

Chairpersons Report

January 2024

I took on the role of Chairperson in May 2022 as Refresh Carers successfully registered as a charity with the Charity Commission. Whilst we had been working hard on building the charity since 2021, getting charity status gave us a springboard to build further with a more formal structure.

We were lucky that we had lots of support and supporters who were happy and willing to join a board of trustees and our first board meeting was held on May 30th, 2022, with 6 trustees all contributing to a board with a breadth of skill and expertise.

As a very new charity we were delighted at the interest and the support we received from professionals and importantly, parent carers across the city who were excited about the charity's future.

The year was spent delivering courses, writing promotional literature and building websites, developing our suite of policies and procedures, fund raising and networking, all of which resulted in increasing the charity's profile and led to success in our fund-raising endeavours. A donor who was committed to Refresh Carers vision for parent carers, donated a sum of money which enabled us to open our first bank account. The funding enabled us to kick start the courses for parent carers and with the feedback from the courses, as well as having charity status, this prepared us well to apply for more funding.

With the security of funding, we managed to plan our work for the year and delivered 2 courses to parent carers in Leeds. These courses were planned and delivered following findings from a survey that Refresh Carers co-founders conducted in 2022 to find out what parent carers wanted. That survey helped determine the course content and future planning. We secured office space as well as raising the profile and the vision of the charity with professionals, statutory organizations in health and social care and with private companies who offered 'back office' support. The amount of help we have received is remarkable and thanks go to all our funders and supporters who contributed to Refresh Carers taking off.

All credit to the two co-founders and the trustees who have all worked hard together to learn about the requirements for the charity, promote good governance and to spread the word.

2022 to 2023 was an exciting year for Refresh Carers and the number of parent carers we are working with continues to grow. Looking ahead we will continue to expand the services we offer to parent carers across Leeds, both face to face and online, whilst building our finances to enable us to do this and to achieve our aim to empower parent carers in Leeds for positive change.

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Refresh Carers

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CAS cashbook instructions

Review - what it does and how it works

This cashbook enables you to record transactions through 5 accounts - eg bank or cash accounts.

It produces a report showing the receipts and payments to date against each fund and the bottom line shows you the closing balances on each fund. This is the R&P (Receipts and payments) report.

It also produces a report showing you the monthly receipts and payments and a running balance along the bottom of that report. This is the cashflow report.

Finally, it produces a summary report which you could use as a year end report with all of the restricted funds added together. You can also use this report to put in a budget and calculate variances from the budget.

How it works

You may find some complicated looking formulas in the reports but the principle is simple - each bank or cash account has an input sheet with a running balance - this looks like a bank statement. From here the data is linked to an R&P tab and a Cashflow (CF) tab. So each account has an input sheet, an associated R&P tab and a CF tab.

Then all the R&P tabs are added together on a Total R&P tab - this is the report you will probably use the most as it will tell you the current balances and total receipts and payments overall and on each fund.

Similarly, the CF tabs, are all added together on a total Cashflow tab - this report shows you the total receipts and payments by month and shows a balance at each month end. This report should help you understand your monthly incomings and outgoings and may help you spot errors.

The Year end / management accounts tab is linked to the Total R&P tab but totals up all of the restricted funds. Some extra columns are added to this tab to enable you to put in last year's comparatives or to put in a budget and calculate variances from the budget. But that bit needs a bit of thought.

How to use it

Set up the framework in the Lists tab first

The lists tab is where you add things like the organisation name, year end, the fund names, the months of your financial year, the names of your receipts and payments categories and your account names. It is important to do this first before trying to enter any data since the input sheets and all of the report tabs all refer to the lists tab in one way or another.

Try to keep the fund names short as these appear as the column headings on your R&P report.

Use 3 letter month names as these will appear as the column headings in the cashflow report.

You can add some additional information about the funds if you like - this will also appear in the column headings on the R&P report and this does tend to be helpful.

Put data into the account input tabs

You should start entering data from the first line in any account input tab.

The first line or lines should be the opening balance on the first day of your financial year. For this or these transactions you should choose the first month in your year from the drop list, choose the category 'Balance brought forward' and choose the fund that this balance relates to.

cific kinds of transactions

Transfers between bank or cash accounts

You need to record these like any other transaction but you need to record something in both of the accounts affected. You need to choose the Transfers category for each transaction and the fund category must be the same in each.

