



# ROYAL NAVAL ASSOCIATION

## RNA Form 2 – Branch Year End Returns 2024

**Note:** This Report (RNA form 2) and a copy of the Branch Officials (RNA form 1) should be forwarded to Central Office along with a copy of an Annual Branch Activity Report (RNA form 5). Copies of each should also be sent to your Area Secretary after the Branch AGM, and no later than 30 April 2025.

In accordance with the rules in the Royal Charter, only those Branches who have correctly made their returns and had them accepted by Central Office will be eligible to send a representative to National Conference / AGM.

**DO** take the time to read through these accompanying notes to ensure that your Branch Returns are correctly filled in and the need for it to be returned to Branch is avoided.

The information that is requested here is to ensure that the RNA and all of its Branches are operating correctly in accordance with good governance practices and Charity law.

### How to fill out this form:

1. Fill in the Branch's Income (Page 3) and calculate overall income at the bottom of the page (Box 3)
  - a. If there are not enough lines in either table more lines may be added
2. Fill in the Branch's Expenditure (Page 4) and calculate overall expenditure at the bottom of the page (Box 6)
  - a. If there are not enough lines in either table then more lines may be added
3. In the "Branch Funds" table (Page 5):
  - a. First fill in the first box with the amount that was carried over from the end of the 2023 returns ('Balance B/Fwd from 31 December 2023)
  - b. Next enter 'Total Branch Income' (from Box 3 on page 3)
  - c. Next enter 'Total Branch Expenditure' (from Box 6 on page 4)
  - d. Calculate 'Balance C/Fwd as at 31 December 2024' (Box 7)
4. List the amount of money the Branch has in all accounts / funds / petty cash into the 'Location of all Branch Funds' table (page 5) and calculate the figure in Box 8
  - a. \* Note the figure calculated at Box 7 and the figure entered into Box 8 should be exactly the same. If at this point they are not, then an error has been made somewhere in the process and due diligence should be followed to check for and correct any mistakes.

5. Details of Bank Accounts, Funds and Investments that are held in the Branch's name are then to be entered on pages 6&7 as appropriate along with a list of authorised signatories for the accounts.
  - a. While it is appreciated that this is a new requirement, this is to ensure proper oversight of RNA Branch accounts is in place and committees are ensuring that authorised signatories are being updated as needed (for example when signatories have crossed the bar or left the branch)
  - b. If there are not enough tables available, then further tables can be copied into the electronic form, or the details supplied on attached paper sheets.
6. Once the Treasurer is satisfied that the accounts have been properly compiled, they should be properly scrutinised by an independent person in accordance with Central Office and Charity Commission guidelines. The level of qualification for scrutiny is dependent on the final asset balance for the year (Box 8 on page 5):
  - a. For Branches with an asset level of less than £10,000: A branch member holding a professional qualification or another, suitably qualified, person outside of the branch, and with no conflict of interest to the Branch.
  - b. For Branches with an asset level of more than £10,000, but less than £75,000: a, suitably qualified, person entirely independent to the Branch in question.
  - c. For Branches with an asset level of more than £75,000: An independent examination of the accounts, under Charity Law, conducted by a professional firm of accountants.
  - d. In all cases, the person must not be, or be directly related to a committee member.
7. Once audited, the Branch returns should be presented, to the Branch committee for signature; and then to the Branch members at the AGM.
8. When all the above points have been addressed, this form should be submitted to Central Office with supporting bank statements.
  - a. These can either be original bank statements, clearly photocopied or scanned or screenshots are all acceptable so long as amounts, dates and account details are clearly legible.
  - b. Note, it is \*not\* necessary to send in a full year's worth of bank statements, only ones that cover the 31 December 2024
9. Any questions at all about filling in any of the details on this form should in the first case be addressed to your Area Treasurer or the wider Area committee. In all cases however, the GSO is available to assist and can offer support either by email, over the phone, or via an online support call.

