

## **Guidance on completing the Branch Accounts Return**

### **Branch Accounts Return**

This form is available in Excel and as a PDF.

Please fill in only the cells with borders. In Excel, the shaded cells will calculate automatically; if you are completing a printed form these will need to be calculated.

The titles and categories of income and expenditure enable consistency for reporting purposes.

Please arrange to have the form checked and signed by an independent examiner and sent to the Treasurer by 15<sup>th</sup> October.

If you do not know how to complete the form then please contact the Treasurer for help.

### **Subscriptions**

Total subscriptions collected by the branch and the amount paid over to central SRP must be recorded on the form.

### **Attendance Fees**

This includes amounts received for ordinary meetings and playing days and should be split between SRP and non-SRP visitors, if possible.

### **Donations**

Any donations collected by the branch and the amount (if any) paid over to central SRP must be recorded on the form.

### **Pastoral visits**

The amount paid to a conductor for a Pastoral Visit and the amount reimbursed from central SRP must be recorded on the form.

### **Workshops**

The amount collected by the branch and the associated costs, including the amount paid over to central SRP, should be recorded on the form.

### **Conference expenses**

The amount paid to the branch Delegate and the reimbursement from central SRP should be recorded on the form.

### **Other income and expenditure**

Please provide details as appropriate.

### **Surplus/(Deficit)**

Surplus, where income exceeds expenditure, or Deficit, where expenditure exceeds income, will calculate automatically in Excel.

**Balance Sheet**

The surplus or deficit for the year is added to the balance (or Funds) brought forward from the previous year and should equate to the bank and cash balances at the end of the current year.

If you prepare your accounts on an accruals basis, with sundry debtors and creditors, then the balance brought forward will include these and the transactions for the current year will need to be adjusted for items already in the previous year or to be carried forward to future periods.

July 2023