

Receipts and Payments account for the Year ending 30 June 2022

BRANCH NAME HERE branch West Surrey

		Amount	Total			Amount	Total
<b>A</b>	<b>Opening balance at 1 July</b>	<input type="text" value="3759.82"/>		<b>F</b>	<b>Administration</b>		
	1 Bank - current account	£ 1,416.50			1 Printing	£ -	
	2 Bank - deposit account	£ 1,871.14			2 Stationery	£ -	
	3 Cash in hand	£ 472.18			3 Postage	£ 16.42	
	4 Investment	£ -			4 Web hosting	£ 100.47	
	<b>TOTAL</b>		<b>£ 3,759.82</b>		5 Officers' expenses	£ -	
					<b>TOTAL</b>		<b>£ 116.89</b>
<b>B</b>	<b>Income from members</b>			<b>G</b>	<b>Expenditure on Meetings</b>		
	1 Quota from HA	£ 285.00			1 Room hire	£ 887.75	
	2 Fees from <input type="text" value="68"/> branch members @ <input type="text" value="12"/>	£ 816.00			2 Equipment hire	£ -	
	3 Fees from <input type="text"/> branch members @ <input type="text"/>	£ -			3 Lecturers' expenses	£ 436.01	
	4 Fees from <input type="text"/> branch members @ <input type="text"/>	£ -			4 Hospitality, meals etc	£ 352.87	
	5 Donations (other than guest fees at meetings)	£ 6.27			5 Refreshments	£ -	
	<b>TOTAL</b>		<b>£ 1,107.27</b>		6 Publicity	£ -	
					<b>TOTAL</b>		<b>£ 1,676.63</b>
<b>C</b>	<b>Income from Activities</b>			<b>H</b>	<b>Other activities</b>		
	1 Excursions	£ -			1 Excursions	£ -	
	2 Meetings - guest fees	£ 160.50			2 Conferences	£ -	
	3 Meetings - refreshments	£ -			3 Great Debate	£ -	
	4 Conferences	£ -			4 Other <input type="text"/>	£ -	
	5 Other activities <input type="text"/>	£ -			<b>TOTAL</b>		<b>£ -</b>
	<b>TOTAL</b>		<b>£ 160.50</b>				
<b>D</b>	<b>Interest</b>			<b>I</b>	<b>Miscellaneous expenditure</b>		
	1 Current/deposit account	£ 0.25			1 <input type="text"/> Laptop purchase <input type="text"/>	£ 592.99	
	2 Investments	£ -			2 <input type="text"/>	£ -	
	<b>TOTAL</b>		<b>£ 0.25</b>		3 <input type="text"/>	£ -	
					<b>TOTAL</b>		<b>£ 592.99</b>
<b>E</b>	<b>Miscellaneous Income</b>				<b>TOTAL EXPENDITURE FOR THE YEAR</b>		<b>£ 2,386.51</b>
	1 Legacies	£ -		<b>J</b>	<b>Closing balances at 30 June</b>	<input type="text"/>	
	2 Other <input type="text"/>	£ -			1 Bank - current account	£ 468.16	
	3 Other <input type="text"/>	£ -			2 Bank - deposit account	£ 1,871.39	
	<b>TOTAL</b>		<b>£ -</b>		3 Cash in hand	£ 301.78	
					4 Investment	£ -	
	<b>TOTAL INCOME FOR THE YEAR</b>		<b>£ 1,268.02</b>		<b>TOTAL CLOSING BALANCES</b>		<b>£ 2,641.33</b>
				<b>K</b>	<b>Opening balance + total income - total expenditure</b>		<b>£ 2,641.33</b>
				<b>L</b>	<b>Current account - bank reconciliation</b>		
					1 Amount on enclosed bank certificate	£ 620.16	
					2 Less: cheques drawn but not presented	£ 152.00	
					3 Agreeing with amount shown at J1	£ 468.16	

\*\* N.B. This should be the same as the previous year's closing balance at 30 June. If your figure does not agree with the one shown here please contact John Andrews on 0207 820 5987 for advice before completing the form

## Total closing balances should be the same as the figure in K