



Receipts and Payments Accounts

Charity name

Charity number (if any)

For the period from (start date)

to (end date)

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
<i>Sub total</i>					
A2 Asset and investment sales, etc					
<i>Total receipts</i>					
A3 Payments					
<i>Sub total</i>					
A4 Asset and investment purchases, etc					
<i>Total payments</i>					
<i>Net of receipts/(payments)</i>					
A5 Transfers between funds					
A6 Cash funds last year end					
<i>Cash funds this year end</i>					

Section B

Statement of assets and liabilities at the end of the period

Details		Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash funds				
	<i>Total cash funds</i>			

(agree balances with receipts and payments account(s))

Details		Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

Details		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

Details		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

Details		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval