

## Guide to being a Branch Treasurer

### 1. Role of a branch treasurer

All RSB branch committees must consist of the following positions:

- the honorary officers: chair, vice-chair (optional), secretary and treasurer, nominated from the individual voting members of the branch
- up to 12 ordinary members, nominated from all grades of membership of the branch
- up to three additional members of the branch, co-opted by the committee

The treasurer is an honorary role and main duties are to:

- maintain records and copies of branch finances
- attend branch meetings to provide financial reports
- approve expenditure and ensure that the branch remains within budget and is cost-efficient

The treasurer will keep accounts of all monies received and expended by the branch and will report to the committee at each meeting on the state of the finances.

They will ensure that the accounts are examined annually and will forward a copy of the branch accounts, together with such other information as may be required, to Head Office (HO) at the RSB, by such date as may be set.

The treasurer will produce a budget for the forthcoming year that will be agreed with HO and submitted for approval by such date as may be set.

### 2. The financial year

The RSB financial year runs from 1<sup>st</sup> October to 30<sup>th</sup> September. The schedule of financial procedures can be found in this year's guidelines for branch finances.

### 3. Branch bank accounts

Branches are encouraged to have their funds managed directly by HO rather than through separate branch bank accounts. This removes the need to submit an annual return.

Specific rules apply to branches that continue to maintain their own bank accounts, namely a requirement that new funds will only be transferred across once the Annual Return for the previous Financial Year has been submitted and approved.

Where branches continue to maintain their own Bank Accounts, these must not be allowed to go overdrawn and the HO finance department must be kept aware of the Bank Account details. The HO finance manager must be one of the signatories to the Account. All branches must have accounts with online access and full login details must be provided to the RSB finance manager.

### 4. The branch allocation

Each branch will get an allowance determined by HO. This allowance cannot be carried over into the next financial year.

To receive your branch allocation, HO require:

- Branch budget proposal
- Branch annual return (only if you hold your own bank account)
- Bank statement (only if you hold your own bank account)

These should be prepared by the treasurer and more information on these forms can be found in this year's guidelines for branch finances.

### 5. Branch spend and expenses

The treasurer is responsible for maintaining an up to date record of branch income and expenditure and a spreadsheet is available for this purpose as required.

A key aspect of this is approving committee member expenses. Committee members should fill in an [RSB expense form](#) and send to the treasurer along with their receipts. The treasurer can then sign their approval and pay expenses (if own bank account is held) or pass to HO for payment. Any expenses the treasurer incurs should be approved by the branch chair.

The treasurer should then provide updates to committee at meetings and the branch at AGMs.

#### **6. Paying for branch events**

The events and regions team at HO will upload branch events on to the RSB website and organise any booking or payment requirements. This should be detailed on the branch event form sent by committee members to HO.

If a venue requires payment for the event and HO hold your bank account, send the invoice to HO who will organise payment.

After an event any income collected will be allocated to branch bank accounts by the events and regions team.

#### **7. Applying for extra funding for branch events**

Branch allocation may not cover additional events that a branch wishes to organise. HO are happy to support extra events through additional event funding. This can be applied for at any time using the application form. We will not necessarily give a yes or no decision, but may instead, offer part funding or suggest alterations to the event proposed.

You can find the form on the regional resources page and more information in this year's guidelines for branch finances.

#### **8. VAT and the branches**

All branch activities form part of the RSB's activities and, as such, are subject to inclusion within the RSB's VAT Returns.

The RSB is a partially exempt body and is, therefore, unable to recover all of the VAT it pays out.

It is imperative that HO is provided with all VAT invoices and receipts in order to be able to account for them correctly with HMRC; similarly it is essential that branches consult with HO before setting any event charges or issuing invoices.

#### **9. Support for the treasurer**

First point of contact for any queries are the events officers, who you can contact at [regions@rsb.org.uk](mailto:regions@rsb.org.uk)

The branches are also supported through the Royal Society of Biology Council, who act as the Trustees of the Society and consist of three Honorary Officers: President, Secretary and Treasurer. Four members are elected from the College of Individual Members and four are elected from the College of Organisational Members. Another four members can be appointed by Council to ensure coverage of the breadth of the life sciences based on skills gap amongst Council.

The chair of the College of Individual Members, Nigel Brown CBiol FRSB, supports the regional branches and chairs The Branches Group.