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 15th October.

If you are having trouble completing the form then please contact the Treasurer for help. treasurer@srp.org.uk

All the branch accounts are added into the main accounts of the SRP and it's really important that branch accounts distinguish clearly between external income and expenditure of the Society and transfer payments between Branches and Central SRP. In particular this applies to the following:

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 all meetings and playing days, except an SRP Workshop, 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.

Approved Visiting Conductor

This should only be used for an Approved Visiting Conductor visit. The amount paid to Visiting Conductor and the amount reimbursed from central SRP must be recorded on the form. All other conductors' fees should be shown in K10.

Workshops

This should only be used for an approved SRP Training Workshop. The amount collected by the branch and the associated costs, including the amount paid over to central SRP, should be recorded on the form. The totals should be the same.

Conference expenses

The amount paid to the branch Delegate and the reimbursement from central SRP should be recorded on the form. The branch is expected to pay £50 towards the cost of the delegate attending Conference

Other income and expenditure

Please provide details as appropriate. Any amounts received for instruments or music must be classified as a donation as we do not ‘sell’ anything.

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.

Subs received in advance should be shown in E45.

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.

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