Say you are paying cash into the bank - in the bank you will record Money in, choose transfers and unrestricted funds. In the cash account record Money out, choose transfers and unrestricted funds.

Transfers between funds / sharing costs out between funds

Unless you are using all 5 accounts, you will have a spare unused account. We suggest that you use this account to record any movements of funds / reallocation of expenditure etc and it is easy then to see what you have done.

Say you want to increase the salaries expenditure in the ABC fund and reduce it in unrestricted funds - you can do that in a spare account. You will record it on 2 rows. In the first row, choose the month, then the fund you want to increase the spending on (ABC for example), then choose your salaries category, then money out £xxx, then on the next row down, choose the same month, choose the unrestricted fund, then money in £same amount. The running balance column must always come back to £nil.

Once you get the idea behind that you can appreciate that you could say reduce the spending in the unrestricted fund and increase it in more than one fund - just add as many rows as you need to make it work.

Note - you must always choose the same category for these transactions - eg never choose and expense for one row and say income for the other row.

Leave a blank row before your next transaction.

If you want to simply transfer a sum from one fund to another (think carefully whether you are actually allowed to do this....) then you use the same method as above but choose the transfers category for each row.

Warnings / errors and problem solving

Where there is an error, the R&P tab for that particular account will state there is an error at the top of the page.

The way the report tabs work is that for each cell in any row or column there is a formula - this formula looks at its column heading and row heading, then looks in the data input tab for that account, finds all the figures from the money in our money out columns, adds them together and puts that figure in the report.

So, if you have a transaction in the data input tab where you have not chosen a category or fund, the report will not know what to do with this and it will show you there is an error.

Organisation's Name
Last day in financial year

Fund name

Unrestricted

Leeds Community Foundation

Brelms Trust

Leeds Mind

Assura Cheshire Community

Scope #1

Fund 6

Fund 7

Fund 8

Fund 9

Fund 10

Fund 11

Fund 12

Fund 13

Fund 14

Fund 15

Fund 16

Fund 17

Fund 18

Fund 19

Fund 20

Fund 21

Fund 22

Fund 23

Fund 24

Fund 25

Fund 26

Fund 27

Fund 28

Fund 29

Fund 30

Refresh Carers

31-Mar-23

Purpose of fund (limit to a few words)	Start date (replace with relevant date)	Finish date (replace with relevant date)
Optional but can be helpful		
You can delete the text and dates if you don't want to use them		
Purpose 1	1-Apr-23	31-Mar-24
Purpose 2	1-Apr-23	31-Mar-24
Purpose 3	1-Apr-23	31-Mar-24
Purpose 4	1-Apr-23	31-Mar-24
Purpose 5	1-Apr-23	31-Mar-24
Purpose 6	1-Apr-23	31-Mar-24
Purpose 7	1-Apr-23	31-Mar-24
Purpose 8	1-Apr-23	31-Mar-24
Purpose 9	1-Apr-23	31-Mar-24
Purpose 10	1-Apr-23	31-Mar-24
Purpose 11	1-Apr-23	31-Mar-24
Purpose 12	1-Apr-23	31-Mar-24
Purpose 13	1-Apr-23	31-Mar-24
Purpose 14	1-Apr-23	31-Mar-24
Purpose 15	1-Apr-23	31-Mar-24
Purpose 16	1-Apr-23	31-Mar-24
Purpose 17	1-Apr-23	31-Mar-24
Purpose 18	1-Apr-23	31-Mar-24
Purpose 19	1-Apr-23	31-Mar-24
Purpose 20	1-Apr-23	31-Mar-24
Purpose 21	1-Apr-23	31-Mar-24
Purpose 22	1-Apr-23	31-Mar-24
Purpose 23	1-Apr-23	31-Mar-24
Purpose 24	1-Apr-23	31-Mar-24
Purpose 25	1-Apr-23	31-Mar-24
Purpose 26	1-Apr-23	31-Mar-24
Purpose 27	1-Apr-23	31-Mar-24
Purpose 28	1-Apr-23	31-Mar-24
Purpose 29	1-Apr-23	31-Mar-24
Purpose 30	1-Apr-23	31-Mar-24

Receipt account and payment account names**Months (from first in your financial year) Use 3 letter month**

