

# PARKINSON'S<sup>UK</sup> CHANGE ATTITUDES. FIND A CURE. JOIN US.

Annual Financial Return Forms Year ended 31 December 201X

For finance use only
Return No:

GROUP NAME: Sample Group	SG
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**Declaration** - (To be signed by Group Treasurer, other authorised Branch committee member or Support Group contact)

Please tick one:

<input type="checkbox"/>	<p><b>Branch/Support Group/Sub Group WITH bank account(s) or with funds held solely in cash</b></p> <p>I confirm that the list of Bank and Cash Balances on Accounting Form 3 is a <b>complete list of all accounts and cash balances held by</b> Aberdeen Branch.</p> <p><b>If this declaration has been ticked, please complete Forms 1 to 4 and Form 5 if examination is required.</b></p> <p><b>Independent examination: REQUIRED</b></p>
<input type="checkbox"/>	<p><b>Branch/Support Group/Sub Group with NO bank account(s) or cash funds</b></p> <p>I confirm that no bank accounts, cash balances or similar existed during 201X for Aberdeen Branch.</p> <p>Funds for the group: (tick one)      <input type="checkbox"/> Did not exist at 31/12/201X      <input type="checkbox"/> Held by: _____</p> <p><b>If this declaration has been ticked, no further forms are required. Please return just this form.</b></p>

**Print Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Membership No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signed (not necessary if via email):** \_\_\_\_\_ **Date completed:** \_\_\_\_\_

\* Mark as appropriate

Please send the completed forms to national office: Parkinson's UK, 215 Vauxhall Bridge Road.

**Parkinson's UK: SG Sample Group**

Receipts (for year ended 31 December 2012)	Unrestricted		Restricted		Total
	2011	2012	2011	2012	2012
1. Any money received for forwarding to national office* including national membership (should correspond with Row 15a)	-		-		£ -
2. Group Subscriptions collected from Members locally	-		-		£ -
3a. All donations, membership etc received from <b>national office (excluding legacies (row 6) and gift aid tax (row 3b))</b> , including the return of <b>donations</b> in Gift Aid claims)	-		-		£ -
3b. Gift Aid claimed by national office ( <b>Gift Aid tax part only</b> not original donation)	-		-		£ -
4. Grants received (local authority, BIG Lottery etc. Please detail on form 4c)	-		-		£ -
5. Legacies received directly (NOT via national office, please detail on form 4c)	-		-		£ -
6. Legacies received via national office	-		-		£ -
7. Donations or gifts received locally (NOT via national office)	-		-		£ -
8. Fundraising income	-		-		£ -
9. In memoriam donations and funeral collections	-		-		£ -
10a. Income collected for group meetings, activities (e.g. therapy, dance and exercise sessions)	-		-		£ -
10b. Income collected for holidays, outings	-		-		£ -
11. Interest received on bank balances or similar	-		-		£ -
12. Transfers from other Parkinson's UK groups (please list on Form 4b)	-		-		£ -
13. Other receipts (please list main items on form 4b)	-		-		£ -
14. Sale of purchased items (including from Parkinson's UK Sales Ltd items)	-		-		£ -
<b>Total Income (A)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

\* Parkinson's UK at 215 Vauxhall Bridge Road

**Parkinson's UK: SG Sample Group**

Payments (for year ended 31 December 2012)	Unrestricted		Restricted		Total
	2011	2012	2011	2012	2012
15a. Money received on behalf of national office* and passed on (should correspond with Row 1)	-		-		£ -
15b. Local donations sent to national office for Gift Aid claim	-		-		£ -
16a. Monies sent to national office for: Research	-		-		£ -
16b. " " " " " Nurses	-		-		£ -
16c. " " " " " Regional Activities	-		-		£ -
16d. " " " " " Care Services (helpline, Mali Jenkins fund etc.)	-		-		£ -
16e. " " " " " Other (please specify)	-		-		£ -
17. Payments to other voluntary organisations / charities / research not via national office (please list on Form 4b)	-		-		£ -
18. Fundraising costs	-		-		£ -
19a. Group meetings (e.g. hall hire, refreshments, speaker's fees etc)	-		-		£ -
19b. Holidays/outings	-		-		£ -
19c. Activity sessions (e.g. therapies, dance and exercise etc)	-		-		£ -
22. Volunteer Welfare Visitor/Officer expenses	-		-		£ -
23. Support for individuals (respite care, personal equipment etc)	-		-		£ -
24. Post & Stationery	-		-		£ -
25. Group administration: committee meetings and related volunteer expenses	-		-		£ -
26. Transfers to other Parkinson's UK groups (please list on Form 4b)	-		-		£ -
27. Other expenses (please list main items on form 4b)	-		-		£ -
28. Cost of purchasing items for resale (including from Parkinson's UK Sales Limited)	-		-		£ -
<b>Total Payments (B)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

\* Parkinson's UK at 215 Vauxhall Bridge Road

Parkinson's UK: Sample Group

SG

**CASHBOOK BALANCES**

		Unrestricted	Restricted	Total	
Balance per Cashbook Brought Forward 1 Jan 2012 (per box K last year)	C	£ -	£ -	£ -	
Add Total Receipts	A ( from Form 1 )	£	£	£	
Deduct Total Payments	B ( from Form 2 )	£	£	£	
Net Surplus/(Deficit) for Year	( A - B )	£	£	£	
Balance per Cashbook Carried Forward 31 Dec 2012	D ( = C + A - B )	£	£	£	D

**BANK AND CASH BALANCES**

Bank Accounts, Building Societies, Fixed Term Deposits*, Investments* etc. Please enclose copies of ALL statements and/or passbooks as at 31/12/2012.							
Name of Bank or other institution	Sort Code	Account No	Type of Account (e.g. deposit, current)	Specific purpose of funds (if any)	Balance (£) @31/12/2012	Account for BACS (Tick one)	Statement Encl.(✓)
Sub Total E (Cash per Bank Statement)					£		E

\* Please give more details of fixed term deposits and Investments on form 4d

**Bank Reconciliation**

Plus: Cash &amp; cheques paid in to bank but not reflected on bank statement at year end

( F )

F

Less: Cheques drawn but not reflected on bank statement at year end

( G )

G

ADJUSTED BANK TOTAL as at 31 Dec 2012

TOTAL H ( = E + F - G )

£

H

**Petty Cash floats**

Name & Position of float holder	Balance of float at 31/12/2012
Sub Total J (Petty cash)	£

J

Total Bank and Cash Balances K ( = H + J )

£

K

This should match Total D above.