

### **Notes to Branch Account return form:**

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

Some branches receive donations for the SRP Walter Bergmann Fund. 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 add 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 31<sup>st</sup> August.