Annual Branch Return

For the year ended 30 June 2026

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**
MEO	**Holly Church**		

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 2026 (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 2026;

- 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 2025 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'):-

X	An Authority to Disclose Information form (ATDI) for each bank and investment institution used by the branch during the year.
X	For each bank account, a copy of the bank statement showing the balance as at 30 June 2026.
	For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2026.

The attached Branch return were approved by the Branch Committee on 06/08/2026 (date)*

* must be prior to Independent Examiner endorsement

Signed	Chairman	Signed	Treasurer
Print Name In CAPITALS	Chairman	**Print Name** IN CAPITALS	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 2026, 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 2026.**

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 2026.

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 2026

Branch Code:

BR 1890

				Opening Balance 1 July 2025	Closing Balance 30 June 2026
			(Currency)	GBP	GBP
	Bank accounts (fill in details below)				
	Bank name	*Sort Code*	*Account No.*		
1	Lloyds	30-90-53	00310924	2,676.00	3,606.80
2					
3					
4					
5	**Branch Funds Initiative (BFI)**			41.67	42.51
	Investment accounts (fill in details below)				
	Bank name	*Sort Code*	*Account No.*		
6					
7					
8					
9	**Petty cash (should not exceed £50)**				
10	**TOTAL BRANCH FUNDS HELD (add lines 1 to 9)**			2,717.67	3,649.31
11	**INCREASE/DECREASE IN BRANCH FUNDS (should equal line 48)**				931.64

Section 3 - Summary of Income and Expenditure

For the year ended 30 June 2026

Branch Code: BR 1890

Income

		(Currency) GBP
	Membership fees	
12	RBL membership fees collected	
13	Branch subs from members (overseas only)	
14	Branch subs from head office	1,008.00
	Poppy Appeal events	
15	Poppy Appeal events income	2,510.00
16	**Branch fundraising event income**	
17	**BPT Rental/hire income received locally**	
	Legacies	
18a	Legacies drawn down from head office	
18b	Legacies received from head office	
19	Legacies received locally	
20	**Donations**	226.00
	Interest and investment income	
21	Bank interest	
22	BFI interest	0.84
23	Interest and dividends on investments	
24	Unrealised gains/losses on investments	
25	Gain/loss on sale of investment	
26	**Other income (analysed at section 4, line 55)**	294.54
27	**TOTAL INCOME (add lines 12 to 26)**	4,039.38

Expenditure

		(Currency) GBP
	Membership fees	
28	RBL membership fees paid to Novacroft (should equal line 12)	
	Poppy Appeal events	
29	Poppy Appeal event expenditure	1,528.00
30	Net amount paid to Poppy Appeal (should equal line 15 less line 29)	982.00
31	**Branch fundraising event expenditure**	
32	**Branch property expenditure (relating to BPT) (analysed at section 4, line 65)**	
33	**Ceremonial expenditure (analysed at section 4, line 72)**	198.30
34	**Branch community support (BCS) expenditure (analysed at section 4, line 80)**	
35	**Branch Crisis Grant**	
	Management and administration	
36	Conferences and meetings (inc travel expenses)	
37	Hire of premises for meetings (non-branch properties ONLY)	
38	Bank charges (inc audit letters)	0.50
39	Audit and independent examination fees and expenses	
40	Training and development costs and expenses	
41	Branch recruitment expenditure	
42	Printing, stationery and postage	
43	**Purchase of branch equipment**	398.94
44	**Rememberance Events**	
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)**	3,107.74
48	**NET MOVEMENT IN BRANCH CASH (line 27 less line 47)**	931.64

Section 4 - Income and expenditure analysis

For the year ended 30 June 2026

Branch Code: BR 1890

Other income (line 26)

	Income from other parts of RBL not included elsewhere	
49	BPT transitional funding	
50		
51		
	Other income (please specify) (if grant, please provide copy of grant award letter)	
52	National Conference	
53	Grant from Basingstoke & Dean Borough Council	294.54
54		
55	**Total other income (add lines 49 to 54)**	294.54

Branch Community Expenditure (line 34)

73	Hospital/home visiting travel expenses	
74	Telephone buddy call expenses	
75	Camaraderie (warm spaces, breakfast clubs)	
76	One off gifts (not to exceed £50 per beneficiary)	
77	Branch awareness events	
78	Local Touchpoint	
79	Branch Community Coordinator expenses	
80	**Total Branch Community Support expenditure (add lines 73 to 79)**	

Branch property expenditure (relating to BPT) (line 32)

56	Rent paid	
57	Rates	
58	Property insurance	
59	Utilities	
60	Small property repairs and maintenance	
61	Cleaning and caretakers	
62	Property related legal and professional fees	
	Other (please specify)	
63		
64		
65	**Total branch property expenses (relating to BPT) (add lines 56 to 64)**	

Payments to other parts of RBL (line 45)

	Donations to RBL County or District (please specify name)	
81		
82		
	Donations to RBL care home (please specify name)	
83		
84		
85	Donations to Poppy Appeal from branch funds	
86	Donations to NMA	
	Other payments to other parts of RBL eg WS Benevolent fund (please specify)	
87		
88	**Total payments to other parts of RBL (add lines 81 to 87)**	

Ceremonial expenditure (line 33)

66	Band/Bugle player	
67	Standard bearer's expenses	
68	Standard bearer's equipment	29.30
69	Dignatory refreshments	
70	Purchases of badges and wreaths	
71	Other branch ceremonial events costs	169.00
72	**Total ceremonial expenditure (add lines 66 to 71)**	198.30

