

Fig . 1

Income and Expenditure		
Budget for Current year		
	Last year	This Year
	12 months	12 months
	Actual	Budget
Income	£	£
Donations - Individuals	780.00	800.00
Donations - Feast cash Box	950.00	1,000.00
Fundraising events	450.00	500.00
Sale of books and CD	150.00	200.00
Bank Interest	12.50	27.00
Contribution in Kind (Expenses Waived)	36.00	-
Total Income	2,378.50	2,527.00
Expenditure		
Contributions to National Fund	500.00	550.00
Contributions to International Fund	350.00	350.00
Contribution to Baha'i Council	135.00	150.00
Contribution to Guardian Resting Place	180.00	200.00
Contribution to ATC	100.00	150.00
Hire of hall for meetings	210.00	200.00
Refreshments for meetings	48.50	50.00
Celebration of Baha'i Holy Days	210.00	200.00
Books and CD	120.35	130.00
Postage and Stationery	84.75	100.00
Advertising and Promotion	250.00	245.00
Core activities (Youth & Children)	145.00	150.00
Total Expenditure	2,333.60	2,475.00
Surplus for the year	44.90	52.00

Fig. 2
Analysis book (Income Section)

Date	Details	Receipt No	Total Amount	Amount Banked	Type of Fund					Remarks
					Local Fund	National Fund	International Fund	Baha'i Council	Others	
1 April -	Bank Balance brought forward			294.65						
9 April -	Feast of Glory Cash Box	10011	48.00		48.00					
10 April -	Paying- in book No. 100251			48.00						
12 April -	Mr J. Jones (Standing order)	10012	30.00	30.00	10.00	20.00				Monthly standing order
22 Apr -	NSA of Baha'is Gift Aid		25.00	25.00	25.00					
28 April -	Feast of Beauty Cash Box	10013	39.00		39.00					
28 April -	Miss Victoria	10014	70.00		20.00	20.00	10.00		20.00	China Deputisation
29 April -	Paying- in book No. 100252			109.00						
30 April -	In-kind (Waiver of Expenses)	10015	24.56		24.56					Refreshments for Ridvan
12 May-	Mr J. Jones (Standing order)	10016	30.00	30.00	10.00	20.00				
17 May-	Mr P. Block	10017	15.00			15.00				
17 May-	Mrs Victor	10018	10.00						10.00	Frankfurt Temple
18 May -	Paying in Book No. 100253			25.00						
22 May -	NSA of the Baha'is Gift Aid		25.00	25.00	25.00					
5 June -	Sale of Books	10019	15.50						15.50	Sale of Books
5 June-	Feast of Light Cash Box	10020	49.50		49.50					
6 June-	Paying in Book No. 100254			65.00						
12 June -	Mr J. Jones (Standing order)		30.00	30.00	10.00	20.00				
	Total Income		£411.56	£681.65	£261.06	£95.00	£10.00	£0.00	£45.50	

Total Fund

£706.21

£411.56

Donation in Kind

-£24.56

Fig.3

Sample of a Receipts

Receipt	
Receipt No. : 0012	Date: 25/4/.....
Received from	Mr R Smith
The sum of :	Fifty pounds
For:	£10 of national fund
	£10 for International fund
	£20 for Local fund
	£10 For Guardian's Resting Place
£ 50 .00	Signature :
	for LSA of

Fig . 4

Analysis book (expenses Section)

Date	Details	Cheque Number	Amount	Type of expenses										Remarks	
				National Fund	Inter. - Fund	Baha'i Council	Guardian R P	ATC	Core Activities	Books and CD	Expenses for meetings	Postage, Stationery & Admin	Others		
5 April -	Companies House	00285	15.00											15.00	
18 April-	Standing order to NSA	S/O	70.00	20.00	20.00	10.00	10.00	10.00							
20 April-	Hire Hall For Ridvan	00286	65.00									65.00			
30 April -	In-kind (Wavier of Expenses)	Contra	24.56									24.56			Refreshment for Ridvan meeting
18 May-	Standing order to NSA	S/O	70.00	20.00	20.00	10.00	10.00	10.00							
23 May-	Hire of Hall for Birthday of the Bab	00287	60.00									60.00			
23 May-	Refereshment for B/ Bab	00288	36.50									36.50			
12 June-	Books for core activities	00289	12.00						12.00						
18 June-	Standing order to NSA	S/O	70.00	20.00	20.00	10.00	10.00	10.00							
25 June-	Postage/ Stationery	00290	34.65										34.65		
	Total Income		£457.71	£60.00	£60.00	£30.00	£30.00	£30.00	£12.00	£0.00	£186.06	£34.65	£15.00		
													£457.71		

