

HASSRA Finance Bulletin – Issue 5 September 2016

Key messages

Role of the Club Auditors

- The role of the auditors is to be unbiased and critical. It is commonly considered to be the third line of defence, ensuring risks are appropriately managed and controls complied with.
- There are several key elements that need to be considered. The starting figures used in the current year should be the end balance figures that were previously audited.
- Balance sheets should balance. In its simplest terms the balance sheet should show the opening balance plus what money has been received on the income side and what has been spent and the closing balance on the other. The resulting figures on each side should equal each other.
- Depending on the amount of activity of the club, you can decide whether to check 100% of all the documents or a sample. Verification is an important step in the audit process. Ensure bank statements have been reconciled, check cash in hand and levels of cash over the year, and that money has been properly banked. You may need to see minutes of meetings for details of agreed spend.
- You do not need to write a report. If you are accepting the accounts then a signature will suffice, but if you would like to make recommendations or if there is a problem then a report will be needed.
- If there are any issues that you are not happy about you should refer them to the club sponsor, regional chair or to the national HASSRA team.

See the [Staff Clubs Guide](#) for more information (available on DWP intranet only)

Role of the Club Sponsor

- The sponsor of a HASSRA club should be senior to the chair of the club and ideally should be the senior business manager or equivalent in which the club is located and should be in current employment and not retired.
- The sponsor is the first point of contact by a club chair in respect of any irregularities within the club which cannot be resolved by the chair and the elected members. However in the event of a serious problem of financial irregularities, the regional chair would instigate a Risk Assurance Division (RAD) investigation with the HR business partner and sponsor.
- The sponsor should maintain regular contact with the regional chair.
- The sponsor should act as a key influencer within the region, encouraging managers across the business unit to support volunteers and promote HASSRA and the contribution it makes to the health, wellbeing and engagement of staff.

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