### PROFORMA 1: BALANCES

	Lloyds a/c no 0149310 No 1 a/c	Lloyds a/c no 1637483 No 2 a/c	CAF Bank a/c no 00030120	Deposit a/c 364095001D	Fixed Interest: 2F
Opening balance	2944.90	215.33	9300.83	25732.50	42670.08
Closing balance	4227.04	215.33	8998.81	25841.76	45620.23

#### **PROFORMA 2: TRANSFERS**

Date	From account (e.g. no 1 account)	To account (e.g. no 2 account)	amount	comment
19/05/2020	No 1 account	CAF Bank a/c	10000.00	

### PROFORMA 3: TOTAL MONTHLY RECEIPTS FOR No. 1 ACCOUNT

Month	Amount
January	10417.64
February	49.00
March	164.50
April	45.50
May	115.50
June	143.50
July	80.50
August	80.50
September	0.00
October	63.00
November	63.00
December	77.00
TOTAL	11299.64

#### PROFORMA 4: DETAILED RECEIPTS

#### Account no 1 – <u>non-subscription</u> receipts

Amount	Date	Description	Bank sheet	any voucher no. etc							Analysis					
			sirect	no. etc	Sun dry	Inter	Dividen ds	Books etc	Confe rence	AGM (subsidised)	Unsubsidised events incl Dykes Bower	Inserts	Ties	Subs for current year	Gift aid	Life member ship
39.99	24/01/20	Electr Priv Equit Ord 25p shares	31				39.99							•		
39.99	n/a	TOTAL	n/a	n./a			39.99									

### Account no 2 – <u>all</u> receipts

Amount	Date	Description	Bank	any voucher							Analysis					
			sheet	no. etc												
					Sundry	Interes t	Divide nds	Books etc	Confe rence	AGM (subsi dised)	Unsubsidis ed events incl Dykes Bower	Insert	Ties	Subs for current year	Gift aid	Life member ship
0.00	n/a	TOTAL	n/a	n./a												

# **CAF Bank Account – <u>all</u> receipts**

Amount	Date	Description	Bank sheet	any voucher no. etc							Analysis					
					Sundry	Interes t	Divide nds	Books etc	Confe rence	AGM (subsi	Unsubsidi sed events incl Dykes Bower	Insert	Ties	Subs for current year	Gift aid	Life member ship
41.85	20/07/20	Publishers' Licensing Services payment	46		41.85											
35.22	23/09/20		48		35.22											
17.50	08/11/19		50					80.00								
157.07	n/a	TOTAL	n/a	n./a	77.07			80.00								

# Deposit account interest earned

Date	Amount of interest
31/03/2020	42.97
30/06/2020	25.70
30/09/2020	26.01
31/12/2020	14.58
TOTAL	109.26

#### Fixed interest account interest earned

Date	Amount of interest
03/03/2020	430.69
02/06/2020	342.65
01/09/2020	345.28
01/12/2020	347.94
TOTAL	1466.56

#### PROFORMA 5: MONEY PAID OUT IN 2020 BUT EXPENSE INCURRED IN 2019

#### Account No. 1

t	Date	Description	Bank sheet	Cheque no or equival ent											
					Sun dry	Publicns - not Eccl Today usually just church crawler	Eccl Today any costs	Gener al post	AGM (subsi dised)	cost of postin g books for sale	Unsubsi dised events incl Dykes Bower	Admin includin g council expense s	Confer'c e	Public ity and intern et	Subs repaid
0.00	n/a	TOTAL	n/a	n./a											

#### Account No. 2

Amou nt	Date	Description	Bank sheet	Cheque no or equival ent											
					Sundr y	Publicns - not Eccl Today usually just church crawler	Eccl Today any costs	Gener al post	AGM (subsi dised)	cost of postin g books for sale	Unsubsi dised events incl Dykes Bower	Admin includin g council expense s	Confer'c e	Public ity and intern et	Subs repaid
0.00	n/a	TOTAL	n/a	n./a											

### **CAF Bank Account**

Amou	Date	Description	Bank	Cheque											
nt		-	sheet	no etc											
					Sun dry	Publicns - not Eccl Today usually just church crawler	Eccl Today any costs	Gener al post	AGM (subsi dised)	cost of postin g books for sale	Unsubsi dised events incl Dykes Bower	Admin includin g council expense s	Confer'c e	Public ity and intern et	Subs repaid
181.45	06/01/20	PD's claim of 08/01/19 (part)	40	Online payment								181.45			
100.00	08/01/20	Dr A Gajewski's Speaker's fee for DB2019 lecture	40	000010							100.00				
263.86	09/01/20	CW's claim of 06/01/20	40	Online payment				44.66				219.20			
120.00	09/01/20	Holdsworth bill 380 for design <i>CC</i> Winter 2019	40	Online payment		120.00									
1294.00	10/01/20	Holdsworth bills 379 (ET57) & 381 ( <i>CC</i> Spring 2019)	40	Online payment		160.00	1134.00								
330.00	19/06/20	St Mary Magd, Paddington, for June 2019 visit	45	Online payment							330.00				
2289.31	n/a	TOTAL	n/a	n./a		280.00	1134.00	44.66			430.00	400.65			

