

VOLUNTARY ORGANISATION	GRANT CLAIM AND MONITORING FORM	REVISED
NAME OF VOLUNTARY ORGANISATION: ASH WALES		
DATE OF COMPLETION: 18/07/2017		
NAME OF PERSON TO WHOM QUERIES CAN BE DIRECTED Suzanne Cass		
TELEPHONE NUMBER 02920 490621		

1		2	3		4		5			
2017- 2018 SUGGESTED ALLOCATION		ACTUAL CUMULATIVE EXPENDITURE TO DATE	ESTIMATED EXPENDITURE		ACTUAL EXPENDITURE		ESTIMATED EXPENDITURE			
			FROM TO	01/04/2017 30/06/2017	FROM TO	01/04/2017 30/06/2017	FROM TO	01/07/2017 30/09/2017		
Staff Salaries	£105,000.00	£23,590.06	£26,250.00		£23,590.06		£33,000.00		illegal tobacco	Total requested
									4600	
Professional Development and Training	£500.00	£0.00	£125.00		£0.00		£0.00			
Travelling	£500.00	£117.26	£125.00		£117.26		£650.00		500	
Premises Costs	£15,500.00	£4,741.88	£3,873.00		£4,741.88		£3,381.00			
IT/ Telephone	£5,000.00	£1,351.55	£1,250.00		£1,351.55		£2,350.00		1100	
Equipment Hire	£2,800.00	£819.42	£700.00		£819.42		£700.00			
Accounting Fees / Bookkeeper	£2,500.00	£927.50	£625.00		£927.50		£623.00			
Insurance	£1,000.00	£0.00	£250.00		£0.00		£0.00			
Research and Monitoring	£1,500.00	£22.37	£375.00		£22.37		£1,500.00			
Translation	£1,000.00	£481.31	£250.00		£481.31		£154.60			
Membership and Subscription	£200.00	£160.00	£50.00		£160.00		£0.00			
Printing / Postage / Stationary	£2,000.00	£613.90	£500.00		£613.90		£395.90			
Venue Hire / WTHN Refershments	£1,500.00	£13.94	£375.00		£13.94		£0.00			
TOTALS	£139,000.00	£32,839.19	£34,748.00		£32,839.19		£42,754.50		6200	£40,948.00

PLEASE NOTE THAT COLUMN 1 HAS BEEN COMPLETED . COLUMNS 2, 3 AND 4 SHOULD BE FILLED IN BY THE VOLUNTARY ORGANISATION.

An appropriate official e.g.(Finance Officer) should sign the form on behalf of the organisation to confirm that the actual expenditure figures have been accurately extracted from the organisation's records ; and that the grant has been and will be applied in accordance with the terms and conditions of the grant.

Name (please print) Suzanne Cass

Signature

FORM TO BE RETURNED TO: JUDITH LEETCH