



**Date:** **Garforth Neighbourhood Planning Forum**

**01/09/2015** **Interim Accounts : Period May 15th 2015 - Sept 1st 2015**

	<b>Income</b>	<b>£</b>	<b>£</b>
15/05/2015	Locality / Groundwork NP Grantref: NPG-01265		£7,840.00
	Other Grants		£0.00
	Membership Donations (See schedule1 on Page 3) for members donations to support group activities.	<b>£472.21</b>	£0.00
	<b>Total Income</b>		<b>£7,840.00</b>

	<b>Expenditure</b>	<b>£</b>	<b>£</b>
	<b>Professional Services:</b>		
	Insurances - Public Liability - Product Liability	£0.00	
	Accountants fees	£0.00	
	Audit fees	£0.00	
13/08/2015	Professional- Advice Date 19/07/2015 Inv 95 Training- Assistance & Guidance - Mike Dando Support-GNPF Cheque No.100004 - Value £1011.06	<b>£1,011.06</b>	<b>£1,011.06</b>

	<b>Administration Costs:</b>	<b>£</b>	
16/06/2015	Item 1 A4 copy paper 1 x box 2500 sheets 80gsm + 8 x Ink Cartridges + 2 x Post-it notes .- GNPF <b>Designtime Ltd</b> Payment -Donation by Designtime Ltd. of VAT £33.04 omitted from Laser Charge Inv 62753- Cash paid by Mr A Tynan to Designtime Ltd- cheque payable to Mr A.Tynan Cheque No 100002 receipt £165.24 - (also see Venue Room Hire- Gapping Goose for Cheque Value £195.24 includes £30.00 reimbursement to Mr A Tynan)	<b>£165.24</b>	
16/06/2015	Item 2 Cost taken into item 1: Ink Cartridges 8 x ink cartridges- GNPF8x ink cartridges Toal excl VAT £148.18 2 x black £26.15 + 2 x magenta £15.98 ea - + 2x yellow £15.98 ea + 2 x Cyan blue £15.8 ea	£0.00	
16/06/2015	Item 3 Cost taken into Item 1: Xerox 80gsm copy paper 2500 sheets £13.40	£0.00	
16/06/2015	Item 4 Taken into Item 1:Post it notes for Drop-ins public comments £2 pks @ £3.66	£0.00	
	Telephone	£0.00	
	Web site	£0.00	
	Stationery	£0.00	<b>£165.24</b>

	<b>Hire of Room / Venue(s)</b>	<b>£</b>	
00/00/2015		£0.00	
00/00/2015		£0.00	
19/03/2015+ 20/01/2015	GCA Welfare Hall - Isabella Room Hire - 3 x Steering Group, 2 x site Allocation, 4 x Traffic& Transport Inv.7018+7017+6952 £147.00 (Refer to Schedule 1 Page 3 GNPF Group Donations )	£0.00	
27/03/2015	EGM - Green Lane School - no charge	£0.00	
18/05/2015 +15/06/2015 +20/07/2015	Gapping Goose PH - Site Allocation Sub Group meetings x 3 - cash £30.00 on receipts 09 + 10 + 27 cash paid by Mr A Tynan. Claim back from GNPF Cheque no. 100002 Total Value of cheque £195.24	<b>£30.00</b>	
17/05/2015	GCA Welfare Hall Isabella Room Hire 21/05/2015 & 28/05/2015 Steering group - Invoice No.7056 - 17/05/2015 Cheque No 100005 Date 16/09/2051	£28.00	



15/07/2015	GCA Welfare Hall Isabella Room Hire 16/07/2015 Steering group - Invoice No.7107 16/09/2015 Cheque No 100005 Date 16/09/2015	£14.00	
19/08/2015	GCA Welfare Hall Sister room Hire £24.00 19/08/2015 AGM Invoice No.7141 date 19/08/2015 Cheque No 100005 date 16/09/2015	£24.00	
12/09/2015	Drop-in 12 Sept 2015 - Garforth Academy Trust - No Charge	£0.00	£96.00

