

Covid 19 - June 2020 Hardship Fund P&L Submission

Please complete all cells coloured in yellow. Failure to complete all cells accurately will lead to a delay in processing your 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							
Do you live in the premises? (Y/N)				Apportionment Pre-Covid 19 Lockdown		Apportionment Post-Covid 19 Lockdown	
REF. NO.	Profit and Loss Accounts	Ave. Month pre-Covid 19 Lockdown	Current Month (June 2020)	Apportioned to Retail Host Business	Apportioned to Post Office Operation	Apportioned to Retail Host Business	Apportioned to Post Office Operation
		From Pmr's Accounts	Estimated	Apportionment	Apportionment	Apportionment	Apportionment
NET INCOME							
1	Gross retail income						
2	Other business branch related income						
3	VAT on retail and other Income						
4	Total net monthly retail/other Income	£	-	£	-	£	-
5	Total Gross PO Remuneration/Fees (Incl. June Top-up if applied and VAT if applicable)						
6	VAT on PO Remuneration/Fees included in Ref. No. 5						
7	Rent/service deductions included in Ref. No. 5						
8	Total net Monthly Remuneration Fees	£	-	£	-	£	-
9	TOTAL ALL INCOME	£	-	£	-	£	-
10	Cost of Retail Goods sold						
11	GROSS PROFIT	£	-	£	-	£	-
NET EXPENDITURE							
12	PO Staff pay						
13	PO Staff NI						
14	Retail Staff Pay						
15	Retail Staff NI						
16	Rent of Premises						
17	Mortgage of Premises						
18	Business Rates of Premises						
19	Property Service Charge (if not entered in Ref. No.7)						
20	Heat/Light/Power						
21	Water						
22	Cleaning						
23	Bank Charges						
24	Telephone						
25	TOTAL EXPENDITURE	£	-	£	-	£	-
26	OPERATING PROFIT (Ref. No. 11 -26)	£	-	£	-	£	-
27	% PO STAFF RATIO TO REMUNERATION	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
28	% NET PROFIT MARGIN	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
29	STAFF COST BREAKDOWN	HRS PER WEEK	HRS PER WEEK	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Names of PO Staff:							
xx							
xx							
Weekly Total Hours		0	0				
Total Hours per Month		0	0				
Ave. Cost per hour		#DIV/0!	#DIV/0!				
Names of Retail Staff:							
xx							
xx							
Weekly Total Hours		0	0				
Total Hours per Month		0	0				
Ave. Cost per hour		#DIV/0!	#DIV/0!				

Value of 80% profit gap between pre and post covid £

Further Notes:
 1. Where Retail or Remuneration has significantly reduced we will expect Pmrs to furlough staff where applicable
 2. With the exception of very few, all Pmrs should not be including business rates in their expenditure estimate for June - hence blocking of cells in Post Lockdown

Government Grants/Allowances provided to support business during the Covid 19 lockdown: please indicate if you have received any financial support support from the schemes listed below.

	Grant Schemes		If Yes, Value of payment			Apportioned to Retail Host Business (by Expenditure)	Apportioned to Post Office Operation (by Expenditure)
G1	Cash Grant for Retail, Hospitality and Leisure businesses	Yes/No					
G2	Small Business Grant	Yes/No				#DIV/0!	#DIV/0!
G3	Other Small business Top Up grant	Yes/No				#DIV/0!	#DIV/0!
Coronavirus Job Retention Scheme - have you furloughed and claimed support for:			If Yes, Value of payment in June 2020				
G4	-- PO staff?	Yes/No					£0.00
G5	-- retail staff	Yes/No					
Self-employment Income Support Grant Scheme			Value of Claim				
G6	Are you self-employed person or a member of a partnership, who is eligible for this scheme	Yes/No					
G7	If Yes, Have you submitted a claim for a payment under this scheme?	Yes/No				#DIV/0!	#DIV/0!
G8	Scotland only - Have you received a payment from the Self-Employed Hardship Fund	Yes/No				#DIV/0!	#DIV/0!
Total Value of Government Financial Support assigned to June 2020			£	-			#DIV/0!

Value of 1/3 apportioned Government grant #DIV/0!

Compare to Cell I43 above

Further Declaration - If you have not applied for any Government financial support, or have had applications for such support rejected, please provide a brief explanation of the reasons why this support was not obtained:

Area for providing a brief explanation of reasons why financial support was not obtained.