

## GUIDANCE NOTES FOR COMPLETION OF FINANCIAL RETURN

- Close accounts at 31<sup>st</sup> December 2021, do not include any transactions after that date
- From the Report Form of 2020, use the Closing Balance as the Opening Balance for 2021 return

### INCOME SHEET

- In this financial return you are telling us about the subs your members paid in early 2021 which you returned to DT Emma
- Worldwide, Project and Centenary Fund amounts which you sent to DT Emma in early 2021
- Any other donations to MU funds which you sent to DT Emma in early 2021
- It is helpful to have a copy of BRANCH REPORT FORM 2021 which will show this information
- List all other income PLUS bank interest, if any, in the sections provided on the report form

### EXPENDITURE SHEET

You may not have much activity on the account in 2021 due to the pandemic

- Complete the expenditure for the BRANCH in the first part of this section
- In the second part, complete the amounts sent to DT Emma which will be the same as you have listed on the INCOME section of the report
- Add these 2 amounts together to give your overall total of expenditure
- Your closing balance will be the amount you returned at the end of 2020 PLUS cash in hand, PLUS income in 2021, MINUS expenditure in 2021, including bank charges, PLUS cash in hand

We all have to remember that we are volunteers in this great organisation and can only do our best to comply with charity regulations, so if you have any difficulty in completing these forms either DT Emma or VP Jean will be more than willing to assist you.

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*Alberta Miskimmin, Unit Co-ordinator*

*Finance & Administration 2021*