

# INCOME & EXPENDITURE REPORT

Management Report		kidSpace	
Income and Expenditure		Kilgus	
Report range 01 Jul 2012 to 31 Jul 2013		Report date 01 Jun 2013	
Opening Balance			£1,234.00
<b>Income</b>			
Fee Income	£40,000.00		
Club Income	£10,000.00		
Total Income		£50,000.00	
<b>Expenditure</b>			
Utilities	£5,000.00		
Admin Expenses	£3,000.00		
Club Expenses	£2,000.00		
Marketing Expenses	£1,000.00		
Staff Costs	£20,000.00		
Leisure	£10.00		
Tax Paid	£1,000.00		
Other Paid	£2,000.00		
Total Expenditure		£34,010.00	
Closing Balance			£15,224.00
Operating Profit for Period			£15,224.00

This is a simple payments and receipts accounts statement.

The report contains:

- an opening balance
- a summary of income and expenditure using your own categories
- a closing balance
- change in cash balance for the period

The purpose of the report is to help you prepare your

- year end accounts
- Charities Commission returns

If you would like to look at an example yourself, use the Setting Finances tutorial data set.

**Go > Home > Management Reports > Setting Finances > Income / Expenditure Report >**

Choose a date range of: **01 July 2012 to 31 July 2013**

Specify Date Range

Start date: 01 July 2012

End date: 31 July 2013

Days: 396

Weeks: 56

Buttons: OK, Cancel, Help

Choose any initial cash balance you like, we used **£1234.00** in the example above.

Initial Cash Balance

Enter the initial balance for the cash flow analysis

1234.00

Buttons: OK, Cancel, Help

The report looks like this, but yours will use your own income and expenditure category names.

<b>Opening Balance</b>		<u>£1,234.00</u>
<b>Income</b>		
Fee Income	£45,920.75	
Other Income	£13,652.21	
<b>Total Income</b>	<u>£59,572.96</u>	
<b>Expenditure</b>		
Activities and Materials	£9,437.98	
Admin Expenses	£2,066.79	
Other Expenses	£5,500.00	
Premises Expenses	£3,650.00	
Staff Costs	£31,229.94	
Loan Interest	£75.00	
Tax Paid	£1,140.00	
Dividend Paid	£2,000.00	
<b>Total Expenditure</b>	<u>£55,099.71</u>	
<b>Closing Balance</b>		<u>£5,707.25</u>
<b>Operating Position for Period</b>		<u><u>£4,473.25</u></u>



**Operating Position for Period** simply means the difference between the total income and the total expenditure.

This report does not replace your accountant but it should help prepare the figures that you need for your financial statements.

**\* IMPORTANT \***

Only reconciled income and expenditure will appear in the Income & Expenditure report. You will need to check and reconcile your income and expenditure Setting Transactions before producing the report.

There is a version of this report in the Financial Planner.

**End**