



Annual Branch Return

For the year ended 30 June 2023

Refer to the Branch Accounts Return Guide for information on completion

ROYAL BRITISH LEGION	Branch	Old Basing RBL	Branch Code	BR 1890
	County/District	Hampshire	Currency (e.g. GBP)	GBP

Section 1 - Branch Certificate

We, the Branch Officers, confirm that:-

- the attached Annual Branch Return, including the Summary of Income and Expenditure and Summary of Branch Assets, is complete and accurate to the best of our knowledge, and has been prepared in accordance with the requirements of the Membership Management Handbook and related guidance;
- the Summary of Branch Assets includes all funds held by or on behalf of the branch as at 30 June 2023 (with the exception of Legacy and Branch Property Trust funds held at Head Office);
- the Summary of Income and Expenditure has been prepared on a receipts and payments basis, and includes all monies received into or paid out of branch funds during the year ended 30 June 2023;
- all restricted funds held by the branch have been separately identified as such in Section 5;
- the accounts do **NOT** include any assets, liabilities, income or expenditure in relation to funds not controlled by the Royal British Legion. In particular, **NO transactions or balances relating to Local BPTs, RBL Clubs or members' social funds have been included**; and
- during the period from 1 July 2022 to the date of the approval of this return, the Branch Officers have carried out their duties in accordance with the Royal Charter and Membership Management Handbook, including the duty to maintain proper accounting records and to safeguard the property and funds of the branch. We confirm that all members of the Committee have been informed of this duty.

We have attached (please mark with an 'X'):-

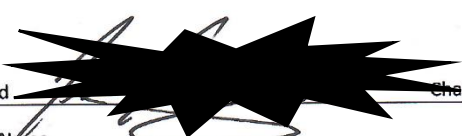
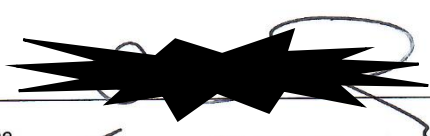
- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | An Authority to Disclose Information form (ATDI) for each bank and investment institution used by the branch during the year. |
| <input checked="" type="checkbox"/> | For each bank account, a copy of the bank statement showing the balance as at 30 June 2023. |
| <input type="checkbox"/> | For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2023. |

The attached Branch return were approved by the Branch Committee on

04/08/2023

(date)*

* must be prior to Independent Examiner endorsement

Signed 	Chairman	Signed 	Treasurer
Print Name In CAPITALS IAN GREENWAY	Chairman	Print Name IN CAPITALS JULIE YEATES	Treasurer

BRANCH ACTION: This return must be completed correctly and in full (where applicable). On completion of the Branch Certificate above, the return (with supporting documentation) must be examined by an Independent Examiner (or audited if required - see Annual Branch Accounts Return Guide). Once finalised, the completed return must be sent to your Membership Engagement Officer (MEO) to be received no later than **30 September 2023**, together with copies of all relevant ATDIs, bank statements and investment reports as set out above. A copy of the signed completed return should be retained by both the branch and the Independent Examiner/auditor. Please note that the Branch Return does **NOT** require AGM approval prior to submission, and **MUST** be received by the MEO no later than **30 September 2023**.

IMPORTANT NOTE FOR OVERSEAS BRANCHES ONLY: In order for this return to function correctly, it must be completed using a consistent currency throughout. Please enter the currency used in the relevant box at the top of this page.

If you have transactions and balances in multiple currencies, you should complete this return in the currency in which the majority of branch funds are held. Any transactions and balances held in other currencies should be translated to the reporting currency using the rates published at www.oanda.com as at 30 June 2023.

Please state below any balances or transactions which have been translated, the original currency the funds are held in, and the rate(s) used. Continue on a separate sheet if required:

Section 2 - Summary of Branch Assets

As at 30 June 2023

Branch Code:

BR 1890

			Opening Balance	Closing Balance
			1 July 2022	30 June 2023
			(Currency) GBP	GBP
Bank accounts (fill in details below)				
<i>Bank name</i>	<i>Sort Code</i>	<i>Account No.</i>		
1 Lloyds Bank PLC	309053	00310924	1,461.89	2,546.73
2				
3				
4				
5 Branch Funds Initiative (BFI)			39.59	40.19
Investment accounts (fill in details below)				
<i>Bank name</i>	<i>Sort Code</i>	<i>Account No.</i>		
6				
7				
8				
9 Petty cash (should not exceed £50)				
10 TOTAL BRANCH FUNDS HELD (add lines 1 to 9)			1,501.48	2,586.92
11 INCREASE/DECREASE IN BRANCH FUNDS (should equal line 48)				1,085.44

