

ANNEX A - Pro-forma for Annual Branch/Region Accounts

This is a PDF, so no calculations will be made. Excel versions are available from the Association Secretary

**THE ROYAL ARMY SERVICE CORPS AND THE ROYAL CORPS OF TRANSPORT ASSOCIATION**

**PLEASE SEE EXPLANATORY NOTES BELOW BEFORE COMPLETING THIS FORM**

Name of Branch/Region:

For Branch accounts please add memberships:  Full (Life) Members  Honorary Members   
 Associate Members

**ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER Enter YYYY**

Accumulated Fund at the start of the period  Note 1

**SECTION 1 - INCOME AND EXPENDITURE**

<i>Expenditure</i>		<i>Income</i>	
Rent and/or Hire of Hall:	<input type="text"/>	Subscriptions (if charged by branch):	<input type="text"/>
Printing, Stationery and Postage:	<input type="text"/>	Donations:	<input type="text"/>
Administrative Expenses:	<input type="text"/>	Entertainment income:	<input type="text"/>
Entertainment costs:	<input type="text"/>	Goods sold:	<input type="text"/>
Goods Purchased:	<input type="text"/>	Interest on any Bank Accounts:	<input type="text"/>
Other Expenditure (include details):	<input type="text"/>	Other Income (include details):	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
<b>Total Expenditure (a)</b>	<input type="text"/>	<b>Total Income (b)</b>	<input type="text"/>
Excess of Expenditure over Income	<input type="text"/>	or Excess of Income over Expenditure	<input type="text"/>

**SECTION 2 - BALANCE SHEET AS AT 31st DECEMBER Enter YYYY**

<i>Liabilities</i>		<i>Assets</i>	
Creditors:		Cash: Includes all income	
Subs in advance:	<input type="text"/>	In Current Account - Note 2	<input type="text"/>
Other Creditors:	<input type="text"/>	In Deposit Account - Note 2	<input type="text"/>
	<input type="text"/>	In hand (petty cash)	<input type="text"/>
	<input type="text"/>	<b>Total Cash (d)</b>	<input type="text"/>
	<input type="text"/>	Debtors:	
	<input type="text"/>	Subs Due:	<input type="text"/>
	<input type="text"/>	Other Debtors:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
<b>Total Creditors (c)</b>	<input type="text"/>	<b>Total Debtors (e)</b>	<input type="text"/>
		Value of Stock in Hand (if held) at cost. (f)	<input type="text"/>
		Value of Cash (d) plus Debtors (e) plus Stock (f)	<input type="text"/>
		Less Creditors (c)	<input type="text"/>
		<b>Total Net Value of Current Assets (g)</b>	<input type="text"/>
Accumulated Fund		Other Assets	
Accumulated Fund at start of period (1 Jan)	<input type="text"/>	If held	<input type="text"/>
Less Expenditure (a)	<input type="text"/>		<input type="text"/>
Plus Income (b)	<input type="text"/>		<input type="text"/>
<b>Total Accumulated Fund as at end of period</b>	<input type="text"/>	<b>Total Value of Other Assets (h)</b>	<input type="text"/>
		<b>Total Value of Assets (g + h) - Note 4</b>	<input type="text"/>

Independently checked by (name): \_\_\_\_\_

Branch Hon Treasurer (name): \_\_\_\_\_

Independently checked by (signature): \_\_\_\_\_

Branch Hon Treasurer Signature: \_\_\_\_\_

Branch Chairman (name): \_\_\_\_\_

Date Signed by Hon Treasurer: \_\_\_\_\_

Branch Chairman Signature: \_\_\_\_\_

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Notes:

1. This figure should be the same as Accumulated Fund (value of all assets held) at end of last period.
2. This is the total of funds in account at end of period and should include any interest received. Interest received should also be recorded at Section 1 under "Interest in any Bank Accounts".
3. Most Branches have no investments. However, should investments need to be accounted for please contact the RASC & RCT Association Secretary for guidance.
4. Total Accumulated Fund at the end of the period should equal Total value of Assets