

Mr D Clegg
4 Maple Close
Preston

Weymouth
DT3 6EB
DT3 6EB

23 November 2020

Dear Mr Clegg,

FINANCIAL RETURN FOR THE YEAR ENDING 31 DECEMBER 2020
Deadline 28 February 2021

Enclosed are the Financial Return forms for Weymouth and Dorchester Branch.

As you are aware, we are shortly approaching the end of our financial year and there is a mandatory requirement for every local group to provide an Annual Financial Return. This process is essential for the charity and is a vital part of understanding and planning the activities of the charity as a whole.

Please see the enclosed guidance on completing the forms and an appendix listing the main sections of the Local Finance Guide (Formerly Treasurer's Manual) with guidance on the charity's financial policies.

The front of your return indicates whether an examination of your accounts is required. If so, please begin to locate an examiner and refer to the enclosed guidance for further instruction.

All completed Annual Financial Returns (along with copies of bank statements showing the year end balances) must be submitted to 215 Vauxhall Bridge Road, London, SW1V 1EJ as soon as possible, but must arrive no later than 28 February 2021. A window envelope is enclosed along with a sheet with a freepost address and checklist for the documents that are to be returned.

If you would like to complete these forms electronically, please contact us for a spreadsheet version. Please do not use your own version of these or copy the previous year's versions.

If you have any queries or concerns regarding this letter, the return forms or enclosed guidance, or if you would prefer to receive this in electronic format please let us know as soon as possible by contacting Dalraj on 0207 932 1324, James on 0207 932 1341 or by email to treasurers@parkinsons.org.uk.

Thank you for all your valuable support during the year and, in particular, thank you in advance for your work over the coming weeks in ensuring we all achieve a successful Annual Financial Return process.

Yours sincerely,



Tyna Brych
Head of Local Networks

Parkinson's UK 215 Vauxhall Bridge Road, London SW1V 1EJ
T 020 7931 8080 F 020 7233 9908 E enquiries@parkinsons.org.uk W parkinsons.org.uk

**FREEPOST RLUB-RSHA-KSET
Parkinson's UK
Local Networks Finance Team
215 Vauxhall Bridge Road
LONDON
SW1V 1EJ**

Use this sheet in the window envelope provided to return your forms.
This is a freepost address so you do not need to put a stamp on the envelope.

Have you remembered the following:

Tick (✓)

- Return ALL forms provided to UK office (see list below to check)
- Covering declaration form has correct declaration ticked, is signed and your membership number entered
- Copies of bank statements/passbooks showing balance as at 31 December 2020 for ALL accounts**
- No independent examination required
- A breakdown of 'other' income/expenditure on form 4b
- A breakdown on form 4b of all restricted funds held at 31 Dec 2020 and balancing to restricted total on form 3
- Specify on form 3 which bank account should receive **electronic transfers** and ensure account details listed are correct
- Provide supporting documentation relating to restricted income, grants or large donations received in 2020 (outlined in section 4b,4c). A scanned copy of this will be sufficient.

Forms to be returned

Declaration - tick correct declaration and fill in details

Form 1

Form 2

Form 3

Forms 4a, 4b and 4c

PARKINSON'S^{UK} CHANGE ATTITUDES. FIND A CURE. JOIN US.

Annual Financial Return Forms Year ended 31 December 2020

For finance use only
Return No: 152

GROUP NAME: Weymouth and Dorchester Branch	SI
--	----

Declaration - (To be signed by Group Treasurer, other authorised Branch committee member or Support Group contact)

Please tick one:

<input checked="" type="checkbox"/>	Branch/Support Group/Sub Group WITH bank account(s) or with funds held solely in cash I confirm that the list of Bank and Cash Balances on Accounting Form 3 is a complete list of all accounts and cash balances held by Weymouth and Dorchester Branch. If this declaration has been ticked, please complete Forms 1 to 4 and Form 5 if examination is required. Independent examination: NOT REQUIRED
<input type="checkbox"/>	Branch/Support Group/Sub Group with NO bank account(s) or cash funds I confirm that no bank accounts, cash balances or similar existed during 2020 for an Funds for the group: (tick one) <input type="checkbox"/> Did not exist at 31/12/2020 <input type="checkbox"/> Held by: _____ If this declaration has been ticked, no further forms are required. Please return just this form.

