Finance Plan Template

Income and Expenditure Forecast Years 1-5

		PHASE 1	PHASE 2	2	PHASE 3		
NOTE	INCOME	CURRENT	YR1	YR2	YR3	YR4	YR5
1	Local authority 'start-up' grant						
2	Other grant aid						
3	Rent and room hire						
	Large hall						
	Small hall						
	MUGA						
4	Other income						
	Vending machines						
	Café and shop sales						
	Other						
5	Volunteer time in kind						
6	Own fundraising						
	TOTAL						
	EXPENDITURE	Current	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
7	Staff salaries and on- costs						
	Centre manager						
	Caretaker						
	Cleaner(s)						
	Volunteer time in kind						

8	Staff and volunteer training						
9	Caretaking/cleaning costs						
	Cleaning materials						
	Refuse collection						
	Security						
10	Utilities						
	Water						
	Electricity						
	Gas						
11	Rates						
12	Repairs and maintenance						
13	Travel costs						
		Phase 1	Phase	2	Phase	3	
Note:	Income	Current	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
14	Centre supplies						
					_		
	Tools and materials						
	Tools and materials Equipment hire						
	Equipment hire						
14	Equipment hire Office furniture and IT Medical, clothing and						
14	Equipment hire Office furniture and IT Medical, clothing and PPE						
14	Equipment hire Office furniture and IT Medical, clothing and PPE Telephones						
	Equipment hire Office furniture and IT Medical, clothing and PPE Telephones Internet						

16	Vending machine rental and supplies						
17	Insurance and professional fees						
	Property insurance						
	Public liability insurance						
	Performing rights society fees						
	Accountancy fees						
	Legal fees						
	Architect fees						
	Consultancy fees						
18	Other – sundries and miscellaneous						
	Total						
	Surplus (deficit)						
	Accumulated reserves						

The above template is not exhaustive and could also include information for required capital expenditure; both statutory and non-statutory scheduled maintenance (from a condition survey) and how additional funding is needed to cover any deficit in the profit and loss.

Business Plan Template

Business Plan – Contents

Executive summary

1. Our project

- About AN Other Community Organisation
- Our values and the mission of our organisation
- The aims and objectives of our community project

2. The market

- About our community
- Existing and target markets
- Results of community consultations
- Knowledge of other existing community services and facilities
- Opportunities to build partnerships

3. Business growth and development

- A review of our organisation (SWOT Analysis)
- Our business development strategy
 - Phase 1 Project design (year 0)
 - Phase 2 Centre development (years 1-3)
 - Phase 3 Centre expansion (years 4-5)

4. centre management

- Our management committee
- Staffing and the role of community volunteers
- Development of community activities
- Service delivery and programming
- Policies and procedures
- Day-to-day operations

5. Centre development

- Current facilities
- · Potential opportunities for refurbishment and expansion

6. Marketing plan

- Building our profile
- Promoting our services

7. Financial plan

- Five-year income and expenditure (cash flow projection)
- Income generation (sales forecasts)
- Fundraising strategy

8. Risk analysis

- Risk log
- Plan for minimising risks