

14 June 2019

Dear Branch Official,

### **Annual Branch Accounts 2019**

In anticipation of the 30 June 2019 financial year end, please find enclosed:

- The Annual Branch Accounts Form;
- A Guide to completing your branch accounts;
- A sample 'Authority to Disclose Information' letter; and
- Guidance for Auditors and Independent Examiners.

We are also strongly encouraging branches to complete their accounts in Excel using the versions provided by your MSO (or by emailing [branchaccounts@britishlegion.org.uk](mailto:branchaccounts@britishlegion.org.uk)). Using the Excel template brings a number of benefits for treasurers, for example, totals will be populated automatically, and there are a number of built-in checks which will alert you to any obvious errors or omissions within the form. It will also significantly reduce the processing time required at head office, which will improve our ability to respond to branch queries in a timely manner. Whilst we are encouraging as many branches as possible to use this option, you are still able to complete and submit the accounts in hard copy if you would prefer.

The deadline for your accounts and all supporting documentation to be received by your MSO is **30 September 2019**. If you are unable to complete your branch accounts or believe you may struggle to meet the 30 September deadline, you must notify your MSO as soon as possible. The earlier we are made aware of any issues surrounding your branch accounts, the sooner we will be able to support you.

### **BFI Statements**

BFI statements will be distributed to branches by 31 July. Please wait to receive your BFI statement before finalising your branch accounts. If you have not received your BFI statement by the 31 July due date, please contact your MSO. LOMAS branches can obtain their BFI balance from LOMAS. The Branch and Trust Finance Team will advise when the interest has been calculated as at 30 June.

### **Branch Property Trust (BPT) and Legacy Trust Statements**

BPT and legacy trust statements are issued separately and the amounts should not be included in the branch accounts.

Legion On-Line Membership Accounting System (LOMAS)

Branches using LOMAS should produce their year end accounts in LOMAS and should not complete a manual return. The procedure for examining and submitting the accounts is the same as for non LOMAS users.

Queries

Please address any queries to your MSO or County/District Treasurer in the first instance. Queries which cannot be resolved at County/Area level can be sent by e-mail to [branchaccounts@britishlegion.org.uk](mailto:branchaccounts@britishlegion.org.uk)

Thank you in advance for your co-operation.

Yours sincerely,



Daniel Oppenheimer  
Finance Director



Jason Coward  
Chairman of the Membership Council