**To be completed by parent/carer**

Parent/Carer Name:

Date:

**Activities Unlimited Spending Record**

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*PLEASE SEE REVERSE FOR A HOW-TO GUIDE ON COMPLETING THIS FORM*

Child’s Name:

.

Child’s DOB:



**Amount Awarded:**

**Address**:

**Phone number:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Activity** | **1:1 Activity / 1:1 Support / Service** | **Equipment** | **AU Overnight Break / Residential** | **Non-AU Activities Outside of Suffolk** | **Family Activities / AU Lodge stay** | **Mainstream Group Activities** | **Specialist Group Activities** | **Other Costs e.g. Transport** |
|  |  |  |  |  |  |  |  |  |  |
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| **Activities Unlimited, 4th Floor GOLD, Endeavour House, Russell Road, IP1 2BX.** |  |  |  |  |  |  |  |  |  |
|  | **Activity Totals** |  |  |  |  |  |  |  |  |

**To be completed by AU Team**

**Sign:**

**Date:**

**Grand Total**

**Activities Unlimited, 4th Floor GOLD, Endeavour House, Russell Road, Ipswich, IP1 2BX.**

**How to complete the AU Spending Form**

**1**

**3**

**2**

Child’s name

Amount Awarded£500

Address & Phone number

|  |
| --- |
| **1.** Enter your Child / Young persons name. |
| **2.** Enter your home address & daytime telephone  number here. |
|  |
| **3.** Enter the amount you’ve been given by us here |
| **4.** Enter the date the activity took place here. |
| **5.** Enter the description of the activity or equipment here. If you have several receipts for the same activity in a similar period (i.e. several cinema trips) you can group them together. |
| **6**. Enter the value of the receipt(s) here.  **Please pay attention to the categories.** |
| **7.** Enter the total for the column here. |
| **8.** Enter the Grand **Total** |

**6**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Activity | 1:1 Activity /  1:1 Support / Service | AU Lodge Stay | AU Overnight Break / Residential | Non-AU Activities Outside of Suffolk | Equipment | Family Activities | Mainstream Group Activities | Specialist Group Activities | Other Costs  e.g. Transport |
| 17/04/2014 | 1:1 Swimming Lessons | £50.00 |  |  |  |  |  |  |  |  |
| 26/04/2014 | Trip to Colchester Zoo, inc. train fare |  |  |  | £75.00 |  |  |  |  | £15.25 |
| 03/05/2014 | Trampoline for garden |  |  |  |  | £79.99 |  |  |  |  |
| 19/06/2014 | Summer Holiday Club |  |  |  |  |  |  |  | £100.00 |  |
| 21/06/2014 | Thorpe Woodlands Overnight Stay |  |  | £120.00 |  |  |  |  |  |  |
| 30/06/2014 | Cinema trip for all the family  **5** |  |  |  |  |  | £40.25 |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |
| **4** | **5** |  |  |  |  |  |  |  |  |  |
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|  | Totals  **7** | £50.00 |  | £120.00 | £75.00 | £79.99 | £40.25 |  | £100.00 | £15.25 |

**8**

|  |  |
| --- | --- |
| **1:1 Activity & 1:1 Support / Service:** | *Any activity where the Child / Young Person had received 1:1 support.* |
|  |  |
| **AU Lodge Stay:** | *When you have stayed in one of our fully-accessible AU Lodges.* |
|  |  |
| **AU Overnight Break / Residential:** | *When the Child / Young Person has attended an overnight break of residential stay as part of and AU activity (e.g. Thorpe Woodlands, Achieving Aspirations, Breakaway etc.).* |
|  |  |
| **Non-AU Activities Outside of Suffolk:** | *When the Child / Young Person has attended an activity outside of Suffolk that is not part of Activities Unlimited.* |
|  |  |
| **Equipment:** | *When the Budget has been used to purchase or contribute towards equipment* |
|  |  |
| **Family Activities:** | *Any activity where you have attended as a family (e.g. Cinema, Africa Alive etc.).* |
|  |  |
| **Mainstream Group Activities:** | *A “Mainstream Group Activity” is an activity for more than one child that is open to Children / Young People with or without additional needs.* |
| **Specialist Group Activities:** | *A “Specialist Group Activity” is an activity for more than one child that is designed specifically for children / Young People with additional needs (can include siblings).* |
| **Other cost (please specify) eg: Transport:** | *When the budget has been used towards the cost of attending an activity, and for any costs that don’t fall into the above categories.* |

**Grand Total**