

GROUP FINANCIAL RETURN

YEAR ENDING 31 DECEMBER 2013

1 January 2013 to 31 December 2013

Please complete and return to: FREEPOST RLUB-JKSB-HLCH, Richard Glynn, Amnesty International UK,
The Human Rights Action Centre, 17-25 New Inn Yard, London EC2A 3EA

Group name _____

Completed by _____ Position in group _____

Address _____

Telephone _____ Email _____

Signed _____ Date _____

A. Balance at 1 January 2013

Opening bank balance £ _____
 Opening petty cash balance £ _____
Total cash at 1 January 2013 (A) £ _____

B. Income/receipts

Group subscriptions £ _____
 Group donations £ _____
 Bank interest £ _____
 Booksales/sales/stalls £ _____
 Collections £ _____
 Faith events £ _____
 Sponsored events £ _____
 Arts events: film/cinema/theatre/concerts £ _____
 Social events: party/dinner/quiz £ _____
AMNESTEA parties/events £ _____
 Other (please specify) £ _____
Total income/receipts (B) £ _____

C. Expenditure/payments

Group affiliation fee £72 _____
We will write to you the month before your affiliation is due to remind you to re-affiliate
 Group donations to AIUK £ _____
 Purchase of materials/equipment £ _____
 Postage/stationery/photocopying £ _____
 Room hire £ _____
 Travel £ _____
 AGM/Regional conferences £ _____
 Fundraising (relate to **B: Income/receipts**) £ _____
 Other costs (please give details – continue on another sheet if necessary) _____

 Total other costs £ _____
Total expenditure/payments (C) £ _____

D. Balance at 31 December 2013

Closing bank balance £ _____
 Closing petty cash balance £ _____
Total cash at 31 December 2013 (D) £ _____

Summary

Net income/deficit for year (B-C) £ _____
 Expected cash 31 December 2013 (A+B-C) £ _____
 Actual cash 31 December 2013 (D) £ _____

Donations to Amnesty's charity

Donation sent directly to Amnesty International UK Section Charitable Trust (gift aidable if not banked in your group bank account):

AMNESTEA/parties £ _____
 Sponsored events (Just Giving) £ _____
 Other (specify) £ _____
 Total £ _____

If you have any questions regarding this financial return please contact fundraise@amnesty.org.uk or call 020 7033 1650