



Financial Template

Please use this template if your accounts document does not show a breakdown of restricted and unrestricted funds* or current assets and current liabilities (see definitions below). You will need to attach this document as well as your accounts, when you submit your application form.

We recognise that some organisations are not required to do this by their regulator. However we ask for this information to help us understand your organisation's financial position.

If your organisation is in the first 12-18 months of operation you are required to complete a financial forecast. A financial forecast should include at minimum projected income and expenditure with some planning / clarity around how you will raise funds. **Please do not use the financial template to provide a financial forecast.**

Name of Organisation		
Dates of Accounting Period	Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)

The accounting period is the start and end date of the period you are providing income and expenditure details for. This should be a period of 12 months.

Section 1 – Accounts Information

To complete this document you will need to have a record of your income, expenditure, and reserves as well a breakdown of any current assets and liabilities.

Income, Expenditure and Reserves

	Restricted Funds* (£)	Unrestricted Funds** (£)	Total (£)
Income			
Expenditure			
Reserves***			

*Restricted Funds are funds that can only be used for a specific purpose. For example: a grant from a funder to deliver a project is restricted to only being spent on that project.

**Unrestricted funds are grants or donations that can be used in any way that is appropriate to achieve the organisation's charitable aims. Donations from members of your local community are an example of unrestricted donations.

*** Unrestricted reserves are part of a charity's funds that is freely available to spend on any of the charity's purposes.

*** Restricted reserves are part of a charity's funds that can only be spent on specific work or projects.



Current Assets & Liabilities

A current asset is a resource that is owned by an organisation that has value. They are property or items that can be sold or exchanged for cash. Examples of current assets:

- Cash
- Investments
- Office equipment or machinery
- Property
- Company-owned vehicles

A current liability is something that an organisation owes to another organisation. Examples of current liabilities:

- Bank loans or mortgages
- Money owed to suppliers
- Staff wages

Please do not include Pension liabilities in this section.

Total Current Assets (£)	Total Current Liabilities (£)

Section 2 – Declaration

- All details given in this financial template are a true and complete summary of the organisations finances during the accounting period.

Signature: _____

Date: _____

Name (please print): _____

Position: _____

You should now save this completed form and attach it to your full application form via your online account.

Log into your online account here: <https://bbccin.fluxx.io/>

If you have any problems with this please email us at Pudseygrants@bbc.co.uk

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