Section 3 - Summary of Income and Expenditure

For the year ended 30 June 2023

Branch Code:

BR 1890

Income	(Currency)	GBP	Expenditure	(Currency)	GBP
Membership fees			Membership fees		
12 RBL membership fees collected			28 RBL membership fees paid to Novacroft (should equal line 12)		
13 Branch subs from members (overseas only)					
14 Branch subs from head office		329.00			
Poppy Appeal events			Poppy Appeal events		
15 Poppy Appeal events income		1,260.00	29 Poppy Appeal event expenditure		715.00
			30 Net amount paid to Poppy Appeal (should equal line 15 less line 29)		545.00
16 Branch fundraising event income		290.00	31 Branch fundraising event expenditure		
17 BPT Rental/hire income received locally			32 Branch property expenditure (relating to BPT) (analysed at section 4, line 65)		
Legacies			33 Ceremonial expenditure (non-BCS) (analysed at section 4, line 72)		
18 Legacies drawn down from head office					205.21
19 Legacies received locally			34 Branch community support (BCS) expenditure (analysed at section 4, line 80)		
20 Donations		81.95	35 Branch Crisis Grant		
Interest and investment income			Management and administration		
21 Bank interest			36 Conferences and meetings (inc travel expenses)		
22 BFI interest		0.60	37 Hire of premises for meetings (non-branch properties ONLY)		2,400.00
23 Interest and dividends on investments			38 Bank charges (inc audit letters)		
24 Unrealised gains/losses on investments			39 Audit and independent examination fees and expenses		
25 Gain/loss on sale of investment			40 Training and development costs and expenses		
			41 Branch recruitment expenditure		
			42 Printing, stationery and postage		
			43 Purchase of branch equipment		5.00
26 Other income (analysed at section 4, line 55)		3,250.00	44 King's Coronation Expenditure		173.95
27 TOTAL INCOME (add lines 12 to 26)		5,211.55	45 Payments to other parts of RBL (analysed at section 4, line 88)		
			46 Other expenditure (analysed at section 4, line 95)		
			47 TOTAL EXPENDITURE (add lines 28 to 46)		4,044.16
			48 NET MOVEMENT IN BRANCH CASH (line 27 less line 47)		1,167.39

Section 4 - Income and expenditure analysis

Branch Code: BR 1890

Other income (line 26)			Branch Community Support (BCS) expenditure (line 34)		
Income from other parts of RBL not included elsewhere			Is the branch BCS registered?		
49	BPT transitional funding	2,750.00	73	Hospital/home visiting travel expenses	
50			74	Telephone buddy call expenses	
51			75	Bereavement support travel expenses	
Other income (please specify) (if grant, please provide copy of grant award letter)			76	One off gifts (not to exceed £20 per beneficiary)	
52			77	Branch awareness events	
53			78	Local Touchpoint/Warm Space expenditure	
54	Prinova Europe LIM Old Basing Rooyal B	500.00	79	Branch Community Support Committee/Representative expenses	
55	Total other income (add lines 49 to 54)	3,250.00	80	Total Branch Community Support expenditure (add lines 73 to 79)	
Branch property expenditure (relating to BPT) (line 32)			Payments to other parts of RBL (line 45)		
Does the branch have a connected property held in corporate trusteeship?					
56	Rent paid		Donations to RBL County or District (please specify name)		
57	Rates		81		
58	Property insurance		82		
59	Utilities		Donations to RBL care home or break centre (please specify name)		
60	Small property repairs and maintenance		83		
61	Cleaning and caretakers		84		
62	Property related legal and professional fees		85	Donations to Poppy Appeal from branch funds	
Other (please specify)			86	Donations to NMA	
63			Other payments to other parts of RBL eg WS Benevolent fund (please specify)		
64			87		
65	Total branch property expenses (relating to BPT) (add lines 56 to 64)		88	Total payments to other parts of RBL (add lines 81 to 87)	
Ceremonial expenditure (non-BCS) (line 33)			Other expenditure (please specify) (line 46)		
66	Band/Bugle player		89		
67	Standard bearer's expenses		90		
68	Standard bearer's equipment		91		
69	Dignatory refreshments		92		
70	Purchases of badges and wreaths		93		
71	Other branch ceremonial events costs	205.21	94		
72	Total ceremonial expenditure (add lines 66 to 71)	205.21	95	Total other expenditure (add lines 89 to 94)	

