THE ROYAL BRITISH LEGION WOMEN'S SECTION

Registered Charity No 219279

BRANCH RECEIPTS AND PAYMENTS ACCOUNTS for the year ended 30th JUNE _____

. . . . . BRANCH . . . . . COUNTY . . . . . .REGION

Four copies must be completed, examined and submitted – **two copies** to be forwarded to your **County Treasurer**, one copy to be retained by the Branch, one copy for Auditor/Independent Examiner.

COMPLETED COPIES CORRECTLY SIGNED BY AUDITOR/S AND BRANCH OFFICERS TO REACH YOUR COUNTY TREASURER NOT LATER THAN SEPTEMBER 15th.

AUDITORS CERTIFICATE

I/We have examined the Receipts and Payments Account with the Books and Vouchers relating thereto, and certify same to be correct. I/We have verified that the Branch has paid to Head Office the correct amount in respect of Affiliation Fees. I/We have been given statement of the Assets and Liabilities signed by two Branch Officers as at the 30th June 20___.

QUALIFIED AUDITOR/INDEPENDENT EXAMINER

SIGNED . . . . . QUALIFICATION . . . . . .

ADDRESS . . . . . DATE . . . . . .

TWO NON-QUALIFIED AUDITORS (Preferably Non-Legion members)
PLEASE NOTE (a) and (b) BELOW

SIGNED . . . . . STATUS . . . . . .

ADDRESS . . . . . DATE . . . . . .

SIGNED . . . . . STATUS . . . . . .

ADDRESS . . . . . DATE . . . . . .

If the amount paid to Head Office is not correct, amount underpaid or overpaid for the year under review should be stated: £ . . . . . .

ALL BRANCH ACCOUNTS SHOULD BE EXAMINED BY A CHARTERED OR CERTIFIED ACCOUNTANT UNLESS EXEMPT IN ACCORDANCE WITH NATIONAL CIRCULAR NUMBER 362 OF 1991 – as follows:–

(a) A Branch may appoint, as an alternative to a qualified auditor/independent examiner (or firms thereof) two or more persons who are not Chartered or Certified Accountants to audit the Branch Accounts in any one year. PROVIDED THAT:–
in the preceding year of accounts its receipts and payments did not in aggregate exceed £15,000.
(The amount for Legion goods may now be deducted when establishing the aggregate.)

(b) It is important to note that Branches who qualify will be permitted to appoint, as an alternative, two or more unqualified auditors as heretobefore specified. Further, if in the opinion of the Central Committee a proper examination has not been carried out by such unqualified persons, a Branch can be directed to appoint at its own expense, a Chartered or Certified Accountant (or firm thereof) to re-examine the accounts for the year in question.

CERTIFICATE OF BRANCH OFFICERS

The summaries of receipt and payments and of Branch assets and liabilities which include **ALL FUNDS** in the hands of the Branch were approved . . . . . (DATE)

Signed . . . . . *Branch Chairman*

Signed . . . . . *Branch Treasurer*

Branch Secretary's name . . . . . .

Address . . . . . .

(IF FOR ANY REASON A BRANCH HAS NO SECRETARY AT PRESENT PLEASE GIVE DETAILS)

RECEIPTS AND PAYMENTS SUMMARY FOR THE YEAR ENDED 30TH JUNE _____

RECEIPTS			TOTALS
1 Opening Balance:	Cash in Hand		
	Cash in Bank – Current Account		
	Cash in Bank – Deposit Account		
	Cash in Bank – Other Accounts		
2 Membership Fees			
Branch Subscriptions Collected			
New Member Entrance Fee			
3 Donations			
Legacies			
4 Branch Fundraising for Women's Section			
5 Other Branch Fundraising Events			
6 Branch Fundraising for Poppy Appeal			
7 Goods Sold			
8 Interest Received			
9 Other Income			
TOTAL			

PAYMENTS			TOTALS
10 Membership Fees sent to Head Office			
11 Donations sent to Head Office			
Benevolent			
General			
Special Effort			
12 Donations to County			
13 Other Donations			
14 Fundraising Expenses			
15 Poppy Appeal Expenses			
Donations to Poppy Appeal			
Poppy Wreath			
Fundraising Expenses			
16 Goods Purchased			
17 Management & Administration			
Delegates Expenses			
Standard Bearers Expenses			
Examination Fee			
Bank Charges			
T,P,P,S			
Rent, Rates & Insurance			
18 Other Payments			
19 Closing Balance:			
Cash in Hand			
Cash in Bank – Current Account (reconciled)			
Cash in Bank – Deposit Account			
Cash in Bank – Other Accounts			
TOTAL			

BRANCH SUBSCRIPTIONS

Please complete both questions

1. No. of **Members** who have paid their subscriptions for the current year . . . . . .
2. Total No. of Members on Register . . . . . .

SUNDRY ASSETS, 30th June 20___

(*Please write NONE where applicable*)

Investments . . . . . .

Property . . . . . .

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Other Assets (if any) . . . . . .

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Branch Standard YES/NO – . . . . . .

ANY STOCK HELD FOR RESALE:–

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Please state if a proportion of your closing bank balance is EARMARKED for any particular purpose . . . . . .

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BANK RECONCILIATION, 30th JUNE 20____

Current Account

		£	p
Balance as per Bank Statement	. . . . .		
Plus deposits not yet credited	. . . . .		
Less cheques not presented	. . . . .		
Reconciled Balance at Bank			

Name of Bank . . . . . .

Address . . . . . .

Names of Accounts . . . . . .

Account Numbers . . . . . .

SUNDRY LIABILITIES, 30th June 20___

Creditors (details) . . . . . .

. . . . . .

PLEASE NOTE

Please see that all details are inserted, INCLUDING THE INFORMATION ASKED FOR IN THE TOP LEFT-HAND CORNER. The number of financial members for the **current** year must be given.
Under the heading "Other Assets", Branch Secretaries must include ALL property held by the Branch. For example: Typewriter.
Where none are held please write NONE.
Please note that you are required to furnish particulars of your Bank Accounts.

BRANCH COMMENTS AND OBSERVATIONS

(If more space is required use and attach extra sheets)

BELOW THIS LINE FOR USE BY COUNTY ONLY

BRANCH: . . . . . .

COUNTY: . . . . . .

ANALYSIS OF RECEIPTS	£	Totals
4. Branch Fundraising for Women's Section		
5. Other Branch Fundraising Events		
6. Branch Fundraising for Poppy Appeal		
9. Other Income		

Please note total figures should correspond to those on the R & P forms.

ANALYSIS OF PAYMENTS

£ | Totals

13. Other Donations

14. Fundraising Expenses

15. Poppy Appeal Fundraising Expenses

18. Other Payments

Please note total figures should correspond to those on the R & P forms.