



Financial Procedures

British Educational Research Association

Company Limited by Guarantee

Company Number 08284220, Registered Charity Number 1150237

Updated June 2019

BERA Financial Procedures

Financial management

1. The Executive Director is responsible for the day-to-day management of BERA's financial operations in accordance with these procedures and the Internal Finance Policy. They may delegate responsibility for financial management to a member of staff where appropriate.
2. The Executive Director is the *de facto* Head of Finance and shall ensure there are written policies and procedures in place, and that a robust control framework exists, for the effective management of the financial operation.
3. Monthly Management Accounts are prepared with detailed accounts sent to the relevant member of staff. The Executive Director considers the overall financial position of BERA and any deviations from budget and shares this information with the Treasurer.
4. The Finance and Operations Committee and Council will receive the most recent financial management information at every meeting.

Accounting

5. The BERA office is responsible for all accounting procedures and records and shall ensure procedures comply with all current accounting requirements and best practice in line with the Internal Finance Policy.
6. The office facilitates the annual financial audit and will comply with all reasonable requests from the auditors. They will report to the Executive Director on the progress of the audit, any issues raised and the proposed methods for resolving such issues.
7. The auditors will produce a report alongside the annual accounts which will be submitted to the Finance and Operations Committee for consideration. Once endorsement from these has been received, the management letter will be presented to Council approval.
8. BERA's Annual Report and Accounts shall be published in full on its website and presented at the AGM.
9. The Finance and Operations Committee has responsibility to ensure the external auditors appropriately scrutinise the financial records and offer value for money. It shall recommend to Council the appointment or removal of the external auditors.

Annual Budget, and Annual Report and Accounts

10. Council shall receive annually the Budget for consideration, scrutiny and approval. The Executive Director will report all budget transfers to Council.

11. Council will receive for its approval the Annual Report and Financial Statements.
12. The General Purposes Committee (GPC) has the delegated authority from BERA Council to act on behalf of the Association where required and approve expenditure up to £25,000 outside the previously agreed budget, particularly where decisions are needed urgently. The decision and the total amount of spend should be reported to Council at the next available opportunity.
13. Other BERA Committees have no budgetary authority beyond the agreed BERA budget but can make recommendations to GPC and BERA Council. They can also have some discretion within the previously agreed budget as to how funds are used (e.g. Conference and Events Committee can decide on the appropriate number and type of bursaries offered provided it does not go beyond the overall budgeted amount.)
14. All expenditure should be approved by Council within the annual budget framework. For exceptional/non-budgeted items the payment process is as follows; For non-budgeted expenditure below £5,000 the Executive Director has the authority to approve the payment.
15. Any non-budgeted expenditure above £5,000 must be approved in writing by the Executive Director and Treasurer/President or contained within the minutes of the appropriate committee.

Borrowing and lending

16. Funds may only be borrowed with the prior approval of Council, having received details of the reason for the borrowing, the proposed lender, the sum to be borrowed, the security provided, the rate of interest and repayment terms.

Income, banking and investment

17. The Executive Director will ensure that income received is kept secure and promptly banked.
18. Investments shall be made in accordance with Council's agreed policy. Council shall receive a report from the Executive Director and Treasurer on the investment strategy, and the risks posed by such a strategy. The Finance and Operations Committee reviews the Investment Policy may make recommendations, which will then be approved by Council prior to enacting.
19. The Executive Director will monitor and report on investments for Council and the Finance and Operations Committee.

Expenditure

20. All payments raised must be authorised, signed and paid in accordance with the Internal Finance Procedure procedure and the bank mandate.
21. Two authorised signatories can sign cheques or authorise bank transfers up to £10,000 for budgeted items. For an amount between £10,000 and £50,000, the Executive Director must be one of the authorisers.

Procurement of services

22. All new contracts over the value of £5,000 shall be subject to the process for procurement of services set out below.
23. The following shall be subject to tender at least once every five years:
- Audit
 - Investment advice
 - Office services
 - Legal services
 - Other consultancy services
 - Any major service contract in existence
24. The procurement process shall be as set out below, unless otherwise varied by Council.
- BERA shall prepare an invitation to tender setting out the specification for goods or services.
 - The Executive Director shall consider the legal implications of any tender process, and shall comply with the requirements.
 - BERA will arrange for at least three suppliers to tender.
 - For tenders of significant value, (+£50,000), the Treasurer or another Council member shall be involved in the selection process either as a panel member receiving the tenders or as an outside observer to ensure the independence of the process.
 - The selection panel shall assess the tenders and make a recommendation on which of the potential suppliers offers best value.
 - Relevant committees shall receive reports of the completed tender exercises and the results.
25. The Executive Director is authorised to sign all contracts on behalf of BERA.

Assets

26. The Executive Director and Finance Manager shall keep a fixed asset register and shall ensure the safe custody of title deeds and contracts relating to the assets owned.

Security and fraud

27. UCL Institute of Education shall ensure procedures exist to control the entry to the BERA Office and to keep all occupants safe.
28. The risk of fraud is minimised through a continuous programme of independent audit, the Internal Finance Policy and the annual financial audit. Any fraud or suspected fraud must be raised with the Executive Director immediately or the Treasurer/ President should this relate to the Executive Director.
29. All Council members are required to submit a Register of Interests and are reminded to make any declarations as part of the formal agenda at any Council or committee meeting. These are published in full on the BERA website.