

FINANCIAL REGULATIONS: TRUSTEE EXPENSES AND BENEFITS

	Action	Responsibility	Checks
1	Council members shall be reimbursed for actual expenses necessarily incurred in delivering ESFA business in line with the rates authorised by the Trustees, subject to compliance with the rules laid down in these financial regulations. Council members are not permitted to benefit from financial gain as a result of serving on Council and shall at all times give due regard to the requirement for prudence in incurring costs.	Council members	Finance officer
2	Council members shall give due regard to the need for minimising expenditure when making travel arrangements. This includes car sharing, alternative rail providers and in-country flights for long distances.	Council members	Finance officer
3	Council members shall be reimbursed for travel costs at the rates of mileage laid down by the Trustees in accordance with HMRC guidance. For the current season, the mileage rate has been set at 35p/mile	Council members	Finance officer
4	Hospitality: costs of incidental hospitality necessarily incurred in the conduct of ESFA business shall be reimbursed on the provision of receipts. Costs of entertaining/provision of meals for guests shall only be considered if approved through the budget setting process in advance. There will be no reimbursement for the purchase of alcohol.	Council members	Finance officer
5	Meal allowance: where it is essential for Council members to represent the ESFA during the evening at an event which is not catered, a meal allowance of up to £20 shall be re-imbursed on the provision of receipts. Where overnight stays, or breakfast meetings are essential but not catered, a breakfast allowance of up to £5 shall be re-imbursed on the provision of receipts.	Council members	Finance officer
6	In recognition of the cost of operating from home, council members shall be reimbursed at a rate of £10/month towards the cost of heating, lighting, telephone, internet and other "office" space costs, subject to them completing >25 hours of activity in that month on behalf of the ESFA.	Council members	Finance officer
7	Council members will be reimbursed for the actual cost of postage and other consumables where these costs are necessarily incurred in the conduct of ESFA business. Council members must use printer paper supplied by the ESFA HQ and must give due regard to alternative methods of work (eg email rather than postage) when planning their activity	Council members	Finance officer
8	Overnight accommodation will be reimbursed at a rate of no more than £50/night on occasions where overnight stay is essential and ESFA-booked accommodation is not selected. The instances in which hotel accommodation can be provided will be	Council members	Finance officer

	determined on an annual basis by the Trustees.		
9	Council members can benefit from hospitality provided by others when on ESFA business as prescribed in the "conflict of interest" policy	Council members	Finance officer
10a	<p>Council members shall be entitled to benefit from 2 complimentary tickets to each ESFA national final and to hospitality on the day, in recognition of their hosting VIPs. Travel costs shall only be reimbursed for those Council members from the region in which the venue is located, in recognition of their acting as the formal ESFA representative on the day, unless there is no event in that region, in which case clause 10b shall apply.</p> <p>Council members choosing to travel to finals outside of their region, where their region has hosted, shall be entitled to two complimentary tickets and hospitality, but no travel expenses.</p>	Council members	Finance officer
10b	Where there are no national finals in a Council member's region, that member shall continue to be entitled to a maximum of 2 complimentary tickets and hospitality to the finals, and up to two round journeys' travel costs.	Council members	Finance officer
11	Council shall be entitled to benefit from free sportswear prescribed by the ESFA preferred kit supplier as part of any sponsorship deal which requires all staff/Council to wear the sponsor's kit.	Council members	Finance officer
12	Expense claims must be submitted within 2 months of the end of the month in which they are incurred. Mileage claims should be accompanied by VAT receipts which cover a minimum of 50% of the value of the claim: all other expenditure must be accompanied by VAT receipts, except for the home office allowance for which activity records shall be submitted with the expense claim. Any declarations of interest/hospitality or gift declarations shall also be made with the expenses claim.	Council members	Finance officer
13	Expenses shall be paid, subject to the receipt of an eligible claim, within a further 7 days	Finance officer	
14	Payment of expenses shall be appropriately recorded in the accounts	Finance officer	

PROCUREMENT AND PURCHASING (PRODUCTS OR SERVICES)

