

##### HELOA Financial Information

##### and Procedures

# April 2018

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| Author: | Updated by Joe Bradbury-Walters, UK Vice-Chair (Finance) |
| Contributors: | HELOA UK Executive Committee |
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**Overview**

The Financial Procedures for HELOA aims to lay down more detailed guidance, specifies how procedures should operate and details areas of responsibility. The manual will be updated periodically, all updates will be issued by the Vice-Chair (Finance).

**Bank details**

Details of the HELOA bank account can be obtained by contacting the UK Vice-Chair (Finance).

HELOA account cheque signatories, names on account mandate and access to HELOA account and Debit card:

* UK Chair: Robbie Pickles, University of Bath
* UK Vice-Chair (Finance): Joe Bradbury-Walters, University of Portsmouth
* UK Vice-Chair (Administration and Membership): Harri Tatnell, Aston University

Bank accounts are reconciled in SAGE One, by HELOA UK Vice-Chair (Finance) on a weekly basis. The Financial year runs from 1st April – 31st March.

**Accounts**

Accounts are presented in SAGE One Accounts. This programme automatically backs up all data. Sage One accounts can be accessed by:

* UK Chair: Robbie Pickles, University of Bath
* UK Vice-Chair (Finance): Joe Bradbury-Walters, University of Surrey
* Finance Manager (Membership): Lydia Dams, University of Wolverhampton
* Finance Manager (Training): Al Blackshaw, University of Strathclyde
* HELOA Office

**Accountants/Auditor**

Bick Accountants, 18A Littleham Rd, Exmouth EX8 2QG Tel: 01395 273454.

**Reporting**

Finance is a standing item on the HELOA Executive Committee and UKC agenda for each meeting where the Vice-Chair (Finance) will provide an overview on the current situation. The Vice–Chair (Finance) will provide full reports to the UK Executive Committee on a quarterly basis. Reports will therefore be circulated at the beginning of July, October, January and April. Regional Groups, Partnerships and External Relations and National Training budget holders will receive monthly budget updates and details of outstanding invoices.

**Banking Updates**

The UK Vice-Chair (Finance) will update the HELOA Bank account on a weekly basis. Finance Managers will be updated on a weekly basis regarding outstanding payments for membership and/or training events.

**Budget Preparation**

The HELOA Vice-Chair (Finance) will prepare a budget on an annual basis. A proposed budget will be presented during the AGM in January each year. This budget will be voted on by the association for use for the forthcoming financial year. The final budget will be circulated in April each year. Budget updates will be included in the UK Vice-Chair (Finance) quarterly reports. Prior to the AGM budget proposals will be received from UK Vice-Chairs for Training, Groups, Memberships and External Relations & Partnerships (As per financial timeline).

Each budget area has an allocated budget code. These are:

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Detail** | **Code** | **Detail** | **Code** |
| Anglia  | 4110 | Anglia  | 8110 |
| London  | 4120 | London  | 8120 |
| Midlands  | 4130 | Midlands  | 8130 |
| North East, Yorkshire and the Humber  | 4140 | North East, Yorkshire and the Humber | 8140 |
| North West and Northern Ireland | 4150 | North West and Northern Ireland | 8150 |
| Scotland | 4160 | Scotland | 8160 |
| South East | 4170 | South East | 8170 |
| South West | 4180 | South West | 8180 |
| Wales | 4190 | Wales | 8190 |
| National Conference | 4250 | National Conference | 8250 |
| NPC (New Practitioners’ Conference) | 4300 | NPC (New Practitioners’ Conference) | 8300 |
| PDC (Professional Development Conference) | 4350 | PDC (Professional Development Conference) | 8350 |
| UKC (UK Committee) Travel, Subs and Hospitality | N/A | UKC (UK Committee) Travel, Subs and Hospitality | 8400 |
|  |  | HELOA Office | 7500 |
| Partnerships and External Relations | 4500 | Partnerships and External Relations | 8500 |
| Membership Fees | 4100 | Legal and Professional | 7600 |
| Membership Fees 2016/17 | 4102 | Audit Fees | 7605 |

**Income**

Requests for invoices should be raised on an invoice request and forwarded, together with the appropriate Purchase Order number and related documentation (to include the name and address of contact and organisation), to the HELOA Office. The invoice request form is an online google form.

