

Costs to get started:

Things we need to buy e.g. equipment (capital assets) and things we need such as marketing (working capital) Include time too!

Item	Cost
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Total costs to get started:

£..... Made up of
 Capital £.
 Working capital £.

Income to get started:

How we intend to cover the costs...

Gifts/Donations	
Other Project	
Time	
Crowd fund	
Grants	
Other	
Total	£.

Project activities:

For each activity THINK about any income and the costs to achieve it. Use this for notes and add to the table...

Activity 1

Activity 2

Activity 3

Note on bank records:

We have a **BANK ACCOUNT** and a method to record all finance transactions - including cash and bank.

Note on VAT:

We have considered VAT and know when and where to get advice from when needed.

Note on HMRC

We have considered the implications of the project for TAX/employment purposes.

The money

Project income	First 3 Months	Months 4-6	Months 7-9	Months 10-12	Total One Year
Activity?					
Donated time?					
Other?					
Total income	£.	£.	£.	£.	£.

Direct costs

Materials and resources?					
Time?					
Other?					
Other (indirect) costs					
People					
Premises					
Travel/delivery					
Insurance					
Printing/marketing					
Professional					
Equipment					
Charges					
?					
Total costs	£.	£.	£.	£.	£.
Income minus costs	£.	£.	£.	£.	£.