	<b>Publicity &amp; Media notifications for Neighbourhood Plan drop-ins and events - Community Awareness - Drop-ins ,EGM, Gala, information &amp; Engagement Publicity.</b>	<b>£</b>	
28/05/2015	<b>DROP-INS</b> Origination of Artwork, Banner paste overs + Poster paste over to existing items ,update A4 x 150 Flyers, A4 questionnaires A4 x 150 registration forms+Posters+ 5x Banners,2 x pull up displays replacement vinyl Posters -Supplier Cube Design&Display date 08/06/2015 Inv 8544 & Inv.8545 date 12/06/2015. Cheque No 100001 Value £1362.70	<b>£1,362.70</b>	
27/06/2015	<b>EGM</b> 27/06/2015 - Pubilicity - Notifications, registration& attendee Forms 150 x A4 B/W forms - Refer Administration costs item 1 for print costs)	£0.00	
27/07/2015	<b>Garforth Gala (Lions) Free site</b> ( refer to Schedule 1 Page 3 Donations )	£0.00	
27/07/2015	Table front banner 1.5m x 1.6m ( refer to Schedule 1 Page 3 Donations )	£0.00	
27/07/2015	Mounting up presentation plans, Maps and data x 7 (refer to Schedule 1 Page 3 Donations )	£0.00	
27/07/2015	Provide and install GNPF tent Sign 0.3 m x 1.5m ( refer to Schedule 1 Page 3 Donations )	£0.00	
23/06/2015	<b>GNPF - Engagement - Questionnaire</b> House to House posted- by GNPF Group members - No Charges.	£0.00	
23/06/2015	School Partnership Trust Academies Print 6500 @ A4 @ £0.04 per copy. Questionnaires - Inv 5100524 date 29/06/2015 Cheque No. 100003 Value £249.60 VAT @ 20% £41.60	<b>£249.60</b>	
08/07/2015	Additional Questionnaires - 2000 @ A4 printed by Mr A Tynan (refer to Admin Costs noted in Item 1 above)	£0.00	
12/09/2015	<b>Drop-in Sept 12 2015 - Awareness ,Publicity</b>	£0.00	
	Paste over to 2m x1m Banners x 5 + Paste overs to 60 x A4 flyers/posters + 20 new A2 posters colour + 5 paste overs to reused A2 Posters + mount poster to boards & position + install 5 banners to locations. <b>(refer to Schedule 1 Page 3 Donations )</b>	£0.00	£1,612.30

	Expenditure Before Bank Charges	£2,884.60	
	Bank Charges	£0.00	
	<b>Total Expenditure</b>		<b>£2,884.60</b>



## GNPF Interim Accounts: Period 15/05/2015 - 18/09/2015 Schedule 1 Donations to GNPF

	Bank Summary	£	£	
16/09/2015	Expenditure as at 16/09/2015 Before Bank Charges	£2,884.60	£0.00	*VAT payment @ 20% = £41.60 on School Academy Trust Invoice 1000216 - VAT is zero rated on Leaflets and Brochures-VAT cannot be claimed back- Therefore VAT has to be taken from Grant Figure.
	VAT payments @ 20% £41.60 See note *	£0.00	£0.00	
28/08/2015	Bank Balance as at 28th August 2015	£5,021.40	£0.00	
	Bank Charges	£0.00	£0.00	
	Grant Value £7840.00	£0.00	£7,840.00	
	Deduct Expenditure as at 16/09/2015	£2,884.60	£0.00	
	<b>Balance of Remaining Grant</b>		<b>£4,955.40</b>	
	<b>Donations from Group Members</b>	<b>£472.21</b>	£0.00	
			£0.00	
15/11/2015	<b>Professional Fees to be invoiced before 15/11/2015</b>	£2,908.94	£0.00	
16/09/2015	<b>Balance of Remaining Grant</b>		<b>£2,046.46</b>	

