

Review of the role of HSTs

A paper by the DPCS

Background

Many years ago the Union did not have a single bank account and each Honorary Senior Treasurer (HST) managed the accounts of their CSC. Their signature was the one the bank needed on cheques and they kept a ledger for accounting purposes. At this time **only** your HST would be able to sign off your cheques

Since this point the Union has moved to a single bank account system and the technology surrounding finance has improved. All HSTs are now able to sign cheques from every CSC as the bank just has a list of approved signatories. However, it is still the HSTs responsibility to sign off on expenditure, effectively the Union cannot approve it's own expenditure without their approval.

The President and DPFS plan to bring an operational proposal to Exec discussing changing the current sign off system from the current authorisation levels to a situation where both the Club Chair/Treasurer and the MG Treasurer/Chair would be responsible for signing off all expenditure under £200. If the cheque was for one of them, the other would sign like now. This would result in two levels of scrutiny for each claim form, increasing Security – however, it would obviously also have a corresponding impact on the workload of the MG Treasurers.

In the future the hope is that all club finance (or nearly all) will be handled online. Those of you who attended training will have seen the Purchase Order system which is still in development but should go live later this year. The hope is that eventually there will also be a system for online invoices and BACS transfers for reimbursing club officers, with an equivalent online paying in system.

Matters for Discussion

Matters **before** an online system:

1. Do we require the HSTs signature on the cheques? Do they provide an extra level of scrutiny? In practice do you check the content of cheques for under £200?
2. What could be done to immediately improve the usability of the finance system? This could include changing the layout of claim forms etc. Current suggestions have included
 - a. MG Treasurers and Chairs being able to move money from club to club
 - b. MG Treasurers and Chairs being able to set-up and destroy activity codes with a balance of zero
 - c. MG Treasurers and Chairs being able to move money between activity codesDo you have any further, relatively immediate suggestions which can be implemented outside of an online system?

Matters concerning an online system:

1. Appendix A contains the results of a consultation with selected Club Officers
2. Are there any additional features you would like to see?
3. Which features are most important to your Management Group and which will make your roles easier?

Matters for decision

Does CSB broadly support the changes proposed by the President and DPFS to change the finance procedures?

Would CSB like to make any alternative recommendations to Exec?

Should any further working groups or other actions follow from this discussion?