

Notes to Branch Account return form:

PLEASE DON'T FORGET TO STATE THE NAME OF YOUR BRANCH!

- 1) Please specify on a separate sheet
 - any other income
 - donations
 - other expenditure

Some branches receive donations for the SRP Walter Bergmann Fund and for SRP NYRO. These should not be regarded as branch income, nor as expenditure when these are passed on to the SRP treasurer.

2) Sundry Creditors: this is expenditure incurred but not yet paid (e.g. rent that hasn't been paid). Here you should also display advanced subscription received by the branch.

3) Sundry Debtors: this is money due to the branch but not yet received.

4) Bank balances should be given per cashbook not per bank statement – i.e. deduct cheques that have been paid out even if they haven't cleared the bank on 31st August.

Wherever possible avoid payments that go across financial years.

Please also indicate/highlight all payments to or from another branch (or list them on a different sheet together with details of any donations – for the latter I require recipient, purpose and address).

While it is requested that assets (instruments, music etc) are not included in the accounts it would be very helpful if you could list these separately. We are trying to establish how to account for these; a register may be all that is needed.

If returning form via email please note that a signed hard copy will still be required for the files. The examined account form should be returned to the SRP treasurer by 15th October, please.