



Annual Branch Accounts

For the year ended 30 June 2019

Refer to the Branch Accounts Guide for information on completion

Branch		Branch Code	BR
County/District		Currency (e.g. GBP)	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 2019 (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 2019;
- 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 1 July 2018 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 2019.
- For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2019.

The attached Branch Accounts were approved by the Branch Committee on

(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 2019, 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 2019.**

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 as at 30 June 2019.

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: