



Branch Funds: the way forward

Dear Colleague

In my letter to you last October, I promised that I would provide you with full details of the new system for administering Branch funds. Those details are attached.

The new system of banking Legion Branch funds in a central bank account will operate from 1 October 2008. It will provide us with an additional £1m to provide welfare services to our beneficiaries. You will still be in control of your Branch's money and free to use it for any purpose permitted under the Royal Charter.

I know that there has been some concern about the new system in some areas and a feeling – amongst some – that we, the Trustees, have not taken the views of members into account. I want to assure you in the strongest possible terms that the views expressed at last year's Annual Conference and to the Trustees personally have been very carefully considered and we responded to earlier views by incorporating members' proposals:

- to allow for consultation by postponing the deadline for Branches to send funds for centrally held accounts to the Finance Department.
- to remove the necessity for agreement by the County/District Secretary for release of funds.

Trustees are charged with the stewardship of our charity on your behalf and are obliged by the Charity Commission to ensure a proper return on money donated by the public that we hold in trust for our beneficiaries

As I said, this money will be available to you without delay for any purpose that meets our Royal Charter obligations. If you need to hold more than £1,000 locally you should set down your need on the form that we sent to you last October.

You remain in control of your funds – you will simply have more, because of the extra interest. That's more money to provide welfare services for the thousands of serving and ex-Service personnel that seek our assistance every year. And that's why we're here.

A handwritten signature in black ink, appearing to read 'Peter Cleminson'.

Peter Cleminson
National Chairman



Branch Funds – Questions & Answers

What do we need to do to bank our funds centrally with head office?

If you hold more than £1,000 in your Branch account, send a cheque, payable to The Royal British Legion for the surplus, with the completed deposit advice form (enclosed) to Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY by 30 September 2008.

What do we do if we need to retain more than £1,000 in our Branch account?

Complete the form enclosed with the October 2007 special edition of LegionLetter. For another copy of the form, please contact Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, telephone 020 7973 7204 or email branchfunds@britishlegion.org.uk or download it from our website, www.britishlegion.org.uk/branchfunds

How do we withdraw funds from our centrally held accounts?

By completing the enclosed 'Request for transfer of funds' form and sending it to Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY. You can also email the form to branchfunds@britishlegion.org.uk or fax it to 020 7973 7310. For another copy of the form, please contact Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, telephone 020 7973 7204, email branchfunds@britishlegion.org.uk or download it from our website, www.britishlegion.org.uk/branchfunds

Can head office withdraw funds from our accounts without permission from a Branch?

Absolutely not. No funds can be withdrawn from an account without the written authority of the Branch.

Will we receive regular statements? If so, when?

Statements will be issued annually in October, following the end of the Legion's financial year on 30 September. Statements will include all transactions, including interest earned, up to 30 September.

Is there a limit to the amount of withdrawals that can be made in a year?

No, you can deposit or withdraw funds as many times as you wish.

How often is interest credited and can it be paid directly to the Branch?

Interest will be credited quarterly but it will be credited directly to the central head office bank account but allocated to your centrally held Branch funds.

Will our Trust account be included or will it remain an individual account?

As Trust accounts are set up to hold funds on behalf of Branches for specific reasons, for example, funds received from legacies to that particular Branch, they will be kept separate.

Can we pay our membership subscriptions directly from this account?

Not at the moment, but we will look at this for future years.

Where can we get more copies of the deposit and withdrawal forms?

You can request extra copies by contacting Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, telephone 020 7973 7204 or email branchfunds@britishlegion.org.uk or from our website, www.britishlegion.org.uk/branchfunds

How do we make donations to Legion activities, such as the Poppy Appeal, a Poppy Home or County Welfare work, from our centrally held funds?

By completing the enclosed 'Request for transfer of funds to other Legion activities' form and sending it to Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY. You can also email the form to branchfunds@britishlegion.org.uk or fax it to 020 7973 7310. The recipient will be told that it was your Branch which donated the money. For another copy of the form, please contact Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, telephone 020 7973 7204 or email branchfunds@britishlegion.org.uk or download it from our website, www.britishlegion.org.uk/branchfunds

Who should we contact if we need advice or information?

Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, telephone 020 7973 7204 or email branchfunds@britishlegion.org.uk. This and all previous communications on Branch Funds are also available at www.britishlegion.org.uk/branchfunds



Branch Funds

Deposit advice

Date

Branch Name

Branch Account Number

Value of cheque enclosed

Please send this advice, together with your cheque payable to The Royal British Legion to: Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY



Branch Funds

Request for transfer of funds to Branch

Date

Branch Name

Branch Number

Branch Treasurer

Branch bank account name

Branch bank account address

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Branch bank account number

Branch sort code

Amount requested

Reason for withdrawal

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Please send this request to: Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, branchfunds@britishlegion.org.uk or fax it to 020 7973 7310



Branch Funds

Request for transfer of funds to other Legion activities

Date

Branch Name

Branch Number

Branch Treasurer

Transfer to

Amount requested

Reason for withdrawal

Please send this request to: Branch Accounts, Finance Department, The Royal British Legion, 48 Pall Mall, London, SW1Y 5JY, branchfunds@britishlegion.org.uk or fax it to 020 7973 7310