Print Name: David John Clegg **Telephone:** 01305 835108

Position: Hon. Treasurer **Membership No:** 563633

Email Address: daveclegg49@gmail.com

Signed (not necessary if via email): _____ **Date completed:** 04/02/2021

* Mark as appropriate

Please send the completed forms to UK office: Parkinson's UK, 215 Vauxhall Bridge Road or if completing electronically to treasurers@parkinsons.org.uk

Parkinson's UK: SI Weymouth and Dorchester Branch

Receipts (for year ended 31 December 2020)	Unrestricted		Restricted		Total
	2019	2020	2019	2020	2020
1. Any money received for forwarding to UK office* including national membership (should correspond with Row 15a)	-		-		£ -
2. Group Subscriptions collected from Members locally	10		-		£ -
3a. All donations, membership etc received from UK office (excluding legacies (row 6) and gift aid tax (row 3b), including the return of donations in Gift Aid claims)	493	360	-		£ 360
3b. Gift Aid claimed by UK office (Gift Aid tax part only not original donation)	78	55	-		£ 55
4. Grants received (local authority, BIG Lottery etc. Please detail on form 4c)	-		-		£ -
5. Legacies received directly (NOT via UK office, please detail on form 4b)	-		-		£ -
6. Legacies received via UK office	-		-		£ -
7. Donations or gifts received locally (NOT via UK office)	5,517	838	-		£ 838
8. Fundraising income	3,766	34	-		£ 34
9. In memoriam donations and funeral collections	2,538	1,538	-		£ 1,538
10a. Income collected for Group/Social meetings	603	137	-		£ 137
10b. Income Collected for Exercise Activities	1,405		-		£ -
10c. Income collected for Therapeutic Activities	-		-		£ -
10d. Income collected for Holidays, Outings	982	45	-		£ 45
11. Interest received on bank balances or similar	-		-		£ -
12. Transfers from other Parkinson's UK groups (please list on Form 4b)	-		-		£ -
13. Other receipts (please list items on form 4b)	-		-		£ -
14. Sale of purchased items (including from Parkinson's UK Sales Ltd items)	-	2	-		£ 2
Total Income (A)	£ 15,393	£ 3,008	£ -	£ -	£ 3,008

* Parkinson's UK at 215 Vauxhall Bridge Road

Parkinson's UK: SI Weymouth and Dorchester Branch

Payments (for year ended 31 December 2020)	Unrestricted		Restricted		Total
	2019	2020	2019	2020	2020
15a. Money received on behalf of UK office* and passed on (should correspond with Row 1)	-		-		£ -
15b. Local donations sent to UK office for Gift Aid claim	-		-		£ -
16a. Monies sent to UK office for: Research	5,000		-		£ -
16b. " " " " " Improving Services (Helpline, Parkinson's Local advisors etc.)	-		-		£ -
16c. " " " " " Regional Activities (Including transfers to Local Development Teams)	-		-		£ -
16d. " " " " " Financial Assistance Programme	-		-		£ -
16e. " " " " " Other	-	5,000	-		£ 5,000
17. Payments for services to other voluntary organisations (e.g. membership, subscriptions and fees)	-		-		£ -
18. Fundraising costs	152		-		£ -
19. Campaigning Costs	-		-		£ -
20. Marketing Costs	-		-		£ -
21. Research Activity costs	-		-		£ -
22a. Group/Social meetings (e.g. hall hire, refreshments, speaker's fees etc)	1,175	232	-		£ 232
22b. Exercise Activities (Tai Chi, Yoga, fitness instructor etc)	5,500		-		£ -
22c. Therapeutic Activities (E.g. Speech and language, physiotherapy, dance and singing etc)	1,000		-		£ -
22d. Holidays & Outings	3,778	298	-		£ 298
23. Financial assistance (Local grant funding e.g. respite care)	200	79	-		£ 79
24. Admin (e.g post & stationery)	494	817	-		£ 817
25. Group Governance (e.g. Committee meetings and related volunteer expenses)	814	121	-		£ 121
26. Transfers to other Parkinson's UK groups (please list on Form 4b)	-		-		£ -
27. Other expenses (please list items on form 4b)	53	36	-		£ 36
28. Cost of purchasing items for resale (including from Parkinson's UK Sales Limited)	-		-		£ -
Total Payments (B)	£ 18,166	£ 6,584	£ -	£ -	£ 6,584

