



The treasurer uses online banking. In addition to the treasurer, one executive member, agreed by the committee, will also be granted on-line access to the account for use in the event that the treasurer is unavailable.

Reports: The treasurer prepares reports for each executive committee meeting in the form of accounts to the end of the month preceding the date of the committee meeting. Said accounts disclose details of income and expenditure for the current financial year to date, as well as the previous full financial year. A working balance sheet is also presented for the same period. Expenditure against agreed budget figures should also be presented using a budget tracking sheet to allow a comparison can be made at each committee meeting between the budget and income/expenditure to date.

An overview of the ongoing accounts and budget tracking spreadsheets should be made available for online viewing by members of the committee.

The annual report shows the financial position in the form of accounts disclosing 2 sets of figures in the income and expenditure section for the full financial year alongside figures for the previous year.

The year end date is 31st December each year.

There is a clear expectation that the figures reported at each stage must balance.

The accounts are maintained in spreadsheets for income, expenditure, bank reconciliation statements and balance sheets. Entries should be made as soon as an item of income or expenditure arises and the accounts must be balanced on a regular basis and reconciled with the bank statements. Regularly balancing and reconciling is expected with quarterly reconciliation a minimum requirement so that errors can be identified and resolved with minimum difficulty.

The annual accounts require to be prepared in draft and submitted to an external examiner together with all of the monthly records, reconciliations and vouchers. The external examiner shall be approved by the SHPF Executive Committee.

A paper copy of the final annual accounts shall be held by the treasurer. An electronic version of the final annual accounts shall be stored online and made available to SHPF members.

Budget processes: The budget is drafted at the first executive committee meeting held following the AGM (when the new executive committee is elected), using the headings from the income and expenditure sections of the annual SHPF accounts. Budgeting is not an exact science. Careful consideration has to be taken of the dates and locations of events. Income from membership subscriptions reflects the effort which the committee puts into advertising for new members and pressing existing members to renew year upon year. Grant income should be treated as a windfall and not relied upon for budgeting purposes.

The agreed budget is recorded in the Executive Committee Meeting Minutes. The agreed budget may be amended as deemed necessary at a Committee Meeting during the year. All such amendments must be recorded in the Committee Meeting Minutes.



A copy of the Budget is stored online and is maintained by the treasurer.

Income: Mail (including electronic mail) should be opened without delay at the point of delivery. All matters pertaining to finance should be handled by the treasurer and accordingly all invoices and payments, together with all correspondence must be delivered to the treasurer without delay. Where possible, materials should be transmitted electronically. In the absence of the treasurer and where direct electronic payments are not possible, the person responsible for any cash payments to the SHPF should transfer the funds at the earliest opportunity to the SHPF bank account, providing full details to the treasurer by email which includes a copy of the online payment. The treasurer must enter details of receipts in the relevant section of the accounts spreadsheet forthwith.

Expenditure: All transactions must be authorised in advance by the SHPF Executive Committee. All matters of capital expenditure must firstly be subjected to a valid quotation or price comparison exercise and the purchase authorised by the executive committee before a contract is concluded. For the avoidance of doubt, a contract is concluded, either verbally or in writing (including digital or electronic media) when a party offers to purchase or hire something and the seller or hirer accepts that offer. Any member of the SHPF proceeding other than in accordance with the authority of the SHPF is deemed to accept the risk that the SHPF may not ratify the contract and may not reimburse the individual in respect of his or her expenditure. All order forms, delivery notes, invoices and receipts must be passed electronically to the treasurer, all without delay using the Expenses Claim Form, available on the [SHPF Website](#), wherever possible. The treasurer must, without delay, record the payment and preserve the relevant documents, suitably cross referenced to the entry, for later inspection. Travel and Subsistence Claims must be in line with the Expenses Claims Policy available on the [SHPF Website](#)

Financial Records: the SHPF does not own a computer, committee members use their own PC's while carrying out SHPF duties.

The treasurer shall maintain up to date financial spreadsheets.

Please be aware that Data Protection legislation applies to all of SHPF records and lists and that they may only be used for the legitimate purposes of the SHPF. Unauthorised use or disclosure of stored information is a criminal offence.

This manual update was approved at a SHPF Committee meeting held on 24 January 2024.

Signed on behalf of the Federation Committee



(Adrian Smith)

Role of signatory

SHPF CHAIRMAN