

Appendix C

EXPENDITURE INCURRED BY CATEGORY.

NAME OF GROUP/PANEL:.....

FINANCIAL YEAR: 2001-02

Category	Expenditure 1st Quarter April to June	Expenditure 2nd Quarter July to September	Expenditure 3rd Quarter October to December	Expenditure 4th Quarter January to March	Total to Date
Accommodation for meetings					
Secretarial accommodation					
Photocopying/Document Reproduction					
Publicity/Advertising * A14					
Stationery/Office Supplies/Equipment/Postage/Telephone					
Secretarial Support					
Secretarial on-costs					
Travel costs					
Other costs					
Approved one-off expenditure					
Total expenditure:					

Notes:

This schedule is designed to record quarterly expenditure.

All Groups are required to complete this document for return to within one month of the quarters closure.

Groups should retain a copy of each return submitted to The following quarters return can be completed on that copy building up a schedule of expenditure.

The total column will be the cumulative expenditure for the financial year.

After completing the 4th Quarterly return the total will be the outturn for the financial year.

* Not applicable to Lay Visiting Panels 2001/02