\* All transactions, including cash, must be included

<b>BRANCH BALANCE SHEET</b>			
<b>AS AT 31 DECEMBER 2024</b>			
<b>RNA BRANCH</b>	<b>East Antrim</b>	<b>Area</b>	<b>12</b>
<b>Charity Commission Number*</b>	<b>105691 (CCNI: 0019150)</b>		

<b>BRANCH FUNDS</b>			
<b>Balance B/Fwd from 31 December 2023</b>		<b>£1398.66</b>	See box 2 in 2023 returns
<b>Add Total Branch Income</b>	<b>(+)</b>	<b>£431.10</b>	Box 3
<b>Subtract Total Branch Expenditure</b>	<b>(-)</b>	<b>£589.18</b>	Box 6
<b>Balance C/Fwd as at 31 December 2024</b>	<b>TOTAL</b>	<b>£1240.58</b>	Box 7
<b>*Box 7 and Box 8 should agree</b>			

<b>LOCATION OF ALL BRANCH FUNDS</b>			
<b>Investments</b>		<b>£</b>	
<b>Balance in Current Account</b>		<b>£1191.31</b>	
<b>Balance in Deposit Account</b>		<b>£</b>	
<b>Balance in Welfare Account</b>		<b>£</b>	
<b>Balance in Social Account</b>		<b>£</b>	
<b>Balance in any other Bank Accounts</b>		<b>£</b>	
<b>Cash in Hand, including Petty Cash</b>		<b>£49.27</b>	
<b>Loans (outstanding), if any</b>	<b>(-)</b>	<b>£</b>	
<b>Un-Presented Cheques</b> (Cheques written out 2023, cleared on Bank Statement 2024)	<b>(-)</b>	<b>£</b>	
<b>*Box 7 and Box 8 should agree</b>	<b>TOTAL</b>	<b>£1240.58</b>	Box 8

The Balance Sheet is a snapshot of the worth of the Branch at 31 December (Financial Year End). It shows what the Branch owns (Bank, Cash etc) and what it owes (e.g. a Loan)

The Income & Expenditure Statements on the previous pages details the items in and out of the Branch accounts during the year.

It therefore explains charitable activity during the year and this information is used in the RNA report to the Charities Commission.

## BRANCH INCOME FOR YEAR 1 JANUARY TO 31 DECEMBER 2024

<b>RNA BRANCH</b>	<b>East Antrim</b>	<b>Area</b>	<b>12</b>
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### CHARITABLE GRANTS & DONATIONS RECEIVED BY THE BRANCH IN 2024

<i>Anon Donation</i>	£15.60	
	<b>£15.60</b>	Box 1

\* more lines can be added to this table if required

### OTHER BRANCH INCOME for 2024

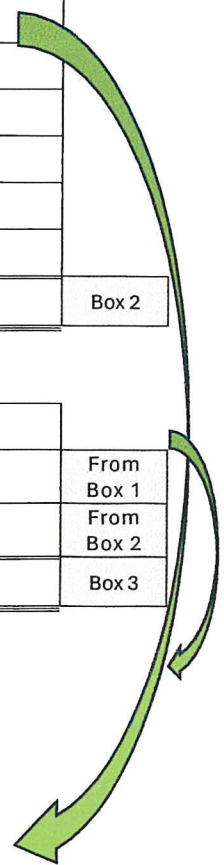
<b>Sale of RNA Slops / Merchandise</b>	£0	
<b>Debtors</b>	£0	
<b>Bank Interest</b>	£0	
<b>Investment Interest</b>	£0	
<b>Other Branch Income for the Year as summarised below:</b>		
<i>Branch Fees</i>	£100.00	
<i>Branch Ballot</i>	£315.50	
<b>TOTAL</b>	<b>£415.50</b>	Box 2

\* more lines can be added to this table if required

### TOTAL BRANCH INCOME for 2024

<b>Charitable Grants &amp; Donations received in 2024 (from Box 1)</b>	<b>£15.60</b>	From Box 1
<b>Other Income (from Box 2)</b>	<b>£415.50</b>	From Box 2
<b>TOTAL INCOME</b>	<b>£431.10</b>	Box 3

\* All transactions, including cash, must be included



## BRANCH EXPENDITURE FOR YEAR 1 JANUARY TO 31 DECEMBER 2024

<b>RNA BRANCH</b>	<b>East Antrim</b>	<b>Area</b>	<b>12</b>
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### CHARITABLE GRANTS & DONATIONS MADE BY THE BRANCH IN 2024

Donation to Lighthouse Charity	£50.00	
Donation to RNBT	£25.00	
Whiteabbey RBL Poppy Appeal – wreath	£25.00	
<b>TOTAL</b>	<b>£100.00</b>	Box 4

\* more lines can be added to this table if required

### OTHER BRANCH EXPENDITURE for 2024

Life Membership Applications	£0	
Certificate of Appreciation Applications	£0	
Donations Paid to Area – Capitation 2023 and 2024	£117.00	
Purchases of RNA Slops / Merchandise	£0	
Cover for Branch Standard (£5 to Central Office) Public Liability Insurance Pooled Fares to Central Office	£42.18	
Creditors	£0	
Bank Charges	£0	
Other Branch Expenditure for the Year as summarised below:		
Conference 2024 Ballots	£25.00	
Branch Social – WRBL Club – preload card	£150.00	
Stationery – paper and printer ink	£155.00	
<b>TOTAL</b>	<b>£489.18</b>	Box 5

\* more lines can be added to this table if required

### TOTAL BRANCH EXPENDITURE for 2024

Charitable Grants & Donations made by the Branch in 2024 (from Box 4)	£100.00	From Box 4
Other Expenditure (from Box 5)	£489.18	From Box 5
<b>TOTAL INCOME</b>	<b>£589.18</b>	Box 6

## Branches that own or lease Buildings or Land

Does your Branch own a Building?	Yes	No	Name & Address of Building	Who holds the Deeds?
		X		

Does your Branch own Land?	Yes	No	Location of Land	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	£		

Who is responsible for maintenance of the Property/Land?	Branch	Other (Name)
	N/A	

Who holds the Public Liability for the Insurance on your Property/Land?	Branch	Other (Name)
	N/A	

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

Does your Branch rent a room in a ...	Club	RBL Building	Pub	Other	How much per year does this cost?
		X			


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

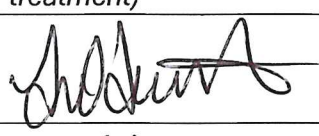
Name of Authorised Signatory 4		Branch Position:	
Other Comments:	(including how many signatories are required to sign)		

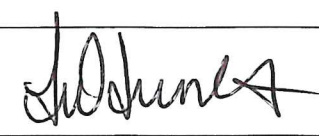
\* more tables can be added to this document if required to cover all accounts

**Committee Check List before signature:**

1. Balance B/Fwd from 31 December 2023 entered in Branch Funds Box is equivalent to the amount declared on the 2023 Branch Returns Form last year.
2. All Income and Expenditure has been correctly and clearly declared
3. All Branch Funds (including all cash) have been declared in the 'Location of Branch Funds' Table and correlate with bank statements
4. All Bank Account Details are correctly listed
5. Bank Statements are available for the 31<sup>st</sup> December 2024 for each Branch Bank Account / Investment Fund
6. Accounts have been correctly audited relative to point 6 in the guidance notes and in any case is not one of, or related to any committee member of the Branch.

<b>BRANCH CHAIRMAN</b>	
Name	R. Loughran
Signature	
Date	

<b>BRANCH SECRETARY</b>	
Name	J. Hunter for R. Hodgson (Temp stood down due to cancer treatment)
Signature	
Date	12 feb 25

<b>BRANCH TREASURER</b>	
Name	J. Hunter
Signature	
Date	12 feb 25

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

**\*If Branch annual income regularly exceeds £5,000 then you should be registered with the Charity Commission.**

**\*If your Branch is currently a registered charity but your income from all sources is regularly less than £5,000, then you should consider de-registering with the Charity Commission. [Remove a charity from the charities register - GOV.UK \(www.gov.uk\)](#)**

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

I certify that:

- a. All Branch accounts and supporting records have been scrutinised and, as far as appears from my scrutiny of these, proper books of accounts have been maintained by the Branch.
- b. All Bank Statements pertaining to Branch accounts have been witnessed and signed.
- c. 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 by Branch Officers, and in my opinion, these are in accordance therewith.