Balance brought forward

Jan

Transfer

Feb

Donation

Mar

Grant

Apr

Bank Interest

May

Receipt account 4

Jun

Receipt account 5

Jul

Receipt account 6

Aug

Receipt account 7

Sep

Receipt account 8

Oct

Receipt account 9

Nov

Receipt account 10

Dec

Receipt account 11

Receipt account 12

Receipt account 13

Receipt account 14

Receipt account 15

Rent

Equipment

Course Costs

Stationery

Postage

Telephone

Travel

Travel for attendees

Salary Costs

Sundry

Bank Charges

Professional Services

Payment account 13

Payment account 14

Payment account 15

Payment account 16

Payment account 17

Payment account 18

Payment account 19

Payment account 20

Payment account 21

Payment account 22

Payment account 23

Payment account 24

Payment account 25
Payment account 26
Payment account 27
Payment account 28
Payment account 29
Payment account 30



**Bank / cash account
name**

Current Account
Petty Cash
Account 3
Account 4
Account 5

Current Account

Ending balance
Cleared balance
Difference

12,409.86
-
12,409.86

Date	Month	Ref	Name	Notes	Fund	Category	Money In	Money Out	Balance	Type x if cleared
8/23/2022	Aug		Anon Donation		Unrestricted	Donation	10.00		10.00	
8/24/2022	Aug		Anon Donation		Unrestricted	Donation	1,500.00		1,510.00	
9/23/2022	Sep	1	Repay P Bailey - Insurance		Unrestricted	Professional Services		96.00	1,414.00	
9/26/2022	Sep		Bank Interest		Unrestricted	Bank Interest	0.21		1,414.21	
9/27/2022	Sep		Grant		Leeds Community Foundation	Grant	1,402.00		2,816.21	
10/3/2022	Oct	2	To Sam Lambert - postage		Unrestricted	Postage		68.00	2,748.21	
10/3/2022	Oct	3	Repay J Baird		Leeds Community Foundation	Equipment		349.99	2,398.22	
10/3/2022	Oct	4	Repay S Godfrey		Leeds Community Foundation	Equipment		349.99	2,048.23	
10/12/2022	Oct		Anon Donation		Unrestricted	Donation	500.00		2,548.23	
10/17/2022	Oct	5	To CAF Bank		Unrestricted	Bank Charges		5.00	2,543.23	
10/19/2022	Oct		Grant David Lister Foundation		Unrestricted	Grant	1,000.00		3,543.23	
10/19/2022	Oct	6	Repay S Godfrey		Leeds Community Foundation	Stationery		145.97	3,397.26	
10/19/2022	Oct	7	Repay J Baird		Leeds Community Foundation	Telephone		6.00	3,391.26	
10/25/2022	Oct	8	Repay S Godfrey		Leeds Community Foundation	Stationery		64.33	3,326.93	
11/15/2022	Nov	9	To CAF Bank		Unrestricted	Bank Charges		5.00	3,321.93	
11/23/2022	Nov	10	Repay J Baird		Leeds Community Foundation	Travel		29.50	3,292.43	
11/23/2022	Nov	10	Repay J Baird		Unrestricted	Course Costs		4.35	3,288.08	
11/23/2022	Nov	11	Repay S Godfrey	DBS check	Leeds Community Foundation	Salary Costs		18.00	3,270.08	
11/23/2022	Nov	11	Repay S Godfrey		Leeds Community Foundation	Stationery		65.91	3,204.17	
11/23/2022	Nov	11	Repay S Godfrey		Leeds Community Foundation	Telephone		30.00	3,174.17	
11/23/2022	Nov	11	Repay S Godfrey		Leeds Community Foundation	Travel		13.10	3,161.07	
11/23/2022	Nov	12	Flexspace		Unrestricted	Rent		687.36	2,473.71	
12/1/2022	Dec		Grant David Family Foundation		Unrestricted	Grant	1,000.00		3,473.71	
12/1/2022	Dec	13	Flexspace		Unrestricted	Rent		232.36	3,241.35	
12/6/2022	Dec	14	Repay S Godfrey		Leeds Community Foundation	Equipment		120.92	3,120.43	
12/12/2022	Dec	15	To Life Changes		Unrestricted	Course Costs		130.00	2,990.43	
12/15/2022	Dec	16	To CAF Bank		Unrestricted	Bank Charges		5.00	2,985.43	
12/20/2022	Dec	17	Repay J Baird		Unrestricted	Postage		36.08	2,949.35	
12/20/2022	Dec	17	Repay J Baird		Unrestricted	Travel		74.45	2,874.90	
12/28/2022	Dec		Bank Interest		Unrestricted	Bank Interest	1.48		2,876.38	
1/3/2023	Jan		Grant		Brelms Trust	Grant	4,536.00		7,412.38	
1/3/2023	Jan	18	Flexspace		Brelms Trust	Rent		232.36	7,180.02	
1/16/2023	Jan	19	To CAF Bank		Unrestricted	Bank Charges		5.00	7,175.02	
1/20/2023	Jan		Grant		Leeds Mind	Grant	976.00		8,151.02	
1/30/2023	Jan		Grant Michael Watson Charitable Trust		Unrestricted	Grant	1,000.00		9,151.02	
1/30/2023	Jan	20	Transfer to repay insurance		Leeds Community Foundation	Transfer		96.00	9,055.02	
1/30/2023	Jan	20	Transfer to repay insurance		Unrestricted	Transfer	96.00		9,151.02	
2/1/2023	Feb	21	Flexspace		Brelms Trust	Rent		232.36	8,918.66	
2/6/2023	Feb		Grant		Assura Cheshire Community	Grant	1,880.00		10,798.66	
2/15/2023	Feb	22	To CAF Bank		Unrestricted	Bank Charges		5.00	10,793.66	
2/20/2023	Feb	23	Repay S Godfrey		Leeds Mind	Stationery		95.45	10,698.21	
2/27/2023	Feb		Grant Stockwell Cliffe Chariatable Trust		Unrestricted	Grant	1,000.00		11,698.21	
2/28/2023	Feb	24	To Julie Baird	1st salary payment	Assura Cheshire Community	Salary Costs		100.00	11,598.21	
2/28/2023	Feb	25	To Sarah Godfrey	1st salary payment	Assura Cheshire Community	Salary Costs		100.00	11,498.21	
3/1/2024	Mar	26	Flexspace		Brelms Trust	Rent		232.36	11,265.85	

