



BCS, The Chartered Institute for IT The British Computer Society

BCS ACCOUNTING SERVICE FOR BRANCHES AND SPECIALIST GROUPS

GUIDELINES FOR TREASURERS

Responsible Body	Finance Department
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1. Purpose and Scope

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 “Member Groups Financial Guidelines” V2.

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.

2. Outline of the service

- Expenditure details authorised by the Branch or Specialist Group, within agreed budgets, will be sent to the Finance Department in Swindon for payment.
- Income will be collected directly by the Finance Department, or cheques received by the Branch or Specialist Group will be forwarded to the Finance Department for banking.
- Financial records will be maintained by the Finance Department.
- All matters relating to VAT will be undertaken by the Finance Department.
- 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 activities, and each special project or event where required and as agreed with Treasurers.
- Year end accounts will be generated from the central accounting system based on the recording of transactions throughout the financial year.

3. Arrangement for payments (see flowchart at Appendix 1)

- Purchase invoices to be correctly raised, addressed to BCS HQ and to be sent to Swindon HQ Finance first. The Member Groups Accountant (MGA) will then scan in and email the document to the Treasurer to be authorised. If the Treasurer is not available, the invoice will be sent to other nominated officers of the Branch or Specialist Group (Chair or Secretary), whose specimen signatures have been supplied to the Finance Department.. The Authorised Signatories proforma is sent to Treasurers before the start of each financial year, for changes to officers to be completed, if applicable.

The Treasurer (or other officer) will review and approve the invoice and send their approval to pay back by email to the Finance Department MGA. The MGA will code the costs according to type and post to the accounts and ledger for payment. Any queries must be emailed to the MGA as soon as possible to facilitate whatever further actions are necessary.

- The Finance Department will check that funds are available from the approved budget of the Branch or Specialist Group before passing any expenditure for payment.
- Payments will be made by BACS (preferred) or by cheque from the BCS central bank account and the expenditure charged to the Branch or Specialist Group's cost centre. BACS payment runs are done weekly; cheque payments at month end.
- If a supplier's invoice is not paid due to a query with the invoice or the invoice has not been authorised, the Finance Department will inform the Treasurer immediately.
- Unauthorised invoices will be returned to the Treasurer for correct authorisation, or authorisation sought via email.

4. Arrangement for claiming expenses

- The individual will complete an expense claim form in full and must be accompanied by receipts to support all expenditure (except mileage). Forms and receipts to be emailed to the MGA in Finance stating "Please accept my attached expenses for processing in the sum of £xxx relating to xxx". See "Member Groups Financial Guidelines V2" for detailed instructions.
- The expense form and receipts will then be scanned in and sent to the Treasurer for review and approval. An approval email will then be emailed back to the MGA, or any queries raised as soon as possible to facilitate whatever further actions are necessary. The MGA will code the costs according to type and post to the accounts and ledger for payment.
- The Finance Department will check that funds are available and make payment as described above.

5. Arrangement for sales invoices and receipts

- BCS Finance Department will raise any Branch or Specialist Group sales invoices (eg for sponsorship, shared costs of joint meetings etc) from information provided by the Treasurer. The Treasurer must contact the Member Groups Team (MGT) in advance to ask for a Sales Invoice Information form to be sent to them for completion by the potential customer, to ensure accurate information for invoicing is obtained from the start.

- Chargeable Events, Conferences etc. All chargeable events are to be set up using the BCS Events Booking System. BCS Specialist Group and Branches will contact the Member Groups Team (MGT) well in advance of the chargeable event, to engage with the MGT and provide all information, including the Event Budget Proforma, required to set up the event. Card payments are taken at the time of booking. Please go to the Volunteer Portal for full details – link here www.volunteer.bcs.org/Guidance_Event_Organisation
- Trivial amounts of cash received by the Treasurer at Branch or Specialist Group meetings can be held by the Treasurer to pay for immediate future incidental expenditure. The Finance Department must be informed of this income and expenditure.
- Credit control will be monitored by the Finance Department.

6. Income and Expenditure Statements

- Monthly statements of income and expenditure will be issued by the Finance Department to the Branch and Specialist Group Treasurers around 10th of the month following.
- Expenditure will appear on the statement as soon as the relevant invoices are processed by the Finance Department, unless costs relate to an event in future months, when it will be held until the relevant month.
- Income will appear in the accounts in the month that the chargeable event happens
- Separate statements of income and expenditure for individual events or specific projects may be arranged in consultation with Finance Department
- 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 expenses claims.
- The Income and Expenditure statements will be accompanied by Transaction Prints itemising the items that make up the entries under each heading.

Procedure for Payment of Specialist Group and Branch Expenditures

