



**HELOA Financial Information
and Procedures
November 2022**

Author:	Updated by Fiona Curry, UK Vice-Chair (Finance)	
Contributors:	HELOA UK Executive Committee	
Version:	2022	Status: Approved
Date:	November 2022	

Contents

[1. Overview](#)

[2. Bank details](#)

[3. Accounts](#)

- a) Accountants

[4. Auditor](#)

[5. Reporting](#)

[6. Banking updates](#)

[7. Budget Preparation](#)

[8. Income](#)

[9. Credit Control](#)

[10. Refunds](#)

[11. Cancellation Policy](#)

[12. Purchasing Procedures](#)

[13. Contracts](#)

[14. Procurement Thresholds](#)

[15. Invoices](#)

[16. Financial Timeline](#)

[17. Expenses](#)

- a) Travel and accommodation principals
- b) Public Transport
- c) Hire Car
- d) Own/Institutional Vehicle Mileage
- e) Flights
- f) Advances
- g) Unreceipted Claims
- h) Other costs
- i) Accommodation
- j) Subsistence
- k) Hospitality
- l) Gifts

[18. Membership](#)

[19. Groups](#)

- a) Allocated funds
- b) Additional funds
- c) Remaining/unused allocations
- d) Groups spending
- e) Group reporting

[20. Training](#)

- a) Guidance for payment of speakers
 - i. Speakers' expenses
 - ii. Student/Staff Q&A panels
- b) National Conference
- c) NPC/PDC
- d) Training fees

[21. HELOA Central costs](#)

- a) Software

b) Service level agreement

c) Legal fees

[22. HELOA Development costs](#)

[23. Partnerships](#)

[24. Appendix](#)

1. Overview

The Financial Procedures for HELOA provide detailed guidance, specify how procedures should operate and details areas of responsibility to ensure compliance with Charity Commission regulations. They will be updated periodically; all updates will be issued by the Vice-Chair (Finance).

2. Bank details

Bank: Barclays

Account name: HELOA

Account number: 60006289

Sort Code: 20-97-48

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

- UK Chair: Jonny Atkinson, University of Liverpool
- UK Vice-Chair (Finance): Fiona Curry, University of Central Lancashire
- HELOA Office Manager: Dawn McClintock, Edge Hill 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.

3. Accounts

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

- UK Chair: Jonny Atkinson, University of Liverpool
- UK Vice-Chair (Finance): Fiona Curry, University of Central Lancashire
- UK Finance Manager: Sarah Byard, Courtauld Institute of Art, University of London.
- UK Finance Manager: **Vacant**
- HELOA Office

a. Accountants

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

An annual fee is charged by our accountants for support. A copy of the engagement agreement with Bick Accountants can be found in **appendix 1**.

4. Auditor

John. P. Bick, Bick Auditors, 18A Littleham Rd, Exmouth EX8 2QG Tel: 01395 273454

Audit fees are quoted at £2100 (plus VAT) annually. The required information required for the audit are:

- A copy of the last accounts (12 months ended 31 March) and supporting breakdowns of balance sheet items.
- Minutes of all UKC meetings (and the AGM).
- Booking spreadsheets from all training events for the financial year to detail: names of attendees, their institution, whether they were HELOA members or not, the expected fee, and what it was for.
- Balanced and approved/agreed accounts for the year.
- Bank statements for the year (or printouts if statements not available).
- Sales invoices.
- Purchase/expenses invoices.
- Trustee expenses.
- Bank account details including sort code, account number, bank and branch name and branch address.
- List of HELOA Members including list of Trustees for the audited year.
- Strategic report to be included in the Trustees Report.
- Any other information you feel would be useful.

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

5. 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. Vice Chairs will provide budget updates to keep track of spend ahead of receiving overall financial reports and details of outstanding invoices each quarter.

6. Banking Updates

The UK Vice-Chair (Finance) will update the HELOA Bank account on a weekly basis. In the absence of the Vice-Chair (Finance) this responsibility will fall to the UK Chair to process.

7. Budget Preparation

The HELOA Vice-Chair (Finance) will prepare a budget on an annual **basis (see template in appendix 2)**. 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 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
Northeast, Yorkshire, and the Humber	4140	Northeast, Yorkshire, and the Humber	8140
Northwest and Northern Ireland	4150	Northwest and Northern Ireland	8150
Scotland	4160	Scotland	8160
Southeast	4170	Southeast	8170
Southwest	4180	Southwest	8180
Wales	4190	Wales	8190
National Conference	4250	National Conference	8250
NPC (New Practitioner's Conference)	4300	NPC (New Practitioner's 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 Sponsorships	4500	Partnerships and Sponsorships	8500
Membership Subscriptions	4100	Legal and Professional	7600
Membership Fees 2016/17	4102	Audit Fees	7605

Should any group wish to request additional funding after the budget has been published, they should contact the Vice-Chair (Finance) as soon as possible.