The Finance Team are responsible for the preparation and dispatch of invoices together with the recording in the appropriate ledgers in Sage One software.

**Credit Control**

It is the Finance Team’s responsibility to follow up unpaid invoices on a monthly basis. Standard letters will be issued to debtors when the invoices are greater than 30 days, then 60 and 120 days overdue. Tracking of all contact will be logged including when each of the standard letters are sent. This can be found on the membership log document. Communication of these letters will be sent by email and by post.

If an invoice is not paid within the deadline given in the third letter, a final reminder should be sent and details referred to the HELOA Executive Committee to consider legal action and/or revoking of membership. Any institution with overdue payments will not be eligible for member discounts on any training events until they are paid in full.

**Refunds**

Should HELOA invoice and receive payment from a member or institution that requires returning due to an error this will be processed by the UK Vice-Chair (Finance) and the HELOA Office immediately.

All refunds or changes to bookings/payments requested in regard to HELOA events will be referred to our cancellation policy detailed below. All financial queries on refunds or amends will be considered by the UK Vice-Chair (Finance) and appropriate action taken. Credit notes will not be permitted. All refunds will be made by BACS. In exceptional circumstances cheques can be issued by the UK Vice-Chair (Finance). Should a change in invoice amount occur before payment is made, a revised invoice should be created and sent. In this circumstance payment terms should be amended to match the timeframe of the initial invoice.

**Cancellation Policy**

For all HELOA training events full refunds will be made up to a month before the event date, after this the full cost of the conference will be charged. HELOA will, depending on the circumstances of the request for refund, make reasonable efforts to replace the delegate.

 **Purchasing Procedures**

An official purchase order form must be completed for all goods and services to be paid for by HELOA. This also applies to orders placed by telephone or the web. All orders must be approved by the UK Vice-Chair (Finance) in advance. Before placing an order a purchase order number must be obtained from the Vice-Chair (Finance). Turnaround for Purchase order approval and numbers to be supplied is no more than 14 days. The purchase order request form is an online google form.

Payments in advance of the receipt of goods or services shall not be made without prior authorisation from the UK Vice-Chair (Finance).

**Contracts**

When entering into a contract on behalf of HELOA, any contract where the amount is over £5,000 must be authorised by the UK Vice-Chair (Finance). All contracts for less than this amount must receive prior approval by the UK Vice-Chair (Finance) through the purchase order process but can be signed/authorised by the requisitioning HELOA committee member.

**Invoices**

Must be addressed to:

HELOA Office,

Edge Hill University,

St Helens Road,

Ormskirk,

Lancashire,

L39 4QP

t: 01695 65 4392

e: office@heloa.ac.uk

Email copies must be sent to the UK Vice-Chair (Finance) at finance@heloa.ac.uk

**Financial Timeline 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Action** | **Deadline** | **Completed by** |
| **April** | Audit preparation of previous financial year recordsQuarterly financial report for previous financial year/End of year report | All document sent to Auditor by the end of May1st week of April | UK Vice-Chair (Finance)HELOA OfficeUK Vice-Chair (Finance) |
| **May** | Contracts agreed and deposit paid for National ConferenceReport on HELOA development fund and discussion of ideas for use | End of MayUKC Meeting | UK Vice-Chair (Training)UK Vice-Chair (Finance)UK Committee |
| **June** |  |  |  |
| **July** | Quarterly financial report | 1st week of July | UK Vice-Chair (Finance) |
| **August** | Membership renewals and invoices prepared for new subscriptions year |  | UK Vice-Chair (Administration and Membership)UK Vice-Chair (Finance)Finance Manager (Membership) |
| **September** | New membership fees charged. Discussion of membership fees for next financial year | Last working day of SeptemberUKC Meeting | UK Vice Chair (Finance)UK Vice-Chair (Administration and Membership)Finance Manager (Membership)UK Committee/ExecutiveRegional Groups |
| **October** | Budget proposals for following financial year/ Reports from UK Vice Chairs Quarterly Financial reportMembership invoices (over 30 days) to be sent reminder letter/email | Discussions to be had at Exec /team/regional meetings ready for Budget profiles to be sent in November1st week of October1st week of October | UK Vice-Chair (Administration and Membership)UK Vice-Chair (Training)UK Vice-Chair (Partnerships and External Relations)UK Vice-Chair (Finance)Regional GroupsUK Vice-Chair (Finance)Finance Manager (Membership) |
| **November** | Budget proposals/ Reports from UK Vice-Chairs Membership invoices (over 30 and 60 days) to be sent reminder letter /emailMembership Fees agreed for next financial year | Last working day of November1st week of NovemberUKC Meeting | UK Vice-Chair (Administration and Membership)UK Vice-Chair (Training)UK Vice-Chair (Partnerships and External relations)UK Vice-Chair (Finance)Finance Manager (Membership)UK Committee/Executive |
| **December** | AGM report & Budget Proposal Membership invoices (over 60 days) to be sent reminder letter /emailBookings close for National Conference | Last working day of December1st week of December2nd week of December | UK Vice-Chair (Finance)Finance Manager (Membership)UK Vice-Chair (Training)Conference TeamFinance Manager (Training) |
| **January** | National Conference 2nd payment dueQuarterly financial reportAnnual financial report presented during AGM at national ConferenceAll payments due for conference delegates – list pulled together of those outstandingMembership invoices (over 120 days) to be sent reminder letter /email | 1st week of January1st week of JanuaryAGM30 days after close of bookings | UK Vice-Chair (Training)UK Vice-Chair (Finance)Conference TeamUK Vice-Chair (Finance)UK Vice-Chair (Finance)Includes draft budget and approved amount for groups for upcoming financial year)Finance Manager(Training) |
| **February****February (Cont.)** | Membership invoices (over 120 days) to be sent reminder letter /emailConference delegate invoices (over 30 days) to be sent reminder letter /emailNational Conference balance to be paid | 1st week of February1st week of February30 days after close of conference | Finance Manager (Membership)Finance Manager (Training)UK Vice-Chair (Training)UK Vice-Chair (Finance)Conference Team |
| **March** | Any outstanding membership invoices to be referred to UK Executive Committee for considerationConference delegate invoices (over 60 days) to be sent reminder letter /emailAll outstanding payments and invoices to be chased sent and processed Financial year end | UKC Meeting1st week of March31st March | HELOA OfficeUK Vice-Chair (Administration and Membership)UK Vice-Chair (Finance)Finance Manager (Training)AllUK Vice-Chair (Finance)  |

**Expenses**

Expenses will be reimbursed to any member of the UK and group committees for any travel and subsistence associated with HELOA Business. As a 'voluntary' organisation, all claimants have a responsibility to ensure that all expenditure is reasonable and justified. Where possible, all planned expenses require approval in advance from the UK Vice-Chair (Finance).

All claims for reimbursement, including receipts, should be made by using the HELOA expenses form. Scanned receipts can be emailed through with the completed form or paper receipts and printed form sent through the post. All documents must be sent in PDF format to finance@heloa.ac.uk

Claims should be sent to the relevant budget holder as identified on the expense form. These will be approved and sent through to the Vice Chair (Finance). Payments will be processed within 14 days of the claim being received by the budget holder. In the absence of the Vice-Chair (Finance) this responsibility will fall to UK Chair and UK Vice-Chair (Administration and Membership) to process. Any predicted delay in this procedure will be communicated to members in advance.

If any cost has been incurred by the person’s institution this must be raised in the form of an invoice and sent through to the HELOA Office for payment.

**Public Transport**

Expenses will be reimbursed in full for travel by standard class, or first class where the cost is less. Claimants should take full advantage of advanced booking, saver tickets and railcard discounts whenever possible.

**Hire Car**

Expenses will be reimbursed in full for the hire cost and fuel up to a small family size vehicle e.g. Ford Focus, Vauxhall Astra or Volkswagen Golf. Should a larger vehicle be required approval for this should be obtained from the UK Vice-Chair (Finance) in advance of booking.

**Own/Institutional Vehicle Mileage**

The Inland Revenue approved mileage rate for cars from April 2011 is 45p/mile on the first 10,000 miles in any tax year. The rate of 45p/mile or the respective standard class rail fare, whichever is the lesser maybe claimed. On occasions when the journey by public transport would prove difficult, or would take a significantly longer time, then the full rate of 45p/mile maybe offered at the discretion of the UK Vice-Chair (Finance) for the entire journey. These amount are based on guidance found at [www.gov.uk/guidance/rates-and-thresholds-for-employers-2016-to-2017](http://www.gov.uk/guidance/rates-and-thresholds-for-employers-2016-to-2017)

Anyone using a private vehicle should ensure that they have the correct level of personal car insurance before they complete any journeys on HELOA business.

**Flights**

**All flights** must be authorised in advance by the UK Vice-Chair (Finance). Advance booking should be used whenever possible.

**Advances**

As an association HELOA wants to ensure its voluntary committee members are not financially compromised due to the work undertaken in their roles. Should advances be necessary these can be authorised by the UK Chair and UK Vice-Chair (Finance). An estimate of the forthcoming spend should be submitted and if agreed necessary up to 80% of this amount will be transferred to the members involved. Any spend over the advance given can be claimed for through the usual expense procedure. Should the actual spend be less than the advance this money must be returned to HELOA within 7 days. Advances must be documented using the expenses form after the event. Advanced approval will be done via email and these uploaded to final expense claim on Sage One. ***All advance travel bookings should be booked through the HELOA office to avoid advances if necessary***

**Institution payments**

In the event of a HELOA member’s institution incurring cost for UKC travel and subsistence, an invoice must be sent from the institution detailing the costs incurred and full payment details. An expense form and receipts should still be attached by the claimant.

 **Un-Receipted claims**

Should any expenditure be un-receipted for any reason, the claim can be paid up to the following maximums.

Breakfast £4.50 (when not included as part of the cost of accommodation)

Lunch £5.00

Dinner £12.50

A disclaimer form will be sent to any member claiming for un-receipted expenses to complete.

**Other costs**

In exceptional circumstances, the UK Chair and UK Vice-Chair (Finance) can authorise additional expenses if it is of benefit to HELOA as an association or can reduce longer term costs.

**Accommodation**

Where possible accommodation will be booked and paid for in advance by the HELOA National Office. All meetings must be arranged to avoid the need for overnight accommodation whenever possible. When overnight accommodation is required, this will normally be reimbursed up to a maximum of £100.00 per night for Bed & Breakfast outside of London and £120.00 per night in London. Advance notification of any accommodation bookings must be made to the UK Vice-Chair (Finance)

**Subsistence**

Full reimbursement for food will be made, though should not normally exceed the following values:-

Breakfast £9.00 (when not included as part of the cost of accommodation)

Lunch £10.00

Dinner £25.00

When there is entitlement to more than one of these allowances, they may be combined into a single allowance, not exceeding the sum of the respective amounts. Where service charge is included in the bill for meals this will be eligible to be claimed back, however where tipping is down to customer discretion this will not be covered. 1 alcoholic beverage (per person) can be claimed for when consumed with an evening meal. Members are encouraged to use efficiencies where possible with all expenses.

**Hospitality**

Refreshments for any events relating to HELOA business, including UKC, Working group and regional group meetings can receive a contribution of up to £150 per event from HELOA. This money will come from the respective budget therefore it is the decision of the budget holder whether to make this claim or ask for this cost to be covered by the event hosts. Room hire needed for all UKC meetings and training events will be paid for should it be necessary. Room hire for all other HELOA related business/events will only be paid in exceptional circumstances, this however, must be agreed prior to the event with the Chair and Vice-Chair (Finance). This policy does not relate to regional and national training events where all room hire and catering costs can be paid from the relevant budgets depending on availability.

 **Gifts**

As a voluntary organisation, gifts for service in a HELOA committee role can be authorised by UK Vice-Chair (Finance) to the maximum of £25. This amount will need come from the relevant budget heading of the area of HELOA Business purchasing the gift. Therefore this must be allowed for in any yearly budget planning. In exceptional circumstances this limit can be amended on approval from UK Vice-Chair (Finance)

**Membership**

Membership of HELOA is by institution. The cost of membership is dependent on the number of people who join from within an institution. Memberships will run from 1st September to 31st August, in line with the Academic Year and Institutional budgets.

