

Shared Places

A year of making room



2025 / ILLUSTRATIVE FIGURES

Reading, growing and working together in a small shared place. This report brings the programme story, an example activity register and a simple financial reconciliation into one publication.

Shared Places is invented. All activities and financial figures are illustrative, not actual achievements, accounts or customer results.

A report you can follow

This sample covers the fictional year from 1 January to 31 December 2025. It connects three programmes with the decisions, records and resources that a small organization would need to explain. It is designed for members, volunteers and other readers who want a clear route through a long document.

03	A letter from the coordinator
04	The reading room
05	The shared garden
06	Volunteer collaboration
07	Activity register and definitions
08	Income and its purpose
09	Expenditure and year-end balance
10	Governance and limitations
11	Priorities for the next year
12	Methods and photography

Reading guide: begin with the programme pages for context, then use the activity definitions and finance tables to see what each example number does and does not mean. The final page explains how this demonstration was prepared.

Leave a useful place behind

A shared place is made through ordinary decisions. Someone checks that the reading table is ready. Someone puts a clear label on the seed tray. Someone writes down what remains unfinished so that the next volunteer can begin without asking the same questions again.

In this fictional year, our programme asks a practical question: what makes a small activity possible to repeat? The answer in these pages is less about adding events and more about giving each session a manageable purpose, a named host and a reliable closing note. A quiet room or a modest garden can support useful work when people understand how to take part.

The report also leaves room for uncertainty. An event count cannot tell us whether someone felt welcome or learned something useful. A budget total cannot establish the quality of an activity. Those questions require appropriate records, consent and review in a real organization.



Illustrative architecture photograph. It does not show a Shared Places property or an actual project location.

Our next task is to keep the invitation clear, make the handover easier and explain decisions in language a reader can check. Thank you for taking the time to read the whole story.

A table, a text, a question

The reading-room programme begins with a short piece that can be read in one sitting. A host brings a question, a small set of authorized copies and a plan for the hour. The group does not need to agree on a single interpretation. It needs a way for different readers to enter the conversation.

A newcomer can listen before speaking. The host explains the order of the session, points out the quiet seating and leaves time for a final note. The intention is to reduce the preparation needed to attend, while keeping the discussion focused enough to finish.



A library image used to illustrate the programme theme, not a photograph of participants or a reported event.

What the session record contains

Each entry names the date, the text, the host and whether the session took place. It also records a practical follow-up, such as replacing a missing copy or changing the length of the reading. It does not collect personal opinions under individual names.

Work that can be handed on



ONE SESSION, ONE CLEAR TASK

The garden programme is organized around bounded tasks: preparing labels, checking a planting plan or recording what a bed needs next. The host separates tasks that a newcomer can complete from work requiring specific training. A session closes when tools are returned and the next action is written down.

Weather and seasonal timing can change a plan. A cancelled outdoor session is marked as cancelled rather than quietly counted as delivered. An indoor planning meeting is recorded separately. This distinction matters because a busy calendar can otherwise make the programme appear more active than the work completed.

The example register on page 7 counts completed garden workshops only. It does not report harvest volume, environmental benefit or changes in participants' wellbeing. Those would require different evidence and a method agreed before making a claim.

Make the next step visible

Volunteers enter a shared project with different amounts of time and experience. A useful invitation describes the work, the expected duration and the person available to answer questions. The orientation session then explains the spaces, the records and the boundaries of each role before assigning a task.

Before the session

The coordinator prepares a short task list and checks that there is a host for every planned activity. The list separates an essential task from an optional improvement. If the host is unavailable, the activity is postponed or reduced rather than relying on an unbriefed newcomer to improvise.

During the session

The host agrees what finished looks like and makes room for questions. People work within their training and agreed responsibilities. A concern is passed to the responsible person; the shared notebook is not used to publish private information about a volunteer or visitor.

At the handover

The closing note records what was completed, what remains open and who will pick it up. It avoids attributing an outcome to a person without agreement. The next host should be able to understand the note without reconstructing a conversation from several message threads.

Count the same thing each time

The invented figures below show how a small report can separate a delivered activity from an intended one. They are included to demonstrate a readable table and a consistent definition, not to establish demand, impact or the performance of a real organization.

