

HASSRA Finance Bulletin – Issue 6 March 2017

Building for the future

This bulletin provides key messages on setting up, closing and merging HASSRA clubs.

Setting up a HASSRA club

- One of HASSRA's great strengths is its local and activity club structure where volunteers stage events and activities with a real local flavour. Organising these activities within the HASSRA club structure has several benefits:
 - Funding and support from your HASSRA Regional Association.
 - Cover under HASSRA's third party public liability insurance.
 - Recognition as part of DWP's official sports and leisure provision.
- To set up a HASSRA local or activity club, you'll need a committee comprising a Chairperson, Secretary and Treasurer and ordinary committee members. You'll also need a [Club Constitution](#). This is a framework of rules to help the club run smoothly.
- Get a copy of the [HASSRA template for a local or activity Club Constitution](#).
- Before agreeing your constitution with members of your club, you should first check with your relevant HASSRA region to ensure that no extra provisions are required. Your local club constitution will need the approval of your HASSRA region.
- Your [HASSRA Region](#) can offer other advice on setting up a new club and will be pleased to hear from you.

Further information is also available the [Staff Clubs Guide](#) (available on DWP intranet only) or your business area equivalent.

Closing a HASSRA Club

- If your club is closing, please notify the HASSRA Live team using the Chat function on our [website](#).
- In the event of your HASSRA club closing, it is the responsibility of your committee to ensure that all outstanding debts are discharged in full. All property and assets of the club should be disposed of at the best prices obtainable (or returned to the HASSRA region), and any balance of funds remaining transferred to your HASSRA region.

- If there is a shortfall of funds available to discharge debts, this should be reported to the regional HASSRA Chair as soon as possible. It should be remembered however that the members of the individual club are collectively responsible for the debts and not HASSRA or the Department.
- Once all the assets have been disposed of and any balance of funds transferred to the HASSRA region, the bank account should be closed and a final set of accounts (including a balance sheet) should be prepared and signed off in the usual way. A copy of these final signed accounts **must** be sent to the Regional Finance Manager. Accounts must be submitted online by the Treasurer or Deputy Treasurer using HASSRA Live. [See video tutorial](#).
- Members at the closing club may need to be re-assigned to another club on HASSRA Live. This is essential to ensure future rebate payments are calculated and distributed correctly. It may be possible for the HASSRA Live team to re-assign all members in bulk, or they may need to be done individually. Please contact the HASSRA Live team using the Chat function on our [website](#) for advice.

Merging HASSRA Clubs

- Due to the restructuring of offices within DWP some HASSRA clubs may have to merge. To merge two or more HASSRA clubs the club committees should meet to discuss what should happen to the assets of the respective clubs.
- Once a decision has been made to merge, please notify the HASSRA Live team using the Chat function on our [website](#).
- The clubs which are closing should follow the instructions in the section above about closing a HASSRA Club. Instead of selling off assets and transferring any balance to the region, any assets and remaining balance should be transferred to the “new merged club” bank account.
- You can obtain further advice from your [HASSRA Region](#)

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