* Parkinson's UK at 215 Vauxhall Bridge Road

Parkinson's UK: Weymouth and Dorchester Branch

SI

CASHBOOK BALANCES

		Unrestricted	Restricted	Total	
Balance per Cashbook Brought Forward 1 Jan 2020 (per box K last year)	C	£ 17,180	£ 0	£ 17,180	
Add Total Receipts	A (from Form 1)	£ 3,008	£	£ 3,008	
Deduct Total Payments	B (from Form 2)	£ 6,584	£	£ 6,584	
Net Surplus/(Deficit) for Year	(A - B)	-£ 3,576	£	-£ 3,576	
Balance per Cashbook Carried Forward 31 Dec 2020	D (= C + A - B)	£ 13,603	£ 0	£ 13,603	D

BANK AND CASH BALANCES

Bank Accounts, Building Societies, etc. Please enclose copies of ALL statements and/or passbooks as at 31/12/2020.

Name of Bank or other institution	Sort Code	Account No	Type of Account (e.g. deposit, current)	Specific purpose of funds (if any)	Balance (£) @31/12/2020	Account for BACS (Tick one)	Statement Encl.(✓)
Lloyds TSB Bank Plc	30—92—69	00872382	Current		£ 12,050		Y
Barclays Bank	20—00—00	13710351	Current		£ 1,506	Y	Y
Sub Total E (Cash per Bank Statement)					£ 13,556		E

Bank Reconciliation

Plus: Cash & cheques paid in to bank but not reflected on bank statement at year end

(F)

F

Less: Cheques drawn but not reflected on bank statement at year end

(G)

G

ADJUSTED BANK TOTAL as at 31 Dec 2020

TOTAL H (= E + F - G) £ 13,556 H

Petty Cash floats

Name & Position of float holder	Balance of float at 31/12/2020	
Petty Cash	£ 48	
Sub Total J (Petty cash)		£ 48 J
Total Bank and Cash Balances K (= H + J)		£ 13,603 K

This should match Total D above.

Parkinson's UK: SI Weymouth and Dorchester Branch
EQUIPMENT / ASSET REGISTER - Please check the list carefully and ensure that any missing items from prior years are added.

Below is a list of equipment / Assets submitted in last year's annual return. Please indicate if your group still owns the items listed and add any new items to the blank rows at the end.

If an item is no longer owned, please enter in the right hand column any proceeds from sale if the item has been sold or note if disposed of at nil value.

Please also indicate who uses the equipment and for what purpose. Give the position of the person who uses the equipment (e.g. Chairman, Secretary or member) rather than individuals' names.

Please include all new items which cost more than £100. The categories are "Computer Equipment" and "Other".

Category	Description	Keeper (committee position, member etc.) and Use (correspondence, transport etc.)	Purchase Value (£)	Year Purchased	Still Owned 31/12/2020?	Disposal (if no longer owned)
Computer	HP Laptop	Chairman/ / Correspondence	356	2016	Yes	Sold for £ / Disposed of @ NIL value*
Computer	WII Games Machine	Dave Clegg / Any members for exercise	260	2012	Yes	Sold for £ / Disposed of @ NIL value*
Other	Tea Urn	Tea lady / Monthly Meetings	100	2015	Yes	Sold for £ / Disposed of @ NIL value*
Computer	HP Envy 6632 Printer	Jim Bayliss/Newsletters	95	2015	Yes	Sold for £ / Disposed of @ NIL value*
Other	Medvivi Monitor / Alarm	Medvivo / Any member in need	-	2000+	Yes	Sold for £ / Disposed of @ NIL value*
Other	Gazebo (White)	Dave Clegg / Fund raising	-	2000+	Yes	Sold for £ / Disposed of @ NIL value*
Other	Projector	Dave Clegg / used rarely at monthly meetings	-		Yes	Sold for £ / Disposed of @ NIL value*
Other	Bingo Machine	Linda Hendren (part owner)	100		Yes	Sold for £ / Disposed of @ NIL value*
Other	Gazebo (Blue) & tables	Linda Hendren	72	2019	Yes	Sold for £ / Disposed of @ NIL value*
Other	Lockable Filing Cabinet for Membership Documents	Mark Vagg	50		Yes	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*
Computer/Other *					Yes / No *	Sold for £ / Disposed of @ NIL value*

