

EXAMPLE Royal Society of Biology Branch Return 2017-18Year Ending: **30 Sep 2018**Branch Name: **Ankh-Morpork**

	A	B	C
	Gross Income (£)	Gross Expenditure (£)	Net Funds (£)
Cash Balance @: 30 Sep 2017			£2.00
Branch AGM	£1.00	£1.00	£0.00
Branch Events	£2.00	£2.00	£0.00
Other Events	£3.00	£3.00	£0.00
Branch Administration		£4.00	-£4.00
Branch Committee Travel		£5.00	-£5.00
Other Expenditure		£6.00	-£6.00
RSB Branch Allocation	£15.00		£15.00
Other Income; e.g. Sponsorship	£5.00		£5.00
Bank Charges		£0.00	£0.00
Bank Interest			£0.00
Total Income / Expenditure	£26.00	£21.00	£7.00
Cash Balance @: 30 Sep 2018			£7.00

PLEASE NOTE:

- 1) Please ensure that a bank statement as of 30th September 2018 is attached with this return.
- 2) Return completed form, for the Financial Year (FY) ending 30th September by 15th October 2018.
- 3) Columns are totalled as follows: A - B = C
- 4) Supporting paperwork must be retained for external audit purposes and be prepared to submit these to the RSB when required.

RETURN IS REQUIRED FOR EXTERNAL AUDIT AND IS NEEDED AT THE RSB BY 15TH OCTOBER 2018 - AT THE LATEST