Ending balance	12,409.86
Cleared balance	-
Difference	12,409.86

11

Petty Cash

Ending balance
Cleared balance
Difference

27.05
-
27.05

[illegible]

Account 4

Ending balance

Cleared balance

Difference

—

—

—

**Type x
if cleared**

[illegible]

Refresh Carers

[illegible]

Checks - this should equal zero

Refresh Carers

(instructions for forecasting at the foot of this sheet)

Monthly cashflow

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Receipts													
Donation	2,010.00	-	-	-	-	-	-	-	1,510.00	-	500.00	-	-
Grant	14,887.00	6,512.00	2,880.00	2,093.00	-	-	-	-	-	1,402.00	1,000.00	-	1,000.00
Bank Interest	6.20	-	-	4.51	-	-	-	-	-	0.21	-	-	1.48
Receipt account 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 6	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 7	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 9	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 10	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 11	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 12	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 13	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 14	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt account 15	-	-	-	-	-	-	-	-	-	-	-	-	-
	16,903.20	6,512.00	2,880.00	2,097.51	-	-	-	-	1,510.00	1,402.21	1,500.00	-	1,001.48
Payments													
Rent	1,616.80	232.36	232.36	232.36	-	-	-	-	-	-	-	687.36	232.36
Equipment	820.90	-	-	-	-	-	-	-	-	-	699.98	-	120.92
Course Costs	134.35	-	-	-	-	-	-	-	-	-	-	4.35	130.00
Stationery	371.66	-	95.45	-	-	-	-	-	-	-	210.30	65.91	-
Postage	104.08	-	-	-	-	-	-	-	-	-	68.00	-	36.08
Telephone	46.00	-	-	10.00	-	-	-	-	-	-	6.00	30.00	-
Travel	197.55	-	-	80.50	-	-	-	-	-	-	-	42.60	74.45
Travel for attendees	-	-	-	-	-	-	-	-	-	-	-	-	-
Salary Costs	1,036.00	-	200.00	818.00	-	-	-	-	-	-	-	18.00	-
Sundry	12.95	-	-	12.95	-	-	-	-	-	-	-	-	-
Bank Charges	30.00	5.00	5.00	5.00	-	-	-	-	-	-	5.00	5.00	5.00
Professional Services	96.00	-	-	-	-	-	-	-	-	96.00	-	-	-
Payment account 13	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 14	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 15	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 16	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 17	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 18	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 19	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 20	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 21	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 22	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 23	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 24	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 25	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 26	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 27	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 28	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 29	-	-	-	-	-	-	-	-	-	-	-	-	-
Payment account 30	-	-	-	-	-	-	-	-	-	-	-	-	-
	4,466.29	237.36	532.81	1,158.81	-	-	-	-	-	96.00	989.28	853.22	598.81
Net receipts / (payments)	12,436.91	6,274.64	2,347.19	938.70	-	-	-	-	1,510.00	1,306.21	510.72	(853.22)	402.67
Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance brought forward	-	-	6,274.64	8,621.83	9,560.53	9,560.53	9,560.53	9,560.53	9,560.53	11,070.53	12,376.74	12,887.46	12,034.24
Rolling balance	12,436.91	6,274.64	8,621.83	9,560.53	9,560.53	9,560.53	9,560.53	9,560.53	11,070.53	12,376.74	12,887.46	12,034.24	12,436.91

