

15 MAR 2016

**BANK ACCOUNT DETAILS FOR LISKEARD ROYAL BRITISH LEGION**

**ACCOUNT NAME: Royal British Legion (Liskeard)**

**Account Number: 35737668**

**Sort Code: 309089**



# BRANCH ACCOUNTS

for the year ended 30th June 2017

Year End Signed

Branch Liskeard RBL

County/District Cornwall

Branch Contact Address: Mr. Keith Lobb, , , ,

Branch Code

BR2255

## Branch Certificate

The summaries of Receipts & Payments and of Branch Assets and Liabilities which include all funds in the hands of the Branch or held on their behalf were approved by the Branch Committee on ..... and we confirm that there are no other accounts or assets relative to the Branch.

We confirm that the duties of the Trustees have been carried out during the financial year 01 July 2016 to 30 June 2017 and on behalf of the Branch Committee, acknowledge that it is the Committee's duty as managing Trustees to maintain proper accounting records and to safeguard the property and funds of the Branch. We confirm that members of the Committee have been informed of this duty.

Signed Colin Henwood ChairmanSigned W. Grant Vice-ChairmanSigned Keith Lobb TreasurerSigned W. Grant Secretary

## Report of the Independent Examiner

(Note: An Auditor must submit an Audit Report in the format prescribed by their professional standards. This report will be attached to the Accounts.)

In accordance with the relevant Terms of Reference issued by the Board of Trustees of the Royal British Legion, I/we have examined the summary of Receipts and Payments in the General Account, Benevolent Account, Property Transactions and Other Funds for the year ended 30 June 2017 and of the Branch Assets and Liabilities as at that date 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 2017, and its Assets and Liabilities at that date.

Except where stated below (if none then state none), no matter has come to my/our attention which gives reasonable cause to believe that proper accounting records have not been kept or that these Branch Accounts are not prepared in accordance with the books and supporting vouchers or that the Branch does not have proper title to the assets and stated bank balances.

### Matters of Concern:

- ☒ I have checked bank statements, bank reconciliations and attached copies of bank statements are correct.
- ☐ I have checked Investment Reports and attached copies of Investments reports are correct, (if applicable).

Signed

Qualification IEDate 25.8.17

Name And Address

D HADLEY 6 BURNING DUNE ST ANDREW P255

## Annual General Meeting

These Accounts were adopted by the Annual General Meeting of the Branch on .....

Signed ..... Secretary

This form must be completed, audited (or examined by an Independent Examiner) and the original sent to your County Secretary before 30 September 2017 together with stapled copies of all relevant bank accounts statements showing the balance at 30 June 2017. One photocopy (or scanned copy) to be retained by the Auditor/Examiner (as required) and one photocopy to be retained by the Branch. Please note that the Accounts should be submitted to County/District office prior to approval at AGM where the AGM is held after 30 September 2017



