**BCS, The Chartered Institute for IT**

**BCS Accounting Service for Branches and Specialist Groups – Guidelines for Treasurers**

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# Purpose and Scope

1.1 This document describes the procedure for the BCS Accounting Service for Branches and Specialist Groups at a high level. More detail can be found in “Community Groups Financial Guidelines” V4 available on the volunteer portal.

1.2 This procedure covers;

* All purchases undertaken by the Branches and Specialist Groups
* Expenses incurred by members of the Branches and Specialist Groups
* All income obtained by the Branches and Specialist Groups
* Reporting of income and expenditure

#  Outline of the Service

2.1 Expenditure details authorised by the Branch or Specialist Group, within agreed budgets, should be sent to the Community Groups Team in Swindon who will pass to Finance for payment once authorised.

2.2 Income will be collected directly by the Finance Department.

2.3 Financial records will be maintained by the Finance Department.

2.4 All matters relating to VAT will be undertaken by the Finance Department.

2.5 Monthly statements of income and expenditure will be issued by the Finance Department to the Branch or Specialist Group Treasurer. Separate reports will be prepared for routine, free and chargeable activities.

2.6 Year end accounts will be generated from the central accounting system based on the recording of transactions throughout the financial year.

#  Arrangement for Payments (see flowchart in Appendix 1)

3.1 Purchase invoices should meet the criteria set out in 11.3a of *Community Groups Financial Guidelines* before being sent to Swindon HQ. Swindon HQ will arrange for the document to the be authorised by the Treasurer if not already done so. If the Treasurer is not available, the document will be sent to other nominated officers of the Branch or Specialist Group (Chair or Secretary), whose specimen signatures have been supplied to the Community Groups Team. This form is available on the Volunteer Portal.

3.2 Once documents are authorised via email, Swindon HQ will then code the costs according to type and post to the ledgers for payment.

3.3 Payments will be made by BACS from the BCS central bank account and the expenditure charged to the Branch or Specialist Group’s cost centre. BACS payment runs are done fortnightly on a Monday to be in the recipient’s bank account on the Friday.

3.4 If a supplier’s invoice is not paid due to a query with the invoice, or the invoice has not been authorised, Swindon HQ will inform the Treasurer immediately.

3.5 Unauthorised invoices will be returned for correct authorisation by the appropriate signatory.

#  Arrangement for Claiming Expenses

4.1 Claim forms should be checked to ensure they meet the criteria set out in the BCS Volunteer Expenses Policy, available on the Volunteer Portal and 11.4 of *Community Groups Finance Guidelines,* before being forwarded to Swindon HQ. The individual will need to complete an expense claim form in full (full name, full address, correct date and Branch/Group) and must be accompanied by receipts to support all expenditure (excluding mileage). The expense form and receipts will then be scanned in and sent to the Treasurer via email for review and approval.

4.2 Once documents are authorised via email, Swindon HQ will then code the costs according to type and arrange posting to the ledgers for payment.

4.3 Payments will be made by BACS from the BCS central bank account and the expenditure charged to the Branch or Specialist Group’s cost centre. BACS payment runs are done fortnightly on a Monday to be in the recipient’s bank account on the Friday.

4.4 If an expense claim form is not paid due to a query, or the expenses claim has not been authorised, Swindon HQ Finance will inform the Treasurer immediately.

4.5 Unauthorised expense claims will be returned for correct authorisation by the appropriate signatory.

# Arrangement for Sales Invoices and Receipts

5.1 Swindon HQ Finance will raise any Branch or Specialist Group Sales invoices (e.g. for sponsorship, shared costs of joint meetings etc.) from information provided by the Treasurer. The Treasurer must contact the Community Groups Team in advance to ask for a Sales Invoice Request Form to be sent to the potential customer for completion, to ensure accurate information for invoicing is captured.

5.2 The BCS Eventbrite account must be used for all events and the delegates’ booking of said events. This allows payment at the time of booking by credit or debit card and provides a VAT receipt, obviating the need to raise invoices and to chase the customer for payment. Branches and Specialist Groups need to contact the Community Groups Team in advance of the event to engage with the Community Groups Team and to provide all information required to set up the event. Please go to the Volunteer Portal for full details; [www.volunteer.bcs.org/Guidance\_Event\_Organisation](http://www.volunteer.bcs.org/Guidance_Event_Organisation).

5.3 No amount of cash or cheques belonging to BCS should be held by any Committee/Branch/Group Member.

5.4 Credit control will be monitored by the Swindon HQ Finance Department.

#  Income and Expenditure Statements

6.1 Monthly statements of income and expenditure will be issued by the Finance Department to the Branch and Specialist Group Chairs and Treasurers around the 10th working day of the following month.

6.2 Expenditure will appear on the statement as soon as the relevant invoices are processed by the Finance Department.

6.3 Income and Expenditure are analysed by the standard list of BCS account codes, copies of which are sent to Branch and Specialist Group Treasurers each year for use in coding invoices and expense claims. This list is also available on the Volunteer Portal.

6.4 The Income and Expenditure statements will be accompanied by Transaction Listings itemising the entries under each account code.

**Appendix 1**

**The Procedure for Payment of Specialist Group and Branch Expenditures**