**HASSRA West Midlands Finance Policy Statement**

This ***HASSRA West Midlands (WM) Finance* *Policy Statement*** is intended to give broad guidance to members on financial issues. It reflects decisions made by successive Boards of Management (BOM), and should be regularly reviewed.

This version is dated December 2021. It 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.

HASSRA WM should aim to have a ***reserve fund*** of £70,000 held as 1 year’s operating costs in hand. In order 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.

The HASSRA WM financial year runs from the 1st January to the 31st December.

***What HASSRA WM will fund***

***Rebates***:

Based on membership figures rebates will be sent to clubs by the end of August totalling a maximum of £5 per year per member (assuming that fully audited club accounts have been returned for the previous year in line with the Finance Policy). 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 AGM.

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 whom will be taken from the Local Club funds. Rebate payments will be withheld until audited accounts are received.

HASSRA WM policy is that the full rebate is paid to Local Clubs if audited accounts are submitted for the previous financial year before the 30th June, 50% rebate is paid to Local Clubs for audited accounts submitted between the 1st July and the 31st December and 0% rebate is paid if audited accounts are submitted after the 1st January i.e. one year after the end of the financial year.

In the event of a pandemic these dates may be negotiable and adjustment made in line with National guidelines.

***Start-up payments***:

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

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:***

Expenses will be paid to participants and nominated organisers taking part in or assisting at Regional Finals, Regional Teams and Meetings (e.g. BOM and its Sub-Committees).

In addition HASSRA WM will consider funding teams to play in inter-regional/Association events on request.

All expenses are claimed via HASSRA Live, with payment made direct into the member’s bank account.

***Regional Events:***

HASSRA WM will pay for the hire of facilities and food for competitions held on a single day. Regional event organisers will submit by the 31st October each year a detailed business case estimating expenditure for the coming financial year starting from the 1st 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.

***HASSRA WM******Regional* *Golf Society -*** The Golf Society will submit by the 31st 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 the 1st 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 –*** The Trips Committee will submit by the 31st 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 1st 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.

***Prizes for Regional Qualifiers***:

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

The rules for ***travel, meal and overnight costs*** are included on the HASSRA Live claim form. This section clarifies some of our policies for other circumstances.

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.

The mileage rate for WM regional events is 25p per mile and 5p for the first passenger. No mileage rates are payable for subsequent passengers. Car parking and toll fees will be refunded, where necessary. 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.

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. HASSRA WM will not pay for any damage to personal vehicles being used to attend HASSRA events.

Subsistence is not normally paid for meals at HASSRA WM events because at most events refreshments are provided.

Occasionally, if an overnight stay is required and authorised, then the rates paid are the same as those made by National HASSRA. If in these circumstances, 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. All receipts will need to be submitted for payment to be made up to the maximum of £20 for an overnight meal, and £5 for lunch/breakfast.

***Accommodation:***

HASSRA WM will pay for overnight accommodation for competitors and organisers where necessary. In all cases the Chair of the Regional Finance Committee should 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.

***Overnight Stays:***

HASSRA West Midlands 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) to an upper limit of £20.00 (actual costs, for which receipts must be provided). Agreement will be dependent on the event/competition.

Requests for overnight accommodation must be submitted to the Chair of the HASSRA West Midlands Board of Management Finance Committee in advance of the event taking place. Where prior authorisation is not received members will not be eligible for reimbursement.

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 £80 (national) and £130 (London rate). Any costs above these rates will be incurred at the members own expense.

Members must provide receipts for reimbursement to be authorise

Volunteers / Organisers can claim reimbursement of ***other reasonable expenses*** incurred when running a regional event. Thismay 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.  HASSRA WM will reimburse reasonable out of pocket expenses to Volunteers / Organisers who use their own funds to deliver the Regions 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 events business case.

***Online competitions:***

HASSRA WM will run a number of annual competitions online via “HASSRA Live”, 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 your HASSRA Live account.
* Winners will be notified of their prize via email from the [HASSRA.WestMidlands@dwp.gov.uk](mailto:HASSRA.WestMidlands@dwp.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 winner’s details will be listed in the monthly HASSRA West Midlands regional newsletter, unless the member requests to remain anonymous.

***CSSC Rebate:***

HASSRA WM receives a rebate from CSSC which will be used to fund teams and individuals competing in ***CSSC events*** where competitors are not entitled to funding by national and regional CSSC who must be approached first. Normal HASSRA travel and accommodation rules will apply to competitors in these cases.

***Kit:***

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

***Other Expenditure:***

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

***Regional awards:***

HASSRA WM will fund trophies and prizes annually as follows:

Best large club > 150 members

Winner £300 and a trophy

Runner-up £200 and a trophy

3rd Place £100 and a trophy

Best small club < 150 members

Winner £150 and a trophy

Runner-up £100 and a trophy

3rd Place £50 and a trophy

Each club will receive £25 for entering into the Best Club category in addition to any prize money that may be won.

Best Achievement in Sport Trophy

Volunteer of the Year Trophy

Best Business Sponsor Trophy

Best HASSRA Communication Trophy

Best Participant Trophy

Wellbeing Award Trophy

Annual Cultural Award Trophy

Lynda Gadsden Memorial Trophy for Best Contribution to Charity Trophy

Recognition Awards can be made at the discretion of the Chairperson in recognition of outstanding contribution to the Region.

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.

The Chair of the Regional Finance Committee should be consulted on any circumstances not covered in this statement.

***Advice and contact points:***

The HASSRA WM Board of Management members are available to advise on any issues or to seek a Finance Sub-Committee decision where necessary.

This document will be made available to all members on the HASSRA WM Live page.