



**Schedule 12**

**STANDING ORDERS FOR HONORARY BRANCH TREASURER**

**1. APPOINTMENTS**

- 1.1 Each Branch of the Association shall appoint an Honorary Branch Treasurer at the Branch Annual General Meeting (as per Rule 39)
- 1.2 Each Branch of the Association shall appoint Accountants(s) to prepare a financial report of the Branch Accounts for the Branch Annual General Meeting. The Auditor(s) so appointed shall not be a Member(s) of the Hospital Caterers Association.

**2. KEY REQUIREMENTS**

- 2.1 To ensure that the Branch fulfil the requirements of the Association's Constitution, Rules and Standing Orders.
- 2.2 To follow the Standing Financial instructions and documentation/ templates provided by the Honorary National Treasurer.
- 2.3 To develop and maintain effective relationships with others in relation to ensuring the promotion of the Association, e.g. members, patrons, customers of catering services (e.g. patients, staff and visitors), NHS colleagues, Catering Suppliers, other Professional Organisations and Associations, etc'
- 2.4 To uphold the highest standards of integrity and probity.

**3. MAIN DUTIES**

- 3.1 To be responsible for the security of all Branch funds in his/her custody.
- 3.2 To ensure financial records are securely stored in line with the requirements of the HMRC and guidance from The Honorary National Treasurer
- 3.3 To keep the Branch Accounts recording the income and expenditure, the assets and liabilities of the Branch.
- 3.4 To submit branch VAT returns four times a year to the Honorary National Treasurer
  - 1<sup>st</sup> quarter November to January return made before 14<sup>th</sup> February
  - 2<sup>nd</sup> quarter February to April return made before 14<sup>th</sup> May
  - 3<sup>rd</sup> quarter May to July return made before 14<sup>th</sup> August
  - 4<sup>th</sup> quarter August to October return made before 14<sup>th</sup> November
- 3.5 To submit the monies due to the Association's National funds, in respect of membership subscriptions and VAT payments on a quarterly basis.
  - 1<sup>st</sup> quarter by 28<sup>th</sup> February
  - 2<sup>nd</sup> quarter by 31<sup>st</sup> May
  - 3<sup>rd</sup> quarter by 31<sup>st</sup> August
  - 4<sup>th</sup> quarter by 30<sup>th</sup> November

- 3.6 To present at each Branch meeting a financial report on the current financial position and include information regarding membership as required by the Branch in a format that will enable Honorary Branch Secretary to comply with Standing Orders for Honorary Branch Secretaries.
- The number of full and associate Members (in accordance with guidelines for regulating the number of associate Members).
  - The number of Honorary and Life and Guest Members
  - The name of Branch Patrons of the Association.
  - The names and designation of new Members enrolled.
  - The number of Guest members becoming Full members
  - The names, designation and address of transferred Members.
  - The names of Members who have left the service or resigned.
  - The number of Members as at 31 October in the previous subscription year.
  - The number of paid-up Members in the current subscription year.
- 3.7 To collect subscriptions from Branch Members and to maintain a Branch Membership Roll.
- 3.9 To prepare a certified annual balance sheet and an assets and liabilities sheet for the period 1 November 31 October each year, for circulation to Branch Members for the Branch Annual General Meeting. (ref section 6 & Appendix 1)
- 3.10 To review and check the Branch membership data bases sent out by the Administration Contractor, twice yearly, and make adjustments to any details and return to the Administration Contractor.
- 3.11 Other duties and assignments as may be directed by Council from time to time

#### **4. SUPPORTS THE HONORARY NATIONAL TREASURER**

- 4.1 To submit to the Honorary National Treasurer such monies as may be due from time to time to the Association's central fund. Ideally payments should be made using electronic internet banking (see banking arrangements section 9). Any cheques should be made out to "Hospital Caterers Association".
- 4.2 When transferring a Member to another Branch, advise (both the new Branch Honorary Branch Treasurer and the Honorary National Treasurer and the Administrative Service Contractor) of the transfer and indicate whether the transferring member is a fully paid up member