Section 5 - Restricted Funds

Branch Code: BR 1890

The sections below should be completed for each restricted fund held by the branch (excluding BPT and legacy trust funds held by head office). Restricted funds are those which are subject to legal restrictions on their use, usually imposed by the donor, which means that they can only be used for specific activities or in a specific geographical area. In order to qualify as a restricted fund, the legal restrictions in place must be narrower than the objects of RBL as a whole. Funds should NOT be reported here as restricted simply because they have been earmarked or designated by the branch for a particular use, and it is the Branch Committee's responsibility to keep its own records in respect of such funds which should be held locally.

As a general rule, it is considered highly unusual for branches to hold restricted funds. If in doubt, please contact the Branch Accounts team for further guidance.

Please note that all income, expenditure and funds reported below MUST also be included within the Statement of Income and Expenditure and Statement of Branch Assets at sections 2-4.

Name of Fund	Name of Fund
Brief description, including reason for and terms of restriction	Brief description, including reason for and terms of restriction
96 Opening Balance at 1 July 2022	108 Opening Balance at 1 July 2022
Income (please specify which lines within section 3 or 4 the income is included within)	Income (please specify which lines within section 3 or 4 the income is included within)
97	109
98	110
99	111
100 Total fund income (add lines 97 to 99)	112 Total fund income (add lines 109 to 111)
Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)	Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)
101	113
102	114
103	115
104	116
105	117
106 Total fund expenditure (add lines 101 to 105)	118 Total fund expenditure (add lines 113 to 117)
107 Closing Balance at 30 June 2023 (line 96 add line 100 less line 106)	119 Closing Balance at 30 June 2023 (line 108 add line 112 less line 118)

Section 6 - Additional Information

Branch Code: BR 1890

The following information should be completed by all branches. If there is nothing to report under a particular heading, please state 'None'. Refer to the Branch Guide for further guidance.

Details of any related party transactions in the year. This includes any receipts from, or payments to, Branch Officers, or parties connected to Branch Officers (such as family members or connected companies). Normal reimbursement of expenses does not need to be reported here. Please see Annual Branch Accounts Return Guide for further details.

NONE

Details of any local legacies received by the branch in the year (as entered at line 19 in section 3).

NONE

Details of any large or unusual transactions during the year, or since the year-end, or any other significant information of relevance to the Branch Accounts.

NONE

Bank Mandate Signatories

Details of all signatories on the bank mandate.

(No signatures needed. Print Name)

Signatory 1 Name	Avril Mitchell	Signatory 4 Name	
Signatory 2 Name	Julie Yeates	Signatory 5 Name	
Signatory 3 Name	Ian Preston	Signatory 6 Name	

Annual General Meeting

(for branch use only - please do NOT wait until after AGM to submit this return)

This return were adopted by the Annual General Meeting of the branch held on _____ (date).

Signed _____ (Secretary)

Section 7 - County/MEO Use Only					Branch Code: BR 1890	
County/ District Treasurer, MEO Comments						

Section 8 - Report of the Independent Examiner

Branch Code: BR1890

(Note: Where the accounts are subject to audit, the Auditor must submit an Audit Report in the format prescribed by their professional standards and attach it to the return).

In accordance with the Terms of Reference issued by the Board of Trustees of The Royal British Legion, I/we have examined the Summary of Branch Assets as at 30 June 2023, and the Summary of Income and Expenditure for the year then ended, together with the books and vouchers relating to those summaries.

In my/our opinion, the said summaries fairly state the transactions of the Branch for the year ended 30 June 2023, and its assets and liabilities at that date.

Except as stated below under 'Exceptions', no matter has come to my/our attention, which gives reasonable cause to believe that:

- proper accounting records have not been kept; or
- the Branch return is not prepared in accordance with the books and supporting vouchers; or
- the Branch does not have proper title to the assets and stated bank balances; or
- the Branch has not complied with RBL policies and accounting requirements.

