**Nottinghamshire Division Financial Regulations**

The Division is committed to conducting its finances according to sound principles. In addition to any financial regulations of the National Union it has determined the following local regulations.

1. A Finance Committee will be elected annually by the Division Council under the terms of the rules to work with the Treasurer. The Committee to include: The Division Treasurer; The treasurers of South Notts. and Central Notts. Associations; The Division Secretary, The Division President; plus others at the discretion of the Division Council.
2. The Finance Committee’s remit is to make recommendations to the Division Council concerning:
3. an annual budget;
4. regulations for the authorisation of spending;
5. arrangements for the scrutiny of expenditure;
6. regulations relating to the donation of funds within the union and to outside organisations;
7. Obtaining ‘best value’ union contracts, including those for mobile phones where authorised by the Division Council. This will allow any reimbursement of personal mobile phone rental to be phased out.

The committee is authorised to co-opt any members of the Division who may be deemed to have particular expertise to advise the committee.

1. The Finance Committee will make regular reports to the Division Council.
2. That the signatories to the Division accounts be:
	1. The Division Treasurer
	2. The Division Secretary
	3. The South Notts Association Secretary
	4. The Central Notts Association Secretary
	5. The South Notts Treasurer
	6. The Central Notts Treasurer

That any two of these (*normally Treasurer +1*) be required to authorise cheques with the following provisos:

1. No signatory shall sign a cheque made payable to themselves;
2. No signatory shall sign a cheque made payable to someone to whom they are ‘connected’ (i.e. a blood relative or spouse).
3. ‘Connected’ signatories shall not co-sign the same cheque.
4. In line with the existing policy of the Division, all expenditure over £50, funded by the Division, must be approved by the Division in advance as follows:
	* 1. Meetings/campaigns incurring a room/equipment hire cost and/or refreshments/meals or other fees/expenses;
		2. Attendance at Union or other conferences;
		3. Production and distribution (e.g. postage) of publications such as a members’ newsletter.
		4. Donations to any outside organisations.
		5. Purchase of equipment or improvements to the Union office.
		6. Anything else over £50.

In the event of an emergency decision being required between meetings, a minimum of 4 officers, including either the Treasurer or the Secretary, must approve the expenditure prior to ratification at the next meeting of the Division Council.

1. That the following expenditure be deemed pre-approved, but be subject to periodic ‘best value’ review by the Finance sub-committee :
	1. Office occupancy costs (to be paid by standing order or direct debit whenever possible);
	2. Normal administrative office telephones, postage and stationery costs (not including, mailings to all members which must be prior approved due to the high cost.);
	3. Any subscription charges related to the hosting of the Division web-site.
	4. Contracts for the maintenance of office equipment and printer ink/toner for printers located in the Union Office.
	5. Officer mobile phones (once approved by the Division Council). It be agreed that the Division Secretary’s mobile phone is approved in the interim, pending new Union phone contracts.
	6. Essential expenses for officers on union business, including travel (see regulations for travel expenses below), admin postage, stationery.
	7. The principle underpinning the payment of all expenses is that those working on behalf of the Division should be neither out of pocket nor making personal gain as a result of the claims made.
	8. Claims should be based on actual costs incurred and receipts provided.
2. Division funds will not be used for the employment of any member of the Union on any basis (PAYE or self-employed). No Honoraria will be paid.
3. Claims against home telephone rental and broadband will not be reimbursed.
4. The only bank accounts held by the Division shall be the Current Account and the Hardship Fund. No other accounts will be established.
5. Members of the Division Council may claim travel expenses to attend Division Council meetings and meetings of its committees. An attendance sheet for each meeting will be available to record mileage and expenses will be reimbursed by the Treasurer annually (or more regularly in the case of those travelling long distances).
6. Where a group is delegated by the Division Council to organise activities on behalf of the Division (e.g. for Young Teachers, Women Teachers, Retired Teachers, Disabled Teachers, or other specific campaigns) expenditure must be approved in advance by the Division for each activity/event. Requests for funding of such activities will be considered by the Division Council in accordance with the overall budget available for campaigns. Requests should also include an estimate of expenditure and, if approved, the Division Council will set an upper limit for expenditure which must not be exceeded without the further approval of the Division Council. All claims/invoices should be submitted to the Treasurer for payment.
7. Block funding will not be delegated to such groups who cannot hold a ‘union’ bank account. Those attending the associated planning meetings may claim travel expenses and appropriate refreshments. Meals will only be provided with the prior approval of the Division Council.
8. Requests for funding of outside organisations will only be considered where they are properly constituted and undertake activities that fall within the aims and objectives of the Union. If approved by the Division Council, such payments will only be made to the official bank account of the organisation and not to individuals on their behalf. No payments can lawfully be made, under any circumstances, to political parties
9. The financial decisions taken at each meeting of the Division shall be recorded on a pro-forma provided by the Treasurer. This will be signed by the President (or chair) at the end of the meeting. Decisions will also be recorded in the minutes.

Officer Travel Expenses

1. Any travel on Division business undertaken using public transport will be refunded if a receipt/ticket is provided.

Mileage Claims

1. Division Officers travel expenses will be paid for any excess car travel, over and above that incurred in travelling to or from their normal place of work.

(*For example, if an officer would normally travel 16 miles to and from their place of work they should only receive expenses for mileage in excess of the 16 miles on any single day*)

1. Officer claims resulting from consultation meetings, approved casework etc. should be made on the approved claim form (attached).
2. Mileage will be paid at 45p per mile for the first 1500 miles (each year) and 25p per mile thereafter.
3. Officer claims should be made once a term, whenever possible.

John Illingworth

Division Treasurer

24th April 2014