#### **5 MEMBERSHIP APPLICATIONS**

- 5.1 On receipt of completed application forms for membership, submits the application to a Branch Meeting or duly authorised Branch Committee, for membership acceptance, ensuring that the full details are available and that the form has been duly completed (Rule 5). Completed membership applications must be countersigned by two Branch Officers.
- 5.2 After acceptance the Honorary Branch Treasurer will enter the required details on the Branch Membership Roll and will forward the application form to the Honorary National Treasurer and the Administrative Contract provider, and issue an invoice
- 5.3 Membership certificates will be sent to the Honorary Branch Treasurer by the Administrative Contract provider for presentation to the Member. Appendix 1 provides a flowchart showing Roles and responsibilities

## 6 ANNUAL BALANCE SHEET

- 6.1 The Honorary Branch Treasurer shall prepare a financial report of the Branch accounts for the period made up to the 31 October of that year, detailing therein the main items of income and expenditure, assets and liabilities (balance sheets).
- 6.2 One copy of both the Branch Accounts and one copy of the balance sheet should be sent to independent Accountants to certify the Accounts, which is then tabled at the Branch AGM
- 6.3 Two copies of the certified balance sheets shall be forwarded to the Honorary National Treasurer not later than 14 December of that year (in accordance with Rule 42).

## 6 SUBSCRIPTION

- 7.1 The annual subscription payable by Members is fixed by resolution of the Association at the National Annual General Meeting and remains so, until revised at a subsequent National Annual General Meeting.
- 7.2 Subscriptions are due and payable on 1 November in each year and cover a period to the 31 October in the year following (a subscription year is from 1 November – 31 October).
- 7.3 On 1<sup>st</sup> November, a VAT invoice will be issued for all subscription renewals (*the VAT element is Variable each year a new invoice template will be issued by the Honorary National Treasurer*) and in any event they must be paid before 30<sup>th</sup> April.
- 7.4 Where a Member fails to pay a renewal subscription on or before 30<sup>th</sup> April, the Honorary Branch Treasurer shall write to the said Member, giving notice therein, that unless the required subscription is submitted to the Honorary Branch Treasurer, within 30 days of the date of the communication, the Member's name shall be removed from the Branch's and the Association's Membership Roll. (in accordance with Rule 15)
- 7.5 No entrance fee is required from new Members.
- 7.6 The initial subscription payable by new Members is representative of a proportion of the total annual subscription and is related to the period from the date of application, to the end of the subscription year (Table 1).(in accordance with Rule 14)

**TABLE 1  
PROPORTION OF TOTAL ANNUAL SUBSCRIPTION**

Date of Joining	% of Total Annual Subscription
Between 1 Nov & 31 Jan	100
Between 1 Feb & 30 April	75
Between 1 May & 31 July	50
Between 1 Aug & 31 Oct	25

- 7.7 Except for a new Member joining after the commencement of the subscription year (ref 7.8 above), all renewal subscriptions become due and payable on 1 November.
- 7.8 The Honorary Branch Treasurer should submit one copy of the VAT return January, April, July and October as per 3.4 to the Honorary National Treasurer. Ensuring the following information is fully completed:
- Membership number including letter prefix for membership type (this may not be available for new Members).

- Full name.
- VAT invoice number issued to each Member.
- The VAT spreadsheet will indicate the subscription amount for each quarter, which shall then be submitted to the Honorary National Treasurer. Branches should use Internet banking and BACS Payments where possible.

## **8 FORMS**

- 8.1 The following standard forms are available for the use of Honorary Branch Treasurers. These forms may also be available electronically or as hard copy.
- Blank income/expenditure and assets and liabilities sheets for the presentation of Branch Annual Accounts.(sample Appendix 2)
  - Standard invoice template.(sample Appendix 3)
  - Letter to Members whose subscription remains unpaid as of 30<sup>th</sup> April (sample Appendix 4)
  - Notification of transfers, change of name, deaths, resignations, etc. (sample Appendix 5)

## **9 RECEIPT BOOKS**

- 9.1 Official VAT receipt books are obtainable from the Honorary National Treasurer.
- 9.2 VAT Law requires the Association to provide a VAT receipt if one is requested.