Fig . 5

Sample of a Expense Claim form

Spiritual Assembly of the Baha'is of ...	
Expense Claim	
To :	LSA of the Baha'is of ...
Address:	
From:	Janet Jones
Address :	London NW 12A 1NF

Date	Details	Amount £
	Secretarial expenses	
20/06/2011	Postage	30.40
20/06/2011	Stationery - Papers	4.25
	Total	34.65
	<i>J R Jones</i>	
Date: 25/6/2011	Signature of recipient:	
	Receipts Must be Enclosed	
For Office Used Only		
Date Paid - 25/6/2011	Cheque Number: 00290	
Authorised By :		

Fig . 6 Sample of a bank statement

Account Name : Spiritual Assembly of

Account Number : 93437765 Sort code: 23-96-67

The Treasurer

Spiritual Assembly of The Baha'is of ...

9, Assembly Street

SA9 1TR

Bank Name

Statement for 1 April 201? - 30 April 201?

Statement sheet 25

Balance from 31 March	294.65
Total Payments	150.00
Total Receipts	212.00
Balance as at 30 April	356.65

Transactions in date order					
Date	Description	Cheque No.	Payments	Receipts	Balance
1 April -	Balance bright forward				294.65
8 April -	Cheque issued	00285	15.00		279.65
10 April -	Deposit re Oxford street 100251			48.00	327.65
12 April-	Standing order (Ref Mr Jones)			30.00	357.65
18 April-	Standing order to NSA of Baha'is UK Ref- ... SA		70.00		287.65
22- April -	Direct credit from Nat Bahais Nat Fnd Ref - GA March ..			25.00	312.65
23 April-	Cheque issued	00286	65.00		247.65
29 April-	Deposit re Oxford street - 100252			109.00	356.65
	Total Payments/ Receipts		150.00	212.00	

Fig . 7

Bank Reconciliation				
				£
Balance as per Bank statement				356.65
Plus : Additional deposit not in bank statement				<u>35.00</u>
				391.65
Less : Unpresented cheques:				
	Cheque no. 00284	23.65		
	Cheque no. 00287	13.25		
	Cheque no. 00288	14.98		
				51.88
Actual balance - Cash in Hand				<u>339.77</u>

Fig. 8

<u>Report to the Community</u>					
Baha'i	Budget	Actual	Percentage	Expenses	Balance
Year to-date	Year to-date	Year to-date	Income/Budget	Year to date	in the bank
	£	£	%	£	£
Balance brought forward					294.65
April 9 (Jalal)	133.00	48.00	36%	15.00	327.65
April 28 (Jamal)	266.00	212.00	80%	150.00	356.65
May 17 (Azamat)	399.00	267.00	67%	220.00	341.65
June 5 (nur)	532.00		0%		
June 24 (Rahmat)	665.00		0%		
July 13 (Kalimat)	798.00		0%		
August 1 (Kamal)	931.00		0%		
August 20 (Asma)	1,064.00		0%		
September 8 (Izzat)	1,197.00		0%		
September 27 (Mashiyyat)	1,330.00		0%		
October 16 (Ilm)	1,463.00		0%		
November 4 (Qudrat)	1,596.00		0%		
November23 (Qawl)	1,729.00		0%		
December 12 (Masa'il)	1,862.00		0%		
December 31 (Sharaf)	1,995.00		0%		
January 19 (Sultan)	2,128.00		0%		
February 7 (Mulk)	2,261.00		0%		
March 2 (Ala)	2,394.00		0%		
March 21 (Baha)	2,527.00		0%		