	Action	Responsibility	Checks
1	Budget holders may make purchases on behalf of the ESFA up to the limit of authority specified in the scheme of delegation	Budget holders	Finance Officer
2	Prior to expending ESFA funds, budget holders must secure 3 quotes from alternative sources to determine the best value supply	Budget holders	Finance officer
3	Budget holders must determine whether their planned purchases are within budget and confirm this is the case before placing the order with the best value supplier	Budget holders	Finance officer
4	Where expenditure is not within budget, the budget holder must refer the matter, via the finance officer, to the Trustees who have sole authority for authorising unbudgeted expenditure	Budget holders	Trustees
5	Purchases may be made only when these checks and approvals have been secured, and not before	Budget holders	Finance officer
6	Once purchase decisions have been made, quotes must be retained in preparation for authorisation of the expenditure	Budget holders	Finance officer
7	On receipt, all invoices must be logged with finance prior to being checked.	Budget holders	-
8	Once logged, checks should be carried out to ensure that the services/products have been received as per the specification, that the invoice does not exceed the quote and that the ESFA is satisfied with the purchase. When these conditions are met, the invoice should be approved for payment	Budget holders	Finance officer
9	In the event that there is no quote (if the level of expenditure falls below the threshold), checks should be carried out to ensure that the services/products have been received as per the specification and that the ESFA is satisfied with the purchase. When these conditions are met, the invoice should be approved for payment	Budget holders	Finance officer
10	In the event that the invoice differs from the quoted value, the invoice must be queried with the supplier. The ESFA will not pay for costs incurred beyond those agreed at procurement stage, unless the specification has changed and the increased cost agreed prior to delivery	Budget holders	Finance officer
11	Once the goods/services have been approved, the invoice is authorised for payment	Budget holders	Finance officer
12	Payments are made by BACS through	Finance	Sample by

	Barclays.net on line banking system, where this is possible, and otherwise by cheque. The on-line banking regulations outline the procedure to be followed; the bank expenditure (cheques) procedure is to be followed otherwise.	officer	CEO
13	Payment of invoices is recorded in SAGE against the cost code identified in the schedule of cost codes	Finance officer	Professional auditors
14	Failure to comply with financial regulations may result in disciplinary action	CEO	Trustees

INCOME

	Action	Responsibility	Checks
1	All material opportunities for income (>£1000) shall be considered and approved by Trustees prior to commitments on behalf of the ESFA being made	Finance officer	CEO
2	Levels of fees charged (eg for competition entries, merchandise or sponsorship) shall be set by the Trustees on the recommendation of the CEO, the finance officer or the respective committee of Council	CEO	Trustees
3	Income contracts shall only be entered into on the authority of the Trustees following review by the CEO or the solicitor, as determined by the Trustees	CEO	Trustees
4	Income shall be claimed against the contract or other agreement (sales invoice) in line with the terms of that agreement and only when the manager responsible for the activity confirms that the income claim is legitimate	Manager	Finance officer
5	Income is recorded in SAGE against the code identified in the schedule of cost codes, using the income procedures	Finance officer	Professional auditors
6	Income is reconciled on a weekly basis in line with the income procedures	Finance officer	-
7	Discrepancies in income records will be investigated and reconciled in line with the income procedures	Finance officer	-
8	Failure to comply with financial regulations may result in disciplinary action	CEO	Trustees

CREDIT CARDS

	Action	Responsibility	Checks
1	Credit cards shall be supplied to those ESFA representatives deemed appropriate by the Trustees. The current arrangements provide this to the Chair of Council, the Chair of Trustees and the CEO	Trustees	Finance Officer
2	Credit card holders must determine whether their	Credit card	Finance

	planned purchases are within budget and confirm this is the case before making purchases	holders	officer
3	Where expenditure is not within budget, the credit card holder must refer the matter, via the finance officer, to the Trustees who have sole authority for authorising unbudgeted expenditure	Credit card holders	Trustees
4	Purchases may be made only when these checks and approvals have been secured, and not before	Credit card holders	Finance officer
5	Receipts from permitted expenditure must be obtained, showing VAT where applicable	Credit card holders	Finance officer
6	Statements must be checked against receipts and reconciled	Finance officer	-
7	Payment of bills is recorded in SAGE against the cost code identified in the schedule of cost codes	Finance officer	-
8	Upon cessation of office credit cards must be returned to the finance officer	Credit card holders	Finance officer
9	Failure to comply with financial regulations may result in disciplinary action	Chair of Trustees	Council

BUDGET SETTING

	Action	Responsibility	Checks
1	A first draft budget shall be proposed to O&T at the March meeting	Finance Officer	CEO
2	O&T shall, at the March meeting, set an aspirational target for the year end position	Officers and Trustees	-
3	The finance officer shall work with budget holders and, where appropriate they shall work with Committee Chairs, to collectively reach the aspirational target. In so doing, budget holders must realistically assess how expenditure can be controlled and how income can be maximised	Budget holders/finance officer	CEO
4	At the April meeting of O&T, a second draft budget will be presented, highlighting the changes since the first draft, any major assumptions and any risks within that budget.	Finance officer	CEO
5	O&T shall, at the April meeting, assess the response to the aspirational year end target and determine, from the risks and assumptions, whether or not the second draft budget is acceptable. An unrealistic budget must not be approved.	O&T	-
6	Should the O&T not agree the proposals as presented, consideration must be given to changing activity in order to reach the aspirational budget target, or the aspirational target must be reviewed to make sure it is realistic, based on the draft 2 budget.	O&T	-
7	When the draft budget is agreed by O&T, it shall be presented to Council for approval at the May meeting.	Chair of Trustees	Council
8	Once Council approves the budget, budget holders and Committee Chairman shall be presented with their budget for the season and the budget holder shall use that budget for in-year monitoring of income and expenditure	Finance officer	CEO
9	Exceeding expenditure limits set in the budget may result in disciplinary action, as outlined in the expenditure regulations	Budget holders	Chair of Trustees

