

Guide for Member Network Treasurers

For the purposes of this document, the term 'Group' is used to refer collectively to all Member Networks; ie, Interest Groups, Local Sections, Analytical Division Regions and Education Division Regions.

Groups are established in accordance with a trust deed and must adhere to the rules approved by RSC governance boards.

Groups that are joint-funded with other professional bodies should contact the Networks team for clarity on which professional body's rules it is accountable to.

1. Bank accounts

Each RSC Group maintains a NatWest Bankline current account; opened and administered by the RSC's Networks Finance team. Groups must not hold any other accounts.

- Treasurers must ensure that their Group's bank account is never overdrawn.
- A dual signature mandate applies, requiring two of the Group's three officers to sign cheques or make online payments.
- Changes to Group officers should be notified to Networks. They will instruct Networks Finance who update Bankline and contact the outgoing and incoming officers.
- Surplus funds should be 'deposited' with the RSC. Please email Networks Finance to deposit or withdraw funds. We suggest a minimum of £5,000 for each deposit / withdrawal.
- New chequebooks can be ordered via the NatWest Bankline website.

For more help with Bankline please see the separate guide <http://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/forms-documents/bankline-user-guide.pdf>.

2. Bookkeeping

To avoid any potential embarrassment or reputational damage to the RSC, please review bank statements at least once per month so that unexpected transactions are identified and resolved.

Financial records, including backup to transactions, must be kept by the group for the statutory period (current year +6).

An Excel cashbook template (with instructions) is provided to Treasurers for maintaining their Group's financial records. It is highly recommended that the cashbook be updated regularly to reduce the workload when preparing the year-end accounts. As it provides the RSC with detail to support the summarised year-end schedules, completion of the cashbook is mandatory unless the Member Network Committee has approved an alternative.

3. Expenses

When committee members claim expenses from the Group, please do not use the 'Member and non-member expenses' form on the RSC website). That form does not contain anything to help incorporate the costs into the cashbook and is more complicated than the one found via this link ... <http://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/forms-documents/expense-form-for-member-networks.xlsx>. Please ask claimants to provide you with a signed, printed copy of the member networks expense form for your records.

4. Annual Accounts

Under the Charities Act 2006, the RSC must include all Groups' results in its annual financial statements. Therefore, each Group must submit their accounts every calendar year via the cashbook. It should be provided to the RSC Networks Finance as soon as possible after the year-end to enable consolidation within the RSC financial statements. The deadline is usually around February 7th but will be announced each year.

For Groups with gross income below £100,000, the accounts should be prepared on a receipts and payments basis; ie, report only the transactions on the bank statement.

If gross income exceeds £100,000, accounts must be prepared on an accruals basis, meaning income and expenditure is recorded in the year it relates to, not the year it appears on the bank statement. Groups who exceed the threshold should continue to use this accounting method in future years.

Completion of the cashbook automatically updates the year-end schedules. To help prevent the inadvertent corruption of formulae or links between worksheets, please do not use copy/paste or cut/paste within the file. You will notice that much of the workbook is password protected. This is because, although many treasurers are capable of updating the file without complications, protection ensures consistency in the format of reporting from the 100+ individuals submitting files. If the guidelines within the workbook do not answer your queries regarding its use, please contact Networks Finance.

To finalise the accounts:-

- Return the completed Excel file by email to enable the efficient uploading of the numbers into the RSC accounting system.
- Schedule F should be signed by the Treasurer and Chair and the auditor should sign Schedule C. We request signatures are provided using DocuSign (details will be provided prior to year-end).
- Please be aware of the declaration alongside which the treasurer and chair are asked to sign schedule F.

5. Annual Audit

The type of audit is dependent upon the level of gross income. Please do not employ professional accountants unless necessary:-

- Up to £10,000 - No audit required but data subject to Finance department checks upon submission of the cashbook.
- £10,000 to £100,000 (independent examination) - Audit must be performed by a volunteer who can be a member of the committee (excluding Treasurer, Secretary or Chair). Data still subject to Finance checks.
- >£100,000 (independent profession audit) - Data still subject to Finance checks.

If your group holds an AGM, please be aware that the audited accounts may be submitted to RSC Networks Finance without AGM approval. We recommend making an advanced 'booking' with your auditor to ensure that the task is not relegated to low priority at a time when they might be busy with other year-end jobs.

6. VAT

Although Groups share the RSC's charity number, they do not form part of the RSC's VAT group and therefore they must not quote the RSC's VAT number on any sales invoices they produce. Groups should only charge VAT if they have independently registered with HMRC.

A separate guide is available to help answer your VAT questions; http://www.rsc.org/images/vat-member-networks_tcm18-95692.pdf. Please contact the RSC Finance Department if you are considering registering / deregistering for VAT or for any other VAT-related queries.

7. Grants

Grants cannot be paid before the signed year-end accounts have been received by the RSC. Please direct any queries relating to the grant calculation and payment to networks@rsc.org.

8. Guidance on Activities

Member Networks are established as independent Charitable Trusts and the RSC requires them to be self-financing. Therefore, the cost of all Group activities must be met from the Group's own funds.

Please refer to the Networks Handbook for detailed information on the administration of the Groups. <http://www.rsc.org/Membership/Networking/InterestGroups/handbook/>. Links to a selection of finance-specific matters are below:

- **Group expenditure** should be in accordance with the RSC's charitable objectives as laid out in our charter: <http://www.rsc.org/about-us/our-charter/>
- To reclaim **Committee expenses** from the RSC, please use the following link: <https://www.rsc.org/membership-and-community/connect-with-others/volunteering/useful-documents/>
- The RSC charity number should appear on any promotional material including **Sales invoices**; a template for which is available upon request.

9. Advice on completing third party supplier forms

It has become increasingly common that organisations, particularly universities, require some form-filling to enable them to make a payment to a member network group bank account. Please see below for advice on some of the questions that might appear on these forms:

- **Supplier Name** – Always use the full title of the group; eg “RSC XXXXXX Group (/Local Section)”. Please do not enter just “Royal Society of Chemistry” because this opens the door to payments being made to a central RSC account.
- **Company / Charity Number** – 207890
- **VAT Registration Number** – 342176471 (NB – This is the RSC's number and is generally not relevant to member network groups except when an education provider is billing you for an education service. Please do not quote this on your sales invoices).
- **Contact Details** - We recommend that the Treasurer's name, address and email are provided. If, however, another committee member is the primary contact for the event in question then there is no reason that their details couldn't be used. We do not recommend using RSC head office details.
- **Bank Account** – The Swift/BIC and IBAN numbers can be found on Bankline.
- **Insurance** – We would not expect this to be a compulsory question but if you encounter resistance on this matter, we can advise.

Contact

NetworksFinance@rsc.org