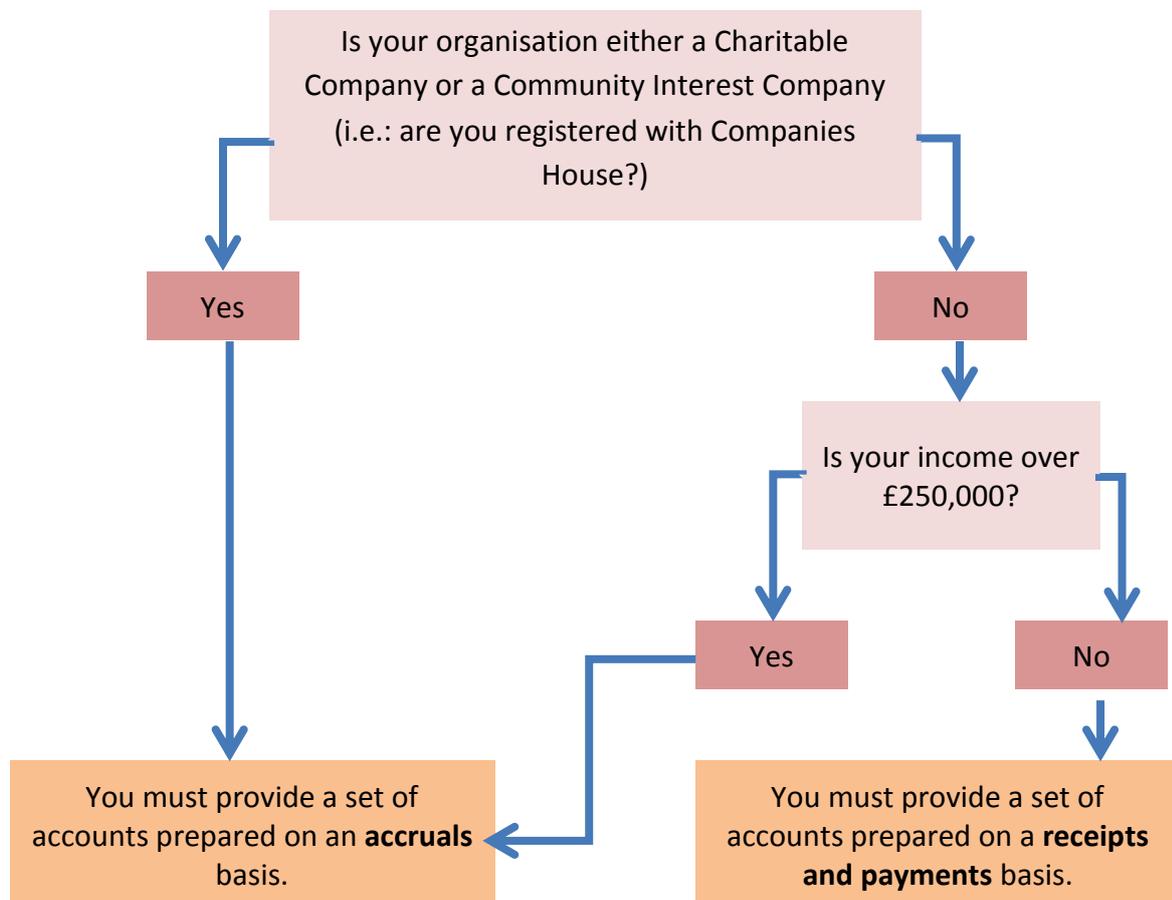


What kind of financial information do I need to provide for a grant?

Even if you're not a registered charity, it is essential to keep accurate records of monies coming in and going out of your rescue, so you can keep track of how much your organisation is spending and so you can explain to your donors how their donations are being spent.

The type of financial information we ask all rescues to provide depends on the type of organisation. We hope the below makes our requirements clear; however if after reading this guidance you still have questions, please get in touch.



If you're not sure what sort of accounts you need to provide, it's quite likely you fall into the **receipts and payments** category.

Receipts and payments accounts

We expect every rescue (regardless of size) to not only keep records of every time they receive or spend money, but also to do this in a way which means they can keep track of how much they're spending and how much they're bringing in, to help them make long and short-term decisions. It is essential that all receipts and payments including monies owed by the rescue are recorded to help us get a good understanding of the overall financial position.