8. Income

Requests for invoices should be emailed together with the appropriate Purchase Order number and related documentation (to include the name and address of contact and organisation), to the UK Vice Chair (Finance).

The UK Vice-Chair (Finance) is responsible for the preparation and dispatch of invoices together with the recording in the appropriate ledgers in Sage One software.

9. Credit Control

It is the Finance team's responsibility to follow up unpaid invoices, except for membership fee invoices, which are issued by the office monthly. Reminder emails will be issued to debtors when the invoices are greater than 30 days, followed by a phone call at 60 and a letter at 120 days overdue. (Copies of these letters can be found as **appendix 3**). Tracking of all contact will be logged on conference registration and membership spreadsheets, including when each of the standard letters are sent. 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.

At the January meeting of the UKC, a table of unpaid invoices from the previous year will be presented and consideration will be given to further action to be taken.

10. 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) as soon as

possible and no later than 14 working days.

All refunds or changes to bookings/payments requested regarding 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.

11. 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.

12. Purchasing Procedures

All orders must be approved 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. Please email the UK Vice-Chair (Finance) to receive a PO number.

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

13. Contracts

When entering 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.

14. Procurement Thresholds

Estimated Total Contract Value	Key Points and Requirements	Sourcing Approach	Contract approval
Operational low value under £1,000.	Obtain a minimum of one (1) quote.	Email. Record of requirements and service levels to be	VC Finance.

Operational- less than £5,000.	Request for Quote- invite a minimum of three (3) suppliers to quote.	issued in writing. Evidence of requesting and retention of quotes received to be retained for audit purposes.	
Strategic- £5,000 and above.	Finance Team must lead in all projects.	Tender process to be managed through the Finance Team.	Executive committee.

15. 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) finance@heloa.ac.uk

16. Financial Timeline

Month	Action	Deadline	Completed by
April	Audit preparation of previous financial year records	All documents sent to Auditor by the end of May	UK Vice-Chair (Finance) HELOA Office
	Quarterly financial report for previous financial year/End of year report	1 st week of April	UK Vice-Chair (Finance)
May	Contracts agreed and deposit paid for National	End of May	UK Vice-Chair (Training) UK Vice-Chair (Finance)

	Conference Report on HELOA development fund and discussion of ideas for use	UKC Meeting	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) HELOA Office
September	New membership fees charged Discussion of membership fees for next financial year	Last working day of September UKC Meeting	UK Vice Chair (Finance) UK Vice-Chair (Administration and Membership) HELOA Office UK Committee/Executive Groups
October	Budget proposals for following financial year/ Reports from UK Vice Chairs	Discussions to be had at Exec /team/group meetings ready for Budget profiles to be sent in November	UK Vice-Chair (Administration and Membership) UK Vice-Chair (Training) UK Vice-Chair (Partnerships) UK Vice-Chair (Finance) UK Vice-Chair (Groups) Groups

	Quarterly Financial report	1 st week of October	UK Vice-Chair (Finance)
	Membership invoices (over 30 days) to be sent reminder letter/email	1 st week of October	HELOA Office
November	Budget proposals/ Reports from UK Vice-Chairs	Last working day of November	UK Vice-Chair (Administration and Membership) UK Vice-Chair (Training) UK Vice-Chair (Partnerships) UK Vice-Chair (Finance)
	Membership invoices over 30 days to be sent reminder email, 60 days a phone call and 120 days a letter /email	1 st week of November	HELOA Office
	Membership Fees agreed for next financial year	UKC Meeting	UK Committee/Executive
December	AGM report & Budget Proposal	Last working day of December	UK Vice-Chair (Finance)
	Membership invoices (over 60 days) to be sent reminder letter /email	1 st week of December	HELOA Office
	Bookings close for National Conference	2 nd week of December	UK Vice-Chair (Training) Conference Team HELOA office
January	National Conference 2 nd payment due	1 st week of January	UK Vice-Chair (Training) UK Vice-Chair (Finance) Conference Team

	<p>Quarterly financial report</p> <p>Annual financial report presented during AGM at National Conference</p> <p>All payments due for conference delegates – list pulled together of those outstanding</p> <p>Membership invoices (over 120 days) to be sent reminder letter /email</p>	<p>1st week of January</p> <p>AGM</p> <p>30 days after the close of bookings</p>	<p>UK Vice-Chair (Finance)</p> <p>UK Vice-Chair (Finance) Includes draft budget and approved amount for groups for upcoming financial year)</p> <p>HELOA Office</p>
February	<p>Membership invoices (over 120 days) to be sent reminder letter /email</p>	<p>1st week of February</p>	<p>HELOA Office</p>
February (Cont.)	<p>Conference delegate invoices (over 30 days) to be sent reminder letter /email</p> <p>National Conference balance to be paid</p>	<p>1st week of February</p> <p>30 days after the close of conference</p>	<p>HELOA Office</p> <p>UK Vice-Chair (Training) UK Vice-Chair (Finance) Conference Team</p>
March	<p>Any outstanding membership invoices to be referred to UK Executive Committee for consideration</p>	<p>UKC Meeting</p>	<p>HELOA Office UK Vice-Chair (Administration and Membership) UK Vice-Chair (Finance)</p>

	Conference delegate invoices (over 60 days) to be sent reminder letter /email	1 st week of March	HELOA Office
	All outstanding payments and invoices to be chased sent and processed	31 st March	All
	Financial year end		UK Vice-Chair (Finance)

17. 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 registered charity, 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). Ordinarily this would be through the exercise of submitting budget proposals ahead of AGM each year. However, some expenses may not be accounted for in these proposals and should be approved by Vice-Chair (Finance).

All claims for reimbursement, including itemised receipts, should be made by using the HELOA expenses form. Receipts must be itemised and emailed (as a pdf file) through with the completed signed form. A copy of this form can be found in **appendix 4**.

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 to process. Any predicted delay in this procedure will be communicated to members in advance.

a. Travel and accommodation principals

All UK Committee member travel and accommodation should be booked through the Office, who will book the best value option, however 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.

Any request from a member of the UK committee or a group committee for the office to book a travel and/or accommodation option that is more expensive than the best value option, must be supported by justification for this spend.

Travel incurred to attend physical group meetings will not ordinarily be reimbursed by HELOA and should be budgeted into the training and development costs of institutions.

The only exceptions would be:

- Where the manager of a Group committee member has outlined that they do not have the funds to pay for the individual to travel to group meetings. This must be emailed to the VC (finance) and HELOA will reimburse travel for up to two in-person group meetings per budget year (1st April-31st March). This must be considered by the institution on an individual basis.
- Where a HELOA member attending their own group meeting is asked to deliver training, and their manager has emailed the Group Chair to say they do not have the funds to pay for travel to the meeting.
- Where a member is attending a group meeting that is outside of their own, to deliver training or best practice outside of their group.

Any travel costs would then be paid for through that groups budget code.

b. 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.

c. 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.

d. Own/Institutional Vehicle Mileage

The Inland Revenue approved mileage rate for cars from March 2022 is 45p/mile on the first 10,000 business 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 amounts are based on guidance found at [Rates and thresholds for employers 2022 to 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/rates-and-thresholds-for-employers-2022-to-2023)

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.

e. Flights

All flights must be authorised in advance by the UK Vice-Chair (Finance) and booked through the Office. Advance notice should be given to benefit from preferential rates.

f. Advances

As a registered charity HELOA wants to ensure that trustees and 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 issued via email, and these uploaded to final expense claim on Sage One. ***All advance UKC travel bookings should be booked through the HELOA office to avoid advances if necessary***

g. 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 unreceipted expenses to complete. A copy of this can be found in **appendix 5**.

h. 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 a registered charity or can reduce longer term costs.

i. Accommodation

All meetings must be arranged to avoid the need for overnight accommodation whenever possible.

Where travel is 100+ miles for a single journey or 200+ miles for a return journey accommodation may be booked.

Overnight accommodation and breakfast/evening meals may also be reimbursed when:

- Staff are required to attend meetings or functions on behalf of HELOA at an external organisation which begin before 8am or end after 9pm or
- would need to travel before 6am or after 9pm on behalf of HELOA, or
- Where the cost of accommodation and/or meals can be demonstrated to be less than the cost of additional travel that would need to take place, or

- Where there is a safety, staff welfare issue regarding the distance the staff member would be travelling.

If HELOA staff are required to be away from home overnight to travel to an external organisation, HELOA will reimburse the cost of meals and accommodation within the limits set out below. Where possible accommodation will be booked and paid for in advance by the HELOA Office.

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).

j. 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. Please note a maximum of one 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.

k. Hospitality

Refreshments for any events relating to HELOA business, including UKC, working group and regional group meetings should be forecast into respective budgets. 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.

l. Gifts

As a voluntary organisation, gifts for service in a HELOA committee role can be authorised by UK Vice-Chair (Finance) to a maximum of £25. This amount will be charged 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).

18. 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.

The cut-off date for membership is 31st July for new member payment. If members then take maternity, extended paternity, secondment, or leave their institution after the 31st October, the full annual charge will be due to be paid by the current institution. For members to take advantage of the member rate for training events, they must become members within 4 weeks of the event.

