

## GUIDANCE NOTES FOR COMPLETION OF FINANCIAL RETURN

- Close accounts at 31<sup>st</sup> December 2024; do not include any transactions after that date
- From the Report Form of 2023, use the Closing Balance as the Opening Balance for 2024 return
- Please complete the 'shaded' areas of both forms  
[Branch Treasurers might find it helpful to print this form in colour]

### INCOME SHEET

- In this financial return you are telling us about the subs your members paid in early 2024 which you returned to the Diocesan Treasurer (DT)
- Worldwide, Project and Centenary Fund amounts which you sent to the DT in early 2024
- Any other donations to MU funds which you sent to the DT in early 2024
- It is helpful to have a copy of BRANCH REPORT FORM 2023 which will show this information
- List all other income PLUS bank interest, if any, in the sections provided on the report form

### EXPENDITURE SHEET

- Complete the expenditure for the BRANCH in the first part of this section
- In the second part, complete the amounts sent to the DT 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 2023  
PLUS cash in hand  
PLUS income in 2024  
MINUS expenditure in 2024, 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, please contact me by email or mobile, as below:

Email: [mufinance.connor@gmail.com](mailto:mufinance.connor@gmail.com)

Mobile: 07929 405148

*Alberta Miskimmin, VP Finance & Administration*