The easiest way to do this is using a spreadsheet that keeps a running total both monthly and annually. This is often known as a set of 'management accounts' and allows you, your rescue and/or your trustees to have an up-to-date picture of the rescue's finances.

The annual summary is your **receipts and payments** accounts. Basically these are records which add up all the money coming in, and all the money going out of a rescue over a year, and then puts this into categories.

For example, this is a **receipts and payments** summary for Thumper's Rabbit Rescue of their income and expenditure over the last 12 months:

Type	Income	Expenses
Collection boxes	£457	
Donations	£2750	
Adoption fees	£3900	
Fundraising events	£1745	
Events held by supporters	£487	
Legacies	£500	
Grants	£1000	
Sales of second hand goods	£245	
Salaries		£0
Food		£2405
Litter and Bedding		£1013
Electricity		£845
Fundraising expenses		£478
Insurance		£124
Motor Expense		£224
Veterinary Fees		£5274
Advertising		£34
Postage and Stationary		£74
Maintenance		£274
Training		£0
<u>TOTAL</u>	<u>£11,084</u>	<u>£10,745</u>

From these accounts, it's easy to see what Thumper's Rabbit Rescue spent last year, and how much they brought in. We can also see what they spend most of their money on, and the different ways they raise money.

The other details you need to provide as part of **receipts and payments** accounts is the financial value of your assets and your liabilities.

Assets are:

- Things your rescue owns, like vehicles, property, or computer equipment
- Money owed to you, for example a legacy that you've been told to expect, but is still being processed by the solicitor
- Money you have in the bank at the end of the year

Liabilities are:

- Money you owe to others, for example unpaid vet bills, or an outstanding loan

Thumper's Rabbit Rescue lists their assets and liabilities as:

	Assets	Liabilities
Van	£2000	
Computer	£600	
Legacy (Mrs Hunt)	£1000	
Cash carried forward	£1243	
Current balance at vet		-£843
Total	£4,843	-£843

From all of the information that Thumper's Rabbit Rescue has provided we can easily see:

- they're spending roughly about the same as what they are bringing in
- they've not got massive debts
- they're not sat on a lot of unspent money

Sometimes rescues will submit copies of bank statements or cashbooks with their grant application. **We cannot accept these.** Bank statements and cashbooks don't tell us enough information about a rescue's finances.

If you're still not sure how to put a set of **receipts and payments** accounts together, then use the form in Annex 1 to send us your information.

I'm a registered charity; can I just send you a copy of the accounts we sent to the Charity Commission?

Yes, you can. If you're a registered charity and you're following Charity Commission guidance, then the accounts you submit to them on an annual basis also meet our requirements.

However, if these accounts relate to a financial year that ended *12 months ago or longer* then we might also ask for a copy of your latest management accounts.

For example, you submit a grant application in August 2019. Your financial year runs from 1st April to 31st March. Your last set of **receipts and payments** accounts was for the financial year ending March 2018; your accountant is still working on the 2019 version. Because these accounts are more than 12 months old then they don't give us an up to date look at the rescue's finances. We may ask you for a copy of your most recent management accounts, or you might want to consider including a copy with your application.

I'm still not sure where to start; do you have an example?

If this is the first time you've started keeping computer records on your organisation's finances, then we highly recommend looking at some templates online. The Resource Centre has a fantastic accounts system which is free to download and very easy to use:

<https://www.resourcecentre.org.uk/information/money-in-mind-accounts-systems/>

Help! I have more questions...

We hope this guide explains the type of financial information we expect all rescues to be recording, and what information we require as part of a grant application. However, if you still have questions, please contact Laura Messenger:

laura@supportadoptionforpets.co.uk

0161 486 7538

Annex 1

Rescue name:						
For the period:	From			Until		
	DD	MM	YYYY	DD	MM	YYYY

Income		Expenditure	
Donations		Wages, Salaries and NIC	
Adoption fees		Food	
Fundraising events		Litter and Bedding	
Events held by supporters		Vet bills	
Collection boxes		Utilities (water/electric)	
Grants		Fundraising costs	
Legacies		Insurance	
Sale of second hand goods		Motor Expense	
Other sales		Advertising	
Stalls		Postage and Stationary	
Gift Aid		Maintenance	
Other (Please list)		Training	
		Rent	
		Legal Fees	
		Kennel fees	
		Other (Please list)	
<u>Total income:</u>		<u>Total expenditure:</u>	

Current assets		Current liabilities	

Starting cash balance:	
Final balance at year end:	