



Standing Financial Instructions for Forum Management Team Treasurers and Forum Management Teams

1. Appointment of Forum Management Team Treasurer

The Forum Management Team shall nominate a Forum Management Team Treasurer to join the Forum Management Team. **Hereinafter referred to as the Forum Treasurer.** Who is a member of the Association who is willing and able to carry out all duties of the post. These are outlined in these instructions and detailed in the National Contract for Administrative Support and the Leadership & Development Forum Management Services including the Marketing and Organisation of the Supply Trade Exhibition. Hereinafter referred to as the Forum Contract that has been awarded by the Council of the Association.

1.2 The appointment shall be subject to the approval of the Council.

2. Financial Audit and Oversight

2.1 The Forum Treasurer shall recommend to the Forum Management Team a professionally certified Accountant, 30 days prior to the start of Forum to undertake the scrutiny of all the financial matters associated with the Forum Contract. Immediately following the Forum.

2.2 The role of Audit (Oversight) shall be in, Two parts the first part undertaken by the National Treasurer, and covering the period from opening the Forum account to the last day of Forum.

The independent Accountants should be appointed, who will carry out the final Accountants Report and provide the oversight to ensure that the Association recovers the outstanding payments in the 90 days as laid down in the Forum Contract and paragraph 6.2 of this document.

The role of the Accountant. This oversight shall be exercised throughout the period that is covered by the relevant Forum in accordance with the contract that has been awarded by the Council of the Association. It shall not be limited to the auditing of the Final Forum Account

2.3 This scrutiny shall include verifying compliance by the Forum Treasurer and the appointed Contractor with all the terms of the awarded Forum Contract. To enable the appointed Accountant to carry out these responsibilities, the Forum Treasurer shall provide the appointed Accountant with a copy of the Forum Contract document at the commencement of their appointment and obtain a written acknowledgment of its receipt. It should be expected that the National Treasurer will wish to be assured that this has taken place.

2.4 The Forum Treasurer must arrange internet access to the Forum Account(s) and maintain the constant monitoring scrutiny that is established as part of their duty at paragraph 4.2 of the Forum Contract. The internet password should be known only to the Forum Treasurer and the appointed, certified Accountant .

3. Financial Responsibilities and Authority

3.1 The Forum Treasurer has the lead responsibility for safeguarding the assets of the Association, including ensuring that no modification to the financial terms of the Forum Contract is made without the formal approval of Council and a variation order being issued by the National Secretary.

- 3.2 He/She must be fully aware of and ensure compliance with all the terms of the awarded Forum Contract including but not limited to those detailed in Paragraphs 4, which is headed 'Financial Charges and Receipts' and Paragraph 5 which is headed 'Payments to the Contractor for Services'.
- 3.3 It will be seen that these paragraphs 3.1 and 3.2 above establish the Forum Treasurer's responsibility for managing the arrangements for the receipt, handling and accounting for all monies due to the Association, including how this will be monitored. He/She also has sole control of the disbursement of monies as justified by the terms of the Forum Contract subject where appropriate, to the authority of the Forum Management Team Secretary. [Hereinafter referred to as the Forum Secretary.](#)
- 3.4 This joint responsibility for authorisation is detailed in paragraphs 5.7 and 5.8 of the Forum Contract. These paragraphs deal with the payment to the Contractor for any additional services they provide. These must be as authorised by the Forum Secretary. The Forum Treasurer has a clear duty to ensure that competitive quotes are obtained and best value for money is obtained.
- 3.5 The appointed Contractor will be aware of the requirement to obtain competitive quotes for additional services that may be required and also to declare the mark up they are applying, if the services are provided by a third party. These matters are detailed in paragraph 3.3 of the contract and in the attachment to Appendix 3 of the Invitation to Tender. This attachment does not form part of the Contract but the requirement to declare any mark up applied by the Contractor will be found in the finalised agreement in paragraph 5.7

