

HASSRA Finance Bulletin – Issue 2 October 2014

Key messages

Collecting monies for trips/events

- Where a trip/event is organised in which members are required to pay a fee, rather than collecting monies by traditional cash/cheque payments, members can pay monies by BACS using their own on-line/telephone banking system to issue a payment directly to the HASSRA club bank account for the requisite fee.
- Clubs organising a trip/event should issue an Event Pre-Payment Form for members to complete (see example at Annex 1). This form should provide details of the bank account to be credited, including a payee reference number to be entered with the payment. Note - the payee reference number is critical to enable the club treasurer to reconcile the payments received.
- After the member has submitted their on-line payment, the Event Pre-Payment Form should be sent to the organiser to confirm that an on-line payment has been made for the requisite fee.
- The organiser should then collate all the Event Pre-Payment Forms and pass them to the treasurer to reconcile with the BACS payments received, thus providing a clear audit trail.

On-line banking for HASSRA clubs

- The latest version of the Staff Clubs Guide recognises that clubs may wish to utilise modern on-line banking systems (see Annex 2).
- If a club wishes to set up on-line banking it should be agreed by their committee and approval should be given from the Business Sponsor.
- The same principles apply to on-line banking as with traditional cheque-book banking; namely that there is a dual-signatory system in place that requires two people to be involved in the process of issuing a payment. In practice this means that one signatory logs in to the on-line account to set up the details of a BACS payment (amount, payee name, payee bank details etc) and then a second signatory has to log in to release the payment. This provides a clear audit trail.
- National and Regional HASSRA bank accounts currently use the dual-signatory on-line banking system from Lloyds, although other high street banks may offer a similar system.

Debit Card Policy for clubs and volunteers

- HASSRA recognises the need for clubs to use payment cards to conduct HASSRA business. However, in no circumstances should volunteers in Regions or local clubs have credit cards. The only cards permitted for use by volunteers attached to HASSRA affiliated clubs/regions are debit cards.
- A HASSRA Regional Activity club should keep no more than 4 cards. A HASSRA local office club should keep no more than 2 cards.
- Permission to hold a card should be given in writing, either by the Regional Chair (for Regional Activity Clubs) or the Business Sponsor (for Local Office Clubs).
- Permissions must be renewed annually following the AGM. If permission is not renewed then the card must be returned to the region/club with immediate effect and the card should be destroyed by the region/club and the bank contacted to cancel the card. The proforma at Annex 3 can be used to keep a record of permission of debit card holders.
- The card must only be used for the purpose of HASSRA business and authorisation must be obtained by another committee member before any spend is incurred. The proforma at Annex 4 can be used to authorise spend via a debit card.
- It is good practice to have a separate account for using the debit card. This reduces the risk to clubs/regions and officials of any irregular spend on the card either by a cardholder or a third party if the club was to be subject to card fraud. Funds can then be transferred in advance of use of any debit card spend but the balance on this account on an ongoing basis should remain minimal or nil.
- Clubs should consider setting financial limits for use of the card in consultation with their business sponsor.

Annex 1

Event Pre-Payment Form

HASSRA [Insert Club Name]

Cheque or BACS Payment Form

Name: _____ HASSRA Membership No: _____

Location: _____

Email: _____ Tel No: _____

Event: _____ Date: _____

Cost: £ [Insert Amount] per person. Please detail below participant[s] covered by the payment being made:

Please either:

(a) Send a **Cheque**, made payable to HASSRA _____ to: [Insert Organiser's name & address]

(b) Confirm that you have arranged payment by **BACS** – account details below.

Payee: [Insert HASSRA Club Name]
Sort Code: [Insert Bank Sort Code]
Account Number: [Insert Bank Account Number]
Payee Reference: First Initial & Surname - Event [e.g. A Smith - Golf]

Amount: £____.____

Signed: _____ **Date** ____/____/____

IMPORTANT: Email [Insert email address] or send this form to [Insert Organisers Name and Address] when your BACS payment has been actioned.

Annex 2

Extracts from the Staff Clubs Guide relating to use of On-Line Banking

Custody and control of cash

Operation of bank accounts and cheque books

37. All bank accounts should be operated primarily by 2 authorised signatories. It is prudent to appoint 3 signatories to cover periods of absence and all signatories should be formally appointed at the AGM. Where an employee is a signatory, all cheques should carry the additional signature of a duly appointed officer. All bank statements should be addressed to the Chair of the club, not the Treasurer.

38. The Chair is responsible for ensuring that the Bank is sent a certified copy of specimen signatures of the persons authorised. Copies of the authorised signatories' signatures should be retained by the Chair.

39. Signatories to bank accounts have a real responsibility to the persons who appoint them and should not sign cheques or withdrawal orders unless they are satisfied that the payment is proper, appropriate to the business of the Club, and fully supported by documentary evidence. The details on the cheque should be compared to the counterfoil before signing, paying particular attention to any alterations (which should have been initialled by the signatory). Both signatories should also sign the counterfoil for verification purposes.

40. With the increased use of payments by bank/on-line transfers the same principles need to be applied as for cheques payments so that there is a clear audit trail of approval from 2 authorised signatories. Pay Pal does not fully comply with the dual signatory requirement for making payments at the point of authorisation and therefore is not deemed to provide adequate control for making payments from Club Bank Accounts. However, given its increased use, Clubs may allow the use of PayPal accounts to take in monies – for things like trips and other offers – but may not be used to make payments. The only exception to this restriction on payments is to allow funds in the PayPal account to be transferred to the club's usual bank account.

Payments

Method

29. Payments should be made by cheque or online transfer with the serial number of the cheque issued/on-line transfer reference against a particular invoice should be recorded on the invoice prior to filing.

Cheque books or Bank/on-line transfers

32. Only one cheque book should be in use at any one time, and cheques should be issued in numeric sequence. A list should be kept of the numbers of any stock of cheque books, and books should be crossed off as they come into use.

33. A list of authorised signatures should be deposited with the bank, and recorded on the Committee minutes and this should be kept up to date at all times. There should be a requirement for 2 authorised signatures to be present on a cheque or for bank/on-line transfers.

Annex 3

HASSRA PERMISSION FOR HOLDING A DEBIT CARD

NAME	
BANK DEBIT CARD TO BE HELD WITH	
ACCOUNT NUMBER DEBIT CARD IS ATTACHED TO	
DEBIT CARD NUMBER (WHEN KNOWN)	

I, _____

Give permission for the person named above to hold a debit card on behalf of (insert name of local HASSRA club/Region)

in my capacity as HASSRA REGIONAL CHAIR/HASSRA BUSINESS SPONSOR (delete as appropriate)

until the AGM for the year ending _____ (insert year)

Signed _____

Date _____

Annex 4

HASSRA PERMISSION FOR SPEND ON A DEBIT CARD

NAME	
DEBIT CARD NUMBER	
REASON FOR SPEND	
AMOUNT	£
WHERE SPEND IS TO BE MADE	

I, _____

Give permission for the spend detailed above and confirm this is for HASSRA business.

Signed _____

HASSRA POSITION (e.g Local committee member) _____

Date _____