



Issue date: 30 June 2021

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Your branch: ROYAL PARADE PLYMO

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ROYAL BRITISH LEGION SALTASH



TREASURERS ACCOUNT

RYL BRIT LEGION SALTASH - REG NO 219279

Account summary

<b>Balance On 28 May 2021</b>	<b>£1,840.44</b>
Total Paid In	£172.50
Total Paid Out	£7.86
<b>Balance On 16 Jun 2021</b>	<b>£2,005.08</b>

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>28 May 21</b>		<b>STATEMENT OPENING BALANCE</b>			<b>1,840.44</b>
10 Jun 21	DEP	500100	135.00		1,975.44
10 Jun 21	FPI	SALTASH TOWN C WREATH 2021-1 RP4679967911886900205040 10 10JUN21 16:18 001099	25.00		2,000.44
11 Jun 21	CHQ			7.86	1,992.58
16 Jun 21	FPI	MISS CAROLANN PABS POPPY APPEAL FUND 61057475912165F5SW 406420 10 16JUN21 12:19	12.50		2,005.08
<b>16 Jun 21</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>172.50</b>	<b>7.86</b>	<b>2,005.08</b>

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday. *MS*

Payment types:

DEP - Deposit                      FPI - Faster Payment                      CHQ - Cheque

PJG10HF3100000  
M32B71056GP D32B71056GP  
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# Annual Branch Accounts

Year End Signed

For the year ended 30 June 2021

Branch Saltash RBL  
County / District Cornwall

Branch Code 2274  
Currency GBP

## Section 1 - Branch Certificate

### We, the Branch Officers, confirm that:-

- the attached Annual Branch Accounts, including the Summary of Income and Expenditure and Summary of Branch Assets, are complete and accurate to the best of our knowledge, and have been prepared in accordance with the requirements of the Membership Handbook and related guidance;
- the Summary of Branch Assets includes all funds held by or on behalf of the branch as at 30 June 2021 (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 2021;
- all restricted funds held by the branch have been separately identified as such;
- 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 RBL Clubs or members' social funds have been included; and
- during the period from 01 July 2020 to the date of the approval of these accounts, the Branch Officers have carried out their duties in accordance with the Royal Charter and Membership 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'):-

- 'An Authority to Disclose Information form (ATDI) for each bank and investment institution used by the branch during the year.
- For each bank account, a copy of the bank statement showing the balance as at 30 June 2021.
- For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2021.

The attached Branch Accounts were approved by the Branch Committee on 28/7/2021 (date)\*

\* must be prior to Independent Examiner endorsement

Signed \_\_\_\_\_ Chairman Signed \_\_\_\_\_ Treasurer

**BRANCH ACTION:** This form must be completed correctly and in full (where applicable). On completion of the Branch Certificate above, the accounts (with supporting documentation) must be examined by an Independent Examiner (or audited if required - see Annual Branch Accounts Guide). Once finalised, the completed form must be sent to your Membership Support Officer (MSO) to be received no later than 30 September 2021, together with copies of all relevant ATDIs, bank statements and investment reports as set out above. A copy of the signed completed form should be retained by both the branch and the Independent Examiner/auditor.

Please note that the Branch Accounts do NOT require AGM approval prior to submission, and MUST be received by the MSO no later than 30 September 2021.

**IMPORTANT NOTE FOR OVERSEAS BRANCHES ONLY:** In order for this form 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 form 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](http://www.oanda.com) as at 30 June 2021.

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**

Branch Code:

As at 30 June 2021

BR 2274

	Opening Balance	Closing Balance
	01 July 2020	30 June 2021
Currency	GBP	GBP

**Bank accounts (fill in details below)**

Bank name	Sort Code	Account No.		
Treasurers Account	301274	02114027	1,479.30	1,927.08

**BFI**

Bank name	Sort Code	Account No.		
Saltash	301175	01200110	1,294.40	1,300.88

**Investment accounts (fill in details below)**

Bank name	Sort Code	Account No.		

Petty cash (should not exceed £50)	0.00	0.00
<b>Total branch funds held</b>	<b>2773.70</b>	<b>3227.96</b>
<b>Increase / decrease in branch funds</b>		<b>454.26</b>

### Section 3 - Summary of Income and Expenditure

Branch Code:

For the year ended 30 June 2021

BR 2274

#### Income

Currency

<b>Membership Fees</b>	<b>186.00</b>
Legion membership fees collected	0.00
Branch subs from members (overseas only)	0.00
Branch subs from head office	186.00
<b>Branch Poppy Appeal Events</b>	<b>2,476.73</b>
Poppy Appeal events income	2,476.73
<b>Branch Fundraising Events</b>	<b>485.44</b>
Branch fundraising event income	485.44
<b>Festival of Remembrance Tickets</b>	<b>0.00</b>
Festival of Remembrance ticket income	0.00
<b>Branch Property Income (BPT)</b>	<b>0.00</b>
Rental income received from head office	0.00
Rental/hire income received locally	0.00
<b>Legacies</b>	<b>0.00</b>
Legacies received from head office	0.00
Legacies received locally	0.00
<b>Donations</b>	<b>614.00</b>
Donations	614.00
<b>Interest and Investment Income</b>	<b>6.48</b>
Bank interest	0.00
BFI interest	6.48
Interest and dividends on investments	0.00
Unrealised gains/losses on investments	0.00
Gain/loss on sale of investment	0.00