## **10 BRANCH FUNDS (INCOME AND EXPENDITURE)**

- 10.1 All Branch funds, from whatsoever source remitted or secured, are the property of the Hospital Caterers Association and in the ultimate are under the control and direction of the Council of the Association.
- 10.2 Branch income and expenditure accounts are controlled at Branch level by duly authorised officers of the Branch, by the delegated authority invested in the Branch by the Council of the Association.
- 10.3 It is the duty and responsibility of the Honorary Branch Treasurer to assure that the liabilities of the Branch do not exceed the assets, without the written consent of the Council of the Association.
- 10.4 In the event of the termination or discontinuance of the Branch of the Association, the funds of that Branch shall immediately revert to and come under the control and direction of the Council of the Association.

## **11 BANKING ARRANGEMENTS**

- 11.1 The Honorary Branch Treasurer is responsible for sound Banking facilities, when selecting a bank it is sensible to choose one with a branch that is convenient to your HCA Branch. All funds belong to the Hospital Caterers Association.
- 11.2 The Honorary Branch Treasurer can open two accounts, a current account and a high Interest or deposit account, interest may well be low, but the funds of the Association must never be placed in any form of investment based account. The Honorary National Treasurer must be given the sort code and account details for both accounts.
- 11.3 The authorised signatures (normally its two, which would be the Honorary Branch Treasurer and the Honorary Branch Chair, however some banks require three signatures) should be registered with the appointed bank, with either one as appointed signatory. The incoming authorised signatory will need to go to the appointed branch of XXXXXXXX Bank Plc, and take with them photo ID (ie passport

or driving license) and a personal utility Bill to prove their address, along with a completed bank mandate form for Clubs & Associations with the specimen signatures given at the bank. Provide the bank with a copy of the Branch AGM Minutes that shows the names of the elected authorised Officers of your Branch, The AGM Minutes should also state that the Branch agreed to bank with XXXXXXXXXX Bank Plc and agreement about which officers authorised to using Internet Banking.

- 11.4 The Honorary Branch Treasurer should ensure that payments can be made and received by the BACS banking system. BACS payment details must be provided on every invoice issued by the Honorary Branch Treasurer.
- 11.5 It is in the interest of the Honorary Branch Treasurer to set up Internet banking which will allow for constant monitoring of the branch account. The Internet password should be kept secure and restricted to the Honorary Branch Treasurer only. When a new Honorary Branch Treasurer is elected a new password must be set up in the Internet banking system.

Approved Council March 2020

## HCA Membership applications – Roles & responsibilities

### Summary of categories

Full	'managing' healthcare catering'
Associate	'providing goods/services to healthcare'
Branch Patron	Supplier providing goods/services to healthcare
Corporate Patron	Supplier providing goods/services to healthcare, and eligible to have representative at all 15 branches

Potential member / patron		Branch		LPPL		National Executive/Officers
1. Obtains application form from Branch Officer or website 2. Check criteria /category /local branch 3. Completes and sends to Branch Treasurer	→	<b>Branch Treasurer</b> 1. Check completed form and acknowledge application 2. Table at branch meeting for approval 3. Send to LPPL (cc National Treasurer)  <i>Corporate Patron application – National Treasurer checks application and sends to Executive Committee for approval</i>	→	1. Check completed 2. Record on A List 3. Submit A List to National Executive	→	Check criteria and application and advise approval or not  <b>National Treasurer</b> – after majority approval advise LPPL
					✓	
Welcome to the HCA – enjoy and learn /develop	←	<b>Branch Treasurer</b> 1. Issue certificate 2. Issue invoice 3. Pays subs to National Treasurer  <b>Branch Secretary</b> 1. Add to circulation list  <b>Branch Chair</b> 1. Welcome new member	←	1. Prepare certificate and issue to Branch Treasurer (National Treasurer for Corporate Patronage)  2. Add to HCA Database		