#### PROFORMAS 6: MONEY PAID OUT IN 2020 FOR EXPENSE INCURRED IN 2020

#### Account No. 1

Amou nt	Date	Description	Bank sheet	Cheque no or equival ent											
					Sun dry	Publicns - not Eccl Today usually just church crawler	Eccl Today any costs	Gen eral post	AGM (subsi dised)	cost of postin g books for sale	Unsubsi dised events incl Dykes Bower	Admin includin g council expense s	Confer'c e	Public ity and intern et	Subs repaid
17.50	20/05/20	D Davies [2083]: refund of 2020 sub paid by mistake*	36	000566											17.50
17.50	n/a	TOTAL	n/a	n./a											17.50

<sup>\*</sup> This was a refund of a 2020 subscription paid by mistake: it can be deducted from the subscription income for this year.

#### Account No. 2

Amou nt	Date	Description	Bank sheet	Cheque no or equival ent											
					Sun dry	Publicns - not Eccl Today usually just church crawler	Eccl Today any costs	Gener al post	AGM (subsi dised)	cost of postin g books for sale	Unsubsi dised events incl Dykes Bower	Admin includin g council expense s	Confer'c e	Public ity and intern et	Subs repaid
0.00	n/a	TOTAL	n/a	n./a											

### **CAF Bank Account**

Amoun	Date	Description	Bank	Cheq											
t			sheet	ue no											
				or											
				equiv											
				alent											
					Sundr	Publicns -	Eccl	Gener	AGM	cost of	Unsubsi	Admin	Confe	Public	Subs
					У	not Eccl Today	Today	al post	(subsi	postin	dised	includin	r'ce	ity	repaid
						usually	any		dised)	g books	events	g		and	
						just church	costs			for	incl Dykes	council		intern	
						crawler				sale	Bower	expense s		et	
51.85	06/01/20	PD's claim of 08/01/19	40	Online						Saic	DOWEI	51.85			<del>                                     </del>
31.03	00/01/20	(part)	10	payment								31.03			
5.00	15/01/20	Monthly bank fee	40	pujinen	5.00										
32.10	24/01/20	NC claim of 21/02/20	40	Online								32.10			
				payment											
5.00	17/02/20	Monthly bank fee	41		5.00										
5.00	16/03/20	Monthly bank fee	42		5.00										
75.00	30/03/20	GB claim of 11/03/20	42	Online							75.00				
				payment											
5.00	15/04/20	Monthly bank fee	43		5.00										
63.00	27/04/20	Our 2020 sub for	43	Online	63.00										
		HRBA		payment											
682.27	27/04/20	PS bills for AGM	43	Online										682.27	
***	27/04/20	mailshot	10	payment				20.20							
29.20	27/04/20	GW claim of 21/04/20	43	Online				29.20							
5.00	15/05/20	M 41 1 1 C	4.4	payment	5.00										
5.00 183.56	15/05/20 22/05/19	Monthly bank fee MK claim of 20/05/20	44	Online	5.00									183.56	
183.30	22/05/19	MK Claim 01 20/05/20	44	payment										183.30	
5.00	15/06/20	Monthly bank fee	45	payment	5.00										
41.90	06/07/20	GW's claim 30/06/20	46	Online	3.00							41.90			
71.70	00/07/20	G 11 S Claim 30/00/20	10	payment								71.50			
5.00	15/07/20	Monthly bank fee	46	payment	5.00										
5359.41	15/07/20	Printer's bill ET 58	46	Online	5.00		5359.41								
22071	20,0,,20	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		payment			2227.11								
1395.00	31/07/20	Holdsworth design bill	46	Online			1395.00								
		383 for <i>ET</i> 58		payment											

5.00	17/08/20	Monthly bank fee	47		5.00									
50.00	28/08/20	Design sample -	47	Online			50.00							
		Tomlinson		payment										
50.00	28/08/20	Design sample -	47	Online			50.00							
		Fabiankova		payment										
27.89	02/09/20	GW claim of 28/08/20	48	Online				27.89						
				payment										
5.00	15/09/20	Monthly bank fee	48		5.00									
5.00	15/10/20	Monthly bank fee	49		5.00									
5.00	16/11/20	Monthly bank fee	50		5.00									
5.00	15/12/20	Monthly bank fee	51		5.00									
68.60	25/11/19	GW claims of Nov &	38	Online				68.60						
		Dec 2020		payment										
						•								
8169.78	n/a	TOTAL	n/a	n./a	123.00	0.00	6854.41	125.69	0.00	75.00	125.85	0.00	865.83	

#### PROFORMAS 7: KNOWN DEBTS AT END OF 2020

a. Incurred during 2020, unpaid at 31 December, but paid by the time you do the proforma.

