###

###  NOTES FOR COMPLETION OF BRANCH ACCOUNTS SUMMARY 2018

1 **BRANCH SUBS** - include all money which members have to pay to attend meetings, e.g. annual branch subs, charges per meeting etc. **DO NOT** include money from collections; these are voluntary and should be included with Donations

2 **MUe GOODS** - Include everything bought via the MUe Reps or in other ways.

3 **OVERSEAS** - include here all money raised for Overseas, whether by collections, Wave of Prayer, boxes or a special fund raising event.

4 **OTHER FUNDS & APPEALS**- include here all money raised for Specific projects and give details. We have to keep separate records for each Fund and it is important, therefore, that these are clearly shown.

5 **GENERAL** **FUND RAISING** - include anything where a member gets something in return for their money, for example: tea & coffee sales at meetings; bring & buys; raffles and cake stalls. All receipts should be **gross** (i.e. before the deduction of expenses) : the total of any costs incurred should be shown in the Payments section as Fund Raising Costs.

6 **BRANCH OUTINGS -** Here again figures should be gross.

7 **DONATIONS** - include all gifts, donations, and collections. Remember to exclude amounts collected/donated for Specific Projects.

8 **BRANCH RENT AND ROOM HIRE COSTS -** include all rent and room hire costs and donations paid in lieu of these.

9 **OTHER** **BRANCH RUNNING COSTS** - include here all other costs connected with running the branch e.g. speakers’ expenses and gifts, postages, telephone calls, branch leader’s expenses, cards for members (if these were not bought from MUe).

10 **BRANCH PROJECTS** - these may be difficult to identify. Include anything that your branch spends on the furtherance of the MU Aim and Objects such as providing MU toy bags for use in Church.

11 **CASH AND BANK BALANCES –** when completing the Summary please ensure that the total for cash & bank balances as at 31st December 2017 is exactly thesame as thetotal for cash & balances figure shown at the end of your **2017** accounts.

Please remember that these are guidelines only; if you are unsure about where to put something then show it separately or just ask! Please ensure you keep a copy of the Accounts for your records. The completed forms **MUST** be returned to the office no later than **28 February 2019.**