

HASSRA Finance Bulletin – Issue 4 November 2015

Key messages

Charity Collections

- In all cases, auditable procedures must be in place to protect staff and safeguard funds. The responsibility for the safe transit of monies falls under each person's responsibility within the chain.
- Money should be collected using a locked or sealed box/container. On completion of a collection, the cash should be counted and documented in the presence of an independent witness, who is not the collector. Both the collector and the witness must sign to confirm the amount collected. This documentation should be retained for audit purposes.
- The sum collected must be paid to the benefitting charity as soon as practical after the collection has been completed.
- Monies should always be paid to charity from the HASSRA club bank account and not from the personal bank account of the collector or any other member of staff. All transactions should be recorded in the club accounts.

See [HASSRA Finance Bulletin 1](#) for more information on organising charity collections

Club Accounts

- Accounts should be audited annually at the financial year end by at least 2 auditors. One auditor should be elected by the AGM and one should be nominated by the local Sponsor or equivalent manager.
- Auditors should be experienced members of staff with knowledge of basic bookkeeping procedures and controls. Auditors should clearly understand that they are responsible to the members of the Club, not to the elected Officers of the Club or to the club Sponsor.
- An audited annual statement of the balanced club accounts should be prepared for formal presentation to the Annual General Meeting by **28th February** at the latest.
- A copy of the audited accounts should be submitted to the Regional Finance Manager of your HASSRA region no later than **14 days** before the date of the AGM. Please ensure the Balance Sheet does balance, or it cannot be accepted. The accounts must be signed by the auditors. Accounts must be submitted online by the Treasurer or Deputy Treasurer using HASSRA Live. [See video tutorial](#).
- If you are unable to submit them within this timescale please contact your HASSRA Regional Finance Manager to explain why (see Annex 1 for contact details).

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

Annex 1

HASSRA Regional Finance Managers

For HASSRA clubs in the following regions:-

- East Midlands
- West Midlands
- South West
- Wales
- London
- North West

Contact:-

Jackie Clydesdale

E-mail: JACQUELINE.CLYDESDALE@DWP.GOV.UK

or use the Chat function on the HASSRA website www.hassra.org.uk

For HASSRA clubs in the following regions:-

- Scotland
- North East
- Fylde
- South East
- East of England
- Yorkshire and the Humber

Contact:-

Michelle Kitchen

E-mail: MICHELLE.KITCHEN@DWP.GOV.UK

or use the Chat function on the HASSRA website www.hassra.org.uk

Issued by
HASSRA National Finance Committee
November 2015
Last Updated Aug 2022