



# Regional Finance Policy

**Date:** February 2025

**Version:** 2.1

## Contents

Purpose.....	3
Club Rebates .....	3
New Club Start-Up Payments .....	4
Expenses.....	4
Accommodation & Overnight Stays.....	6
Regional Events .....	7
Regional Qualifiers.....	7
Kit & Equipment.....	7
HASSRA WM Regional Golf Society .....	8
HASSRA WM Trips Committee .....	8
HASSRA Live Online competitions.....	8
Other Expenditure .....	9
Regional Awards .....	9
Reward and Recognition.....	9
Further Advice.....	10
Annex A - Business Case Request for Overnight Accommodation .....	11

## Purpose

1. This HASSRA West Midlands (WM) Finance Policy Statement is intended to give guidance to members on financial issues. It reflects decisions made by successive Boards of Management (BOM) and should be regularly reviewed.
2. This version is dated **February 2025 (for ease, updates to the policy are in red text)**.
3. The policy is not intended to cover every scenario. General advice can be sought from the Regional Team who can decide whether to refer it on to the Finance Sub-Committee (FSC). The overriding driver is that HASSRA resources are owned by the membership and are deployed for the benefit of its members. This requires a sensible level of governance at all levels within HASSRA.
4. HASSRA WM should aim to have a reserve fund of £70,000 held as 1 year's operating costs in hand. To earn interest on funds, the reserve and as much of HASSRA WM funds as practicable should be held in Treasury Bonds. The amount held within the reserve fund can be adjusted throughout the finance year by agreement of a minimum of two FSC members according to circumstances prevailing at the time e.g. unexpected expenditure or unexpected increase in income.
5. The HASSRA WM financial year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
6. The HASSRA West Midlands travel and subsistence policy for expenses, including accommodation, will broadly align to the rules of our lead sponsor Department – the Department for Work and Pensions.

## Club Rebates

7. Based on membership figures, rebates will be issued to clubs calculated at £5.00 per member per year. Membership figures are taken from HASSRA Live as of 31<sup>st</sup> December each year. The annual rebate will be issued to the club once **both** of the following documents are uploaded to HASSRA Live:
  - Audited annual accounts (uploaded by the Treasurer)
  - Club Chair Certificate (uploaded by the Chair)
8. The local club rebate amount will be reviewed each year by the FSC and a recommendation submitted to the WM BOM held prior to the date of the Annual General Meeting (AGM).
9. Any club experiencing problems in auditing their accounts should notify the WM BOM promptly. The WM Chairperson can appoint an external auditor to any club not supplying audited accounts by the end of June each year, the cost of which will be taken from the local club funds. Rebate payments will be withheld until audited accounts are received.

10. In accordance with the Club Constitution (as detailed in the DWP Staff Clubs Guide) the Annual General Meeting should take place within 2 months of the end of the accounting calendar year, with audited club accounts available to members in advance of the meeting. To ensure accounts are audited promptly, HASSRA WM policy is that:

- **100%** rebate is paid to local clubs if audited accounts are submitted for the previous financial year before 31<sup>st</sup> March.
- **50%** rebate is paid to local clubs for audited accounts submitted between 1<sup>st</sup> April and 31<sup>st</sup> July.
- **0%** rebate is paid if audited accounts are submitted after 1<sup>st</sup> August.

11. In the event of a pandemic or other exceptional circumstances, these dates may be negotiable, and adjustment made in line with national guidelines.

## New Club Start-Up Payments

12. Any new club can apply to the WM BOM for a start-up grant consisting of 3 times £1 per member plus £100.

13. When an existing club splits to form more than one club, the FSC will arbitrate if agreement cannot be reached about the transfer of funds from the original club.

## Expenses

14. All reasonable expenses will be paid to participants and nominated organisers taking part in or assisting at regional events/finals and regional meetings (e.g. BOM, its sub-committees and Annual General Meeting).

15. In addition, HASSRA WM will consider funding teams to play in inter-regional and/or inter-association events on request.

16. All expenses are claimed via HASSRA Live, with payment made direct into the member's bank account. The rules for travel, meals and overnight costs are included on the HASSRA Live claim form.

17. The following section clarifies some of our regional policies for other circumstances:

- a) HASSRA WM will pay for hire car plus fuel where this can be shown to be more cost-effective than public transport. Prior approval is required from the Chair of the Regional Finance Committee, who will consult with FSC members to authorise expenditure. For regionally organised events held, a detailed business case showing the public transport costs against vehicle hire must be submitted 30 days prior to the event. Full insurance cover must be taken out to ensure all excess liabilities will be met ensuring no financial liability to HASSRA WM.

