# **Regions & Branches Guidance for Treasurers:**

# **New arrangements from 1st January 2022**

**INTRODUCTION**

Following the consultation in 2021 it was agreed that from 1st January 2022, all region and branch bank accounts will be closed and the balances transferred to the main IBMS bank account. The amount of the cash balance transferred will be mirrored in the budget for that region or branch going forward.

This document provides guidance to treasurers of what they need to do from 1st January, 2022

If you have any questions please contact regionsbranches@ibms.org

Individual bank accounts have been closed and replaced by a budget for each region/branch. The budget is made up of the balance transferred **PLUS** an annual budget allocation equal to the amount the region/branch would have received under the cash allocation system. The budget will be set at the start of each year and communicated to the treasurer.

If there is no financial activity in any one financial year, the annual budget allocation for that year will be deducted from the budget. This mirrors the current arrangement where no cash allocation is made if there is no financial activity.

Quarterly returns are no longer required. The role of the region/branch treasurer is to lead the financial planning for the region/branch, monitor activity against the budget and ensure that region/branch activities and financial position are communicated at the local AGM. The treasurer will also be the link between the region/branch and IBMS staff on matters relating to the budget.

Payments from Region/Branch Funds

Payment of invoices and expenses claims will be processed by the finance team at Coldbath Square. Invoices need to be addressed to the IBMS, 12 Coldbath Square, London EC1R 5HL and not to an individual. The invoice or expenses claim must be authorised by the region/branch before being submitted electronically to regionsbranches@ibms.org

The treasurer can authorise a payment of up to £100 but any payments exceeding this need a second approver. Each committee will need to submit a list of authorised approvers to regionsbranches@ibms.org . This should be a minimum of 3 people – the chair, secretary and treasurer. Other committee members can be added at the discretion of the committee. Any changes to the original list will need to be approved by the committee and advised to the finance team at Coldbath Square by email to regionsbranches@ibms.org

**NB. An approver cannot authorise a payment to themselves.**

* To pay a supplier or an expenses claim up to £100
	+ The treasurer should forward the invoice or expenses claim form to regionsbranches@ibms.org stating that they authorise the invoice / expenses claim for payment. Ensure the bank account details are included on the invoice / expenses claim form.
	+ The finance team at Coldbath Square will process payment direct to the supplier / claimant’s bank account by BACS.
* To pay a supplier or an expenses claim in excess of £100:
	+ Forward the invoice or expenses claim form to a second authorised approver and copy in regionsbranches@ibms.org Ensure the bank account details are included on the invoice / expenses claim form.
	+ The second authorised approver should confirm by email to regionsbranches@ibms.org that they authorise the payment.
	+ The finance team at Coldbath Square will process payment direct to the supplier / claimant’s bank account by BACS.

Raising sales invoices

Sales invoices will be raised centrally by the finance team at Coldbath Square. The region/branch (usually the treasurer) will need to complete a ‘Sales Invoice Request Form’ (appendix A). The completed form should be emailed to regionsbranches@ibms.org and the invoice will be issued by the finance team at Coldbath Square. The invoice will be raised in the name of the Institute but reference will be made to the relevant region/branch. All income received will be allocated to the region/branch budget.

The finance team at Coldbath Square will chase up amounts outstanding but may seek the assistance of the treasurer if required.

Cheques/cash received by the Region/Branch

Any cheques received should be made payable to the “Institute of Biomedical Science”. The treasurer will send the cheques along with a covering letter explaining what the cheques are for to the finance team at Coldbath Square for banking. The income will be credited to the region/branch budget. Prepaid postage labels are available – please contact the finance team at Coldbath Square who will post a supply to the treasurer.

Cash receipts should be discouraged but should it be unavoidable please contact the finance team at Coldbath Square for advice and guidance.

Financial reporting to Region/Branch

Following the end of each financial quarter (March, June, September and December), each treasurer will receive a management report for their budget in the early part of April, July, October and January. If there has been no activity in the year to date, no report will be generated and the treasurer should contact the finance team at Coldbath Square if they believe this to be incorrect. Adhoc reports can be supplied as required by emailing regionsbranches@ibms.org

**Guidance for Region and Branch (R&B) Expenditure**

All expenditure must be in line with the IBMS’s charitable objectives which are “to promote and develop the role of biomedical science within healthcare to deliver the best possible service for patient care and safety”.

Expenditure should be within the budget notified to the R&B by the Finance team. Requests for expenditure which will exceed the budget should be directed to the Executive Head of Membership in the first instance.

The types of expenditure likely to be considered appropriate include:

1. Organising and running local meetings or training events. Costs are likely to include venue hire, catering for the event, speaker fees and travel expenses.
2. Supporting local members to attend Congress where their employer is unwilling to provide support.
3. Developing training materials related to biomedical science for use locally such as posters, leaflets etc.
4. Supporting local public engagement events to promote biomedical science, including the purchase of materials and promotional items for use at the event and travel costs.
5. Providing local prizes to recognise a member’s achievement in biomedical science.
6. Reasonable costs for an annual thank-you meal for local R&B officers who have given up their time to run the R&B.
7. Reasonable thank you gift for retiring Committee members.

R&B Funds should not ordinarily be used for entertaining local members unless the costs can be covered by a local sponsorship arrangement. If a local sponsorship arrangement cannot be secured, the contribution from R&B funds should not exceed £15 per head.

R&Bs should contact the Comms team at Coldbath Square if they need help organising local events or supporting local public engagement events.

If you are unsure whether an item of expenditure is appropriate please contact the Executive Head of Membership before committing to it.