## BRANCH ACCOUNTS

for the year ended 30th June 2017

Year End Signed

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

Signed \_\_\_\_\_ Vice-Chairman

Signed  Treasurer

Signed \_\_\_\_\_ Secretary

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Signed \_\_\_\_\_

Qualification \_\_\_\_\_

Date \_\_\_\_\_

Name And Address \_\_\_\_\_

### Annual General Meeting

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Branch Name

Liskeard RBL

**GENERAL ACCOUNT**  
**RECEIPTS AND PAYMENTS SUMMARY**  
**FOR YEAR ENDED 30TH JUNE 2017**

Branch Code

BR2255

	Current Year	Prior Year
	2017	2016
<b><u>Receipts</u></b>		
<b>1. Subscriptions</b>		
Gross Subscriptions Collected in cash	202.00	19.00
Gross subscriptions forwarded to Novacraft	-238.00	-19.00
Gross Subscriptions held by branch (should be nil)	0.00	0.00
Branch Subscriptions Received	85.00	0.00
	49.00	0.00
<b>2. Branch Poppy Appeal Events</b>		
Branch Poppy Appeal Events Receipts	0.00	140.00
Branch Poppy Appeal Events Expenses	-80.00	-1,321.03
Paid Over to Poppy Appeal	0.00	0.00
	-80.00	-1,181.03
<b>3. Branch Fundraising Events</b>		
Fundraising Receipts	180.00	1,170.83
Fundraising Expenses	0.00	-64.73
	180.00	1,106.10
<b>4. Branch Entertainment Events</b>		
Branch Entertainment Events (net of costs)	0.00	0.00
	0.00	0.00
<b>5. Monetary Gifts &amp; Donations</b>		
Monetary Gifts & Donations	685.95	201.50
Legacies Received	0.00	221.50
	685.95	423.00
<b>6. Interest Received</b>		
Interest received on General Fund Accounts	0.00	0.00
Income from Investments	0.00	10.25
BFI Interest	273.15	191.81
	273.15	202.06
<b>7. Other Income</b>		
Charters, Badges, Wreaths etc	0.00	0.00
Proceeds from Sale of Investments	0.00	0.00
Transfer from Trust	0.00	0.00
	0.00	0.00
<b>8. Total Receipts (add 1 to 7)</b>	£ 1,108.10	£ 550.13
<b><u>Payments</u></b>		
<b>9. Transfer to Benevolent Fund</b>		
Welfare Expenditure	0.00	0.00
Hospital & Housebound Visits	0.00	0.00
Transfers	0.00	0.00
	0.00	0.00
<b>10. Branch Ceremonial Events</b>		
Branch Ceremonial Events	17.00	0.00
	17.00	0.00
<b>11. Management &amp; Administration Expenses</b>		
Conference Expenses	35.55	361.90
Travel & Meetings	0.00	103.70
Audit	35.40	0.00
Branch Accommodation Costs	0.00	0.00

Branch Name

Liskeard RBL

**GENERAL ACCOUNT**  
**RECEIPTS AND PAYMENTS SUMMARY**  
**FOR YEAR ENDED 30TH JUNE 2017**

Branch Code

BR2255

Other Costs	276.83	165.08
	347.78	630.68
<b>12. Purchases</b>		
Stock of Badges, Wreaths etc	0.00	0.00
Furniture & Equipment	0.00	0.00
Purchase of Investments (Refer to Branch Guide)	0.00	0.00
	0.00	0.00
<b>13. Other Payments</b>		
Transfer to RBL Groups	0.00	0.00
To RBL County	0.00	0.00
To RBL Care Homes	0.00	0.00
To Poppy Appeal	0.00	0.00
To Other RBL Branches	0.00	0.00
Donation to NMA	0.00	0.00
Gurkha Welfare Trust Donation	0.00	0.00
Transfer to Trust	0.00	0.00
GP 90 - Great Pilgrimage	0.00	0.00
	0.00	0.00
<b>14. Total Payments (add 9 to 13)</b>	£ 364.78	£ 630.68
<b>15. Surplus/(Deficit) on Property Transactions</b>	0.00	2,550.00
<b>16. Surplus/(Deficit) on General Account</b>	£ 743.32	£ -80.55
<b>17. Opening Balance at 1st July</b>	16,255.27	13,785.82
<b>18. Closing Balance at 30th June</b>	£ 16,998.59	£ 16,255.27

<b>Branch Name</b> Liskeard RBL	<b>Branch Code</b> BR2255																																																																																																																														
<b>BENEVOLENT ACCOUNT</b> <b>FOR YEAR ENDED 30TH JUNE 2017</b>	<b>PROPERTY TRANSACTIONS</b> <b>FOR YEAR ENDED 30TH JUNE 2017</b>																																																																																																																														
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<b>Branch Name</b>	Liskeard RBL
<b>BENEVOLENT ACCOUNT</b> <b>FOR YEAR ENDED 30TH JUNE 2017</b>	

<b>Branch Code</b>	BR2255
<b>PROPERTY TRANSACTIONS</b> <b>FOR YEAR ENDED 30TH JUNE 2017</b>	
<hr/>	
<b>For additional properties please continue to the last page</b>	

\* To be completed by Head Office

<b>Branch Name</b> Liskeard RBL	<b>SUMMARY OF BRANCH ASSETS AND LIABILITIES</b> <b>AT 30TH JUNE 2017</b>	<b>Branch Code</b> BR2255
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### 39.BANK AND CASH BALANCES

#### Welfare Account

Details of financial institution, account number and sort code

Current Account - NatWest - RBL Liskeard - 507017 - 05301939

Total Welfare Account (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for Welfare Account (balance must agree to line no 31)

#### General Account

Details of financial institution, account number and sort code

Current Account - NatWest - RBL Liskeard - 507017 - 05301939

BFI Account - BFI Liskeard - Liskeard BFI - 301175 - 01200110

Total General Account (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for General Account (balance must agree to line 18 excluding property fund transferred if applicable)

