

Lighthouse help guide

Section 6: Financial Figures

Use this guidance if you are a registered charity or a community benefit society (CBS) which is an exempt charity. CBS accounts may have a slightly different layout so please email us if you are having problems.

People can find finances tricky, however this section is critical for you to get the most reliable report from using Lighthouse. If you have your most recent set of accounts you will be able to answer them easily, and this short guide will show you how.

If you have any further questions, please get in touch with us. We're here to help:
members@locality.org.uk

6.1 Income breakdown

Not many community organisations produce financial projections covering four years. If you have relatively stable income and expenditure – for example if you run a community housing project – this is reasonably easy to do. For other organisations with multiple sources of income, this is more difficult. It is fine to use rough estimates for future years. Don't spend ages doing detailed calculations, estimates are all that is needed for this exercise.

We have assumed that your income budget is based on expenditure plus an amount for contingency. Income may vary from year to year – for the purposes of this element of the Lighthouse assessment, expenditure is assumed to change in line with income. Though inflation would clearly be a key element of detailed financial projections, we suggest that you omit inflation for the purposes of this exercise.

Financial Year	Secured (£)	Probable (£)	Still to find (£)	Total (£)
Current Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Next Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Our Example

Income Projections	Secured (£)	Probable (£)	Still to Find (£)	Total (£)
Current Year	110000	30000	20000	160000
Next Year	160000		50000	210000
Year 2	60000	50000	50000	160000
Year 3	10000	50000	100000	160000
Year 4	10000	50000	100000	160000

Completing the table in Lighthouse does not require notes but it is useful to produce brief explanatory notes so that everyone in the meeting understands the background to the figures. For example:

- We run a children’s nursery which generates around £10k each year
- We have a contract to deliver welfare rights advice worth £50k per annum which is secured to end of next year. This will be retendered, and we are likely to win so £50k is moved to probable for years 2-4

- We have a multi-year grant from a local charitable trust for £50k per annum which ends in year 2 – we cannot reapply
- We have had positive meetings with a local trust about a one-year grant of £20k for this year
- We have secured £50k grant for loneliness work in year 2 – this will require an increase of £50k in expenditure
- We have “yet to find” income in each financial year. There is a fundraising strategy for this financial year. As you would expect, “yet to find” income is higher in years 3 and 4.

6.2 Surplus/ deficit

To complete this section you will need your **Statement of Financial Activities**

If you are a charity - Match up the coloured circles with the circles on the Statement of Financial Activities.

Period	Non charity profit/loss	Charity income unrestricted surplus	Charity income restricted surplus
	Complete this column if you are NOT a charity	Complete this column if you are a charity	Complete this column if you are a charity
This current year (projected)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last complete year (from annual accounts)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous year	<input type="text"/>	<input type="text"/>	<input type="text"/>

Locality (UK) Statement of Financial Activities For the year ended 31st March 2016

Note	Unrestricted funds 2016 £000s	Restricted funds 2016 £000s	Total funds 2016 £000s	Total funds 2015 £000s
Income and expenditure				
Income				
	19	-	19	28
	40	-	40	43
Income from charitable activities				
	145	-	145	184
	5,611	2,698	8,309	11,877
	1	-	1	27
Total income	5,816	2,698	8,514	12,159
Expenditure				
Expenditure on charitable activities				
	489	-	489	378
	5,329	2,745	8,074	11,570
	452	-	452	379
Total expenditure	6,270	2,745	9,015	12,327
Net expenditure	(454)	(47)	(501)	(168)
Transfers between funds	60	(60)	-	-
Net movement in funds for the year	(394)	(107)	(501)	(168)
Fund balances brought forward at 1st April 2015	3,817	181	3,998	4,166
Fund balances carried forward 31st March 2016	3,423	74	3,497	3,998

The comparative figures for each fund are shown in the notes to the accounts (note 18).

The notes on pages 27 to 41 form part of these financial statements.

6.3 Balance sheet

To complete this section, you will need the Balance sheet from your Annual accounts. Match up the coloured circles with the information on the balance sheet. To calculate Unrestricted funds (green circle) you will need to subtract restricted funds from the bottom blue circle - in this example: Unrestricted funds = 3,508,000 - 233,000

Type	Figure (£)	Note
Fixed assets	<input type="text"/>	This figure is the total fixed assets on the balance sheet.
Current assets	<input type="text"/>	This figure should be stated on the balance sheet and will include cash, bank and debtors.
Creditors due within one year	<input type="text"/>	Shown on the balance sheet and will normally include creditors, bank overdraft, HMRC and accruals. DO NOT USE A MINUS (-) SIGN
Creditors due in more than one year	<input type="text"/>	This will usually include loans and other long-term financing. DO NOT USE A MINUS (-) SIGN
Restricted funds (charity)	<input type="text"/>	Only applies to charities. (Ignore this box if you are not a charity)
Unrestricted funds (charity)	<input type="text"/> - <input type="text"/>	Only applies to charities. This figure includes any designated funds. (Ignore this box if you are not a charity)
5 Profit and loss (non-charity)	<input type="text"/>	Only use this box if the organisation is not a charity and the above two boxes are not filled in.

Note	2018 £000s	2017 £000s
Fixed assets		
Tangible fixed assets	760	1,773
Intangible fixed assets	46	-
Investments	2,183	10
	<u>2,989</u>	<u>1,783</u>
Current assets		
Debtors	1,302	618
Loan deposit security	100	-
Cash at bank and in hand	1,136	1,932
	<u>2,538</u>	<u>2,550</u>
Creditors: amounts falling due within one year	<u>(1,436)</u>	<u>(1,083)</u>
Net current assets	<u>1,102</u>	<u>1,467</u>
Total Assets less current liabilities	<u>4,091</u>	<u>3,250</u>
Creditors: amounts falling due after more than one year	<u>(583)</u>	<u>-</u>
Net Assets	<u>3,508</u>	<u>3,250</u>
Funds:		
Unrestricted funds - general	961	1,138
Unrestricted funds - revaluation	518	540
Designated funds	1,796	1,396
Restricted funds	233	176
	<u>3,508</u>	<u>3,250</u>
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