

**PROFORMA 1: BALANCES**

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

**PROFORMA 2: TRANSFERS**

| Date       | From account<br>(e.g. no 1<br>account) | To account<br>(e.g. no 2<br>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           |
| <b>TOTAL</b> | <b>11299.64</b> |



**Deposit account interest earned**

| <b>Date</b>  | <b>Amount of interest</b> |
|--------------|---------------------------|
| 31/03/2020   | 42.97                     |
| 30/06/2020   | 25.70                     |
| 30/09/2020   | 26.01                     |
| 31/12/2020   | 14.58                     |
| <b>TOTAL</b> | <b>109.26</b>             |

**Fixed interest account interest earned**

| <b>Date</b>  | <b>Amount of interest</b> |
|--------------|---------------------------|
| 03/03/2020   | 430.69                    |
| 02/06/2020   | 342.65                    |
| 01/09/2020   | 345.28                    |
| 01/12/2020   | 347.94                    |
| <b>TOTAL</b> | <b>1466.56</b>            |



## CAF Bank Account

| Amount         | Date       | Description  | Bank sheet | Cheque no etc  |        |   |                      |              |                  |                                |                                      |                                  |           |                        |             |
|----------------|------------|--|------------|----------------|--------|---|----------------------|--------------|------------------|--------------------------------|--------------------------------------|----------------------------------|-----------|------------------------|-------------|
|                |            |  |            |                | Sundry | Publicns - not Eccl Today usually just church crawler | Eccl Today any costs | General post | AGM (subsidised) | cost of posting books for sale | Unsubsidised events incl Dykes Bower | Admin including council expenses | Confer'ce | Publicity and internet | 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 CC Winter 2019      | 40         | Online payment |        | 120.00  |                      |              |                  |                                |                                      |                                  |           |                        |             |
| 1294.00        | 10/01/20   | Holdsworth bills 379 (ET57) & 381 (CC 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                               |                                  |           |                        |             |
|                |            |  |            |                |        |   |                      |              |                  |                                |                                      |                                  |           |                        |             |
| <b>2289.31</b> | <b>n/a</b> | <b>TOTAL</b>                                       | <b>n/a</b> | <b>n/a</b>     |        | <b>280.00</b>   | <b>1134.00</b>       | <b>44.66</b> |                  |                                | <b>430.00</b>                        | <b>400.65</b>                    |           |                        |             |





|                |            |                             |            |                |               |             |                |               |             |              |               |             |               |  |  |
|----------------|------------|-----------------------------|------------|----------------|---------------|-------------|----------------|---------------|-------------|--------------|---------------|-------------|---------------|--|--|
| 5.00           | 17/08/20   | Monthly bank fee            | 47         |                | 5.00          |             |                |               |             |              |               |             |               |  |  |
| 50.00          | 28/08/20   | Design sample - Tomlinson   | 47         | Online payment |               | 50.00       |                |               |             |              |               |             |               |  |  |
| 50.00          | 28/08/20   | Design sample - Fabiankova  | 47         | Online payment |               | 50.00       |                |               |             |              |               |             |               |  |  |
| 27.89          | 02/09/20   | GW claim of 28/08/20        | 48         | Online payment |               |             | 27.89          |               |             |              |               |             |               |  |  |
| 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 & Dec 2020 | 38         | Online payment |               |             | 68.60          |               |             |              |               |             |               |  |  |
|                |            |                             |            |                |               |             |                |               |             |              |               |             |               |  |  |
| <b>8169.78</b> | <b>n/a</b> | <b>TOTAL</b>                | <b>n/a</b> | <b>n/a</b>     | <b>123.00</b> | <b>0.00</b> | <b>6854.41</b> | <b>125.69</b> | <b>0.00</b> | <b>75.00</b> | <b>125.85</b> | <b>0.00</b> | <b>865.83</b> |  |  |



## 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 | Bank payment details |                |                |
|---|-----------------------------|----------------------|----------------|----------------|
|   |                             | 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 |
|   |                             |                      |                |                |
|   |                             |                      |                |                |
|   |                             |                      |                |                |
|   |                             |                      |                |                |
| <b>TOTAL</b>  | <b>11499.37</b>             | <b>n/a</b>           | <b>n/a</b>     | <b>n/a</b>     |

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 CC 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                                       |                |
|  |  |                |
|  |  |                |
|  |  |                |
|  |  |                |
| <b>TOTAL</b>   | <b>459.25</b>                                | <b>n/a</b>     |

\* 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<br>Subtract from this the sum of rows 4, 5, 6<br><br>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<br>Subtract from this the sum of rows 4, 5, 6<br><br>The result should equal row 7 | 215.33 |

### 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<br>Subtract from this the sum of rows 4, 5, 6<br><br>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<br>Subtract row 4 from this<br><br>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<br>Subtract row 4 from this<br><br>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) | 44136.64  |
|   | Calculate change in market value | Subtract row 6 from row 5 (answer may be negative). This is the change in market value   | + 1483.59 |