


PROCEDURE FOR PRESENTING GROUP ACCOUNTS

1. An Income and Expenditure Account shall be prepared as part of the accounts and should take the form:-

THE ISLE OF WIGHT GROUP
MOTOR CARAVANNERS' CLUB

Income and Expenditure Account
Year ending 31 July 2020

<u>Opening Balances</u>	2020	2019	
Cash in hand	3476.85	1008.54	
Cash in current account			
Cash in deposit account			
Opening Balance	<u>3476.85</u>	<u>1008.54</u>	Total
<u>Income</u>			
Surplus from Rallies	66.00	541.10	
Surplus on Insignia	0		
Donations received	10.00	2000.00	
Bank/Building Society interest			
Other (Itemised)			
Total Income	<u>76.00</u>	<u>2541.10</u>	
Totals	<u>3552.85</u>	<u>3549.64</u>	(c)
<u>Expenditure</u>			
Printing & distribution of Rally Programme	12.60		
Postage and Telephone	7.32	50.79	
Stationery			
Social expenditure	58.52		
Subscriptions & Donations		22.00	
Other (Itemised)	39.21		
Total Expenditure	<u>117.65</u>	<u>72.79</u>	(d)
<u>Closing Balances</u>			
Cash in hand			
Cash in current account	3435.20		
Cash in deposit account			
Total Closing Balances	<u>3435.20</u>	<u>3476.85</u>	(e)
Totals	<u>3552.85</u>	<u>3549.64</u>	(f)
Of which is the Protected Fund			(g)

 Hon. Treasurer 22/9/20

Notes

- Line (c) is the sum of lines (a) & (b), line (f) is the sum of lines (d) & (e), line (f) should be equal to line (c).
- If it is Group practice for capital expenditure to be carried in the books and written off over a period of years then this format may be modified to accommodate.
- (g) The amount which, if agreed and required, is the protected fund iaw para7.6

An Insignia Account shall be prepared and should take the form:-
 THE ISUE OF NIGHT GROUP
 THE MOTOR CARAVANNERS' CLUB

Insignia Account

Year ending 31 July 20....

20.20

20.....**Stock**

Account

Opening stock	0	
Purchases	0	
Donations / Surplus		
Total	0	(a)

Sales

Re-valuations / write offs		
Closing stock at cost / realisable value	0	
Total		(b)

Cash Account

Opening balance		
Cash received from sales	0	
Cash from Group funds		
Total		(c)

Cash purchases		
Transferred to Group funds	0	
Closing Balance		
Total		(d)

Signed: Insignia OfficerDate

Treasurer.....

Date 22/9/20

Note: Line (a) should be equal to line (b) and line (c) equal to line (d)