**Membership fee charging policy**

Membership is charged from the 1st September – 31st August, Any member in post from the 1st September – 30th October will be charged for the full annual fee by their host institution. If the member is moving to another member institution their membership can be transferred for the remainder of that membership year with no additional charge. If am institution wishes to add a new member after the 1st July in each membership year this member will not be charged for until the renewal on the 1st September. These dates also apply to members on maternity leave, extended paternity and secondments.

**Institutional Membership**

Membership fees are based on the size of the institution. These figures are taken from the latest available HESA figures at time of Initial membership and reviewed prior to renewals. Membership fees are a standing item on UKC meeting agenda.

The item will be discussed at the September meeting annually and any changes to the fee agreed at the November meetings. Any changes to fees must be then agreed at the HELOA Annual General Meeting (AGM)

5 membership places are included in the annual institution fee. For all additional members an individual fee will be applicable. Membership fees area flat rate and therefore not pro rata based on joining time during the membership year.

Membership for 2017/18 is as follows (*VAT is not charged so these figures are total costs)*

|  |  |
| --- | --- |
| **Number of Students** | **Annual Cost** |
| 0 - 1000 | £255.00 |
| 1001 - 5000 | £285.00 |
| 5001 - 10000 | £350.00 |
| 10001 - 15000 | £380.00 |
| 15000+ | £405.00 |
| Additional Memberships | £34.00 per person |

FE colleges (with HE provision) will be charged a flat fee of £255 for institutional membership regardless of size. This fee also includes 5 membership places, with any additional members being charged at the rate of £34.00

**Groups**

HELOA has 9 regional groups. These are:

* Anglia
* London
* Midlands
* North East, Yorkshire and the Humber
* North West and Northern Ireland
* Scotland
* South East
* South West
* Wales

**Allocated funds**

Groups all have access to a central group fund of £20,000 per year (including VAT). Each group committee will bid for funds as per the financial timeline. There is no minimum spend required for groups. This allocation replaces all previous amounts, including the £100 admin fee available to groups.

**Additional funds**

As part of the group's central funding there is £2000 allocated for additional bids from groups. These bids can be submitted to the UK Vice-Chair (Finance) between April and January of each financial year. Each submission for additional funds will be reviewed by the Exec Committee and a decision will be made as passed to the relevant group committees.

**Financial year**

The financial year for group spends is in line with the HELOA financial year of 1st April – 31st March.

**Remaining/unused allocations**

Any unused funding from the group's allocation, by the 31st March, will be transferred into the HELOA central fund. All invoices therefore need to be paid prior to the end of the financial year. Groups should plan their activity and spending around this. Groups may be given authority to carry forward part of their allocated fund. This will be an agreed amount held against explicit expenditure plans agreed in advance with the UK Vice-Chair (Finance). Where groups have funds allocated to spend passed the end of the financial year the UK Vice-Chair (Finance) will allow up to 1 month for this payment to be made. As a non-profit making association carrying forward of funds will past this date will not be allowed. All outstanding balances will be absorbed into the association’s central fund. This fund will then be discussed at the beginning of each financial year by the UK Committee and dedicated to special projects for the development of HELOA.

**Group spending**

Groups must submit a proposed budget to the UK Vice-Chair (Finance) and UK Vice-Chair (Group development) as per the financial timeline. The group spend must be based around the aims and objectives of the group and the association as a whole. Funds can be spent on resources, training or any other activity deemed appropriate for HELOA, the benefit of its members, raising the profile of, or meeting the aims of the association. Groups can spend their allocated funds following the guideline set out in this policy.

Groups are not to charge any additional subscription /training fees for regional activity unless agreed by the UK vice chair (Finance) and UK Vice Chair (Groups development) in advance.

**Groups Chairs’ Strategy Day**

A budget of £1500 is set for this annually. £100 will be charged to each regional group with the remainder paid out of the HELOA development budget

**UKC Planning Day**

A budget of £1500 is set annually for this which will be paid out of the HELOA development budget

**Group reporting**

Reports on spend to date will be sent to Group Chairs and Vice Chairs (Finance), if applicable, every month to check progress against their budget. This will be coordinated by the UK Vice-Chair (Finance). Group Chairs should report on their budgets during each of their regional group meetings.

