

Insert organisation name/logo here



Business Plan

20xx - 20yy

Date	Revised By:	Summary

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1: Executive summary

*(It is suggested that you complete this section **AFTER** you have completed the other sections of the Business Plan).*

2: Organisation Details

2.1: Charity/Company Name:

2.2: Address:

2.3: Telephone number:

2.4: E-Mail:

2.5: Website:

2.6: Legal status:

Company Reg.No: xxx

Charity Reg.No: xxx

HMRC Reg.No: xxx

2.7: Objects

3: What the Organisation Does

3.1: Our Vision

3.2: Our Mission Statement

3.3: Our Values



3.4: Our Activities

4: Background & Achievements to Date

5: Our Goals

5.1: In the Next Year

5.2: In the Next 2-5 Years

6: The Public Benefit Need

6.1: What is the Public Need?

6.2: Who Will Benefit from the Organisation's Activities?

6.3: How Will They Benefit?

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6.6: How the Organisation Will Integrate with Other Activities/Providers?



7: Performance Monitoring

7.1: Key Performance Indicators

7.2: Measurement of KPIs

7.3: Reporting of KPIs

8: Promotion and advertising

8.1: How & Where Will You Promote Your Activities/Services?

9: Managing Risks

Risk 1:

Nature of risk (including specific location, if relevant);

Who is affected by the risk

Impact:

Likelihood:

Mitigation: (What is being done to reduce the risk);

Monitoring: (Ensuring that the mitigations are in place and working?)

Risk 2:

Nature of risk (including specific location, if relevant);

Who is affected by the risk

Impact:

Likelihood:

Mitigation: (What is being done to reduce the risk);

Monitoring: (Ensuring that the mitigations are in place and working?)

Risk 3:

Nature of risk (including specific location, if relevant);

Who is affected by the risk

Impact:

Likelihood:

Mitigation: (What is being done to reduce the risk);

Monitoring: (Ensuring that the mitigations are in place and working?)



10: Running the Organisation

10.1: Board of Trustees

10.2: Management Team

The following summarises the resources that will be require to deliver the Organisation's objectives.

Add extra rows to the tables as required.

2.10.1: Trustees

2.10.2: Executives

10.3: Staff (Including Volunteers)

Role (& Hrs)	Salary £*	Experience	Skills / Qualifications	Yr- 1	Yr- 2	Yr- 3

** Including on-costs*

10.4: Accommodation

Type	Location	Special Requirements	£, Yr- 1	£, Yr- 2	£, Yr- 3

10.5: New Equipment

Description	£, Yr-1	£, Yr-2	£, Yr-3

10.6: Consumables

Description	£, Yr-1	£, Yr-2	£, Yr-3



10.7: Policies & Procedures

The Organisation has the following Policies & Procedures in place. The date following each title is the date of the latest revision.

Bullying & Harassment	01-Jan-12
Code of Behaviour	01-Jan-12
Conflicts of Interest	01-Jan-12
Equal Opportunities	01-Jan-12
Financial Management	01-Jan-12
Health & Safety	01-Jan-12
Safeguarding Children & Young People	01-Jan-12
Safeguarding Vulnerable Adults	01-Jan-12
Safe Recruitment	01-Jan-12
Supervision	01-Jan-12
Whistle-Blowing	01-Jan-12

Copies of the above Policies & Procedures are available on request.

11: Fundraising Strategy

11.1: General Funds

11.2: Restricted/Projects Funds

11.3: Trading

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12: Income & Expenditure Forecast

<i>Description</i>	<i>Fund</i>	<i>£, Yr-1</i>	<i>£, Yr-2</i>	<i>£, Yr-3</i>
INCOME				
Voluntary Income (Incl. Gift Aid reclaimed)				
Subscriptions	Gen	£	£	£
Donations	Gen	£	£	£
Bequests & Legacies	Gen	£	£	£
Total Voluntary Income		£	£	£
Charitable Activities				
General	Gen	£	£	£
Projects	Restr	£	£	£
Fundraising				
<i>Gross income from Fundraising</i>	Gen	£	£	£
<i>Costs of Fundraising</i>	Gen	£	£	£
Net Income from Fundraising		£	£	£
Trading				
<i>Sale of Goods/Services</i>	Gen	£	£	£
<i>Costs of Goods/Services</i>	Gen	£	£	£
Net Profit on Trading		£	£	£
TOTAL INCOME		£	£	£

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<i>Description</i>	<i>Fund</i>	<i>£, Yr-1</i>	<i>£, Yr-2</i>	<i>£, Yr-3</i>
EXPENDITURE				
Charitable Activities {General}				
Staff costs	Gen	£	£	£
Accommodation Costs	Gen	£	£	£
Equipment	Gen	£	£	£
Consumables	Gen	£	£	£
Total General Activities		£	£	£
Charitable Activities {Projects}				
Staff costs	Restr	£	£	£
Accommodation Costs	Restr	£	£	£
Equipment	Restr	£	£	£
Consumables	Restr	£	£	££
Total Project Activities		£	£	£
Governance				
Trustees' Expenses	Gen	£	£	£
Administration {Staff}	Gen	£	£	£
{Other}	Gen	£	£	£
Examination/Audit	Gen	£	£	£
Total Costs of Governance		£	£	£

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<i>Description</i>	<i>Fund</i>	<i>£, Yr-1</i>	<i>£, Yr-2</i>	<i>£, Yr-3</i>
Sundries	Gen	£	£	£
TOTAL EXPENDITURE		£	£	£
GROSS SURPLUS/LOSS ON YEAR		£	£	£
Allocation To/From Designated Funds		£	£	£
NET SURPLUS/LOSS ON YEAR		£	£	£