



## Financial Regulations

Issued in accordance with CoL R4(i),  
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Treasurer, Regia Anglorum,  
October 25<sup>th</sup> 2020.

## Financial Regulations

Regia has funds which can be used for the support of society activities, and for extending and developing what the society does. However, as an unincorporated society, all Regia funds ultimately belong to the membership as a whole.

All officers have a duty to use the society funds responsibly, and to be able to provide to the membership an account of any such use. That includes a duty to consult appropriately before making any financial commitment.

These regulations, designed to help the treasurer and other officers to fulfil their financial duties to the society, supersede any previous version.

### 1. Incurring Expenses

- a) In accordance with the CoL (R2B(vi)(k), members of Regia must not commit to or actually incur any expenditure on behalf of Regia Anglorum unless it has been sanctioned in advance by the Treasurer.
- b) The Business Manager, the Eolder, and the nominated Deputy to the Eolder, have a delegated authority from the Treasurer to authorise expenditure of up to £250 in the absence of the Treasurer. Any such authorisation that has been given must be reported back to the Treasurer as soon as is practicable. For anything which will exceed £250, either as a one-off expense, or as an accumulation of smaller expenses over time, the prior consent of the Treasurer must always be obtained. The Treasurer may decide to seek guidance from other officers and/or from the HW before giving any consent.
- c) No significant expenditure should be incurred, except in an emergency, without the prior consent of the HW, as well as the Treasurer. Significant expenditure means any expenditure above £5,000 (or such other level as the HW may from time to time determine), or anything below that amount if the Treasurer feels that the nature of the expenditure is such that the consent of the HW is appropriate.
- d) If potential significant expenditure is detailed as an aspiration in an officer's report or in a manifesto prior to election, then acceptance of that report by the HW or election of that officer constitutes the consent of the HW to the principle of that expenditure. However, the HW may require a budget to be presented to them, and may impose an overall spending cap or other conditions before any expenditure is actually committed to or incurred. In addition, the consent of the Treasurer must always be obtained before any item of expenditure is actually committed to or incurred.
- e) Where there is some form of emergency that will involve significant expenditure, and there is such urgency that it is not possible for the consent of the HW to be obtained at the time, the expenditure may be authorised by the Treasurer after a 4-way joint consultation between the Treasurer, the Business Manager, the Eolder or the nominated deputy to the Eolder, and

the member of the HW who has been nominated by the HW to act on their behalf in such circumstances.

- f) Where items are being considered for purchase that are intended to be used by the society as being authentic, the prior consent of the Authenticity Officer must be obtained as well as that of the Treasurer.

## **2. Reimbursement of Expenses**

- a) When an officer, a group or other member incurs expenditure on behalf of Regia Anglorum, they must retain documentary evidence of that expenditure in the form of a company invoice, receipt, or similar document. Where that expenditure includes VAT, the document must be a valid VAT receipt or similar valid VAT document, showing the amount of VAT levied, and the relevant VAT registration details. Note that for some suppliers, such as B&Q, this means that a VAT receipt must be explicitly requested at the time of payment.
- b) In order to be reimbursed by Regia, officers, groups, or other members must present the appropriate documentary evidence to the Treasurer, together (if necessary) with details of how the repayment should be made. If the reason for the expenditure is not self-evident, a short explanation should also be given, so that the monies can be correctly accounted for. This is especially important when multiple receipts are being submitted, for different occasions. Reimbursement is only done by direct bank transfer or PayPal transfer; as cheques are no longer issued by Regia Anglorum for normal payments. Members need to be aware that the bank account details of all payees are retained by the bank, and that any such existing details will be reused unless new details are notified to the Treasurer.
- c) Wic food subsidies, as appropriate, are paid after events by direct bank or PayPal transfer. Cash or cheque payments will not be made.
- d) If both income and expenditure exist, for whatever reason, they must always be separately accounted for to the Treasurer, and not just netted off. For example, all expenditure for food for an event (where Regia is supporting the cost) must have appropriate receipts, and member contributions for that food must be separately listed, even if (with the prior agreement of the Treasurer) just a net amount is reimbursed by Regia, or a net surplus is paid in.
- e) If any special means of payment for goods or services is required, this must be agreed in advance with the Treasurer. Where appropriate, the Treasurer will pay the cost of a Revolut (or similar) bank card, which then allows the Treasurer to advance funds when necessary, and for the member to provide a detailed statement showing how those funds have then been used.

