

Completing your Annual Statistical Return in OBM

Important! Before you start to complete the Annual Statistical Return process please check all details of your leaders are correct, and that the following mandatory details have been entered for the young people within your Company:

- First and last name
- Date of birth
- Registration Date (joined BB)
- Started Section Date
- Gender

These details must have been entered for all young people; otherwise you will be unable to complete the Annual Statistical Return process.

All records for leaders and youth members must also have ethnicity and disability information entered.

Once all these details have been entered and checked on OBM please follow the rest of the instructions in this guide

Where do I locate the Annual Statistical Return?

In the top left hand corner ensure you are in the **'Company'** area. Then proceed to **'Members'**, and in this drop down you will see **'Statistical Return'** – click on this and it will open up a new tab for you.

Reviewing the details

This will then open up an overview of your Annual Statistical Return, listing all leaders and young people by their Section.

At this stage, please go through the list of everyone to make sure you have included them all. If any details are missing that are required on the Annual Statistical Return then the word "Missing!" will appear and the line of the individual will show with a warning symbol and will be in a yellow highlight. These details **must** be added in otherwise you will not be able to progress with the Annual Statistical Return. To add in any missing details you will need to go in to the Personal Details record for the individual.

Once all these details are correct, you should click 'Submit Statistical Return' in the top right-hand corner of the tab.

Statistical Return

Please ensure all your members and leaders have accurate information prior to submitting your Statistical Return. Each member's information should be edited in the Personal Details page of the appropriate section.
 A 2.5% discount on the young person fee will automatically be applied if you complete the Statistical Return by 15th November.
 To change the subscription type or any other required data shown on this page, open the member's details in Members - Personal Details and change their data.

Pay	Name	Role	Warnings	Age	Gender	Ethnicity	Disabilities	Subscription Type	Cost	May be p
<input checked="" type="checkbox"/>	Amy Kaley	Warrant Officer		37	Female	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Clive Jeffries	Amicus Leader		64	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Francis Dunn	Chaplain		45	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 0	
<input checked="" type="checkbox"/>	Grant Tate	Warrant Officer		48	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Hugh Brennan	Helper		51	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 14	
<input checked="" type="checkbox"/>	John Jarvis	Lieutenant		51	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Julie Hunt	Young Leader		16	Female	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 0	
<input checked="" type="checkbox"/>	Robbie Monkey	Captain		35	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Terry Gubbins	Lieutenant		71	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 19.5	
<input checked="" type="checkbox"/>	Tyler Williams	Helper		40	Male	Prefer not to say (or do not know)	(Set - see Personal Details)	Standard	GBP 14	

Anchor Section
12 Members

On doing so you will get a confirmation window, showing the total amount due based on the leaders and young people you have confirmed. Click 'Submit Statistical Return'.

Paying your Annual Statistical Return

Important! If you realise that the invoice is not correct at this stage, you can click on 'Delete & start again'. This will take you back to the stage where you reviewed all details of everyone in the Company.

Based on the invoice being correct, on this page you then have two options in terms of making your payment:

- You can pay online using a debit or credit card, this will process the card through our merchant, taking you off to their website and once the payment is complete will return you to OBM. This process will complete the statistical return process quickly and efficiently, taking payment, issuing a receipt and providing you with your insurance certificate straight away. With this method you do not need to send anything to BB Headquarters.
- Alternatively, you can download your invoice/remittance and make your payment via bank transfer or cheque. Payments via bank transfer are quick and easy through internet banking if you have this setup, all the details you need including sort code and account number are provided on the remittance.
- Otherwise you can send a cheque in with the remittance to BB Headquarters.

Printing your Insurance Certificate

If you have paid online using a debit or credit card, your Insurance Certificate will be ready to download straight away from the 'Statistical Return' page.

If you have paid by bank transfer or cheque, once BB Headquarters has received your payment we will mark the invoice as paid and send an email to confirm receipt of the payment. You will then be able to login to OBM, and go to the 'Statistical Return' page to print off your insurance certificate.

Please note that your receipt is also available to download from the 'Statistical Return' page.

That's it, you've done it!

If you require any assistance with the Annual Statistical Return process you can contact the Support Team on 01442 231681 option 4 or support@boys-brigade.org.uk