

# GROUP FINANCIAL RETURN

## YEAR ENDING 31 DECEMBER 2016

1 January 2016 to 31 December 2016

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 \_\_\_\_\_

If you are happy for us to contact you about by email or telephone, please provide your email address and/or telephone numbers below.

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### A. Balance at 1 January 2016

Opening bank balance £ \_\_\_\_\_  
 Opening petty cash balance £ \_\_\_\_\_  
 Total cash at 1 January 2016 (A) £ \_\_\_\_\_

### B. Income/Receipts

Group subscriptions £ \_\_\_\_\_  
 Group donations £ \_\_\_\_\_  
 Bank interest £ \_\_\_\_\_  
 Booksales/sales/stalls £ \_\_\_\_\_  
 Collections £ \_\_\_\_\_  
 Faith events £ \_\_\_\_\_  
 Sponsored events £ \_\_\_\_\_  
 Arts events (film screenings/theatre/concerts) £ \_\_\_\_\_  
 Social events (parties/dinners/quizzes) £ \_\_\_\_\_  
 AMNESTEA events £ \_\_\_\_\_  
 Other (please specify) £ \_\_\_\_\_  
 Total income/receipts (B) £ \_\_\_\_\_

### C. Expenditure/Payments

Group affiliation free £72   
We will write to you a month before your affiliation payment is due  
 Group donations to Amnesty UK £ \_\_\_\_\_  
 Purchase of materials/equipment £ \_\_\_\_\_  
 Postage £ \_\_\_\_\_  
 Stationary/photocopying £ \_\_\_\_\_  
 Room hire £ \_\_\_\_\_  
 Travel £ \_\_\_\_\_  
 Fundraising costs £ \_\_\_\_\_  
 Other Costs (please give details) \_\_\_\_\_  
 \_\_\_\_\_  
 Total Other Costs £ \_\_\_\_\_  
 Total expenditure/payments (C) £ \_\_\_\_\_

### D. Balance at 31 December 2016

Closing bank balance £ \_\_\_\_\_  
 Closing petty cash balance £ \_\_\_\_\_  
 Total cash at 31 December 2016 (D) £ \_\_\_\_\_

### Summary

Net income/deficit for year (B-C)	£ _____
Expected Cash 31 December 2016 (A+B-C)	£ _____
Actual Cash 31 December 2016 (D)	£ _____

### Donations to Amnesty's UK Aid Match Appeal

Donations sent to Amnesty International's UK Aid Match Appeal supporting our human rights education work in Burkina Faso and Sierra Leone

Donations £ \_\_\_\_\_  
 Events £ \_\_\_\_\_  
 Other £ \_\_\_\_\_  
 Total £ \_\_\_\_\_

If you have any questions regarding your financial return, please contact [fundraise@amnesty.org.uk](mailto:fundraise@amnesty.org.uk) or call 020 7033 1650