BUDGET MONITORING & REPORTING

	Action	Responsibility	Checks
1	Budget holders shall be responsible for the day to day monitoring expenditure and for ensuring that expenditure limits are not exceeded, as outlined in the expenditure regulations	Budget holders	Finance officer
2	On a monthly basis, a summary of the financial position will be produced for each budget holder, so that income as well as expenditure can be monitored.	Finance officer	
3	On a monthly basis, financial performance shall be reviewed and adjustments made as necessary to ensure that expenditure and income targets are met.	Budget holders	CEO/ finance officer
4	On a monthly basis, the financial performance of the Association as a whole shall be reviewed to ensure that expenditure and income targets are being met; to highlight any new risks and to review the underpinning budgetary assumptions to determine whether any matter needs to be referred to Trustees for review	Finance officer	CEO
5	Management accounts shall be provided on a two monthly basis to the O&T, unless point 4 above highlights matters needing to be drawn to their attention sooner	Finance officer	Trustees
6	Should Trustees become dissatisfied with financial performance they shall instruct the appropriate remedial action to redress the balance. This may include disciplinary action in the event that worse than expected financial performance is caused by a failure to comply with the financial regulations	Chair of Trustees	
7	Profit and loss statements and a balance sheet shall be produced at the 6 month and the year end point and reviewed by Trustees who will review the overall financial health of the Association and determine what, if any, adjustments are needed to the finance policy. Any adjustments shall be recommended to Council	Trustees	Council
8	The annual accounts shall be produced in line with the expectations of the regulator, checked by the professional auditors and the Honorary auditors, and recommended (or otherwise) to the Trustees for approval	Finance officer	Trustees
9	Trustees shall approve the annual accounts on the basis of the recommendations of the professional auditors, their knowledge of the Association's financial health and the knowledge derived from their in-year monitoring of performance. The accounts shall be presented to the AGM	Trustees	AGM

STAFF EXPENSES

	Action	Responsibility	Checks
1	Staff shall be reimbursed for expenses necessarily incurred in delivering ESFA business in line with the rates authorised by the Trustees, subject to compliance with the rules laid down in these financial regulations and in the “travel and driver welfare” policy	Staff	Finance officer
2	Staff shall give due regard to the need for efficiency (both financially and operationally) when making travel arrangements. This includes car sharing, alternative rail providers and in-country flights for long distances, and, where journeys begin or end at home, claiming that as the start point for the journey only where this minimises mileage.	Staff	Finance officer
3	Staff shall be reimbursed for travel costs at the rates of mileage laid down by the Trustees in accordance with HMRC guidance, subject to the provision of proof of vehicle licensing, business insurance and vehicle tax, and the appropriate completion of a travel expenses claim form	Staff	Finance officer
4	For the current season these rates shall be paid as follows: <ul style="list-style-type: none"> • Essential user (as defined by the Trustees) rate = 40p/mile for the first 10,000 miles, and 25p/mile thereafter • Casual user (as defined by the Trustees) rate = 30p/mile for the first 10,000 miles, and 25p per mile thereafter 	Staff	Finance officer
5	Costs of overnight accommodation will be reimbursed where this is more efficient than successive journeys, or where the distance to be travelled means that travelling time cannot be accommodated within a reasonable working day. Except in exceptional circumstances, overnight accommodation should not be booked without the advance permission of line managers.	Line managers	Finance officer
6	Hospitality: costs of incidental hospitality necessarily incurred in the conduct of ESFA business shall be reimbursed on the provision of receipts. Costs of entertaining/provision of meals for guests shall only be considered if approved in advance. There will be no reimbursement for the purchase of alcohol	Line managers	Finance officer
7	Expense claims must be submitted within 7 days of the end of the month in which they are incurred. Mileage claims should be accompanied by VAT receipts which cover a minimum of 50% of the value of the claim: all other expenditure must be	Staff	Finance officer

	accompanied by VAT receipts		
8	Expenses shall be paid, subject to the receipt of an eligible claim, within a further 7 days	Finance officer	
9	Payment of expenses shall be appropriately recorded in the accounts	Finance officer	