

SECTION ANNUAL REVIEW



1. It is recommended that a Section Annual Review be held each year between October and March.
2. Minutes of the previous Annual Review should be read out if they had not previously been circulated.
3. Reports are to be given by both the Chairman and Secretary which should outline the events and tasks carried out during the year by the Section.
4. The Treasurer or nominated person should have the Trial Balance provided by the National Treasurer no later than the end of September each year.
5. A written report should highlight the main features of the financial review by way of :-
 - The opening bank balance and petty cash as at 1st July
 - The number of paid up members and the amount received in capitations
 - An itemised schedule of fund raising activities and the amounts raised and paid out
 - Contributions made to your Branch
 - The closing bank balance and petty cash at 30th June
6. The current officers should then ask for any nominations for the positions available and the results recorded in the Minutes.
7. Any other business.