ACCOUNTS SCRUTINY	
Name	LAURA McNEILL
Signature	L. McNeill
Date	12/02/25
Qualification	Administrator

\*Point 6 within the guidance notes at the beginning of this form details the level of scrutiny that the Branch must adhere to relative to the value of assets (Box 7/8)



# Business Account



Santander Business Banking  
Operations  
Sunderland  
SR43 4FW

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For all Business Banking enquiries,  
please call 0330 123 9860

To help us maintain and improve our  
customer service we may monitor or  
record your calls.

If you're hard of hearing, or your  
speech is impaired, you can get Relay  
UK services at 18001 0330 123 9860



Online Banking service and information  
available at [www.santander.co.uk](http://www.santander.co.uk)

99107 000048 0001 E 30400

EAST ANTRIM BRANCH R N A  
79 CARNMONEY ROAD  
NEWTOWNABBEY  
UNITED KINGDOM  
BT36 6HT



## Your account summary for

### 2 December 2024 to 30 December 2024

Account name: EAST ANTRIM BRANCH R N A  
Account number: 42284352 Sort code: 090666  
BIC: ABBYGB2LXXX IBAN: GB71ABBY09066642284352  
Statement number: 013/2024

Page 1 of 3

Balance brought forward from 1st December statement	£1,313.31
Total credits:	£70.00
Total debits:	-£192.00
<b>Your balance at close of business 30 December 2024</b>	<b>£1,191.31</b>

Credit interest rate: No credit interest is paid on this account.

## News and information

### Removal of Business Banking Resolution Service

Currently, if you're not happy with how we deal with a complaint, you may be able to refer it to the Financial Ombudsman Service (FOS) or the Business Banking Resolution Service (BBRS). The BBRS is closing on 13 December 2024. The BBRS will still deal with any complaints referred to it by midnight on 13 December. As a result, we're removing reference to your right to refer a complaint to the BBRS from your Terms and Conditions. You may still be able to refer complaints to the FOS if you need to.

### Cheque Deposits

Great news! You can now pay in cheques using your Mobile Business Banking app and your mobile phone's camera.

### Beyond Banking

Did you know that as a Santander Business customer, there's more services that could help your business grow.

Find out about these, and the support available to you as a Business Banking customer, by visiting: [santander.co.uk/business/business-support](http://santander.co.uk/business/business-support)

**We continue important information on the back of this page.**

Please keep this statement if you need it in future. To query an item contact the office shown above. VAT registration number 466 2647 24

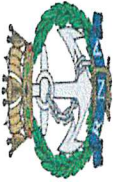
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Account Name: EAST ANTRIM BRANCH R N A  
Account number: **42284352** (Sort Code 090666)  
Statement number: 013/2024 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			1,313.31
9th Dec	PAYMENT BY CHEQUE WITH SERIAL NO 022112		150.00	1,163.31
12th Dec	FASTER PAYMENTS RECEIPT REF.CASH FROM Hunter Juliet	70.00		1,233.31
18th Dec	PAYMENT BY CHEQUE WITH SERIAL NO 022113		42.00	1,191.31
18th Dec	Current statement balance			1,191.31

12/13



ROYAL NAVAL ASSOCIATION

EAST ANTRIM BRANCH NI CHARITY COMMISSION RNA EA BRANCH 105691 CCNI: 00191950

ASSETS AS AT 31 DECEMBER 2024

Item	Value at 1 Jan 24	App/Dep % =/- £	Value at 31 Dec 24	Custodian			
Ships Badges in Cabinet	£507.80	1% £5.08	£512.88	Whiteabbey RBL			
Branch Standard	£191.30	-10% £19.13	£172.17	P. Corry			
Standard Bearer's Gauntlets	£5.07	-5% £0.25	£4.82	P. Corry			
Standard Carrying Strap	£12.02	-2% £0.24	£11.78	P. Corry			
Battle Ensign	£34.05	-2% £0.68	£33.37	P. Corry			
Secretary's Document Case	£7.44	-2% £0.15	£7.29	R. Hodgson Temp with J. Hunter			
Treasurer's Document Case	£12.93	-2% £0.26	£12.67	J. Hunter			
Chairman R. Loughran	<i>R. Loughran</i>	Treasurer J. Hunter	<i>J. Hunter</i>	Auditor P. McNeill			