4. **Budget Setting and Monitoring**

- 4.1 The Forum Treasurer has a duty to liaise closely with the Forum Secretary and to advise the Forum Management Team on all Financial matters.
- 4.2 The Forum Treasurer has lead responsibility for preparing the initial budget estimates and submitting these to the National Treasurer who will examine and comment on the proposals before they are submitted to Council. The Forum Treasurer and Secretary should both attend the Council Meeting at which the proposals are made.
- 4.3 Separate budgets must be prepared that envisage 325 delegates and either sales of 60 or 80 trade stands. The number of non-paying delegates and guests of the Association must also be identified in the Budget proposals.
- 4.4 The levels of income and expenditure envisaged in both budgets must be presented in a format that reflects the headings of the electronic accounting package that has been adopted by the Association. This will be supplied to the Forum Treasurer by the National Treasurer at the start of each year of the contract. As an aid to budget preparation and to achieve continuity between Forums, a budget format which reflects this package, is shown at Appendix 2.
- 4.5 The draft budgets must demonstrate how the Forum Management Team will achieve the required contribution to the funds of the Association that is set by Council from time to time. The draft budget should be presented in a 'sources and applications' format. All the different sources of income should be identified i.e. delegate fees, stand fees etc, and the expenditure identified i.e. Hotel Accommodation, hire of stands etc.
- 4.6 A sum of not less than 3% of the anticipated income must be allowed as a contingency fund. Due regard must also be paid to the guidance contained in the Standing Orders for Forum Management Team related to the level of charges to be levied and expenditure limits under each heading.
- 4.7 The individual items of projected expenditure and income should be clearly listed in the budgets, net of any VAT that may be due. The sum of all VAT charges due to be levied on both the projected

income and expenditure should be calculated only from the grand totals. At this macro level the calculation of the payment that will be made to the VAT

Authority may more easily and accurately be forecast. It will be realised that some items that will appear in the budgets are not subject to VAT. Guidance on this may be obtained from the appointed Accountant.

- 4.8 When budgeting, it is important that all prices, e.g. per delegate or stand, are set and are always invoiced at a price plus VAT.
- 4.9 VAT will be applied at the standard rate set which may vary from time to time. The Hospital Caterers Association is subject to the HM Revenue and Customs Cash Accounting Rules, and therefore the VAT rate applies on the date the payment is paid or received.
- 4.10 To allow for the on-going monitoring of the financial aspects of Forum by the Council and National Officers, budget estimates must be revised as soon as possible to allow firm costs and a clearer view of likely income stream. The changes to the initial forecasts must be reported initially to the Forum Management Team Committee for consideration, with any significant changes being reported immediately to the National Treasurer. Any pressing matters will be discussed by the Executive Committee. A revised budget must be prepared and issued in advance of each Council meeting to enable discussion and guidance to be agreed at each meeting.

5. **Banking Arrangements**

- 5.1 The National Treasurer is responsible for arranging sound Banking facilities. The Forum Treasurer is responsible for the Management of the Forum Banking Facilities. The bank selected must not hold the personal account of the Forum Treasurer. When selecting a bank it is sensible to choose one with a branch that is convenient for the Forum Contractor, as they are required by the terms of the contract to deposit cheques and other receipts each week. A preliminary discussion with the branch manager at an early stage to appraise them of the estimated turnover and level of transactions is advisable.
- 5.2 Whilst there must be no doubt that the income belongs solely to the Hospital Caterers Association it is advisable to use only the name of the Forum plus the year as the account name. Avoiding the use of the Hospital Caterers Association in the name will minimise the accounting and audit problems that have been encountered in recent years where BACS payments have been paid into the same account as used for earlier Forums.
- 5.3 The Forum Treasurer shall open two accounts a Current Account and an Extra or Higher Interest Deposit Account. The Bank Manager's advice should be sought in this matter. Interest on deposits may be low but the funds of the Association must never be placed in any form of investment based account, due to the element of risk that this would carry. Once the accounts are opened inform the National Treasurer of the sort code and account number.
- 5.4 The continuous account will run from the 1st of November until the 31st October each financial year for the relevant Forum, both the Forum Treasurer and the Forum Sub Contractor are required to recover all of our funds to enable the closure the relevant Forum account on the 31st of October each year.
- 5.5 Three authorised signatories should be registered with the appointed Bank. (one of which is National Treasurer). Authorised Signatures, the outgoing Forum authorised signatures will lose their authority on the 31st of October each Year, and the new Forum Committee's authorised Signatures will take over the Account on the 1st of November each financial year. This will be completed by a formal Bank Mandate, which needs to be arranged at least one month before hand over.

The incoming Signatures, will need to go to the nearest Branch of xxxxxxxxxx Bank Plc and take with them picture identity ie passport or driving licence, and provide a signature.

The Associations Hand Over Certificate should be completed within 7 days of the handover by the outgoing Forum Treasurer (Appendix 1).

This is seen as a requirement under the Bank of England Regulations, with a continuous account with annual signature change over

These should be the Forum Treasurer's whose signature should always be validated by the signature of the Forum Secretary or one other member of the Forum Management Team Committee. Transfers between the current account and any other account that is opened must be closely controlled. Only the Forum Treasurer must be able to authorise these transfers. This must be part of the bank mandate.

