

Finance Plan Template

Income and Expenditure Forecast Years 1-5

		PHASE 1	PHASE 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						
	Equipment hire						
	Office furniture and IT						
	Medical, clothing and PPE						
14	Telephones						
	Internet						
15	Centre promotion						
	Printing and publicity material						
	advertising						

Business Plan Template

Business Plan – Contents

Executive summary

1. Our project
<ul style="list-style-type: none">• About AN Other Community Organisation• Our values and the mission of our organisation• The aims and objectives of our community project
2. The market
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• A review of our organisation (SWOT Analysis)• Our business development strategy<ul style="list-style-type: none">– Phase 1 – Project design (year 0)– Phase 2 – Centre development (years 1-3)– Phase 3 – Centre expansion (years 4-5)
4. centre management
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Current facilities• Potential opportunities for refurbishment and expansion
6. Marketing plan
<ul style="list-style-type: none">• Building our profile• Promoting our services
7. Financial plan
<ul style="list-style-type: none">• Five-year income and expenditure (cash flow projection)• Income generation (sales forecasts)• Fundraising strategy

8. Risk analysis

- Risk log
- Plan for minimising risks