Matters to report (please mark with an 'X'):

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | I/We have checked that there is an Authority to Disclose Information form for each bank and investment institution used during the year. |
| <input checked="" type="checkbox"/> | I/We have checked that the bank statements and bank reconciliations for each bank account are correct. |
| <input type="checkbox"/> | I/We have checked the investment reports and agreed balance confirmations (if applicable). |

Exceptions (If none, please state 'None'. Continue on an additional sheet if required):

I cannot see that the payment of £2400.00 to the Club for Rent is justified given the amount of storage and meetings. Events, Socials, and fundraising use are a separate expense and should be shown accordingly.

Signed G.S.Brown

Date 14/08/2023

Print Name Ges Brown

Qualification RBL Independent examiner

Address

Contact Number

BFI	Opening	Rent/Othr	Deposits	Interest	Withdrawals	Closing
Q1	39.59			0.15		39.74
Q2	39.74			0.15		39.89
Q3	39.89			0.15		40.04
Q4	40.04			0.15		40.19
		-	-	0.60	-	

Warnings

Branch Code: BR 1890

Level 1 Warnings

The issues below indicate errors or mandatory information which is missing in the return, and should be resolved prior to submission:

Total no. of level 1 warnings: 1

Total increase/decrease in branch funds at Section 2 (line 11) does not equal Net movement in branch cash at Section 3 (line 50). These figures must agree! Please recheck return.

Level 2 Warnings

The following issues indicate potential common errors or missing information, and should be reviewed prior to submission. Where warnings remain in this box, explanations should be provided as appropriate within Section 6 of the return.

Total no. of level 2 warnings: 0

Appendix I - Bank Reconciliation Template

Bank/Account Name:	The Royal Brit Legion Old Basing BCH	Reconciliation carried out as at (date):	16/07/2023	Comments/Explanation of any unreconciled differences
Sort Code:	309053	Account No:	310924	
Cash book balance (as reported at Section 2 of the return)			2,546.73	
ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below)			626.95	
LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below)				
Expected statement balance			3,173.68	£545.00 was a payment for the poppy appeal dinner dance October 2022. This was the difference from income of £1260 less expenditure £715, which was not transferred. This was raised at the monthly meeting held 3/11/22 when I was appointed as the new Treasurer. At the last meeting held on 6/7/23 , it was confirmed by the branch poppy appeal co-ordinator that the amount of £545 had not been received.
Actual statement balance			3,173.68	
Difference (should be zero)			-	
Difference (should be zero)			-	
List (a) - Cheques/payments issued but not yet appearing on bank statement:				
<i>Date issued</i>	<i>Ref (e.g. cheque no.)</i>	<i>Payee</i>	<i>Description/Comments</i>	<i>Amount</i>
03/08/2023	1533	The Poppy Appeal	Poppy Appel money not paid aft	545.00
08/08/2023	1534	The Poppy Appeal	Poppy Appel money not paid aft	81.95
				Total:
				626.95
List (b) - Amounts paid in but not yet appearing on bank statement:				
<i>Date paid in</i>	<i>Ref (e.g. paying in slip no.)</i>	<i>Description/Comments</i>		<i>Amount</i>
				-
				Total:
				-
Prepared by:	Julie Yeates	Date:	04/08/2023	

Appendix I - Bank Reconciliation Template

Bank/Account Name:	Reconciliation carried out as at (date):	Comments/Explanation of any unreconciled differences		
Sort Code:	Account No:			
Cash book balance (as reported at Section 2 of the return)	2,546.73			
ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below)	81.95			
LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below)	-			
Expected statement balance	2,628.68			
Actual statement balance				
Difference (should be zero)	- 2,628.68			
List (a) - Cheques/payments issued but not yet appearing on bank statement:				
<i>Date issued</i>	<i>Ref (e.g. cheque no.)</i>	<i>Payee</i>	<i>Description/Comments</i>	<i>Amount</i>
Total:				-
List (b) - Amounts paid in but not yet appearing on bank statement:				
<i>Date paid in</i>	<i>Ref (e.g. paying in slip no.)</i>	<i>Description/Comments</i>		<i>Amount</i>
Total:				-
Prepared by:		Date:		