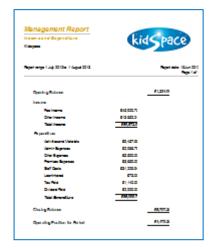


INCOME & EXPENDITURE REPORT



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

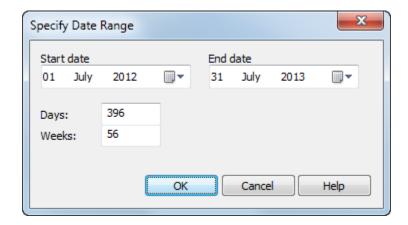
The purpose of the report is to help you prepare your

- year end accounts
- Charities Commission returns

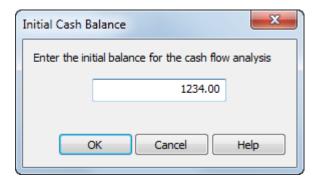
If you would like to look at an example yourself, use the Setting Finances tutorial data set.

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

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



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





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

| Opening Balance | £1,23 | 34.00 |
|-------------------------------|------------|-------|
| ncome | | |
| Fee Income | €45,920.75 | |
| O the r in com e | €13,652.21 | |
| Total Income | £59,572.9€ | |
| Expenditure | | |
| Activities and Materials | €9,437.98 | |
| Adm in Expenses | £2,066.79 | |
| O the r E x p en se s | £5,500.0C | |
| Premises Expenses | £3,650.0C | |
| Staff Costs | €31,229.94 | |
| Loan Interest | £75.00 | |
| Tax Pald | £1,140.0C | |
| Dividend Paid | £2,000.00 | |
| Total Expenditure | £55,099.71 | |
| Closing Balance | £5,70 | 07.25 |
| Operating Position for Period | £4,41 | 73.25 |

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.

