



# ROYAL NAVAL ASSOCIATION

## BRANCH BALANCE SHEET AS AT 31 DECEMBER 2021

RNA BRANCH .....SUNDERLAND.....		RNA
AREA .....11.....		
CHARITY NUMBER (If applicable) .....1071880.....		ANNUAL
ACCOUNTS		
<b>BRANCH FUNDS</b>		<b>£</b>
<b>Balance B/Fwd. from 31 December 2020</b>		2760.80
<b>Add: Difference of Income over Expenditure for Year (OR)</b>		7753.13
<b>Deduct: Difference of Expenditure over Income for Year</b>	(-) )	
<b>Balance C/Fwd at 31 December 2021</b>	<b>TOTAL</b>	<b>£15100.27</b>

See box 2 in 2019 returns

See box 5

See box 6

Box 1

<b>LOCATION OF FUNDS</b>		<b>£</b>
<b>Investments</b>		
<b>Balance in Deposit Account</b>		
<b>Balance in Current Account</b>		<b>12170.22</b>
<b>Balance in other Bank Accounts</b>		
<b>Cash in Hand, including Petty Cash</b>		<b>0.05</b>
<b>Loans (outstanding), if any</b>	(-) )	
<b>Un-Presented Cheques</b> (Cheques written out 2020, cleared on Bank Statement 2021)	(-) )	
<b>Box 2 should agree with Box 1</b>	<b>TOTAL</b>	<b>£12170.27</b>

Box 2

**The Balance Sheet is a snapshot of the worth of the Branch at Financial Year End.**

**It shows what the Branch owns (Bank, Cash etc) and what it owes (e.g. a Loan)**

**The Income & Expenditure Statements shows the main items in and out of the Branch accounts during the year.**

### Accounts scrutiny (by a competent finance person)

I/We certify that:

- All Branch accounts and supporting records have been scrutinised and, as far as appears from my/our scrutiny of these, proper books of accounts have been maintained by the Branch.
- The above Balance Sheet and attached Income & Expenditure Account have been prepared

from the books and  
records of the Branch, and according to the information and explanations given to me/us  
by Branch Officers,  
and in my/our opinion, these are in accordance therewith.

Signed.....

Print

Name.....

Date.....

<p align="center"><b>RNA</b></p> <p><b>BRANCH.....SUNDERLAND.....</b></p> <p align="center"><b>*****</b></p>		
<p align="center"><b>INCOME AND EXPENDITURE FOR YEAR ENDED 31 DECEMBER 2021</b></p>		
<b>INCOME</b>	<b>£</b>	
<b>Life Members (Voluntary Subscriptions)</b>	0.00	
<b>Full Members subscriptions</b>	154.00	
<b>Associate Members subscriptions</b>	116.00	
<b>Branch Subscription fees</b>		
<b>Sale of RNA Slops / Merchandise</b>		
<b>Charitable Grants / Donations received (AFCT - FFC - £16862.50) (BFBS - £8000)</b>	24862.50	See Box 7
<b>Debtors</b>		
<b>Other Branch Income for the Year as summarised below</b>		
<b>Member Donations / collection tin</b>	26.00	
<b>Sunderland RNA Club Donations</b>	200.00	
<b>TOTAL INCOME</b>	<b>£25288.50</b>	Box 3

EXPENDITURE	£	
Subscriptions to Central Office - Life Members	0.00	
Subscriptions to Central Office - Full Members	62.00	
Subscriptions to Central Office - Associate Members	261.00	
Donations paid to Area (Gift Donation for Retirements)	50.00	
Purchases of RNA Slops / Merchandise		
Charitable Grants / Donation made		See Box 8
Cover for Branch Standard (£5.00 to C.O.)	5.00	
Public Liability Insurance		
Pooled Fares to Central office		
Creditors		
Other Branch Expenditure for the Year as summarised below		
Over 40's team shirt embroidery + Weights and Chains for Blinds repair	117.17	
5 x Wreaths (£100) + Ian McNay (screwfix and Electric cable)	215.95	
Postage	49.54	
Area Meeting Buffet + Hospitality	147.36	
Contracted Works AFCT main Grant completion + Current Grants	16557.11	
Funeral Travel Expenses (John Clayburn - Coventry) + Standard Bearer Fuel Expenses	70.00	
<b>TOTAL EXPENDITURE</b>	<b>£17535.13</b>	Box 4

