[NAME OF GROUP]

For year ended _____

Opening balance	**£65.75**
INCOME	
Subscriptions	£50.00
Grants	£1,500.00
Raffles	£25.25
Coffee mornings	£23.75
Members' contributions to day trip	£150.00
TOTAL INCOME	**£1,814.75**
EXPENDITURE	
Room hire	£480.00
Telephone	£45.00
Stationery	£10.45
Postage	£5.75
Day trip – entrance fees	£450.00
Day trip – coach hire	£300.00
Refreshments	£100.00
TOTAL EXPENDITURE	**£1,391.20**
Closing balance	**£423.55**

Signed:

Position:

Date:

SAMPLE