Nature of debt	Size of debt at 31 December	I	Bank payment d	etails
		Date	Bank sheet	Cheque no
Vera Fabiankova's design costs for Chancel Screens (including general redesign costs)	2445.00	08/01/21	CAF Bk a/c, 52	Online payment
Printer's bill for CC Autumn 2020	1584.81	18/01/21	CAF Bk a/c, 52	Online payment
GW's costs (postage on 22/12./20, included in claim of 31/01/21)	5.90	03/02/21	CAF Bk a/c, 53	Online payment
Printer's bill for Chancel Screens	7449.66	03/02/21	CAF Bk a/c, 53	Online payment
Refund of 2020 sub [Hone, 2321]	14.00	25/02/21	CAF Bk a/c, 53	Online payment
TOTAL	11499.37	n/a	n/a	n/a

Unusually, I will use the details on the master spreadsheet, not just the totals.

b. Incurred during 2020, and still outstanding when you fill in the proforma. Please give best estimate.

Nature of debt *	Best estimate of size of debt at 31 December	Comment
Allan Holdsworth's costs for design work on <i>CC</i> Fall 2020	160.00	
MK's Zoom expenses for AGM & DB Lecture 09/12/2020	124.25	
Other Council members' outstanding costs, say	75.00	Hard to guess.
Speaker's fee 2020 DB Lecture	100.00	
TOTAL	459.25	n/a

<sup>\*</sup> I ignore some old cheques never cashed.

### PROFORMA 8 – CHECK BALANCES

#### No 1 account

	What	Where from	Amount
1	Opening balance	Proforma 1	2944.90
2	Transfers in	Proforma 2	0.00
3	Receipts	Proforma 3 (not 4)	11299.64
4	Expenditure (a)	Proforma 5	0.00
5	Expenditure (b)	Proforma 6	17.50
6	Transfers out	Proforma 2	10000.00
7	Closing balance	Proforma 1	4227.04
	Calculated closing balance	Calculate the sum of rows 1, 2, 3 Subtract from this the sum of rows 4, 5, 6	
		The result should equal row 7	

#### No 2 account

	What	Where from	Amount
1	Opening balance	Proforma 1	215.33
2	Transfers in	Proforma 2	0.00
3	Receipts	Proforma 4	0.00
4	Expenditure (a)	Proforma 5	0.00
5	Expenditure (b)	Proforma 6	0.00
6	Transfers out	Proforma 2	0.00
7	Closing balance	Proforma 1	215.33
	Calculated closing balance	Calculate the sum of rows 1, 2, 3 Subtract from this the sum of rows 4, 5, 6	215.33
		The result should equal row 7	

#### **CAF Bank account**

	What	Where from	Amount
1	Opening balance	Proforma 1	9300.83
2	Transfers in	Proforma 2	10000.00
3	Receipts	Proforma 4	157.07
4	Expenditure (a)	Proforma 5	2289.31
5	Expenditure (b)	Proforma 6	8169.78
6	Transfers out	Proforma 2	0.00
7	Closing balance	Proforma 1	8998.81
	Calculated closing balance	Calculate the sum of rows 1, 2, 3 Subtract from this the sum of rows 4, 5, 6	
		The result should equal row 7	

# Deposit account

	What	Where from	Amount
1	Opening balance	Proforma 1	25732.50
2	Transfers in	Proforma 2	0.00
3	Interest earned	Proforma 4	109.26
4	Transfers out	Proforma 2	0.00
5	Closing balance	Proforma 1	25841.76
	Calculated closing balance	Calculate the sum of rows 1, 2, 3 Subtract row 4 from this The result should equal row 5	

### Fixed interest 2F

#### This one is different

	What	Where from	Amount
1	Opening balance	Proforma 1	42670.08
2	Transfers in	Proforma 2	0.00
3	Interest earned	Proforma 4	1466.56
4	Transfers out	Proforma 2	0.00
5	Closing balance	Proforma 1	45620.23
6	Calculated closing balance	Calculate the sum of rows 1, 2, 3 Subtract row 4 from this	44136.64
		The results will not equal row 5, because the unit price will have changed (the account is a holding in a fund which invests in fixed interest securities whose market value changes)	
	Calculate change in market value	Subtract row 6 from row 5 (answer may be negative). This is the change in market value	+ 1483.59