**Annual report and financial statement – 1 January 2020 to 31 December 2020**

Please sign & return this form electronically to Council secretariat (BMAdivisions@bma.org.uk)

by 22 March 2021

**1. Name of division** ………………………………………………………………………

**Officers**

|  |  |
| --- | --- |
| President/chair |  |
| Treasurer |  |
| Secretary |  |
| Deputy chair |  |

**2. Annual General Meeting**

|  |  |
| --- | --- |
| Date  |  |
| Attendance |  |

**3. Please list the number of meetings held in 2019 and average attendance at the meetings**

|  |  |  |
| --- | --- | --- |
|  | **Number of meetings** | **Average attendance**  |
| Full divisional meetings |  |  |
| Executive meetings held |  |  |
| Scientific meetings |  |  |
| Seminars  |  |  |
| Social or charitable functions |  |  |

**4. Is there a divisional website?**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Divisional website |  |  |
| If yes, is does the website include full information on meetings |  |  |

**5. Please set out proposed meetings to be held during 2020 with proposed dates**

|  |  |  |
| --- | --- | --- |
|  | **Number of meetings** | **Dates** |
| Annual general meeting |  |  |
| Full divisional meetings |  |  |
| Executive meetings  |  |  |
| Scientific meetings |  |  |
| Political meetings |  |  |
| Social or Charitable functions\*\* Please note that expenditure under this heading should come from the division’s voluntary account. |  |  |

**6. Please give a brief report on the following:**

**a) Activities in the past year**

**b) Successes or innovations**

**7. Please list the expenditure in 2019, (this includes all expenses submitted via concur) and the estimated expenditure for 2020 below**

|  |  |  |
| --- | --- | --- |
|  | **Expenditure in 2019****£** | **Estimated expenditure in 2020****£** |
| Room hire |  |  |
| Light refreshments |  |  |
| Meals |  |  |
|  |  |  |
| Speakers fees |  |  |
| Travel expenses for speakers |  |  |
| Hotel rates for speakers |  |  |
|  |  |  |
| Other items (please specify each item): |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | £ | £ |

**8. Please list aims for next year:**

**9. Please list any non-financial assistance required for next year e.g. speakers on particular subjects:**

**10. Division regalia**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is the division’s regalia registered at the BMA (see section 7 of the guidance notes)?  |  |  |
| Does the division have a local policy?  |  |  |

**11.** **Signatures**

|  |  |  |
| --- | --- | --- |
| **Honorary treasurer** |  | Date: |
| **Honorary secretary** |  | Date: |