

## Making best use of your donation

All cheques and donations through banking channels should be made payable to the “English Sangha Trust”. This applies also to donations intended for specific projects. If you state your intentions in a covering letter, the donation will be allocated accordingly.

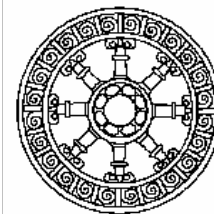
You may well know that financial donations from UK taxpayers enable Cittaviveka to claim an additional 28% “gift aid” from the Exchequer. **Frequently we cannot claim because gift aid envelopes are illegible (please PRINT name and address!),** or they show several names so that we cannot be sure who has signed as the taxpayer. **If we are to claim it needs to be clear exactly who has signed as the taxpayer.**

If you have ever completed what you feel is a legible gift aid declaration, you need only note your name on subsequent envelopes (address and signature can be omitted). If you are unsure whether your name has been registered on the EST database, please contact the Lay Treasurer (Richard Allen) on [elric6@ntlworld.com](mailto:elric6@ntlworld.com) or leave a note for him at the monastery and he will let you know.

We like to acknowledge regular donations at frequent intervals. We are currently receiving monthly bank payments from several kind donors whose identity and address we are unsure of (surnames beginning “C”, “K” and “W”). If you are donating monthly and have not heard from us during the last year, do please contact Richard Allen on [elric6@ntlworld.com](mailto:elric6@ntlworld.com).

---

**Thank You For Your Continuing Support**



## Cittaviveka Finances 2009

---

As with all Theravada Buddhist Monasteries, the Sangha at Cittaviveka (Chithurst) is supported by *dana* – freewill offerings. Because the discipline of the monks and nuns prohibits them from handling or storing money, the English Sangha Trust (a registered charity) manages the monastery. The Trust promotes the teachings of the Buddha by providing residences for monks, nuns and others under religious training and also offers free facilities for guests. Currently there are some 11 bhikkhus (monks), 5 siladharas (nuns), and 6 male and female novices resident at Cittaviveka, with up to 8 guests sharing the facilities, and hundreds of visitors benefitting from the teachings.

While Cittaviveka receives many of its requisites in kind (for example professional help and advice, food offerings, office equipment and household items), there are still bills to be paid. Sometimes people make donations for specific purposes such as “buildings” or “Sangha welfare” (bhikkhus and siladharas are prohibited from having a personal account). However if you wish to make your donation most useful, it’s best to leave it undesignated. Then we can use it wherever it is currently most needed. The accounts are administered by a lay supporter under the supervision of the Trust, free of charge. As we are often asked about the general financial situation of the Monastery and its particular needs, so the following summary is presented with this in mind...



# Cittaviveka Finances 2009

**Cittaviveka’s budget for 2009-10 forecasts a deficit of £19,300**

**Sensible spending plans regularly exceed reasonable forecasts of income**

**Donations are always welcome to help to bridge this gap**

1. At 31 March 2009 Cittaviveka had £81,300 in hand. Restricted and designated funds (those that cannot readily be used for any other purpose) totalled £71,300 plus the agreed contingency of £10,000. Consequently we are not carrying forward any “spare” funds for purposes that are not covered by our budget for the year to 31 March 2010, and that budget itself envisages a deficit of £19,300.
2. The monastery accounts balanced over the year to 31 March 2009 mainly because (a) the English Sangha Trust supported the cost of our Maintenance Manager, (b) Kathina donations were offered towards the general cost of running the monastery rather than to projects, and (c) we received a generous level of donations throughout the year. However EST funds continue to be stretched, particularly by repairs to the Amaravati temple floor.
3. Cittaviveka is continuing the successful rolling five year programme which has already greatly reduced the backlog in the maintenance of all our buildings. This programme has the firm support of the EST as offering value for money.
4. This level of maintenance expenditure means overall spending will always exceed our reasonable anticipations of income, and we need to depend on exceptional donations to balance the accounts.

<b>CITTAVIVEKA MONTHLY COSTS 2008-09</b>	
Forest Operations	£440
Insurance other than motors	£620
Upkeep of Estate	£320
Maintenance	£5,070
Community Welfare	£560
Monastery Vehicles	£810
Public Transport	£370
Utilities	£960
Postage and Administration	£130
<b>TOTAL</b>	<b>£9,280</b>

### Notes:

1. **Forest Operations** are allocated a monthly budget of £167 from Monastery funds. Remaining expenditure is fully funded by grants from public bodies.
2. **Insurance:** the most expensive policy is to cover the cost of making good any damage, by fire or other natural perils, to the house or cottages. There is also a combined liability policy in case of accidents in the monastery and a group policy covering individual travel.
3. **Upkeep of Estate** includes Council Tax (the three houses all qualify for a reduction of 50%) and maintenance of garden areas.
4. **Maintenance** covers the scheduled maintenance programme, on-going repairs, redecorating, maintenance of tools, equipment and fire extinguishers, care of the cesspit, plumbing and lay manager allowance.
5. **Sangha Welfare** covers such matters as medical and dental treatment. If samanās make use of the National Health Service, the normal charges are met. Much of the spending is covered by specific donations.
6. **Monastery Vehicles:** insurance and tax accounts for £365 out of £810. The remainder is for petrol, maintenance and parking.
7. **Public Transport:** much of the £370 is covered by specific donations, including dana from invitations to teach.
8. **Utilities** cover telephones (£170 of which £30 was reimbursed), water, gas, electricity, solid and liquid fuel.
9. **Postage and Administration** includes office expenses, computers, postage and bank charges.

The figures shown here are rounded. Detailed records are maintained at the Monastery and are reviewed monthly by a qualified auditor.