

THE BRITISH SUGARCRAFT GUILD

_____ BRANCH

BRANCH ANNUAL ACCOUNTS

FOR THE YEAR ENDING 31ST MARCH 2024



Return by 31st July 2024

to

BSG NATIONAL OFFICE

Unit P, Staniforth Works

Hackenthorpe, Sheffield

S12 4LB

Email: nationaloffice@bsguk.org

IMPORTANT NOTICE: Branches who do not submit a copy of the annual Branch accounts to National Office are not covered by the British Sugarcraft Guild's umbrella insurance.

BALANCE SHEET as at 31st MARCH 2024

	2024		2023	
	£	£	£	£
<u>ASSETS</u>				
<u>Bank and Cash Balances (worksheet 1)</u>				
Bank/Building Society Current				
Bank/Building Society Deposit				
Cash in Hand				
TOTAL CASH FUNDS				
 <u>Add: (note 12)</u>				
Subscriptions and other receipts for				
2024/2025 paid before 1st April 2024				
Guild membership				
Other advance receipts				
 <u>LESS: (note 13)</u>				
Subscriptions and other receipts for				
2024/2025 received at 31st March				
Branch membership				
Guild membership				
Other advance receipts				
NET ASSETS				
 <u>STATEMENT OF RESERVES</u>				
		2024		2023
		£		£
Surplus/(Deficit) at start of year 1 st April				
Surplus/(Deficit) for current year (from Income and Expenditure account)				
RESERVE carried forward at end of year 31st March 2024				

The Branch owns the following equipment which is not included in the value of the assets stated in the balance sheet: *e.g. The branch owns a projector, an air brush and camera. We have a small library of books for members to borrow.*

I certify that these accounts comprising the balance sheet and income and expenditure statement, are a true and accurate record of all the financial transactions carried out on behalf of the Branch for the year ending 31st March 2024.

Branch Treasurer:

Membership No.: _____

The accounts have been checked for completeness and accuracy and found to be correct by the branch members named below:

Member:

Membership No.: _____

Member:

Membership No.: _____

I certify that these accounts comprising the balance sheet and income and expenditure statement, were made available to the members attending the Branch AGM held on: _____

Branch Secretary:

Membership No. : _____

INCOME AND EXPENDITURE
FOR THE YEAR ENDING 31ST MARCH 2024

	£	2024 £	£	2023 £
<u>INCOME</u>				
Subscriptions Received				
Branch membership (worksheet 2)				
Guild membership (Worksheet 3)				
ADS Insurance Premiums				
Bank/Building Society Interest Received				
Other Income Received (Worksheet 4)				
Branch events (Dems/Workshop)				
Donations				
Raffles				
Refreshments				
TOTAL INCOME RECEIVED				
<u>LESS EXPENSES PAID</u>				
Guild membership (Worksheet 5)				
ADS Insurance Premiums				
Hall Hire				
Demonstrators				
Materials/Equipment				
Refreshments				
Cleaning				
Miscellaneous expenses				
TOTAL EXPENDITURE				
Surplus/(Deficit) of income for current year				
Annual membership per person		2023/2024		2022/2023
		£		£
Guild subscription (full year)				
Guild subscription (half year)				
Guild Cygnets subscription				
Branch membership Adult				
Branch membership Cygnet				
Membership of the Branch was		Nos.		Nos.
Full				
Part Year				
Associates				
Cygnets				

GENERAL

1. The change in format is recommended but if a different layout is preferred, please ensure that all the detailed notes and required signatories as shown on the forms are included.
2. The full financial year for the Guild and Branches runs from 1st April to 31st March of the following year.
3. Please contact the National Treasurer (treasurer@bsguk.org) for any advice or queries you have when preparing your Branch accounts.
4. The financial statements prepared by and signed off by the Branch Treasurer, will need an independent examination. It does not require a qualified auditor as it can be carried out by two nominated Branch members. They should examine the records, check the entries against the bank statements before signing the balance sheet to confirm their agreements with the disclosures.
5. A copy of the signed Branch financial statements must be circulated to the Branch members at the Branch Annual General Meeting. The Branch secretary should sign and date the balance sheet as confirmation this has been done.
6. The signed and dated annual Branch accounts must be returned to National Office by 31st July each year.
7. **IMPORTANT NOTE: Branches who do not submit a copy of the annual Branch accounts to National Office are not covered by the British Sugarcraft Guild's umbrella insurance.**

THE BALANCE SHEET

8. The balance sheet gives an accurate snapshot of the health of the Branch as at 31st March each year.
9. Branches do not include a monetary value for the equipment they own (e.g. airbrush, projector, camera, books). The individual items of equipment should be disclosed as part of the notes at the foot of the balance sheet. If a Branch does not own any, please state NONE.
10. Cheques issued during the year but not presented at the bank for payment by close of business on 31st March and have not been cancelled, will need to be deducted from the amount of the bank statement balance at 31st March.
11. Cheques for subscriptions paid into the bank before close of business on 31st March but not showing on the statement should be added to the bank statement balance at 31st March.
12. Guild membership or other receipts for 2024/2025 received and paid over to the Guild or anyone else before 1st April 2024 should be entered under the denoted heading on the balance sheet.
13. Guild membership or other receipts for 2024/2025 received by 31st March and held over to be paid to the Guild or anyone else on or after 1st April should be entered under the denoted heading on the balance sheet.

INCOME AND EXPENDITURE

14. This statement represents all income received and expenses paid out which are for the twelve month period under review.
15. The narrative for headings are a guide. A very active Branch may need to show different headings to reflect the various activities undertaken. It is important to show clarity of funds that have come in and gone out.
16. The amounts stated as being Guild and Branch membership for the membership year (i.e. 2023/2024) should equate to the annual fee multiplied by the membership reported in the notes at the foot of the income and expenditure account for 01/04/2023 to 31/03/2024.

THE BRITISH SUGARCRAFT GUILD GUIDANCE NOTES

STATING CORRECT BANK BALANCE AS AT 31ST MARCH

1 Bank account

Statement Balance at 31st March

Cheques and cash paid in (note 11)

Less: Cheques issued but not presented (note 10)

£

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CORRECTLY ACCOUNTING FOR INCOME

2 Branch membership

Subscriptions for 2023/2024 received in prior year 2022/2023

Subscriptions received in current year

Less: Subscriptions for 2024/2025 received in advance

£

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3 Guild Membership

Subscriptions for 2023/2024 received in prior year 2022/2023

Subscriptions received in current year

Less: Subscriptions for 2024/2025 received in advance

£

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4 Other Income

Other income for 2023/2024 received in prior year 2022/2023

Other income received in current year

Less: Other income for 2024/2025 received in advance

£

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