<b>Income over Expenditure (OR)</b>	Box 3-Box 4	<b>£7753.37</b>	Box 5
<b>Expenditure over Income for Year</b>	Box 4-Box 3	<b>£</b>	Box 6

**RNA  
BRANCH.....SUNDERLAND.....  
.....**

**ANALYSIS OF THE TOTAL OF CHARITABLE  
GRANT DONATIONS RECEIVED AND EXPENDITURE PAID  
THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31  
DECEMBER 2021**

	<b>£</b>	
<b>INCOME (Grants or donations received)</b>		
<b>SUNDERLAND NAVY CLUB DONATIONS</b>	200.00	
<b>AFCT - FORCES FOR CHANGE</b>	16862.50	
<b>BFBS</b>	8000.00	
<b>Member Donations / collection tin</b>	26.00	
<b>Sunderland RNA Club Donations</b>	200.00	
<b>TOTAL RECEIVED</b>	<b>£25288.50</b>	Box 7

<b>EXPENDITURE (Grants or donations made by the Branch)</b>	<b>£</b>	
<b>TOTAL PAID</b>	<b>£</b>	Box 8

Name & Address of Branch Bank:

**This form explains charitable activity during the year. This information is used in the report to the Charities Commission.**

**It is important that all donations are in accordance with the RNA's charitable objects.**

**All Branches should be individually registered with the Charity Commission if total annual income exceeds £5,000**

**If your Branch is currently a registered charity and your income from all sources is regularly less than £5,000, then you should de-register with the Charity Commission.** <https://forms.charitycommission.gov.uk/enquiry-form/>

#### **Charity Commission Returns criteria Income:**

**Less than £10,000 - Annual update Report required (easy online form)**

**More than £10,000 - Annual Return required (complete form online & download accounts)**

We certify that:

- a. The Balance Sheet and attached Income & Expenditure Account have been prepared from the books and records of the Branch; they are a true record of the Branch's financial activity during the year.
- b. All annual subscriptions and entrance fees due from Members for the year have been collected and sent to Central Office.
- c. If Income is less than £25,000 the accounts have been proved by a competent person who is not the Treasurer. Above £25,000 Charity Commission rules have been obeyed.

**Chairman** Sign.....  
Name.....

Print

**Date** .....

**Secretary** Sign.....  
Name.....

Print

**Date** .....

**Treasurer** Sign.....  
Name.....

Print

**Date** .....

**One copy to Central Office and one copy to Area Secretary.**

## **Branches that own/lease Building or Land**

<b>Does your Branch own a Building</b>	<b>Yes</b>	<b>No</b>	<b>Who holds the Deeds</b>

<b>Does your Branch own Land</b>	<b>Yes</b>	<b>No</b>	<b>Who holds the Deeds</b>

<b>Does your Branch lease a Building</b>	<b>Yes</b>	<b>No</b>	<b>How much per year does this cost</b>	<b>How many years remaining on the Lease</b>	<b>Who holds the Lease</b>
			£		

<b>Does your Branch lease the Land</b>	<b>Yes</b>	<b>No</b>	<b>How much per year does this cost</b>	<b>How many years remaining on the Lease</b>	<b>Who holds the Lease</b>
			£		

<b>Is the Branch or Club responsible for maintenance of the Property/Land</b>	<b>Branch</b>	<b>Club</b>

<b>Who holds the Public Liability for the Insurance on your Property/Land</b>	

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<b>What is the cost of Depreciation on the Land / Building</b>	<b>£</b>

<b>Does your Branch rent a room in a</b>	<b>Club</b>	<b>RBL Building</b>	<b>Pub</b>	<b>Other</b>	<b>How much per year does this cost</b>

### **Branches that own/lease Building or Land - continued**

<b>Do you employ staff</b>	<b>Yes</b>	<b>No</b>	<b>Do you hold Employers Liability</b>	<b>Yes</b>	<b>No</b>