	Covid 19 -	- June 2020 Haro	lship Fund F	&L Submissio	on			
PI	ease complete all cells coloured in yellow. Fai	lure to complete al	I cells accurat	ely will lead to	a delay in pro	cessing your s	submission.	
	Agent Name Branch Name							
	Personal Number (Used to access mthly advice) Branch FAD							
	Email address (for Assessment team to contact Pmr) Type of Retail Host business							
	Rough apportionment of overhead based on space allocated to PO (e.g. if PO used 50% of space then enter 50)							
	Residential/Non-Residential Premises			Apportionment			t Post-Covid 19	
	Do you live in the premises? (Y/N)			Lockd Apportioned to	own Apportioned to	Lock Apportioned to	down Apportioned to	
	Profit and Loss Accounts	Ave. Month pre- Covid 19 Lockdown	Current Month (June 2020	Retail Host Business	Post Office Operation	Retail Host Business	Post Office Operation	
REF. NO.	NET INCOME	From Pmr's Accounts	Estimated	Apportionment	Apportionment	Apportionment	Apportionment	
2	Gross retail income Other business branch related income VAT on retail and other Income							
4	Total net monthly retail/other Income Total Gross PO Remuneration/Fees (Incl. June Top-	£ -	£ -	£ -		<u>£</u> -		
5	up if applied and VAT if applicable) VAT on PO Remuneration/Fees included in Ref. No. 5							
7	Rent/service deductions included in Ref. No. 5 Total net Monthly Remuneration Fees	f -	£ -		f -		f -	
9 10	TOTAL ALL INCOME Cost of Retail Goods sold	£ -		f -		f -		
11	GROSS PROFIT	£ -	£ -	£ -	£ -	£ -	£ -	
	NET EXPENDITURE PO Staff pay				£ -		£ -	
14	PO Staff Pay Retail Staff Pay			£ -	£ -	£ -	£ -	
16 17	Retail Staff NI Rent of Premises			£ - £ -	£ -	£ - £ -	£ -	
18 19	Mortgage of Premises Business Rates of Premises			£ - £ -	£ - £ -	£ -	£ -	
20 21	Property Service Charge (if not entered in Ref. No.7) Heat/Light/Power			£ - £ -		£ - £ -	£ - £ -	
22	Water Cleaning Bank Charges			£ -	£ - £ -	£ -	£ -	
25	Telephone			£ - £ -	£ -	£ - £ -	£ -	
26	TOTAL EXPENDITURE	£ -	£ -	£ -	£ -	£ -	£ -	Value of 80% profit
27	OPERATING PROFIT (Ref. No. 11 -26)	£ -	£ -	£ -	£ -	£ -	£ -	between pre and pos
29	% PO STAFF RATIO TO REMUNERATION	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	
30 31	% NET PROFIT MARGIN STAFF COST BREAKDOWN	#DIV/0! HRS PER WEEK	#DIV/0! HRS PER WEEK	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
	Names of PO Staff:							
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