

HELOA Finance Annual Report 2022
November 2022 (figures as of 25.11.22)

Strategic priority link

1. Strengthen the stability of HELOA to ensure the delivery of charitable objectives

The Finance team

The team comprises of:

- Fiona Curry (University of Cumbria): VC (Finance)
Term: February 2022- February 2025
- Sarah Byard (Courtauld): Finance Manager
Term: May 2021- May 2024

We would like to thank Michelle Terrell (The University of Edinburgh) who concluded her term as VC (Finance) in February 2022 but continued to provide support during the handover process of access to accounts for the new VC with patience and positivity through to the end of spring. She also prepared a substantial amount of the information needed for the audit of 21-22 financial year, to ensure as smooth a transition as possible. Our thanks are also with Jacob Brown (St Georges, London) who left his role as UK Finance Manager during summer of 2022, due to leaving the Higher Education sector. Both their contributions to the team have left the Finances of the charity in a stable position.

At the time of writing, and since summer, we are currently holding a vacancy for a UK Finance Manager role. The role has been advertised twice, with no applications received. The workload is being managed between the team, however contingencies of support from the office team and the need for further resource to fulfil our duties are in place and outlined on our organisation risk register.

Overview of the year

2022/2023 (current budget tracker attached 8.2)

This financial year has been the first since 2018-19 where we have faced no restrictions (at time of writing) to offering in-person training events in addition to group, UKC and partnership meetings in person. We started the financial year with our reserves intact and a surplus of £44,735. This was due to controls put in place during the pandemic, to ensure the charities sustainability as government guidance prevented in-person events and therefore limiting our income.

Governance and budget

At the start of my term as VC (Finance), I updated the financial policy with feedback and support from the UKC, which has been approved by the trustees.

The audit for 2021-22 financial year has been completed and is attached (8.1). My thanks to Michelle, Sarah, Louise and Dawn (the office team), for supporting me with the auditors' queries around this.

Relevant information will be provided to Kate, VC (Governance) for the Charity Commission submission due end of 2022.

In collaboration with the UKC, the finance team carried out a full budget review, so that we can more accurately allocate budget to all areas needed, including Communications.

At the time of writing this report (25/11/22), the finances of HELOA are as follows:

Bank Balance: £143,411.86

Invoices due: £23,678

Invoices overdue: £6,932

To be invoiced: £1,057 (approx. membership), £115,500 (approx. national conference), £2445 (approx. training conferences), £7,200 (Approx. partners and sponsors).

While at the time of writing we are at 42% of forecast expenditure, there are significant purchase invoices still yet to be issued and paid including invoices from Edge Hill for payment for the provision of the office two salaried staff and payment to the venue for Conference. It is predicted that the financial year will end with our income having covered all expenses and carrying forward £124,735 from the previous year intact.

Surplus

With a surplus brought forward from 2021-22 financial year, a call for submissions of ideas was made to the UK committee to spend the surplus in line with our charitable objectives. These were reviewed by the Chair and VC (Finance) against Time, Impact, Price and Sustainability.

The following were approved:

- September 2022 PDC with subsidised place per institution- reinvesting in members.
- One-off EDI consultancy led by VC (Governance) to review policy, trustee recruitment, events.

- Communications video assets.
- Project management qualifications training and development for the Office team- investing in our core staff and replacement IT equipment.
- Sustainable water bottles for conference events.
- An additional in-person UKC meeting.

Therefore, while we are tracking as spending over budget in UK Committee and Training events spend, this has been planned as use of some of the surplus. Not all planned surplus spend approved will fall into 22-23 financial year, and additional spend has been offset by an increasing membership and underspend projected in some budget lines, leading to our surplus remaining the same closing 31 March 2023.

Staffing costs

The Chair and Office team reviewed the office roles and responsibilities as the demand and reliance on the team has increased, to support the administration and organisation of a growing membership and UKC. At the May 22 UKC meeting, the trustees agreed to permanently increase the Office Managers' hours to 30 hours per week.

2023/24 Budget

Income

I forecast £124,735 carried over into next financial year, with £80,000 is allocated to our reserves (mainly the National Conference) and therefore generating a £44,735 surplus. It is proposed that this is used to reinvest back into the charity over a three-year period.

Expenditure

The budget for 2023/24 has been prepared with the UKC and considering the rate of Consumer Price Index (CPI). To plan to spend the surplus over time, a deficit of £12,667 has been factored in to the 2023-24 budget, with the intention that the remaining £32,068 of surplus be planned for spend in 2024-26.

For approval

8.1 Completed accounts for the 2021/22 financial year

8.2 Provisional accounts for the 2022/23

8.3 Proposed membership costs

8.4 Proposed budget for the 2023/24 financial year

8.5 Proposed auditor- Bick Accountants Ltd.

Fiona Curry

HELOA UK Vice-Chair (Finance)