#### Expenditure

Currency

<b>Membership Fees</b>	<b>0.00</b>
Legion membership fees paid to Novacroft	0.00
<b>Poppy Appeal Events</b>	<b>2,489.23</b>
Poppy Appeal event expenditure	0.00
Poppy Appeal event proceeds paid to head office	2,489.23
<b>Branch Fundraising Events</b>	<b>262.21</b>
Branch fundraising event expenditure	262.21
<b>Festival of Remembrance Tickets</b>	<b>0.00</b>
Festival of remembrance payments to head office	0.00
<b>Branch Property Expenditure (BPT) (Analysed at Section 4)</b>	<b>0.00</b>
Branch Property Expenditure (BPT)	0.00
<b>Ceremonial Expenditure (non - BCS) (Analysed at Section 4)</b>	<b>0.00</b>
Ceremonial Expenditure (non - BCS)	0.00
<b>Branch Community Support (BCS) (Analysed at Section 4)</b>	<b>0.00</b>
Branch Community Support (BCS)	0.00
<b>Management and Administration</b>	<b>123.15</b>
Conferences and meetings (inc travel expenses)	0.00
Hire of premises for meetings (non branch prop)	0.00
Bank charges (inc audit letters)	0.00
Audit and inde examination fees and expenses	19.99
Training and development costs and expenses	0.00
Branch recruitment expenditure	0.00
Printing, stationery and postage	103.16

<b>Other Income (Analysed at Section 4)</b>	<b>100.00</b>
Other Income	100.00

<b>Purchase of Equipment</b>	<b>134.80</b>
Purchase of branch equipment	134.80

<b>Payment to Other Parts of the Legion (Analysed at Section 4)</b>	<b>131.00</b>
Payment to Other Parts of the Legion	131.00

<b>Other Expenditure (Analysed at Section 4)</b>	<b>274.00</b>
Other Expenditure	274.00

<b>Centenary Expenses</b>	<b>0.00</b>
Centenary Expenses	0.00

**Total Income** 3868.65

**Total Expenditure** 3414.39

**NET MOVEMENT IN BRANCH CASH** 454.26

## Section 4 - Income and expenditure analysis

Branch Code:  
BR 2274

<b>Other Income</b>	
BPT transitional funding	0.00
Other income from other parts of the Legion	0.00
Other Income (external)	100.00
<b>Total Other Income</b>	<b>100.00</b>

<b>Branch Property Expenditure (BPT)</b>	
BPT rent paid	0.00
BPT rates	0.00
BPT property insurance	0.00
BPT utilities	0.00
BPT small property repairs and maintenance	0.00
BPT cleaning and caretakers	0.00
BPT property related legal and professional fees	0.00
BPT other expenditure	0.00
<b>Total Branch Property Expenditure (BPT)</b>	<b>0.00</b>

<b>Ceremonial Expenditure (non - BCS)</b>	
Band/bugle player	0.00
Standard bearer's expenses	0.00
Standard bearer's equipment	0.00
Dignatory refreshments	0.00
Purchases of badges and wreaths	0.00
Other branch ceremonial event costs	0.00
Centenary Expenses	0.00
<b>Total Ceremonial Expenditure (non - BCS)</b>	<b>0.00</b>

<b>Branch Community Support (BCS)</b>	
Hospital/home visiting travel expenses	0.00
Telephone buddy call expenses	0.00
Bereavement support travel expenses	0.00
One off gifts (not to exceed £20 per beneficiary)	0.00
Branch awareness events	0.00
Local Touchpoint expenditure	0.00
BCS Committee/Representative expenses	0.00
Branch Crisis Grant	0.00
<b>Total Branch Community Support (BCS)</b>	<b>0.00</b>

<b>Payment to Other Parts of the Legion</b>	
Donations to RBL County or District	0.00
Donations to RBL care home or break centre	0.00
Donations to Poppy Appeal from branch funds	131.00
Donations to NMA	0.00
Other payments to other parts of the Legion	0.00
<b>Total Payment to Other Parts of the Legion</b>	<b>131.00</b>

<b>Other Expenditure</b>	
Other expenditure	274.00
<b>Total Other Expenditure</b>	<b>274.00</b>

## Section 5 - Restricted Funds

Branch Code:  
BR 2274

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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 the Legion 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.

**Opening balance as at 01 July 2020**

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**Closing balance as at 30 June 2021**

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**Section 6 - Additional Information**

Branch Code:  
BR 2274

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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.

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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 Guide for further details.

NONE

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

NONE

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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

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**Annual General Meeting**

**(for branch use only - please do NOT wait until after AGM to submit these accounts)**

These accounts were adopted by the Annual General Meeting of the branch held on \_\_\_\_\_ (date).

Signed \_\_\_\_\_ (Secretary)

## Section 7 - County/MSO Use Only

Branch Code:  
BR 2274

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County or District Treasurer Comments:

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For MSO use only

Accounts received:

(Date) \_\_\_\_\_

Uploaded to Sharepoint:

(Date) \_\_\_\_\_

**Submission checklist (please mark 'X' as appropriate):**

*See section 7 of the Annual Branch Accounts Guide for more details on submission requirements.*

- Scanned copy of Annual Branch Accounts form with all required signatures
- Excel accounts template (if completed)
- Bank Statements (all accounts) and reconciliations if required
- Investment Reports (all accounts) and reconciliations if required
- Authority to disclose (all bank and investment accounts)
- Accruals accounts (if produced)
- Full Audit Report (branches above audit threshold)

MSO Observations:

## Section 8 - Report of the Independent Examiner

Branch Code:  
BR 2274

(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 Accounts).

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 2021, 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 2021, 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 Accounts are 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 Legion 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 checked="" 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):

NONE

Signed \_\_\_\_\_

Date 01/09/21

Print Name \_\_\_\_\_

Qualification BTEC Nat Dip Business Finance

Address \_\_\_\_\_

Contact Number \_\_\_\_\_