

## Hanham Community Centre

High St, Hanham, Bristol. BS15 3EJ Tel. 0117 9674439

admin@hanhamcentre.org

## **SECTION ANNUAL RETURN**

at 31st March 20\_\_\_\_

Section Name:								
Officer's of the Section								
Position	Full Name	Contact Phone Number						
Chairman								
Treasurer								
Secretary								
Vice-Chairman								
Other positions on the Section	's Committee							

Continue on separate sheet if needed

<u>Se</u>	Section Constitution						
C	Date on Constitution:						
	Please attache	ed a copy of y	our current Constitution to th	nis Annual Return			
that		reed by the HCC	ould be consistent with the "Section of Trustees. Constitutions of trustees."				
<u>Se</u>	ection AGM						
Da	ate of AGM:						
Date	of Notification:						
Secti			tween 15 <sup>th</sup> March and 15 <sup>th</sup> N AGM's at least 2 weeks prior	lay; the centre office must be to the AGM.			
<u>Se</u>	Section Accounts						
	Docume	nt	Submitted by Section	HCC Treasurer Checked			
1	Statement of Finar	icial Activity					
2	Balance Sheet						
3	Cash Flow Statement						
4	Bank Statement(s)						
5	Capital Purchases I (using the annex A	· · ·					
On I	Certification  On behalf of this section of the Hanham Community Centre, I confirm the information herein is accurate to the best of my knowledge and that the activities of the section adhere to the Section Code of Practice, the General Rules of the Building and the HCC Constitution.						
	Signed		Printed	Date			

Page 2

## **Annex A: Section Capital Purchases**

Record all capital items (things) purchased by the section which cost over £250. Items under £250 are considered consumables, but please include these if appropriate. If you have purchased several items that total more than £250 (i.e. 10 keep fit mats) please include them.

Date Purchased	Description of Item (and purpose not obvious)	Purchase Cost (over £250 only)	Estimated Useful Life	HCC Asset ID Office Use Only
e.g. 1 <sup>st</sup> Apr 20xx	Laptop (Acer Aspire 17FS) for section memberships, accounts and records. As per CEA approval 15 <sup>th</sup> Mar	£460	5 years	2018/5/13