### 3. Capitation Fees

- a) Capitation fees due from a group must be paid in full into an appropriate Regia account, in such a way that the Treasurer and the MO can reconcile the payment received with the membership records. Membership documentation cannot be sent out until the correct payment has been received. Payment to Regia should normally be made within 14 days of receipt of forms and monies by the local group, but in the case of renewals, the payment to Regia must be done no later than 15th November each year. Payment must be made by bank transfer, by cheque, or by PayPal transfer from group funds. Under no circumstances should capitation fees ever be paid by a group to Regia in cash. If payment is being included with membership forms sent to the MO, a cheque is the only acceptable form of payment.
- b) If capitation fees are paid by bank transfer, this should be to the Regia Membership Account (account 22923860, sort code 30-96-26). The reference for the transfer must either give the on-line renewals system reference, or else (for new members) the reference must show that the monies are for capitation fees (the reference should include 'Mem'), if appropriate a reference to the batch of forms as sent to the MO, and if the transfer is not from a named group bank account the reference must also identify the originating group, all within the 16 characters which are allowed. Thus a reference like 'CDN MEM-04' indicates the payment should match the fourth batch of forms sent to the MO by Croix du Nord.
- c) If capitation fees are paid by cheque, the cheque must be made payable to 'Regia Anglorum Membership', and written on the back of the cheque there should either be the on-line renewals system reference, or else the group name and the names of the new members for whom payment is being made. For preference, the cheque should be sent by post direct to the Treasurer, who can pay in the cheque immediately upon receipt. If, instead, the cheque is included with the relevant membership forms being sent to the MO, the MO will deposit the cheque with the bank as soon as is practicable, but this may involve some delay. Note that with cheques, payment is not actually made until the cheque has been cleared. If a cheque payable to Regia is bounced, the originating group becomes liable for any additional banking charges incurred by Regia.
- d) If capitation fees are paid by PayPal, these should go to 'membershipfees@regia.org'. As with payment by cheque, the reference for the payment must either include the on-line renewals system reference, or else give the group name and the names of the new members for whom payment is being made. Care must also be taken whenever making PayPal payments that they are marked as being for an individual, to avoid a 4.5% transaction charge being levied by PayPal. Note that unless there are pressing reasons for using PayPal, UK based groups should always make capitation fee payments by Bank Transfer, thus avoiding the risk of any transaction charge.

- e) Local group Treasurers, when requested either by a group member or by the Regia Treasurer, must confirm how and when the capitation fees have been paid to Regia for each member of their group. In the case of cheque payment, the date of payment is when the cheque has actually been cleared, as shown in the group's bank statement.
- f) If a group fails to pay in full the appropriate capitation fees for some or all of the members of the group, and discussion between the MO, Treasurer, GL, and Group Treasurer (as appropriate) fails to resolve the matter, it shall be referred to the HW.
- g) Capitation fee payments must always be kept separate from any other financial transactions.

#### **4. Other**

- a) If, for any reason, a bank deposit is made into any of the Regia Anglorum bank accounts, the Treasurer must immediately be informed about the nature of that deposit, as bank deposits do not give the same level of detail as a direct bank transfer.
- b) When the Treasurer of each group is notified to the Regia Anglorum Treasurer in accordance with CoL C5B(vi), details of how the group Treasurer can be contacted, should the need arise, should also be given.
- c) If a membership fee is to be refunded under R4A(iii), the refund should not be made until the membership book has been returned to Regia. If the circumstances require it, Regia Anglorum can issue a refund cheque on behalf of the local group, this being done after consultation between the Treasurer, the GL and group treasurer over how best to make the refund. Note that this is the only situation where Regia will issue a cheque.
- d) In accordance with CoL 5B(iii), all local groups must have a Treasurer. Where practicable, the Treasurer should not be in the same household as the Group Leader. The Treasurer should keep accounts that can be shown on request to any member of the local group. The accounts can be in as simple a form as is appropriate for the local group. The Regia Treasurer can give advice on the keeping of these accounts if requested by the local group, and the Regia Treasurer may also issue guidelines that local groups should follow.