

Finance Delegation and Control – Groups and Regions

Approved by Council

Date: February 2016

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Scope

This procedure provides a regulatory framework for the financial management and control of The Society's Regions and Special Interest Groups (including sub-Groups).

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1. Banking Arrangements

1.1 The Society will open a Royal Photographic Society Bank account with The Society's Bankers for each Region, Group or sub-Group for day-to-day short-term transactions.

1.2 Each Region, Group or sub-Group shall elect one member of the committee to be its Treasurer and to be responsible to the Finance Manager.

1.3 The authorities and signatories of the account will be the:

- President
- Vice President
- Honorary Treasurer
- Director-General
- Finance Manager

together with the Regional Organiser/Group Chairman and/or Regional/Group Treasurer and/or Group Secretary.

1.4 One signatory shall always be either the Regional Organiser/Group Chairman or Regional/Group Treasurer and/or the Group Secretary.

1.5 An electronic payment or cheque for any sum up to £250 shall be authorised/signed by any one of the signatories.

1.6 Electronic payments or cheques for any sum between £250.01 and £999.99 shall be authorised/signed by two of the signatories.

1.7 Electronic payments or cheques for any sum of £1,000 or more shall be authorised/signed by two of the signatories, one of whom must be the President, Vice President, Honorary Treasurer, Director-General or Finance Manager.

2. Budgets and Reporting

2.1 Each Region, Group or sub-Group will be expected to produce an annual budget to make a small surplus or at worst, break-even. This budget will clearly identify major events with a gross turnover of more than £1,000. To proceed with the organisation of such major events will require the prior approval of the Honorary Treasurer, Director-General or Finance Manager.

2.2 Each Region, Group or sub-Group will submit details of financial transactions on a quarterly basis to the Finance Manager, on an agreed template and within the set timescale, to provide sufficient information to enable the Finance Manager to complete the quarterly VAT return.

2.3 The Society will make a per capita payment to each Region based on the number of members with a minimum payment to each Region. The amount of this payment will be determined at the start of each financial year.

2.4 The Society will underwrite any deficit on every Distinction Panel meeting or Advisory Day organised by the Regions or Groups, subject to prior agreement of the budget/ business plan by the Finance Manager and the Honorary Treasurer.

2.5 The Treasurer of each Region, Group or sub-Group will prepare annual accounts and submit them to the Finance Manager for his approval prior to submitting them to their members at their AGM. The treasurers of sub-Groups shall, in addition, submit their annual accounts to the Treasurer of their Group.

2.6 Treasurers who fail to deliver timely reports to The Society's Finance Manager, or fail to comply with the requirements of The Society's Financial Procedures, may be brought to the attention of Council and may be removed from office without notice.

2.7 Independent examination of Region, Group or sub-Group accounts is not required by The Society but the Honorary Treasurer has the right to undertake an internal audit of any Region, Group or sub-Group to ensure that procedures are being correctly followed.

3. Group Subscriptions

3.1 Each Group will approve, at their Annual General Meeting, the level of Group subscriptions for the next calendar year.

3.2 Group subscriptions shall run concurrently with the anniversary of the member's Society subscription.

3.3 Group subscriptions are collected centrally and will be paid monthly in arrears to the Groups.

3.4 Honorary Fellows or Honorary Members of the Society are not entitled to free Group membership. Groups may offer Honorary Group memberships but only to members of the Society.

3.5 The Society will reimburse Groups for the subscriptions of certain Life Members of the Society who were able to elect to join certain Groups under arrangements in place when they obtained Life Membership. This reimbursement will take place in December of each year and a list of those members will be sent to each Group where applicable.

4. Expenses

Guidelines for the levels of allowable expenses are reviewed by Council each year and are set out in MF003.

5. Value Added Tax

5.1 Income from events organised and items sold by The Society including those organised by the Regions, Groups and sub-Groups could be standard-rated, zero-rated, exempt from VAT or outside the scope of VAT depending on the nature of the event or item sold. Whether VAT on expenditure is recoverable will be determined by the nature of the event to which it relates. VAT on overhead expenditure is partially recoverable.

5.2 The Society has a legal obligation to submit a quarterly VAT return to HMRC within approximately one month from the end of each quarter. This return must include a summation of all financial transactions relating to the Society including those for each Region, Group or sub-Group.

5.3 Treasurers are recommended to seek the advice of the Finance Manager on any financial matter but especially over the correct rate of VAT to be applied to activities.

6. Accounting Records

6.1 All original financial records need to be kept for six years from the end date of the financial year in which the transaction was made, except for invoices received for capital expenditure, which need to be kept for ten years (a treasurer should contact the Finance Manager should this arise).

6.2 The Finance Manager will be responsible for keeping a copy of the annual cashbook submitted by each treasurer and will also keep copies of bank statements.

6.3 Each treasurer will be responsible for keeping all original documents. These include bank paying-in slips, invoices received, expenses claims received, petty cash vouchers and annual accounts.

6.4 Each treasurer upon relinquishing their role should ensure that all necessary documents are passed on to their successor.

7. Pricing Guidelines

7.1 Events organised by Groups and Regions should be priced to break-even or make a small surplus. Larger events require planning and approval in accordance with paragraph 2.1 above.

7.2 Groups and Regions may introduce differential pricing to favour their own members, RPS members who are not members of their Groups or Regions and members of the public. As a general rule discounts in excess of 25% for Society members against prices offered to member of the public should be avoided when events are planned to attract significant numbers of non-members.