

How to Complete the Branch Account Form

Superscripts on the labels (like Income and Expenditure Account¹) refer to the notes below.

If you are using the excel version

Please fill in only the cells that have heavy boxes round them, like this

You will be prevented from filling in any other cells.

Some cells that have top and bottom borders like this

These cells are calculated automatically - again, please don't try to change them yourself

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0.00

If you are using the printed version

Please fill in the cells that have heavy boxes round them like this

These are the basic information from which the other cells are calculated

Then please fill in the boxes that have top and bottom borders

Most of these are sums of the preceding boxes.

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Notes on the Branch Account Return Form

- 1) This sheet should be used to record all income and expenditure EXCEPT for SRP Training Workshops. An account for each training workshop must be submitted separately to the SRP treasurer.
- 2) Meeting attendance fees include payments for ordinary meetings and attendance at playing days. Please list separately
 - Fees paid by members of any SRP branch, including your own.
 - Fees paid by visitors who are **not** members of the SRP.
- 3) Some branches receive donations for the SRP Walter Bergmann Fund, for NYRO, for Central SRP, or for the 21st Century Concerto fund as well as for the branch itself. The total donations received for all purposes should be recorded here and any donations for the other purposes should then be listed in the boxes below so that the calculated box labelled "for branch" shows just the donations intended for the branch itself. Please ensure that donations other than for the branch are passed on before the end of the financial year (31st August).
- 4) Please specify on a separate sheet
 - any other income
 - donations
 - other expenditure.This helps to possibly allocate these amounts, according to purpose, for the return to the Charity Commission, and also shows where the branch return form may have to be modified in the future.

5) Net loss should be expenditure minus income if expenditure is greater, otherwise zero.

Net surplus should be income minus expenditure if income is greater, otherwise zero.

6) Bank balances should be given **per cashbook not per bank statement**.

7) 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. These amounts will NOT be in the cashbook.

8) Sundry Debtors: this is money due to the branch but not yet received. These amounts will NOT be in the cashbook.

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.

Please do not forget to state the name of your branch. When returning the form via email, please change the name of the file to include your own branch name: change it from SRP_MYBRANCHNAME_Accounts to, for example, SRP_Oxford_Accounts.