



Branch Annual Returns

As we approached the Branch Financial Year End for 30 June 2025, all branches should receive the year end Accounts Pack either by post or email from their MEO by 3rd July 2025.

Here, the Branch Accounts Team has covered some really important FAQs, but please do let us know if you need any further clarification at this crucial time.

Q. Is everything the same as last year?

Broadly speaking, yes. For a full list of changes made, please see the page 3 of the Branch Return Guide 2025, which will be send as part of the Accounts Pack.

Q. What are the benefits of completing the electronic Excel template return rather than a paper copy?

- Totals will be populated automatically throughout meaning you cannot make a mistake when adding up!
- There are a number of built-in checks which will alert you to any identifiable errors/omissions when you are preparing the return, so these can be fixed before you submit and will reduce the chances of your MEO/Finance having to reach out to you later with follow up queries.
- Reduce processing time for the Finance team, which will improve the response time for queries from Finance where they are necessary.

Q. Who is your point of contact for queries?

- Contact your MEO in the first instance with all queries.
- Contact branchaccounts@britishlegion.org.uk if you are unable to reach your MEO or if they are unable to help you.

Q. Where to send the completed return?

- E-mail to your MEO wherever possible. Even if you have completed a hard copy form, if you are able to scan/take a photo and email that helps us to reduce the amount of physical post we have to process at head office.
- If you are unable to email completed returns to your MEO, send your return by post using recorded delivery, addressed to:

<MEO Name>
(Annual Return enclosed)
Membership Directorate
Royal British Legion
Haig House
199 Borough High Street
London
SE1 1AA

(You should keep a copy of the Branch Return and recorded delivery receipt with you just in case of postal delays or loss)



Q. Is it ok to wait for the deadline of 30th September to submit the accounts?

Please do not wait until 30th September if at all possible; send your documents as early as you can. Your MEO needs to review the documents and upload to the Finance system by 30th September and therefore your MEO needs time to do their checks and query anything with you.

Q. We have more than £5,000 in our bank account. What should we do with the surplus funds we cannot spend?

Any surplus balance over £5,000 that you cannot spend or donate to the Poppy Appeal should be deposited into the branch's BFI in line with the requirements of the Membership Handbook.