

# Income and Expenditure Statement for APPGs

## Introduction

Please see Chapter 9 of the [Guide to the Rules on APPGs](#) for full details of the rules on income and expenditure statements, including when you must complete one.

Below is a template form, followed by guidance notes on how to complete the different sections.

## Template

|   |                                     |
|---|-------------------------------------|
| <b>Name of APPG</b>                     | APPG Women, Peace and Security      |
| <b>Period covered by this statement</b> | 4 September 2024 – 3 September 2025 |

£

**A. Balance brought forward from previous year:**

**B. Income received during the year:**

i. Membership subscriptions  
(parliamentarians)

ii. Monetary donations (including external subscriptions and sponsorship)

iii. Trading income

iv. Interest received

v. Other (please explain)

***TOTAL income***

0

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**C. Expenditure during the year:**

i. Employment costs (salaries, NI, pensions costs )

ii. Costs of contractors and freelance staff

iii. Visits and events (UK)

iv. Visits and events (abroad)

v. Cost of generating income

vi. Office and communications costs

vii. Other (please explain)

***TOTAL expenditure***

0

**D. Balance carried forward ( A+ total B- total C)**

0

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|  |   |
|--|---|
| <b>E. Value of benefits in kind received from each source during the reporting year (in bands of up to £1,500; £1,501-£3,000; £3,001 to £4,500; £4,501 to £6,000 etc )</b><br><br><b>Please itemise according to the source and band</b> | Gender Action for Peace and Security (GAPS) provision of secretariat services<br><br>£6,501 – 7,500 |
|--|---|



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**Signed by Chair of Group:**

**Date:** 6<sup>th</sup> November 2025

## Guidance Notes on how to complete the statement

### **B Income received during the year**

Please enter a value in each box, even if it is zero. Include in these figures all money received, however small the sum, and even if it is from sources which would not require registration.

**B i.** Use this line to record the total membership income from MPs and peers. There is no need to itemise individual receipts. Groups are encouraged to name donors but are not required to do so.

**B ii.** Use this line to record the total value of any other donations or gifts received by the group, including any membership income from people who are not at the time MPs or peers. Groups are encouraged to name donors but are not required to do so.

**B iii.** Use this line to record the total income arising from activities by the group during the year. This might include income from the sales of publications, or from ticket sales for conferences or concerts. Do not make any deductions for the costs of generating this income.

**B iv.** Include here the total amount of any interest received during the year, for example from bank accounts or investments.

**B v.** Any other incoming money should be included in this line, with a brief explanation.

### **C Expenditure during the year**

**C i.** Use this line to record the total spent during the year on any staff directly employed by the group or its officers. Costs should be full costs, including wherever possible pensions, NI and expenses, and (if relevant) any money spent on staff accommodation. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C ii.** Use this line to record the total of any payments (including fees, reimbursement of expenses and honoraria) made during the year to organisations or individuals (other than those directly employed by the group or its officers) in return for services provided. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C iii.** Use this line to record the total spent during the year on organising or attending any UK visits or events, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group, unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C iv.** Use this line to record the total spent during the year on any overseas visits organised or attended by the group, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group,

unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C v.** Use this line to record the total spent during the year on generating any income recorded under B (iii) above, eg the costs of concerts, conferences, publications etc. There is no need to show the costs of particular events or publications unless the group wishes to do so.

**C vi.** Use this line to record the total spent during the year on office, communications or running costs, for example office supplies, insurance, data protection registration, governance, audit or financial costs; web or publishing costs; PR; advertising, IS/IT services, telephones, printing, postage etc. There is no need to itemise individual payments unless the group wishes to do so.

**C vii.** Any other money spent should be included in this line, with a brief explanation. There is no need to itemise individual payments unless the group wishes to do so.

## **E Benefits in kind**

- Benefits in kind would include (but are not limited to) the transfer of goods or services such as hospitality, visits, clothing, secretariat or administrative services, research or the use of office premises. If the transfer of funds is involved, the benefit is a financial one and should be included in Section B of the spreadsheet.
- Using a different line for each donor, please set out, with a brief description of what was received, any benefits in kind the group has received during the reporting year. Assign the total value of the benefits received from each donor during the year to a band of £1,500 (eg up to £1,500; £1,501-£3,000; £3,001 to £4,500 etc). Bands above £1,500 are appended below.
- You are encouraged to name donors but are not required to do so. If you wish not to name donors, you may simply assign a number to each.
- You are not required to list benefits in kind if the total value of the benefits in kind received from that donor in the reporting year was £100 or less.
- When listing staff services, such as secretariat services, you should assess their value wherever possible based on the full costs met by the employer, taking account of upon hours worked and including accommodation, pensions contributions and other costs for which figures are available.
- Include benefits in kind even if the group is not required to register them, such as any overseas visits funded by non-registrable sources. The only exception is for benefits provided by Parliament or the Independent Parliamentary Standards Authority. **These should not be listed here.**

## Value Bands Table

| <b>Value (in bands of £1,500)</b> |           |             |           |             |           |             |           |             |           |
|-----------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|
| <b>FROM</b>                       | <b>TO</b> | <b>FROM</b> | <b>TO</b> | <b>FROM</b> | <b>TO</b> | <b>FROM</b> | <b>TO</b> | <b>FROM</b> | <b>TO</b> |
| 1,501                             | 3,000     | 21,001      | 22,500    | 40,501      | 42,000    | 60,001      | 61,500    | 79,501      | 81,000    |
| 3,001                             | 4,500     | 22,501      | 24,000    | 42,001      | 43,500    | 61,501      | 63,000    | 81,001      | 82,500    |
| 4,501                             | 6,000     | 24,001      | 25,500    | 43,501      | 45,000    | 63,001      | 64,500    | 82,501      | 84,000    |
| 6,001                             | 7,500     | 25,501      | 27,000    | 45,001      | 46,500    | 64,501      | 66,000    | 84,001      | 85,500    |
| 7,501                             | 9,000     | 27,001      | 28,500    | 46,501      | 48,000    | 66,001      | 67,500    | 85,501      | 87,000    |
| 9,001                             | 10,500    | 28,501      | 30,000    | 48,001      | 49,500    | 67,501      | 69,000    | 87,001      | 88,500    |
| 10,501                            | 12,000    | 30,001      | 31,500    | 49,501      | 51,000    | 69,001      | 70,500    | 88,501      | 90,000    |
| 12,001                            | 13,500    | 31,501      | 33,000    | 51,001      | 52,500    | 70,501      | 72,000    | 90,001      | 91,500    |
| 13,501                            | 15,000    | 33,001      | 34,500    | 52,501      | 54,000    | 72,001      | 73,500    | 91,501      | 93,000    |
| 15,001                            | 16,500    | 34,501      | 36,000    | 54,001      | 55,500    | 73,501      | 75,000    | 93,001      | 94,500    |
| 16,501                            | 18,000    | 36,001      | 37,500    | 55,501      | 57,000    | 75,001      | 76,500    | 94,501      | 96,000    |
| 18,001                            | 19,500    | 37,501      | 39,000    | 57,001      | 58,500    | 76,501      | 78,000    | 96,001      | 97,500    |
| 19,501                            | 21,000    | 39,001      | 40,500    | 58,501      | 60,000    | 78,001      | 79,500    | 97,501      | 99,000    |

Form issued by the Office of the Parliamentary Commissioner  
for Standards – April 2024