Made up of:

Current Account	12,409.86
Petty Cash	27.05
Account 3	-
Account 4	-
Account 5	-
	12,436.91

Errors

- 1 All entries on row 49 should be zero (except in B49 and C49), because all balances are brought forward on the first day of the year.
- 2 If any figures on row 49 are in a red cell, please review and correct.

How to forecast forward from here

- 1 Right click on the "Total Cashflow" tab at the foot of this sheet.
- 2 Select Move or Copy...
- 3 In the dialogue box at the top "To book" select "(new book)"
- 4 Make sure you tick the create a copy box
You now have the actual cashbook figures on a new spreadsheet.
Where months' actual figures are nil and they are future months, overwrite these with your forecast for each row of receipts and payments. Remember to be prudent and realistic
eg. Furloughed staff will still cost 80% and grant income won't come in until May at the earliest.
Save your work!
Extend for future months by entering month names at the top of each column eg June 2020, July 2020 etc
Remember to copy totalling formulae on Rows 17,44 and 50.
- 5 Enter your forecasts for each row and each month, either by typing in a figure or using a formula.

Checks - this should equal zero

0.00

Refresh Carers

TOTAL RECEIPTS AND PAYMENTS FOR THE YEAR ENDING MARCH 31 2023

	Unrestricted	Restricted	Total
Receipts			
Donation	2,010.00	-	2,010.00
Grant	5,100.00	9,787.00	14,887.00
Bank Interest	6.20	-	6.20
Total receipts	7,116.20	9,787.00	16,903.20
Payments			
Rent	919.72	697.08	1,616.80
Equipment	-	820.90	820.90
Course Costs	134.35	-	134.35
Stationery	-	371.66	371.66
Postage	104.08	-	104.08
Telephone	10.00	36.00	46.00
Travel	74.45	123.10	197.55
Travel for Attendees	-	-	-
Salary Costs	-	1,036.00	1,036.00
Sundry	12.95	-	12.95
Bank Charges	30.00	-	30.00
Professional Services	96.00	-	96.00
Total payments	1,381.55	3,084.74	4,466.29
Net receipts / (payments)	5,734.65	6,702.26	12,436.91
Transfer	96.00	(96.00)	-
Balance brought forward	-	-	-
Balance carried forward	5,830.65	6,606.26	12,436.91
Made up of:			
Current Account	12,409.86		
Petty Cash	27.05		
Account 3	-		
Account 4	-		
Account 5	-		
	<u>12,436.91</u>		

Approval of the accounts

The financial statements were approved at a meeting of the management committee and signed on its behalf by:

Signed:



Pauline Bailey (Treasurer)

26.01.24

Receipts & Payments Account
Current Account

	Total	Unrestricted	Leeds Community Foundation
Receipts			
Donation	2,010.00	2,010.00	-
Grant	14,887.00	5,100.00	1,402.00
Bank Interest	6.20	6.20	-
Receipt account 4	-	-	-
Receipt account 5	-	-	-
Receipt account 6	-	-	-
Receipt account 7	-	-	-
Receipt account 8	-	-	-
Receipt account 9	-	-	-
Receipt account 10	-	-	-
Receipt account 11	-	-	-
Receipt account 12	-	-	-
Receipt account 13	-	-	-
Receipt account 14	-	-	-
Receipt account 15	-	-	-
	16,903.20	7,116.20	1,402.00
Payments			
Rent	1,616.80	919.72	-
Equipment	820.90	-	820.90
Course Costs	134.35	134.35	-
Stationery	371.66	-	276.21
Postage	104.08	104.08	-
Telephone	36.00	-	36.00
Travel	197.55	74.45	123.10
Travel for attendees	-	-	-
Salary Costs	1,036.00	-	36.00
Sundry	-	-	-
Bank Charges	30.00	30.00	-
Professional Services	96.00	96.00	-
Payment account 13	-	-	-
Payment account 14	-	-	-
Payment account 15	-	-	-
Payment account 16	-	-	-
Payment account 17	-	-	-
Payment account 18	-	-	-
Payment account 19	-	-	-
Payment account 20	-	-	-
Payment account 21	-	-	-
Payment account 22	-	-	-
Payment account 23	-	-	-
Payment account 24	-	-	-
Payment account 25	-	-	-

