



**West Itchen Community Trust Grant Scheme
Financial Information Sheet**

Please complete this sheet if your group does not have its own accounts, or provide a current bank statement (no more than 3 months old)

Regular income and expenditure

1. Please tick whether figures are:

Actual Estimated Weekly Monthly Annual

2. Please state your organisation's financial year

3. Please state which financial year the figures below relate to

4. The following items of income and expenditure may differ for your group. Please fill in only those items that do apply, adding others if necessary.

Regular income (amounts received)	£	Regular expenditure (amounts spent)	£
Grant	_____	Salaries/Wages	_____
Membership fees	_____	Staff/Volunteers expenses	_____
Subscriptions	_____	Rent	_____
Sale of goods	_____	Rates	_____
Rent income	_____	Light & Heat	_____
Refreshments	_____	Telephone	_____
Donations	_____	Stationery	_____
Fund raising	_____	Publicity	_____
Other (please list)	_____	Materials	_____
	_____	Refreshments	_____
	_____	Equipment	_____
	_____	Furniture	_____
	_____	Other (please list)	_____
	_____		_____
Total £	_____	Total £	_____

Please complete the following information about current balances held in Bank or Building Society accounts (if you have one).

Current Balance	Bank/Building Society name	Purpose money is held for
_____	_____	_____
_____	_____	_____