



Policy 5.0 Financial Regulations

5.0 Legal Liabilities

The British Aikido Association is a Limited Liability Company, Directors are covered by company law and will carry appropriate limited liability insurance.

No Director or member will engage or enter into any agreement without the prior permission of the Executive Committee. Any agreements undertaken without permission will be deemed as an individual's responsibility and the Association will bear no financial or other responsibility.

- 5.1.0** All moneys raised for whatever purpose in the name of the Association shall be paid via the Association's Treasurer into an official Association account to be dispensed through the normal Association financial system.
- 5.1.1** Under the articles of incorporation the Directors of the Association acknowledge their responsibilities for: -
 - a. ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
 - b. preparing financial statement which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profits and loss for each year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the companies Act 2006 relating to financial statements, so far as applicable to the company.
- 5.1.2** Financial Statements will be prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies and with the Financial reporting Standard for Smaller Entities.
- 5.1.3** Quarterly reports will be provided to the Executive Committee to ensure probity
- 5.1.4** Accounts will be appointed at each AGM for the following financial year.
- 5.1.5** Financial reviews will take place on a regular basis to ensure and maximise investment returns.
- 5.1.6** There will be no fewer than three authorised signatures on bank accounts and any other financial holding of the association.
- 5.1.7** In the event of bankruptcy the liability for each Director will remain at the sum of £10 per person.

5.2 Acting for the Association

- 5.2.1** No Association member or club may enter into any agreement to borrow monies or otherwise incur debts on behalf of or in the name of the Association without the express written approval of the Chairman of the Association following agreement by the EC.
- 5.2.2** All members who engaging in marketing or promotional activities representing the Association shall sign the Memorandum of Understanding which is a contract providing guidance as to conduct and financial restrictions.
- 5.2.3** The Association remains a not for profit organisation and all income provided for the benefit of the membership.



5.3 Financial Spending Limits and Authorisations

The vast majority of expenditure is planned and known to the Executive Committee well before payment is due. Some minor adjustments may have to be made to payments cover potential amendments to final payments. This will have to be taken into account during the approval process.

5.3.1 That any payment above the total of five hundred pounds must have the authorisation of the Executive Committee,

- either prior to payment at EC meetings or by
- E- mail approval by majority

5.3.2 That the Chairman and /or CEO have the discretion to authorise the expenditure, on behalf of the EC, for any one item up to a total of three hundred pounds.

5.3.3. The EC must be alerted to expenditure above this amount.

5.3.4 Any payments above the five hundred pound limit must have authorisation from a second signature on the online banking system.

5.3.5 No payments above five hundred pounds may be made without written/ email confirmation from either the Chairman or CEO.

5.3.6. No payments will be made on the day of request to allow a “cooling off” period and verbal verification to take place.

5.3.7. All requests for payment shall be accompanied by either an invoice, signed and dated by approving officer or a BAA Expenses Form.

5.4 Purchase of Equipment

5.4.1 Authorisation : All requests for new or replacement equipment must be authorised by the Executive Committee prior to purchase. Failure to receive approval may result in non re-imburement of the expenditure incurred.

5.4.2 Capital Equipment : Furniture/fittings and equipment costing more than £750 are to be capitalised and shown in the balance sheet at historical cost (original purchase price).

5.4.3 Depreciation : Depreciation is provided at rates calculated to write off the excess of cost over estimated residual value evenly over the estimated useful economic life of the asset, subject to annual review.

The current rates are as follows:

Furniture and Fittings	5 years
Equipment (including computers)	3 years



5.4.4 Revenue Equipment : Equipment costing less than £750 will not be capitalised, and will be written off in the year of acquisition.

5.4.5 Ownership : All equipment purchased from central funds remains the property of the BAA. In the event that an officer or representative on the Executive Committee resigns or retires at any time, they may apply to the Executive Committee to retain the equipment for personal use. All equipment purchased for clubs and members will remain as a "Loan". If a club or member leaves the association the equipment will revert to direct ownership of the Association.

5.3 Criteria/guidance for Expenses

5.3.1 Executive Committee meetings

Directors and nominated officers attending Executive Committee, General or working group meetings are entitled to travel expenses only at a mileage allowance of 25 pence per mile.

Fellows and members holding a grade of fifth Dan and above may attend as observers but at their own expense.

5.3.2 General Meetings

Travel expenses will be paid at 25 pence per mile to all officers named to deliver reports as an agenda item at an Annual or Extra-ordinary General Meeting. These officers would include; the Chairman, General Secretary, Finance Officer, membership Officer and CDO.

5.3.3 General expenses for BAA officers

Reasonable expenses will be paid to; the Chairman, General Secretary, Finance Officer, membership Officer and CDO. Such expenses will include telephone and postage. A float of £100.00 will be available to the General Secretary.

Recognising the workload in maintaining the Association's database, and on receipt of a claim, the Treasurer will pay the Registrar £1.00 for each new or renewed member each year, £1.00 for each new or renewed club membership each year.

5.3.4 Event co-ordinators at official BAA events

Official BAA events' currently include: schools, national squad, junior and senior competitions. The Executive Committee may add other official events to this list, from time to time.

5.3.5 Postage rates

All postage to be at the 'second class' rate.

5.3.6 Expense claims

All expenses are to be claimed from the Treasurer normally within 10 working days after the month end month on the 'Expenses Claim Form'. The Executive Committee must clear any expenses claimed outside the financial year. All claims must be presented to the treasurer prior to the end of the financial year 31st December.