COMPLETED SESSION TYPE	2024	2025
Reading-room sessions	18	24
Garden workshops	10	12
Volunteer orientations	4	6
Total completed sessions	32	42

Definition and counting boundary

A completed session is one scheduled gathering that opened and finished with a host. A rescheduled event counts once on the date it occurred. A cancelled event counts zero. Multiple activities during one gathering are not split into extra sessions.

These totals do not count unique people, attendance, volunteer hours or changes in knowledge. The same person could attend several sessions. The two example years use the same definitions, and $24 + 12 + 6 = 42$.

Where the resources come from

All amounts on pages 8 and 9 are invented US dollar figures for a simplified cash example. The categories show how a reader can move from individual sources to a total. This is not an audited statement, a tax filing or a claim that Shared Places received funding.

CATEGORY	USD
Programme grants	\$24,000
Individual donations	\$16,000
Event contributions	\$8,000
Total illustrative income	\$48,000

Read the total with the categories

Grants account for half of this example income. Donations and event contributions make up the other half. A real organization would separately identify restrictions, repayment conditions and the period to which funding belongs, rather than treating every receipt as freely available cash.

No donors, funders or paying participants are named because none are represented by this demonstration. The example includes no loans, investments, tax, refunds or non-cash gifts. Those exclusions keep the arithmetic visible and limit what the table can imply.

Follow the balance through

The example separates the cost of keeping a space available from programme materials, coordination and production. The table is a cash illustration only. It contains no estimate of unpaid work, asset values or outstanding commitments.

CATEGORY	USD
Space and running costs	\$18,000
Programme materials	\$12,000
Coordination	\$8,000
Publication and production	\$4,000
Total illustrative expenditure	\$42,000

CASH RECONCILIATION / USD

Income less expenditure	48,000 - 42,000 = 6,000
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Opening cash balance	12,000
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Closing cash balance	12,000 + 6,000 = 18,000
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The closing amount is the balance of this invented cash example, not unrestricted reserves, a bank balance we verified or money available to a real organization. No external audit or assurance is implied.

Make decisions traceable

In the report's fictional operating model, a small steering group agrees the programme boundaries and an annual budget. A coordinator prepares the session calendar and records proposed changes. A separate reviewer checks the payment record before a year-end report is shared. These are described roles, not evidence of an actual board or internal control system.

A record that supports a decision

A useful decision note states the question, the options considered, the person responsible and the date of review. If a proposed purchase benefits someone involved in the decision, that interest is recorded and another person reviews it. The aim is to leave an understandable account of why a choice was made.

Information that should stay private

A public annual report is not the place for attendance lists, personal contact details or individual concerns. A real publisher would define retention periods and access permissions for its operational records. Only material appropriate for publication should be included in a downloadable document.

The limits are deliberate. This sample has no participant interviews, externally verified outcomes, legal status or audited accounts. Its photographs are illustrations of shared spaces and objects. They do not depict the organization, its volunteers or an activity described in the text.

Keep the plan small enough

The proposed 2026 plan focuses on making existing activities easier to understand and repeat. It does not promise a larger programme before the fictional team has checked the space, the host capacity and the cost of each commitment. A small plan is useful when its next decision can be identified.

01 / A clearer invitation

Prepare one plain-language page for each programme, showing its purpose, session length and what a newcomer needs to bring. Review it against the questions that a real host is allowed to record. Completion would mean an agreed invitation, not a claim of increased participation.

02 / A shorter handover

Test a single closing-note format with the fields: completed, still open, next owner and next date. Remove fields that do not support a decision. In actual use, personal details would stay in the appropriate restricted record rather than the public programme notebook.

03 / A consistent reporting file

Keep the activity definitions with the register and the finance categories with the payment record. Before writing the next report, reconcile totals and explain any change in method. A changed definition should be disclosed instead of creating an apparent increase by counting differently.

How this sample was made

Shared Places was written as an original fictional publication for Folio Desk. The organization, programmes and all amounts are invented. No customer documents, actual financial records, participant accounts or restricted data were used. The report demonstrates a complete PDF reading experience; it is not evidence of product demand, sales or retention.

The activity totals are arithmetic examples with a stated counting rule. The financial example uses income of \$48,000, expenditure of \$42,000 and a \$6,000 surplus. Adding that surplus to opening cash of \$12,000 gives closing cash of \$18,000. No independent verification or audit was performed because there are no underlying real-world transactions.

PHOTOGRAPHY / SOURCES

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END OF SAMPLE / Original demonstration text. No real organization, fundraising appeal, investment opportunity or customer achievement is represented.