- b) Subsistence is not normally paid for meals at HASSRA WM events because at most events refreshments are provided.
- c) Occasionally, if an overnight stay is required and subsistence is appropriate then prior permission will be required from the Chair of the Regional Finance Committee, who will consult with FSC members to authorise expenditure.
- d) Rates for attending WM regional events are as follows:

Category	Amount Payable
Mileage	£0.30p per mile Restricted to a maximum of 400 miles return journey.
Passenger Miles	£0.05p per mile Payable for the first passenger only. No mileage rates are payable for subsequent passengers
*Breakfast / Lunch	Actual amount up to a maximum value of £7.00.
*Overnight Meal	Actual amount (including a non-alcoholic drink) up to a maximum value of £25.00. Please note you are <u>not</u> allowed to claim for alcoholic drinks.

\* - Claims for breakfast and/or an overnight meal must be in accordance with para 14(c).

- e) A meal is defined as food or food and a drink. A drink purchased on its own does not constitute a meal and cannot be reimbursed.
- f) **Claims for subsistence must include all receipts. Where no receipts are provided the claim will be rejected. The receipt must be itemised, a screenshot of a payment from a bank statement showing just an overall amount paid is not sufficient and will be rejected.**
- g) Members have 1 calendar month from the date of the event taking place in which to submit their expenses claim for approval. Claims submitted beyond 1 month will be rejected.
- h) Car parking and toll fees will be refunded, where necessary.
- i) All claims for travel must be dated on the day of the HASSRA event. Expenses will only be paid for travel on a different day where approval has been given by the Regional FSC for overnight stays (either before or after the event).
- j) Reasonable taxi fares will be considered for approval (with receipts). However, members are required to use the cheapest method of transport

wherever possible and public transport should always be considered where appropriate. Taxi fares involving long journeys and a significant cost will need prior approval from the Regional FSC.

- k) The Golf Society will pay competitors expenses for their events out of their own funds as they would be considered separately and included as part of their business case.
- l) HASSRA WM will not pay any Road Traffic Act fines including parking fines, and congestion charges, or any sporting fines and any associated avoidable expenses.
- m) HASSRA WM will not pay for any damage to personal vehicles being used to attend HASSRA events.

## Accommodation & Overnight Stays

18. HASSRA WM will pay for overnight accommodation for competitors and organisers where necessary. In all cases the Chair of the Regional Finance Sub Committee **must be consulted in advance** and will consult with FSC members to authorise expenditure. WM HASSRA will pay the single room supplement for competitors who require a single room although team members are usually expected to share twin accommodation.
19. Overnight stays will only be considered when travel is deemed beyond daily travelling distance. As a guide, where each way journey time is less than one and a half hours it may be classed as within daily travel. When considering if the journey is beyond daily travel and if an overnight stay may be eligible, the FSC will take into consideration several other factors including:
  - The distance to be travelled.
  - The journey time by public transport from home.
  - The availability of public transport if a private motor vehicle is to be used.
  - The start and finish times of the event.
20. HASSRA WM will agree to the reimbursement of overnight accommodation costs where an event/competition starts early the following morning and/or finishes late in the evening and it is not reasonable for the member to travel to/from the venue at that time. Members will also be eligible to claim reimbursement for the cost of an overnight meal and drink (non-alcoholic) as detailed above. Agreement will be dependent on the event / competition.
21. Requests for overnight accommodation must be submitted to the Chair of the HASSRA WM Regional Finance Sub Committee in advance of the event taking place using the Business Case Request for Overnight Accommodation template (see Annex A). A separate request must be made for each member. Where prior authorisation is not received members will not be eligible for reimbursement.

22. Members must ensure they are booking the most cost-effective room available to protect HASSRA funds. In line with the DWP Hotels Policy, reimbursement is capped at a limit of £100 (national) and £150 (London rate). Any costs above these rates will be incurred at the member's own expense.

23. Members must provide receipts for reimbursement of accommodation costs.

## Regional Events

24. HASSRA WM will pay for the hire of facilities and food for competitions held on a single day. Regional event organisers will submit by 31<sup>st</sup> October each year a detailed business case estimating expenditure for the coming financial year starting from 1<sup>st</sup> January. The business case will be considered by the FSC and a recommendation as to the amount of funding will be made to the WM BOM for discussion and agreement at the next BOM meeting.

## Regional Qualifiers

25. Trophies will be awarded to winners and runners up in all events, financial prizes are not an option provided by HASSRA WM.

26. Volunteers / Organisers can claim reimbursement of other reasonable expenses incurred when running a regional event. This may include the purchase of refreshments for officials assisting/umpiring at the event. Other reasonable expenses may include equipment, first aid kit, etc. payable on production of an expenses form detailing expenditure with itemised receipts.

27. HASSRA WM will reimburse reasonable out of pocket expenses to Volunteers / Organisers who use their own funds to deliver the region's programme. These expenses could include postage stamps, printing paper, envelopes, computer consumables etc. This list is not exhaustive. In order to claim the expenses all receipts must be provided. Any anticipated reasonable expenditure must be included in any event business case.

## Kit & Equipment

28. Appropriate HASSRA WM kit and clothing will be provided to HASSRA WM representatives in national finals.

29. The cost of equipment, for example balls, bibs, shuttlecocks, will be reimbursed where necessary subject to FSC approval.