Other expenditure (please specify) (line 46)

89	Insurance	
90	National Conference	
91		
92		
93		
94		
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

Brief description, including reason for and terms of restriction

96	**Opening Balance at 1 July 2025**	
	Income (please specify which lines within section 3 or 4 the income is included within)	
97		
98		
99		
100	**Total fund income (add lines 97 to 99)**	
	Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)	
101		
102		
103		
104		
105		
106	**Total fund expenditure (add lines 101 to 105)**	
107	**Closing Balance at 30 June 2026 (line 96 add line 100 less line 106)**	

Name of Fund

Brief description, including reason for and terms of restriction

108	**Opening Balance at 1 July 2025**	
	Income (please specify which lines within section 3 or 4 the income income is included within)	
109		
110		
111		
112	**Total fund income (add lines 109 to 111)**	
	Expenditure (please specify which lines within section 3 or 4 the expenditure is included within)	
113		
114		
115		
116		
117		
118	**Total fund expenditure (add lines 113 to 117)**	
119	**Closing Balance at 30 June 2026 (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.

Details of any Assets/Branch Equipment purchased during the year.

Purchase of: 3 off branch flags (inv: 1299) at total cost of £104.40 1 off 6'x 3' Union Flag (inv: 3354C) at £294.54

Bank Mandate Signatories

Details of all signatories on the bank mandate.

(No signatures needed. Print Name)

Signatory 1 Name	J Karmazyn	Signatory 3 Name	I Preston
Signatory 2 Name	A Mitchell	Signatory 4 Name	

Are you using online banking? Yes

If yes, which bank? Lloyds Bank

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: BR 1890

(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 2026, 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 2026, 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'):

	I/We have checked that there is an Authority to Disclose Information form for each bank and investment institution used during the year.
	I/We have checked that the bank statements and bank reconciliations for each bank account are correct.
	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):

Signed		Date	
Print Name		Qualification	
Address		Contact Number	

BFI	Opening	Rent/Othr	Deposits	Interest	Withdrawals	Closing
Q1						-
Q2						-
Q3						-
Q4						-
		-	-	-	-	

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: 0

Level 2 Warnings

The following issues indicate potential common errors or missing inreturnation, 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: ____________________ Reconciliation carried out as at (date): ____________

Sort Code: ____________________ Account No: ____________________

Cash book balance (as reported at Section 2 of the return)	
ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below)	
LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below)	-
Expected statement balance	-
Actual statement balance	
Difference (should be zero)	-

List (a) - Cheques/payments issued but not yet appearing on bank statement:

Date issued	*Ref (e.g. cheque no.)*	*Payee*	*Description/Comments*	*Amount*
			Total:	-

List (b) - Amounts paid in but not yet appearing on bank statement:

Date paid in	*Ref (e.g. paying in slip no.)*	*Description/Comments*	*Amount*
		Total:	-

Prepared by: ____________________ **Date:** ____________

Comments/Explanation of any unreconciled differences

Appendix I - Bank Reconciliation Template

Bank/Account Name: ______________________ Reconciliation carried out as at (date): ____________

Sort Code: ______________________ Account No: ______________________

Cash book balance (as reported at Section 2 of the return)	
ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below)	-
LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below)	-
Expected statement balance	-
Actual statement balance	
Difference (should be zero)	-

List (a) - Cheques/payments issued but not yet appearing on bank statement:

Date issued	*Ref (e.g. cheque no.)*	*Payee*	*Description/Comments*	*Amount*
			Total:	-

List (b) - Amounts paid in but not yet appearing on bank statement:

Date paid in	*Ref (e.g. paying in slip no.)*	*Description/Comments*	*Amount*
		Total:	-

Prepared by: ______________________ **Date:** ____________

Comments/Explanation of any unreconciled differences

Appendix I - Bank Reconciliation Template

Bank/Account Name: ____________________ Reconciliation carried out as at (date): __________

Sort Code: ____________________ Account No: ____________________

Cash book balance (as reported at Section 2 of the return)	
ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below)	-
LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below)	-
Expected statement balance	-
Actual statement balance	
Difference (should be zero)	-

List (a) - Cheques/payments issued but not yet appearing on bank statement:

Date issued	*Ref (e.g. cheque no.)*	*Payee*	*Description/Comments*	*Amount*
			Total:	-

List (b) - Amounts paid in but not yet appearing on bank statement:

Date paid in	*Ref (e.g. paying in slip no.)*	*Description/Comments*	*Amount*
		Total:	-

Prepared by: ____________________ **Date:** __________

Comments/Explanation of any unreconciled differences

Appendix I - Bank Reconciliation Template

Bank/Account Name: ______________________ Reconciliation carried out as at (date): ______________

Sort Code: ______________________ Account No: ______________________

Cash book balance (as reported at Section 2 of the return) ______________

ADD: Cheques/payments issued but not yet appearing on bank statement (see list (a) below) -

LESS: Amounts paid in but not yet appearing on bank statement (see list (b) below) -

Expected statement balance -

Actual statement balance ______________

Difference (should be zero) -

List (a) - Cheques/payments issued but not yet appearing on bank statement:

Date issued	*Ref (e.g. cheque no.)*	*Payee*	*Description/Comments*	*Amount*
			Total:	-

List (b) - Amounts paid in but not yet appearing on bank statement:

Date paid in	*Ref (e.g. paying in slip no.)*	*Description/Comments*	*Amount*
		Total:	-

Prepared by: ______________________ **Date:** ______________

Comments/Explanation of any unreconciled differences