

## **Regia Anglorum Financial Regulations**

### **1. Officers and Members expenses**

- a) In accordance with the CoL (R2B(vi)(k)), members of Regia must not commit to any expenditure on behalf of Regia Anglorum unless it has been sanctioned in advance by the Treasurer. In practice, for amounts under £250, this means the prior consent of the Treasurer, Business Manager, Eolder, or as authorised by the HW.
- b) 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.
- c) 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, please also give a short explanation, 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; 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.
- d) Wic food subsidies, as appropriate, are paid after events by direct bank transfer.
- e) If both income and expenditure exist, for whatever reason, they must **always** be separately accounted for to the Treasurer, and not just netted off. Thus, 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.
- f) If any special means of payment for goods or services is required, this must be agreed in advance with the Treasurer.

### **2. 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 MO can reconcile the payment with forms received, as membership documentation cannot be sent out until this is done. Payment should normally be made within 14 days of receipt of forms and monies by the group, but in the case of renewals, this must be done no later than 15th November each year.
- b) For capitation fees paid by bank transfer to the Regia Membership Account (account 22923860, sort code 30-96-26), the transfer must include a reference which identifies that the monies are for capitation fees (the reference should include 'Mem' or 'Membership'), 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. 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) For capitation fees paid by cheque, these must be made payable to 'Regia Anglorum Membership' and included with the relevant membership forms when they are sent to the MO. The MO will deposit the cheque as soon as is practicable. Note that with cheques, payment is not actually made until the cheque has been cleared. If a cheque in favour of Regia Anglorum is bounced, the originating group becomes liable for any additional banking charges incurred by Regia Anglorum.
- d) For capitation fees paid by PayPal, these should go to 'membershipfees@regia.org'. As with payment by bank transfer, the reference for the payment must make it clear that it is for membership, the group, and the relevant batch of forms as sent to the MO. 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) 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.
- h) Under no circumstances should cash ever be sent through the post with membership forms. Cheque payment is the only acceptable form of payment, if payment is included with membership forms.

### **3. Other**

- a) If, for any reason, a bank deposit is made into any of the Regia Anglorum bank accounts, the Treasurer must be immediately 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.

Issued in accordance with CoL R4(i), by  
Mike Stallybrass,  
Treasurer, Regia Anglorum,  
December 30<sup>th</sup> 2019 and amended 3<sup>rd</sup> January 2020.