

## HASSRA Finance Bulletin – Issue 7 - June 2018

### Key Messages

#### Submission of Club Accounts

- The Regional Chair has ultimate responsibility for ensuring that club accounts are submitted according to timescale. The Regional Chair may delegate some of this responsibility to the Regional Finance Sub-Committee (FSC) or other members of the Regional board. E.g. Club Buddies.
- Once club accounts have been audited and signed off by the auditors they should be submitted to the HASSRA Regional Finance Manager by 28<sup>th</sup> February. This deadline is stipulated in the Staff Clubs Guide. Accounts must be submitted online by the Treasurer or Deputy Treasurer using HASSRA Live. [See video tutorial](#).
- If accounts cannot be audited by this deadline, the club treasurer should immediately contact their club Chair and the HASSRA Regional Finance Manager advising there is a delay in the club accounts being finalized and give an approximate date as to when the accounts will be signed off and submitted.
- If accounts are not received by 31<sup>st</sup> March, or by the date advised by the treasurer, the Regional Chair/FSC/Club Buddy should issue an email reminder to the club treasurer, also copied to the club Chair, to advise that the accounts are overdue and that they must be audited and signed off as soon as possible. The HASSRA Regional Chair/FSC/Club Buddy will also advise that any further club funding will be withheld or may be reduced depending on the region's policy.
- If accounts are not received by 30<sup>th</sup> April the Regional Chair/FSC/Club Buddy should contact the club Chair directly and refer them to the previous email (at end of March) to advise accounts still have not been received and to take the appropriate action as per the Staff Clubs Guide.
- If accounts are still not received by 31<sup>st</sup> May the Regional Chair should contact the Sponsor of the club to take immediate action to ensure the accounts are submitted.

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

#### Splitting a HASSRA club

- The Department is going through some radical changes which may affect our HASSRA Clubs. One of these may be where a club is splitting because an office is closing and its members are being relocated to multiple sites.
- If your club is splitting, please notify the HASSRA Live team using the Chat function on our [website](#).

- In this situation the club must close the accounts and send any final balance back to their HASSRA Region, along with a copy of the final set of accounts.
- The regional HASSRA committee may consider splitting these returned funds to the various clubs who are inheriting new members, if the numbers are sufficient to warrant it. However, the regional HASSRA committee is ultimately responsible for deciding on what happens to these funds.
- Members will 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-reassign 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.
- To close a club or to set up a new HASSRA club see [Finance Bulletin 6](#).

## 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](mailto:JACQUELINE.CLYDESDALE@DWP.GOV.UK)

or use the Chat function on the HASSRA website [www.hassra.org.uk](http://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](mailto:MICHELLE.KITCHEN@DWP.GOV.UK)

or use the Chat function on the HASSRA website [www.hassra.org.uk](http://www.hassra.org.uk)

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