	Schedule 1 Donations made by Group members.	£	£
19/03/2015+ 20/01/2015	Welfare Hall - Isabella Room- Meetings : 3 x Steering Group, 2 x site Allocation, 4 x Traffic& Transport meetings Garforth Community Association Invoices:7018+7017+6952 total £147.00. <b>Cash donation to settle hire costs for Jan , Feb , Mar 2015</b> prior to Grant approval May 15th 2015- 14 x <b>Members of the Steering Group &amp; Sub groups</b> Voted to pay cash to settle outstanding invoices £9.19 per member - NB: The cost for hire of rooms had been incurred prior to terms of grant had been established in April and funding approved on 15th May 2015.	£147.00	
00/06/2015 + 13/07/2015 + 24/08/2015	Gapping Goose PH - Site Allocation Sub Group meetings x 3 - Donation made Sub Group Member Mr. A.Tynan in settlement of Gapping Goose Room Hire for 3 meetings. Cost £30.00 cash	£30.00	
27/06/2015	<b>EGM 27/06/2015 - Attendees Registration Document's</b> 150 @ A4 - Materials A4 Paper & ink cartridges noted in accounts above 150 x £06.00 per copy = £09.00	£0.00	
27/07/2015	<b>Garforth Gala (Lions) Free site- No Charge-</b>	£0.00	
27/07/2015	<b>Garforth Gala.</b> Table front banner 1.5m x 1.6m - £15.00 I Image GNPF with Log green - output on Banner cloth - Installed to table. Donated by Mr A Tynan GNPF	£20.00	
27/07/2015	<b>Garforth Gala</b> Mounting up presentation plans, Maps & Data - Plastic Correx FlutedPP PQ300 2 x AO size nd data. Donated by Mr A Tynan Group member. Cost £9.36	£9.36	
27/07/2015	<b>Garforth Gala - Sign Board</b> GNPF with Logo applied to 20mm Kingspan board, installed to tent with plastic Tie Wraps - Sign 0.3 m x 1.5m Mounting board £20.00	£20.00	
08/07/2015	<b>House to House Questionnaires</b> - Additional Questionnaires - 2000 printed A4 Paper & ink cartridges (noted in Administration costs) above 2000 copies @ £00.09 per copy = £180.00 printed by Mr A Tynan.	£0.00	
12/09/2015	<b>Drop-in Sept 12 2015 - Public Community awareness ,Promotional Publicity expenditure</b>		

## GNPF Interim Accounts: Period 15/05/2015 - 18/09/2015 Schedule 1 Donations to GNPF

24/08/2015	Overlay Stickers to 6 existing A2 Posters & mounting boards for posts & maps & Planns to display at Drop-in 12sept 2015- Mounting Boards <b>£8.00 cash</b> + 1 x 50mm double sided adhesive tape <b>@ £10.00</b> + 3 pks Cable ties for 6 x 2m x 1m existing banners <b>@ £4.17</b> + 1 x part pack(20 sheets) A4 self adhesive sticker paper for A2 posters and A4 poster overlays: 10 sheets <b>@ £1.29 per sheet x 10 £12.98</b> . Donation by A Tynan.	£35.15	
01/09/2015	Drop-in A2 Poster new printed and mounted 20 @ £3.00 each + 6 banner over lays to 2m x 1m vinyl banners @ £6.00 each new poster promoting Drop-in Donations A Tynan & S McQuire	£96.00	
24/08/2015	Paste overs to 6no.x 2m x1m Banners x @ £08.00 each <b>Cost £40.00</b> + Paste overs to 60 x A4 flyers/posters @ £00.12 <b>Cost £07.20</b> + 20 new A2 posters colour @ £3.00 each <b>Cost £60.00</b> + paste overs to 5 reused A2 Posters @ £1.50 <b>Cost £7.50</b> + mount poster to Plastic Correx FlutedPP PQ300 2 x AO size boards & position + install 5 banners to locations around Garforth & 1 Pull up display vinyl Poster (to library). Donated by Mr A. Tynan and Mrs S. McQuire GNPF Steering Group. <b>Cost £114.70</b>	£114.70	
19/09/2015	Cost for AGM to be confirmed -Hire of Room taken into Expenditure - Room hire item.	£0.00	£0.00
16/09/2015	<b>Total Donations</b>	£0.00	<b>£472.21</b>