Payment account 26	-	-	-
Payment account 27	-	-	-
Payment account 28	-	-	-
Payment account 29	-	-	-
Payment account 30	-	-	-
	4,443.34	1,358.60	1,292.21
Net receipts / (payments)	12,459.86	5,757.60	109.79
Transfer	(50.00)	46.00	(96.00)
Balance brought forward	-	-	-
Balance carried forward	12,409.86	5,803.60	13.79
<i>Checks - this should equal zero</i>	0.00		

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
697.08	95.45	1,000.00	-	-
3,838.92	880.55	880.00	993.00	-
-	-	-	-	-
-	-	-	-	-
3,838.92	880.55	880.00	993.00	-

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Fund 21

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Fund 26

[illegible]

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[illegible]

Receipts & Payments Account**Petty Cash**

	Total	Unrestricted	Leeds Community Foundation
Receipts			
Donation	-	-	-
Grant	-	-	-
Bank Interest	-	-	-
Receipt account 4	-	-	-
Receipt account 5	-	-	-
Receipt account 6	-	-	-
Receipt account 7	-	-	-
Receipt account 8	-	-	-
Receipt account 9	-	-	-
Receipt account 10	-	-	-
Receipt account 11	-	-	-
Receipt account 12	-	-	-
Receipt account 13	-	-	-
Receipt account 14	-	-	-
Receipt account 15	-	-	-
	-	-	-
Payments			
Rent	-	-	-
Equipment	-	-	-
Course Costs	-	-	-
Stationery	-	-	-
Postage	-	-	-
Telephone	10.00	10.00	-
Travel	-	-	-
Travel for attendees	-	-	-
Salary Costs	-	-	-
Sundry	12.95	12.95	-
Bank Charges	-	-	-
Professional Services	-	-	-
Payment account 13	-	-	-
Payment account 14	-	-	-
Payment account 15	-	-	-
Payment account 16	-	-	-
Payment account 17	-	-	-
Payment account 18	-	-	-
Payment account 19	-	-	-
Payment account 20	-	-	-
Payment account 21	-	-	-
Payment account 22	-	-	-
Payment account 23	-	-	-
Payment account 24	-	-	-
Payment account 25	-	-	-

Payment account 26	-	-	-
Payment account 27	-	-	-
Payment account 28	-	-	-
Payment account 29	-	-	-
Payment account 30	-	-	-
	22.95	22.95	-
Net receipts / (payments)	(22.95)	(22.95)	-
Transfer	50.00	50.00	-
Balance brought forward	-	-	-
Balance carried forward	27.05	27.05	-
<i>Checks - this should equal zero</i>	0.00		

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Fund 16

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Fund 21

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Fund 26

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Receipts & Payments Account
Account 3

	Total	Unrestricted	Leeds Community Foundation
Receipts			
Donation	-	-	-
Grant	-	-	-
Bank Interest	-	-	-
Receipt account 4	-	-	-
Receipt account 5	-	-	-
Receipt account 6	-	-	-
Receipt account 7	-	-	-
Receipt account 8	-	-	-
Receipt account 9	-	-	-
Receipt account 10	-	-	-
Receipt account 11	-	-	-
Receipt account 12	-	-	-
Receipt account 13	-	-	-
Receipt account 14	-	-	-
Receipt account 15	-	-	-
	-	-	-
Payments			
Rent	-	-	-
Equipment	-	-	-
Course Costs	-	-	-
Stationery	-	-	-
Postage	-	-	-
Telephone	-	-	-
Travel	-	-	-
Travel for attendees	-	-	-
Salary Costs	-	-	-
Sundry	-	-	-
Bank Charges	-	-	-
Professional Services	-	-	-
Payment account 13	-	-	-
Payment account 14	-	-	-
Payment account 15	-	-	-
Payment account 16	-	-	-
Payment account 17	-	-	-
Payment account 18	-	-	-
Payment account 19	-	-	-
Payment account 20	-	-	-
Payment account 21	-	-	-
Payment account 22	-	-	-
Payment account 23	-	-	-
Payment account 24	-	-	-
Payment account 25	-	-	-

