**202(X)/202(X) MG Year-End Return**

|  |  |  |
| --- | --- | --- |
| **For** |  | **Branch/Group** |

**Transactions relating to the 12 months ended 31 August 202(X). (Please highlight/circle one)**

* All the transactions for the Branch/Group have already been completed.
* The attached claims/invoices are the last for the Branch/Group.
* In addition to claims/invoices already sent to HQ, the following expenditures should be taken into account *(Goods and services for the year ended 31st August 2021, NOT received at Swindon by 5th September 2021 for which invoices/claims have not yet been submitted.)*

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| --- | --- | --- | --- |
| **Date** | **Supplier or Claimant Name** | **Details** | **Approx. amount excluding VAT** |
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| --- | --- | --- | --- |
| **Signed:** |  | | |
| **Print Name:** |  | **Date:** |  |

**Please return completed form to: Kirsty Thorne, Institute Finance Business Partner by email to** [**Kirsty.Thorne@bcs.uk**](mailto:Kirsty.Thorne@bcs.uk) **no later than THE FIRST SUNDAY OF SEPTEMBER.**