- 5.6 The Forum Treasurer should make arrangements with the bank and the Forum Administration & Exhibition Contractor that facilitate the payment of delegate fees and other charges by BACS. BACS details must be provided on all Forum Invoices.
- 5.7 The continuous bank account has arrangements to facilitate the payment of the delegate fee by standing order or by BACS payment (for standing order see Appendix 2). BACS details must be provided on all Forum Invoices issued.
- 5.8 It is in the interest of the Forum Treasurer to set up Internet Banking, which will allow constant monitoring of the account. Internet passwords should only be known by and restricted to the Forum Treasurer.

6. **Preparation and Auditing of the Final Account**

- 6.1 The Contractor is required to provide the Forum Treasurer with two copies of the full and proper records of financial transactions that they are required to maintain throughout the Contract period, together with the supporting vouchers. (see paragraphs 4 and 5 of the Forum Contract).
- 6.2 This submission must be made within ninety days after the last day of the Forum. Failure to meet this time frame will result in the Contractor's final invoice being reduced by 2% per week of the money held by the Association. The Contractor is not responsible for collecting any money that is outstanding at this date but the accounts submitted must clearly identify the amounts outstanding and the debtor's identity. (see paragraph 5.6 of the Forum Contract) It will be the responsibility of the Forum Treasurer to collect any outstanding money due to the Hospital Caterers Association.
- 6.3 The Forum Treasurer is responsible for authorising credit, (see paragraph 4.10 of the Forum Contract) including the occupancy of a stand or attendance of a delegate without prior payment. In view of this arrangement it would be unreasonable to penalise the Contractor for non payment of any sums outstanding, unless the Contractor has failed to obtain specific prior authority to grant access on credit.
- 6.4 The Forum Treasurer must be satisfied that the submitted statements are a full and proper representation of the financial aspects of the Forum before preparing a final account for presentation and approval by the Forum Management Team prior to the account going to the Forum Auditor for examination and signature. This should be a fairly easy task if the transactions have been subject to proper, ongoing scrutiny.
- 6.5 The Accountants Report must be presented at the November Council Meeting in the same year of the Forum. The identities of debtors and amounts should be clearly identified and recorded and supplied to the National Treasurer. The settlement of any outstanding financial matters will then become the responsibility of the National Treasurer. A report should be given at each Council Meeting detailing action taken on any outstanding matters
- 6.6 Following the presentation and acceptance of the account by Council, the balance in the Forum bank account(s) must be transferred to the National Account and the Forum bank account(s) closed.

HCA Standing Orders for Forum Treasurer and Forum Management Team are updated to reflect the issue of new Notes of Guidance for organising our National Forum and changes to accountancy regulations

Draft Version

Hospital Caterers Association
Continuous Bank Account Annual Transfer Document

Certificate of Transfer of Account and Authorised Signatures as at 31st October 20..

Outgoing Forum Transfer Details

Outstanding Accounts

Name of Company	Amount	Comments	

Outstanding Credits or Refunds to be paid

Name of Company	Amount	Comments	
Hospital Caterers Association	£10,000.00	Start-up loan credit	

Out-going Authorised Signatures

Name.....Signature.....
 Name.....Signature.....
 Name.....Signature.....

In-coming Authorised Signatures

Name..... Signature.....
 Name.....Signature.....
 Name.....Signature.....

The purpose of this form is to show all parties what the position is as at the transfer date of the 31st October each year.

Insert the word of here

The outgoing HCA National Leadership and Development Forum treasurer is responsible for the completion of the details prior to the handover. Copies should be given to both of the HCA National Leadership and Development Forum treasurers, as well as the Association’s National Contract for Administrative Support and Conference Management Services and for the Marking and Organisation of the Supply Trade Exhibition /HCA National Leadership and Development Forum sub-contractor and the National Treasurer.

DRAFT BUDGET - HCA National Leadership and Development Forum YEAR 20..

Initial Budget on 60 + 4 Free Partner Stands

						ACTUAL at ???		
Expenditure	Number of	Unit Cost	Cost (exclusive of VAT)	VAT	TOTAL (Inc VAT)	committed (Exc VAT)	VAT	Total
HOTEL COSTS								
Weds night accomm					£0.00			£0.00
Thurs night accomm					£0.00			£0.00
Friday night accomm					£0.00			£0.00
Weds dinner					£0.00			£0.00
Thurs lunch /day rate					£0.00			£0.00
Thurs dinner					£0.00			£0.00
thurs -pre dinner reception					£0.00			£0.00
Thurs wine					£0.00			£0.00
Friday lunch/day rate					£0.00			£0.00
Friday dinner					£0.00			£0.00
Friday pre-dinner reception					£0.00			£0.00
Friday wine					£0.00			£0.00
EXHIBITION								
shell scheme					£0.00			£0.00
room hire -					£0.00			£0.00
SESSIONS								
AV					£0.00			£0.00
Speakers expenses					£0.00			£0.00
Forum presenter					£0.00			£0.00
PRINTING								
Forum brochure's					£0.00			£0.00
award brochure's					£0.00			£0.00
ENTERTAINMENT								
Thursday					£0.00			£0.00
Friday					£0.00			£0.00
table decors					£0.00			£0.00
Delegate gifts					£0.00			£0.00
MARKETING								
promo at previous year					£0.00			£0.00
delegates at previous year					£0.00			£0.00
Journal advert					£0.00			£0.00
3RD PARTY								
delegate fees					£0.00			£0.00
exhibition					£0.00			£0.00
misc					£0.00			£0.00