* - Delete as appropriate

Parkinson's UK: SI Weymouth and Dorchester Branch**OTHER RECEIPTS - Form 1, row 13**

Description	Amount

OTHER PAYMENTS - Form 2, row 27

Description	Amount
Local website hosting	£35.86
Balancing adjustment	£0.12

Please delete **YES** or **NO** as appropriate for each question. Give details for all YES answers. Continue on a separate sheet if necessary.

TRANSFERS TO/FROM OTHER PARKINSON'S UK GROUPS

Did your group transfer any money to or from other Parkinson's UK groups during the year?

(Please do not include any amounts received from / transferred to UK office)

Please give details of any amounts shown in line 12 on Form 1 and line 26 on Form 2.

* Delete as appropriate

NO	Amount	Paid or Received by your group?	Name of other Parkinson's UK group sending or receiving funds
		PAID / RECEIVED *	
		PAID / RECEIVED *	
		PAID / RECEIVED *	
		PAID / RECEIVED *	

RESTRICTED FUNDS

Did your group hold a balance of any funds at 31 December 2020 from an outside body, donor or event that were given for a specific purpose?

Please give details of balance at 31 December, restriction and purpose of fund.

Please note that funds set aside by the group does not constitute restriction. See accompanying notes for definitions of restricted funds.

This information is required even if there are no movements in the year.

NO	Balance at 31/12/2020	Received from ? (Donor or event)	Purpose of Fund
TOTAL	£	NB: This should match the restricted cashbook carried forward balance on Form 3 (restricted column Total D)	

MAJOR DONORS, TRUSTS & CORPORATES

Did your group have donors who gave over £1,000 during the year? **NO**

List any donors to be acknowledged in the Annual Report and Accounts.

Please give name and amount donated. We do not publish names of individuals.

Please also list ALL Trusts that have given money to the group in 2020 (even under £1,000). Please include Freemasons Grand Charity here.

Amount Donated	Donor, Trust or Company Name

LEGACIES

Did your group receive any legacies not via UK office during the year? **NO**

In order to ensure that we do not continue to chase executors who have already paid the funds due under a legacy, please give the amount and the name of the deceased.

If you receive a legacy (or notification of a legacy) directly, please forward upon receipt to the Legacies team as Legacies should not be banked locally.

Amount Received	Name of Deceased

GRANTS RECEIVED

Did your group receive any grants during the year? **NO**

A grant is defined as a payment to a person or institution, in furtherance of the objects of the grant-maker. Many funders require recognition in the Annual Report and Accounts. Typically these will be from local council or NHS, BIG Lottery fund or government depts. Please give name of grant-making organisation, amount received during 2020 and description of the Grant purpose for the Annual Report.

Please provide supporting documentation of any grants received in 2020

Amount Received	Grant-making organisation	Purpose of Grant

DEBTORS

Was your group owed any money at 31 December 2020? **NO**

If so please give details of amounts owed and by whom.

List any receipts relating to 2020 that were received after the year end and any amounts still owing. **Do not include amounts owed from UK office.**
e.g. Lottery or other grant (*Please provide copies of any agreements*)

Amount	Owed for what?	Owed by whom

CREDITORS

Did your group owe any money at 31 December 2020? **NO**

If so please give details of amount owed and to whom.

List any amounts relating to 2020 that were paid after the year end and any still owed. Do not include amounts owed to UK office.
e.g. Committee expenses not claimed or Room hire not invoiced/paid

Amount	Owed for what?	Owed to whom