## HASSRA WM Regional Golf Society

30. The Golf Society will submit by 31<sup>st</sup> October each year a detailed business case estimating expenditure and income for each event and expected numbers of participants for grant funding for the coming financial year starting from 1<sup>st</sup> January. The business case will be considered by the FSC and a recommendation as to the amount of the grant will be made to the WM BOM for discussion and agreement at the next BOM meeting.

## HASSRA WM Trips Committee

31. The Trips Committee will submit by 31<sup>st</sup> October each year a detailed business case estimating a programme of events and their expenditure for grant funding for the coming financial year starting from 1<sup>st</sup> January. The business case will be considered by the FSC and a recommendation as to the amount of the grant will be made to the WM BOM for discussion and agreement at the next BOM meeting.
32. The HASSRA WM Trips Committee will offer cashback savings to members at various stages throughout the year, usually up to a maximum of 25%, restricted to a maximum number of tickets. For the majority of offers, cashback will be limited to £29.40 – the equivalent of one year's HASSRA membership. Members will submit their cashback offer claim on HASSRA Live, with payment being reimbursed direct into the member's bank account.

## HASSRA Live Online competitions

33. HASSRA WM will run a number of competitions online via "HASSRA Live" throughout the year, the Terms and Conditions of these are as follows:

### Terms & Conditions:

- Only 1 entry is permitted per HASSRA member.
- Winners will be contacted via the email address used to log into their HASSRA Live account.
- Winners will be notified of their prize via email from the [HASSRA.WestMidlands@dwf.gov.uk](mailto:HASSRA.WestMidlands@dwf.gov.uk) email address.
- Winners will have 1 calendar month to claim their prize. Prizes unclaimed at the end of the calendar month will be re-drawn.
- Competition winners details will be listed in the HASSRA West Midlands regional newsletters, unless the member requests to remain anonymous.

## Other Expenditure

34. Any purchasing requests will be submitted to the FSC for consideration and where necessary to the BOM / Chairperson.

## Regional Awards

35. HASSRA WM will fund trophies and prizes annually as follows:

Award Category	Prize
Best Large Club (150+ members)	<ul style="list-style-type: none"> <li>Winner = £300 and a trophy.</li> <li>Runner-up = £200 and a trophy.</li> <li>3<sup>rd</sup> Place = £100 and a trophy</li> </ul>
Best Small Club (Under 150 members)	<ul style="list-style-type: none"> <li>Winner = £150 and a trophy.</li> <li>Runner-up = £100 and a trophy.</li> <li>3<sup>rd</sup> Place = £50 and a trophy</li> </ul>
Best Sports Person	Trophy
Volunteer of the Year	Trophy
Best Business Sponsor	Trophy
Best HASSRA Communication	Trophy
Wellbeing Award	Trophy
Best Arts, Crafts & Non Sporting Contribution Award	Trophy
Lynda Gadsden Memorial Trophy for an Outstanding Contribution to Charity	Trophy
Innovation Award	Trophy
Best Newcomer Award	Trophy
Merit Award	Trophy
HASSRA Heroes	To be considered by the FSC

36. Each club that enters an award in the Best Club category will also receive £25.00 in addition to any prize money that may be won.

37. HASSRA WM will not make payment of HASSRA members' money to any charities either through direct donation or sponsorship of members. Individual local clubs are free to do so on agreement of their committee.

## Reward and Recognition

38. Recognition Awards can be made at the discretion of the Chairperson and/or President in recognition of outstanding contribution to the region.

## Further Advice

39. The Chair of the Regional Finance Sub Committee should be consulted on any circumstances not covered in this statement.
40. The HASSRA WM FSC are available to advise on any issues or to seek a FSC decision where necessary.
41. This document is available to all members on the HASSRA WM regional page of HASSRA Live.
42. A link to the Regional Finance Policy will be contained within each event advert for members awareness when they register for events.

## Annex A - Business Case Request for Overnight Accommodation



### Business Case Request for Overnight Accommodation

Prior to completing this business case, please ensure you read and understand the HASSRA West Midlands [Regional Finance Policy](#).

HASSRA Member Details	
<b>Name:</b>	
<b>HASSRA Membership Number:</b>	HAS

Event Details			
<b>Event:</b>			
<b>Name of Event Organiser:</b>			
<b>Event Start Time:</b>		<b>Expected Finish Time:</b>	

Journey Details	
<b>Journey From:</b> (Members home address in full, including postcode)	
<b>Journey To:</b> (Address of event location, including postcode)	
<b>Method of Travel:</b>	

Overnight Accommodation Request	
<b>Please provide details of why an overnight stay is required:</b> (Include here if the overnight stay is before or after the event)	

Completed business cases should be emailed to [hassra.westmidlands@dpw.gov.uk](mailto:hassra.westmidlands@dpw.gov.uk)

#### FOR OFFICIAL HASSRA USE ONLY:

<b>Request for Accommodation:</b>	Approved / Rejected
<b>Name of Authoriser:</b>	
<b>Maximum limit agreed per night:</b> £150 per night London rate £100 per night national rate	£150 / £100 per night