travel costs								
MISC								
insurance					£0.00			£0.00
travel costs - coaches					£0.00			£0.00
audit					£0.00			£0.00
FMT expenses					£0.00			£0.00
Repayment loan to Nat Treasurer					£0.00			£0.00
Contingency's / bad debts					£0.00			£0.00
charity					£0.00			£0.00
TOTAL EXPENDITURE					£0.00			£0.00
INCOME								
Delegates fees - weds								
delegate fees - 2 nights								
delegate fees - day								
trade stand fees								
trade stand - add delegates								
sponsorship								
HCA Loan								
TOTAL INCOME					£0.00			£0.00
total Income over expenditure								
Less Council agreed surplus								
Net Surplus								

insurance					£0.00			£0.00
travel costs - coaches					£0.00			£0.00
audit					£0.00			£0.00
FMT expenses					£0.00			£0.00
Repayment loan to Nat Treasurer					£0.00			£0.00
Contingency's / bad debts					£0.00			£0.00
charity					£0.00			£0.00
TOTAL EXPENDITURE					£0.00			£0.00
INCOME								
Delegates fees - weds								
delegate fees - 2 nights								
delegate fees - day								
trade stand fees								
trade stand - add delegates								
sponsorship								
HCA Loan								
TOTAL INCOME					£0.00			£0.00
total Income over expenditure								
Less Council agreed surplus								
Net Surplus								

HCA NATIONAL LEADERSHIP and DEVELOPMENT FORUM

This initial budget draft has been prepared on the basis of the information available, using calculations that have been made in accordance with the Standing Orders for HCA National Leadership and Development Forum Treasurer, on the basis of 325 delegates plus guests of the association (paying and non-paying). Certain limited assumptions have been made, but in general the estimate is based on current factual information.

Accommodation

Any specific information is entered here

National Leadership and Development Forum DATE 20..

HOSPITAL CATERERS ASSOCIATION

STANDING ORDER MANDATE

To (delegate's bank) Bank Ltd.

Address

Sort Code - - Bank Account Number.....

I _____ hereby authorise you to make

Payments from my/our Account to

(Forums bank and address)

Sort Code No. - - Account Number _____

For the credit of H.C.A. National Leadership and Development Fourm 20.. insert year

The sum of _____ (delegate fee)

By (insert number) monthly instalments of _____ (amount)

Starting (1st payment date) and thereafter at monthly intervals up to and

including (last payment date)

Quoting the reference _____ (your surname and initials)

Signature(s) _____ Date

OR DELEGATES COULD ALSO USE THEIR BANK'S FORMS, OR SET UP THE STANDING ORDER ON-LINE

FOR BANK USE – Please send this half of the form to your Bank

(HCA National Leadership and Development Forum [Secretary Name and address](#))

To _____, Bank Ltd

Sort Code No. ____ - ____ - ____ Account Number _____

Address _____

I/We _____ hereby authorise you to make payments from my/our Account No.

Sort Code - - to (HCA National Leadership and Development Forum [bank and address](#))

For the credit of HCA National Leadership and Development Forum [Insert year](#)

Account No. _____ The sum of Pounds

By [Insert number](#) monthly instalments of Pounds _____

_____ Commencing ([1st payment date](#)) and thereafter at monthly intervals up to and including ([last payment date](#))

Quoting the reference HCA National Leadership and Development Forum [invoice number](#)

([your surname and initials](#))

Signature(s) _____ Date _____

PLEASE RETURN THIS HALF TO THE HCA NATIONAL LEADERSHIP AND DEVELOPMENT FORUM SECRETARY:-

FOR HCA National Leadership and Development Forum COMMITTEE USE

Payments from my/our Sort Code - - Account No. _____ to ([Forum bank and address](#))

For the credit of HCA National Leadership and Development Forum [Insert year](#)

Account No. _____ The sum of Pounds

By [Insert number](#) monthly instalments of Pounds _____

_____ Commencing ([1st payment date](#)) and thereafter at monthly intervals upto and including ([last payment date](#))

Quoting the reference HCA National Leadership and Development Forum [Invoice number](#)

([your surname and initials](#))

Signature _____ Date _____