - pai
Insurance	Annually	Manager will let
Ofsted fees	Annually	
Petty cash	Weekly reconciliation	As of Septembe
Staff expenses reimbursements	As they are submitted mostly by Manager, usua	

Bank accounts

1. Barclays

Day to day transactions

2. Santander

Reserves held - for emergency (e.g redundancy)

Each quarter, transfer nominal amount - to keep account active

ages spreadsheet sent to eyalliance.org.uk by 11/12 of the month. She will process
like payment on 23rd of the month (or the last Friday closest the 23rd if it is on a

r month. Then £610. Also paid during August

t up

2022. It is now paid yearly. Includes insurance

id online

: you know when this is due.

r 2020, we do not have petty cash.

illy for that month. She pays for the food/snacks, equipment, crafts, printing and

ess it and the emails if the payslips back to you. These will need to be emailed t
a weekend / bank holiday)

l stationery as required.

o Manager. Then we pay Nest pension & NI & Tax as well as employees.

Expenses Summary

	Jan-23	Feb-23	Mar-23	Apr-23
Staff costs	2361.18	2383.98	2384.18	2406.78
Rent	610	610	610	660
EYA fees & Insurance				233.28
Food and other consumables	253.23	148.24	194.06	
Phone	51.5	51.5	51.5	58.25
Equipment / toys				
Printing and stationery			63.56	
Subscriptions/Licenses				738.62
Miscellaneous			4.8	18.9
Total	3,275.91	3,193.72	3,308.10	4,115.83

INCOME	2,986.64	2,966.64	3,335.32	3,041.81
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SHORTFALL	-289.27	-227.08	27.22	-1,074.02
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May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
2361.18	2406.78	2410.76	2361.18	2408.63	2,361.17	3603.01	2876.23
660	660	660	660	660	660	660	660
					102		
205.95		124.2		201.71		117.65	
58.25	58.25	58.25	58.25	58.25	58.25	58.25	58.25
		184.29					
				27.28			
50					84		
					208.44		
3,335.38	3,125.03	3,437.50	3,079.43	3,355.87	3,473.86	4,438.91	3,594.48

3,061.80	5,996.63	300.00	0	£2,983.28	£2,903.27	£2,782.58	£1,217.80
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-273.58	2,871.60	-3,137.50	-3,079.43	-372.59	-570.59	-1,656.33	-2,376.68
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Total		
30,325.06		
7,770.00		
335.28		
1,245.04		
678.75		
184.29		
90.84		
872.62		
232.14		
41,734.02		
31,575.77		
-10,158.25		