### Note

Patron	Supplier is the 'Patron' with company representative contact details for correspondence
Corporate patron	Supplier on LPPL 'A' list e.g. No. 200 – each company representative listed on database as 200a, 200b, 200c, 200d, etc

### Recognition awards

<b>LIFE MEMBER</b>	Branch decision on member who on the grounds of age or ill health retire from active participation in Health Care Catering Management, – Branch informs National Treasurer, Branch Secretary notifies Admin provider / Council Representative notifies Council
<b>ASSOCIATE LIFE MEMBER</b>	Branch decision on member who on the grounds of age retire from active participation in the provision of goods and/or services to the Healthcare Sector, – Branch informs National Treasurer, Branch Secretary notifies Admin provider / Council Representative notifies Council
<b>HONORARY MEMBER</b>	Branch nomination to Council, advising meeting criteria as in notes of Guidance. On Councils approval nomination go before AGM for ratification



Chairman: *enter name*  
 Treasurer: *enter name*  
 Secretary: *enter name*  
 Council Representative: *enter name*

**HOSPITAL CATERERS  
 ASSOCIATION**

[www.hospitalcaterers.org](http://www.hospitalcaterers.org)

President : The Rt Hon Lord Hunt of Kings Heath PC  
 OBE

**ENTER BRANCH NAME**

Branch Accounts for Period

Year ending 31st October

<b>Liabilities</b>	Net £	VAT £	Gross £	<b>Income</b>	Net £	VAT £	Gross £
member subscriptions to National				Membership subscriptions			
Branch Event				VAT Return from National			
VAT payments to National							
<b>Total</b>							



Chairman: *enter name*  
 Treasurer: *enter name*  
 Secretary: *enter name*  
 Council Representative: *enter name*

**HOSPITAL CATERERS ASSOCIATION**  
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***ENTER BRANCH NAME***

Branch Balance Sheet for Period

Year ending 31st October

<b>Liabilities</b>	Net £	VAT £	Gross £	<b>Assets</b>	Net £	VAT £	Gross £
Accumulated Funds carried forward				Current Account Deposit Account			
Less Expenditure over Income				Less Income over expenditure			
<b>Total</b>							

Certified that I have examined the books and accounts for the year ending 31<sup>st</sup> October 2018 and found them to be a true record.

..... Accountant

.....Branch Treasurer



President : *The Rt Hon Lord Hunt of Kings Heath PC OBE*  
 Chairman: *enter name*

Treasurer: *enter name*

Secretary: *enter name*

Council Representative: *enter name*



**HOSPITAL CATERERS ASSOCIATION**  
**ENTER BRANCH NAME**

www.hospitalcaterers.org

**INVOICE**

**(invoice number to consist of  
 Branch initials, year and unique  
 number eg. SW 18/19 001**

**INVOICE NUMBER**

VAT NO 857-8815-65

Date
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<b>To</b>		<b>FROM</b>

DESCRIPTION OF CHARGE TO BE MADE	COST
1 x	
NET COST	
VAT @ 20%	
<b>TOTAL</b>	

Payable to:- Hospital Caterers Association - ??????? Branch  
 Sort Code ??????? A / C No ????????

***This account is due and payable now.***

President : *The Rt Hon Lord Hunt of Kings Heath PC OBE*  
Chairman: *enter name*

Treasurer: *enter name*

Secretary: *enter name*

Council Representative: *enter name*



**HOSPITAL CATERERS ASSOCIATION**  
***ENTER BRANCH NAME***

[www.hospitalcaterers.org](http://www.hospitalcaterers.org)

Dear

**RE: MEMBERSHIP SUBSCRIPTIONS YEAR 20\_\_/20\_\_**

I would like to remind you that your subscription payment for the membership year 20\_\_/20\_\_ remains outstanding and due for payment immediately. Prompt payment would be appreciated.

However, if the required subscription is not submitted, within 30 days of the date of this communication, your name shall be removed from the Branch's and Association's membership roll.

Thank you for your continued help and support.

Yours sincerely

Honorary Branch Treasurer