Payment account 26	-	-	-
Payment account 27	-	-	-
Payment account 28	-	-	-
Payment account 29	-	-	-
Payment account 30	-	-	-
	-	-	-
Net receipts / (payments)	-	-	-
Transfer	-	-	-
Balance brought forward	-	-	-
Balance carried forward	-	-	-
<i>Checks - this should equal zero</i>	0.00		

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Fund 16

[illegible]

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Fund 26

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Receipts & Payments Account
Account 4

	Total	Unrestricted	Leeds Community Foundation
Receipts			
Donation	-	-	-
Grant	-	-	-
Bank Interest	-	-	-
Receipt account 4	-	-	-
Receipt account 5	-	-	-
Receipt account 6	-	-	-
Receipt account 7	-	-	-
Receipt account 8	-	-	-
Receipt account 9	-	-	-
Receipt account 10	-	-	-
Receipt account 11	-	-	-
Receipt account 12	-	-	-
Receipt account 13	-	-	-
Receipt account 14	-	-	-
Receipt account 15	-	-	-
	-	-	-
Payments			
Rent	-	-	-
Equipment	-	-	-
Course Costs	-	-	-
Stationery	-	-	-
Postage	-	-	-
Telephone	-	-	-
Travel	-	-	-
Travel for attendees	-	-	-
Salary Costs	-	-	-
Sundry	-	-	-
Bank Charges	-	-	-
Professional Services	-	-	-
Payment account 13	-	-	-
Payment account 14	-	-	-
Payment account 15	-	-	-
Payment account 16	-	-	-
Payment account 17	-	-	-
Payment account 18	-	-	-
Payment account 19	-	-	-
Payment account 20	-	-	-
Payment account 21	-	-	-
Payment account 22	-	-	-
Payment account 23	-	-	-
Payment account 24	-	-	-
Payment account 25	-	-	-

Payment account 26	-	-	-
Payment account 27	-	-	-
Payment account 28	-	-	-
Payment account 29	-	-	-
Payment account 30	-	-	-
	-	-	-
Net receipts / (payments)	-	-	-
Transfer	-	-	-
Balance brought forward	-	-	-
Balance carried forward	-	-	-
<i>Checks - this should equal zero</i>	0.00		

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Fund 16

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Fund 21

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Fund 26

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Receipts & Payments Account
Account 5

	Total	Unrestricted	Leeds Community Foundation
Receipts			
Donation	-	-	-
Grant	-	-	-
Bank Interest	-	-	-
Receipt account 4	-	-	-
Receipt account 5	-	-	-
Receipt account 6	-	-	-
Receipt account 7	-	-	-
Receipt account 8	-	-	-
Receipt account 9	-	-	-
Receipt account 10	-	-	-
Receipt account 11	-	-	-
Receipt account 12	-	-	-
Receipt account 13	-	-	-
Receipt account 14	-	-	-
Receipt account 15	-	-	-
	-	-	-
Payments			
Rent	-	-	-
Equipment	-	-	-
Course Costs	-	-	-
Stationery	-	-	-
Postage	-	-	-
Telephone	-	-	-
Travel	-	-	-
Travel for attendees	-	-	-
Salary Costs	-	-	-
Sundry	-	-	-
Bank Charges	-	-	-
Professional Services	-	-	-
Payment account 13	-	-	-
Payment account 14	-	-	-
Payment account 15	-	-	-
Payment account 16	-	-	-
Payment account 17	-	-	-
Payment account 18	-	-	-
Payment account 19	-	-	-
Payment account 20	-	-	-
Payment account 21	-	-	-
Payment account 22	-	-	-
Payment account 23	-	-	-
Payment account 24	-	-	-
Payment account 25	-	-	-

Payment account 26	-	-	-
Payment account 27	-	-	-
Payment account 28	-	-	-
Payment account 29	-	-	-
Payment account 30	-	-	-
	-	-	-
Net receipts / (payments)	-	-	-
Transfer	-	-	-
Balance brought forward	-	-	-
Balance carried forward	-	-	-
<i>Checks - this should equal zero</i>	0.00		

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Fund 16

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Fund 26

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