

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..... *G W Miller*

Print Name..... *G W MILLER*

Date *9 July 2021*

Secretary Sign..... *J. P. ...*

Print Name..... *J. P. ...*

Date *9 July 21*

Treasurer Sign..... *James Bush*

Print Name..... *JAMES BUSH*

Date

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

Branches that own/lease Building or Land

Does your Branch own a Building	Yes	No	Who holds the Deeds
		x	

Does your Branch own Land	Yes	No	Who holds the Deeds
		x	

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

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

Is the Branch or Club responsible for maintenance of the Property/Land	Branch No	Club No

Who holds the Public Liability for the Insurance on your Property/Land	N/A

What is the cost of Depreciation on the Land / Building	£ N/A

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Does your Branch rent a room in a	Club	RBL Building	Pub	Other	How much per year does this cost
	No	No	No	No	N/A

Branches that own/lease Building or Land – continued

Do you employ staff	Yes	No	Do you hold Employers Liability	Yes	No
		No			No

RNA BRANCH.....	
ANALYSIS OF THE TOTAL OF CHARITABLE GRANT DONATIONS RECEIVED AND EXPENDITURE PAID	
THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020	
	£
INCOME (Grants or donations received)	
TOTAL RECEIVED	£

Box 7

EXPENDITURE (Grants or donations made by the Branch)	£
Area donation	96
Members funeral	460
TOTAL PAID	£556

Box 8

Name & Address of Branch Bank:
The National Westminster bank Ltd
Runcorn Branch
53 High street
Runcorn Cheshire WA7 1AQ



ROYAL NAVAL ASSOCIATION

BRANCH BALANCE SHEET AS AT 31 DECEMBER 2020

RNA BRANCHRUNCORN..... RNA AREA
.....10.....

CHARITY NUMBER (if applicable) ANNUAL ACCOUNTS

BRANCH FUNDS		£	
Balance B/Fwd. from 31 December 2019		226419	See box 2 in 2017 returns
Add: Difference of Income over Expenditure for Year (OR)			See box 5
Deduct: Difference of Expenditure over Income for Year		(-) 3127	See box 6
Balance C/Fwd at 31 December 2020		TOTAL £223292	Box 1

LOCATION OF FUNDS		£	
Investments		70000	
Balance in Deposit Account			
Balance in Current Account		56248	
Balance in other Bank Accounts			
Cash in Hand, including Petty Cash		117	
Loans (outstanding), if any		(-)	
Un-Presented Cheques (Cheques written out 2020, cleared on Bank Statement 2021)		(-)	
Loss of interest & Draw down from investment		96927	
Box 2 should agree with Box 1		TOTAL £223292	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.....*M. L. Hooper*.....
Date.....*9th July 2021*.....

Print Name.....*M. L. Hooper*.....