#### Earmarked funds

Details of financial institution, account number and sort code

Current Account - NatWest - RBL Liskeard - 507017 - 05301939

Total Earmarked funds (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for Earmarked funds

#### Property Transactions

Details of financial institution, account number and sort code

Current Account - NatWest - RBL Liskeard - 507017 - 05301939

Total Property Transactions (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for Property Transactions

### 40.FREEHOLD AND LEASEHOLD PROPERTY

Estimated Market Value at 30th June \*

Balance at 1st July

Freehold or Leasehold Properties

### 41.INVESTMENTS

Balance at 1st July

Total Market Value at 30th June

### 42.OTHER ASSETS

Fixtures and Fittings Balance at 1st July

Fixtures and Fittings

### 43.DEBTORS (monies owed to Branch)

Total Debtors

### 44.CREDITORS (monies owed by Branch)

Total Creditors

### 45.TOTAL NET ASSETS OF BRANCH (BOX 39+40+41+42+43-44)

Current Year: 2017	Prior Year: 2016
148.60	148.60
£ 148.60	£ 148.60
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 148.60	£ 148.60
-4,582.23	-5,052.40
13,930.82	13,657.67
£ 9,348.59	£ 8,605.27
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 9,348.59	£ 8,605.27
70.00	70.00
£ 70.00	£ 70.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 70.00	£ 70.00
7,650.00	7,650.00
£ 7,650.00	£ 7,650.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 7,650.00	£ 7,650.00
£	£
£ 0.00	£ 0.00
£ 0.00	£ 0.00
0.00	0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 17,217.19	£ 16,473.87

\* To be completed by Head Office

# BRANCH ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2017

## Continuation Sheet

**Branch Name** Liskeard RBL

**Branch Code** BR2255

Give details of any major transactions or unusual circumstances occurring after 30 June 2017  
(if none state none)

Give details of any outstanding Guarantees given by the Branch, any future commitments entered into or contingent liabilities. (if none state none)

### For Field Staff Comments

### For Finance Use Only

1. Recorded on CBA (please tick)

2. Entered in SUN

Journal No

3. Other observations

Branch name	OTHER FUNDS		Branch Code
Liskeard RBL	FOR THE YEAR ENDED 30 June 2017		BR2255

  

	Current Year: 2017	Prior Year: 2016
<b>Name of Fund:</b> Sponsered walk 2014		
<b>Reason for Restriction/Keeping Separate</b>		
Branch Poppy Appeal fund raising event Sept 2014		
<b><u>Receipts</u></b>		
Receipts		
Branch Poppy Appeal Events Receipts	0.00	0.00
	0.00	0.00
<b>Total Receipts</b>	0.00	0.00
<b><u>Payments</u></b>		
Payments		
Payments to Poppy Appeal	0.00	0.00
	0.00	0.00
<b>Total Payments</b>	0.00	0.00
<b>Surplus/Deficit on Fund</b>	0.00	0.00
<b>Opening Balance at 1st July</b>	30.00	30.00
<b>Closing Balance at 30th June</b>	£ 30.00	£ 30.00

  

	Current Year: 2017	Prior Year: 2016
<b>Name of Fund:</b> World war 1 event Nov 2015		
<b>Reason for Restriction/Keeping Separate</b>		
Branch Fundraising event.		
<b><u>Receipts</u></b>		
Receipts		
Branch Fundraising Receipts	0.00	0.00
	0.00	0.00
<b>Total Receipts</b>	0.00	0.00
<b>Surplus/Deficit on Fund</b>	0.00	0.00
<b>Opening Balance at 1st July</b>	40.00	40.00
<b>Closing Balance at 30th June</b>	£ 40.00	£ 40.00

**BRANCH ACCOUNTS - ADDITIONAL INFORMATION****Branch Name** Liskeard RBL**Branch Code** BR2255**DETAILS OF ADDITIONAL FREEHOLD/LEASEHOLD PROPERTY**

Details of property

Is property Freehold or Leasehold?

Leasehold

Cost Price/Improvements to 30th September

£ 0.00

Date Acquired

Mortgage Outstanding at 30 June

£ 0.00

Estimated Market Value at 30 June \*

£

Is the Branch property vested in The Royal British Legion as Trustee?

No

Current Annual Rent Receivable

£ 0.00

Date of next Rent Review

Name of Tenant

\* To be completed by Head Office

**FOR ADDITIONAL INFORMATION**