**Training**

**National Conference**

All members of the UK Committee are entitled to a funded place at the HELOA national conference. This place will be given in lieu of the responsibilities undertaken by these members in support of the AGM and conference team during the event. The funded places are not transferable. However, if regional chairs are unable to attend, the group should send a nominated person in their place to carry out the responsibilities associated with their role. In this case the nominated person will receive the funded place. These costs will be deducted from the National Conference budget.

**NPC/PDC**

Expenses for **HELOA officers** required to attend NPC/PDC events will be paid for by HELOA and Delegate fees will not be applicable for any staff required to attend as part of their HELOA role. Claims can be made for all expenditure associated with HELOA training business, including any pre-event meetings and site meetings. Any HELOA UK Committee member required to attend the event and carry out duties associated with their role will be entitled to claim expenses with prior authorisation from the UK Vice-Chair (Finance). These costs will be deducted from the relevant training event budget.

**Training fees**

Below is a table of the current fees for HELOA Training. *VAT is not charged so these figures are total costs.*

|  |
| --- |
| **National Conference** |
| Full Conference Members | £425 |
| Day Delegate (per Day) | £125 |
| B&B | £97 |
| **NPC** |
| Full Conference Members | £190 |
| Full Conference Non Members | £255 |
| Day Delegate (per conference) | £110 |
| Dinner | £30 |
| **PDC** |
| Full Conference Members | £130 |
| Full Conference Non Members | £175 |
|  |  |

To receive a membership rate for all training events new members can book before becoming a member. However, all membership forms must be received before the event and all overdue payments from their host institution must have been paid in full. **Any institutions with overdue invoices will not be eligible for member rates are training events**.

**HELOA Central costs**

**Software**

Detailed below are the software packages used by HELOA and their associated costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Description** | **Cost** | **Payment Schedule** |
| Swift Internet | Website Hosts | 178.80 | Annual (January) |
| Swift Internet | Domain Name | 13.80 | Annual (June) |
| WuFoo | Online form tool | £12.00 | Monthly |
| Sage One | Accounting tool | TBC | TBC |
| Microsoft Dynamics | Membership system | £145.80 | Monthly |
| Go To Meeting | Virtual meeting tool | £273.60 | Annual (May) |

 **Service level Agreement**

HELOA has a service level agreement with Edge Hill University for the hosting and staffing its National Office. This agreement runs from July – June. HELOA Executive Committee discuss this agreement on a Bi annual basis and if appropriate is renewed every two years. Payment for Edge Hill is on a 6-monthly basis.

**Accountancy**

An annual fee is charged by our accountant for support. There are no costs associated directly with sage, however support can be obtained from the accountants for this software and this is charged as part of our annual fee. Audit fees are a separate charge, and this is quoted at £1500 (plus VAT) annually. The required information required for the audit are:

* A copy of the last accounts (15 months ended 31 March) and supporting breakdowns of balance sheet items.
* Minutes of all meetings (and the AGM).
* Balanced and approved/agreed accounts for the year.
* Bank statements for the year (or printouts, if statements not available).
* Sales invoices.
* Purchase/expenses invoices.
* Any other information you feel would be useful.
* Bank account details including sort code, account number, bank and branch name and branch address.
* List of HELOA Members for the audited year

This information is supplied at the end of May each year. The process takes approximately 30 days to complete.

**Legal fees**

During the 2018/19 Financial year Legal costs have been budgeted at £20,000. This cost is for the transition to charity status. In future years this will be replaced with a smaller, fixed amount to cover any legal cost incurred by the association.

**HELOA Development costs**

Each year HELOA will host a series of events that aim to develop and grow the association in line with its strategic aims and objectives. The events are:

Every 3 years HELOA will create a revised strategic plan. For this a strategy day will be held with representatives from across all committees and teams within the association. The costs for this will be planned and budgeted for in that year’s Budget profile. Any underspend from the group's regional budgets at the end of each financial year will be put into the development budget for the following year. The total available and Ideas on ways in which to spend this money will be discussed at the May UKC meetings annually.