Institutional Membership

Membership fees are based on the size of the institution. These figures are taken from the latest available HESA figures at the time of initial membership and reviewed prior to renewal. Membership fees are a standing item on the 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 are a flat rate and therefore not pro rata based on joining time during the membership year.

Membership for 2022/2023 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.

No additional subscription fees to be paid at national or regional level.

19. Groups

HELOA has 9 groups. These are:

- Anglia
- London
- Midlands
- Northeast, Yorkshire, and the Humber
- Northwest and Northern Ireland
- Scotland
- Southeast
- Southwest
- Wales

a. Allocated funds

Groups all have access to a central group fund per financial year 1st April – 31st March approved at AGM with the proposed budget. Each group committee will bid for funds as per the financial timeline. There is no minimum spend required for groups.

b. 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.

c. Remaining/unused allocations

Any unused funding from the group's allocation, by the 31st of 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 funds. 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 past 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 registered charity carrying forward of funds past this date will not be allowed. All outstanding balances will be absorbed into the 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.

d. 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. 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 guidelines set out in this policy. A template and tracker for group spending is sent to all groups each year (Appendix 6)

e. 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.

20. Training

Allocated funds.

The training team will have access to a central training fund of £145,000 per year to pay for the cost of running all 6 annual events including National Conference, 3x Professional Development Conferences and 2x New Practitioner Conferences. (Including VAT). £10,000 will be allocated to payment for speakers across all events.

a. Guidance for payment of external speakers (non-HELOA members)

Training Managers and Group Training Managers will select and book speakers on the following principles:

- The training database list has been reviewed first
- The speaker supports the aims and objectives of the group and charity as a whole
- If the speaker cost exceeds £500, then either the group committee or Training manager/VC Training should submit a proposal to UK VC Finance detailing the following:
 - The name and organisation of the supplier
 - What the training entails
 - How it would benefit members
 - The cost

i. Speakers' expenses

Speakers can claim the following expenses:

1 - 2 hours travel - up to £50 travel expenses

2 - 3 hours - up to £75 travel expenses and lunch

3 hours + - up to £100 travel expenses **or** overnight accommodation if applicable/required

ii. Student/Staff Q&A panels

If you are convening a Q&A panel, £15 Amazon vouchers can be purchased through the office per person on the panel as a thank you for their time.

b. 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.

c. 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 members 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.

d. 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* correct 2023	
Full Conference Members	£525
Day Delegate Wednesday	£130
Day Delegate Thursday	£160
Day delegate Friday	£140
NPC * correct 2022	
Full Conference Members	£210
Full Conference Non-Members	£260
Day Delegate Members (per conference)	£140
Day Delegate Non-Members (per conference)	£190

Day Delegate Plus Package Members (per conference)	£160
Day Delegate Plus Package Non-Members (per conference)	£210
PDC * correct 2022	
Full Conference Members	£130
Full Conference Non-Members	£175

Please note that a Purchase Order number must be provided when booking a place at the National conference.

No additional training fees are to be paid at national or regional level without agreement from the UK Vice-Chair (Finance) and UK Vice-Chair (Training).

21. HELOA Central costs

a. 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)
Sage One	Accounting tool	£300.00	£300.00
Microsoft Dynamics	Membership system	£171.84	Monthly
Mailchimp	Communications tool	£32.71	Monthly
Zoom	Virtual meeting tool	£719.88	Annual (March)

b. Service level agreement

HELOA has a service level agreement with Edge Hill University for the hosting and staffing of its National Office. This agreement runs from July – June. HELOA Executive Committee discuss this agreement on a Biannual basis and if appropriate, it is renewed every two years. The current service level agreement detailing all associated costs can be found in **appendix 7**. Payment for Edge Hill is on a 6 monthly basis.

c. Legal fees

During the 2022/23 Financial year Legal costs have been budgeted at £6,000 to cover any legal cost incurred by the association.

22. HELOA Development costs

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.

23. Partnerships

All sponsorship agreements must have a signed contract to enable invoices to be levied and appropriate credit control to be achieved.

Allocated Budget

Expenses

The team will adhere to the expenses guidance as outlined for the UK committee.

The Partnerships Team expenses will be allocated a budget approved at AGM for the next financial year. This will support maintenance of existing signed non-commercial partners and development of new ones at national and group level.

The income from sponsorship generated from the team will largely subsidise National Conference funding raised by member attendance but also the travel and subsistence incurred to meet with partners face-face at least once a year to maintain these relationships.

24. Appendix

- 1 Bick Accountants - Letter of Engagement and Schedule of Service
- 2 HELOA Annual Budget Profile
- 3 Payment Letters
- 4 Expenses Claims Form
- 5 Disclaimer form
- 6 HELOA Group Budget Profile
- 7 Edge Hill University and HELOA Office Service Level Agreement
- 8 VAT Notices [701/1](#) (Charities) [701/30](#) (Education)

