

HOW TO COMPLETE THE BRANCH ANNUAL FINANCIAL REPORT

TITLE PAGE

- Step 1 - Fill-in your Branch Number
- Step 2 - Print Your Name
- Step 3 - Enter your email address

REPORT A – BANK RECONCILIATION

This report is used to reconcile the difference between what money your bank says you have as of **June 30, 2018** and what your records say you have.

- Step 1 - Fill-in the final balance shown on the June bank statement.
- Step 2 - If you have made a deposit to your account and recorded it in your books, but the bank has not yet recorded it on your statement, fill-in the amount of the late deposit on line 2. (If no late deposit, leave it blank.)
- Step 3 - Fill-in the total of lines 1 and 2 (line 3).
- Step 4 - You may have issued some cheques and recorded them in your journal before June 30 that have not yet cleared the bank. List all the cheques by cheque number and amount on lines 4 – 13 (as necessary).
- Step 5 - Add lines 4 – 13 and record the total on line 14.
- Step 6 - Subtract line 14 from line 3 and record the amount on line 15.

REPORT B – POINT Revenue and Expenditures

- Step 1 - Record the amount of money you received from NBTA on line 1. You would have received one cheque in the fall.

- Step 2 - Enter the amount of any other income generated during 2017-2018. Most Branches do not have any other POINT income. If this is the case, leave it blank; do not include money carried over from the previous year.
- Step 3 - Add lines 1 & 2 to find total revenue.
- Step 4 - Sort out your expenditures for the year and enter the totals in the appropriate place on lines 4 through 8.
- Step 5 - Add lines 4 through 8, and place the total on line 9.
- Step 6 - Subtract the total on line 9 from the total in line 3, and enter the result on line 10. A positive result represents a surplus for the year, while a negative represents a deficit

REPORT C

Statement of Revenue and Expenditures

- Step 1 - Record the amount of money you received from NBTA Grants on line 1. You would have received two cheques during the year – one cheque in October for the first half of your grant, and one in February for the second half.
- Step 2 - Enter the total amount of bank interest you have received during the year on line 2.
- Step 3 - Branch local fees can be levied, but under the NBTA By-laws must be of a voluntary nature. Enter any fees that you may have collected during the year on line 3.
- Step 4 - Record on line 4 the total amount received from retirement ticket sales.
- Step 5 - Record your POINT revenue on line 5. (Line 3 on Report B.)

- Step 6 - Add up all the other income you have received during the year and enter the total on line 6. Other income comes from a variety of sources such as fund-raisers etc.
- Step 7 - Add lines 1 through 6 and enter the total on line 7.
- Step 8 - Sort out your expenditures for the year and enter their totals in the appropriate place on lines 8 through 19.
- Step 9 - Add lines 8 through 19 and record the total on line 20.
- Step 10 - Subtract line 20 from line 7. Record the result on line 21. A positive result represents a surplus for the year, while a negative represents a deficit.

REPORT D –

Balance Sheet

- Step 1 - Record your cash balance (line 15 on Report A) on line 1.
- Step 2 - If your Branch has some General Operating Funds in a savings account, enter amount on line 2.
- Step 3 - If your Branch has invested surplus in a Guaranteed Investment Certificate, enter the amount on line 3.
- Step 4 - Some Branches have sums of money in special accounts. These accounts are set aside from normal operations and are restricted in their use. Examples are scholarship funds and strike funds. Record the balances of any such funds in the appropriate place on line 4 through 6.
- Step 5 - Total the assets in lines 1 – 6. Put the total on line 7.
- Step 6 - Enter the amount reported on line 10 of REPORT D in last year's Branch Report. This is line 8. (We have entered this figure for you.)
- Step 7 - Fill-in the amount of surplus or deficit for the year on line 9. This figure comes from REPORT C – line 21.

Step 8 - Add line 8 and line 9. Record the total on line 10.

NOTE: The amount on line 7 must be the same as the amount on line 10.